

**BOARD OF SUPERVISORS
MEETING MINUTES
November 2, 2020**

A Regular Meeting of the New Britain Township Board of Supervisors was held on Monday, November 2, 2020, at the Township Administration Building, 207 Park Avenue, New Britain Township, PA, beginning at 7:00 p.m. Present were Supervisors: Chair William B. Jones, III, Vice-Chair Helen B. Haun, Members Gregory T. Hood, Cynthia M. Jones, and MaryBeth McCabe, Esq. Also present were Township Manager Eileen M. Bradley, Township Engineer Craig Kennard, and Township Solicitor Peter Nelson, Esq.

1. **Call to Order:** Mr. Jones called the Meeting to order.
2. **Pledge of Allegiance:** Mr. Jones led the Board and audience in the Pledge of Allegiance.
3. **Announcements:** Mr. Jones announced that the Board had met in Executive Session prior to this Meeting to discuss litigation.
4. **Public Comment on Non-Agenda Items:** Ms. Margaret Briggs of Forest Park Drive asked when the Minutes from October would be posted to the website and what was going on with County Builders. Ms. Bradley stated that the Minutes would be posted by November 4, 2020 and that County Builders had been added to this evening's agenda.

Mr. Mike Coleman of Cedar Hill Road asked about the Zoning Map revision and if it would create any changes in the Township's Zoning Ordinance. Ms. Bradley stated that changes were administrative to correct typographical errors and that no changes to the Township's Zoning Ordinance would be enacted by this agenda item.

5. Approval of Minutes:

5.1. Minutes of Meeting of October 19, 2020:

MOTION: A motion was made by Mr. Hood, seconded by Mrs. Jones and unanimously approved to accept the October 19, 2020 Minutes as written.

6. Departmental Reports: There were no Departmental Reports at this time.

7. Consideration of Old Business:

7.1. Preliminary Budget 2021 Presentation: Ms. Bradley presented the 2021 Preliminary Budget, which reflected no tax increase. The balanced 2021 Preliminary Budget proposed \$7,276,371 in new revenues and \$7,950,932 in expenditures for all Funds. Ms. Bradley stated that COVID-19 had a major effect on projected 2021 revenues in all categories.

Capital Expenditures included: one (1) new police vehicle; one (1) new 1-Ton Pick Up Truck with Plow, Salt Spreader, and Lift Gate; computer upgrades and replacements for most departments; new security cameras for the interior and exterior of the police and administration building; and \$100,000 for repairs to culverts damaged by Tropical Storm Isaias.

Ms. Bradley noted that the Township continued to improve its Park System through capital improvements and working with developers to enhance facilities. New Britain Township owns and maintains 265 acres of active and passive recreational parkland, and was working on bringing forward a premier facility at the future Robert V. Cotton Park. The Neshaminy Greenway Trail development and construction for Phase I should conclude by the end of 2020. Planning, design and construction of Phase II, the Coleman Section, would begin in 2021 and will be funded through a \$225,000 DCNR Grant, as well as an in-kind labor and materials, and cash match of \$52,637 by New Britain Township.

The Township had taken advantage of low interest rates and restructured its existing debt in the summer of 2020. Ms. Bradley reviewed debt service expense for 2021, which included: Public Works Building debt service at a variable interest rate averaging 3.6% to 4.0%; the Regional Street Light Procurement Program debt service fixed at an interest rate of 2.3%; Refinanced Capital Infrastructure debt service fixed at an interest rate of 1.27% for 13 years. Total Debt Service for Fiscal Year 2021 was \$447,000. Ms. Bradley added that the Township might consider refinancing of all debt at the time the variable portion Public Works Building Loan and the Street Light loan matures in 2025.

The proposed millage for 2021 was 13.0625 mills, no change from 2020. One mill would generate approximately \$180,000, with the average Township tax bill being approximately \$459.00. The Board needed to Adopt the Preliminary 2021 Budget and authorize advertisement. The Budget would be available for review in the Township Offices during normal business hours on November 4, 2020. Final adoption of the Budget was scheduled for Monday, December 7, 2020 at 7:00 p.m., as part of the Regular Meeting that evening.

Mrs. Jones asked how COVID-19 factored into the preparation of the 2021 Budget. Ms. Bradley stated that she was monitoring revenue and expenditures for 2020, and utilizing multiple information sources. A financial analysis report prepared on behalf of the Bucks County Consortium back in April, monthly reports from Keystone Collections, and Bucks County unemployment information were among a few of these sources. She stated that the current fiscal environment is unprecedented, and the budget was prepared with that in mind.

MOTION: Upon motion by Mr. Hood, seconded by Mrs. Jones, the Board unanimously approved adoption of the 2021 Preliminary Budget, and placed it on the table for public review.

MOTION: Upon motion by Mrs. Haun, seconded by Ms. McCabe, the Board unanimously approved advertisement of the 2021 Preliminary Budget.

8. Consideration of New Business:

8.1. County Line Road Task Force Mutual Aide Agreement: Ms. Bradley stated that she had been approached by Montgomery Township, Montgomery County, to consider entering into a Mutual Aide Agreement with Montgomery Township and Warrington Township to permit Police Officers from all three jurisdictions to enforce traffic violations along County Line Road and within 500 feet of adjoining neighboring municipalities. The Agreement had been approved by both the Bucks and Montgomery County District Attorneys. It was her recommendation that New Britain Township enter into this agreement.

Mrs. Jones asked if the Police Department was not currently able to cross County Line Road into Montgomery Township to enforce traffic violations. Ms. Bradley stated that they currently were only able to enforce traffic laws on half of County Line Road, within New Britain.

Ms. McCabe asked if the agreement had any financial impact to the Township. Ms. Bradley stated that each municipality was only obligated for the normal insurance requirements of their own employees. Any fines

related to citations would go to the issuing jurisdiction. The Agreement was about controlling speeding and aggressive driving.

MOTION: Upon motion by Mrs. Haun, seconded by Mrs. Jones, the Board unanimously approved the County Line Road Task Force Mutual Aide Agreement between New Britain, Warrington and Montgomery Townships.

9. Consent Agenda:

MOTION: Upon motion by Mr. Hood, seconded by Mrs. Haun, the Board unanimously approved the following Consent Agenda items: Execution of a Professional Services Agreement with Allen & Gay Tate and Matthew Mannherz for a lot line change for 1 Naomi Lane and 2 Naomi Lane, with corresponding legal and engineering escrow of \$2,500.00; Execution of a Stormwater Facilities Operation and Maintenance Agreement and a Sewage System Operation and Maintenance Agreement with Matthew Soncini for construction of a single-family home for 161 S. Limekiln Pike, with corresponding permanent BMP Maintenance Guarantee Fee of \$1,075.00; Certificate of Completion #6 for Provco Pinegood Chalfont, LLC for W. Butler Avenue WAWA Project in the amount of \$46,424.70, leaving \$347,947.79 remaining; Execution of a Professional Services Agreement with Joseph Pileggi for the property at 122 Upper State Road, TMP #26-005-047-001 and #26-005-047-002, with corresponding legal and engineering escrow of \$5,000.00; Execution of a Professional Service Agreement with Melvin and Beverley Kelsey for construction of an addition for 22 Farber Drive, TMP #26-004-034-004, with corresponding legal and engineering escrow of \$5,000.00; Execution of a Stormwater Facilities Operation and Maintenance Agreement for 11 Keller Road, TMP #26-004-034-004, with corresponding permanent BMP Maintenance Fee of \$388.00.

10. Board of Supervisors' Comments: Mrs. Jones asked about the volunteer tree planting scheduled for this coming Saturday, November 7, 2020, for the Neshaminy Greenway Trail. Ms. Bradley stated that the event was posted to the Township website and social media. The Doylestown Bike and Hike Committee was instrumental in obtaining a donation of trees from Feeney's Nursery in Buckingham and gathering volunteers to help with planting trees along the Neshaminy Greenway Trail. Three (3) of New Britain Township's Public Works employees would be on hand to aide with machinery and equipment needed for planting the trees.

11. Township Administration Comments:

11.1. Zoning Map Revision Approval: Ms. Bradley stated that the Zoning Map Revision included changing colors for readability and correcting typographical errors. No Zoning District changes were made to any parcels, and the Map aligned with existing Township ordinances.

MOTION: Upon motion by Mr. Hood, seconded by Mrs. Jones, the Board unanimously approved execution of the revised Zoning Map.

11.2. Harris/Hamilton Record Plan: Ms. Bradley stated that the Board needed to execute and sign the Harris/Hamilton Record Plan after the meeting. The plan was reviewed and approved by the Board at a prior meeting.

MOTION: Upon motion by Mrs. Haun, seconded by Ms. McCabe, the Board unanimously approved execution of the Harris Hamilton Record Plan.

11.3. Ratify HVAC Change Order #1: Ms. Bradley stated that during installation of the new HVAC system, the contractor, Hirschberg Mechanical, discovered frayed wiring leading to the building thermostats. The Board was polled individually to obtain authorization for Hirschberg Mechanical to conduct work to replace the wiring while still on premises for \$5,015.15. Ms. Bradley asked that the Board officially ratify Change Order #1 at this time.

MOTION: Upon motion by Mrs. Jones, seconded by Mrs. Haun, the Board unanimously authorized payment of HVAC Change Order #1 in the amount of \$5,015.15 to Hirschberg Mechanical.

11.4. Offices Closed Tuesday, November 3, 2020: Ms. Bradley recommended that the Board close the Administration Building on Election Day, as it was used as a polling place and staff had the ability to work from home.

MOTION: Upon motion by Mr. Hood, seconded by Mrs. Jones, the Board unanimously approved closing the Township Offices on Election Day, Tuesday, November 3, 2020.

11.5. County Builders Zoning Hearing Board Application: Ms. Bradley stated that County Builders had submitted a Zoning Hearing Board Application for the property on W. Butler Avenue next to Spatola's. The plan proposed a medical office building and 40 plus townhomes that required multiple and significant variances. The hearing was scheduled for November 19, 2020 at 7:00. She recommended that the Board send the Township Solicitor in opposition of the Application. She added that if the Board voted to send the Solicitor, the hearing would need to be continued because the Township Solicitor was otherwise occupied on November 19. As soon as a new date was set for the hearing, it would be posted to the Township website and social media.

MOTION: Upon motion by Ms. McCabe, seconded by Mr. Hood, the Board unanimously approved sending the Township Solicitor to oppose the County Builders Zoning Hearing Board Application.

12. Solicitor and Engineer Comments: There was no Solicitor or Engineer Comments at this time.

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

14. Public Comment: Mr. Christopher Traum of Cedar Hill Road asked why the Board would oppose the Zoning Hearing Board application. Ms. Bradley stated that a number of variances that the Applicant was seeking were significant (setbacks, impervious surface, and natural resource disturbance).

Mr. Coleman thanked the Board for their support with regard to the subject property.

Ms. Briggs asked if the outcome of the Zoning Hearing Board for County Builders would have an impact on the Motor Lodge that was zoned OP, if County Builders were to purchase the lot and develop the property. Mr. Nelson stated that the Applicant would need to seek additional variances from the requirements of the OP District depending on how they planned to develop the property, the same way they currently were doing for the property they owned that was zoned C-1. Ms. Bradley noted that any development of either property would require any developer to meet the requirements of the individual zoning district or obtain variances through the process County Builders was currently undertaking.

15. Payment of Bills:

15.1. Bills List dated October 28, 2020 for \$3,277.59:

MOTION: Upon motion by Mrs. Jones, seconded by Mrs. Haun, the Board unanimously approved the Bills List dated October 28, 2020 for \$3,277.59.


15.1. Bills List dated October 30, 2020 for \$234,331.55:

MOTION: Upon motion by Mr. Hood, seconded by Mrs. Jones, the Board unanimously approved the Bills List dated October 30, 2020 for \$234,331.55.

16. Adjournment:

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

NEW BRITAIN TOWNSHIP BOARD OF SUPERVISORS




William B. Jones, III, Chair



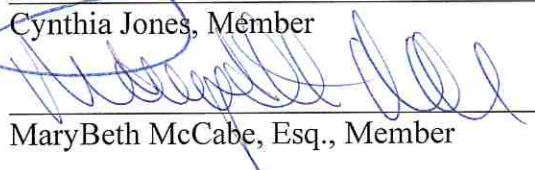
Helen B. Haun, Vice Chair




Gregory T. Hood, III, Member



Cynthia Jones, Member



MaryBeth McCabe, Esq., Member

Attest: 

Eileen M. Bradley
Secretary/Manager

**BOARD OF SUPERVISORS
MEETING MINUTES
October 19, 2020**

A Work Session Meeting of the New Britain Township Board of Supervisors was held on Monday, October 19, 2020, at the Township Administration Building, 207 Park Avenue, New Britain Township, PA, beginning at 9:00 a.m. Present were Supervisors: Chair William B. Jones, III, Vice-Chair Helen B. Haun, Members Gregory T. Hood, Cynthia M. Jones, and MaryBeth McCabe, Esq. Also present were Township Manager Eileen M. Bradley, Police Chief Robert Scafidi, Public Works Superintendent Ryan Cressman, and Finance Director Susan Federsel.

1. **Call to Order:** Mr. Jones called the Meeting to order.
2. **Pledge of Allegiance:** Mr. Jones led the Board and audience in the Pledge of Allegiance.
3. **Announcements:** Mr. Jones announced that the Board had met in Executive Session prior to this Meeting to discuss litigation.
4. **Public Comment on Non-Agenda Items:** Ms. Katie Cutler of Oneida Lane requested that the Board consider looking into speeding on Park Avenue, specifically near North Branch Park. Ms. Bradley stated that the Township had already begun the process of looking into possible solutions and had reached out to PennDOT. In the short-term, the Township had increased speed details by the Police on Park Avenue.

Ms. McCabe asked if perhaps the Township could ask for volunteers to act as crossing guards. Chief Scafidi stated that this had been discussed in the past, but due to liability issues, the individuals would need to be Township employees.

Mr. Hood suggested placing additional signage on Park Avenue. Ms. Cutler asked about installing solar-powered flashing lights at the crosswalk. Ms. Bradley stated that any changes to Park Avenue would require PennDOT approval, as Park Avenue was a state road. Mr. Cressman stated that he was already in the process of inquiring about the cost of solar-powered flashing lights.

Mr. Hood suggested that Ms. Cutler could contact PennDOT and write letters to her State Representatives. Ms. McCabe suggested that the Township write letters to the State Representatives as well.

5. Approval of Minutes:

5.1. Minutes of Meeting of October 5, 2020:

MOTION: A motion was made by Ms. McCabe, seconded by Mrs. Jones and unanimously approved to accept the October 5, 2020 Minutes as written.

6. Departmental Reports:

6.1. Code Department Report for September 2020: Ms. Bradley presented the Code Department Report for September 2020.

6.2. Police Department Report for September 2020: Chief Scafidi presented the Police Department Report for September 2020.

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Mrs. Jones asked the Chief what protocols were in place for Election Day. Chief Scafidi stated that he would be extending shifts to ensure adequate coverage and denied any time off that day. Officers could not enter any polling place without a direct complaint made by a poll worker or multiple calls from residents. This information was based on a meeting from the Bucks County Sheriffs' Office and the local Chiefs of Police in Bucks County.

6.3. Public Works Department Report for September 2020: Mr. Cressman presented the Public Works Department Report for September 2020.

7. Consideration of Old Business:

7.1. Budget 2021 Discussion: Ms. Bradley stated that development of the 2021 Budget was well underway and required direction from the Board. The proposed 2021 Budget reflected no increase in taxes from 2020, employee wage increases reflected the Board's past practices, and all departmental requests were included. Discussion took place about departmental Budget requests and cuts and reductions were made. Ms. Bradley stated that the changes discussed at the meeting would be made prior to the Preliminary Budget presentation on November 2, 2020.

8. Consideration of New Business: There was no New Business at this time.

9. Consent Agenda: There was no Consent Agenda at this time

10. Board of Supervisors' Comments: Mrs. Jones asked if PRDC planned on appealing the results of the Zoning Hearing Board's decision to deny variances for 84 Schoolhouse Road. Ms. Bradley stated there was no indication at this time, but the written decision had not yet been issued. Any party could appeal within thirty (30) days of issuance of the written decision.

Ms. McCabe asked if the Township could investigate purchasing new flags and flag stands for the Township meeting room. Ms. Bradley stated that she would look into it.

11. Township Administration Comments:

11.1. Neshaminy Greenway Trail: Ms. Bradley stated that New Britain Township had been awarded a DCNR grant in the amount of \$225,000 for the completion of the Neshaminy Greenway Trail on the Coleman Property.

11.2. Drug Take Back: Chief Scafidi stated that the New Britain Township Police Department would be participating in a Drug Take Back event on Saturday, October 24, 2020. Drop off locations were at the Township Building and the Giant in the New Britain Shopping Center at W. Butler Avenue and County Line Road from 10 a.m. to 2 p.m.

11.3. Closing Election Day: Ms. Bradley recommended that the Board close the Administration Building on Election Day. Mr. Hood stated that he did not believe it was necessary to have Staff in the building on Election Day. The rest of the Board agreed with closing the building to normal activities on Tuesday, November 3, 2020.

12. Solicitor and Engineer Comments: There was no Solicitor or Engineer 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 14, 2020 for \$1,460.89 (medical reimbursements):**

MOTION: Upon motion by Mrs. Haun, seconded by Ms. McCabe, the Board unanimously approved the Bills List dated October 14, 2020 for \$1,460.89 (medical reimbursements).


15.1. **Bills List dated October 14, 2020 for \$284,385.00:**

MOTION: Upon motion by Mr. Hood, seconded by Mrs. Jones, the Board unanimously approved the Bills List dated October 14, 2020 for \$284,385.00.

16. **Adjournment:**

MOTION: There being no further business or comment, a motion was made by Mr. Hood, seconded by Ms. McCabe, and unanimously carried, to adjourn the meeting at 10:20 a.m.

NEW BRITAIN TOWNSHIP BOARD OF SUPERVISORS




William B. Jones, III, Chair




Helen B. Haun, Vice Chair



Gregory T. Hood, III, Member



Cynthia Jones, Member



MaryBeth McCabe, Esq., Member

Attest: 

Eileen M. Bradley
Secretary/Manager

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