

**BOARD OF SUPERVISORS
MEETING MINUTES
January 7, 2019**

A Re-organization Meeting of the New Britain Township Board of Supervisors was held on Tuesday, January 7, 2019, at the Township Administration Building, 207 Park Avenue, New Britain Township, PA, beginning at 7:00 p.m. Present were Supervisors: A. James Scanzillo, Helen B. Haun, William B. Jones, III, Gregory T. Hood and Cynthia M. Jones. Also present were Township Manager Eileen M. Bradley, Township Solicitor H. Peter Nelson, Esq., and Township Engineer Janene Marchand.

I. Re-organization

1. Pledge of Allegiance: Mr. Scanzillo led the Board and audience in the Pledge of Allegiance.

2. Appointment of Temporary Chair:

MOTION: A motion was made by Mr. Jones, seconded by Mrs. Haun, and unanimously carried, to nominate Mr. A. James Scanzillo as Temporary Chair.

3. Swearing in of Elected Officials: There were no Elected Officials to be sworn in at this time.

4. Nomination(s) for Permanent Appointment of Chair

MOTION: Upon nomination by Mr. Hood, seconded by Mr. Jones, Mr. Scanzillo was nominated as Permanent Chair, no other nominations were presented, the Board unanimously appointed Mr. Scanzillo as Chair.

5. Appointment of Permanent Chair, Vice Chair:

MOTION: Upon nomination by Mr. Hood, seconded by Mr. Jones, Mrs. Haun was nominated as Vice Chair, no other nominations were presented, the Board unanimously appointed Mrs. Haun as Vice Chair.

6. Approval of Resolution #2019-01: Appointments, Reappointments and Modifications of

Appointments: Mrs. Jones stated that she would like to see more involvement from new members of the community, specifically on the Planning Commission and Park and Recreation.

She asked if it was common practice to have two supervisors on the Planning Commission. Mr. Nelson stated that nothing prohibited two Supervisors on a Planning Commission.

Mr. Scanzillo stated that it had been the Board's practice to season volunteers on one of the lesser boards, such as Park and Recreation or the Veterans Committee. This practice allowed a volunteer to gain experience, knowledge of the inner workings of the Township and demonstrate a commitment to the Board to which they were appointed. The Board sought to have knowledgeable and committed people appointed to all its committees. He stated the Township was always seeking new volunteers and would accept new applications for its Boards and Committees at any time.

Ms. Bradley stated that the Township had not received any new applications in the past two to three years.

Ms. Linda Muehlbronner of Glen Drive asked where these applications could be found. Ms. Bradley stated that the Volunteer Application was available on the Township's website or could be requested at the Township office during regular business hours.

MOTION: Upon motion by Mrs. Haun, seconded by Mr. Hood, and passed on a vote of four to one (Mrs. Jones voting against), the Board adopted Resolution #2019-01, setting various Committee and Board appointments effective January 2, 2019; and authoring all Supervisors and key staff members to attend the PSATS and BCATO annual conventions with all expenses paid thereto.

7. Approval of 2019 Meeting Dates:

MOTION: Upon motion by Mr. Jones, seconded by Mrs. Haun, and unanimously carried, the Board approved the 2019 Meeting Schedule for all Boards and Commissions.

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II. Public Meeting Agenda

1. Call to Order: Mr. Scanzillo called the Meeting to order.

2. Board Seating:

3. Announcements: Mr. Scanzillo announced that the Board had met in Executive Session prior to this Meeting to discuss personnel issues and land acquisition.

4. Public Comment on Non-Agenda Items: Mr. Gene Dolan of Indian Creek Drive asked the Board if the Township could investigate an icing condition on Railroad Avenue by Barry Road. Ms. Bradley stated that both roads were possibly PennDOT's responsibility. She would notify PennDOT and have our Public Works Department investigate what could be done by the Township.

5. Approval of Minutes:

5.1. Minutes of Meeting of December 3, 2018:

MOTION: A motion was made by Mrs. Jones, seconded by Mr. Hood and unanimously approved to accept the December 3, 2018 Minutes as written.

6. Departmental Reports:

6.1. Code Department Report for November 2018: Ms. Bradley presented the Code Department Report for November 2018.

6.2. Police Department Report for November 2018: Chief Scafidi presented the Police Department Report for November 2018.

6.3. Public Works Department Report for November 2018: Ms. Bradley presented the Public Works Department Report for November 2018.

7. Consideration of Old Business: There was no Old Business at this time.

8. Consideration of New Business:

8.1. Resolution #2019-02, Benefits Package for Chief Scafidi:

MOTION: Upon motion by Mr. Jones, seconded by Mrs. Haun, the Board unanimously approved Resolution #2019-02, setting forth the annual Benefits Package for Chief Robert Scafidi.

8.2. Resolution #2019-03, Fee Schedule: Ms. Bradley stated that the Official Township Fee Schedule reflected minor changes that included: the addition of a \$75.00 fee for the installation of geo-thermal wells; a \$125.00 fee for residential and \$200.00 fee for split HVAC systems; and a \$25.00 reduction in the fee for fire system water (now \$75.00).

MOTION: Upon motion by Mrs. Jones, seconded by Mr. Jones, the Board unanimously approved Resolution #2019-03, setting the Fee Schedule for 2019.

8.3. Resolution #2019-04, Fund Balance Policy for 2019: Ms. Bradley stated that there were no changes from previous years' policy.

MOTION: A motion was made by Mr. Jones, seconded by Mr. Hood and unanimously approved Resolution #2019-04, setting the Fund Balance Policy for 2019, based on GASB requirements.

8.4. Vanderbosch Conservation Easement Agreement of Sale: Ms. Bradley was in receipt of a Conservation Easement Agreement of Sale for approximately 8.65 acres and right-of-way at 115 Upper Church Road, TMP #26-003-111, executed by owner Joseph Vanderbosch at a cost of \$10,500.00 per acre.

MOTION: Upon motion by Mr. Hood, seconded by Mrs. Haun and unanimously carried, the Board approved execution of the Vanderbosch Conservation Easement Agreement for \$10,500.00 per acre.

8.5. Ahl Conservation Easement Agreement of Sale: Ms. Bradley was in receipt of a Conservation Easement Agreement of Sale for 7.39 acres at 870 New Galena Road, TMP #26-004-105, executed by the owners, Kenneth and Diane Cole Ahl. The Agreement had been approved by the Board in Executive Session, and the Township settled on the Easement on December 31, 2018.

MOTION: Upon motion by Mr. Hood, seconded by Mr. Jones and unanimously carried, the Board ratified the execution and settlement of the Ahl Conservation Easement Agreement for \$77,595.00.

8.6. Peace Valley Nature Center Request for Waiver of Land Development: Appearing on behalf of the applicant, was Mr. John Koutsouros, P.E. of Carroll Engineering. Mr. Koutsouros was seeking a waiver of land development for installation of a 4,050 square foot gazebo and a pervious reserve parking lot, along with additional stormwater management features at the non-profit Peace Valley Nature Center. Mrs. Marchand had no issues with the waiver, as long as the applicant complied with the engineering review letter and met all the Township's zoning requirements.

MOTION: Upon motion by Mr. Jones, seconded by Mrs. Jones and unanimously carried, the Board approved Peace Valley Nature Center's Request for Waiver of Land Development, on condition of compliance with the January 7, 2019 Gilmore Review Letter.

8.1. Resolution #2019-02, Benefits Package for Chief Scafidi:

MOTION: Upon motion by Mr. Jones, seconded by Mrs. Haun, the Board unanimously approved Resolution #2019-02, setting forth the annual Benefits Package for Chief Robert Scafidi.

8.2. Resolution #2019-03, Fee Schedule: Ms. Bradley stated that the Official Township Fee Schedule reflected minor changes that included: the addition of a \$75.00 fee for the installation of geo-thermal wells; a \$125.00 fee for residential and \$200.00 fee for split HVAC systems; and a \$25.00 reduction in the fee for fire system water (now \$75.00).

MOTION: Upon motion by Mrs. Jones, seconded by Mr. Jones, the Board unanimously approved Resolution #2019-03, setting the Fee Schedule for 2019.

8.3. Resolution #2019-04, Fund Balance Policy for 2019: Ms. Bradley stated that there were no changes from previous years' policy.

MOTION: A motion was made by Mr. Jones, seconded by Mr. Hood and unanimously approved Resolution #2019-04, setting the Fund Balance Policy for 2019, based on GASB requirements.

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MOTION: Upon motion by Mr. Hood, seconded by Mrs. Haun and unanimously carried, the Board approved execution of the Vanderbosch Conservation Easement Agreement for \$10,500.00 per acre.

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MOTION: Upon motion by Mr. Hood, seconded by Mr. Jones and unanimously carried, the Board ratified the execution and settlement of the Ahl Conservation Easement Agreement for \$77,595.00.

8.6. Peace Valley Nature Center Request for Waiver of Land Development: Appearing on behalf of the applicant, was Mr. John Koutsouros, P.E. of Carroll Engineering. Mr. Koutsouros was seeking a waiver of land development for installation of a 4,050 square foot gazebo and a pervious reserve parking lot, along with additional stormwater management features at the non-profit Peace Valley Nature Center. Mrs. Marchand had no issues with the waiver, as long as the applicant complied with the engineering review letter and met all the Township's zoning requirements.

MOTION: Upon motion by Mr. Jones, seconded by Mrs. Jones and unanimously carried, the Board approved Peace Valley Nature Center's Request for Waiver of Land Development, on condition of compliance with the January 7, 2019 Gilmore Review Letter.

9. Consent Agenda:

MOTION: Upon motion by Mrs. Haun, seconded by Mr. Hood, the Board unanimously approved the following Consent Agenda items: Execution of a Professional Service Agreement with 84 Schoolhouse LP (PRDC) for land development of TMP #26-005-003, 84 Schoolhouse Road, with corresponding legal and engineering escrow of \$2,500.00; Certificate of Completion/Escrow Release #4 for Blue Bus Holdings, LLC (Jillamy/Mode Transportation) for their Schoolhouse Road Project in the amount of \$35,129.70, leaving \$784,479.57 remaining in bond and \$274,789.11 remaining in letter of credit; Escrow Release #7 for WB Homes/Colebrook in the amount of \$144,971.95, leaving \$393,498.50 remaining; Execution of Record Plan and Unilateral Declaration of Covenants and Restrictions for Mark and Joyce Spadaccino for TMP#26-011-041-004, a single family home at 82 Cheesefactory Road.

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

11. Township Administration Comments:

11.1. 2019 Bid Limits and IRS Approved Mileage Allowance: Ms. Bradley provided the Board with the 2019 Bidding Limits, stating that there was a slight increase from 2018 in all categories. The IRS-approved mileage reimbursement rate had also increased to \$0.58 per mile, a three and a half cent increase over 2018.

11.2. Resolution #2019-05, Authorizing Application for PennDOT Traffic Signal Approval: Ms. Bradley was seeking authorization to submit an application for PennDOT Traffic Signal Approval for the signal at W. Butler Avenue and Brittany Drive. The work on the traffic signal was to be conducted in conjunction with PennDOT's work on the Butler Avenue Bridge Project. The Township Engineer had provided feedback on the plan and PennDOT had agreed to her recommendations.

MOTION: A motion was made by Mr. Jones, seconded by Mrs. Haun and unanimously approved, authorizing application for PennDOT Traffic Signal Approval at W. Butler Avenue and Brittany Drive.

11.3. Zoning Hearing 161 Limekiln Pike: Ms. Bradley stated that on Thursday, January 17, 2019, the Zoning Hearing Board would consider the application of Matthew Soncini, for the property at 161 Limekiln Pike, TMP #26-005-057, in the SR-2 Zoning District. The applicant proposed to construct a single-family dwelling and sought dimensional variances as follows: from lot size of 1.06 acres (minimum 2.0); lot width of 163.44 feet (200 minimum); and a variance to use existing PennDOT right of way (ROW) lines to determine lot area and front yard setback (ultimate ROW line is required). Applicant also proposes to install on-lot septic in the sewer district, requiring an Act 537 Plan Revision. The Board took no action on the application.

11.4. Sale of Municipal Tire Mounting Equipment: Ms. Bradley stated bidding had closed January 4 on MuniBid.com with 49 bids received for a Tire Mounting Machine. The highest bidder was Matt Sibley of Trooper, PA at \$1,200.00.

MOTION: A motion was made by Mrs. Haun, seconded by Mrs. Jones and unanimously approved to accept the bid of Matt Sibley of Trooper, PA at \$1,200.00 for the Tire Mounting Equipment.

11.5. Sale of Municipal Balancing Machine: Ms. Bradley stated bidding had closed January 4 on MuniBid.com with 37 bids received for a Balancing Machine. The highest bidder was Lee Schuch of Reynoldsville, WV at \$650.00.

MOTION: A motion was made by Mrs. Haun, seconded by Mrs. Jones and unanimously approved to accept the bid of Lee Schuch of Reynoldsville, WV at \$650.00 for the Balancing Machine.

12. Solicitor and Engineer Comments: Mrs. Marchand provided that Board with an update of the ongoing Culvert Projects. The project on Sellersville Road had encountered a delay during excavation, as an unmarked waterline was discovered. North Penn Water Authority was working on designs to relocate the waterline so that work could continue.

12.1. Cristinzio v. NBT (Docket #2018-07419): Mr. Nelson stated that the Cristinzio case for preliminary injunction and permanent injunction would be heard before Judge Robert Mellon on Friday, January 11. The Township would be represented by Hank Mahoney, Esq. and Mr. Nelson. A decision should come Friday afternoon or early the following week.

12.2. Skyline Realty Partners, LP v. Board of Assessment (Docket #2018-07323): Mr. Nelson stated that he recommended that the Board authorize him to file his appearance on behalf of the Township to monitor the proceedings, but leave the casework to the School District attorney.

MOTION: A motion was made by Mr. Hood, seconded by Mrs. Haun and unanimously approved, to allow the Township Solicitor to file his appearance on behalf of the Township in the Skyline Realty Partners, LP Assessment Appeal (Docket #2018-07323).

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

14. Public Comment: There was no Public Comment at this time.

15. Payment of Bills:

15.1. Bills List dated December 12, 2018 for \$7,712.96:

MOTION: Upon motion by Mrs. Jones, seconded by Mr. Hood, the Board unanimously approved the Bills List dated December 12, 2018 for \$7,712.96.

15.2. Bills List dated December 12, 2018 for \$941.67:

MOTION: Upon motion by Mr. Jones, seconded by Mr. Hood, the Board unanimously approved the Bills List dated December 12, 2018 for \$941.67.

15.3. Bills List dated December 13, 2018 for \$644,119.87:

MOTION: Upon motion by Mrs. Haun, seconded by Mr. Jones, the Board unanimously approved the Bills List dated December 13, 2018 for \$644,119.87.

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15.4. Bills List dated December 19, 2018 for \$875.00:

MOTION: Upon motion by Mrs. Jones, seconded Mr. Hood, the Board unanimously approved the Bills List dated December 19, 2018 for \$875.00.

15.5. Bills List dated December 26, 2018 for \$93,096.61:

MOTION: Upon motion by Mr. Hood, seconded by Mr. Jones, the Board unanimously approved the Bills List dated December 26, 2018 for \$93,096.61.

15.6. Bills List dated December 26, 2018 for \$260,229.10:

MOTION: Upon motion by Mrs. Haun, seconded by Mrs. Jones, the Board unanimously approved the Bills List dated December 26, 2018 for \$260,229.10.


15.7. Bills List dated December 26, 2018 for \$87,037.55:

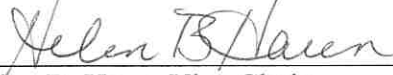
MOTION: Upon motion by Mr. Jones, seconded by Mrs. Haun, the Board unanimously approved the Bills List dated December 26, 2018 for \$87,037.55.

16. Adjournment:


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

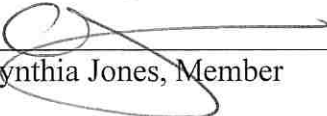
NEW BRITAIN TOWNSHIP BOARD OF SUPERVISORS


A. James Scanzillo, Chair


Helen B. Haun, Vice Chair


William B. Jones, III, Member


Gregory T. Hood, Member


Cynthia Jones, Member

Attest: 
Eileen M. Bradley
Secretary/Manager