

**LOWER GWYNEDD TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING
TUESDAY, OCTOBER 28, 2025**

SUPERVISORS:

Danielle A. Duckett, Chair
Janine Martin
Tessie McNeely
Jimmy Chong

STAFF:

Mimi Gleason, Township Manager
Jamie Worman, Assistant Township Manager
Michelle Farzetta, Office Manager
Neil Stein, Esq., Solicitor
Fred Zollers, Director Public Works
Paul Kenny, Police Chief
Chad Dixon, Traffic Engineer, Bowman Company
Melinda Haldeman, Finance Director

Call to Order and Pledge of Allegiance

The Chair called the hybrid meeting to order at 7:20pm at the Lower Gwynedd Township Building and virtually on Zoom and led those in attendance in the pledge of allegiance.

ANNOUNCEMENTS AND PRESENTATIONS

The Board of Supervisors (BOS) met in executive session prior to tonight's meeting to discuss matters of personnel and potential litigation related to code enforcement.

The Township's Veteran's Committee will host a ceremony honoring our country's veterans on Saturday, November 8th, 2025, from 10:30 am to noon at Veterans Park, followed by complimentary refreshments provided by Taste of Lower Gwynedd.

PUBLIC COMMENTS

There were no comments from the public.

BUILDING AND ZONING

Consider authorization to initiate the process, including advertisement of a legal notice, to amend Chapter 1295 (Wireless Telecommunications Towers, Antennas, and Overlay District) in the Zoning Ordinance and the zoning map to allow cell towers on a portion of Bethlehem Pike and a location in Penllyn Woods Park

The Board and Staff have been working on addressing the gap in cell service within the Township. The next step would be to amend Chapter 1295 in the zoning ordinance for Wireless Telecommunications Towers, Antennas and Overlay district. There are two proposed cell towers, one in the rear property at 900 N. Bethlehem Pike and the second at the end of the driveway by the maintenance area in Penllyn Woods Park, which need a zoning amendment to be installed. There were no questions from the BOS. Ms. Duckett made a motion, seconded by Mr. Chong, to initiate the process, to amend Chapter 1295 in the Zoning Ordinance and the zoning map to allow cell towers on Bethlehem Pike and Penllyn Woods Park. Motion passed 4-0.

Presentation of land development plan for J&J "Project S" to add a CEAS lab to Building 15, with associated parking, utilities and walkways, and stormwater management

J&J is proposing a 41,955 square foot addition to Building 15 on the Spring House campus. This building will include lab space on the first and second floors, as well as a third floor dedicated to mechanical support. J&J is also proposing a service parking lot, utility pads and racks, a generator, subsurface utilities and sidewalks and trails associated with the project.

John Walko, Esq., Kevin Selger and Al Turner all spoke on behalf of the project. They stated that there will be no additional personnel hired by J&J as a result of this project. They do not anticipate any increase in traffic, however, they are willing to pay any applicable traffic impact fees that might be incurred. The existing stormwater basin is sufficient, but Montgomery County has requested a stormwater maintenance plan. Mr. Turner stated a plan is being created; however, the plan is ongoing every time J&J makes changes to the property. J&J is willing to enter into a new agreement if required. Ms. Duckett asked for clarification on the tree replacement. They will confirm this number as they have 75 trees planned, but the County review letter asks for 79. Mr. Walko assured the BOS that they will meet all requirements for tree replacement; they will not be asking for any tree waivers. Ms. Duckett made a motion, seconded by Ms. Martin, authorizing Mr. Stein to prepare a conditional preliminary/final land development approval resolution. Motion passed 4-0.

GENERAL BUSINESS

Consider awarding bid to Kuharchik Construction, Inc in the amount of \$83,305 for Bethlehem Pike / Penllyn Pike traffic signal mast arm replacements

Bowman received bids for the Traffic Signal Replacement at Bethlehem Pike and Penllyn Pike. Four bids were received on October 10, 20205. Bowman is recommending the bid be awarded to Kuharchik Construction in the amount of \$83,305. Mr. Dixon stated that the work would be completed in the spring or summer of 2026 depending on when the materials arrive. Ms. Duckett made a motion, seconded by Ms. Martin, to award the bid to Kuharchik construction. Motion passed 4-0.

Presentation and discussion about 2026 draft budget

Ms. Haldeman presented the 2026 draft budget to the BOS. She grouped the budget into General Operating Funds, Sewer Funds, and Capital Funds. Ms. Haldeman explained the various components for each fund. She noted that the Recreation Fund, which used to be a separate fund, has been combined into the General Fund, as started in the 2025 budget and shown in the draft 2026 budget. The 2025 end-of-year projections and the proposed 2026 budget for the major revenue streams and expenses for each department were also discussed.

In her presentation Ms. Haldeman explained in detail each tax revenue, including the earned income tax, business privilege tax, mercantile Tax, local services tax, and real estate tax. The real estate tax rate is the only rate that the BOS can change.

For the capital funds Ms., Haldeman explained grants, traffic impact fees, tree contributions, the highway aid fund for use of the annual grant from the state gas tax, and the stormwater fund. The interest earned on reserves is an important revenue source for the capital funds. She explained the 10-year vehicle replacement plan includes the funding necessary to replace equipment we already have and a few identified additions. Ms. Gleason mentioned that staff is working on a similar plan for major building repair maintenance. The 2026-2030 Capital Projects Plan was reviewed which includes buildings, infrastructure, stormwater management, parks, trails, and sanitary sewer. This portion of the presentation included grants that we have applied for, as well as those that have been awarded. Mr. Chong thanked Ms. Haldeman for all her work on the budget. The budget shows forward planning, leaving no surprises for residents. Ms. Haldeman has been managing the money efficiently, allowing Township money to work for the community. Ms. Gleason also thanked Ms. Haldeman for the hard work she put into the budget and the presentation. At the November 18th BOS meeting, staff will be asking to advertise the 2026 Preliminary Budget for public comment.

Approval of invoice report for October 28, 2025

The BOS received the invoice report for checks dated October 28, 2025, totaling \$362,144.69. There were no questions or comments. Ms. Duckett made a motion, seconded by Ms. Martin, to approve the invoices dated October 28, 2025. Motion passed 4-0.

Township Engineer Report – October 2025

Prior to the meeting, Mr. Hersh provided the Gilmore Engineers report for October 2025. There were no questions or comments.

Traffic Engineer Report – October 2025

Prior to the meeting, Mr. Dixon provided Bowman's Project Status Report for October 2025. There were no questions or comments.

Approval of minutes – October 14, 2025, meeting (JM abstains)

The BOS received the meeting minutes from the October 14, 2025, BOS meeting. There were no questions or comments. Ms. Duckett made a motion, seconded by Ms. McNeely, to approve the minutes. Motion passed 3-0.

Approval of minutes – October 20, 2025, Town Hall

The BOS received the meeting minutes from the October 20, 2025, Town Hall at Spring House Estates. There were no questions or comments. Ms. Duckett made a motion, seconded by Mr. Chong, to approve the minutes. Motion passed 4-0.

SUPERVISOR LIAISON REPORTS

There were no Liaison reports provided for this meeting

STAFF UPDATES

Ms. Gleason introduced Rachael Kang, a new member of the finance department and thanked her for attending the meeting tonight.

Chief Kenny reminded everyone that this weekend there will be the Fill a Cop Car event from 10am-12pm at the Giant across the street. All donations will go to Mattie Dixon.

SUPERVISORS COMMENTS

Ms. McNeely echoed Mr. Chong's comments regarding Ms. Haldeman's work on the budget and thanked the staff for their professionalism and hard work overcoming challenges on a regular basis. Ms. Martin echoed those comments.

Mr. Chong wished everyone a Happy Halloween.

Ms. Duckett also echoed the previous comments. She also said that she is happy to see the progress and accomplishments that have been made regarding the issues that she and Ms. Mc Neely ran on 6 years ago. This is a completely different Board from when she was first elected. Ms. McNeely commented also that she is happy to see changes happening that she ran on. Even though she will no longer be on the Board in a few months, she will not be a stranger.

Adjournment

Ms. Duckett made a motion, seconded by Mr. Chong, to adjourn the meeting at 9:10pm. Motion passed 4-0.

Respectfully Submitted,

Michelle Farzetta
Office Manger