

**BOARD OF SUPERVISORS
MEETING MINUTES
October 19, 2015**

A Regular Work Session Meeting of the New Britain Township Board of Supervisors was held on Monday, October 19, 2015 at the Township Administration Building, 207 Park Avenue, New Britain Township, PA, beginning at 9:00 a.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 led 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.

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

5. Approval of Minutes:

5.1. Minutes of October 5, 2015 Board of Supervisors Regular Meeting:

MOTION: A motion was made by Mr. Jones, seconded by Mr. Bodden and carried unanimously, to approve the October 5, 2015 Minutes as written.

6. Departmental Reports:

6.1. Code Department Report: Ms. Bradley presented the Code Department Report for September 2015.

6.2. Police Department Report: Chief Robert Scafidi presented the Police Department Report for September 2015.

6.3. Public Works Department Report: Ms. Bradley presented the Public Works Dept. Report for September 2015.

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

8. Consideration of New Business:

8.1. Budget 2016 Discussion: Ms. Bradley stated that the 2016 Draft Preliminary Budget was currently balanced using \$300,000 of 2015 year-end fund balance. The Budget reflected 3.25% wage increases for uniform and non-uniform staff and made allowance for a 27th payroll. Departmental requests included: a tablet for Code Enforcement; carpeting for the Administration and Meeting Room; two new vehicles for the Police Department; fencing around the Police Station parking area; in-car cameras for two Police vehicles; maintenance to Public Works facilities; additional funding for paving of Township roads; money for construction of Veterans Park and designing of the Robert V. Cotton Park; money for maintenance to park and recreation facilities; paving of North Branch Park driveway; and top coat to the West Branch Park trail. The Budget reflects a years' worth of debt service for a bridge replacement loan, although the debt service would most likely not be in effect until midyear.

Mrs. Haun asked if \$300,000 would be the entire expected year-end cash balance for 2015, or if there would be additional funds. Ms. Bradley stated that she expected a significant balance at 12/31/15, and that any moneys above \$300,000 would be transferred to the General Reserve Fund.

Mr. Jones reminded the Board that at some point in time mileage was taken away from the bridge loan funds and used for Park and Recreation and the General Fund. The money in the bridge loan fund would be enough to carry debt service through 2016 and most likely 2017. After that, funds would need to be shifted back into the bridge account.

Ms. Bradley stated that by law, a valuation report must be completed by the Township every two years on the Township's two Pension Plans. The 2015 Valuation Report was being compiled by the Actuary and should be received by the Township shortly. Once received, the Township should reassess whether the Minimum Municipal Obligation resolutions passed in September would need to be revised.

9. Consent Agenda:

MOTION: A motion was made by Mr. Bodden, seconded by Mr. Scanzillo and carried unanimously for the following Consent Agenda Items:

- A. Execution of a Stormwater Facilities Operation and maintenance Agreement for Micah J.E. and Joyanne L. Rampulla for construction of a single-family home for TMP #26-003-042-003 on Skunk Hollow Road, as part of conditions of the Rampulla Minor Subdivision.**
- B. Execution of a Professional Services Agreement for James Nieves-Sosa for construction of a single-family home at 172 New Galena Road, TMP #26-007-012, with corresponding legal and engineering escrow of \$5,000.00.**
- C. Execution of the a Stormwater Facilities Operation and Maintenance Agreement with a corresponding maintenance fee of \$597.75 and a Sewage System Operation and Maintenance Agreement for an Alternate Peat filter System with corresponding \$2,500.00 permanent escrow for the Miniwinni Revocable Deed of Trust, 415 Old Iron Hill Road, TMP #26-011-035, for construction of a single family home.**
- D. Execution of a Professional Services Agreement for land development of a storage facility at 4671 County Line Road/1 Maple Avenue, TMP #26-001-005, with corresponding legal and engineering escrow of \$5,000.00.**

10. Board of Supervisors' Comments: Mr. Jones stated that he had attended the annual Tax Collector Conference. The conference was very interesting and educational and was attended by over 350 tax collectors from all over the Commonwealth.

11. Township Administration Comments:

11.1. Comprehensive Plan: Ms. Bradley noted that the Planning Commission was working on a revision of the Comprehensive Plan. A brief discussion ensued resulting in the decision that the Board did not support expansion of the VR-Village Residential Zoning District. The Board had also not passed an ordinance to create an arterial corridor overlay along Route 313.

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: There was no Public Comment at this time.

15. Payment of Bills:

15.1. Bills List dated October 15, 2015 for \$145,109.84:

MOTION: Upon motion by Mr. Jones, seconded by Mr. Bodden, the Board unanimously approved the Bills List dated October 15, 2015 for \$145,109.84.

16. Adjournment:

MOTION: There being no further business or comment, a motion was made by Mr. Scanzillo, seconded by Mr. Bodden, and unanimously carried, to adjourn the meeting at 9:55 a.m.

NEW BRITAIN TOWNSHIP BOARD OF SUPERVISORS

Helen B. Haun, Chair

William B. Jones, III, Vice Chair

A. James Scanzillo, Member

John A. Bodden, Sr., Member

Robert V. Cotton, Member

Attest: _____
Eileen M. Bradley
Secretary/Manager