



# New Britain Township Board of Supervisors

---

## *Business Meeting*

Monday, October 7, 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. Proposed Easement Enhancement on Mill Ridge Dr.
  - B. Officer Citation of Commendation for Life Saving
5. Motion to Consider Consent Agenda
  - A. Approve Minutes of September 17, 2024, Budget Workshop #1 Meeting.
  - B. Approve Minutes of September 23, 2024, Board of Supervisors Meeting.
  - C. Approve Regular Bill List as Follows:
    - Dated, October 2, 2024, In the amount of \$60,988.65.
  - D. Approve Prepaid Bill List as Follows:
    - Dated September 26, 2024, In the amount of \$8,381.53.
    - Dated October 2, 2024, In the amount of \$19,958.57.
6. Action Items
  - A. Consider a motion to accept and approve resignation of Renee Steskal from Park & Recreation Commission
7. Information Items
  - A. Engineer's Report
  - B. Board of Supervisor's Comment

## 8. Public Comment

## 9. Announcements

- A. Budget Workshop #2 Meeting – Tuesday October 15<sup>th</sup> at 8:30am.
- B. Park & Recreation Commission Meeting – Tuesday October 15<sup>th</sup> at 7pm.
- C. Veterans Committee Meeting – Wednesday October 16<sup>th</sup> at 6pm.
- D. Zoning Hearing Board Meeting – Thursday October 17<sup>th</sup> at 7pm.

## 10. Adjournment

*The Next Meeting of the Board of Supervisors of New Britain Township will take place on **Monday, October 21, 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).*



## Proposed Native Tree and Shrub Planting on Conservation Easement, Mill Ridge Dr.

- Homeowner would like to pursue, once endorsed by the HOA, a restoration project on 2.5 acres of township conserved land.
  - Project would plant (budget and volunteer dependent) 200-250 trees/shrubs
  - Annual area mowing would maintain herbaceous groundcover
  - A more frequently mowed walking trail, possibly mulched, would provide passive recreational access.
- Homeowners have consulted with BCCD for site suitability and planting approach for the area.
  - BCCD encourages tree canopy restoration on this site and wherever practical – shading, water cycling, habitat.
  - Site has diverse groundcover species with mostly native tree/shrubs at the tree lines.
  - BCCD facilitates the PA Horticultural Society's Trees for Watersheds grant and feels this project is suitable, with either a non-profit organization, or BCCD as applicant.
- Homeowners have investigated costs of maintenance of the planted area, including regular watering of the trees, and have agreed to assume costs/cost-share with HOA.
- Homeowners seek concurrence from township that native tree and shrub plantings on the parcel is a net benefit to the township should be considered an allowable activity for conservation easements.
- BCCD asks supervisors to consider endorsement of this type of collaboration as a mostly passive contribution to Neshaminy watershed management.

Photo 1: The proposed planting on the conservation easement behind 304 Mill Ridge Dr. It depicts the planting of native trees and shrubs in clumps, leaving a meandering, mowed trail for passive recreational use.

Photo 2: The easement in its current state (recently mowed).

Photo 3: Alternate photo of easement in its current state.



# TOWNSHIP OF NEW BRITAIN

*Bucks County, Pennsylvania*

BOARD OF SUPERVISORS  
Cynthia M. Jones, Chair  
MaryBeth McCabe, Vice-Chair  
William B. Jones, III  
Stephanie Shortall  
Bridget Kunakorn

Photos below:





# TOWNSHIP OF NEW BRITAIN

Bucks County, Pennsylvania

BOARD OF SUPERVISORS  
Cynthia M. Jones, Chair  
MaryBeth McCabe, Vice-Chair  
William B. Jones, III  
Stephanie Shortall  
Bridget Kunakorn

## CONSERVATION EASEMENT

12. Declarant hereby creates and imposes, upon and across the Property, Conservation Easements prohibiting the filling, removal, destruction, or other disturbance of the conservation easement areas denoted on the Plan and more particularly described by the legal descriptions attached hereto and incorporated herein as **Exhibit "B"**.

13. These Conservation Easements are created for the benefit of and hereby granted to New Britain Township. The purpose of the Conservation Easements is to maintain the conservation easement areas in their natural condition and to protect these easement areas from soil erosion, water pollution, and any other disruptions or occurrences that might interfere with the natural, scenic, and/or open space state of the easement areas. The placement or construction of any buildings, structures, or other improvements, including, but not limited to signs, fences, patios, driveways, roads, or parking lots, is prohibited within these Easements without the express, prior, written approval of New Britain Township to such placement/construction, and no excavation, depositing, dumping, filling, dredging, cultivation or other disturbance of the soil, or other intrusions shall occur within the conservation easement areas.

14. Declarant hereby covenants and agrees to service and maintain the conservation easement areas in good condition and repair. Declarant shall keep the conservation easement areas free and clear of all trash, debris, and other material that may enter these easement areas and shall be prohibited from storing any materials of any kind within these easement areas.





# MEMO

---

**TO:** Board of Supervisors  
**FROM:** Chief Clowser  
**DATE:** October 7, 2024  
**RE:** Presentation of Officer Citation of Commendation for Life Saving

---

On September 27, 2024, Officer Daniel Sacks and Officer Bryce O'Connor performed life saving measures on an individual who suffered self-inflicted life-threatening injuries.

**STAFF RECOMMENDATION:**

Presentation of Officer Citation of Commendation for Life Saving for their actions.

**BUDGET WORKSHOP #1  
MEETING MINUTES  
September 17, 2024**

The Board of Supervisors Budget Workshop #1 Meeting of New Britain Township was held on Tuesday, September 17, 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 - Executive Administrative Assistant.

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 Fox described the new 2025 Budget process and how the Township would like to handle budget processes moving forward including formatting and structure. He explained that each department head will have an opportunity to discuss their needs and capital requests. He further explained how the Township will reflect those expenditures within the budget and how the funds will be managed.

**B. Departmental Requests**

Chief Clowser went through his department expenditures and discussed what the Police Department will be spending money on and what they expect to be high-cost items. The Chief then explained each item on his Capital Plan request form and why these requests would be important to the department.

Bill May described the expenditures for the Park & Recreation department which were almost identical to those from last year. He doesn't anticipate any major changes and that is reflected in his yearly budget. He then went on to explain the items within his Capital Plan request form and why these projects/items would be essential to the Park & Recreation department.

Ryan Cressman went through his department expenditures and discussed what the Public Works department will be spending money on and what they expect to be high-cost items. Ryan then explained each item on his Capital Plan request form and why these requests would be important to the department.

A discussion ensued regarding the Townships need for curb repair and whether this should fall on the residents or the Township for maintenance. The Board of Supervisors voted to have the responsibility of curb repair fall solely on the homeowner. In 2025, each homeowner will be notified of the curb repairs needed for their home prior to a road paving project beginning but the responsibility of making those repairs falls to the homeowner.

Dan Fox described the needs of the administration department and how some of the line items have been reformatted to be clearer. He went on to explain the Capital plan needs of the department and how each request would benefit the Township.

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

Dan Fox explained how at the end of September the Township will be able to provide more accurate expenditures and then be able to provide a more accurate representation of revenue.

MaryBeth McCabe discussed the recent change with EMS funds and how she would like to see the Township address this and make sure we are properly funding our Emergency Services.

#### 5. Public Comment

#### 6. Announcements

The next meeting of the Board of Supervisors Budget Workshop #2 of New Britain Township will take place on **Tuesday, October 15<sup>th</sup>, 2024, 8:30 a.m.** at the New Britain Township Building, 207 Park Avenue, Chalfont, PA.

#### 7. Adjournment

Stephanie Shortall moved, seconded by Bill Jones, 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  
September 23, 2024**

The Board of Supervisors Meeting of New Britain Township was held on Monday, September 23, 2024, at the Township Building, 207 Park Avenue, Chalfont, PA beginning at 7:00pm.

Present were Supervisors: Cynthia M. Jones- Chair, Bill Jones, Stephanie Shortall, and Bridget Kunakorn. Also present were Dan Fox- Township Manager, Craig Kennard - Township Engineer, Scott Holbert - Township Solicitor, David Conroy – Director of Zoning and Planning, and Alexandria Mullin - Executive Administrative Assistant.

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**

Bill Jones moved, seconded by Bridget Kunakorn, to approve the Consent Agenda:

- A. Approve Minutes of September 9, 2024, Board of Supervisors Meeting.
- B. Approve Regular Bill List as Follows:
  - Dated September 18, 2024, In the amount of \$219,789.04
- C. Approve Prepaid Bill List as Follows:
  - Dated September 11, 2024, In the amount of \$161,314.54.
  - Dated September 18, 2024, In the amount of \$5,771.39.
- D. Approve Escrow Release #8 (Final) for 160 New Britain Boulevard (Mode Transportation/Blue Bus Holdings, LLC) in the amount of \$188,134.14.

There were no public comments.

All voted aye, motion carried 4-0.

## **5. Action Items**

- A.** Consider a motion to accept and approve Resolution 2024-14 2025 Police & Non-Uniform Pension MMO's.

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

There were no public comments.

All voted aye, motion carried 4-0.

- B.** Consider a motion to approve the Salt Bid award recommendation.

Bill Jones motioned to approve the Salt Bid award recommendation. Seconded by Stephanie Shortall.

There were no public comments.

All voted aye, motion carried 4-0.

## **6. Information Items**

- A.** Departmental Reports

Dan Fox described each departmental report for the Police Department, the Public Works department, and the Park & Recreation Department. He described what the projects they have been completing over the last month and the efforts they have made to get everything completed in a timely manner. He commended Chief Clowser, the entire Police Department as well as the Public Works department for their efforts over the previous weekend with the Fall Fest and Shrine event.

- B.** Engineer's Report

Craig Kennard described the PEC & EAC Ordinance recommendations and the work done by staff in each department. He explained that he agrees with the majority of recommendations provided, however he did suggest changes that he would like to work through in more detail.

**C. Board of Supervisor's Comment**

The Board was very appreciative and commended the efforts of the staff, Chief Clowser, and the Public Works Department, for their work with the Fall Festival as well as the event held at the Shrine over the previous weekend.

The Board also told Dave Conroy that they wished him well in his future endeavors as he leaves the Township and pursues other opportunities.

**7. Public Comment**

**8. Announcements**

Planning Commission Meeting – Tuesday September 24<sup>th</sup> at 7pm  
Environmental Advisory Council Meeting – Wednesday October 2<sup>nd</sup> at 7pm.

Neighboring Event - New Britain Borough- 50<sup>th</sup> Anniversary of Wilma Quinlan Nature Preserve

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

**9. Adjournment**

Stephanie Shortall moved, seconded by Bridget Kunakorn, to adjourn the meeting.

The Board unanimously adjourned the meeting at 7:33 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

TOWNSHIP OF NEW BRITAIN



**TO:** Board of Supervisors  
**FROM:** Kristin Carpenter  
**DATE:** October 2, 2024  
**SUBJECT:** Schedule of Bills - Regular

---

Approve regular bills list dated October 2, 2024, in the amount of \$60,988.65.

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

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



| Vendor # Name                               | PO # PO Date Description | Item Description   | Amount   | Contract PO Type | Charge Account | Acct Type Description             | Stat/Chk | Enc Date | First Rcvd Date | Chk/Void Date | Invoice    | 1099 Excl |
|---|--------------------------|--|----------|------------------|----------------|-----------------------------------|----------|----------|-----------------|---------------|------------|-----------|
| <b>BKSCT050 BKS CTY PLANNING COMMISSION</b> |                          |  |          |                  |                |                                   |          |          |                 |               |            |           |
|   | 24001317                 | 09/13/24 OPEN SPACE PLAN UPDATE                                  |          |                  |                |                                   |          |          |                 |               |            |           |
|   | 1                        | OPEN SPACE PLAN UPDATE   | 5,625.00 |                  | 04-414-150     | E CONSULTANT/LAND PRESERVATION    | R        | 09/13/24 | 09/13/24        |               | CC26-08-24 | N         |
|   |                          | Vendor Total:  | 5,625.00 |                  |                |                                   |          |          |                 |               |            |           |
| <b>CALEB005 CALEB FRANKEL</b>               |                          |  |          |                  |                |                                   |          |          |                 |               |            |           |
|   | 24001334                 | 09/24/24 RETURN OF ESCROW  |          |                  |                |                                   |          |          |                 |               |            |           |
|   | 1                        | RETURN OF ESCROW   | 8,623.60 |                  | 90-414-600     | E REFUND OF ESCROW                | R        | 09/24/24 | 09/24/24        |               | 092424     | N         |
|   |                          | Tracking Id: 2022-12262 267 CREEK RD - FRANKEL - LOT LINE CHANGE |          |                  |                |                                   |          |          |                 |               |            |           |
|   |                          | Vendor Total:  | 8,623.60 |                  |                |                                   |          |          |                 |               |            |           |
| <b>CENTR020 CENTRAL BUCKS AMBULANCE</b>     |                          |  |          |                  |                |                                   |          |          |                 |               |            |           |
|   | 24001350                 | 09/25/24 LST DISTRIBUTION - SEPT 2024                            |          |                  |                |                                   |          |          |                 |               |            |           |
|   | 1                        | LST DISTRIBUTION - SEPT 2024                                     | 66.65    |                  | 03-411-501     | E LST CONTRIBUTION FIRE&AMBULANCE | R        | 09/25/24 | 09/25/24        |               | 092524     | N         |
|   | 24001352                 | 09/25/24 3RD QTR 2024 DISTRIBUTION                               |          |                  |                |                                   |          |          |                 |               |            |           |
|   | 1                        | 3RD QTR 2024 DISTRIBUTION  | 220.12   |                  | 03-411-502     | E CONTRIBUTIONS TO EMS PROVIDERS  | R        | 09/25/24 | 09/25/24        |               | Q3 2024    | N         |
|   |                          | Vendor Total:  | 286.77   |                  |                |                                   |          |          |                 |               |            |           |
| <b>CHAL-030 CHAL-BRIT REGIONAL EMS</b>      |                          |  |          |                  |                |                                   |          |          |                 |               |            |           |
|   | 24001349                 | 09/25/24 LST DISTRIBUTION - SEPT 2024                            |          |                  |                |                                   |          |          |                 |               |            |           |
|   | 1                        | LST DISTRIBUTION - SEPT 2024                                     | 1,044.11 |                  | 03-411-501     | E LST CONTRIBUTION FIRE&AMBULANCE | R        | 09/25/24 | 09/25/24        |               | 092524     | N         |
|   | 24001351                 | 09/25/24 3RD QTR 2024 DISTRIBUTION                               |          |                  |                |                                   |          |          |                 |               |            |           |
|   | 1                        | 3RD QTR 2024 DISTRIBUTION  | 3,448.52 |                  | 03-411-502     | E CONTRIBUTIONS TO EMS PROVIDERS  | R        | 09/25/24 | 09/25/24        |               | Q3 2024    | N         |
|   |                          | Vendor Total:  | 4,492.63 |                  |                |                                   |          |          |                 |               |            |           |
| <b>CHALF080 CHALFONT FIRE COMPANY</b>       |                          |  |          |                  |                |                                   |          |          |                 |               |            |           |
|   | 24001345                 | 09/25/24 LST DISTRIBUTION - SEPT 2024                            |          |                  |                |                                   |          |          |                 |               |            |           |
|   | 1                        | LST DISTRIBUTION - SEPT 2024                                     | 977.46   |                  | 03-411-501     | E LST CONTRIBUTION FIRE&AMBULANCE | R        | 09/25/24 | 09/25/24        |               | 092524     | N         |



| Vendor # Name                                 | PO # PO Date Description | Item Description                      | Amount   | Contract PO Type | Charge Account | Acct Type Description               | Stat/Chk | Enc Date | First Rcvd Date | Chk/Void Date | Invoice   | 1099 Excl |
|---|--------------------------|---------------------------------------|----------|------------------|----------------|-------------------------------------|----------|----------|-----------------|---------------|-----------|-----------|
| <b>DOYLE060 DOYLESTOWN FIRE COMPANY</b>       |                          |                                       |          |                  |                |                                     |          |          |                 |               |           |           |
|   | 24001348                 | 09/25/24 LST DISTRIBUTION - SEPT 2024 |          |                  |                |                                     |          |          |                 |               |           |           |
|   | 1                        | LST DISTRIBUTION - SEPT 2024          | 22.22    |                  | 03-411-501     | E LST CONTRIBUTION FIRE&AMBULANCE   | R        | 09/25/24 | 09/25/24        | 09/25/24      | 092524    | N         |
|   | 24001356                 | 09/25/24 3RD QTR 2024 DISTRIBUTION    |          |                  |                |                                     |          |          |                 |               |           |           |
|   | 1                        | 3RD QTR 2024 DISTRIBUTION             | 207.17   |                  | 03-411-500     | E CONTRIBUTIONS TO FIRE COMPANIES   | R        | 09/25/24 | 09/25/24        | 09/25/24      | Q3 2024   | N         |
|   |                          | Vendor Total:                         | 229.39   |                  |                |                                     |          |          |                 |               |           |           |
| <b>DUBLI010 DUBLIN FIRE COMPANY</b>           |                          |                                       |          |                  |                |                                     |          |          |                 |               |           |           |
|   | 24001347                 | 09/25/24 LST DISTRIBUTION - SEPT 2024 |          |                  |                |                                     |          |          |                 |               |           |           |
|   | 1                        | LST DISTRIBUTION - SEPT 2024          | 44.43    |                  | 03-411-501     | E LST CONTRIBUTION FIRE&AMBULANCE   | R        | 09/25/24 | 09/25/24        | 09/25/24      | 092524    | N         |
|   | 24001355                 | 09/25/24 3RD QTR 2024 DISTRIBUTION    |          |                  |                |                                     |          |          |                 |               |           |           |
|   | 1                        | 3RD QTR 2024 DISTRIBUTION             | 414.35   |                  | 03-411-500     | E CONTRIBUTIONS TO FIRE COMPANIES   | R        | 09/25/24 | 09/25/24        | 09/25/24      | Q3 2024   | N         |
|   |                          | Vendor Total:                         | 458.78   |                  |                |                                     |          |          |                 |               |           |           |
| <b>EASTE010 EASTERN AUTOPARTS WAREHO</b>      |                          |                                       |          |                  |                |                                     |          |          |                 |               |           |           |
|   | 24001386                 | 10/02/24 AUTO PARTS                   |          |                  |                |                                     |          |          |                 |               |           |           |
|   | 1                        | AUTO PARTS                            | 15.32    |                  | 01-437-300     | E VEHICLE REPAIRS                   | R        | 10/02/24 | 10/02/24        | 10/02/24      | 51V881562 | N         |
|   | 2                        | AUTO PARTS                            | 49.28    |                  | 01-410-370     | E VEHICLE MAINT/REPAIRS-OUTSIDE     | R        | 10/02/24 | 10/02/24        | 10/02/24      | 51V882252 | N         |
|   | 3                        | AUTO PARTS                            | 87.56    |                  | 01-437-300     | E VEHICLE REPAIRS                   | R        | 10/02/24 | 10/02/24        | 10/02/24      | 51V882765 | N         |
|   |                          | Vendor Total:                         | 152.16   |                  |                |                                     |          |          |                 |               |           |           |
|   |                          | Vendor Total:                         | 152.16   |                  |                |                                     |          |          |                 |               |           |           |
| <b>EUREK010 EUREKA STONE QUARRY INC.</b>      |                          |                                       |          |                  |                |                                     |          |          |                 |               |           |           |
|   | 24001393                 | 10/02/24 PATCHING                     |          |                  |                |                                     |          |          |                 |               |           |           |
|   | 1                        | PATCHING                              | 373.53   |                  | 01-438-820     | E PATCHING/CORE SAMPLES             | R        | 10/02/24 | 10/02/24        | 10/02/24      | 628043    | N         |
|   |                          | Vendor Total:                         | 373.53   |                  |                |                                     |          |          |                 |               |           |           |
| <b>FLAGE005 FLAGER &amp; ASSOCIATES, P.C.</b> |                          |                                       |          |                  |                |                                     |          |          |                 |               |           |           |
|   | 24001370                 | 10/01/24 LEGAL EXPENSES               |          |                  |                |                                     |          |          |                 |               |           |           |
|   | 1                        | LEGAL EXPENSES                        | 6,360.00 |                  | 01-404-110     | E SOLICITOR/POLICE GENERAL SERVICES | R        | 10/01/24 | 10/01/24        | 10/01/24      | 6379      | N         |





| Vendor #                                 | Name    | PO #     | PO Date | Description | Amount | Contract   | PO Type | Charge Account | Acct Type | Description      | Stat/Chk | Enc Date | First Rcvd | Chk/Void | Invoice   | 1099 | Excl |  |
|--|---------|----------|---------|-------------|--------|------------|---------|----------------|-----------|------------------|----------|----------|------------|----------|-----------|------|------|--|
| WITME010 WITMER PUBLIC SAFETY GROUP, INC |         |          |         |             |        |            |         |                |           |                  |          |          |            |          |           |      |      |  |
| 24001364                                 |         | 09/10/24 |         | UNIFORM     |        |            |         |                |           |                  |          |          |            |          |           |      |      |  |
| 1  | UNIFORM |          |         |             | 173.85 | 01-410-241 |         |                |           | E UNIFORMS/VESTS | R        | 09/10/24 | 09/10/24   |          | INW539681 |      | N    |  |
| 2  | UNIFORM |          |         |             | 50.62  | 01-410-241 |         |                |           | E UNIFORMS/VESTS | R        | 09/10/24 | 09/10/24   |          | INW540734 |      | N    |  |
| 3  | UNIFORM |          |         |             | 87.00  | 01-410-390 |         |                |           | E C.E.R.T. TEAM  | R        | 09/10/24 | 09/10/24   |          | INW540962 |      | N    |  |
| 4  | UNIFORM |          |         |             | 159.59 | 01-410-390 |         |                |           | E C.E.R.T. TEAM  | R        | 09/10/24 | 09/10/24   |          | INW540172 |      | N    |  |
| 5  | UNIFORM |          |         |             | 185.95 | 01-410-390 |         |                |           | E C.E.R.T. TEAM  | R        | 09/10/24 | 09/10/24   |          | INW538074 |      | N    |  |
|  |         |          |         |             | 657.01 |            |         |                |           |                  |          |          |            |          |           |      |      |  |
| Vendor Total:                            |         |          |         |             |        |            |         |                |           |                  | 657.01   |          |            |          |           |      |      |  |

Total Purchase Orders: 40 Total P.O. Line Items: 50 Total List Amount: 60,988.65 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 | 14,091.71        | 0.00        | 14,091.71        | 0.00          | 0.00        | 14,091.71        |  |  |
| FIRE/AMBULANCE TAX FUND: | 4-03 | 16,248.89        | 0.00        | 16,248.89        | 0.00          | 0.00        | 16,248.89        |  |  |
| LAND PRESERVATION FUND:  | 4-04 | 5,625.00         | 0.00        | 5,625.00         | 0.00          | 0.00        | 5,625.00         |  |  |
| PARKS & RECREATION FUND: | 4-07 | 6,726.87         | 0.00        | 6,726.87         | 0.00          | 0.00        | 6,726.87         |  |  |
| ESCROW:                  | 4-90 | 18,296.18        | 0.00        | 18,296.18        | 0.00          | 0.00        | 18,296.18        |  |  |
| Total of All Funds:      |      | <u>60,988.65</u> | <u>0.00</u> | <u>60,988.65</u> | <u>0.00</u>   | <u>0.00</u> | <u>60,988.65</u> |  |  |

| Totals by Fund<br>Fund Description | Fund | Expend Rcvd      | Expend Held | Expend Total     | Revenue Total | G/L Total   | Total            |
|------------------------------------|------|------------------|-------------|------------------|---------------|-------------|------------------|
| GENERAL FUND:                      | 01   | 14,091.71        | 0.00        | 14,091.71        | 0.00          | 0.00        | 14,091.71        |
| FIRE/AMBULANCE TAX FUND:           | 03   | 16,248.89        | 0.00        | 16,248.89        | 0.00          | 0.00        | 16,248.89        |
| LAND PRESERVATION FUND:            | 04   | 5,625.00         | 0.00        | 5,625.00         | 0.00          | 0.00        | 5,625.00         |
| PARKS & RECREATION FUND:           | 07   | 6,726.87         | 0.00        | 6,726.87         | 0.00          | 0.00        | 6,726.87         |
| ESCROW:                            | 90   | 18,296.18        | 0.00        | 18,296.18        | 0.00          | 0.00        | 18,296.18        |
| Total of All Funds:                |      | <u>60,988.65</u> | <u>0.00</u> | <u>60,988.65</u> | <u>0.00</u>   | <u>0.00</u> | <u>60,988.65</u> |

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 | 14,091.71        | 0.00        | 0.00        | 0.00        | 14,091.71        |
| FIRE/AMBULANCE TAX FUND: | 4-03 | 16,248.89        | 0.00        | 0.00        | 0.00        | 16,248.89        |
| LAND PRESERVATION FUND:  | 4-04 | 5,625.00         | 0.00        | 0.00        | 0.00        | 5,625.00         |
| PARKS & RECREATION FUND: | 4-07 | 6,726.87         | 0.00        | 0.00        | 0.00        | 6,726.87         |
| ESCROW:                  | 4-90 | 18,296.18        | 0.00        | 0.00        | 0.00        | 18,296.18        |
| Total of ALL Funds:      |      | <u>60,988.65</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>60,988.65</u> |



# MEMO

---

**TO:** Board of Supervisors  
**FROM:** Kristin Carpenter  
**DATE:** October 2, 2024  
**SUBJECT:** Schedule of Bills - Prepaid

---

Approve prepaid bills list dated September 26, 2024, in the amount of \$8,381.53.

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

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







| Vendor #                                 | Name                       | PO #                       | PO Date | Description | Amount        | Contract   | PO Type | Charge Account | Acct Type | Description                    | Stat/Chk | Enc Date | First Rcvd | Chk/Void | Invoice        | 1099 | Excl |  |
|--|----------------------------|----------------------------|---------|-------------|---------------|------------|---------|----------------|-----------|--------------------------------|----------|----------|------------|----------|----------------|------|------|--|
| <b>REPUB005 REPUBLIC SERVICES #320</b>   |                            |                            |         |             |               |            |         |                |           |                                |          |          |            |          |                |      |      |  |
| 24001337                                 | 09/15/24                   | TRASH SERVICES             |         |             |               |            |         |                |           |                                |          |          |            |          |                |      |      |  |
| 1  | TRASH SERVICES             |                            |         |             | 218.68        | 01-437-360 |         |                | E         | HEAT AND UTILITIES             | R        | 09/15/24 | 09/15/24   |          | 0320-004452836 | N    |      |  |
| 2  | TRASH SERVICES             |                            |         |             | 396.29        | 01-437-360 |         |                | E         | HEAT AND UTILITIES             | R        | 09/15/24 | 09/15/24   |          | 0320-004452836 | N    |      |  |
| 3  | TRASH SERVICES             |                            |         |             | 218.68        | 07-454-360 |         |                | E         | UTILITIES                      | R        | 09/15/24 | 09/15/24   |          | 0320-004452836 | N    |      |  |
|  |                            |                            |         |             | 833.65        |            |         |                |           |                                |          |          |            |          |                |      |      |  |
|  |                            |                            |         |             | Vendor Total: |            |         |                |           |                                |          |          |            |          |                |      |      |  |
| <b>RYANL005 RYAN LISCHKE</b>             |                            |                            |         |             |               |            |         |                |           |                                |          |          |            |          |                |      |      |  |
| 24001319                                 | 09/18/24                   | 2024 MEDICAL REIMBURSEMENT |         |             |               |            |         |                |           |                                |          |          |            |          |                |      |      |  |
| 1  | 2024 MEDICAL REIMBURSEMENT |                            |         |             | 304.50        | 01-486-157 |         |                | E         | HEALTH & VISION REIMBURSEMENTS | R        | 09/18/24 | 09/18/24   |          | 091824         | N    |      |  |
| 24001342                                 | 09/23/24                   | UNIFORM/VEST               |         |             |               |            |         |                |           |                                |          |          |            |          |                |      |      |  |
| 1  | UNIFORM/VEST               |                            |         |             | 167.32        | 01-410-241 |         |                | E         | UNIFORMS/VESTS                 | R        | 09/23/24 | 09/23/24   |          | 092324         | N    |      |  |
|  |                            |                            |         |             | 471.82        |            |         |                |           |                                |          |          |            |          |                |      |      |  |
|  |                            |                            |         |             | Vendor Total: |            |         |                |           |                                |          |          |            |          |                |      |      |  |
| <b>SHAWN010 SHAWN MAGUIRE</b>            |                            |                            |         |             |               |            |         |                |           |                                |          |          |            |          |                |      |      |  |
| 24001321                                 | 09/18/24                   | 2024 MEDICAL REIMBURSEMENT |         |             |               |            |         |                |           |                                |          |          |            |          |                |      |      |  |
| 1  | 2024 MEDICAL REIMBURSEMENT |                            |         |             | 1,789.12      | 01-486-157 |         |                | E         | HEALTH & VISION REIMBURSEMENTS | R        | 09/18/24 | 09/18/24   |          | 091824         | N    |      |  |
|  |                            |                            |         |             | 1,789.12      |            |         |                |           |                                |          |          |            |          |                |      |      |  |
|  |                            |                            |         |             | Vendor Total: |            |         |                |           |                                |          |          |            |          |                |      |      |  |
| <b>STAND015 STANDARD DIGITAL LEASING</b> |                            |                            |         |             |               |            |         |                |           |                                |          |          |            |          |                |      |      |  |
| 24001331                                 | 09/20/24                   | POLICE COPIER              |         |             |               |            |         |                |           |                                |          |          |            |          |                |      |      |  |
| 1  | POLICE COPIER              |                            |         |             | 241.11        | 01-410-226 |         |                | E         | COPIER EXPENSES                | R        | 09/20/24 | 09/20/24   |          | 588413403      | N    |      |  |
| 24001332                                 | 09/20/24                   | ADMIN COPIER               |         |             |               |            |         |                |           |                                |          |          |            |          |                |      |      |  |
| 1  | ADMIN COPIER               |                            |         |             | 265.95        | 01-400-740 |         |                | E         | MAJOR EQUIPMENT LEASE/PURCHASE | R        | 09/20/24 | 09/20/24   |          | 588413403      | N    |      |  |
|  |                            |                            |         |             | 507.06        |            |         |                |           |                                |          |          |            |          |                |      |      |  |
|  |                            |                            |         |             | Vendor Total: |            |         |                |           |                                |          |          |            |          |                |      |      |  |
| <b>VERIZ010 VERIZON</b>                  |                            |                            |         |             |               |            |         |                |           |                                |          |          |            |          |                |      |      |  |
| 24001330                                 | 09/14/24                   | FIOS SERVICES/EQUIP        |         |             |               |            |         |                |           |                                |          |          |            |          |                |      |      |  |
| 1  | FIOS SERVICES/EQUIP        |                            |         |             | 168.08        | 01-430-320 |         |                | E         | COMMUNICATIONS/MAINT           | R        | 09/14/24 | 09/14/24   |          | 0001-97 091424 | N    |      |  |

| Vendor # Name           | PO # PO Date Description | Item Description           | Amount | Charge Account | Contract PO Type | Acct Type Description            | Stat/Chk | Enc Date | First Rcvd Date | Chk/Void Date | Invoice | 1099 EXC] |
|-------------------------|--------------------------|----------------------------|--------|----------------|------------------|----------------------------------|----------|----------|-----------------|---------------|---------|-----------|
| VERIZO10 VERIZON        |                          |                            |        |                |                  | Continued                        |          |          |                 |               |         |           |
| 24001330                | 09/14/24                 | FIOS SERVICES/EQUIP        |        |                | Continued        |                                  |          |          |                 |               |         |           |
| 2                       |                          | FIOS SERVICES/EQUIP        | 22.30  | 01-430-320     |                  | E COMMUNICATIONS/MAINT           | R        | 09/14/24 | 09/14/24        |               | 0001-65 | 091424 N  |
|                         |                          |                            | 190.38 |                |                  |                                  |          |          |                 |               |         |           |
|                         |                          | Vendor Total:              | 190.38 |                |                  |                                  |          |          |                 |               |         |           |
| WILLIO10 WILLIAM A. MAY |                          |                            |        |                |                  |                                  |          |          |                 |               |         |           |
| 24001339                | 09/25/24                 | 2024 MEDICAL REIMBURSEMENT |        |                |                  |                                  |          |          |                 |               |         |           |
| 1                       |                          | 2024 MEDICAL REIMBURSEMENT | 114.44 | 01-486-157     |                  | E HEALTH & VISION REIMBURSEMENTS | R        | 09/25/24 | 09/25/24        |               | 092524  | N         |
|                         |                          | Vendor Total:              | 114.44 |                |                  |                                  |          |          |                 |               |         |           |

Total Purchase Orders: 25 Total P.O. Line Items: 32 Total List Amount: 8,381.53 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 | 7,097.49        | 0.00        | 7,097.49        | 0.00          | 0.00        | 7,097.49        |  |  |  |  |
| STREET LIGHTING FUND:    | 4-02 | 78.36           | 0.00        | 78.36           | 0.00          | 0.00        | 78.36           |  |  |  |  |
| PARKS & RECREATION FUND: | 4-07 | 1,205.68        | 0.00        | 1,205.68        | 0.00          | 0.00        | 1,205.68        |  |  |  |  |
| Total of All Funds:      |      | <u>8,381.53</u> | <u>0.00</u> | <u>8,381.53</u> | <u>0.00</u>   | <u>0.00</u> | <u>8,381.53</u> |  |  |  |  |

| Totals by Fund<br>Fund Description | Fund | Expend Rcvd     | Expend Held | Expend Total    | Revenue Total | G/L Total   | Total           |
|------------------------------------|------|-----------------|-------------|-----------------|---------------|-------------|-----------------|
| GENERAL FUND:                      | 01   | 7,097.49        | 0.00        | 7,097.49        | 0.00          | 0.00        | 7,097.49        |
| STREET LIGHTING FUND:              | 02   | 78.36           | 0.00        | 78.36           | 0.00          | 0.00        | 78.36           |
| PARKS & RECREATION FUND:           | 07   | 1,205.68        | 0.00        | 1,205.68        | 0.00          | 0.00        | 1,205.68        |
| Total of All Funds:                |      | <u>8,381.53</u> | <u>0.00</u> | <u>8,381.53</u> | <u>0.00</u>   | <u>0.00</u> | <u>8,381.53</u> |

| Fund Description         | Fund | Current         | Prior Rcvd  | Prior Open  | Paid Prior  | Fund Total      |
|--------------------------|------|-----------------|-------------|-------------|-------------|-----------------|
| GENERAL FUND:            | 4-01 | 7,097.49        | 0.00        | 0.00        | 0.00        | 7,097.49        |
| STREET LIGHTING FUND:    | 4-02 | 78.36           | 0.00        | 0.00        | 0.00        | 78.36           |
| PARKS & RECREATION FUND: | 4-07 | 1,205.68        | 0.00        | 0.00        | 0.00        | 1,205.68        |
| Total of All Funds:      |      | <u>8,381.53</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>8,381.53</u> |

# MEMO



**TO:** Board of Supervisors  
**FROM:** Kristin Carpenter  
**DATE:** October 2, 2024  
**SUBJECT:** Schedule of Bills - Prepaid

---

Approve prepaid bills list dated October 2, 2024, in the amount of \$19,958.57.

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

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







| Vendor # Name           | PO # PO Date Description | Item Description          | Amount   | Contract PO Type | Charge Account                         | Acct Type Description | Stat/Chk | Enc Date | First Rcvd Date | Chk/Void Date | Invoice      | 1099 Excl |
|-------------------------|--------------------------|---------------------------|----------|------------------|--|-----------------------|----------|----------|-----------------|---------------|--------------|-----------|
| <b>SUSETTE DUBIN</b>    |                          |                           |          |                  |  |                       |          |          |                 |               |              |           |
| 24001396                | 10/02/24                 | FACILITY CLEANING - ADMIN | 400.00   | 01-409-370       | E BLDG MAINT&REPAIRS SERVICES&SUPPLIES | R                     |          | 10/02/24 | 10/02/24        | 10/02/24      | 100224       | N         |
| Vendor Total:           |                          |                           | 400.00   |                  |  |                       |          |          |                 |               |              |           |
| <b>VERIZON WIRELESS</b> |                          |                           |          |                  |  |                       |          |          |                 |               |              |           |
| 24001399                | 10/01/24                 | POLICE WIRELESS SERVICE   | 880.93   | 01-410-320       | E COMMUNICATIONS                       | R                     |          | 10/01/24 | 10/01/24        | 10/01/24      | 00002 100124 | N         |
| Vendor Total:           |                          |                           | 880.93   |                  |  |                       |          |          |                 |               |              |           |
| 24001400                | 01/01/24                 | POLICE WIRELESS SERVICE   | 25.10    | 01-410-320       | E COMMUNICATIONS                       | R                     |          | 01/01/24 | 10/01/24        | 10/01/24      | 00001 100124 | N         |
| Vendor Total:           |                          |                           | 25.10    |                  |  |                       |          |          |                 |               |              |           |
| 24001401                | 10/01/24                 | POLICE WIRELESS SERVICE   | 317.68   | 01-400-320       | E TELEPHONE/COMMUNICATIONS             | R                     |          | 10/01/24 | 10/01/24        | 10/01/24      | 723781859    | N         |
| 24001385                | 10/02/24                 | MEDICAL REIMBURSEMENT     | 660.58   | 01-410-320       | E COMMUNICATIONS                       | R                     |          | 10/01/24 | 10/01/24        | 10/01/24      | 723781859    | N         |
| 24001385                | 10/02/24                 | MEDICAL REIMBURSEMENT     | 262.23   | 01-430-320       | E COMMUNICATIONS/MAINT                 | R                     |          | 10/01/24 | 10/01/24        | 10/01/24      | 723781859    | N         |
| Vendor Total:           |                          |                           | 1,240.49 |                  |  |                       |          |          |                 |               |              |           |
| Vendor Total:           |                          |                           | 2,146.52 |                  |  |                       |          |          |                 |               |              |           |
| <b>WILLIAM BLACK</b>    |                          |                           |          |                  |  |                       |          |          |                 |               |              |           |
| 24001385                | 10/02/24                 | MEDICAL REIMBURSEMENT     | 155.00   | 01-486-157       | E HEALTH & VISION REIMBURSEMENTS       | R                     |          | 10/02/24 | 10/02/24        | 10/02/24      | 100224       | N         |
| Vendor Total:           |                          |                           | 155.00   |                  |  |                       |          |          |                 |               |              |           |

Total Purchase Orders: 19 Total P.O. Line Items: 41 Total List Amount: 19,958.57 Total Void Amount: 0.00

| Totals by Year-Fund<br>Fund Description | Fund | Expend Rcvd      | Expend Held | Expend Total     | Revenue Total | G/L Total   | Total            |
|---|------|------------------|-------------|------------------|---------------|-------------|------------------|
| GENERAL FUND:                           | 4-01 | 19,550.09        | 0.00        | 19,550.09        | 0.00          | 0.00        | 19,550.09        |
| LAND PRESERVATION FUND:                 | 4-04 | 15.79            | 0.00        | 15.79            | 0.00          | 0.00        | 15.79            |
| PARKS & RECREATION FUND:                | 4-07 | 392.69           | 0.00        | 392.69           | 0.00          | 0.00        | 392.69           |
| <b>Total of All Funds:</b>              |      | <u>19,958.57</u> | <u>0.00</u> | <u>19,958.57</u> | <u>0.00</u>   | <u>0.00</u> | <u>19,958.57</u> |

| Totals by Fund<br>Fund Description | Fund | Expend Rcvd      | Expend Held | Expend Total     | Revenue Total | G/L Total   | Total            |
|------------------------------------|------|------------------|-------------|------------------|---------------|-------------|------------------|
| GENERAL FUND:                      | 01   | 19,550.09        | 0.00        | 19,550.09        | 0.00          | 0.00        | 19,550.09        |
| LAND PRESERVATION FUND:            | 04   | 15.79            | 0.00        | 15.79            | 0.00          | 0.00        | 15.79            |
| PARKS & RECREATION FUND:           | 07   | 392.69           | 0.00        | 392.69           | 0.00          | 0.00        | 392.69           |
| Total of All Funds:                |      | <u>19,958.57</u> | <u>0.00</u> | <u>19,958.57</u> | <u>0.00</u>   | <u>0.00</u> | <u>19,958.57</u> |

| Fund Description         | Fund | Current          | Prior Rcvd  | Prior Open  | Paid Prior  | Fund Total       |
|--------------------------|------|------------------|-------------|-------------|-------------|------------------|
| GENERAL FUND:            | 4-01 | 19,550.09        | 0.00        | 0.00        | 0.00        | 19,550.09        |
| LAND PRESERVATION FUND:  | 4-04 | 15.79            | 0.00        | 0.00        | 0.00        | 15.79            |
| PARKS & RECREATION FUND: | 4-07 | 392.69           | 0.00        | 0.00        | 0.00        | 392.69           |
| Total of ALL Funds:      |      | <u>19,958.57</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>19,958.57</u> |

# Renee Steskal

## Resignation Letter

William May  
Parks and Recreation Foreman/Coordinator  
207 Park Avenue  
Chalfont, PA 18914

**Friday, September 27th, 2024**

To Bill and All Member of Parks and Rec:

Kindly accept this letter as my formal resignation as Voting Member at NBT Parks and Recreation Board. My last day is expected to be on June 23rd, 2024.

I am incredibly grateful for the opportunities that I have been given in this post. I would also like to thank you for being supportive of my professional growth.

Let me know how I can help in making the transition of responsibilities as seamless as possible for everyone involved.

Best wishes,

*Renee Steskal*

Renee Steskal

 123-456-7890

 @reallygreatsite

 hello@reallygreatsite.com

---