

**BOARD OF SUPERVISORS  
MEETING MINUTES  
September 12, 2022**

A Workshop Meeting of the New Britain Township Board of Supervisors was held on Monday, September 12, 2022, at the Township Administration Building, 207 Park Avenue, New Britain Township, PA, beginning at 10:00 a.m. Present were Supervisors: Chair Gregory T. Hood, Members Cynthia M. Jones, MaryBeth McCabe, Esq, and Stephanie Shortall, Esq. Vice-Chair William B. Jones, III attended the meeting virtually via Zoom. Also present were Township Manager Matt West, Assistant Manager Michael Walsh, Finance Director John Bates, Police Chief Richard Clowser, Public Works Superintendent Ryan Cressman, Township Engineer Craig Kennard, P.E., and Township Solicitor Sean Gresh.

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:** Mr. Hood announced that the Board would be meeting in Executive Session following the Meeting to discuss personnel issues, land acquisition, and litigation.
4. **Presentation Items:** (Information only. Possible action to be taken by the Board at the next Business meeting.)

**A. 5-Year Capital Improvement Plan**

The 5-Year Capital Improvement Plan was presented after CNBTJSA items were addressed and 123 Creek Road presentation.

Mr. West presented the Board with the highlights of 5-Year Capital Improvement Plan (CIP). The Board of Supervisors publicized the document for public review at the August 15<sup>th</sup> meeting. He stated the CIP was a direct result of hard work from Township staff and the Capital Planning Committee. Mr. West stated the CIP started out as a list developed by staff of all things or projects with a cost of more than \$5,000 and a life span of more than one (1) year. He stated the CIP is a planning document the Board funds through the annual budget process. Mr. West stated the document should be reviewed on an annual basis as new items are discovered and projects are completed. He stated he would be looking for the Board to adopt the CIP at the September 26, 2022, Business meeting of the Board of Supervisors.

Ms. Deborah Rendon of Keller Road commented on the CIP and was very happy with the document. She stated it was nice to see the Township looking into the future and planning for future expenses.

Mr. Darrell Card of Far View Road was happy to see the Board looking to adopt a CIP and asked if it was prudent to spend \$1.5 million on Keller Road bridge repairs and if closing the road was considered. Mr. Hood stated the issue with closing the road was emergency services. Mr. Card asked about adding several projects to the plan. Mr. West stated staff would review the CIP inventory list to make sure the projects were included. He stated they may be on the list but were not currently in the "High" priority category.

The Board discussed the CIP, and no action was taken.

## B. Budget 2023: Introduction

Mr. Bates presented the Board with an introduction to the updated budget process and discussed with the Board what they could expect to see at future meetings and moving forward. He stated the new process was direct result of direction given by the Board to update and modernize Township processes. The creation of the 5-year Capital Improvement Plan will impact and directly tie into the budgeting process moving forward. The Board and staff discussed the 2023 Budget.

## C. CNBTJSA Status Update

The Board discussed agenda items 4C, 5A, and 7A to start the meeting.

Appearing on behalf of the Chalfont-New Britain Township Joint Sewer Authority CNBTJSA was Executive Director John Schmidt and Preston Campbell a New Britain Township appointment to the CNBTJSA Board. Mr. Schmidt and Mr. Campbell informed the Board about the current state of the Sewer Authority including upcoming projects that would have an effect on New Britain Township residents.

Ms. McCabe asked if there were any areas of the Township experiencing backups or service issues. Mr. Schmidt stated Brittany Farms was the main trouble area and several projects were in the works to address the issues.

Mr. Hood asked if the Sewer Authority needed anything additional from the Township to help improve communication and service to Township residents. Mr. Schmidt said the Township has always provided excellent support to the Sewer Authority.

The Board thanked the Mr. Schmidt and Mr. Campbell for attending the meeting.

**5. Subdivision/Land Development Projects:** (Information only. Possible action to be taken by the Board at the next Business meeting.)

### A. Walters Road & New Galena Road – CNBTJSA Fee & Escrow Waiver Request

Appearing on behalf of the Chalfont-New Britain Township Joint Sewer Authority CNBTJSA was Executive Director John Schmidt and Preston Campbell a New Britain Township appointment to the CNBTJSA Board. Mr. West stated the Authority was requesting a waiver from posting financial security for the construction of Pump House #4 and stormwater fees required by Township ordinance. Mr. West stated this is standard practice for Authorities and School Districts when they provide services to Township residents. The Board discussed the CNBTJSA's fee & escrow waiver request. No action was taken.

### B. 123 Creek Road

Appearing on behalf of the applicant was L. Paige Maz, PE of Nave Newell and the applicant Dave Labrozzi. Mr. Labrozzi presented the Board with a proposal to amend the Conservation Easement on his property. He and his professionals were requesting an in-kind swap of area to allow Mr. Labrozzi to build a stream crossing to connect both sides of his property. Ms. Maz stated the area Mr. Labrozzi proposed to swap was approximately .08 acres in size. Mr. Labrozzi stated he had already

obtained all the required Department of Environmental Protection permits to install the stream crossing.

The Board, the applicant, and professional staff discussed the conservation easement swap. Mr. Hood asked about the size of the stream crossing. Ms. Maz stated the stream crossing was 30ft in length and 12ft in width. Mr. Hood and Ms. McCabe stated they would like to see a restriction on the maximum allowable width of the trail and the material used for the trail. The rest of the Board agreed.

The Board directed staff, the Solicitor, and Engineer to work with Mr. Labrozzi and his professionals to prepare the required documents to facilitate the conservation easement swap. No action was taken.

## 6. Zoning Hearing Board Applications:

A. None

## 7. Action Items

A. Motion to approve Deed of Easement for CNBTJSA

**MOTION: Upon motion by Mrs. Jones, seconded by Mr. Jones and unanimously carried, the Board approved the Deed of Easement for CNBTJSA.**

B. Motion to adopt Resolution 2022-15: 2022 Budget Amendment

Mr. West stated the resolution followed past practice to reallocate unused budgeted funds for other items the Township may need. He stated these funds were available because Township staff was able to build a new website in-house. Mr. West stated the reallocated funds would be used to pay for the Administration Office redesign and for the purchase of computers and other hardware for new hires.

**MOTION: Upon motion by Mrs. Shortall, seconded by Mr. Jones and unanimously carried, the Board adopted Resolution 2022-15: 2022 Budget Amendment.**

## 8. Information Items:

### A. Departmental Reports:

- i. **Administration:** Mr. West stated he had been contacted by County Builders about an issue they were having acquiring an offsite sidewalk easement. The Board discussed County Builders project. Mr. West stated he would ask County Builders to attend the next meeting of the Board of Supervisors

Mr. Hood talked about the Old Iron Hill Trail and the history of the trail. The Board discussed the Old Iron Hill Trail Link and directed staff to compile an update on the status of the trail and easements required to finish the trail.

- ii. **Police:** Chief Clowser provided the Police Department Report to the Board.
- iii. **Public Works:** Mr. Cressman provided the Public Works Report to the Board.

iv. **Finance Report:** John Bates provided the Finance Report to the Board.

B. **Solicitor's Report:** Mr. Gresh provided the Solicitor's Report to the Board.

C. **Engineer's Report:** Mr. Kennard provided the Engineer's report to the Board.

D. **Board Comments:** Ms. McCabe thanked Township staff for their hard work on the Capital Improvement Plan. Ms. McCabe and Mrs. Shortall stated they were looking forward to the upcoming Fall Festival.

**8. Committee Reports:**

A. **Parks & Recreation Committee:** Mr. West provided the Board with the Parks & Recreation Committee report. Mr. West stated the Board would like to cancel the Parks & Recreation. The Board discussed canceling the Parks & Recreation meeting and directed the manager to have the meeting canceled.

9. **Public Comment:** There was no Public Comment at this time.


10. **Announcements:** Mr. Hood announced the Board met on August 31<sup>st</sup> in Executive Session. Mr. West announced the vacant Park & Recreation Board position had been advertised with applications due by the end of the month. Mr. Hood announced the Board's next meeting was on Monday, September 26, 2022, at 7:00 p.m. and called for a motion to adjourn.

**11. Adjournment:**

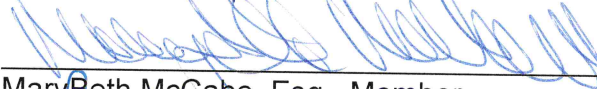
**MOTION:** There being no further business or comment, a motion was made by Mrs. Jones, seconded by Mrs. Shortall, and unanimously carried, to adjourn the meeting at 12:35 p.m.

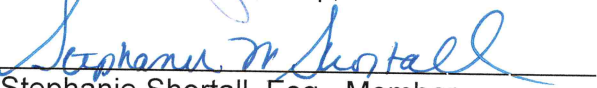
**NEW BRITAIN TOWNSHIP BOARD OF SUPERVISORS**

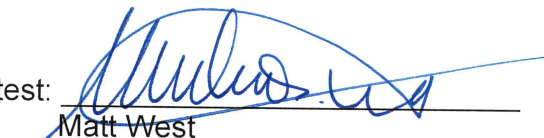
  
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Gregory T. Hood, Chair

  
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William B. Jones, III, Vice Chair

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Cynthia Jones, Member

  
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MaryBeth McCabe, Esq., Member

  
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Stephanie Shortall, Esq., Member

Attest:   
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Matt West  
Secretary/Township Manager

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