

**BOARD OF SUPERVISORS
WORKSHOP MEETING MINUTES
November 2, 2009**

A public Work Session Meeting of the New Britain Township Board of Supervisors was held on November 2, 2009 at the Township Administration Building, 207 Park Avenue, New Britain Township, PA, and beginning at 9:00 a.m. Present were Robert V. Cotton, Chair, John A. Bodden, Sr., Vice-Chair; and Members Helen B. Haun, and William B. Jones. Also present were: Eileen M. Bradley, Manager; Cathy Kichline, Assistant Manager; John B. Rice, Township Solicitor; Craig Kennard, Township Engineer; Susan Federsel, Treasurer; and Robert Scafidi, Chief of Police.

1. Call to Order/Pledge of Allegiance: Mr. Cotton led the Board in the Pledge of Allegiance.

2. Announcements from the Chair: Ms. Bradley requested an Executive Meeting immediately at the conclusion of the Work Session for personnel matters.

3. Approval of Minutes of the October 26, 2009 Board of Supervisors Meeting:

MOTION: Upon motion of Mr. Jones, seconded by Mrs. Haun, the Board unanimously approved the Minutes.

4. Public Comment: There was no public comment.

5. Budget Summary Update: The Budget Committee outlined modifications to the budget as recommended at the last budget worksession. These modifications include:

- 1) A transfer of .375 mills transferred from Land Preservation to General Fund,
- 2) adjustments to the health insurance costs per department
- 3) Beginning balances have been adjusted
- 4) \$23,160 representing cell tower rent has been moved from Park & Recreation Operating fund to Park & Recreation Capital.
- 5) Refund of prior year's expenses have been added to reflect dividends received
- 6) EIT tax collection expense has been increased
- 7) Land Preservation debt principal has been adjusted
- 8) \$50,000 for site work at Vertis Park has been removed
- 9) \$110,000 storage building has been removed
- 10) Public works equipment purchases split between Capital Equipment fund and Highway Equipment fund.

Mr. Jones commended the department heads and staff for keeping costs down. Mr. Bodden appreciates the staff's effort of keeping costs down while maintaining public service and stressed the importance of not relying on development. Ms. Susan Gross asked for clarification of the .375 millage transfer. Ms. Bradley explained it is a millage transfer from one fund to another – the total millage will remain the same. The Township will also continue to collect dedicated EIT for open space purchases at the current rate.

6. Discussion: SALDO Amendment: Ms. Bradley presented a proposed amendment to the Subdivision and Land Development Ordinance as recommended by the Planning Commission. This ordinance would provide for revised submission requirements, existing resource and site analysis plans, revised street standards, existing resources and site analysis plans, permitted plant material and provide for notification requirement for new subdivisions and land development.

Ms. Bradley explained two items are policy decisions that must be discussed with the Board. The first item is Section III 402.4F; once a sketch plan is submitted, the Township will place a 90-day freeze on amending the zoning district or use requirements of the parcel that are subject of the sketch plan.

Mr. Rice began by stating a sketch plan should be used to exchange ideas and concepts for a property, not a guarantee or rights. Mr. Rice further stated there is limited procedure outlined in the MPC with regard to sketch plans.

Mr. Bodden stated he understands the planning commission is attempting to encourage conceptual discussions with the submission of a sketch plan and 90-day freeze, but New Britain Township has never attempted to change zoning on a parcel after a submission has been made.

Mr. Rice suggested the Board authorize him to write up a couple of different options. The Board agreed and Mr. Rice will identify different scenarios as well as present agreement options.

Ms. Bradley also identified Section III 402.5 ERSAP Plan Requirements and Processing Procedures, as a policy decision of the Board. This section requires an applicant to submit an Existing Resource and Site Analysis Plan (ERSAP) for residential subdivisions involving three or more new lots and for all nonresidential projects. The purpose of an ERSAP is to familiarize officials with the property's existing conditions and special features and to identify potential site design issues.

Mr. Rice and Mr. Kennard indicated the provisions of the ERSAP are already existent in the Zoning Ordinance. Mr. Kennard further stated the planning commission already has the right to go out and look at the property. Mr. Jones would like to see item number 4 and number 5 incorporated into the zoning which allows the Township staff to coordinate a site visit with the applicant and Township officials.

Mr. Rice, Mr. Kennard and Township staff will conduct further study on Section III 402.4F and 402.5 and return to the Board with recommended changes.

7. Emergency Management Committee Changes: Personnel changes were submitted for the Emergency Management Committee. It was recommended that Mr. William Jones be included on the organizational chart as Chief Elected Official, Officer Michie as the alternate EMS Coordinator, Communications & Warning Officer and Mr. Garges as the second Public Works Operations person.

MOTION: Upon motion by Mr. Bodden, seconded by Mrs. Haun and unanimously approved, the Board approved the recommended appointments to the Emergency Management Committee.

8. Board of Supervisor Comments: Mr. Cotton informed the Board and audience he will attend the next Rt. 202 Task Force meeting scheduled two weeks from Wednesday. PennDot expects letting of the third phase of the project in November.

9. Administration Comments:

9.1. Tax Collector Committee Update: Ms. Bradley and Mrs. Federsel reported attending the Tax Collector Committee meeting in Montgomery County. The Committee is in the process of developing by-laws and creating an RFP for the state mandated county-wide collection of Earned Income Taxes. Ms. Bradley and Mrs. Federsel will attend the first meeting of the Bucks County Tax Collector Committee this Thursday.

9.2. Reserve @ New Britain; Landscaping and Basin Update: Ms. Bradley informed the Board the Homeowner's Association at the Reserve @ New Britain continues to be discontented with the plantings in the basin. Ms. Bradley informed the Board the plantings are currently as indicated on the plan, but will continue to attempt to mediate this problem. Mr. Rice informed the Board the Township holds escrow and we can give notice to the developer we are drawing down funds from the Letter of Credit to correct the problem based on water quality and the functioning of the basin. Mr. Kennard agreed additional plantings are legitimate to address the water quality. It was agreed staff would continue to work with the developer to mediate this problem.

9.3. Official Map & TCDI Grant: Ms. Bradley notified the Board of grant funding availability that would cover up to 20% of the cost of creating an official transportation map. Mr. Kennard further explained there are provisions in the MPC for the creation of an official map. An official map is a planning tool that would outline potential roads and other infrastructure improvements. Mr. Jones asked Ms. Bradley to provide a cost estimate at a future date.

MOTION: Upon motion by Mr. Scanzillo, seconded by Mr. Bodden, and unanimously approved, the Board tabled the official map to a future date.

11.4. Telephone System Agreement: Ms. Bradley reviewed a proposal submitted by Cavalier Business Communications that would provide a more affordable phone service to New Britain Township. Based on the proposal received, the Township would save approximately \$182 per month. Ms. Bradley also presented to the Board a proposal from Thompson Networks for the lease of telephone equipment, installation and training.

MOTION: Upon motion of Mr. Jones, seconded by Mr. Bodden and unanimously approved, the Board authorized Ms. Bradley to enter into an agreement with Cavalier Business Communications for the telephone service and authorized entering into a 60 month lease at \$227.82 per month with Thompson Telephone for telephone equipment.

11.5. Schoolhouse Road Repair: Ms Bradley presented a cost estimate for the paving of Schoolhouse Road from the railroad tracks to the road widening. Mr. Jones recommended including this in the Highway Aid budget for 2010. Ms. Kichline will add \$25,000 to the highway aid budget.

11.6. Letter of Support for Police Radios: Ms. Bradley informed the Board the Bucks County Public Safety Committee has proposed using gaming funds to provide public safety entities with the money to purchase equipment and infrastructure for interoperable radios and other communication systems. Ms. Bradley recommends the Board send a letter to the Bucks County Commissioners in support of submitting an application to the Gaming Board to provide state of the art public safety communication systems that would benefit all citizens of Bucks County.

MOTION: Upon motion by Mrs. Haun, seconded by Mr. Bodden, and unanimously approved, the Board authorized Ms. Bradley to send a letter of support to the Commissioners on behalf of New Britain Township.

12. Solicitor & Engineer Comments: Mr. Rice informed the Board an advertisement has been prepared for the No Parking Ordinance at New Britain Walk. The areas identified as no parking have been reviewed by the township engineer and fire marshal. The proposed ordinance would be voted on at the November 9 meeting.

MOTION: Upon motion by Mrs. Haun, seconded by Mr. Jones, the Board authorized the advertisement of Ordinance 2009-11-01, No Parking at New Britain Walk.

Mr. Rice also informed the Board that he has notified St. Jude's of the expiration of their letter of credit and will send a letter of default to the bank if he doesn't receive a renewed LOC this week.

13. Public Comment: Ms. Susan Gross questioned the status of the revised sign ordinance that would exempt agricultural signs from permitting. Ms. Bradley responded she has put together some notes and will continue to work with staff to prepare an amendment to the ordinance.

14. Adjournment:

MOTION: Upon motion of Mr. Bodden, seconded by Mr. Jones, and unanimously approved by all Members, the Board adjourned the work session at 10:30 AM into an executive session.

NEW BRITAIN TOWNSHIP BOARD OF SUPERVISORS

Robert V. Cotton, Chair

John A. Bodden, Vice-Chair

Helen B. Haun, Sr., Member

William B. Jones, Member

A. James Scanzillo, Member

Attest: _____
Eileen M. Bradley
Secretary/ Manager

Minutes approved on: _____

