

**BOARD OF SUPERVISORS  
MEETING MINUTES  
September 11, 2023**

A Regular Workshop Meeting of the New Britain Township Board of Supervisors was held on Monday, September 11, 2023, at the Township Administration Building, 207 Park Avenue, New Britain Township, PA, beginning at 10:00 a.m. Present were Supervisors: Chair William B. Jones, III, Vice-Chair Stephanie Shortall, Members Gregory Hood, Cynthia M. Jones, Marybeth McCabe, Esq. and Gregory Hood. Also present were Township Assistant Manager Michael Walsh, Permit Clerk Chelle Clancy, Police Chief Richard Clowser, Finance Director John Bates, Planning and Zoning Director Dave Conroy, Public Works Superintendent Ryan Cressman, Township Engineer Craig Kennard, P.E., and Township Solicitor Sean Gresh.

**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. He asked everyone to take a moment of silence to remember the victims of 9/11 prior to the Pledge of Allegiance.

**3. Chair Comments:**

- A. Mr. Jones announced that the Board had met in Executive Session before the meeting to discuss personnel, land acquisition/property, and/or litigation.
- B. The Board interviewed Environmental Advisory Commission candidates:
  - a. Kathleen Davis has a lifelong interest in caring for the environment. Through courses and education, she has been a part of the Heritage Conservancy, a Tree Tender, Penn State Extension, Morris Arboretum, and Master Watershed Steward. She is also interested in Grant Writing and Community Outreach.
  - b. Diane Rosencrance has been involved with Land Conservation and Landscape Architecture, GIS, Land Transactions, and Conservation Easements. She is an Open Space Advisor, Lawns to Meadows, and Sustainable Trails. She is the Executive Director of Highlands Conservancy and Outreach Education. She believes Wildlife Conservancy is key regarding Connectivity and Greenspace.
  - c. Carol Weston-Young, a resident of the township for over thirty years, is a Master Gardener, Master Watershed, and Tree Tender. Friend of Peace Valley Nature Center, DCNR, Penn State Forestry, Farming and Sustainability, and Master Well Owner for Watershed Zoning.

**4. Presentation Items:**

- A. **2024 5-Year Capital Plan:** Mr. Bates presented the latest recap on planning for the 2024 5-Year Capital Plan and thanked staff for helping provide information. Upon further review of the Board of Supervisors, Mr. Bates requested them to consider the plan as a motion at the next business meeting. The Board of Supervisors discussed some items on the Capital Plan Inventory list and Mr. Bates clarified any of their questions.
- B. **Kimmel Bogrette Architecture + Site presented the Police Department Facility Assessment:** Mr. McQuaid presented the Conceptual Planning results from their Police Department Facility Assessment starting with their mission statement and core values as listed: Welcoming entrance to the facility along with accessibility, professional appearance, modern adaptability, and finally, an environmental and fiscal responsibility.

## 5. Subdivision/ Land Development Projects:

- A. None at this time

## 6. Zoning Hearing Board Applications

- A. 209 Wiltshire Drive
- B. 207 Julie Road

Mr. Conroy presented the board with the two Zoning Hearing Board applications. No action on them.

## 7. Information Items

### A. Departmental Updates

#### i. Administration

1. Neshaminy Greenway Trail Update: Mr. Walsh provided the following timeline: September 18, 2023, is when the first advertisement will go live. October 6, 2023, is when the bid opening will occur at 2:00 p.m. the bid award will take place at the Board of Supervisors meeting on October 16, 2023.

#### ii. Police: No action was taken at this time.

- #### iii. Public Works: Mr. Cressman announced that the 2023 Road Program is underway. The curb and Sidewalk review has been completed. The new street sweeper delivery has been accepted.

#### iv. Parks & Recreation

1. Rules for Vendors/Participants – Fall Festival: Mr. Walsh requested feedback from the Board of Supervisors. Upon receipt of feedback, the Rules will be circulated to all vendor contacts with any additional details.

#### v. Finance

1. Budget Update: Mr. Walsh announced the expenses not covered in the Capital Plan have been circulated for 2024.

### B. Board Comments

- i. Tricentennial Committee Thank You: Mr. Jones recommended tiles be given to the volunteering members of the Tricentennial Committee. Ms. McCabe proposes a motion that a 300<sup>th</sup> Commemorative Tile be given to the working members of the Tricentennial Committee as a thank you for volunteering at the next business meeting.

**MOTION: Upon motion by Ms. McCabe, seconded by Mrs. Shortall and unanimously carried, the Board approved a free tile to the working members of the Tricentennial Committee as a Thank You for volunteering at the next business meeting.**

## 8. Action Items

- A. Motion to approve the execution of a portable lights agreement with PA Rush for West Branch Park, per the attachments.

**MOTION: Upon motion by Mrs. Jones, seconded by Mr. Hood and unanimously carried, the Board approved the execution of a portable lights agreement with PA Rush for West Branch Park, per the attachments.**

- B. Motion to approve the purchase of basketball hoops for the North Branch Basketball Court Refurbishment project, per the attachments.

**MOTION: Upon motion by Ms. McCabe, seconded by Mrs. Shortall and unanimously carried, the Board approved the purchase of basketball hoops for the North Branch Basketball Court Refurbishment project, per the attachments.**

- C. Motion to approve the award of the 2023-2024 Bucks County Consortium Salt Bid to Silvi Concrete Products, per the attachments.

**MOTION: Upon motion by Mrs. Jones, seconded by Ms. McCabe and unanimously carried, the Board approved the award of the 2023-2024 Bucks County Consortium Salt Bid to Silvi Concrete Products, per the attachments.**

- D. Motion to approve the hiring of Stephen Saunders to the Part-time Police Services Clerk position, effective September 25, 2023.

**MOTION: Upon motion by Mrs. Shortall, seconded by Mr. Hood and unanimously carried, the Board approved the hiring of Stephen Saunders to the Part-time Police Services Clerk position, effective September 25, 2023.**

- E. Motion to approve a donation of \$750.00 to the Lenape Tribe for their support and participation in the 300<sup>th</sup> Anniversary Display at the Fall Festival, per the attachment.

**MOTION: Upon motion by Mr. Hood, seconded by Ms. McCabe and unanimously carried, the Board approved the donation of \$750.00 to the Lenape Tribe for their support and participation in the 300<sup>th</sup> Anniversary Display at the Fall Festival, per the attachment.**

#### **9. Public Comment:**

1. Brigitte Kunikorn - Discussed the Police Department Facility Assessment and, since it is a significant investment, to ensure this is not a band-aid patch and to ensure hiring with the proper accreditations so it is done the right way the first time.


**7. Announcements:** Mr. Jones announced that the Board's next meeting was on Monday, September 25, 2023, at 7:00 p.m. and called for a motion to adjourn.

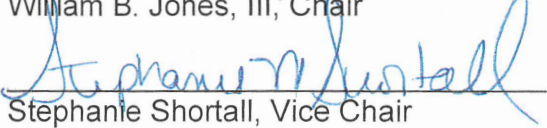
#### **8. Adjournment:**

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




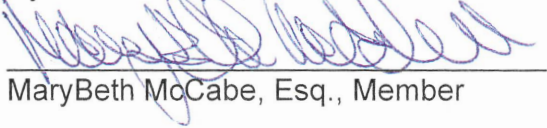
NEW BRITAIN TOWNSHIP BOARD OF SUPERVISORS


  
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William B. Jones, III, Chair

  
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Stephanie Shortall, Vice Chair

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Gregory T. Hood, Member

  
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Cynthia M. Jones, Member

  
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MaryBeth McCabe, Esq., Member

Attest:   
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Michael Walsh  
Assistant Township Manager

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