

**BOARD OF SUPERVISORS
MEETING MINUTES
March 17, 2025**

The Board of Supervisors Meeting of New Britain Township was held on Monday, March 17, 2025, at the Township Building, 207 Park Avenue, Chalfont, PA beginning at 7:00pm.

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, Craig Kennard - Township Engineer, Scott Holbert - Township Solicitor, Chief Richard Clowser, Susan Gelb – Event Coordinator, 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 February 24th, 2025, Board of Supervisors Meeting.
- B. Approve Regular Bill List as Follows:
 - Dated March 5, 2025, In the amount of \$74,147.43.
 - Dated March 13, 2025, In the amount of \$90,397.24.
- C. Approve Prepaid Bill List as Follows:
 - Dated February 27, 2025, In the amount of \$27,177.91.
 - Dated March 5, 2025, In the amount of \$31,665.13
 - Dated March 13, 2025, In the amount of \$17,322.49.

There were no public comments.

All voted aye, motion carried 5-0.

5. Action Items

- A. Consider a motion to relocate the Santa House Event to North Branch Park.
 - Sue Gelb explained to the Board the desire to move the Santa House event from the Giant parking lot to North Branch Park and how it would benefit residents to host another event on Township owned property.

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

Michael Coleman, Coleman Farm, wanted to check his schedule to offer his horses for the event.

All voted aye, motion carried 5-0.

B. Consider a motion to approve hiring Doreen Curtin as Zoning Officer.

Bill Jones motioned to approve hiring Doreen Curtin. Seconded by Bridget Kunakorn.

There were no public comments.

All voted aye, motion carried 5-0.

C. Consider a motion to approve the 2025 Road Program

Bridget Kunakorn motioned to approve the 2025 Road Program. Seconded by Stephanie Shortall.

There were no public comments.

All voted aye, motion carried 5-0.

D. Consider a motion to approve the sale of vehicles and equipment on Municibid.

Bill Jones motioned to approve the sale of vehicles and equipment. Seconded by MaryBeth McCabe.

There were no public comments.

All voted aye, motion carried 5-0.

E. Consider a motion to approve the Bucks County Consortium Material Bid Award recommendation.

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

There were no public comments.

All voted aye, motion carried 5-0.

F. Consider a motion to approve the proposal – Meyner Center – Strategic Visioning.

Bill Jones motioned to approve the proposal. Seconded by Bridget Kunakorn.

Kathleen Davis asked what this entailed and the purpose.

Dan Fox explained that this workshop will help the Board strategize and plan for the future, based on the Townships' needs and wants.

All voted aye, motion carried 5-0.

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- G.** Consider a motion to authorize an advertisement for the Farm Leases for the 2025-2027 seasons.

MaryBeth McCabe motioned to authorize the advertisement. Seconded by Bill Jones.

Mike Coleman asked the Board if they could add a two-year extension option on the farm lease. He stated that the amount of money he needs to invest in farming these areas would be more worthwhile if given more time to use the land.

MaryBeth McCabe motioned to amend the Farm Lease to include a two-year extension. Seconded by Bridget Kunakorn.

All voted aye, motion carried 5-0.

- H.** Consider a motion to appoint a new member to the Planning Commission.

MaryBeth McCabe motioned to nominate Robert Livesay to the Planning Commission for the term 12/37/2027. Seconded by Bridget Kunakorn.

There was not a second nomination.

There were no public comments.

All voted aye, motion carried 5-0.

- I.** Discussion of the Zoning Hearing Board Application for 186 New Galena Road.

Scott explained the status of this application. He recommended sending a letter to the Zoning Officer, the Zoning Hearing Board Solicitor as well as the applicant's attorney including the revisions the Board is requesting.

Bill Jones motioned to approve the recommendation. Seconded by MaryBeth McCabe.

There were no public comments.

All voted aye, motion carried 5-0.

- J.** Discuss launch of the Township's new website and provide a status update.

- Cynthia Jones stated that the new website will be going live on March 24th.
- Alexandria Mullin stated that the Township is very excited to have full control over the website and we are looking forward to expanding it and fully utilizing it as a platform for the residents.

There were no public comments.

6. Information Items

A. Departmental Reports

- Dan discussed that the finance documents include the monthly report and the cash receipts list. He also explained how the Township is doing so far within the first quarter in regard to revenue.
- Ryan Cressman provided an update on the Parks & Recreation department. They have been doing a significant amount of maintenance within North Branch Park to get the fields ready for the spring/summer softball/baseball seasons. Ryan stated that the work at Highlands Park has begun to update the fencing and pavilion roofing.
- Ryan Cressman discussed the work that the Public Works department has been doing within the last month regarding the storms and salting of Township roadways.
- Chief Clowser updated the Board on all current initiatives and processes going on within the Police Department. He also spoke about the upcoming event, that one of our Police Officers will be attending at North Penn High School, called Night to Shine. He also gave the Board an update on the new records management system that the department will be utilizing.

B. Engineer's Report.

- Craig Kennard gave an update on his March report and stated that there are three projects on the Planning Commissions agenda for their upcoming meeting and provided a brief overview of each project. Craig discussed the status of the Keller Road bridge project and stated that once we have all the materials, they will get started. He also discussed the status of the Ordinance updates and next steps. Craig mentioned the New Galena/Sellersville Road traffic study and what would be next steps with that analysis.

C. Board of Supervisor's Comment

- Stephanie Shortall thanked the Township for the hard work on the website.
- Bill Jones talked about his excitement for the Easter Egg Hunt at the Township building.
- MaryBeth McCabe thanked the Township for the hard work on the website.
- Bridget Kunakorn echoed the website sentiment and mentioned that the Veterans Committee has an upcoming meeting, and they are hosting a Bingo Event in May.
- Cynthia Jones discussed the Chalfont Fire Company awards and congratulated them on their hard work and dedication.

7. Public Comment

- Mike Coleman of Walter Road Farm received a grant to manage manure seasonally and help keep the cows out of the creek. He submitted the plans for the new barn for storage.
- Kathleen Davis, EAC Chair, offered happy sentiments regarding the grant award for Mike Coleman. She also mentioned that they received a grant for the plants for the demonstration garden.

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8. Announcements

- Cancelled - Park & Recreation Meeting – Tuesday March 18th at 7pm.
- Veterans Committee Meeting – Wednesday, March 19th at 6pm.
- Zoning Hearing Board Meeting – Thursday, March 20th at 7pm.
- Planning Commission Meeting – Tuesday, March 25th at 7pm.
- Workforce on Wheels – North Branch Parking Lot – Wednesday, March 26th from 10am – 2pm.
- Environmental Advisory Council Meeting – Wednesday, April 2nd at 7pm.
- Cancelled – Board of Supervisors Meeting – Monday, April 7th at 7pm.
- Easter Egg Hunt – North Branch Park – Saturday, April 12th at 9:30am.
- Park & Recreation Meeting – Tuesday April 15th at 7pm.
- Veterans Committee Meeting – Wednesday, April 16th at 6pm.
- Zoning Hearing Board Meeting – Thursday, April 17th at 7pm.
- Township Building Closed for Good Friday – Friday, April 18th.

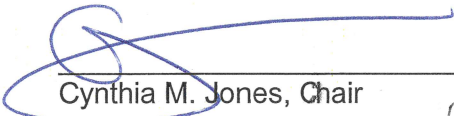
The next meeting of the Board of Supervisors of New Britain Township will take place on **Monday, April 21, 2025, at 7:00 p.m.** at the New Britain Township Building, 207 Park Avenue, Chalfont, PA.

9. Adjournment

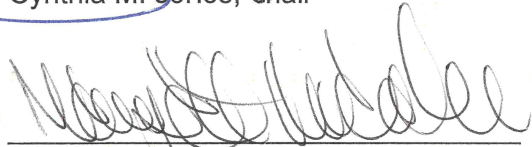
Bill Jones moved, seconded by Stephanie Shortall, to adjourn the meeting.

The Board unanimously adjourned the meeting at 8:05 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



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