

**BOARD OF SUPERVISORS
MEETING MINUTES
January 22, 2024**

The Board of Supervisors of New Britain Township meeting was held on Monday, January 22, 2024 at the Township Building, 207 Park Avenue, Chalfont, PA beginning at 7:00pm.

Present were Supervisors: Cynthia M. Jones, MaryBeth McCabe, William B. Jones, III, Bridget Kunakorn and Stephanie Shortall. Also present were John A. Granger, Interim Township Manager, Scott C. Holbert, Township Solicitor, Chief Richard Clowser and Craig Kennard, Township Engineer.

1. **Call to Order:** Mrs. Jones called the Meeting to order at 7:00pm.
2. **Pledge of Allegiance:** Mrs. Jones led the Board and audience in the Pledge of Allegiance.
3. **Chair Comments:**
 - A. Cynthia M. Jones stated that the Board of Supervisors met in an Executive Session before this meeting to discuss personnel and litigation matter. Cynthia M. Jones stated that the Board will entertain public comment on each item on the agenda prior to the Board taking action on an item.

4. Motion to Consider Consent Agenda

- A. Cynthia M. Jones stated that the Board has received a request from Children's Hospital of Pennsylvania (CHOP), 500 West Butler Avenue, Target Building Construction completed the roof replacement and Children's Hospital of Pennsylvania (CHOP) is requesting the release of its \$10,000 escrow.

There were no Board comments.

There were no public comments.

MOTION: William B. Jones, III motioned, seconded by MaryBeth McCabe, Children's Hospital of Pennsylvania (CHOP), 500 West Butler Avenue, Target Building Construction completed the roof replacement and Children's Hospital of Pennsylvania (CHOP) is requesting the release of its \$10,000 escrow. The Board unanimously approved the motion.

5. Action items

- A. Motion to authorize advertisement of an Ordinance amending New Britain Township Zoning Ordinance establishing the number of members on the New Britain Township Zoning Hearing Board.

Cynthia M. Jones stated that the intent of the proposed ordinance was to expand the Zoning Hearing Board to five members.

Cynthia M. Jones asked for comments from the public.

Chuck Coxhead, 109 Krista Court, asked why the Board felt it necessary to make this change.

Cynthia M. Jones stated that it was appropriate to expand the membership to have more residents participate in matters that come before the Zoning Hearing Board. Many

other communities have five (5) members. With the additional members the likelihood of a postponement due to lack of a quorum will be reduced.

MaryBeth McCabe stated that with the larger Board there would be different points of view.

Mr. Coxhead stated that he found reasons for the change to be unacceptable. He inquired about the process that would be used to adopt the ordinance.

Scott C. Holbert stated that the Township and County Planning Commission each would have thirty (30) days to review and comment on the proposed amendment. The Board would hold a public hearing. Upon completion of the public hearing the Board could consider the ordinance.

There was a general discussion concerning the reasons for the proposed change.

Cathy Basillii, Williamson Court, stated there was no need to expand the membership. The Board has functioned well with three (3) members.

Scott Fischer, 671 New Galena Road, opposed the expansion of the membership. He surveyed nine (9) local townships, six (6) of which have three (3) members, three (3) have five (5) members. He felt that this change was an example of poor leadership by the Board. He asked why the terms were five (5) years.

Scott C. Holbert stated that the length of the terms were governed by the Municipalities Planning Code which stated that the Zoning Hearing Board is a five (5) member Board, then the terms are for five (5) years such that one (1) members position becomes vacant each year.

There were no additional public comments.

MOTION: MaryBeth McCabe motioned, seconded by Bridget Kunakorn, the Board authorized the advertisement of the ordinance. Voting yes: Cynthia M. Jones, MaryBeth McCabe, Bridget Kunakorn, voting no: William B. Jones, III and Stephanie Shortall. The motion carries 3-2.

B. Motion to consider meeting minutes of the November 20, 2023 and December 4, 2023 Board of Supervisors meetings.

There were no Board comments.

There were no public comments.

MOTION: Marybeth McCabe motioned, seconded by William B. Jones, III to approve meeting minutes of the November 20, 2023 and December 4, 2023 Board of Supervisors meetings. The Board unanimously approved the motion.

C. Motion to consider the schedule of prepaid bills in the amount of \$51,925.26 dated January 19, 2024.

There were no Board comments.

There were no public comments.

MOTION: William B. Jones, III motioned, seconded by MaryBeth McCabe, to approve the schedule of prepaid bills in the amount of \$51,925.26 dated January 19, 2024. The Board unanimously approved the motion.

D. Motion to consider the schedule of regular bills in the amount of \$68,933.05 dated January 19, 2024.

There were no Board comments.
There were no public comments.

MOTION: William B. Jones, III motioned, seconded by Stephanie Shortall to approve the schedule of regular bills in the amount of \$68,933.05 dated January 19, 2024. The Board unanimously approved the motion.

E. Motion to approve the Interim Manager Employment agreement.

Cynthia M. Jones stated that the agreement was to extend Mr. Granger's employment from the end of February until a new manager was hired.
Mr. Granger thanked the township for the extension.
There were no public comments.

MOTION: MaryBeth McCabe motioned, seconded by William B. Jones, III to approve the Interim Manager Employment Agreement. The Board unanimously approved the motion.

F. Motion to approve HVAC maintenance agreement with Tustin Mechanical Services, Inc. in the amount of \$6,496.00 annually.

Cynthia M. Jones asked Mr. Granger to explain the change.
Mr. Granger stated that the prior contractors had not adequately serviced the townships HVAC systems. Tustin Mechanical Services, Inc. was contacted to service the system the last time that there was a malfunction. Their service has been acceptable with no mechanical failures since their initial work.
There were no public comments.

MOTION: William B. Jones, III motioned, seconded by Stephanie Shortall to approve the HVAC maintenance agreement with Tustin Mechanical Services, Inc. The Board unanimously approved the motion.

G. Motion to approve the purchase of two (2) 2023 police vehicles from Chapman Ford in the amount of \$93,460.00. This is a budgeted item.

MaryBeth McCabe stated that this was part of the township's capital plan to replace police cars and asked Chief Clowser which cars were to be replaced.
The Chief stated that three (3) cars were to be replaced which included the last of the Dodge vehicles.
There were no public comments.

MOTION: William B. Jones, III motioned, seconded by MaryBeth McCabe to approve the purchase of two (2) 2023 police vehicles from Chapman Ford. The Board unanimously approved the motion.

H. Motion to approve the purchase of two (2) computers for new police cars from Advanced Electronic Design, Inc. in the amount of \$9,085.02. This is a budgeted item.

Marybeth McCabe asked if this was for the new police vehicles, Chief Clowser responded yes.

There were no public comments.

MOTION: Marybeth McCabe motioned, seconded by Stephanie Shortall to approve the purchase of the two (2) computers for the new police cars from Advanced Electronic Design, Inc. The Board unanimously approved the motion.

- I. Motion to approve the upfitting of the two (2) police cars from Block Communication, Doylestown in the amount of \$37,077.12.

There were no Board comments.

There were no public comments.

MOTION: MaryBeth McCabe motioned, seconded by William B. Jones, III to approve the upfitting of the two (2) police cars by Block Communication, Doylestown. The Board unanimously approved the motion.

- J. Motion to approve a CAT backhoe from Foley, Inc. Bensalem, PA in the amount of \$192,700.00. This is a budgeted item at \$200,000.

There were no Board comments.

There were no public comments.

MOTION: MaryBeth McCabe motioned, seconded by William B. Jones, III to approve the purchase of a CAT backhoe from Foley, Inc., Bensalem, PA. The Board unanimously approved the motion.

- K. Motion to approve the purchase of the fuel services system at the Public Works Department and Police Department, from Boyko's Petroleum Service, Inc, Whitehall, PA, in the amount of \$148,158.00. This is a budgeted item.

Cynthia M. Jones asked Mr. Granger to provide some background.

Mr. Granger stated that the entire system is reaching the end of its useful life and needs to be replaced. The new fueling system will be digital rather than analog.

There were no public comments.

MOTION: William B. Jones, III motioned, seconded by MaryBeth McCabe to approve the purchase of the fuel systems at the Public Works and Police Department from Boyko's Petroleum Service, Inc., Whitehall, PA. The Board unanimously approved the motion.

- L. Motion to approve the purchase of a pickup truck for the Public Works Department from Chapman Auto in the amount of \$60,834.00. This is a budgeted item.

Cynthia M. Jones asked Mr. Granger to provide some background.

Mr. Granger said that this was a replacement vehicle.

Kathleen Davis, Clearview Ave., Chalfont, Pa asked if it was a hybrid.

Mr. Granger said that it was not due to hybrids not being available.

MOTION: MaryBeth McCabe motioned, seconded Bridget Kunakorn to approve the purchase of a pickup truck for Public Works Department from Chapman Auto. The Board unanimously approved the motion.

M. Motion to approve the upfitting of the 2024 Ford pickup truck by Levan Machine and Truck Equipment in an amount not to exceed \$18,000.00.

Cynthia M. Jones asked Mr. Granger to provide background.

Mr. Granger stated that this was for the liftgate, plow, salt spreader and lights.

There were no public comments.

MOTION: MaryBeth McCabe motioned, seconded by Bridget Kunakorn to approve the upfitting of the 2024 Ford pickup truck by Levan Machine and Truck Equipment. The Board unanimously approved the motion.

N. Motion to approve the purchase of a replacement vehicle for the Code Enforcement Department from Chapman Auto in the amount of \$59,602.00. This is not a budgeted item. Sufficient funds have been budgeted.

Mr. Granger requested that this be tabled as the listing in the agenda was incorrect.

There were no public comments.

MOTION: MaryBeth McCabe motioned, seconded by William B. Jones, III to table this matter. The Board unanimously approved the motion.

O. Motion to approve purchase of five (5) Windows Laptops for use by the Board of Supervisors from Dell Technologies in the amount of \$7,436.20.

Cynthia M. Jones asked Mr. Granger to provide background.

Mr. Granger stated that the purchase was to enable the Board to have access to the township server. The iPads that the Board has are not 100% compatible with the Windows operating system. The iPads will be assigned to the Code and Public Works Departments.

There were no public comments.

MOTION: Bridget Kunakorn motioned, seconded by Stephanie Shortall to approve the purchase of five (5) Windows Laptops for use be the Board of Supervisors from Dell Technologies. The Board unanimously approved the motion.

P. Motion to direct the Township Planning Commission to survey the township to determine the number of vacant commercial and industrial buildings.

Cynthia M. Jones asked Mr. Granger for background.

Mr. Granger stated that the administration is preparing a report on the finances of the township. This data would provide information on the strength of the township's workforce.

There were no public comments.

MOTION: MaryBeth McCabe motioned, seconded by William B. Jones, III to direct the Township Planning Commission to survey the township to determine the number of vacant commercial and industrial buildings. The Board unanimously approved the motion.

Q. Motion to authorize Payment No.1 to AH Cornell in the amount of \$223,269.26 for

the Neshaminy Greenway Trail.

Craig Kennard stated that this was the first payment and that there would be one or two additional payments. He stated that there is the potential for additional funding to support the project from PennDOT. He will follow up and keep the Board informed. Kathleen Davis, Clearview Ave., Chalfont, PA asked if the project was awarded grant funding.

Craig Kennard stated that the project has received two grants for the projects. There were no additional public comments.

MOTION: William B. Jones, III motioned, seconded by MaryBeth McCabe to authorize payment No.1 to AH Cornell for the Neshaminy Greenway trail. The Board unanimously approved the motion.

R. Motion to set the Public Meeting of the Environmental Advisory Council to the Fourth Thursday of each month commencing on January 25, 2024.

Mr. Granger stated that the Environmental Advisory Council would need to establish meeting dates for November and December. There were no public comments.

MOTION: MaryBeth McCabe motioned, seconded by Bridget Kunakorn to set the Public Meeting of the Environmental Advisory Council to the Fourth Thursday of each month. The Board unanimously approved the motion.

S. Motion to approve the Boards and Commissions Volunteer Handbook.

Stephanie Shortall stated that there was not enough time to review the document. She stated on page 3, number 4 needed to be stated more clearly; access to township staff should be clearly stated. She stated that on page 3, section 6 and on page 5 section 1 needed to be more clearly stated.

Cathy Basilli, Williamson Court, stated that this was new and asked why this was done. Cynthia M. Jones stated that there had been occasions in the past where issues arose because there was no document to provide guidance.

MaryBeth McCabe said that the document sets the rules of all involved.

Cynthia M. Jones requested that this be tabled and directed the administration update the document based on the conversations.

There were no additional public comments.

MOTION: William B. Jones, III motioned, seconded by Bridget Kunakorn to table the matter. The Board unanimously approved the motion.

6. Information Items

A. Township Manager's Report

Mr. Granger stated that the Public Works Department did an excellent job on the recent snow storms.

B. Departmental Reports

Mr. Granger stated that the Board has approved all of the reports and asked if there were any questions.

C. Solicitor's Reports

Mr. Holbert stated that his office has been working with the former solicitor transferring the township's records. The work has been completed.

D. Engineer's Reports

- Stormwater MS4 Permit Renewal Application due February 29, 2024

Craig Kennard said that the report will be filed by February 29, 2024. An executive summary will be provided to the Board.

- Brittany Farms Streambank Restoration Grant Application Update

Craig Kennard stated that the township did not receive grant funding and that a decision will need to be made on the next steps.

MaryBeth McCabe suggested that the Environmental Advisory Council review this project.

- PennDOT Green Light-Go Scoping Grant Applications Update

Craig Kennard stated that his office completed the required scoping review for two projects. They are awaiting PennDOT's review to determine if the township's project is eligible for funding.

Craig Kennard stated that he will present an update to the township's parking and traffic regulations at the February Board meeting.

Kathleen Davis, Clearview Ave., Chalfont, Pa asked when the amendment would come before the Board. The Environmental Advisory Council would like to review the Natural Resources amendments.

Craig Kennard stated that the Board would hold a public hearing in the spring. He welcomed their comments at any time.

7. Board of Supervisors Comments

- Stephanie Shortall thanked the Public Works Department on their fine work.
- William B. Jones, III concurred with her comments as did MaryBeth McCabe, Bridget Kunakorn and Cynthia M. Jones.

8. Public Comments

- Margaret Briggs, Forest Park Drive, Chalfont, PA asked about a damage matter in her neighborhood.
- Craig Kennard stated that the matter was a private issue and the township would not get involved.
- Chuck Coxhead supported the township purchasing hybrid vehicles.

9. Announcements:

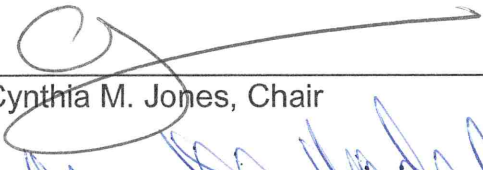
A. Cynthia M. Jones stated that there was no Planning Committee meeting.

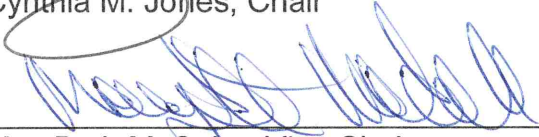
9. Adjournment:

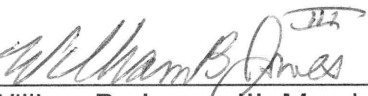
MOTION: MaryBeth McCabe motioned, seconded by William B. Jones, III, the Board of Supervisors adjourned the meeting at 8:20pm.

NEW BRITAIN TOWNSHIP BOARD OF SUPERVISORS

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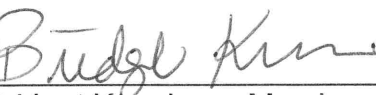

Cynthia M. Jones, Chair


MaryBeth McCabe, Vice-Chair


William B. Jones, III, Member

Attest: 
John A. Granger,
Interim Township Manager/Secretary


Stephanie Shortall, Member


Bridget Kunakorn, Member