

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

A Business Meeting of the New Britain Township Board of Supervisors was held on Monday, December 12, 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, MaryBeth McCabe, Esq, and Stephanie Shortall. Supervisor Cynthia M. Jones joined the meeting via Zoom. Also present were Township Manager Matt West, Assistant Manager Michael Walsh, Finance Director John Bates, Police Chief Richard Clowser, 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:**

A. Executive Session:

Mr. Hood announced that the Board had met in Executive Session prior to the meeting to discuss personnel issues, land acquisition, and litigation.

4. **Public Hearings:** Mr. Gresh asked for a motion to open the public hearing for Ordinance 2022-11-05: Zoning Amendment – Stormwater Update.

MOTION: Upon motion by Mr. Jones, seconded by Ms. McCabe and unanimously carried, the Board opened the Public Hearing for Ordinance 2022-11-05: Zoning Amendment – Stormwater Update.

Mr. Gresh stated the Ordinance was advertised per the requirement of the second-class township code. Mr. West stated the Township received no public comment and Mr. Walsh confirmed there was no public comment online at the meeting. Mr. Gresh stated the Board would take action on Ordinance 2022-11-05: Zoning Amendment – Stormwater Update later in the meeting and asked for a motion to close the public hearing.

MOTION: Upon motion by Mr. Jones, seconded by Ms. McCabe and unanimously carried, the Board closed the Public Hearing for Ordinance 2022-11-05: Zoning Amendment – Stormwater Update.

5. **Presentation Items:**

A. None

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

A. **Manor Drive & Andre Drive – NBCC Lots 2 & 4**

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Appearing on behalf of the applicant was William Reardon, PE of Bohler Engineering, Edward Murphy, Esq of Wisler Pearlstine, LLP, and the applicant Cheri Doyle of JG Petrucci. The applicant and their representatives presented plans for Lots 2 & 4 both undeveloped lots in the New Britain Corporate Center. The applicant proposed to build a 55 and older independent living facilities, an assisted living & memory care facility, and one medical office building. The Board, the applicant, and professional staff discussed the proposed plans

No Action was taken by the Board

7. Zoning Hearing Board Applications:

- A. 1100 Horizon Circle
- B. 101 Michaels Court

Mr. Gresh updated the Board on both Zoning Hearing Board applications. The Board voted at a prior meeting to send the Township Solicitor to oppose the application for 1100 Horizon Circle and took no action for 101 Michaels Court.

8. Action Items:

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

MOTION: Upon motion by Mr. Jones, seconded by Ms. McCabe and unanimously carried, the Board approved the minutes of t the November 21, 2022 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 Mrs. Shortall and unanimously carried, the Board approved the Schedule of Bills dated December 9, 2022, in the amount of \$250,005.53, and authorize the Township Manager to pay all bills, per the attachment.

- C. Motion to approve consent agenda

MOTION: Upon motion by Mrs. Shortall, seconded by Mr. Jones and unanimously carried, the Board approved all items on the consent agenda, dated December 12, 2022, per the attachment.

- D. Motion to approve Resolution 2022-27: 2023 Final Budget

Mr. West stated there had been no public comment or changes made to the 2023 Final Budget presented to the Board of Supervisors in November and was publicly advertised.

MOTION: Upon motion by Ms. McCabe, seconded by Mr. Jones and unanimously carried, the Board approved Resolution 2022-27: 2023 Final Budget, per the attachments.

- E. Motion to approve Resolution 2022-28: 2023 Tax Levy

MOTION: Upon motion by Mrs. Shortall, seconded by Mr. Jones and unanimously carried, the Board approved Resolution 2022-28: 2023 Tax Levy, per the attachments.

F. Motion to approve Resolution 2022-29: 2023 Fund Balance Policy

MOTION: Upon motion by Mr. Jones, seconded by Ms. McCabe and unanimously carried, the Board approved Resolution 2022-29: 2023 Fund Balance Policy, per the attachments.

G. Motion to approve Resolution 2022-30: 2023 First Responder Recruitment & Retention

MOTION: Upon motion by Mrs. Shortall, seconded by Ms. McCabe and unanimously carried, the Board approved Resolution 2022-30: 2023 First Responder Recruitment & Retention, per the attachments.

H. Motion to approve Resolution 2022-31: 2022 Budget Amendment #3

Mr. West presented the Board with Resolution 2022-31: 2022 Budget Amendment #3. The Board discussed Resolution 2022-31.

MOTION: Upon motion by Mr. Jones, seconded by Ms. McCabe and unanimously carried, the Board approved Resolution 2022-31: 2022 Budget Amendment #3, per the attachments.

I. Motion to approve Resolution 2022-32: Tricentennial Committee

MOTION: Upon motion by Mrs. Shortall, seconded by Ms. McCabe and unanimously carried, the Board approved Resolution #2022-32: Tricentennial Committee, effective immediately, per the attachments.

J. Motion to approve Resolution 2022-33: Implement Act 57 of 2022

Mr. West presented the Board with Resolution 2022-33: Implement Act 57 of 2022. The Board discussed Resolution 2022-33.

MOTION: Upon motion by Ms. McCabe, seconded by Mr. Jones and unanimously carried, the Board approved Resolution #2022-33: Implement Act 57 of 2022, effective January 1, 2023, per the attachments.

K. Motion to adopt Ordinance 2022-11-05: Zoning Amendment – Stormwater Update

A public hearing was held at the beginning of the meeting.

MOTION: Upon motion by Mrs. Shortall, seconded by Mr. Jones and unanimously carried, the Board adopted Ordinance 2022-11-05: Zoning Amendment – Stormwater Amendment, per the attachments.

L. Motion to approve canceling the December 19, 2022, Board of Supervisors meeting

Mr. West stated past practice has been to cancel the second meeting of December, if the upcoming year's Budget has been approved. The Board discussed canceling the December 19, 2022, Board of Supervisors meeting.

MOTION: Upon motion by Mr. Jones, seconded by Mrs. Shortall and unanimously carried, the Board approved canceling the December 19, 2022, Board of Supervisors meeting.

M. Motion to approve road names for the Highpoint Subdivision/Land Development project

Mr. West presented the Board with the proposed road names for the Highpoint Subdivision/Land Development project. The Board discussed the road names for the project.

MOTION: Upon motion by Mr. Jones, seconded by Mrs. Shortall and unanimously carried, the Board approved the road names for the Fox Lane/Highpoint Subdivision/Land Development project, per the attachments.

- N. Motion to approve the hire of David Conroy as the Director of Planning & Zoning for New Britain Township, as of January 1, 2023.

Mr. West stated Mr. Conroy had completed all necessary pre-employment screenings and recommended the Board approve his hiring as Director of Planning & Zoning.

MOTION: Upon motion by Ms. McCabe, seconded by Mrs. Shortall and unanimously carried, the Board approved the hiring of David Conroy as the Director of Planning & Zoning for New Britain Township, effective January 1, 2023.

- O. Motion to approve Resolution 2022-34: Transfer of General Fund Revenues

Mr. West stated the Township's past practice has been to monitor Earned Income Tax and Real Estate Transfer Tax for excess revenue and to transfer any excess revenue into the General Reserve Fund. Resolution 2022-34 authorized Township staff to make this transfer prior to the end of the year. The Board discussed Resolution 2022-34.

MOTION: Upon motion by Mr. Jones, seconded by Ms. McCabe and unanimously carried, the Board approved Resolution #2022-34: Transfer of General Fund Revenue, per the attachments.

- P. Motion to authorize acceptance of applications for a sworn position in the New Britain Police Department.

Chief Clowser stated due to the length of the hiring process he would like to begin advertising for the additional officer approved in the 2023 Final Budget. The Board discussed the Chief's request to begin the hiring process for a new officer.

MOTION: Upon motion by Ms. McCabe, seconded by Mrs. Shortall and unanimously carried, the Board authorized the acceptance of applications for a sworn position in the New Britain Police Department, per the attachments.

- Q. Motion to approve Resolution 2022-35: Employee Manual Update

MOTION: Upon motion by Mrs. Shortall, seconded by Ms. McCabe and unanimously carried, the Board approved Resolution #2022-35: Employee Manual Update, effective January 1, 2023, per the attachments.

9. Information Items:

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

B. Departmental Reports: Mr. West provided the Board with Code & Public Works Departmental Reports. Chief Clowser presented the Police Departmental Report. Mr. Bates presented the Finance Report. The Board discussed the Departmental Reports.

- C. **Solicitor's Report:** Mr. Gresh 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:** Ms. McCabe, Mr. Jones, and Mrs. Shortall thanked staff and the fire company for their work on the Santa House

Ms. McCabe and the Board thanked the staff for all their hard work on the 2023 Budget.

Mrs. Jones thanked everyone for a productive 2022 year and wished everyone a Happy Holidays & Happy New Year.


10. Committee Reports:

- A. **Parks & Recreation Committee:** Mr. West provided the Board with the Parks & Recreation Committee report. The Board discussed the Parks & Recreation Committee Report.

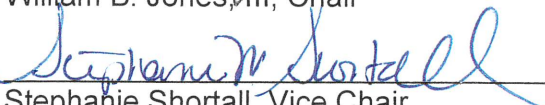
11. Adjournment: Mr. Hood announced the Board's next meeting was on Tuesday, January 3, 2023, at 7:00 p.m. and called for a motion to adjourn.

MOTION: There being no further business or comment, a motion was made by Mr. Jones, seconded by Ms. McCabe, and unanimously carried, to adjourn the meeting at 8:15 p.m.


NEW BRITAIN TOWNSHIP BOARD OF SUPERVISORS



William B. Jones, III, Chair

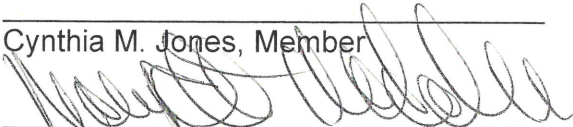


Stephanie Shortall, Vice Chair

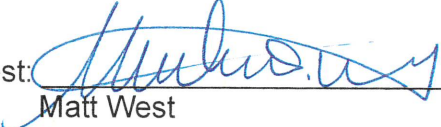


Gregory T. Hood, Member

Cynthia M. Jones, Member



MaryBeth McCabe, Esq., Member

Attest: 

Matt West
Secretary/Township Manager