

**BOARD OF SUPERVISORS  
MEETING MINUTES  
January 3, 2023**

A Re-Organization/Regular Meeting of the New Britain Township Board of Supervisors was held on Tuesday, January 3, 2023, at the Township Administration Building, 207 Park Avenue, New Britain Township, PA, beginning at 6:30 p.m. Present were Supervisors: Gregory T. Hood, William B. Jones, III, MaryBeth McCabe, Esq., and Stephanie Shortall, Esq. Supervisor Cynthia M. Jones attended the meeting via Zoom. Also present were Township Manager Matt West, Assistant Manager Michael Walsh, Finance Director John Bates, Director of Planning & Zoning David Conroy, Police Chief Richard Clowser, and Township Solicitor Sean Gresh, Esq. Absent from the meeting was Township Engineer Craig Kennard, P.E.

**I. Reorganization:**

**1. Pledge of Allegiance:** Mr. Jones led the Board and audience in the Pledge of Allegiance.

**2. Election of Temporary Chair:**

**MOTION: A motion was made by Mr. Hood, seconded by Mrs. Shortall, and unanimously carried, to elect Township Solicitor, Sean Gresh as Temporary Chair.**

**3. Oaths of Office:** There were no Oaths of Office at this time.

**4. Nominations(s) for Permanent Appointment of Chair, Vice Chair**

Mr. Gresh asked for nominations for Chair.

**MOTION: Upon nomination by Mrs. Shortall, seconded by Mr. Hood, Mr. Jones was nominated as the Permanent Chair. No other nominations were presented.**

**MOTION: Upon motion by Mrs. Shortall, seconded by Mr. Hood, the Board closed nominations for Chair.**

Mr. Gresh asked for nominations for Vice Chair.

**MOTION: Upon nomination by Mr. Hood, seconded by Mr. Jones, Mrs. Shortall was nominated as the Vice Chair.**

**MOTION: Upon nomination by Mrs. Jones, seconded by Ms. McCabe, Ms. McCabe was nominated as the Vice Chair.**

**MOTION: Upon motion by Mr. Jones, seconded by Ms. McCabe, the Board closed nominations for Vice Chair.**

**5. Election of Permanent Chair, Vice Chair:**

Mr. Gresh asked for a motion to elect Mr. Jones as Chair.

**MOTION: Upon motion by Mrs. Shortall, seconded by Mr. Hood, the Board unanimously elected Mr. Jones as Chair.**

Mr. Gresh asked for a motion to elect Mrs. Shortall as Vice Chair.

**MOTION: Upon motion by Mr. Hood, seconded by Mr. Jones, the Board elected Mrs. Shortall as Vice Chair by majority vote, 3-2, with Mrs. Jones and Ms. McCabe opposed.**

A second motion to elect Ms. McCabe as Vice Chair became moot with the majority vote to elect Mrs. Shortall as Vice Chair.

At this time Mr. Jones assumed his role as Chair.

## **II. Public Meeting Agenda**

1. **Call to Order:** Mr. Jones called the meeting to order.
2. **Board Seating:** At this time the Board was seated to conduct their business meeting.
3. **Chair Comments:** There were no Chair Comments at this time.
4. **Presentation Items:** (Information only. Possible action to be taken by the Board at the next Business meeting.)

A. None.

### **5. Zoning Hearing Board Applications:**

- A. 4275 County Line Road
- B. 137 South Limekiln Pike

Mr. Gresh presented the Board with the details of both Zoning Hearing Board applications. The Board discussed both applications and took no action on either.

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

### **7. Action Items:**

- A. Motion to adopt Resolution 2023-01: 2023 Appointments, Reappointments and Modifications of Appointments, effective January 3, 2023

**MOTION: Upon motion by Mr. Hood, seconded by Mrs. Shortall and unanimously carried, the Board approved Resolution 2023-01: 2023 Appointments, Reappointments and Modifications of Appointments, effective January 3, 2023, per the attachments.**

- B. Motion to adopt Resolution 2023-02: 2023 Fee Schedule

**MOTION: Upon motion by Mrs. Shortall, seconded by Ms. McCabe and unanimously carried, the Board approved Resolution 2023-02: 2023 Fee Schedule, per the attachments.**

C. Motion to approve 2023 Meeting Dates

**MOTION: Upon motion by Ms. McCabe, seconded by Mrs. Shortall and unanimously carried, the Board approved the 2023 Meeting Schedule, per the attachments.**

D. Motion to approve the hire of Justin Elvidge as Parks & Recreation Crew member for New Britain Township, as of January 3, 2023.

Mr. West stated Justin Elvidge had completed all necessary pre-employment screenings and recommended the Board approve his hiring as a Parks & Recreation Crew Member.

**MOTION: Upon motion by Ms. McCabe, seconded by Mrs. Shortall and unanimously carried, the Board approved the hiring of Justin Elvidge as Parks & Recreation Crew member for New Britain Township, as of January 3, 2023.**

E. Motion to authorize purchase orders for Corbett, Inc. & Diversified Storage Solutions

Mr. West stated staff was seeking the Boards approval for two purchase orders for furniture & a file storage system as part of the Administration Redesign project, which was part of 2023 Final Budget. The purchase orders would lock in the prices quoted to Township staff. The Board discussed the purchase orders.

**MOTION: Upon motion by Mrs. Jones, seconded by Mrs. Shortall and carried 4-1 with Ms. McCabe opposed, the Board authorized purchase orders for Corbett, Inc. & Diversified Storage Solutions, per the attachments.**

**8. Information Items:**

**A. Departmental Updates:**

- i. **Administration:** Mr. West wished everyone a Happy New Year and provided the Administration update to the Board.
- ii. **Police:** Chief Clowser provided the Police Department update to the Board.
- iii. **Public Works:** Mr. West provided the Public Works update to the Board.
- iv. **Parks & Recreation:** Mr. West provided the Parks & Recreation update to the Board.
- v. **Finance Report:** John Bates provided the Finance update to the Board.

**B. Board Comments:** Ms. McCabe stated the Township should be applying for grants and asked what could be done to be prepared for future grant opportunities. The Board and staff discussed what could be done to obtain future grants.

Ms. McCabe stated the Board needed to discuss next steps for the Keller Road Bridge at the January 23<sup>rd</sup> Business Meeting.

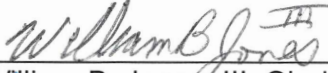
**9. Old Business:** There was no Old Business at this time.

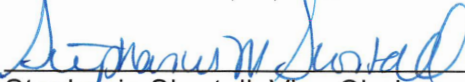
**10. New Business:** There was no New Business at this time.

**11. Adjournment:** Mr. Jones announced the Board's next meeting was on Monday, January 23, 2023, at 7:00 p.m. and called for a motion to adjourn.

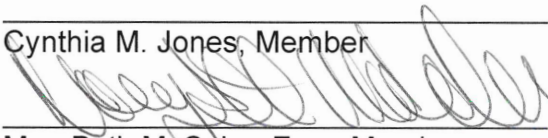
**MOTION:** There being no further business or comment, a motion was made by Ms. McCabe, seconded by Mr. Hood, and unanimously carried, to adjourn the meeting at 7:55 p.m.

**NEW BRITAIN TOWNSHIP BOARD OF SUPERVISORS**

  
\_\_\_\_\_  
William B. Jones, III, Chair

  
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Stephanie Shortall, Vice Chair

  
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Gregory T. Hood, Member

Cynthia M. Jones, Member  
  
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MaryBeth McCabe, Esq., Member

Attest:   
\_\_\_\_\_  
Matt West  
Secretary/Township Manager

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