

**LOWER GWYNEDD TOWNSHIP BOARD OF SUPERVISORS  
REGULAR MEETING  
TUESDAY, NOVEMBER 26, 2024**

**SUPERVISORS:**

Danielle A. Duckett, Chairman  
Michael Twersky, Vice 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  
Jim Hersh, Township Engineer, Gilmore  
Chad Dixon, Traffic Engineer, Bowman Company  
John Farrell, Project Manager/Emergency Management Coordinator

**Call to Order and Pledge of Allegiance**

The Chair called the hybrid meeting to order at 7:06pm 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 an executive session prior to tonight's meeting to discuss matters of personnel, real estate, and potential litigation.

**PUBLIC COMMENTS**

There was no public comment.

**BUILDING AND ZONING**

**Public hearing for a conditional use application for Gwynedd Estates (ACTS Retirement / Life Communities, Inc.) to permit grading, stormwater pipe and trail to extend into the riparian buffer allowing access to an existing nature area**

A conditional use hearing was held for Gwynedd Estates, an Acts Retirement Community, for improvements within the riparian and wetland buffer area. The information provided was transcribed by a court reporter and will be available upon request. The BOS has 45 days to render a decision.

**Presentation of Gwynedd Estates (ACTS Retirement / Life Communities, Inc.) amended land development plan to construct a two-story building and parking for 40 skilled nursing beds**  
Bernadette Kearney from HRMM&L presented to the BOS the new proposed plan for the Gwynedd Estates Nursing Facility. In 2022 a skilled nursing facility was proposed, however now they are

proposing an assisted living facility with one less bed and 13 additional parking spaces. The building is being turned 180 degrees, so as not to have the front face Old York Road Country Club (OYRCC) Acts has met with OYRCC on a regular basis to let them know the plans. Amended final plan review letters have been received from Gilmore, Bowman and the Fire Marshal. Ms. Kearney stated that they are willing to comply with the tree requirements. Ms. Duckett made a motion, seconded by Mr. Twersky, to authorize Mr. Stein to prepare an approval resolution for the amended Gwynedd Estates Land Development Plan. Motion passed 5-0.

## GENERAL BUSINESS

### **Discussion about improvements to Gypsy Hill & Penllyn Pike intersection**

The township has received requests from residents regarding the installation of a stop sign at the intersection of Penllyn Pike and Gypsy Hill Road. Bowman has completed a preliminary review of the intersection that included traffic counts and a crash history. Mr. Dixson is recommending that the sight distance be improved by removing the cluster of trees located on the property of 900 Gypsy Hill Road. This would improve the sight distance by roughly 170 feet. Once these trees were removed, Bowman would continue to monitor the intersection for the next steps. The township would need to contact the owner at 900 Gypsy Hill Road to have the trees removed and replaced at the township's expense. After some discussion amongst the BOS, they do not feel the issue is speed related, rather a volume issue, particularly in the morning hours during the school year. Having the trees removed should improve safety at the intersection. Ms. Martin made a motion, seconded by Ms. Duckett, to authorize Public Works to contact the owner at 900 Gypsy Hill Road about removing the cluster of trees near the intersection. Motion passed 5-0.

### **Consider authorization to proceed with final design of a culvert replacement at 448 Marion Avenue**

The Houston Creek Flood Study, conducted in 2023, included a recommendation to replace a driveway bridge with a box culvert at 448 Marion Avenue to allow greater stream flow. Mr. Hersh said that our Public Works Department could do most of the work. We would need to rent a crane with an operator. From demolition to completion, the project would take roughly two to three weeks. A temporary construction easement would be required from the property owner, as well as a DEP permit. Ms. Duckett made a motion, seconded by Mr. Twersky, authorizing staff to proceed with discussions with the owner and then with final design of the culvert replacement project. Motion passed 5-0.

### **Resolution #2024-31 authorizing submission of a PA Local Share Account grant application in the amount of \$580,000 for Oxford Park**

Staff are seeking authorization to submit a statewide Local Share Account (LSA) grant in the amount of \$580,000 to be used for playground improvements at Oxford Park. These improvements would be part of Phase 1 of the project. There were no questions or comments. Ms. Duckett made a motion, seconded by Ms. Martin, to approve Resolution #2024-31 for submission of the LSA grant for Oxford Park improvements. Motion passed 5-0.

### **Resolution #2024-32 authorizing submission of a PA Local Share Account grant application in the amount of \$999,366 for the Public Works Facility**

Staff are seeking authorization to submit a statewide LSA grant application in the amount of \$999,366 for funding towards a new Public Works facility. The funding will be used for the site work,

stormwater management facilities and installation of the various utilities. There were no questions or comments. Ms. Duckett made a motion, seconded by Mr. Twersky, to approve Resolution #2024-32 for submission of the LSA grant for the new Public Works Facility. Motion passed 5-0.

**Consider approval of a license agreement for 922 Chesterfield Drive**

The owners of 922 Chesterfield erected a shed and a portion of a driveway on township property. The Board is willing to grant the owners a license to continue to encroach on township property, subject to the understanding, agreements and acknowledgments set forth in the license agreement. The agreement has been signed by the property owners. Ms. Duckett made a motion, seconded by Mr. Twersky, to approve the Encroachment License Agreement. Motion passed 5-0.

**Consider approval of a Right to Know policy**

Currently, the township follows the PA Office of Open Records procedures for all Right to Know (RTK) requests. Recently the PA State Association of Township Supervisors (PSATS) sent out a sample RTK policy that they suggest townships approve. The reason for this is, one, to make clear that all requests must be submitted on the designated form and two, to make people aware that anonymous or verbal RTK requests are prohibited, as was recently confirmed in a PA Office of Open Records Final Determination. Staff are suggesting the BOS approve the proposed policy provided by PSATS. Ms. Duckett made a motion, seconded by Ms. Martin, to approve the RTK policy. Motion passed 5-0.

**Township Engineer Report – November 2024**

The BOS received the November 2024 Township Engineer Report from Gilmore and Associates. There were no questions or comments

**Traffic Engineer Report – November 2024**

The BOS received the November 2024 Traffic Engineer Report from Bowman. There were no questions or comments.

**Finance Report –October 2024**

The BOS received the Financial Report for October 2024. There were no questions or comments.

**Approval of invoice report**

The BOS received the invoice report for checks dated November 26, 2024, totaling \$506,770.38. There were no questions or comments. Ms. Duckett made a motion, seconded by Mr. Chong, to approve the invoice report dated November 26, 2024. Motion passed 5-0.

**Approval of minutes – November 12, 2024**

The BOS received the minutes from November 12, 2024, BOS meeting. There were no questions or comments. Ms. Duckett made a motion, seconded by Ms. Martin, to approve the meeting minutes of November 12, 2024. Motion passed 5-0.

**SUPERVISOR LIAISON REPORTS**

The Liaison Reports were provided from the November Environmental Advisory Council and the Park and Recreation Board meetings. There were no questions or comments.

### STAFF UPDATES

Ms. Gleason mentioned that because December will only have one BOS meeting, the financial report for November at the public meeting on January 6<sup>th</sup> that will follow the organization meeting; the December report will be provided at the January 28<sup>th</sup> public meeting.

### SUPERVISORS COMMENTS

All the Supervisors shared the same comments, thanking staff for their work on the bond process and wishing everyone a Happy Thanksgiving.

### Adjournment

Ms. Duckett made a motion, seconded by Mr. Chong, to adjourn the meeting at 8:46pm. Motion passed 5-0.

Respectfully submitted,

*Michelle Farzetta*

Michelle Farzetta  
Office Manager