

**BOARD OF SUPERVISORS
MEETING MINUTES
May 15, 2017**

A Regular Meeting of the New Britain Township Board of Supervisors was held on Monday, May 1, 2017, at the Township Administration Building, 207 Park Avenue, New Britain Township, PA, beginning at 9:00 a.m. Present were Supervisors: Chair A. James Scanzillo, Vice Chair John A. Bodden, Sr., Members Helen B. Haun, Gregory T. Hood and William B. Jones, III. Also present were Township Manager Eileen M. Bradley, Township Solicitor H. Peter Nelson, Esq., and Township Engineer Janene Marchand, P.E.

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

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

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

3.1. Township Service Award – Wayne Fultz Forty Years: Mr. Scanzillo and the Board of Supervisors congratulated the Superintendent of Public Works, Wayne Fultz, on 40 years of dedicated service to New Britain Township.

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

5. Approval of Minutes:

5.1. Minutes of Meeting of May 1, 2017:

MOTION: A motion was made by Mr. Hood, seconded by Mr. Jones and unanimously approved, to accept the May 1, 2017 Minutes as written.

6. Departmental Reports:

6.1. Code Department Report for April 2017: Ms. Bradley presented the Code Department Report for April 2017.

6.2. Police Department Report for April 2017: Chief Scafidi presented the Police Department Report for April 2017. Mr. Hood asked if any of the incidents presented were opioid related. Chief Scafidi stated that they were not.

6.3. Public Works Department Report for April 2017: Mr. Fultz presented the Public Works Department Report for April 2017. Mrs. Haun stated that Public Works had done a great job this year and that street sweeping looked great.

Ms. Bradley asked Mr. Fultz if there were any crosswalk or pedestrian crossing signage located at Veteran's Park at New Galena Road and Walters Road. Mr. Fultz stated that he would check and add the appropriate signage.

Mrs. Haun asked if Public Works had repaired a fence on Brittany Drive. Mr. Fultz stated that Public Works had removed a fallen tree from the fence and repaired the fence.

7. Consideration of Old Business:

7.1. NBCC Lot 4N/CHOP/MEH Investments Land Development Resolution #2017-11: Mr. Nelson stated that the Board had heard at a prior meeting the application of MEH Investments for Lot #4N at New Britain Corporate Center. Before the Board this evening was a draft resolution outlining the terms of approval for land development of a portion of the lot. The Board was seeking a \$19,000 contribution toward future traffic signal improvements at Schoolhouse Road and Manor Drive and at Schoolhouse Road and W. Butler Avenue. Ms. Bradley stated that the contribution would be placed in escrow until the signal improvements were warranted.

Mr. Nelson said that the original agreement stated that as the property was developed, a traffic study would be required to indicate when traffic signal improvements would be needed. Mr. Bodden added that this became an issue when development of the full project was delayed, and the developer made numerous changes to the originally approved plan. Mr. Nelson stated that this confusion could lead to one individual or entity being wholly responsible for the required future improvements for the entire property.

Mr. Bodden stated that the Township should forecast the cost that could need to be applied to the remaining undeveloped portions of the property. Mrs. Haun agreed stating that moving forward, the Township should require contributions from the developers for the remaining parcels on the property. Mrs. Marchand added that the \$19,000 contribution proposed for this applicant was based on just such a scenario.

Mr. Nelson stated that the Board could adopt the proposed resolution as written, with the stipulation that the wording related to the contribution could be altered later.

MOTION: Upon motion by Mr. Jones, seconded by Mr. Bodden, the Board unanimously approved Resolution #2017-11, granting Preliminary/Final Land Development Approval to MEH Investments, for the NBCC Lot #4N Plan prepared by BOHLER Engineering, Inc., dated May 10, 2017, subject to compliance with the Gilmore and Associates Review Letter dated April 4, 2017 and New Britain Planning Commission recommendations.

7.2. Ordinance #2017-05-06: No Parking on Trewigtown Road: Ms. Bradley stated that the proposed ordinance had been duly advertised and would prohibit all parking along the full length of Trewigtown Road.

MOTION: Upon motion by Mr. Hood, seconded by Mrs. Haun, the Board unanimously approved Ordinance No. 2017-05-06, No Parking on Trewigtown Road.

8. Consideration of New Business:

8.1. Bridge Reconstruction Loan Discussion: Ms. Bradley stated that the Township was seeking lending options to fund the New Galena Road Bridge Project and several culvert repairs. She introduced Jamie Schlesinger of PFM Financial Advisors, LLC to present the Board with some of options.

Mr. Schlesinger stated the only debt remaining on the Township's books was a Delaware Valley Regional Finance Authority (DVRFA) loan taken in 2005-2006 for the construction of a new Public Works facility. This debt consisted of a mixture of fixed and variable interest rates, with a significant pre-payment penalty that prohibited refinancing. Mr. Schlesinger was of the opinion that the Township was in strong financial position and could garner a AA credit rating in the bond market.

Mr. Schlesinger stated that he believed that the Township had three options at their disposal: DVRFA loans, going into the Bond Market, or tax-free Bank Loans. Mr. Schlesinger stated that a Bank Loan could be more

cost effective, would provide flexibility in terms of draw-down on the loan, and its structure could be designed around the existing debt that the Township currently held. He believed that a bank loan had the potential to create competition between local and regional banks, resulting in a more favorable interest rate. Mr. Schlesinger recommended borrowing over 15 years with a wrap structure.

Mr. Jones stated that the wrap loan structure reduced the payments on the loan for the first eight years while the Township paid off the remaining DVRFA debt service on the Public Works building. Payments would increase for the remainder of the loan period, but at a level equivalent to the prior payments. Ms. Bradley stated that the wrap structure increased the overall interest paid on the loan, but smoothed out the total debt service payments for the Township over the length of the loan.

Mr. Schlesinger stated that yearly payments at \$2.2 million would equal a total debt services payment of \$310,000 a year and yearly payments at \$3 million would equal a total debt services payment of \$370,000 a year. Mr. Schlesinger stated that he believed these numbers could be lower than projected once the Bank bids were received. The Request for Proposals (RFPs) would outline the amount borrowed, the length of the loan, and would require no prepayment penalties. Mr. Schlesinger added that once the Bank RFPs were received, the Board could still explore a possible Bond Issue.

If criteria were approved at this meeting, an RFP could be submitted to the solicitor for approval in about a week, for final approval from the Township. Once the RFP was approved, it would be issued to about forty local and national banks. It would take two to three weeks for the banks to review the RFP and submit their official bids. The target date to present the proposal analysis to the Board would be July, at which time the Board would decide to move forward and from which bank to borrow the money. This would place settlement on the loan in late August or September.

Mr. Schlesinger reiterated that the decisions required from the Board for this meeting were the amount of the borrowing, the term of the loan, and the structure of the loan in relation to existing debt. Mr. Bodden thought the Board should look at borrowing \$3 million. He believed that EIT would increase in the coming years, making the debt service payments manageable for that amount.

Mr. Hood asked if the estimates used for the culverts to determine the loan totals were based on the highest possible estimates. Ms. Bradley confirmed that the highest cost estimates for the culvert repairs were used. She added that numbers that are more accurate were being worked at this time.

Ms. Bradley suggested that Staff develop a new long-term list of capital improvements. She would ask Department heads for an upgraded list of capital improvements. She did not foresee an issue identifying critical and useful projects on which the money could be spent.

Mr. Hood questioned that, based on the loan structure, the Township would not be locked into borrowing \$3 million. Mr. Schlesinger stated that the loan could be re-amortized if the Township did not draw down the full \$3 million.

MOTION: Upon motion by Mrs. Haun, seconded by Mr. Hood, the Board unanimously approved Mr. Schlesinger of PFM, Inc. to seek an RFP for a 15-year wrap structured loan for \$3 million dollars with a two-year draw down period.

9. Consent Agenda:

MOTION: Upon motion by Mrs. Haun, seconded by Mr. Bodden, the Board unanimously approved the following Consent Agenda items: Authorization of Veterans Park Final Payment

Request #7 to Blooming Glen Contractors in the amount of \$44,729.68, leaving zero dollars remaining; Authorization of the revocation of Item #10 from the Terms and Conditions of Occupancy for the NWWA-Highpoint Water tank located on parcel #26-005-056.

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

11. Township Administration Comments:

11.1. Appoint Parade Marshals for Tri-Municipal Parade: Ms. Bradley asked the Board to approve Mr. Jim Dunn as the Parade Marshal for the 2017 Tri-Municipal July 4th Parade. She stated that Mr. Dunn was an active participant in Township and community events and was deserving of the honor. Ms. Bradley also indicated that she recommended appointment of two Junior Parade Marshals, Samuel Garcia and Jaclyn Ross. Both young people were present Junior Members of the Park and Recreation Advisory Committee who had participated in multiple events.

MOTION: A motion was made by Mr. Jones, seconded by Mrs. Haun and carried unanimously, to appoint Samuel Garcia and Jaclyn Ross as Junior Parade Marshals and Jim Dunn as Parade Marshal for the 2017 Tri-Municipal July 4th Parade.

11.2. Barclay Road Paving Field Change: Mrs. Marchand indicated that the developer at New Britain Woods/Barclay Road had discovered that Barclay Road is in greater disrepair than initially anticipated. She indicated that more extensive repairs would be required and would increase the cost of widening and repairing Barclay Road. The developer was seeking a waiver from street widening and curb installation on Township Line Road in exchange for making the additional road improvements on Barclay Road. The developer proposed reclamation of Barclay Road in place. The Township Engineer and Public Works Superintendent both supported the Field Change.

MOTION: A motion was made by Mr. Boddin, seconded by Mr. Jones and carried unanimously, to grant the waiver for the Barclay Road Paving Field Change.

11.3. Muzylowski Zoning Hearing: Ms. Bradley stated that on Thursday, May 18 at 7:00 p.m., the Zoning Hearing Board would consider the application of Zygmunt Muzylowski, 1048 Ferry Road, TMP #26-012-048-002 in the WS – Watershed District. The property contained an existing single-family dwelling and several farming outbuildings. The applicant wished to build a pole barn and was seeking a variance for impervious surface ratio of 9.32% (maximum is 3%).

11.4. McCabe Zoning Hearing: Ms. Bradley added that immediately following the above hearing that same evening, the Zoning Hearing Board would also consider an appeal by Mary Beth McCabe to the Zoning Officer's determination to issue an Occupancy Certificate for Foundation House of PA for 102 Harrison Forge Court, TMP #26-022-233 in the RR – Residential Zoning District, owned by Ms. Paula Chaitas. The appellant appealed the Zoning Officer's determination that the proposed use was a permitted residential use.

Ms. Bradley stated that both Agenda items 11.3 and 11.4 were part of the agenda so that the Board could determine if a representative of the Township needed to be present at the Zoning Hearing Board.

Mr. Nelson indicated that the Muzylowski application would not require his attendance. The McCabe application, while a unique circumstance, did not necessarily require his attendance. Both these issues did not involve the Township directly and his presence would only be needed if the Township wished to make themselves a party in the proceedings.

MOTION: A motion was made by Mr. Hood, seconded by Mrs. Haun and carried unanimously, to take no action on both applications before the Zoning Hearing Board on May 18.

11.5. Update on 111 Dolly Lane, 113 Dolly Lane, and 213 Cornwall Drive: Ms. Bradley indicated that all the issues presented by residents at a previous meeting related to 111 and 113 Dolly Lane and 213 Cornwall Drive had been evaluated and investigated by Township Staff. Based on local and state laws, the barbed wire on the fence at 213 Cornwall Drive was a legal and permitted use. Violation notices had been issued to 111 Dolly Lane to remove the remaining damaged structure and pool from the property. The property at 113 Dolly Lane was reviewed for maintenance and fire code issues. It was determined that the fire pit in the back yard was being operated in accordance with both Township fire and zoning codes. The owner received a letter indicating any property maintenance issues that were identified and instructed to attend to these issues immediately.

11.6. Recycling Event Update: Ms. Bradley noted that the annual Shred Event and Recycling Drop-Off on May 6 was a huge event. The Township collected 6,763 pounds of paper and 19,782 pounds of electronics for recycling.

12. Solicitor and Engineer Comments: Mrs. Marchand indicated that she had received the Transportation Impact Study for the Frost Tract Subdivision. She stated that she would have a review letter prepared in the coming weeks.

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

14. Public Comment: Mrs. Nancy Jones of Edinboro Circle asked if the Board was looking into adding a turning lane to the light at Schoolhouse Road and W. Butler Avenue. Mr. Nelson indicated that the \$19,000 from CHOP was for the improvements required at that intersection.

15. Payment of Bills:

15.1. Bills List dated May 12, 2017 for \$175,864.94:

MOTION: Upon motion by Mr. Hood, seconded by Mrs. Haun, the Board unanimously approved the Bills List dated May 12, 2017 for \$175,864.94.

16. Adjournment:

MOTION: There being no further business or comment, a motion was made by Mr. Bodden, seconded by Mr. Jones, and unanimously carried, to adjourn the meeting at 10:00 a.m.

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NEW BRITAIN TOWNSHIP BOARD OF SUPERVISORS

A. James Scanzillo, Chair

John A. Bodden, Sr., Vice Chair

Helen B. Haun, Member

Gregory T. Hood, Member

William B. Jones, III, Member

Attest: _____
Eileen M. Bradley
Secretary/Manager