

**BOARD OF SUPERVISORS  
MEETING MINUTES  
August 18, 2025**

The Board of Supervisors Meeting of New Britain Township was held on Monday, August 18, 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 (virtually), Craig Kennard - Township Engineer, Scott Holbert - Township Solicitor, Sergeant Michael Sandt, 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. 66 Sellersville Road – Shaina and Andrew Coleman – Holmes Cunningham Engineering gave a presentation on what they would like to do with their newly purchased property. This property has a conservation easement agreement within it and was looking for the Board of Supervisors for directions as to how they can move forward with their proposed plans. The Coleman couple would like to remove the existing buildings on the property, construct a smaller residence to live in while the building of their larger home is taking place. The original smaller residence would then be converted into a caretaker's cottage.

A discussion ensued regarding the amount of impervious coverage on the property and how that would be impacted given the new construction proposal.

A discussion ensued regarding the size of the caretaker's cottage and how that would impact the current conservation easement agreement stipulations for multiple dwellings on one property.

Deb Rendon – Discussed how vital open space is to the Township and stressed the difference between open space and conservation easements.

5. **Motion to Consider Consent Agenda**

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

- A. Approve Minutes of July 21<sup>st</sup>, 2025, Board of Supervisors Meeting.
- B. Approve Regular Bill List as Follows:
  - Dated July 31, 2025, In the amount of \$27,269.53.
  - Dated August 14, 2025, In the amount of \$100,654.96.
- C. Approve Prepaid Bill List as Follows:

- Dated July 24, 2025, In the amount of \$130,327.25.
- Dated July 31, 2025, In the amount of \$17,096.99.
- Dated August 7, 2025, In the amount of \$17,373.07.
- Dated August 14, 2025, In the amount of \$10,674.37.

There were no public comments.

All voted aye, motion carried 5-0.

## 6. Action Items

- A.** Consider a motion to adopt Resolution 2025-09 Shrine of Czestochowa Proclamation. Presented to the Provincial of the Shrine, Father Krzysztof Wieliczko, O.S.P. P.E

Bridget Kunakorn motioned to adopt Resolution 2025-09. Seconded by Stephanie Shortall.

All voted aye, motion carried 5-0.

- B.** Consider a motion to consider the Conditional Use Hearing and Order for 241 W Butler Ave/ Tractor Supply

Bill Jones motioned to approve the Conditional Use Hearing and Order. Seconded by MaryBeth McCabe.

Jean Dolan – 101 Indian Creek Way – inquired as to where this Tractor Supply would be within the Township.

All voted aye, motion carried 5-0.

- C.** Consider a motion to adopt Ordinance 2025-03 EAC Amendment.

MaryBeth McCabe motioned adopt Ordinance 2025-03 EAC Amendment. Seconded by Bridget Kunakorn.

No public comment.

All voted aye, motion carried 5-0.

- D.** Consider a motion to approve Pavement Markings: Line Striping/ Long Lines and Thermo/Short Line Quotes.

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

No public comment.

All voted aye, motion carried 5-0.

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- E. Consider a motion to approve Waiver of Land Development for 1600 Manor Drive – Entrance Canopy.

Stephanie Shortall motioned to approve the Waiver of Land Development. Seconded by MaryBeth McCabe.

No public comment.

All voted aye, motion carried 5-0.

## F. Information Items

### a. Departmental Reports

- i. Alex Mullin discussed that the finance documents included within the monthly report and the cash receipts list. She also explained the Township's financial status regarding revenues, specifically the collected Real Estate tax, and expenditures compared to this time, last year.
- ii. Alex Mullin went over the Park & Recreation report. The crew has been busy cutting grass, maintaining the parks, and maintaining the ball fields.
- iii. Alex Mullin explained the Public Works monthly report. The department has been busy with preparing roads for the upcoming road program commencement.
- iv. Sergeant Sandt went over the Police Department's monthly report and noted that the officers have been receiving training and are preparing for various community events such as Kona Ice with a Cop as well as the Shrine festival.

### b. Engineer's Report.

- i. Craig Kennard gave an update on the August report and the various projects the Township has been working on. He also described upcoming projects and progress within current developments.

### c. Board of Supervisor's Comment

- i. Cynthia Jones expressed excitement with schools starting and encouraged everyone to stay safe and be mindful of buses.
- ii. MaryBeth McCabe thanked the Police Department for all their hard work and expressed excitement about the upcoming Fall Festival.
- iii. Stephanie Shortall encouraged everyone to attend the "Kona Ice with a Cop" event and spend some time getting to know the New Britain Township Officers.
- iv. Bill Jones echoed MaryBeth's sentiments.
- v. Bridget Kunakorn also expressed excitement over the upcoming Fall Festival and encouraged all to attend.

**G. Public Comment**

- Jean Dolan – 101 Indian Creek Way – asked if the Board of Supervisors could investigate a crosswalk for the connection to Park Ave and the park. They are hoping to improve the safety of the intersection.
- Andrew Coleman – 66 Sellersville – asked that the Board consider saving/preserving some of the property on Walnut drive from development.

**H. Announcements**

Cancelled – Parks & Recreation Commission – Tuesday, August 19<sup>th</sup> at 7pm.  
 Veterans Committee Meeting – Wednesday, August 20<sup>th</sup> at 6pm.  
 Cancelled – Zoning Hearing Board Meeting – Thursday, August 21<sup>st</sup> at 7pm  
 Planning Commission Meeting – Tuesday, August 26<sup>th</sup> at 7pm.  
 Township Building & Offices Closed – Monday, September 1<sup>st</sup>  
 Environmental Advisory Council Meeting – Wednesday, September 3<sup>rd</sup> at 7pm.  
 Cancelled – Board of Supervisors Meeting – Monday, September 8<sup>th</sup> at 7pm.

The Next Meeting of the Board of Supervisors of New Britain Township will take place on **Monday, September 15<sup>th</sup>, 2025, 7:00 p.m.** at the New Britain Township Building, 207 Park Avenue, Chalfont, PA.


**I. Adjournment**

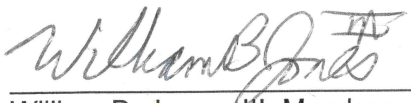
Bill Jones moved, seconded by Stephanie Shortall, to adjourn the meeting.

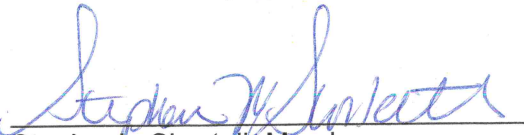
The Board unanimously adjourned the meeting at 8:00 pm.

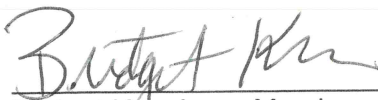
**NEW BRITAIN TOWNSHIP BOARD OF SUPERVISORS**

\_\_\_\_\_  
 Cynthia M. Jones, Chair

  
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 MaryBeth McCabe, Vice-Chair

  
 \_\_\_\_\_  
 William B. Jones, III, Member

  
 \_\_\_\_\_  
 Stephanie Shortall, Member

  
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 Bridget Kunakorn, Member

Attest:   
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 Dan Fox, Township Manager