

**BOARD OF SUPERVISORS  
MEETING MINUTES  
November 2, 2015**

A Regular Scheduled Meeting of the New Britain Township Board of Supervisors was held on Monday, November 2, 2015 at the Township Administration Building, 207 Park Avenue, New Britain Township, PA, beginning at 7:00 p.m. Present were Supervisors: Chair Helen B. Haun, Vice Chair William B. Jones, III, Members John A. Bodden, Sr., A. James Scanzillo and Robert V. Cotton. Also present were Township Manager Eileen M. Bradley and Township Solicitor Peter Nelson, Esq.

**1. Call to Order:** Mrs. Haun called the Meeting to order.

**2. Pledge of Allegiance:** Mrs. Haun welcomed members of Boy Scout Troop 36 and invited them to lead the Board and audience in the Pledge of Allegiance.

**3. Announcements:** Mrs. Haun announced that the Board had met prior to this meeting in Executive Session to discuss personnel issues.

**3.1. Chalfont-New Britain Business Alliance Presentation:** Representatives from the Chalfont-New Britain Business Alliance presented New Britain Township and the New Britain Township Veterans Committee with a donation of \$1,600.00 that was raised from their Annual 5K Race.

Ms. Benner presented an update of the status of Veterans Park, stating that it was the hope of the Township to move forward with bidding of construction for Phase One of Veterans Park in spring 2016 and construction commencing in summer 2016. In addition, the Township had applied for a DEP Growing Greener Grant and for a Bucks County Municipal Open Space Grant to help offset the cost of Veterans Park construction.

**4. Public Comment on Non-Agenda Items:** There was no Public Comment at this time.

**5. Approval of Minutes:**

**5.1. Minutes of October 19, 2015 Board of Supervisors Work Session Meeting:**

**MOTION: A motion was made by Mr. Cotton, seconded by Mr. Scanzillo and carried unanimously, to approve the October 19, 2015 Minutes as written.**

**6. Departmental Reports:** There were no departmental reports.

**7. Consideration of Old Business:**

**7.1. Madison 18-Month Maintenance Period:** Ms. Bradley stated that Madison/BPG was approaching the end of their 18-Month Maintenance Period. Although the owner was addressing outstanding punch list items, the deadline was close enough where the Township did not want the bond to expire. Ms. Bradley requested Board approval to notify the bonding company of default.

**MOTION: A motion was made by Mr. Bodden, seconded by Mr. Jones and carried unanimously, authorizing New Britain Township staff to notify the bond company of the Madison/BPG Project that they were in default.**

**8. Consideration of New Business:**

**8.1. Proposed Right-of-Way Maintenance Ordinance:** Mr. Nelson requested authorization to advertise a Right-of-Way Maintenance Ordinance that would clarify existing language and outline the parties responsible to maintain

sidewalks, curbs, driveway aprons, etc. The Right-of-Way Maintenance Ordinance would be before the Board at a future meeting.

**MOTION: A motion was made by Mr. Bodden, seconded by Mr. Cotton and carried unanimously, authorizing advertisement of the Right-of-Way Maintenance Ordinance.**

**9. Consent Agenda:** There were no Consent Agenda items.

**10. Board of Supervisors' Comments:** There were no Board of Supervisor Comments at this time.

**11. Township Administration Comments:**

**11.1. 2016 Preliminary Budget:** Ms. Bradley presented the proposed 2016 Preliminary Budget. The Budget reflected \$9,309,663 in revenues and \$10,146,437 in expenses for all funds. Some key source revenues include Earned Income Tax, Real Estate Transfer Tax, Local Services Tax, Permit Fees, and State Revenues. Ms. Bradley noted that although State Revenues have been decreasing the Township still receives state funds for Liquid Fuels and Pension. The Township continues to look at cost containment measures such as reducing the health care costs for all employees by instituting a high co-pay/deductible plan, continuing to shop around for the lowest cost service providers for phone and internet service, and locking in through 2018 with MUA for discounted electricity rates. Upgrade of exterior and interior lighting at the Administration and Police Departments have reduced and will continue to reduce utility and maintenance charges. Contractual obligations include a 3.25% increase to Non-Uniform and Uniform salaries.

Capital improvements budgeted for 2016 include: two new police vehicles; two in-car police cameras; exterior fencing around the Police Department parking area; one used pick-up truck for Public Works; Phase One development of Veterans Park; design and grading of the Robert V. Cotton Park; \$1,810,000 loan for bridge repairs and replacement of the New Galena Bridge; \$200,000 for a new traffic signal system at the intersection of County Line Road and New Britain Boulevard; and funds for additional paving on Township-owned roads. Ms. Bradley stated that should the Board approve the 2016 Preliminary Budget and authorize advertisement this evening, then the 2016 Final Budget would be scheduled for adoption at the December 7, 2015 Board of Supervisors meeting.

Mr. Bodden asked Ms. Bradley to clarify why the revenue number is less than the expense number. Ms. Bradley stated that the proposed Budget used some year-end fund balance that would carry over from 2015. Any additional fund balance that was over \$300,000 would be transferred to the General Reserve.

Mr. Quedenfeld of Brittany Drive asked the Board to clarify the difference between the revenues and expenses more in depth. Mr. Jones stated that there were multiple fund accounts that would have an excess amount of revenue left at the end of 2015; those funds could be used to help balance the budget, or be carried forward as reserves. Mrs. Haun added that the Township generally over-budgets for expenses and under-budgets for revenues annually, resulting in excess in fund balances that can be carried over to the next year.

Mr. Callum of Independence Way asked if the Township foresaw any problems with state funds. Ms. Bradley stated that although significant funding had disappeared from the State, the Township still received funding for Liquid Fuels and Pensions. The Liquid Fuels money was used to maintain Township-owned roads and the pension funds were used to assist with maintaining the health of the Township's two employee pension funds. Mrs. Haun explained to the Boy Scouts that liquid fuels funds were collected from various taxes on gasoline and diesel fuels and distributed in part to municipalities based on the total mileage of the municipality's roads.

**MOTION: A motion was made by Mr. Bodden, seconded by Scanzillo and carried unanimously, to approve advertisement of the 2016 Preliminary Budget.**

**11.2. ZHB Application:** On Thursday, November 19, 2015 at 7:00 p.m., the Zoning Hearing Board would consider the application of Michael Brigidi of New Galena Road, TMP #26-004-070-007, for relief from §27-2115, septic setback requirements, to install a new septic system where the toe of the sand mount slope will

encroach approximately three feet into the required ten-foot setback from the front property line. The Board took no action on the application.

**12. Solicitor and Engineer Comments:** There were no comments at this time.

**13. Other Business:** There was no Other Business at this time.

**14. Public Comment:** Mr. Quedenfeld asked for clarification of the proposed Right-of-Way Ordinance discussed earlier. Mr. Nelson stated that a proposed ordinance must be legally advertised to allow potentially affected landowners time to review the ordinance and appear at the required future public hearing. Affected parties could air their opinions before the Board of Supervisors prior to action being taken by the Board.

Mr. Quedenfeld also inquired as to why the rest of the roads in Brittany Farms were not paved when the initial plan was to pave them in 2015. Ms. Bradley stated that due to several rough winters, the paving schedule was adapted to repair other roads needing more immediate attention. Ms. Bradley added that every year, the Public Works Superintendent inspects the roads after the winter is over and often changes which roads need to be re-paved.

**15. Payment of Bills:**

**15.1. Bills List dated October 28, 2015 for \$315,527.72:**

**MOTION: Upon motion by Mr. Bodden, seconded by Mr. Cotton, the Board unanimously approved the Bills List dated October 28, 2015 for \$315,527.72.**

**15.2. Bills List dated October 29, 2015 for \$303,008.88:**

**MOTION: Upon motion by Mr. Jones, seconded by Mr. Bodden, the Board unanimously approved the Bills List dated October 29, 2015 for \$303,008.88.**

**16. Adjournment:**

**MOTION: There being no further business or comment, a motion was made by Mr. Jones, seconded by Mr. Bodden, and unanimously carried, to adjourn the meeting at 7:40 p.m.**

**NEW BRITAIN TOWNSHIP BOARD OF SUPERVISORS**

\_\_\_\_\_  
Helen B. Haun, Chair

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William B. Jones, III, Vice Chair

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A. James Scanzillo, Member

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John A. Bodden, Sr., Member

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Robert V. Cotton, Member

Attest: \_\_\_\_\_  
Eileen M. Bradley  
Secretary/Manager