



# New Britain Township Board of Supervisors

## *Business Meeting*

Monday, November 4, 2024

7:00 PM – Business Meeting

### Agenda

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Chair Comments**
  - A. The board met in Executive Session before this meeting to discuss personnel and litigation matters.
4. **Presentation/ Public Hearings/ Land Development**
  - A. Presentation of Commemorative Military Services Badges.
5. **Motion to Consider Consent Agenda**
  - A. Approve Minutes of October 15, 2024, Budget Workshop #2 Meeting.
  - B. Approve Minutes of October 21, 2024, Board of Supervisors Meeting.
  - C. Approve Regular Bill List as Follows:
    - Dated October 30, 2024, In the amount of \$65,404.82.
  - D. Approve Prepaid Bill List as Follows:
    - Dated October 23, 2024, In the amount of \$298,633.20.
    - Dated October 31, 2024, In the amount of \$14,432.84.
  - E. Approve Land Development Escrow Release #3 (Final) for 324 Schoolhouse Road (Holy Properties, LLC) in the amount of \$87,702.00.
  - F. Approve Zoning Permit Escrow Release #7 (Final) for 324 Schoolhouse Road (Holy Properties, LLC) in the amount of \$28,460.00.
6. **Action Items**
  - A. Consider a motion to approve the Preliminary 2025 Budget
7. **Information Items**
  - A. Engineer's Report
  - B. Board of Supervisor's Comment
8. **Public Comment**
9. **Announcements**
  - A. Township Offices Closed – Election Day – Tuesday November 5<sup>th</sup>
  - B. Environmental Advisory Council Meeting – Wednesday November 6<sup>th</sup> at 7:00pm.
  - C. Township Offices Closed – Veterans Day – Monday November 11<sup>th</sup>
10. **Adjournment**

*The Next Meeting of the Board of Supervisors of New Britain Township will take place on **Monday, November 18, 2024, 7:00 p.m.** at the New Britain Township Building, 207 Park Avenue, Chalfont, PA. Agenda and meeting materials are posted to the Township website prior to the meeting date at [www.newbritaintownship.org](http://www.newbritaintownship.org).*

# MEMO

TOWNSHIP OF NEW BRITAIN



**TO:** Board of Supervisors  
**FROM:** Chief Clowser  
**DATE:** November 4, 2024  
**RE:** Presentation of Commemorative Military Service Badges

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The New Britain Township Police Department has five officers that have served in the Armed Forces. The department would like to recognize Corporal Mark Duncan, Corporal Rich Michie, and Officer Daniel Gonzalez for their military service with the presentation of badges to commemorate their Military Service. These badges may be worn on their uniforms during the month of November for Veteran's Day, Memorial Day, and dates that are significant to their respective branch of service.

Officer Connor Maloney will be presented with a commemorative badge at a later date.

**STAFF RECOMMENDATION:**

Presentation of badges to commemorate our Veteran Officers for their Military Service.

**BUDGET WORKSHOP #2**  
**MEETING MINUTES**  
**October 15, 2024**

The Board of Supervisors Budget Workshop #2 Meeting of New Britain Township was held on Tuesday, October 15, 2024, at the Township Building, 207 Park Avenue, Chalfont, PA beginning at 8:30am.

Present were Supervisors: Cynthia M. Jones- Chair, MaryBeth McCabe – Vice-Chair, Bill Jones, Stephanie Shortall, and Bridget Kunakorn. Also present were Dan Fox - Township Manager, Chief Richard Clowser, Ryan Cressman – Public Works Superintendent, Bill May – Park & Recreation Supervisor, Kristin Carpenter – Director of Finance, and Alexandria Mullin – Assistant to the Township Manager.

1. **Call to Order:** Cynthia Jones called the meeting to order at 8:30 am.
2. **Pledge of Allegiance:** Cynthia Jones led the Board and public in the Pledge of Allegiance.
3. **Chair Comments** Cynthia Jones stated that the Board met in Executive session, prior to this meeting, to discuss personnel matters and litigation items.
4. **Information Items**
  - A. **Township Manager- Budget Overview**

Dan discussed the changes made to the budget from the last session and the reduction in expenditures across all funds. Dan explained that the goal is to reduce the gap between the revenue coming into the Township and the expenditures of the Township.
  - B. **Departmental Requests**

MaryBeth McCabe asked Chief Clowser to explain the need and process for purchasing new vehicles and the lifecycle he expects from each vehicle.

Chief explained that each vehicle has a shelf life given its use and that older vehicles will be repurposed in other capacities.

MaryBeth asked Ryan Cressman to rank the items on the Public Works request in order of priority.

Ryan Cressman responded and gave reasonings as to why each piece of equipment would be most beneficial to the Township and the department's needs.

MaryBeth asked Bill May to rank the items on the Park & Recreation request in order of priority.

Bill May responded and gave reasonings as to why each request and/or piece of equipment would greatly benefit the Township and the department's needs.

Cynthia Jones asked to clarify where the funds for the Capital Plan requests come from.

Dan Fox said that these expenses would not be pulled from the General Fund.

Kristin Carpenter explained the need for updated budgeting software to complement the existing software.

**C. Township Manager – Expenditures / Capital Overview**

A discussion ensued regarding the additional items on the Capital Plan list including the decision about Keller Road Bridge, the Township Building maintenance plan, and traffic signal maintenance. Dan explained that all projects are still in the discussion stages and need further research before it can be presented to the Board for a decision to be made.

**5. Public Comment**

Mary Margaret Briggs asked about American Rescue Funds being spent.

Dan Fox responded that ARPA monies refer to that fund.

Mary Margaret also asked when the budget documentation would be available for public consumption.

Dan Fox stated that the Preliminary budget will be available on November 4<sup>th</sup>.

**6. Announcements**

The next meeting of the Board of Supervisors of New Britain Township will take place on **Tuesday, October 21<sup>st</sup>, 2024, at 7:00 p.m.** at the New Britain Township Building, 207 Park Avenue, Chalfont, PA.

**7. Adjournment**

Stephanie Shortall moved, seconded by MaryBeth McCabe, to adjourn the meeting.

The Board unanimously adjourned the meeting at 9:56 am.

**NEW BRITAIN TOWNSHIP BOARD OF SUPERVISORS**

\_\_\_\_\_  
Cynthia M. Jones, Chair

\_\_\_\_\_  
MaryBeth McCabe, Vice-Chair

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

Attest: \_\_\_\_\_  
Dan Fox, Township Manager

\_\_\_\_\_  
Stephanie Shortall, Member

\_\_\_\_\_  
Bridget Kunakorn, Member

**BOARD OF SUPERVISORS  
MEETING MINUTES  
October 21, 2024**

The Board of Supervisors Meeting of New Britain Township was held on Monday, October 21, 2024, at the Township Building, 207 Park Avenue, Chalfont, PA beginning at 7:00pm.

Present were Supervisors: Cynthia M. Jones - Chair, MaryBeth McCabe – Vice-Chair, Stephanie Shortall, and Bridget Kunakorn. Also present were Dan Fox-Township Manager, Craig Kennard - Township Engineer, Scott Holbert - Township Solicitor, Corporal Ryan Lischke, and Alexandria Mullin – Assistant to the Township Manager.

1. **Call to Order:** Cynthia Jones called the meeting to order at 7:00 pm.
2. **Pledge of Allegiance:** Cynthia Jones led the Board and public in the Pledge of Allegiance.
3. **Chair Comments** Cynthia Jones stated that the Board met in Executive session, prior to this meeting, to discuss personnel matters and litigation items.
4. **Motion to Consider Consent Agenda**

MaryBeth McCabe moved, seconded by Stephanie Shortall, to approve the Consent Agenda:

- A. Approve Minutes of October 7, 2024, Board of Supervisors Meeting.
- B. Approve Regular Bill List as Follows:
  - Dated October 16, 2024, In the amount of \$112,264.75.
- C. Approve Prepaid Bill List as Follows:
  - Dated October 10, 2024, In the amount of \$8,076.08.
  - Dated October 16, 2024, In the amount of \$96,388.84.
- D. Approve Application for Payment #1 - Final to Harris Blacktopping, Inc. for 2024 Road Program in the amount of \$267,093.20.

There were no public comments.

All voted aye, motion carried 4-0.

**5. Action Items**

- A. Consider a motion to approve to advertise Ordinance 2024-03 NBT Zoning Amendment.

MaryBeth McCabe motioned to table the advertisement. Seconded by Bridget Kunakorn.

There were no public comments.

All voted aye, motion carried 4-0.

- B. Consider a motion to approve Resolution 2024-15 - 4645 County Line Road - Hulton Contracting - Amended Final Approval.

Stephanie Shortall motioned to approve the Resolution. Seconded by Bridget Kunakorn.

There were no public comments.

All voted aye, motion carried 4-0.

- C. Consider a motion to approve the Website Redesign Vendor Recommendation.

Stephanie Shortall motioned to approve Catapult Web as the Website Vendor. Seconded by Bridget Kunakorn.

There were no public comments.

All voted aye, motion carried 4-0.

- D. Consider a motion to amend the conservation easement on Mill Ridge Drive.

MaryBeth McCabe motioned to approve the amendment. Seconded by Stephanie Shortall.

There were no public comments.

All voted aye, motion carried 4-0.

- E. Consider a motion to approve the addition of a plaque to the LV Softball Dugout.

MaryBeth McCabe motioned to approve the plaque. Seconded by Stephanie Shortall.

There were no public comments.

All voted aye, motion carried 4-0.

- F. Consider a motion to approve the planting of a memorial tree at North Branch Park.

MaryBeth McCabe motioned to approve the plantings. Seconded by Bridget Kunakorn.

There were no public comments.

All voted aye, motion carried 4-0.

## **6. Information Items**

### **A. Departmental Reports**

Dan Fox discussed the accomplishments of both the Park & Rec department as well as the Public Works department over the last month with the completion of the walking trail at North Branch Park and the Basketball Court.

Dan discussed the status of the HVAC maintenance work and said he would be updating the Board soon when a vendor is selected.

Dan discussed the status of the Zoning department and gave updates on recent applications.

Cynthia Jones asked about the status of the Open Space Plan.

MaryBeth McCabe responded that the survey results are in and are being analyzed by Township Staff and Bucks County.

Officer Ryan Lischke discussed the achievements of the Police Department over the previous month and updated the Board with current projects and events.



## B. Engineer's Report

Craig gave updates on Birch Run and Toll Brothers beginning to break ground in the Spring of 2025. He also gave updates on WB Homes and their progress through the Planning Commission.

## C. Board of Supervisor's Comment

Bridget Kunakorn announced that there will be a Veteran's Day event on Veterans Day at the memorial behind the Township building.

MaryBeth McCabe thanked everyone for their kind donations for Hurricane Helene.

MaryBeth also thanked Public Works for their work on the trails and Basketball court.

Stephanie echoed the same sentiments. She also thanked Admin for organizing the Website project.

Cynthia Jones announced there will be a Ribbon Cutting for the Neshaminy Greenway Trail on November 21<sup>st</sup> at 3pm at the Coleman Property. Information will be posted on the Township website and Facebook page.

## 7. Public Comment

Paula Roberston – 549 Meadow Road – asked what could be done about the neighboring property removing all the mature trees buffering the two homes. She feels like now her home is exposed and when she originally purchased the property it felt like a wooded lot. She asked the Board if there were any rules regarding setbacks or buffering that could help with the privacy screening between the two properties.

## 8. Announcements

Canceled - Planning Commission Meeting – Tuesday October 22<sup>nd</sup> at 7pm.

New Britain Police Department 3<sup>rd</sup> Annual Safe Truck – or – Treat – Friday October 25<sup>th</sup> at 5:30pm.

The next meeting of the Board of Supervisors of New Britain Township will take place on **Monday, November 4, 2024, 7:00 p.m.** at the New Britain Township Building, 207 Park Avenue, Chalfont, PA.

**9. Adjournment**

MaryBeth McCabe moved, seconded by Stephanie Shortall, to adjourn the meeting.

The Board unanimously adjourned the meeting at 7:51 pm.

**NEW BRITAIN TOWNSHIP BOARD OF SUPERVISORS**

\_\_\_\_\_  
Cynthia M. Jones, Chair

\_\_\_\_\_  
MaryBeth McCabe, Vice-Chair

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

Attest: \_\_\_\_\_  
Dan Fox, Township Manager

\_\_\_\_\_  
Stephanie Shortall, Member

\_\_\_\_\_  
Bridget Kunakorn, Member



# MEMO

**TO:** Board of Supervisors  
**FROM:** Kristin Carpenter  
**DATE:** October 31, 2024  
**SUBJECT:** Schedule of Bills - Regular

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Approve regular bills list dated October 30, 2024, in the amount of \$65,404.82.

Attest: \_\_\_\_\_

Date: \_\_\_\_\_

P.O. Type: All  
 Range: First to Last  
 Format: Detail without Line Item Notes  
 Vendors: All Include Non-Budgeted: Y  
 Rcvd Batch Id Range: KG1021RG to KG1021RG

Open: N Paid: N Void: N  
 Rcvd: Y Held: Y Aprv: N  
 Bid: Y State: Y Other: Y Exempt: Y  
 Prior Year Only: N \* Means Prior Year Line

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Amount	Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
<b>ALLEN030 ALLEN TATE</b>														
	24001481	10/18/24	RETURN OF ESCROW - 20-1000-00											
	1		RETURN OF ESCROW - 20-1200-00	2,500.00	90-414-600			E REFUND OF ESCROW	R	10/18/24	10/23/24		101824	N
			Tracking Id: 20-1200-00 1&2 NAOMI LANE LOT CHANGE - ALLEN TATE III											
			Vendor Total:	2,500.00										
<b>ASSOC010 ASSOCIATED TRUCK PARTS</b>														
	24001472	10/17/24	VEHICLE PARTS - PW											
	1		VEHICLE PARTS - PW	34.43	01-437-300			E VEHICLE REPAIRS	R	10/17/24	10/17/24		06P15292	N
			Vendor Total:	34.43										
<b>AUTOZ005 AutoZone, Inc.</b>														
	24001517	10/21/24	PARTS											
	1		PARTS	39.59	01-437-300			E VEHICLE REPAIRS	R	10/21/24	10/21/24		06203605017	N
			Vendor Total:	39.59										
<b>AXONE005 AXON ENTERPRISE, INC.</b>														
	24001495	10/11/24	BASIC LICENSE BUNDLE											
	1		BASIC LICENSE BUNDLE	79.57	01-410-210			E COMPUTERS SUPPLIES	R	10/11/24	10/11/24		INUS288216	N
			Vendor Total:	79.57										
<b>BRSCH010 B.R. SCHOLL SALES &amp; SERVICE IN</b>														
	24001474	10/01/24	VEHICLE REPAIR - 48-28											
	1		VEHICLE REPAIR - 48-28	489.80	01-437-300			E VEHICLE REPAIRS	R	10/01/24	10/01/24		117518	N
			Vendor Total:	489.80										

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
<b>BEEBERG Bee Bergvall &amp; Co</b>												
24001475	10/16/24	ACCOUNTING SERVICES										
	1	ACCOUNTING SERVICES	560.00	01-402-300	E PAYROLL SERVICES & ACCOUNTING	R	10/16/24	10/16/24			42152	N
	Vendor Total:		560.00									
<b>BILLM010 BILL MITCHELL'S AUTO SERVICE I</b>												
24001473	10/16/24	EMISSION INSPECTION 48-15										
	1	EMISSION INSPECTION 48-15	85.57	01-410-370	E VEHICLE MAINT/REPAIRS-OUTSIDE	R	10/16/24	10/16/24			A045707	N
	Vendor Total:		85.57									
<b>BKSCT050 BKS CTY PLANNING COMMISSION</b>												
24001522	10/18/24	OPEN SPACE PLAN UPDATE										
	1	OPEN SPACE PLAN UPDATE	6,000.00	04-414-150	E CONSULTANT/LAND PRESERVATION	R	10/18/24	10/18/24			CC26-09-24	N
	Vendor Total:		6,000.00									
<b>BUCKS030 BUCKS COUNTY CONSORTIUM</b>												
24001478	10/21/24	BCC ANNUAL LUNCHEON										
	1	BCC ANNUAL LUNCHEON	80.00	01-400-300	E GENERAL ADMIN EXPENSE	R	10/21/24	10/21/24			102124	N
	Vendor Total:		80.00									
<b>BUCKS110 BUCKS COUNTY POLICE ASSOC.</b>												
24001497	10/16/24	TRAINING-KILROY/MALONEY/SACKS										
	1	TRAINING-KILROY/MALONEY/SACKS	900.00	01-410-181	E EDUCATION/TRAINING IN SERVICE	R	10/16/24	10/16/24			101624	N
	Vendor Total:		900.00									
<b>CONCO010 CONCOURS AUTOMOTIVE</b>												
24001479	10/01/24	PW TOWNSHIP RADIO UPGRADES										
	1	PW TOWNSHIP RADIO UPGRADES	1,648.00	18-413-330	E VEHICLE EXPENSE/CODES	R	10/01/24	10/01/24			3986	N
	Vendor Total:		1,648.00									

Vendor # Name	PO # PO Date Description	Amount	Contract Charge Account	PO Type Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date Invoice	1099 Exc1
<b>EUREK010 EUREKA STONE QUARRY INC.</b>									
24001470	10/18/24 PAVING								
1	PAVING	1,046.50	01-439-320	E PAVING/MILLING/RECYCLING	R	10/18/24	10/18/24	631949	N
2	PAVING	9,243.71	01-439-320	E PAVING/MILLING/RECYCLING	R	10/18/24	10/18/24	631948	N
3	PAVING	10,558.76	01-439-320	E PAVING/MILLING/RECYCLING	R	10/18/24	10/18/24	631647	N
		<u>20,848.97</u>							
24001515	10/24/24 PAVING								
1	PAVING	9,273.98	01-439-320	E PAVING/MILLING/RECYCLING	R	10/24/24	10/24/24	633113	N
	Vendor Total:	30,122.95							
<b>FLAGE005 FLAGER &amp; ASSOCIATES, P.C.</b>									
24001523	10/25/24 LEGAL EXPENSES								
1	LEGAL EXPENSES	750.50	90-414-451	E LEGAL BILLED	R	10/25/24	10/25/24	6429	N
	Tracking Id: 18-0100-02 123 CREEK RD - LABROZZI								
2	LEGAL EXPENSES	237.00	90-414-451	E LEGAL BILLED	R	10/25/24	10/25/24	6430	N
	Tracking Id: 15-1600-00 324 SCHOOLHOUSE RD - HOLLY PROP CLAUSER TREE SERV								
3	LEGAL EXPENSES	1,027.00	90-414-451	E LEGAL BILLED	R	10/25/24	10/25/24	6431	N
	Tracking Id: 2024-13604 4645 COUNTY LINE RD - HULTON CONTRACTING								
4	LEGAL EXPENSES	908.50	90-414-451	E LEGAL BILLED	R	10/25/24	10/25/24	6432	N
	Tracking Id: 2022-12243 LOT 4 NBT CORPORATE CENTER - JG PETRUCCI								
5	LEGAL EXPENSES	158.00	90-414-451	E LEGAL BILLED	R	10/25/24	10/25/24	6437	N
	Tracking Id: 16-0300-00 4373 COUNTY LINE NAPLIN SUBDIV&LAND DEVELOP								
6	LEGAL EXPENSES	395.00	90-414-451	E LEGAL BILLED	R	10/25/24	10/25/24	6438	N
	Tracking Id: 2024-13573 753 NEW GALENA RD 2 PARCELS - PLUMSTEAD CHRISTIAN								
7	LEGAL EXPENSES	4,280.00	01-404-110	E SOLICITOR/POLICE GENERAL SERVICES	R	10/25/24	10/25/24	6421	N
8	LEGAL EXPENSES	1,720.00	01-414-310	E LEGAL, PLNG & ZONING	R	10/25/24	10/25/24	6421	N
		<u>9,476.00</u>							
	Vendor Total:	9,476.00							
<b>FOLEY005 FOLEY INC</b>									
24001520	10/17/24 SKIDSTEER								
1	SKIDSTEER	150.46	01-437-300	E VEHICLE REPAIRS	R	10/17/24	10/17/24	INV0439428	N
	Vendor Total:	150.46							

Vendor # Name	PO # PO Date Description	Contract PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
	Item Description	Amount Charge Account Acct Type Description						
<b>INTER070 INTERNATIONAL CODE COUNCIL INC</b>								
24001521	10/29/24 MEMBERSHIP/R. TESCHNER							
	1 MEMBERSHIP/R. TESCHNER	170.00 01-413-319	E	GENERAL EXPENSE AND TRAINING	R	10/29/24 10/29/24	Q15.000025855	N
	Vendor Total:	170.00						
<b>LANDI010 LANDIS BLOCK &amp; CONCRETE</b>								
24001484	10/22/24 DRAINAGE SUPPLIES							
	1 DRAINAGE SUPPLIES	388.09 01-436-300	E	STORM SEWERS & DRAINS	R	10/22/24 10/22/24	11810	N
	Vendor Total:	388.09						
<b>MCDON010 MCDONALD UNIFORM COMPANY</b>								
24001480	10/17/24 UNIFORM							
	1 UNIFORM	23.65 01-410-241	E	UNIFORMS/VESTS	R	10/17/24 10/17/24	235449	N
	2 UNIFORM	296.35 01-410-241	E	UNIFORMS/VESTS	R	10/17/24 10/17/24	236330	N
		<u>320.00</u>						
24001491	10/22/24 UNIFORM							
	1 UNIFORM	44.50 01-410-241	E	UNIFORMS/VESTS	R	10/22/24 10/22/24	236761	N
24001514	10/25/24 UNIFORM							
	1 UNIFORM	157.52 01-410-241	E	UNIFORMS/VESTS	R	10/25/24 10/25/24	237209	N
	2 UNIFORM	117.82 01-410-241	E	UNIFORMS/VESTS	R	10/25/24 10/25/24	236460	N
		<u>275.34</u>						
	Vendor Total:	639.84						
<b>NYCOC010 NYCO CORPORATION</b>								
24001471	10/18/24 BACKHOE PARTS							
	1 BACKHOE PARTS	64.20 01-437-300	E	VEHICLE REPAIRS	R	10/18/24 10/18/24	B2405204	N
	Vendor Total:	64.20						

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
<b>SEALM010 PMG SM HOLDINGS LLC</b>											
	24001483	10/22/24	WHITE MARKING PAINT								
			1 WHITE MARKING PAINT	707.01	01-433-210		E LINE PAINTING	R	10/22/24	10/22/24	INV2085081 N
			Vendor Total:	707.01							
<b>PSATS020 PSATS</b>											
	24001477	10/18/24	2024 PMGA WORKSHOP - BK								
			1 2024 PMGA WORKSHOP - BK	25.00	01-400-300		E GENERAL ADMIN EXPENSE	R	10/18/24	10/18/24	INV-153954-R3T5 N
			2 2024 PMGA WORKSHOP - BK	25.00	01-400-300		E GENERAL ADMIN EXPENSE	R	10/18/24	10/18/24	INV-153982-R4Y6 N
			3 2024 PMGA WORKSHOP - BK	25.00	01-400-300		E GENERAL ADMIN EXPENSE	R	10/18/24	10/18/24	INV-154073-Q2X7 N
			4 2024 PMGA WORKSHOP - BK	25.00	01-400-300		E GENERAL ADMIN EXPENSE	R	10/18/24	10/18/24	INV-154094-L9J7 N
			5 2024 PMGA WORKSHOP - BK	25.00	01-400-300		E GENERAL ADMIN EXPENSE	R	10/18/24	10/18/24	INV-154117-Y1K9 N
				125.00							
			Vendor Total:	125.00							
<b>SERVI010 SERVICE TIRE TRUCK CENTERS</b>											
	24001493	10/01/24	TIRES PD 48-08								
			1 TIRES PD 48-08	346.00	01-410-370		E VEHICLE MAINT/REPAIRS-OUTSIDE	R	10/01/24	10/01/24	24-0664968-011 N
	24001494	10/01/24	TIRES PD 48-10								
			1 TIRES PD 48-10	645.84	01-410-370		E VEHICLE MAINT/REPAIRS-OUTSIDE	R	10/01/24	10/01/24	24-0671849-011 N
			Vendor Total:	991.84							
<b>STEPH045 STEPHENSON EQUIPMENT, INC.</b>											
	24001518	10/28/24	ROAD BANK MOWER REPAIRS								
			1 ROAD BANK MOWER REPAIRS	172.58	01-437-300		E VEHICLE REPAIRS	R	10/28/24	10/28/24	80061767 N
			Vendor Total:	172.58							
<b>ULINE005 ULINE</b>											
	24001458	10/02/24	EYEWASH STATION/FIRST AID KITS								
			1 EYEWASH STATION/FIRST AID KITS	895.34	01-438-460		E GENERAL EXPENSE	R	10/02/24	10/02/24	183874875 N
			Vendor Total:	895.34							





October 30, 2024  
02:26 PM

NEW BRITAIN TOWNSHIP  
Bill List By Vendor Name

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Vendor #	Name											
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099		
Item Description			Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl	
<hr/>												
ZEPPS010 ZEP SALES AND SERVICE												
24001516 10/25/24 PW SHOP SUPPLIES												
1 PW SHOP SUPPLIES			1,279.24	01-438-460	E GENERAL EXPENSE	R	10/25/24	10/25/24		9010423261	N	
Vendor Total:			1,279.24									

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Total Purchase Orders: 36 Total P.O. Line Items: 51 Total List Amount: 65,404.82 Total Void Amount: 0.00

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Totals by Year-Fund							
Fund Description	Fund	Expend Rcvd	Expend Held	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND:	4-01	45,030.82	0.00	45,030.82	0.00	0.00	45,030.82
LAND PRESERVATION FUND:	4-04	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00
PARKS & RECREATION FUND:	4-07	6,750.00	0.00	6,750.00	0.00	0.00	6,750.00
CAPITAL IMPROVEMENT/EQUIPMENT FUND:	4-18	1,648.00	0.00	1,648.00	0.00	0.00	1,648.00
ESCROW:	4-90	5,976.00	0.00	5,976.00	0.00	0.00	5,976.00
Total of All Funds:		<u>65,404.82</u>	<u>0.00</u>	<u>65,404.82</u>	<u>0.00</u>	<u>0.00</u>	<u>65,404.82</u>

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Totals by Fund	Fund	Expend Rcvd	Expend Held	Expend Total	Revenue Total	G/L Total	Total
Fund Description							
GENERAL FUND:	01	45,030.82	0.00	45,030.82	0.00	0.00	45,030.82
LAND PRESERVATION FUND:	04	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00
PARKS & RECREATION FUND:	07	6,750.00	0.00	6,750.00	0.00	0.00	6,750.00
CAPITAL IMPROVEMENT/EQUIPMENT FUND:	18	1,648.00	0.00	1,648.00	0.00	0.00	1,648.00
ESCROW:	90	5,976.00	0.00	5,976.00	0.00	0.00	5,976.00
Total of All Funds:		<u>65,404.82</u>	<u>0.00</u>	<u>65,404.82</u>	<u>0.00</u>	<u>0.00</u>	<u>65,404.82</u>

NEW BRITAIN TOWNSHIP  
Breakdown of Expenditure Account Current/Prior Received/Prior Open

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND:	4-01	45,030.82	0.00	0.00	0.00	45,030.82
LAND PRESERVATION FUND:	4-04	6,000.00	0.00	0.00	0.00	6,000.00
PARKS & RECREATION FUND:	4-07	6,750.00	0.00	0.00	0.00	6,750.00
CAPITAL IMPROVEMENT/EQUIPMENT FUND:	4-18	1,648.00	0.00	0.00	0.00	1,648.00
ESCROW:	4-90	5,976.00	0.00	0.00	0.00	5,976.00
Total of All Funds:		<u>65,404.82</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>65,404.82</u>

# MEMO



**TO:** Board of Supervisors  
**FROM:** Kristin Carpenter  
**DATE:** October 31, 2024  
**SUBJECT:** Schedule of Bills - Prepaid

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Approve prepaid bills list dated October 23, 2024, in the amount of \$298,633.20.

Attest: \_\_\_\_\_

Date: \_\_\_\_\_

P.O. Type: All  
 Range: First to Last  
 Format: Detail without Line Item Notes  
 Vendors: All  
 Rcvd Batch Id Range: KG1021PD to KG1021PD

Open: N Paid: N Void: N  
 Rcvd: Y Held: Y Aprv: N  
 Bid: Y State: Y Other: Y Exempt: Y  
 \* Means Prior Year Line

Include Non-Budgeted: Y  
 Prior Year Only: N

Vendor #	Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099
Item Description	Amount	Charge Account	Acct Type	Description								Excl

ATTM0010 AT&T MOBILITY												
24001486	10/23/24	MOBILE PHONE SERVICE										
1	MOBILE PHONE SERVICE	240.82	01-400-320	E TELEPHONE/COMMUNICATIONS	R	10/23/24	10/23/24			102324		N
2	MOBILE PHONE SERVICE	81.59	01-430-320	E COMMUNICATIONS/MAINT	R	10/23/24	10/23/24			102324		N
3	MOBILE PHONE SERVICE	245.03	01-400-320	E TELEPHONE/COMMUNICATIONS	R	10/23/24	10/23/24			102324		N
4	MOBILE PHONE SERVICE	82.64	01-430-320	E COMMUNICATIONS/MAINT	R	10/23/24	10/23/24			102324		N
5	MOBILE PHONE SERVICE	245.26	01-400-320	E TELEPHONE/COMMUNICATIONS	R	10/23/24	10/23/24			102324		N
6	MOBILE PHONE SERVICE	82.70	01-430-320	E COMMUNICATIONS/MAINT	R	10/23/24	10/23/24			102324		N
		<u>978.04</u>										
Vendor Total:		978.04										

AXONE005 AXON ENTERPRISE, INC.												
24001466	10/09/24	AB3 CAMERA BUNDLE										
1	AB3 CAMERA BUNDLE	789.00	01-410-210	E COMPUTERS SUPPLIES	R	10/09/24	10/09/24				INUS287459	N
Vendor Total:		789.00										

BRIDG005 BRIDGET KUNAKORN												
24001465	10/19/24	PSATS LEHIGH VALLEY FORUM REIM										
1	PSATS LEHIGH VALLEY FORUM REIM	99.00	01-400-300	E GENERAL ADMIN EXPENSE	R	10/19/24	10/19/24			101924		N
Vendor Total:		99.00										

CRICH010 C. RICHARD MICHIE II												
24001453	10/18/24	2024 MEDICAL REIMBURSEMENT										
1	2024 MEDICAL REIMBURSEMENT	250.00	01-486-157	E HEALTH & VISION REIMBURSEMENTS	R	10/18/24	10/18/24			101824		N
Vendor Total:		250.00										

Vendor # Name	PO # PO Date Description	Contract PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
<b>GEORG040 GEORGE ALLEN PORTABLE TOILETS</b>								
	24001462 10/15/24 PORTABLE TOILETS/PARKS							
	1 PORTABLE TOILETS/PARKS	326.00 07-454-360		E UTILITIES	R	10/15/24 10/15/24	I229010	N
	2 PORTABLE TOILETS/PARKS	198.00 07-454-360		E UTILITIES	R	10/15/24 10/15/24	I229011	N
	3 PORTABLE TOILETS/PARKS	70.00 07-454-360		E UTILITIES	R	10/15/24 10/15/24	I229012	N
	4 PORTABLE TOILETS/PARKS	70.00 07-454-360		E UTILITIES	R	10/15/24 10/15/24	I229013	N
		<u>664.00</u>						
	Vendor Total:	664.00						
<b>HARRI005 HARRIS BLACKTOPPING INC</b>								
	24001482 10/23/24 2024 ROAD PROGRAM #1 FINAL							
	1 2024 ROAD PROGRAM #1 FINAL	267,093.20 35-439-320		E HWY PROJECTS/STATE	R	10/23/24 10/23/24	102324	N
	Vendor Total:	267,093.20						
<b>KATHE005 KATHERINE PEFFALL</b>								
	24001467 10/18/24 2024 MEDICAL REIMBURSEMENT							
	1 2024 MEDICAL REIMBURSEMENT	1,162.90 01-486-157		E HEALTH & VISION REIMBURSEMENTS	R	10/18/24 10/18/24	101824	N
	Vendor Total:	1,162.90						
<b>LEVAN005 LEVAN MACHINE &amp; TRUCK EQUIP</b>								
	24001457 10/21/24 TRUCK LIFTGATE/LIGHTKIT/PLOW							
	1 TRUCK LIFTGATE/LIGHTKIT/PLOW	17,821.00 30-438-710		E MAJOR EQUIPMENT PURCHASE	R	10/21/24 10/21/24	193169	N
	Vendor Total:	17,821.00						
<b>MCCAL005 MCCALLION TEMPS, INC</b>								
	24001461 10/21/24 STAFFING SERVICES							
	1 STAFFING SERVICES	550.80 01-402-131		E SALARY/ADMIN ASST T.P.	R	10/21/24 10/21/24	11762	N
	2 STAFFING SERVICES	550.80 01-402-131		E SALARY/ADMIN ASST T.P.	R	10/21/24 10/21/24	11863	N
		<u>1,101.60</u>						
	Vendor Total:	1,101.60						



Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
<b>NICOL010 NICOLE PERCETTI</b>												
	24001456	10/17/24	2024 PSTCA CONVENTION REIMB									
	1	2024	PSTCA CONVENTION REIMB	338.19	01-403-319	E REIMBUSEABLE EXPENSES	R	10/17/24	10/17/24		101724	N
	Vendor Total:			338.19								
<b>REPU005 REPUBLIC SERVICES #320</b>												
	24001464	10/15/24	TRASH SERVICES									
	1		TRASH SERVICES	560.18	01-437-360	E HEAT AND UTILITIES	R	10/15/24	10/15/24		0320-004463214	N
	2		TRASH SERVICES	397.23	01-437-360	E HEAT AND UTILITIES	R	10/15/24	10/15/24		0320-004463214	N
	3		TRASH SERVICES	218.68	07-454-360	E UTILITIES	R	10/15/24	10/15/24		0320-004463214	N
				1,176.09								
	Vendor Total:			1,176.09								
<b>ROBER270 ROBERT E. LITTLE, INC.</b>												
	24001459	10/17/24	PW/P&R TRACTOR									
	1		PW/P&R TRACTOR	288.94	07-454-319	E GENERAL EXPENSES/SUPPLIES	R	10/17/24	10/17/24		05-1139148	N
	Vendor Total:			288.94								
<b>SANDRA SANDRA EZZO</b>												
	24001452	10/21/24	2024 MEDICAL REIMBURSEMENT									
	1	2024	MEDICAL REIMBURSEMENT	689.21	01-486-157	E HEALTH & VISION REIMBURSEMENTS	R	10/21/24	10/21/24		102124	N
	Vendor Total:			689.21								
<b>STAND015 STANDARD DIGITAL LEASING</b>												
	24001488	10/22/24	POLICE COPIER									
	1		POLICE COPIER	241.11	01-410-226	E COPIER EXPENSES	R	10/22/24	10/22/24		588609210	N
	24001489	10/22/24	ADMIN COPIER									
	1		ADMIN COPIER	265.95	01-400-740	E MAJOR EQUIPMENT LEASE/PURCHASE	R	10/22/24	10/22/24		588609210	N
	Vendor Total:			507.06								

Vendor # Name	PO # PO Date Description	Contract PO Type	Amount Charge Account	Acct Type Description	Stat/Chk	First Rcvd	Chk/Void	Invoice	1099
	Item Description					Enc Date Date	Date		Excl
<b>TRAIS005 TRAIRS, LLC</b>									
	24001455 10/17/24 DATA REQUESTS/COLLECTION								
	1 DATA REQUESTS/COLLECTION		3,450.00 01-414-319	E COMPUTER SOFTWARE AND SERVICES	R	10/17/24 10/17/24		2983	N
	Vendor Total:		3,450.00						
<b>UNIVE010 UNIVERSAL ELECTRIC LLC</b>									
	24001487 10/21/24 P&R NEW SHED INSTALL								
	1 P&R NEW SHED INSTALL		1,875.00 07-454-319	E GENERAL EXPENSES/SUPPLIES	R	10/21/24 10/21/24		17319	N
	Vendor Total:		1,875.00						
<b>VERIZ010 VERIZON</b>									
	24001454 10/05/24 INTERNET								
	1 INTERNET		159.59 01-410-320	E COMMUNICATIONS	R	10/05/24 10/05/24		0001-17 100524	N
	24001460 10/12/24 FIOS SERVICES/EQUIP								
	1 FIOS SERVICES/EQUIP		22.30 01-430-320	E COMMUNICATIONS/MAINT	R	10/12/24 10/12/24		0001-65 101224	N
	24001463 10/14/24 FIOS SERVICES/EQUIP								
	1 FIOS SERVICES/EQUIP		168.08 01-430-320	E COMMUNICATIONS/MAINT	R	10/14/24 10/14/24		0001-97 101424	N
	Vendor Total:		349.97						
<hr/>									
Total Purchase Orders:	20	Total P.O. Line Items:	31	Total List Amount:	298,633.20	Total Void Amount:	0.00		

Totals by Year-Fund							
Fund Description	Fund	Expend Rcvd	Expend Held	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND:	4-01	10,672.38	0.00	10,672.38	0.00	0.00	10,672.38
PARKS & RECREATION FUND:	4-07	3,046.62	0.00	3,046.62	0.00	0.00	3,046.62
HIGHWAY EQUIPMENT FUND:	4-30	17,821.00	0.00	17,821.00	0.00	0.00	17,821.00
LIQUID FUELS FUND:	4-35	267,093.20	0.00	267,093.20	0.00	0.00	267,093.20
Total of All Funds:		<u>298,633.20</u>	<u>0.00</u>	<u>298,633.20</u>	<u>0.00</u>	<u>0.00</u>	<u>298,633.20</u>

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Totals by Fund	Fund	Expend Rcvd	Expend Held	Expend Total	Revenue Total	G/L Total	Total
Fund Description							
GENERAL FUND:	01	10,672.38	0.00	10,672.38	0.00	0.00	10,672.38
PARKS & RECREATION FUND:	07	3,046.62	0.00	3,046.62	0.00	0.00	3,046.62
HIGHWAY EQUIPMENT FUND:	30	17,821.00	0.00	17,821.00	0.00	0.00	17,821.00
LIQUID FUELS FUND:	35	267,093.20	0.00	267,093.20	0.00	0.00	267,093.20
Total of All Funds:		<u>298,633.20</u>	<u>0.00</u>	<u>298,633.20</u>	<u>0.00</u>	<u>0.00</u>	<u>298,633.20</u>

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# MEMO



**TO:** Board of Supervisors  
**FROM:** Kristin Carpenter  
**DATE:** October 31, 2024  
**SUBJECT:** Schedule of Bills - Prepaid

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Approve prepaid bills list dated October 31, 2024, in the amount of \$14,432.84.

Attest: \_\_\_\_\_

Date: \_\_\_\_\_

P.O. Type: All  
 Range: First to Last  
 Format: Detail without Line Item Notes  
 Vendors: All Include Non-Budgeted: Y  
 Rcvd Batch Id Range: KG1029PD to KG1029PD

Open: N Paid: N Void: N  
 Rcvd: Y Held: Y Aprv: N  
 Bid: Y State: Y Other: Y Exempt: Y  
 Prior Year Only: N \* Means Prior Year Line

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl	
<b>CYNTH035 CYNTHIA JONES</b>												
	24001509	10/24/24	MILEAGE REIMBURSEMENT									
	1		MILEAGE REIMBURSEMENT	55.48	01-400-330		E VEHICLE EXPENSE/ADMIN	R	10/24/24	10/24/24	102424	N
	Vendor Total:			55.48								
<b>ADTC0005 EVERON FKA ADT COMMERCIAL</b>												
	24001512	10/09/24	SECURITY SYSTEM									
	1		SECURITY SYSTEM	262.60	01-410-360		E UTILITIES	R	10/09/24	10/09/24	156716477	N
	2		SECURITY SYSTEM	20.59	01-410-360		E UTILITIES	R	10/09/24	10/09/24	156716478	N
	3		SECURITY SYSTEM	61.77	01-410-360		E UTILITIES	R	10/09/24	10/09/24	156716479	N
	4		SECURITY SYSTEM	190.56	01-410-360		E UTILITIES	R	10/09/24	10/09/24	156716480	N
				535.52								
	Vendor Total:			535.52								
<b>JEREM015 JEREMY BISHOP</b>												
	24001498	10/28/24	2024 MEDICAL REIMBURSEMENT									
	1		2024 MEDICAL REIMBURSEMENT	1,024.36	01-486-157		E HEALTH & VISION REIMBURSEMENTS	R	10/28/24	10/28/24	102824	N
	Vendor Total:			1,024.36								
<b>KIMG0005 KIM GOODWIN</b>												
	24001502	10/29/24	2024 MEDICAL REIMBURSEMENT									
	1		2024 MEDICAL REIMBURSEMENT	50.00	01-486-157		E HEALTH & VISION REIMBURSEMENTS	R	10/29/24	10/29/24	102924	N
	Vendor Total:			50.00								

Vendor #	Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
LOUIS005	LOUIS GENTNER	24001499	10/24/24	2024 MEDICAL REIMBURSEMENT									
		1	2024	MEDICAL REIMBURSEMENT	50.00	01-486-157	E HEALTH & VISION REIMBURSEMENTS	R	10/24/24	10/24/24		102424	N
		Vendor Total:			50.00								
MCCAL005	MCCALLION TEMPS, INC	24001508	10/25/24	STAFFING SERVICES									
		1	STAFFING SERVICES	550.80	01-402-131	E SALARY/ADMIN ASST T.P.	R	10/25/24	10/25/24			11880	N
		Vendor Total:			550.80								
RICHA095	RICHARD CLOWSER	24001511	10/23/24	2024 IACP REIMBURSEMENT									
		1	2024	IACP REIMBURSEMENT	2,291.91	01-410-181	E EDUCATION/TRAINING IN SERVICE	R	10/23/24	10/23/24		102324	N
		Vendor Total:			2,291.91								
RIGGI010	RIGGINS INC.	24001504	10/24/24	POLICE FUEL									
		1	POLICE FUEL	782.42	01-410-224	E FUELS/OIL	R	10/24/24	10/24/24			75134693	N
		24001505	10/24/24	PW FUEL									
		1	PW FUEL	458.25	01-437-330	E FUEL & OIL EQUIP	R	10/24/24	10/24/24			75134694	N
		24001510	10/23/24	PW DIESEL									
		1	PW DIESEL	2,123.69	01-437-330	E FUEL & OIL EQUIP	R	10/23/24	10/23/24			75134224	N
		Vendor Total:			3,364.36								
RYANC010	RYAN CRESSMAN	24001524	10/31/24	2024 MEDICAL REIMBURSEMENT									
		1	2024	MEDICAL REIMBURSEMENT	24.00	01-486-157	E HEALTH & VISION REIMBURSEMENTS	R	10/31/24	10/31/24		103124	N
		Vendor Total:			24.00								

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Exc1
Item Description	Amount	Charge Account	Acct Type Description								
<b>STAND010 STANDARD INSURANCE COMPANY</b>											
24001501	10/15/24		LIFE/DISABILITY INSURANCE								
1 LIFE/DISABILITY INSURANCE	357.30	01-400-150	E MEDICAL/DENTAL/LIFE/RX INSURANCE	R		10/15/24	10/15/24			101524	N
2 LIFE/DISABILITY INSURANCE	157.98	01-405-150	E MEDICAL/DENTAL/LIFE/RX INSURANCE	R		10/15/24	10/15/24			101524	N
3 LIFE/DISABILITY INSURANCE	2,311.32	01-410-151	E MEDICAL/DENTAL/RX/LIFE INSURANCE	R		10/15/24	10/15/24			101524	N
4 LIFE/DISABILITY INSURANCE	195.40	01-413-151	E MEDICAL/DENTAL/RX/LIFE/INSURANCE	R		10/15/24	10/15/24			101524	N
5 LIFE/DISABILITY INSURANCE	111.90	01-414-151	E MEDICAL/DENTAL/RX/LIFE INSURANCE	R		10/15/24	10/15/24			101524	N
6 LIFE/DISABILITY INSURANCE	643.58	01-430-151	E MEDICAL/DENTAL/RX/LIFE INSURANCE	R		10/15/24	10/15/24			101524	N
7 LIFE/DISABILITY INSURANCE	239.58	07-454-151	E MEDICAL/DENTAL INSURANCE	R		10/15/24	10/15/24			101524	N
	<u>4,017.06</u>										
Vendor Total:	4,017.06										
<b>STRBU005 STR BUSINESS SOLUTIONS</b>											
24001503	10/22/24		POSTAGE SUPPLIES								
1 POSTAGE SUPPLIES	246.00	01-400-740	E MAJOR EQUIPMENT LEASE/PURCHASE	R		10/22/24	10/22/24			9415	N
Vendor Total:	246.00										
<b>VERIZ050 VERIZON WIRELESS</b>											
24001506	10/19/24		POLICE WIRELESS SERVICE								
1 POLICE WIRELESS SERVICE	880.95	01-410-320	E COMMUNICATIONS	R		10/19/24	10/19/24			00002 101924	N
24001507	10/19/24		POLICE WIRELESS SERVICE								
1 POLICE WIRELESS SERVICE	318.36	01-400-320	E TELEPHONE/COMMUNICATIONS	R		10/19/24	10/19/24			00001 101924	N
2 POLICE WIRELESS SERVICE	661.45	01-410-320	E COMMUNICATIONS	R		10/19/24	10/19/24			00001 101924	N
3 POLICE WIRELESS SERVICE	262.59	01-430-320	E COMMUNICATIONS/MAINT	R		10/19/24	10/19/24			00001 101924	N
	<u>1,242.40</u>										
Vendor Total:	2,123.35										
<b>ZANES005 ZANE SNYDER</b>											
24001500	10/25/24		2024 MEDICAL REIMBURSEMENT								
1 2024 MEDICAL REIMBURSEMENT	50.00	01-486-157	E HEALTH & VISION REIMBURSEMENTS	R		10/25/24	10/25/24			102524	N



Vendor #	Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
ZANES005	ZANE SNYDER				Continued							
		24001513	10/30/24	2024 MEDICAL REIMBURSEMENT								
		1	2024	MEDICAL REIMBURSEMENT	50.00	01-486-157	R	10/30/24	10/30/24		103024	N
				Vendor Total:	100.00							

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Total Purchase Orders:	17	Total P.O. Line Items:	28	Total List Amount:	14,432.84	Total Void Amount:	0.00
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Totals by Year-Fund							
Fund Description	Fund	Expend Rcvd	Expend Held	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND:	4-01	14,193.26	0.00	14,193.26	0.00	0.00	14,193.26
PARKS & RECREATION FUND:	4-07	239.58	0.00	239.58	0.00	0.00	239.58
Total of All Funds:		<u>14,432.84</u>	<u>0.00</u>	<u>14,432.84</u>	<u>0.00</u>	<u>0.00</u>	<u>14,432.84</u>

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Totals by Fund	Fund	Expend Rcvd	Expend Held	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND:	01	14,193.26	0.00	14,193.26	0.00	0.00	14,193.26
PARKS & RECREATION FUND:	07	239.58	0.00	239.58	0.00	0.00	239.58
Total of All Funds:		<u>14,432.84</u>	<u>0.00</u>	<u>14,432.84</u>	<u>0.00</u>	<u>0.00</u>	<u>14,432.84</u>

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NEW BRITAIN TOWNSHIP  
Breakdown of Expenditure Account Current/Prior Received/Prior Open

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND:	4-01	14,193.26	0.00	0.00	0.00	14,193.26
PARKS & RECREATION FUND:	4-07	239.58	0.00	0.00	0.00	239.58
Total of All Funds:		<u>14,432.84</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>14,432.84</u>



**GILMORE & ASSOCIATES, INC.**  
ENGINEERING & CONSULTING SERVICES

October 30, 2024

File No. 1512097

Dan Fox, Township Manager  
New Britain Township  
207 Park Avenue  
Chalfont, PA 18914

Reference: Holy Properties, LLC, Land Development Escrow Release #3 - Final  
324 Schoolhouse Road

Dear Dan:

As part of the financial security for the Amended Final Plans for the above referenced project, we have prepared Certificate of Completion #3 in the amount of \$87,702.00 to close out this cash escrow account.

We recommend the release of the funds as delineated on the attached breakdown and which equal Eight-Seven Thousand Seven Hundred Two Dollars and Zero Cents (\$87,702.00) to Holy Properties, LLC from their cash escrow. This will reduce the escrow balance to zero (\$0.00) and close out this escrow account. The remaining construction items have been added to the escrow for the Amended Final Plans for 324 Schoolhouse Road and the Township has received the Tri-Party Set-Aside Agreement. We recommend this release for approval at the Board of Supervisors' next public meeting.

If you have any questions regarding the above, please contact this office.

Sincerely,

Janene Marchand, P.E.  
Project Engineer  
Gilmore & Associates, Inc.

JM/tw

Enclosures:as referenced

cc: Kristin Carpenter, Township Finance Director  
Scott Holbert, Flager & Associates, Township Solicitors  
Debra Clauser, Holy Properties, LLC  
Craig D. Kennard, P.E., E.V.P., Gilmore & Associates, Inc.





**ESCROW STATUS REPORT**

**SUMMARY OF ESCROW ACCOUNT**

PROJECT NAME: 324 Schoolhouse Road	TOTAL CONSTRUCTION: \$ 151,980.00	AMOUNT OF WORK IN PLACE THIS PERIOD: \$ 55,230.00
PROJECT NO.: 15-12097	TOTAL CONSTRUCTION CONTINGENCY: \$ 15,198.00	RELEASE OF RETAINAGE: \$ 9,675.00
PROJECT OWNER: Holy Properties, LLC	TOTAL ENG/INSP/LEGAL: \$ 7,599.00	RELEASE OF CONSTRUCTION CONTINGENCY: \$ 15,198.00
	TOTAL ESCROW POSTED: \$ 174,777.00	RELEASE OF ENG/INSP/LEGAL: \$ 7,599.00
MUNICIPALITY: New Britain Township, Bucks County, PA	RELEASE NO.: 3 - Final	AMOUNT OF THIS RELEASE: \$ 87,702.00
ESCROW AGENT:	RELEASE DATE: October 23, 2024	
TYPE OF SECURITY Cash Escrow		TOTAL ESCROW RELEASED TO DATE: \$ 174,777.00
AGREEMENT DATE: November 8, 2021		TOTAL ESCROW REMAINING: \$ -
		TOTAL RETAINAGE TO DATE: \$ -
		TOTAL CONSTRUCTION AVAILABLE FOR RELEASE: \$ -

ESCROW TABULATION					CURRENT RELEASE		RELEASED TO DATE		AVAILABLE FOR RELEASE		RELEASE REQ # 3		
					TOTAL		TOTAL		TOTAL				
CONSTRUCTION ITEMS					UNITS	QUANTITY	PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY
<b>A.</b>	<b>SCHOOLHOUSE ROAD &amp; PAVEMENT AREAS</b>												
	1.	Schoolhouse Road SB Lane - 6" 3A Mod Stone Subbase	SY	730	\$6.00		\$4,380.00			730	\$4,380.00		
	2.	Schoolhouse Road SB Lane - 5" Superpave Base Course	SY	730	\$15.00		\$10,950.00			730	\$10,950.00		
	3.	Schoolhouse Road SB Lane - 2" Superpave Binder Course	SY	730	\$5.00		\$3,650.00			730	\$3,650.00		
	4.	Schoolhouse Road SB Lane - 1.5" Superpave Wearing Course	SY	730	\$6.00		\$4,380.00			730	\$4,380.00		
	5.	Milling & Removal of Schoolhouse Road Pavement	SY	1130	\$5.00		\$5,650.00			1130	\$5,650.00		
	6.	Schoolhouse Road NB Lane - 1.5" SP Wearing Course, Joint & Seal	SY	400	\$6.00		\$2,400.00			400	\$2,400.00		
	7.	Proposed 6' Walkway - 6" 2A Mod Stone Subbase	SY	175	\$7.00		\$1,225.00			175	\$1,225.00		
	8.	Proposed 6' Walkway - 2" Superpave Wearing Course	SY	175	\$6.00		\$1,050.00			175	\$1,050.00		
	9.	Proposed Parking and Storage - 6" Mod Stone Subbase	SY	3900	\$6.00		\$23,400.00	3900	\$23,400.00	3900	\$23,400.00		
	10.	Parking Area - 4.5" Superpave Base Course	SY	1370	\$15.00		\$20,550.00	1370	\$20,550.00	1370	\$20,550.00		
	11.	Parking Area - 1.5" Superpave Wearing Course	SY	1370	\$6.00		\$8,220.00	1370	\$8,220.00	1370	\$8,220.00		
	12.	Concrete Curb	LF	300	\$14.00		\$4,200.00			300	\$4,200.00		
	13.	Type 4A ADA Ramp	EA	2	\$2,500.00		\$5,000.00			2	\$5,000.00		
	14.	Signage	EA	3	\$100.00		\$300.00			3	\$300.00		
<b>B.</b>	<b>LIGHTING IMPROVEMENTS</b>												
	1.	Pole Mounted Lights	EA	11	\$2,000.00		\$22,000.00			11	\$22,000.00		
	2.	Wall-Mounted Lights	EA	4	\$750.00		\$3,000.00			4	\$3,000.00		
<b>C.</b>	<b>LANDSCAPE IMPROVEMENTS</b>												
	1.	Deciduous Shade Trees, 2.5" Caliper	EA	35	\$250.00		\$8,750.00			35	\$8,750.00		
	2.	Evergreen Trees, 6' Min Height	EA	30	\$300.00		\$9,000.00			30	\$9,000.00		
	3.	Deciduous Ornamental Trees, 1.5"-2" Min Caliper	EA	5	\$300.00		\$1,500.00			5	\$1,500.00		
	4.	Shrubs, Deciduous & Evergreen	EA	160	\$35.00		\$5,600.00	16	\$560.00	160	\$5,600.00		
	5.	Topsoil, Seeding & Mulching	Ac	2.85	\$1,500.00		\$4,275.00			3	\$4,275.00		
<b>D.</b>	<b>MISCELLANEOUS</b>												
	1.	As-Built Plans	LS	1	\$2,500.00		\$2,500.00	1	\$2,500.00	1	\$2,500.00		



**GILMORE & ASSOCIATES, INC.**  
ENGINEERING & CONSULTING SERVICES

October 30, 2024

File No. 1512097

Dan Fox, Township Manager  
New Britain Township  
207 Park Avenue  
Chalfont, PA 18914

Reference: 324 Schoolhouse Road – Holy Properties, LLC. Zoning Permit  
Escrow Release #7 - Final

Dear Dan:

As part of the financial security for the Amended Final Plans for the above referenced project, we have prepared Certificate of Completion No. 7 in the amount of \$28,460.00 as executed by an officer of Holy Properties, LLC to close out this escrow account pursuant to a Financial Security Agreement with Harleysville Savings Bank date October 3, 2016.

This will reduce the escrow balance to zero (\$0.00) and close out this escrow account. The remaining construction items have been added to the escrow for the Amended Final Plans for 324 Schoolhouse Road to be completed as part of the upcoming construction phase. We recommend this release for approval at the Board of Supervisors' next public meeting.

If you have any questions regarding the above, please contact this office.

Sincerely,

A handwritten signature in black ink that reads "Janene Marchand".

Janene Marchand, P.E.  
Gilmore & Associates, Inc.  
Township Engineers

JM/sl

Enclosures

cc: Kristin Carpenter, Township Finance Director  
Scott Holbert, Flager & Associates, Township Solicitors  
Steven M. Clauser and Debra Clauser  
Craig D. Kennard, P.E., E.V.P., Gilmore & Associates, Inc.





**GILMORE & ASSOCIATES, INC.**  
ENGINEERING & CONSULTING SERVICES

65 E. Butler Avenue, Suite 100  
New Britain, PA 18901-5106  
(215) 345-4330  
Fax (215) 345-8606  
[www.gilmore-assoc.com](http://www.gilmore-assoc.com)

October 23, 2024  
Project No.: G&A #1512097

**CERTIFICATE OF COMPLETION NO. 7 - FINAL  
324 SCHOOLHOUSE ROAD  
NEW BRITAIN TOWNSHIP**

Original Financial Security:      \$ 164,985.50 (Total Construction)  
  \$ 16,498.55 (Total Contingency)  
  \$ 8,249.28 (Total Eng/Insp/Legal)  
  \$ 189,733.33 (Total Escrow Posted)

We, the undersigned, hereby certify that the work provided for a certain Agreement between the New Britain Township and Holy Properties, LLC, dated the 20<sup>th</sup> of September, 2016, relative to the construction and installation of certain improvements to 324 Schoolhouse Road has been completed to the extent of Twenty-Eight Thousand Four Hundred Sixty Dollars and Zero Cents (\$28,460.00). This certificate authorizes the Financial Security be reduced to the extent of \$28,460.00 held by Harleysville Savings Bank.

This draft is drawn upon the above stated security account and no other account which may be applicable to this project or in which Holy Properties, LLC have an interest. It is payable in an amount not to exceed \$28,460.00 to Holy Properties, LLC, or such other persons or parties as they shall designate.

**ESCROW SUMMARY**

Total Financial Security:	\$189,733.33
Amount of Previous Releases:	\$161,273.33
Amount of Retainage:	\$ 0.00
Amount of this Request:	\$ 28,460.00
Amount of Construction Available:	\$ 0.00
Total Escrow Remaining:	\$ 0.00

**NEW BRITAIN TOWNSHIP ENGINEER:**

*Janene Marchand*

10/23/24  
Date

Janene Marchand, P.E.  
Gilmore & Associates, Inc  
Township Engineers

**DESIGNATED DRAFT RECIPIENT:**

Name (print): Steve Clavser

Title: President

Signature: Steve Clavser

**NEW BRITAIN TOWNSHIP MANAGER:**

\_\_\_\_\_  
Daniel Fox, Township Manager

**ESCROW STATUS REPORT**



**SUMMARY OF ESCROW ACCOUNT**

PROJECT NAME: 324 Schoolhouse Road  
 PROJECT NO.: 15-12097  
 PROJECT OWNER: Holy Properties, LLC

TOTAL CONSTRUCTION: \$164,985.50  
 TOTAL CONSTRUCTION CONTINGENCY: \$16,498.55  
 TOTAL ENG/INSP/LEGAL: \$8,249.28  
 TOTAL ESCROW POSTED: \$189,733.33

AMOUNT OF WORK IN PLACE THIS PERIOD: \$ 4,150.00  
 RELEASE OF CONSTRUCTION CONTINGENCY\*: \$ 16,060.72  
 RELEASE OF ENG/INSP/LEGAL: \$ 8,249.28  
 AMOUNT OF THIS RELEASE: \$ 28,460.00

MUNICIPALITY: New Britain Township, Bucks County, PA  
 ESCROW AGENT: Harleysville Savings Bank  
 TYPE OF SECURITY:  
 AGREEMENT DATE October 3, 2016

RELEASE NO.: 7 - Final  
 RELEASE DATE: October 23, 2024

TOTAL ESCROW RELEASED TO DATE: \$ 189,733.33  
 TOTAL ESCROW REMAINING: \$ -  
 TOTAL CONSTRUCTION CONTINGENCY: \$ -  
 TOTAL ENG/INSP/LEGAL: \$ -  
 TOTAL CONSTRUCTION AVAILABLE FOR RELEASE: \$ -  
 \*\$437.83 of Construction Contingency was release as part of Release #6

ESCROW TABULATION					CURRENT RELEASE		RELEASED TO DATE		AVAILABLE FOR RELEASE			
CONSTRUCTION ITEMS		UNITS	QUANTITY	UNIT PRICE	TOTAL AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY
<b>A. EARTHWORK</b>												
1.	Clear and Grub Basin and Swale Areas	AC	1	\$4,500.00	\$4,500.00			1	\$4,500.00			
2.	Trap/Basin Grading	LS	1	\$20,000.00	\$20,000.00			1	\$20,000.00			
3.	Replace Topsoil	SY	3000	\$1.50	\$4,500.00			3000	\$4,500.00			
4.	Permanent Seeding	SY	3000	\$0.50	\$1,500.00			3000	\$1,500.00			
5.	Retentive Berm, Strip, Grade, Underdrain, Topsoil,	LS	1	\$7,000.00	\$7,000.00			1	\$7,000.00			
6.	Swale 1 and Matting	LF	330	\$20.00	\$6,600.00			330	\$6,600.00			
7.	Swale 2 and Matting	LF	260	\$20.00	\$5,200.00			260	\$5,200.00			
8.	Amended Soils	CY	485	\$2.50	\$1,212.50			485	\$1,212.50			
<b>B. EROSION AND SEDIMENT CONTROL</b>												
1.	Rock Construction Entrance	EA	1	\$2,000.00	\$2,000.00			1	\$2,000.00			
2.	30" Silt Fence	LF	550	\$2.00	\$1,100.00			550	\$1,100.00			
3.	18" Silt Fence	LF	130	\$1.80	\$234.00			130	\$234.00			
4.	Water Filter Bag	EA	1	\$500.00	\$500.00			1	\$500.00			
5.	Temproary Sediment Trap Controls	LS	1	\$500.00	\$500.00			1	\$500.00			
6.	Maintenance and Removal	LS	1	\$500.00	\$500.00	0.50	\$250.00	1	\$500.00			
<b>C. STORM SEWER</b>												
1.	Basin Outlet Structure	EA	1	\$2,500.00	\$2,500.00			1	\$2,500.00			
2.	DW Endwall	EA	1	\$2,000.00	\$2,000.00			1	\$2,000.00			
3.	Basin Underdrain	LF	145	\$20.00	\$2,900.00	145	\$2,900.00	145	\$2,900.00			
4.	Level Spreader	EA	1	\$5,000.00	\$5,000.00			1	\$5,000.00			
5.	Rock Outfall Apron	EA	1	\$1,600.00	\$1,600.00			1	\$1,600.00			
6.	Watertight Endcap	EA	2	\$75.00	\$150.00			2	\$150.00			
7.	18" Class III O-ring RCP	LF	97	\$65.00	\$6,305.00			97	\$6,305.00			
8.	Convert Sediment Trap to Permanent Facility	LS	1	\$1,000.00	\$1,000.00	1	\$1,000.00	1	\$1,000.00			



**ESCROW STATUS REPORT**

**SUMMARY OF ESCROW ACCOUNT**

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 ESCROW AGENT: Harleysville Savings Bank  
 TYPE OF SECURITY:  
 AGREEMENT DATE October 3, 2016

RELEASE NO.: 7 - Final  
 RELEASE DATE: October 23, 2024

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ESCROW TABULATION					CURRENT RELEASE		RELEASED TO DATE		AVAILABLE FOR RELEASE		
CONSTRUCTION ITEMS		UNITS	QUANTITY	UNIT PRICE	TOTAL AMOUNT	QUANTITY	TOTAL AMOUNT	QUANTITY	TOTAL AMOUNT	QUANTITY	TOTAL AMOUNT
<b>D. DRIVEWAY ENTRANCE IMPROVEMENTS</b>											
1.	Remove Pavement	SY	240	\$5.00	\$1,200.00			240	\$1,200.00		
2.	6" Stone Sub-Base	SY	325	\$6.00	\$1,950.00			325	\$1,950.00		
3.	4.5" Base	SY	325	\$15.00	\$4,875.00			325	\$4,875.00		
4.	1.5" Wearing, Joint and Seal	SY	325	\$6.00	\$1,950.00			325	\$1,950.00		
<b>E. ACCESSIBLE PARKING AREA</b>											
1.	Saw Cut	LF	136	\$2.00	\$272.00			136	\$272.00		
2.	Remove Pavement	SY	117	\$5.00	\$585.00			117	\$585.00		
3.	5" Stone Sub-base	SY	80	\$15.00	\$1,200.00			80	\$1,200.00		
4.	2" Binder	SY	117	\$5.00	\$585.00			117	\$585.00		
5.	1.5" Wearing, Joint and Seal	SY	117	\$6.00	\$702.00			117	\$702.00		
<b>F. MISCELLANEOUS</b>											
1.	Connect to Public Sewer	LF	650	\$40.00	\$26,000.00			650	\$26,000.00		
2.	Connect to Public Water	LF	325	\$35.00	\$11,375.00			325	\$11,375.00		
3.	Accessible Walkway	SF	315	\$4.00	\$1,260.00			315	\$1,260.00		
4.	Containment Wall	LF	243	\$10.00	\$2,430.00			243	\$2,430.00		
5.	Buffer Trees	EA	56	\$300.00	\$16,800.00			56	\$16,800.00		
6.	Dumpster Area	LS	1	\$2,000.00	\$2,000.00			1	\$2,000.00		
7.	6' Fence	LF	1500	\$10.00	\$15,000.00			1500	\$15,000.00		