

**BOARD OF SUPERVISORS
MEETING MINUTES
January 24, 2022**

A Business Meeting of the New Britain Township Board of Supervisors was held on Monday, January 24, 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, Esq. Also present were Township Manager Matt West, Assistant Manager Michael Walsh, Police Chief Richard Clowser, Finance Director John Bates, Township Engineer Craig Kennard, P.E., and Township Solicitor William Oettinger, Esq.

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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 had met in Executive Session prior to this Meeting to discuss personnel issues, land acquisition, and litigation.

A. Employee Service Awards:

- i. Officer Shawn Knight – 30 Years
- ii. Officer Michael Sandt – 25 Years

Mr. Hood presented Officers Shawn Knight and Michael Sandt with Service Awards. The Board thanked both officers for their service to the Township and its residents.

Mr. West asked the Board to add Resolution 2022-03: Confidentiality Authorization for Berkheimer to the agenda under action items, as Motion H. He stated the resolution was time sensitive and necessary to allow the Township's Finance Director access to tax information.

MOTION: Upon motion by Mr. Jones, seconded by Mrs. Jones and unanimously carried, the Board added Resolution 2022-03: Confidentiality Authorization for Berkheimer to the agenda under action items, as Motion H.

4. **Presentation Items:** There was no Presentation Items at this time.
5. **Public Comment:** There was no Public Comment at this time.
6. **Action Items:**

- A. Motion to approve meeting minutes of the December 20, 2021 & January 3, 2022, Board of Supervisors meeting

MOTION: Upon motion by Mrs. Jones, seconded by Ms. McCabe and unanimously carried, the Board approve the minutes of the December 20, 2021 Business Meeting and the January 3, 2022 Re-Organization Meeting of the New Britain Township Board of Supervisors.

- B. Motion to approve schedule of bills

MOTION: Upon motion by Mrs. Shortall, seconded by Mr. Jones and unanimously carried, the Board approve the Schedule of Bills dated December 29, 2021 (2), December

30, 2021 (medical reimbursements), December 30, 2021, January 14, 2022, and January 14, 2022 (medical reimbursements) in the amount of \$516,483.23, and authorize the Township Manager to pay all bills, per the attachment.

C. Motion to approve consent agenda

MOTION: Upon motion by Mr. Jones, seconded by Ms. McCabe and unanimously carried, the Board approve all items on the consent agenda, dated January 24, 2022, per the attachment.

D. Motion to adopt Resolution #2022-01: 2022 Appointments

Mr. West stated he had updated Resolution #2022-01: 2022 Appointments per the Board's recommended changes. The Board discussed Resolution #2022-01.

MOTION: Upon motion by Mr. Jones, seconded by Mrs. Shortall and unanimously carried, the Board adopt Resolution #2022-01: 2022 Appointments, per the attachments.

E. Motion to adopt Resolution #2022-02: 2022 Fee Schedule

Mr. West stated no changes were made to the 2022 Fee Schedule. The Board discussed.

MOTION: Upon motion by Mrs. Jones, seconded by Ms. McCabe and unanimously carried, the Board adopt Resolution #2022-02: 2022 Fee Schedule, per the attachments.

F. Motion to approve Frank E. Glace IV Memorial Tree

Mr. West stated the Board had previously presented this plan and needed Board approval to move forward.

MOTION: Upon motion by Mrs. Jones, seconded by Mr. Jones and unanimously carried, the Board approve the Frank E. Glace IV Memorial Tree, per the attachments.

G. Motion to approve the Standard Operating Procedures and Application Form for a Township Memorial Program

Mr. West stated residents consistently inquire about providing or purchasing memorials for loved ones through the Township. He stated the information before the Board created standard operating procedures and applications for residents and staff. The Board discussed.

MOTION: Upon motion by Mrs. Jones, seconded by Mrs. Shortall and unanimously carried, the Board approve the Standard Operating Procedures and Application Form for a Township Memorial Program, per the attachments.

H. Motion to adopt Resolution 2022-03: Confidentiality Authorization for Berkheimer (added 1/24/22 by Board motion during Chair Comments)

Mr. West stated the resolution will give the Township's Finance Director access to Berkheimer's online portal to obtain relevant tax information.

MOTION: Upon motion by Mrs. Jones, seconded by Ms. McCabe and unanimously carried, the Board adopt Resolution #2022-03: Confidentiality Authorization for Berkheimer, per the attachments.

7. Information Items:

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

- B. Departmental Reports:** Mr. West stated the Board had received the Departmental Reports for the month of December and the Public Works Departments Annual Report for 2021. The Board discussed the Departmental Reports.
- C. Solicitor's Report:** Mr. Oettinger stated Mr. Nelson submitted his report to the Board and asked the Board to contact him or Mr. Nelson with any questions.
- D. Engineer's Report:** Mr. Kennard provided an update on some of the land development projects that were in the pipeline.
- E. Board of Supervisor's Comments:** Ms. McCabe asked about the status of the ARPA Funds the Township was receiving. The Board discussed the ARPA Funds and how to use those funds.

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8. **Old Business:** There was no Old Business at this time.

9. **New Business:** There was no New Business at this time.


11. **Adjournment:**

Mr. Hood announced the Board would be meeting in Executive Session following the meeting. He announced the Board's next meeting was on Monday, February 7, 2022, at 7:00 p.m. and called for a motion to adjourn.

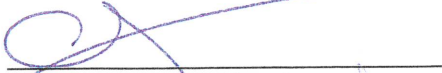
MOTION: There being no further business or comment, a motion was made by Mr. Jones, seconded by Mrs. Shortall, and unanimously carried, to adjourn the meeting at 8:00 p.m.

NEW BRITAIN TOWNSHIP BOARD OF SUPERVISORS

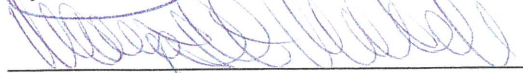
Gregory T. Hood, Chair



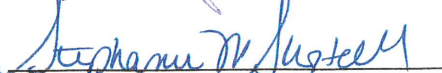
William B. Jones, III, Vice Chair



Cynthia Jones, Member



MaryBeth McCabe, Esq., Member



Stephanie Shortall, Esq., Member

Attest: 

Matt West
Secretary/Township Manager