

**BOARD OF SUPERVISORS
MEETING MINUTES
February 6, 2023**

A Regular Workshop Meeting of the New Britain Township Board of Supervisors was held on Tuesday, February 6, 2023, 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 Stephanie Shortall, Members, Gregory T. Hood, Cynthia M. Jones, and MaryBeth McCabe, Esq. Also present were Township Manager Matt West, Assistant Manager Michael Walsh, Director of Planning & Zoning David Conroy, Police Chief Richard Clowser, Township Engineer Craig Kennard, P.E., and Township Solicitor Sean Gresh, Esq. Absent was Finance Director John Bates.

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. **Chair Comments:** Mr. Jones announced that the Board had met in Executive Session before 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. Master Concept Planning for Police Department – Kimmel Bogrette

Matt McQuaid from Kimmel Bogrette presented to the Board of Supervisors about creating a master concept plan for the New Britain Township Police Department. The master concept plan would evaluate the costs of renovating the existing facility versus building a new facility. The Board received a written proposal from Kimmel Bogrette for their services earlier in the week. The Board discussed Kimmel Bogrette's presentation and proposal. Mr. West thanked Mr. McQuaid for his time and stated that this item would be presented to the Board for action at the February 27, 2023, Business Meeting.

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

A. 180 New Britain Boulevard & 354 Schoolhouse Road – Sketch Plan

Appearing on behalf of the applicant Craig Melograno of PDM Constructors was Kim Fasnacht, PMP, LEED AP from Rettew. The applicant presented the details of their sketch plan for 180 New Britain Boulevard & 354 Schoolhouse Road to the Board. The Board discussed the sketch plan with the applicant and the Township's professionals.

No action was taken at this time.

6. **Zoning Hearing Board Applications:**

A. None

7. Information Items:

A. Departmental Updates:

- i. **Administration:** Mr. West provided the Board with an update on the 2022 fuel costs for EMS and Fire, which were over their 2022 budgeted amounts. He proposed taking no action with the overages in 2022 and creating a resolution or agreement with Chalfont EMS and Chalfont Fire, indicating how these overages would be addressed moving forward. The Board agreed with Mr. West's proposal.

Mr. Walsh stated that the Board had been provided with a memo outlining the changes to the 2023 Fee Schedule along with a redlined version of the changes for review. He asked if the Board had any questions or concerns about the changes. The Board had none. This item will be presented for Board action at the February 27, 2023, Business meeting.

1. 2023 Fee Schedule Update

- ii. **Police:** Chief Clowser provided an update on purchasing new lockers and a new police vehicle for the Police Department. Both items would be presented for Board action at the February 27, 2023, Business meeting.
 - 1. **New Lockers**
 - 2. **New Vehicle**
- iii. **Public Works:** Mr. West would like to continue discussing the Keller Road Bridge with the Board of Supervisors to make minor repairs as discussed with the Board and the Township Engineer at January 23, 2023, Business Meeting.

Mr. Kennard stated he needed to speak with Mr. West about his discussions with Gilmore staff earlier that morning. He said he would change his recommendation to the Board and advised the Board to wait to make repairs to the Bridge until PennDOT completes a full inspection of the Keller Road bridge. No action was taken.

1. Keller Road Bridge

- iv. **Parks & Recreation:** Mr. West stated that after last week's presentation from PA Rush, he is seeking the Board's guidance on how they would like the Township to proceed with this proposal. The Board discussed the issue and felt they needed additional information, specifically regarding field usage, environmental concerns, and several engineering questions. No action was taken.

1. Turf Field at West Branch Park – Next Steps

- v. **Finance:** Mr. West provided the Finance update.

- B. **Board Comments:** Mr. Hood stated he had questions/comments to make. Mr. West asked if the issue could be discussed with him before being brought up in a public meeting.

The Board took a 10-minute recess for Mr. Hood to discuss his comments with Township Manager, Mr. West, and the Township Solicitor, Mr. Gresh, at 8:25 PM. The meeting resumed at 8:35 PM.

Upon resuming the meeting, the Township Solicitor, Mr. Gresh, stated that the issue would not be discussed until additional information could be obtained and would be addressed at a future meeting.

8. Action Items:

- A. Motion to approve Resolution 2023-07: 9 Sellersville Road Preliminary/Final Approval Amendment #1

Mr. West stated that the applicant for 9 Sellersville Road had presented a waiver request from the Township's driveway specifications to install their driveway at January 23, 2023, Business Meeting.

MOTION: Upon motion by Mrs. Shortall, seconded by Mrs. Jones and unanimously carried, the Board approved Resolution 2023-07: 9 Sellersville Road Preliminary/Final Approval Amendment #1, per the attachments.

- B. Motion to approve the hire of A. Christine Nicholas as part-time Event Coordinator for New Britain Township as of February 14, 2023.

Mr. West stated that Christine Nicholas had completed all necessary pre-employment screenings and recommended the Board approve her hiring as part-time Event Coordinator.

MOTION: Upon motion by Ms. McCabe, seconded by Mr. Hood and unanimously carried, the Board approved hiring A. Christine Nicholas as part-time Event Coordinator for New Britain Township as of February 14, 2023.

- C. Motion to approve the Universal Electric, LLC quote for electrical upgrades as part of the Admin Re-design project.

Mr. Walsh stated that the staff sought the Board's approval to proceed with the provided quote from Universal Electric, LLC, with the electrical upgrades needed for the Admin Redesign project. Mr. Hood asked if the small meeting room outlets included USB and USB-C outlets. Mr. Walsh stated that those upgrades were not included in the quote and could be included at an increased price. The Board discussed the Universal Electric, LLC quote.

MOTION: Upon motion by Ms. McCabe, seconded by Mrs. Jones and unanimously carried, the Board approved the quote from Universal Electric, LLC for electrical upgrades as part of the Admin Redesign project, per the attachments.


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

10. **Announcements:** Mr. Jones announced that the Board's next meeting was on Monday, February 27, 2023, at 7:00 p.m. and called for a motion to adjourn.

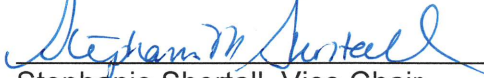
11. **Adjournment:**

MOTION: There being no further business or comment, a motion was made by Mrs. Shortall, seconded by Ms. McCabe, and unanimously carried, to adjourn the meeting at 8:45 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