

**BOARD OF SUPERVISORS  
MEETING MINUTES  
May 18, 2020**

A Regular Meeting of the New Britain Township Board of Supervisors was held on Monday, May 18, 2020, at the Township Administration Building, 207 Park Avenue, New Britain Township, PA, beginning at 7:00 p.m. Present were Supervisors: Chair William B. Jones, III, Vice Chair Helen B. Haun, Members Gregory T. Hood, Cynthia M. Jones, and MaryBeth McCabe, Esq. Also present was Township Manager Eileen M. Bradley and Township Solicitor Peter Nelson, Esq. Absent was Township Engineer Craig Kennard.

1. **Call to Order:** Mr. Jones called the Meeting to order.
2. **Pledge of Allegiance:** Mr. Jones led the Board and audience in the Pledge of Allegiance.
3. **Announcements:** Mr. Jones announced that the Board had met in virtual Executive Session on Thursday, April 16, 2020 to discuss personnel issues and land preservation. The Board would also meet in Executive Session after this meeting, where no action would be taken.
4. **Public Comment on Non-Agenda Items:** Maryanne McBrearty of Dolly Lane expressed grave concerns about rodents, trash, and overgrown grass at the vacant property at 113 Dolly Lane which were migrating to her property, causing significant damage. A shed was collapsing in the rear yard where foxes, squirrels and groundhogs were living. She had contacted the Bucks County Department of Health and Animal Control and was asking the Board to assist in her efforts. She was also angered at not receiving a response to emails and calls to the Township Manager.

Ms. Bradley stated that the Township was taking steps to contact the owner which can be a lengthy process. Mr. Nelson added that any legal action would take time, which would be compounded by the County Courts being closed.

Mr. Jim Frantz of Dolly Lane reiterated Ms. McBrearty's complaints.

**MOTION: A motion was made by Mr. Hood, seconded by Mrs. Haun, and unanimously approved to institute legal action against the property owner of 113 Dolly Lane.**

**5. Approval of Minutes:**

- 5.1. **Minutes of Meeting of April 20, 2020:** Ms. McCabe stated she had a correction to the April 20 Minutes.

**MOTION: A motion was made by Mrs. Jones, seconded by Mrs. Haun, and unanimously approved to accept the April 20, 2020 Minutes as written.**

**6. Departmental Reports:**

- 6.1. **Code Department Report for April 2020:** Ms. Bradley presented the Code Department Report for April 2020.

- 6.2. **Police Department Report for March and April 2020:** Ms. Bradley presented the Police Department Report for March and April 2020.

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**6.3. Public Works Department Report for April 2020:** Ms. Bradley presented the Public Works Department Report for April 2020.

**7. Consideration of Old Business:**

**7.1. 2020 Road Program:** Ms. Bradley stated that bids were opened on Friday, May 15 for the 2020 Road Program. Four bids were received, with James D. Morrissey, Inc. of Philadelphia being the apparent low bidder at \$244,899.56. Proposed roads to be milled and overlaid include: Airy Avenue, Lexington Avenue, Meadow Avenue, Midtown Road and Boulder Drive.

**MOTION: Upon motion by Mrs. Jones, seconded by Mrs. Haun, the Board unanimously awarded the 2020 Road Program contract to James D. Morrissey for 244,899.56.**

**7.2. Final Roof Contract Payment:** Ms. Bradley stated that all work under the roof replacement contract had been completed and a maintenance bond had been received. She recommended paying the balance of \$68,259.00 to RRR Contractors, Inc.

**MOTION: Upon motion by Mrs. Haun, seconded by Ms. McCabe, the Board unanimously approved payment of \$68,259.00 to RRR Contractors, Inc.**

**7.3. Final DOLI Culvert Replacement Contract Payment #4:** Ms. Bradley stated that all work under the DOLI Culvert Replacement Contract had been completed and a punch list for all four culverts was being created by Gilmore and Associates. Staff recommended that the Board authorize Final Payment #4 for \$68,014.78, which included authorized payment of Change Order #2 water main replacement and guide rail/swale alterations to Walters Road. A meeting was scheduled with staff for May 28 to discuss the unauthorized remainder of Change Order #2.

**MOTION: Upon motion by Mrs. Jones, seconded by Mr. Hood, the Board unanimously approved Final Payment #4 of \$68,014.78 to DOLI Construction.**

**8. Consideration of New Business:** There was no new business at this time.

**9. Consent Agenda:**

**MOTION: Upon motion by Mr. Hood, seconded by Mrs. Jones, the Board unanimously approved the following Consent Agenda items: Provco Pinegood Chalfont, LLC has executed the following documents for construction of a Wawa at W. Butler Avenue and County Line Road, involving 13.208 acres and three parcels (TMP #26-006-101, 26-006-101-004 and 26-006-101-005): Memorandum of Development Agreement, Development Agreement, Stormwater Facilities Operation and Maintenance Agreement, Subordination and Non-Disturbance Agreement; Bucks County has executed a Stormwater Operation and Maintenance Agreement for Peace Valley Nature Center, 125 acres at 170 N. Chapman Road, TMP #26-012-056-001, for construction of a parking lot, with corresponding Maintenance Guarantee Fee of \$4,935.00; Casadonti Homes, Inc. has executed a Professional Services Agreement for construction of a single-family home at 109 King Road in the WS Watershed District, TMP #26-004-042, with corresponding legal and engineering escrow of \$5,000.00.**

**10. Board of Supervisors' Comments:** There was no Board comments at this time.

## 11. Township Administration Comments:

**11.1. 2019 Annual Audit Report:** Ms. Bradley stated that the 2019 Annual Audit had been completed. Dunlap SKL had submitted an electronic copy and would deliver the Board's hard copies once their office opened full-time.

**11.2. Debt Refinancing:** Ms. Bradley stated that Jamie Schlesinger of PFM Financial Advisors had recommended refinancing the majority of the Township's debt, as rates were historically low. He recommended putting out an RFQ to banks, possibly followed by a bond call. The Township could either reduce their debt by around \$160,000 or have the debt service remain the same, but garner \$160,000 in cash for a capital project. The Board was amenable to proceeding with the refinancing of debt and would determine exact specifications at a future meeting.

**11.3. Designation of Agent for PEMA Application:** Ms. Bradley stated that as a requirement of eligibility for possible PEMA Grant funding for certain COVID-19-related expenses, PEMA required the Board to designate an authorized Agent to file for funding on behalf of the Township. PEMA would reimburse up to 75% of emergency protection measures. Bucks County was considering whether they would reimburse the remaining 25% through federal funding. Otherwise, the Township would have to cover those expenses.

**MOTION: Upon motion by Mr. Hood, seconded by Mrs. Jones, the Board unanimously approved execution of the PEMA DAP-1 form, appointing Eileen M. Bradley as authorized agent.**

**11.4. Tri-Municipal Parade:** Ms. Bradley stated that a decision needed to be made on the status of the Annual Tri-Municipal Parade. Bucks County was still in the "Red Phase" of COVID-19 quarantine and unlikely to be in a "Green Phase" for July 4. It would be near impossible to maintain safe social distancing of parade participants, let alone spectators. There was a lengthy discussion of the benefits and disadvantages.

**MOTION: Upon motion by Mrs. Jones, seconded by Mr. Hood, the Board reluctantly authorized the cancellation of the Tri-Municipal Parade for 2020 on a vote of four to one (4-1), Mrs. Haun opposed.**

Discussion then led to Township playgrounds. Ms. Bradley noted that despite the closure of all parks, evidence showed that most parks were being fully used. Mr. Nelson stated that there was little liability exposure to allowing the parks to open.

**MOTION: Upon motion by Mrs. Haun, seconded by Mrs. Jones, the Board unanimously authorized the opening of all Township-owned parks.**

**11.5. Park and Recreation Building:** Ms. Bradley stated that Gorski Engineering had submitted a quote for pre-construction design services for a Community/Park and Recreation Building at West Branch Park. She suggested contracting for the building design to create a "shovel ready" project that could be eligible for stimulus funding in the near future.

Discussion proceeded with agreement to establish a building committee to determine the size, scope, and properties of the proposed building. The Committee would be made up of one representative of Administration, Public Works, Park & Recreation Committee and Supervisor. After their meeting with Gorski, the Committee would determine the scope of work and details of what work Gorski would perform for the design of the building and at what cost. A concern was brought up that we had other projects, particularly Cotton Park, that

had been idle for years. It was agreed that Ms. Bradley would contact Gilmore for discussion, scheduling, and pricing for creating a "shovel ready" design plan for Cotton Park.

**MOTION: Upon motion by Mrs. Haun, seconded by Ms. McCabe, the Board unanimously approved contracting with Gorski Engineering to design the building under the guidance of a Building Committee, at a price not to exceed \$38,000.**

Ms. Bradley would also contact Gilmore for discussion, scheduling, and pricing of creating "shovel ready" design plans for Cotton Park.

**11.6. Status of June 1 Meeting:** Ms. Bradley stated that Bucks County would be disinfecting the meeting room, lobby, and restrooms ahead of the June 2 Primary Election Day. She recommended cancellation of the June 1 Meeting.

Mrs. Jones suggested that instead of holding our regular meeting, the Board could hold a "Virtual" meeting through Zoom. Ms. Bradley added that the technology was available and that we would be using it for Planning Commission Meetings and Zoning Hearings shortly, so it could be set up for the June 1 Meeting. She recommended that we require pre-registration. The meeting would also need to be re-advertised as a virtual meeting.

**MOTION: Upon motion by Mrs. Jones, seconded by Ms. McCabe, the Board unanimously approved holding a Virtual Meeting via Zoom on June 1 at 7:00 p.m.**

**11.7. Resolution for Partial Business Opening Guidelines:** Ms. Bradley presented the Board with a sample resolution designed to assist businesses with reopening under COVID-19 restrictions by allowing the use of outdoor spaces for sales and dining. Was the Board interested in providing local businesses with ways to creatively provide for spacing using parking lots and sidewalks? The Board was enthusiastic about the possibility of providing some relief and suggested a permit at no charge. Ms. Bradley would provide a draft for the next meeting.

**11.8. Property Appraisal:** Ms. Bradley requested approval from the Board to order a property appraisal for preservation of a certain parcel of land within the Township.

**MOTION: Upon motion by Mr. Hood, seconded by Mrs. Haun, the Board unanimously approved authorizing an appraisal for a specific property.**

**11.9. North Penn Goodwill Donation:** Ms. Bradley was in receipt of a request for donation from North Penn Goodwill, an organization that provides onsite food and relief to emergency responders.

**MOTION: Upon motion by Mrs. Jones, seconded by Mr. Hood, the Board unanimously approved a \$300.00 donation to North Penn Goodwill.**

**12. Solicitor and Engineer Comments:** There were no Solicitor or Engineer Comments at this time.

**13. Other Business:** There was no Other Business at this time.

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

**15. Payment of Bills:**

**15.1. Bills List dated May 8, 2020, for \$1,027.18:**

**MOTION:** Upon motion by Mrs. Jones, seconded by Mrs. Haun, the Board unanimously approved the Bills List dated May 8, 2020 for \$1,027.18.

**15.2. Bills List dated May 8, 2020, for \$33,786.04:**

**MOTION:** Upon motion by Mr. Hood, seconded by Mrs. Haun, the Board unanimously approved the Bills List dated May 8, 2020 for \$33,786.04.

**15.3. Road Con Payment #3 for \$89,609.69:** Ms. Bradley requested the Board approve a Road Con payment for work on the Neshaminy Greenway Trail that had been approved by PennDOT and payment had been received from the State; the Township had ten (10) days to issue payment to Road Con. The payment would appear on a future Bills List.

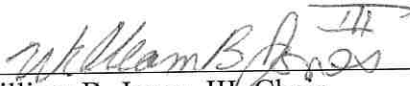
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**MOTION:** Upon motion by Mrs. Haun, seconded by Mr. Hood, the Board unanimously approved the Road Con Payment #3 for \$89,609.69.


**16. Adjournment:**


**MOTION:** There being no further business or comment, a motion was made by Mrs. Jones, seconded by Mrs. Haun, and unanimously carried, to adjourn the meeting at 9:15 p.m.

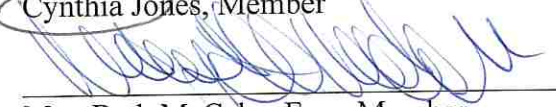
**NEW BRITAIN TOWNSHIP BOARD OF SUPERVISORS**

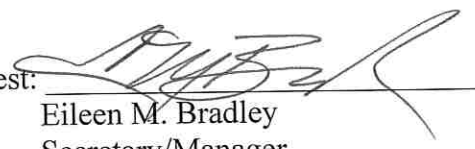
  
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William B. Jones, III, Chair

  
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Helen B. Haun, Vice Chair

  
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Gregory T. Hood, III, Member

  
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Cynthia Jones, Member

  
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MaryBeth McCabe, Esq., Member

Attest:   
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Eileen M. Bradley  
Secretary/Manager