

**BOARD OF SUPERVISORS
MEETING MINUTES
January 12, 2009**

A Workshop Meeting of the New Britain Township Board of Supervisors was held on January 12, 2009 at the Township Administration Building, 207 Park Avenue, New Britain Township, PA, beginning at 9:00 a.m. Present were Supervisors: Robert V. Cotton, Chairman, John A. Bodden, Vice Chairman, William B. Jones and James Scanzillo. Also present were: Eileen M. Bradley, Manager; Cathy Kichline, Assistant Manager; Wayne Fultz, Superintendent Public Works; Susan Federsel, Treasurer; John B. Rice, Solicitor; and Craig Kennard, Township Engineer.

1. Executive Session

2. Call to Order/Pledge of Allegiance: Mr. Cotton called the meeting to order and led the Board, staff and audience in the Pledge of Allegiance.

3. Announcements from the Chair: Mr. Cotton announced there was an Executive Session held at 8:00 a.m. to discuss litigation and personnel matters.

4. Approval of Minutes of the January 5, 2009 Board of Supervisors re-organization meeting:

MOTION: Upon motion of Mr. Jones and seconded by Mr. Bodden, the Board unanimously approved the January 5, 2009 re-organization minutes.

5. Public Comment: There was no public comment.

6. Personnel Manual Update Discussion: Ms. Bradley summarized the changes made to the non-uniform employee manual and commented there is some language that needs to be included in the manual. The Board directed Mr. Rice to conduct a legal review of the document once completed.

7. Resolution No. 2009-03; Intent to Dispose of Records: Ms. Bradley summarized the Record Retentions Act and explained a formal resolution is needed when disposing of certain township records. This resolution authorized the disposition of certain tax collector records.

MOTION: A motion was made by Mr. Scanzillo, seconded by Mr. Bodden, to approve Resolution 2009-03 that authorizes the disposition of various township tax collector records.

8. Resolution No. 2009-04; Setting the Compensation of the Tax Collector for 2010 - 2013: Mr. Bradley presented the above resolution to the Board explaining a resolution setting the compensation of the tax collector is necessary before February 15th of the year prior to election. Resolution 2009-94 outlines the compensation of the tax collector for the years 2010-2013.

MOTION: Upon motion of Mr. Scanzillo, seconded by Mr. Bodden, the Board approved Resolution 2009-04 setting the compensation of the tax collector. Mr. Jones abstained.

9. Authorization to bid one (1) Diesel Powered Generator: Public Works Superintendent, Wayne Fultz presented a bid specification and requested authorization to bid one (1) diesel powered generator with automatic transfer switch for the public works garage. The specifications also require an alternate price for just essential generator needs such as fuel pumps, minimal lighting, overhead garage doors, etc.

MOTION: Upon motion by Mr. Jones, seconded by Mr. Bodden, and unanimously carried, the Board authorized the bid specification for a Diesel Powered Generator.

10. West Branch Cell Tower Agreement: Ms. Bradley informed the Board New Britain Township received a one-time fee of \$10,000 from Horvath Communications. This is in addition to the \$1000 a month rental that will be received once the tower is erected. Ms. Bradley sought direction from the Board as to what is the intent of the \$10,000. Mr. Jones noted the intent was to be used toward the development and design of West Branch Park. Mr. Cotton suggested the funds be deposited into the general reserve account and saved as a contingency if unanticipated expenses crop up this year. Mr. Bodden agreed to that conditioned upon the fund are not allocated unless authorized by the Board of Supervisors.

MOTION: Upon motion of Mr. Bodden, seconded by Mr. Scanzillo, the Board authorized the Treasurer to deposit the one-time \$10,000 fee from Horvath Communications into the general reserve account with the understanding the primary use of the funds is for the design and development of West Branch Park but may be used if necessary if unanticipated expenses occur throughout the year and, may only be used upon authorization by the Board of Supervisors.

11. Capital Infrastructure Improvements Discussion: In preparation of funding being available for Public Works type projects, Mr. Fultz presented the Board with a list of suggested Capital Improvement projects including bridge and intersection improvements. Mr. Jones suggested we choose projects where New Britain Township has right of way or owns the land. Mr. Cotton would like to have preliminary concept/design ready.

MOTION: Upon motion by Mr. Bodden a recommendation was made that the Township Manager, Township Engineer, and Public Works Superintendent, investigate, evaluate and present a list of projects to the Board. The motion was seconded by Mr. Jones, and unanimously carried.

12. Payment of Bills:

MOTION: Upon motion by Mr. Jones, seconded by Mr. Scanzillo, the Board approved the bills list dated 1/8/09 in the amount of \$55,910.89.

MOTION: Upon motion by Mr. Bodden, seconded by Mr. Jones, the Board approved the bills list dated 1/9/09 in the amount of \$207,540.93.

13. Adjournment:

MOTION: A motion was made by Mr. Jones and seconded by Mr. Scanzillo to adjourn to Executive Session at 9:45 AM.

NEW BRITAIN TOWNSHIP BOARD OF SUPERVISORS

Robert V. Cotton, Chairman

John A. Bodden, Vice-Chair

Helen B. Haun, Member

William B. Jones, Member

A. James Scanzillo, Member

Attest: _____
Cathy Kichline
Secretary/Assistant Manager