

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

The Board of Supervisors Meeting of New Britain Township was held on Monday, July 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, Chief Richard Clowser, 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. Appointment and Administration of Oath of Office for Entry Level Police Officer  
Bridget Kunakorn motioned to follow Chief Clowser's recommendation to swear in Officer Ford. Seconded by Bill Jones.

All voted aye, motion carried 5-0.

MDJ Regina Armitage administered the Oath of Office with Officer Ford, swearing him in as an Entry level Police Officer to the New Britain Township Police Department.

- B. Appointment and Administration of Oath of Office for Sergeant Jones.  
Bill Jones motioned to follow Chief Clowser's recommendation to swear in Sergeant Jones. Seconded by MaryBeth McCabe.

All voted aye, motion carried 5-0.

MDJ Regina Armitage administered the Oath of Office with Officer Jones, swearing him in as a Sergeant to the New Britain Township Police Department.

**5. Motion to Consider Consent Agenda**

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

- A. Approve Minutes of June 16<sup>th</sup>, 2025, Board of Supervisors Meeting.
- B. Approve Minutes of July 7<sup>th</sup>, 2025, Board of Supervisors Conditional Use Hearing.
- C. Approve Regular Bill List as Follows:

- Dated July 1, 2025, In the amount of \$131,863.09.
  - Dated July 17, 2025, In the amount of \$78,829.29.
- D. Approve Prepaid Bill List as Follows:**
- Dated June 18, 2025, In the amount of \$87,376.62.
  - Dated June 26, 2025, In the amount of \$15,240.55
  - Dated July 1, 2025, In the amount of \$76,476.70.
  - Dated July 10, 2025, In the amount of \$22,263.37.
  - Dated July 17, 2025, In the amount of \$11,110.99.
- E. Approve Escrow Release #2 for 324 Schoolhouse Road – Clauser Tree Care/Holy Properties, in the amount of \$24,832.**

There were no public comments.

All voted aye, motion carried 5-0.

## 6. Action Items

- A. Consider a motion to adopt Resolution 2025-07 HB 1152 EMS.**

Stephanie Shortall motioned to adopt Resolution 2025-07. Seconded by Bridget Kunakorn.

Holly Pulido, 209 Wilshire Drive, thanked the Board for their support.

All voted aye, motion carried 5-0.

- B. Consider a motion to adopt Ordinance 2025-01 NBT Zoning and 2025-04 SALDO Amendments.**

MaryBeth McCabe motioned to adopt Ordinance 2025-01 NBT Zoning and 2025-04 SALDO Amendments. Seconded by Bridget Kunakorn.

Terry Young, 77 Walter Road, made a comment thanking the Board and staff for their work on updating the ordinances.

All voted aye, motion carried 5-0.

- C. Consider a motion to adopt Ordinance 2025-02 Responsible Contractor Ordinance.**

Bridget Kunakorn motioned adopt Ordinance 2025-02 Responsible Contractor Ordinance. Seconded by MaryBeth McCabe.

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

Motion carried 3-2.

**D. Consider a motion to advertise Ordinance 2025-03 EAC Amendment.**

MaryBeth McCabe motioned to advertise the EAC Ordinance. Seconded by Bridget Kunakorn.

Mike Coleman, 52 Cedar Hill Road, thanked the EAC for their continuous efforts in preserving open space throughout the Township.

All voted aye, motion carried 5-0.

**E. Consider a motion to adopt Resolution 2025-08 Preliminary/Final Land Development Plans for Spotless Brands LLC.**

Bill Jones motioned to adopt Resolution 2025-08 Preliminary/Final Land Development Plans for Spotless Brands LLC. Seconded by Stephanie Shortall.

No public comment.

All voted aye, motion carried 5-0.

**F. Consider a motion to approve the recommendation to award the Fuel Bid**

MaryBeth McCabe motioned to award the Fuel Bid. Seconded by Stephanie Shortall.

No public comment.

All voted aye, motion carried 5-0.

**7. Information Items**

**A. Departmental Reports**

- Dan discussed that the finance documents include the monthly report and the cash receipts list. He also explained the Township's financial status regarding revenues, specifically the collected Real Estate tax, and expenditures compared to this time, last year.
- Dan Fox went over the Park & Recreation report and discussed what that department has been completing. The crew has been busy cutting grass, maintaining the parks, and maintaining the ball fields.
- Dan Fox explained the Public Works monthly report. The department has been busy with work at Keller Road bridge.
- Chief Clowser went over the Police Department's monthly report and noted that the retirement of one of the Sergeants was quickly approaching. Chief also mentioned that he will be sending around a new photo array displaying the Officers within the department.

**B. Engineer's Report.**

- Craig Kennard gave an update on the July report and stated that the

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

- Bridget Kunakorn expressed excitement over all the upcoming events with the Township and for everyone to stay safe.
- MaryBeth McCabe thanked the Township staff for all the work done for the 4<sup>th</sup> of July parade and that she was looking forward to Fall Fest in September.
- Stephanie Shortall also thanked staff for their hard work for the parade.
- Bill Jones echoed Stephanie and MaryBeth's sentiments.
- Cynthia Jones thanked the Township staff for their hard work as well as thanked the residents for participating and attending the 4<sup>th</sup> of July parade.

**8. Public Comment**

- Holly Pulido introduced the new Chal-Brit EMS Chief, Clifford Mungavin and Assistant Chief, Justin Tuttle to the Board.

**9. Announcements**

Cancelled – Planning Commission Meeting – Tuesday, July 22<sup>nd</sup> at 7pm.

Cancelled – Board of Supervisors Business Meeting – Monday, August 4<sup>th</sup> at 7pm

Environmental Advisory Council – Wednesday, August 6<sup>th</sup> at 7pm.

Mobile Office Hours for Rep. Labs and Rep. Munroe – Wednesday, August 13<sup>th</sup> at 10am

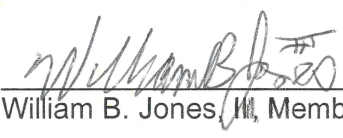
The Next Meeting of the Board of Supervisors of New Britain Township will take place on **Monday, August 18<sup>th</sup>, 2025, 7:00 p.m.** at the New Britain Township Building, 207 Park Avenue, Chalfont, PA.

**10. Adjournment**

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

The Board unanimously adjourned the meeting at 8:00 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

am

  
Stephanie Shortall, Member  
Bridget Kunakorn, Member