

**BOARD OF SUPERVISORS  
MEETING MINUTES  
April 21, 2025**

The Board of Supervisors Meeting of New Britain Township was held on Monday, April 21, 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, 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. **Presentation/ Public Hearings/ Land Development**
  - A. Chief Nick Marino from the Chalfont Fire Company presented the current hierarchy and standing of the Fire Company and how operations have been going over the last year from a logistical and financial perspective.
5. **Motion to Consider Consent Agenda**

Bill Jones moved, seconded by MaryBeth McCabe, to approve the Consent Agenda:

  - A. Approve Minutes of March 17<sup>th</sup>, 2025, Board of Supervisors Meeting.
  - B. Approve Regular Bill List as Follows:
    - Dated April 3, 2025, In the amount of \$85,899.59.
    - Dated April 16, 2025, In the amount of \$12,474.47.
  - C. Approve Prepaid Bill List as Follows:
    - Dated March 20, 2025, In the amount of \$106,619.31.
    - Dated March 27, 2025, In the amount of \$45,367.15.
    - Dated April 3, 2025, In the amount of \$15,172.34.
    - Dated April 10, 2025, In the amount of \$13,431.37.
    - Dated April 16, 2025, In the amount of \$20,141.70.
  - D. Approve Escrow Release #1 for 324 Schoolhouse Road (Clauser Tree Care/Holy Properties) in the amount of \$54,037.00.

There were no public comments.

All voted aye, motion carried 5-0.

## 6. Action Items

### A. Consider a motion to award the Farm Bid for the following properties

- Schoolhouse Road
  - MaryBeth McCabe motioned to award the bid to Ken-Jan Farm.  
Seconded by Bridget Kunakorn.
  - All voted aye, motion carried 5-0
- Garabed/Hovsepian
  - Stephanie Shortall motioned to award the bid to Penn View Farm.  
Seconded by MaryBeth McCabe.
  - All voted aye, motion carried 5-0
- Veterans Park
  - Bill Jones motioned to award the bid to Coleman Hay Farm.  
Seconded by Bridget Kunakorn.
  - All voted aye, motion carried 5-0

Kathleen Davis, chair of the EAC, asked if the Township had history with the farmers winning each bid. Dan Fox responded that each farmer had farmed Township property previously and was in good standing with the Township.

### B. Consider a motion to transmit Ordinance 2025-\_\_ NBT Zoning Amendment and SALDO to the NBT Planning Commission and the Bucks County Planning Commission

Bridget Kunakorn motioned to transmit the Ordinance to the NBT and BC Planning Commissions. Seconded by Stephanie Shortall.

Kathleen Davis chair of the EAC inquired about the current tree list and whether it could be an appendix to both SALDO and Zoning. She also asked about parking and the comparison to Lower Merion. Craig Kennard explained that purpose of referencing Lower Merion for efficiency.

All voted aye, motion carried 5-0.

### C. Consider a motion to authorize the Solicitor to draft a Responsible Contractor Ordinance

Bridget Kunakorn motioned to authorize the draft. Seconded by MaryBeth McCabe

Donna Shannon, Public Court, expressed concerns over the language within the ordinance and the time spent for the Solicitor drafting this. She is concerned about the domino effect this will have on the community.

Steve Groman, Hampshire Drive, asked what the purpose of the ordinance is and then explained the requirements for each contractor. He stated that there may not be a difference between union members and non-union members in regard to quality of workmanship.

MaryBeth McCabe, Cynthia Jones and Bridget Kunakorn voted in favor, Bill Jones and Stephanie Shortall voted against the motion.

Motion carried 3-2.

**D. Consider a motion to approve the New Galena Road and Sellersville Road Intersection PennDOT Analysis**

Bill Jones motioned to approve the PennDOT analysis. Seconded by MaryBeth McCabe.

Mike Bitner expressed concerns about this intersection and requested that PennDOT considers a traffic signal in lieu of a stop sign.

All voted aye, motion carried 5-0.

**E. Consider a motion to approve Resolution 2025-04 North Branch Park Grant**

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

Lucy Jones, member of the EAC, asked what the issues were with the pavilion or the snack stand and why they needed to be addressed with the grant monies. Dan Fox explained that the Township would like to address as many projects as possible utilizing the grant monies to its fullest.

All voted aye, motion carried 5-0.

**F. Discussion on the Zoning Hearing Board application for 217 New Galena Road**

The Board of Supervisors took no action.

## **7. 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 and expenditures compared to this time period, last year.
- Dan Fox explained the Public Works report. He pointed out the Winter totals and that the Township used 1,900 tons of salt throughout the season. He also mentioned the schedule for the Road program and upcoming bid process.
- Dan Fox mentioned that the Drug Take Back event is this Saturday, April 26<sup>th</sup>, at the Police Station and at the local Giant shopping center.
- Alexandria Mullin discussed the activity on the Township website since



the launch date. There have been over 2,300 new users and over 70 people had signed up for email alerts.

**B. Engineer's Report.**

- Craig Kennard gave an update to his April report and stated that there are two projects that will be on the next Board of Supervisors meeting for approval and provided a brief overview of each project.

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

- Bridget Kunakorn spoke on Autism Acceptance Month, thanked Public Works for their hard work, and promoted the upcoming Veterans Committee His & Hers Bingo event.
- MaryBeth McCabe thanked Park & Recreation and Public Works for their work on the Easter event that was well attended.
- Bill Jones echoed MaryBeth and added a thank you to Sue Gelb, the Event coordinator.
- Stephanie Shortall thanked the Chalfont Fire Company for their hard work and thanked Alexandria for the work done on the website after hours. Stephanie also mentioned that the upcoming north Branch Park project would fall under the Responsible Contractor Ordinance parameters.
- Cynthia Jones announced the Jellybean count winner, Lincoln Breslin. She also mentioned the recent DelVal event she attended, and that DelVal University would like to connect with the local community.

**8. Public Comment**

- Andrew Temple wanted to discuss the lease between the Chalfont Fire Company and the Township for the property on Schoolhouse Road and some of the difficulties they are facing with the newer equipment and the older building.

**9. Announcements**

Cancelled - Planning Commission Meeting – Tuesday, April 22<sup>nd</sup> at 7pm.  
 Rain Barrel Workshop – North Branch Park – Saturday May 3<sup>rd</sup> from 1pm – 3pm.  
 Spring Yard Waste Drop-Off – Township Building Parking Lot – May 6<sup>th</sup> through May 10<sup>th</sup>  
 Environmental Advisory Council Meeting – Wednesday, May 7<sup>th</sup> at 7pm.  
 His & Hers Bingo – Shrine of Czestochowa — Friday, May 9<sup>th</sup> at 7pm.  
 Zoning Hearing Board Meeting – Thursday, May 15<sup>th</sup> at 7pm.

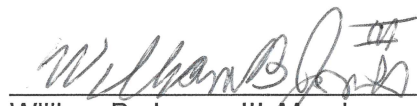

The next meeting of the Board of Supervisors of New Britain Township will take place on **Monday, May 19<sup>th</sup>, 2025, at 7:00 p.m.** at the New Britain Township Building, 207 Park Avenue, Chalfont, PA.

**10. Adjournment**

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

The Board unanimously adjourned the meeting at 8:38 pm.

## NEW BRITAIN TOWNSHIP BOARD OF SUPERVISORS

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

Attest:

  
Dan Fox, Township Manager