

**BOARD OF SUPERVISORS
MEETING MINUTES
August 15, 2022**

A Business Meeting of the New Britain Township Board of Supervisors was held on Monday, August 15, 2022, at the Township Administration Building, 207 Park Avenue, New Britain Township, PA, beginning at 7:00 p.m. Present were Supervisors: Chair Gregory T. Hood, Vice-Chair William B. Jones, III, Members Cynthia M. Jones, MaryBeth McCabe, Esq, and Stephanie Shortall. Also present were Township Manager Matt West, Police Chief Richard Clowser, Finance Director John Bates, Township Engineer Craig Kennard, P.E., and Township Solicitor Jeff Garton.

1. **Call to Order:** Mr. Hood called the Meeting to order.
2. **Pledge of Allegiance:** Mr. Hood led the Board and audience in the Pledge of Allegiance.
3. **Chair Comments:**

A. Executive Session:

Mr. Hood announced that the Board had met in Executive Session prior to this Meeting and on July 27th to discuss personnel issues, land acquisition, and litigation.

Mr. Hood asked to the Board to amend Action Item H and add two additional items: Action Item Q & R, to the agenda.

MOTION: Upon motion by Ms. McCabe, seconded by Mr. Jones and unanimously carried, the Board amended Action Item H to the hiring of one employee, not two.

MOTION: Upon motion by Mr. Jones, seconded by Mrs. Jones and unanimously carried, the Board amended the agenda to add Action Item Q: Motion to approve a Professional Services Contract with a Staffing Agency for the Police Municipal Services Clerk position.

MOTION: Upon motion by Mrs. Jones, seconded by Mrs. Shortall and unanimously carried, the Board amended the agenda to add Action Item R: Motion to approve a Professional Services Contract with Corbett, Inc. for the redesign of the Administrative Offices.

4. **Presentation Items:** There were no Presentation Items.

5. **Subdivision/Land Development Projects:**

A. Gilmore Subdivision/Land Preservation

Mr. West stated the Township had been working with the Gilmores to preserve a large portion of the 38-acre parcel. He thanked the Gilmores for working with the Township to preserve a large area of open space in the Township. Mr. Kennard stated the Gilmores would not be receiving a payment from the Township. In lieu of payment for the conservation easement the Township would handle all costs to subdivide two (2) new parcels approximately 2-acres in size each for the Gilmore's. The Board discussed the Gilmore Subdivision/Land Preservation Plan with the Township Professionals. The Township Solicitor will prepare a resolution for the September 26th Business meeting of the Board of Supervisors for possible action. No action was taken.

B. 84 Schoolhouse

The 84 Schoolhouse Road Subdivision and Land Development Presentation was moved ahead of 315 Old Limekiln. Appearing on behalf of the applicant, PRDC Properties, LLC was Tom Borghetti, P.E. of Holmes Cunningham Engineering, LLC and the applicant Anthony Maras of PRDC Properties, LLC. The Board was presented with a Preliminary/Final Plan for the property located at 84 Schoolhouse Road within the Residential (RR) zoning district. The applicant proposed to improve the property with B1 Single-family Detached Dwellings on five (5) lots with a shared driveway. The applicant was requesting 13 waivers. The Planning Commission and Township Engineer supported the waivers and recommend Preliminary/Final Approval to the Board of Supervisors. The Board discussed the plan with Township Professionals and the applicant. The Township Solicitor will prepare a resolution for the September 26th Business meeting of the Board of Supervisors for possible action. No action was taken.

C. 315 Old Limekiln

Appearing on behalf of the applicant, was Jonathan Thomas of AUDAX Homes LLC and the applicant Sharon D'Alessio. The Board was presented with a Preliminary/Final Plan for the property located at 315 Old Limekiln Road located within the Watershed (WS) zoning district. The applicant proposed to improve the property with a B1 Single-family Detached Dwellings on two (2) new lots along with the existing B1 Single-family Detached Dwellings. The Planning Commission and Township Engineer recommended Preliminary/Final Approval to the Board of Supervisors. The Board discussed the plan with Township Professionals and the applicant. The Township Solicitor will prepare a resolution for the September 26th Business meeting of the Board of Supervisors for possible action. No action was taken.

6. Zoning Hearing Board Applications: There was no Zoning Hearing Board Applications at this time.

7. Public Comment: Maryanne McBrearty of Dolly Lane inquired about the status of 113 Dolly Lane. The Board, Township staff, and Township Professionals discussed 113 Dolly Lane with Ms. McBrearty. Mr. Garton stated he would look into the court dockets and provide a detail update of the property's status.

8. Action Items:

A. Motion to approve meeting minutes of the Board of Supervisors meeting

MOTION: Upon motion by Mrs. Jones, seconded by Mr. Jones and unanimously carried, the Board approved the minutes of the June 20, 2022 Business Meeting and the July 11, 2022 Workshop/Business Meeting of the New Britain Township Board of Supervisors.

B. Motion to approve schedule of bills

MOTION: Upon motion by Ms. McCabe, seconded by Mr. Jones and unanimously carried, the Board approved the Schedule of Bills dated August 5, 2022, in the amount of \$428,730.87, and authorized the Township Manager to pay all bills, per the attachment.

C. Motion to approve consent agenda

MOTION: Upon motion by Mrs. Jones, seconded by Ms. McCabe and unanimously carried, the Board approved all items on the consent agenda, dated August 15, 2022, per the attachment.

D. Motion to approve Temporary Construction Easement for CNBTJSA

Appearing on behalf of the Chalfont-New Britain Township Joint Sewer Authority (Authority) was Executive Director John Schmidt and Authority Engineer Joe Nolan from CKS. The Board discussed the easement with the Authority and Township Professionals. The Board tabled this item until the September 12th Work Session meeting.

MOTION: Upon motion by Mrs. Shortall, seconded by Mr. Jones and unanimously carried, the Board tabled consideration of the Deed of Easement for the Chalfont-New Britain Township Joint Sewer Authority related to a township owned parcel, per the attachments.

E. Motion to accept resignation of Parks & Rec Board member and to authorize advertisement of opening on the Parks & Rec Board

Mr. West stated Mr. Bender submitted his resignation because he was no longer a Township resident. Mr. West, Mrs. Jones, & Mr. Hood thanked Mr. Bender for his years of service. Mr. West requested the Board authorize advertisement of the vacancy to fill the empty seat. The Board discussed the issue.

MOTION: Upon motion by Mr. Jones, seconded by Mrs. Jones and unanimously carried, the Board accepted the resignation of James Bender from Parks & Recreation Commission and authorize advertisement of an opening on the Parks & Recreation Commission, per the attachments.

F. Motion to authorize Zoom meetings for all Township committees

Mr. West stated the motion was added to this evening's agenda at the Board's request. He stated the Board was already undertaking this procedure for the Board of Supervisors meetings and the same process would be utilized for all other committee meetings. Mr. West asked if the Board would be amendable to advertising the zoom link on the Township's website and social media for all meetings.

MOTION: Upon motion by Mr. Jones, seconded by Mrs. Jones and unanimously carried, the Board authorized zooming & recording all Township meetings and advertising the zoom link on the Township's website, per the attachments.

G. Motion to approve pension actuarial services

Mr. West stated the Board had approved a recommendation from the Township's Pension Committee to issue a request for proposal (RFP) for actuarial services for both of the Township's pension plans. He stated a number of qualified firms responded to the RFP with two finalists being Conrad Siegel and CBIZ. Mr. West and staff met with both firms and contact a number of references for each and provided his findings to the Pension Committee. The Pension Committee's recommendation to the Board was to hire CBIZ to perform the actuarial services for both pension plans. The Board discussed the potential appointment of an actuary.

MOTION: Upon motion by Mrs. Jones, seconded by Mr. Jones and unanimously carried, the Board approved the appointment of CBIZ as the new actuary for both the Non-Uniform & Police pension funds, per the attachments.

H. Motion to authorize hiring one Township employee (Amended 08/15/2022)

The Board amended this agenda item at the beginning of the meeting.

MOTION: Upon motion by Mr. Jones, seconded by Ms. McCabe and unanimously carried, the Board approved the hiring of Zachary Jenkins to the Public Works Department as a Laborer/Operator/Truck Driver, effective August 15, 2022.

I. Motion to award the 2022 Bucks County Consortium Fuel Bid

Mr. West asked Mr. Walsh to update the Board on the 2022 Bucks County Consortium Fuel Bid. Mr. Walsh stated the Board would only be awarding Regular Unleaded Gasoline and Ultra-Low Sulfur Diesel this year because there were no bids placed on #2 Heating Oil. Staff had consulted with the Township Solicitor and will be obtaining three written/telephonic quotes every time the Township needs to order #2 Heating Oil. Mr. Walsh stated this would fulfill the bid requirements in the Second-Class Township Code. The Board discussed.

MOTION: Upon motion by Mrs. Jones, seconded by Mrs. Shortall and unanimously carried, the Board awarded the 2022-2023 Bucks County Consortium Fuel Bid, per the attachments.

J. Motion to award the 2022 Road Program

Mr. West recommended awarding the Base Bid and rejecting Alternative #1 to the lowest qualified bidder. The Board discussed.

MOTION: Upon motion by Ms. McCabe, seconded by Mrs. Shortall and unanimously carried, the Board awarded the 2022 Road Program, per the attachments.

K. Motion to adopt Resolution 2022-13: Signatory authority for Pennsylvania's Crash Information Tool (PCTI)

Chief Clowser stated the resolution was necessary to provide signatory authority to sign required PennDOT forms to access Pennsylvania's Crash Information Tool. The Board discussed the reason for needing the crash information.

MOTION: Upon motion by Ms. McCabe, seconded by Mrs. Shortall and unanimously carried, the Board adopted Resolution 2022-13: Signatory authority for Pennsylvania's Crash Information Tool (PCTI), per the attachments.

L. Motion to adopt Resolution 2022-14: 267 Creek Road Preliminary/Final Approval

Mr. West stated this was presented to the Board at the July 11th meeting and was a simple lot line change. Mr. Kennard agreed with Mr. West and recommended the Board approve the resolution. Mr. Garton concurred with the Mr. Kennard. The Board discussed the plan.

MOTION: Upon motion by Mrs. Jones, seconded by Mr. Jones and unanimously carried, the Board adopted Resolution 2022-14: 267 Creek Road Preliminary/Final Approval, per the attachments.

M. Motion to advertise Ordinance 2022-09-03: Stormwater Management Amendment

Mr. Kennard stated this ordinance was an update to the Township's Stormwater Management Ordinance. The Board and Township Professionals discussed the proposed changes in the ordinance amendment.

MOTION: Upon motion by Mrs. Jones, seconded by Mrs. Shortall and unanimously carried, the Board authorized advertisement of Ordinance 2022-09-03: Stormwater Management Amendment.

- N. Motion to advertise Ordinance 2022-09-04: Amendments to Chapter 15 Part 5 of the Township's Code: Towing

Chief Clowser stated the proposed ordinance would update police department procedures when hiring towing companies and would set standards for the towing companies to follow. Mr. Garton stated his office had reviewed the proposed ordinance with Mr. West and Chief Clowser and recommended authorization to advertise the ordinance. The Board discussed the proposed ordinance.

MOTION: Upon motion by Mr. Jones, seconded by Ms. McCabe and unanimously carried, the Board authorized advertisement of Ordinance 2022-09-04: Amendments to Chapter 15 Part 5 of the Township's Code: Towing.

- O. Motion to advertise Township's 5-year Capital Improvement Plan

Mr. West stated he was proud of the Capital Improvement Plan and the hard work staff had put in to develop it over the last two months. He stated this was a big step forward for the Township and the Board going into preparation of the 2023 Budget. Mr. West stated he would be giving a presentation of the Capital Improvement Plan at the September 12th Work Session meeting.

MOTION: Upon motion by Mrs. Jones, seconded by Mrs. Shortall, the Board advertise the 2022 Capital Improvement Plan, per the attachments.

The motion was not voted on. Mr. Garton suggested modifying the motion to state "publicize" rather than "advertise". The Board discussed.

MOTION: Upon motion by Mrs. Jones, seconded by Mrs. Shortall and unanimously carried, the Board publicizing the 2022 Capital Improvement Plan, per the attachments.

- P. Motion to adopt revised Township staff Organization Chart

Mr. West stated the Organization Chart reflect staffing discussions had during executive session and reflects the additional hires approved by the Board. He stated the new positions have already been advertised and he has received applications.

MOTION: Upon motion by Ms. McCabe, seconded by Mr. Jones and unanimously carried, the Board adopted the revised Township staff Organization Chart, per the attachments.

- Q. Motion to approve a Professional Services Contract with a Staffing Agency for the Police Municipal Services Clerk position (Amended 08/15/2022)

Mr. West stated this motion was added late to the agenda because it was an emergency. The current Township Police Municipal Services Clerk was about to leave on maternity leave and the part-time employee that was offered the position had declined the offer. The Board discussed the need for the clerk position.

MOTION: Upon motion by Ms. McCabe, seconded by Mrs. Shortall and unanimously carried, the Board authorized staff to procure the professional services of a staffing agency to temporarily fill the Police Municipal Services Clerk position for an amount not to exceed \$22,500, per the 2022 Budget adopted by the Board of Supervisors.

R. Motion to approve a Professional Services Contract with Corbett, Inc. for the redesign of the Administrative Offices (Amended 08/15/2022)

Mr. West stated this motion was added late to the agenda because it was an emergency. He stated he had just received the quote from Corbett, Inc. prior to the meeting. Mr. West stated with the Board authorizing additional hirings it was essential to reconfigure the administrative offices to accommodate the additional employees. The Board discussed the need to reconfigure the offices.

MOTION: Upon motion by Mr. Jones, seconded by Mrs. Shortall and unanimously carried, the Board authorized staff to execute a professional services contract with Corbett, Inc. for redesign of the Administrative Offices, in the amount of \$14,675.

S. Motion to approve the purchase of a Gas-Powered Police Vehicle (Amended 08/15/2022)

Chief Clowser and the Board discussed this item during Departmental Reports later in the meeting. The Board amended the agenda to add the additional Action Item.

Chief Clowser stated the Police Department was still having issues obtaining the Hybrid vehicle ordered at the end of 2020. The vehicle was now projected to arrive in 2023. The Board asked Chief to let them know when this delay would create an issue for the Police Department. Chief stated it had reached the point of an emergency. He requested that the Board authorize the purchase of a gas-powered vehicle that could be delivered and outfitted before the end of the year. The Board discussed.

MOTION: Upon motion by Mrs. Jones, seconded by Mrs. Shortall and unanimously carried, the Board amended the agenda to add Action Item S: Motion to authorize the Police Department to purchase of a Gas-Powered Vehicle.

MOTION: Upon motion by Ms. McCabe, seconded by Mrs. Shortall and unanimously carried, the Board authorized the Police Department to purchase of a Gas-Powered Vehicle.

9. Information Items:

A. Township Manager's Report: Mr. West provided the Board with his Manager's Report which the Board discussed.

B. Departmental Reports: Mr. West provided the Board with Code & Public Works Departmental Reports. Chief Clowser presented the Police Departmental Report. He discussed the delay with the purchase of Hybrid Police vehicle. The Board discussed the Departmental Reports.

C. Solicitor's Report: Mr. Garton provided the Board with the Solicitor's Report. The Board discussed the Solicitor's Report.

D. Engineer's Report: Mr. Kennard provided the Board with the Engineer's Report. The Board discussed the Engineer's Report.

E. Board of Supervisor's Comments: Mrs. Shortall asked if the Board could receive reports from the Water & Sewer Authorities with updates. Mr. West asked for clarification as the frequency of the updates. The Board discussed the need to meet with the Authorities.

Ms. McCabe thanked staff for their work on the July 4th Parade.

Mrs. Jones stated she would like to update New Britain Township's Emergency Management Plan.


10. Adjournment: Mr. Hood announced the Board's next meeting was on Monday, September 12, 2022, at 10:00 a.m. and called for a motion to adjourn.

MOTION: There being no further business or comment, a motion was made by Mr. Jones, seconded by Mrs. Shortall, and unanimously carried, to adjourn the meeting at 9:03 p.m.

NEW BRITAIN TOWNSHIP BOARD OF SUPERVISORS



Gregory T. Hood, Chair

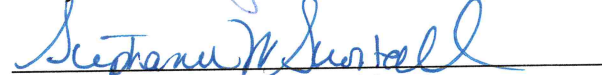


William B. Jones, III, Vice Chair

Cynthia Jones, Member



MaryBeth McCabe, Esq., Member



Stephanie Shortall, Esq., Member

Attest: 

Matt West
Secretary/Township Manager

170233