

**BOARD OF SUPERVISORS
MEETING MINUTES
October 20, 2025**

The Board of Supervisors Meeting of New Britain Township was held on Monday, October 20, 2025, at the Township Building, 207 Park Avenue, Chalfont, PA beginning at 7:00pm.

Present were Supervisors: Cynthia 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 Sergeant Ryan Lischke

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. **Sewer Use Ordinance** – Chalfont–New Britain Township Joint Sewage Authority – John Larson would like New Britain Township to introduce a Sewer Use ordinance that will require a sewer lateral inspection to be a part of the U&O process. They ask for the Board of Supervisors to take this under advisement.

5. Motion to Consider Consent Agenda

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

- A. Approve Minutes of September 15th, 2025, Board of Supervisors Meeting.
- B. Approve Minutes of September 23rd, 2025, Board of Supervisors Meeting.
- C. Approve Regular Bill List as Follows:
 - Dated October 1, 2025, In the amount of \$216,459.86.
 - Dated October 15, 2025, In the amount of \$98,086.69.
- D. Approve Prepaid Bill List as Follows:
 - Dated September 18, 2025, In the amount of \$35,961.92.
 - Dated September 25, 2025, In the amount of \$107,526.21.
 - Dated October 1, 2025, In the amount of \$10,719.59.
 - Dated October 9, 2025, In the amount of \$9,144.15.
 - Dated October 15, 2025, In the amount of \$17,506.79.
- E. Approve Escrow Release #1 to Benner Subdivision LP, Dolly Lane (Prime Development Group, LP.) in the amount of \$69,630.00.
- F. Approve Escrow Release #1 (Final) to Alberto Tecce, 9 Sellersville Road and 15 Sellersville Road in the amount of \$79,305.00.
- G. Approve Application for Payment #1 (Final) to Bray Brothers., Inc for the 2025 Road Program in the amount of \$277,755.25.

There were no public comments.

All voted aye, motion carried 5-0.

6. Action Items

A. Consider a motion to adopt Ordinance 2025-06 Modification to NBT Non-Uniform Pension Ordinance

Stephanie Shortall motioned to approve the 2026 MMO. Seconded by Bridget Kunakorn.

No public comment.

All voted aye, motion carried 5-0.

B. Discussion on the following Zoning Hearing Board applications:

- 31 N Chapman Road – Variance Request
 - The Board of Supervisors took no action.
- 102 Morningside Circle – Variance Request
 - The Board of Supervisors took no action.
- Walnut Street – Hanover Company — Variance Request
 - Bill Jones motioned to oppose the Variance Request. Seconded by MaryBeth McCabe.

No public comment.

All voted aye, motion carried 5-0.

C. Consider a motion to approve a Waiver of Land Development for 400 Highpoint Drive.

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

No public comment.

All voted aye, motion carried 5-0.

D. Consider a motion to adopt Resolution 2025-10 Preliminary/Final Land Development Plans for the Barry Road Subdivision.

Bridget Kunakorn motioned to adopt Resolution 2025-10 Preliminary/Final Land Development Plans for the Barry Road Subdivision. Seconded by Stephanie Shortall.

No public comment.

All voted aye, motion carried 5-0.

7. Information Items

A. Departmental Reports

- Dan Fox discussed that the finance documents included within the monthly report and the cash receipts list. Dan also explained the Township's financial status regarding revenues, specifically the collected Real Estate tax, and expenditures to-date compared to this time, last year.
- Dan Fox explained that Public Works department had been maintaining inlets for the 2025 Road Program that Gilmore had assisted with and that it is completed and paid for.
- Dan Fox confirmed that the Drug Take Back Program is on October 25th.

B. Engineer's Report.

- Craig Kennard gave an update on the October report and the various projects the Township has been working on. He also described upcoming projects and progress within current developments. A discussion ensued regarding the Walnut Street warehouse application status.

C. Board of Supervisor's Comment

- Bridget Kunakorn wanted to thank all who participated in Fall Fest. Gave a reminder that Veterans Day is approaching and the Township will be holding a Veterans Day Ceremony to honor all who served on 11/11 at 11am.
- Cynthia Jones thanked all staff, volunteers, sponsors, and those who participated in Fall Festival.
- Stephanie Shortall echoed the same remarks.
- MaryBeth McCabe echoed the same remarks.
- Bill Jones echoed the same remarks.

8. Public Comment

- N/A

9. Announcements

Parks & Recreation Commission – Tuesday, October 21st at 7pm.

National Drug Take Back – 10am – 2pm; Collection at Township Building & Giant Shopping Center in New Britain Village.

Board of Supervisors Meeting – Budget Workshop #2 – Tuesday, October 28th at 8:30am.

Cancelled – Planning Commission Meeting – Tuesday, October 28th at 7pm.

Trunk or Treat – New Seasons at New Britain – Thursday, Oct. 30th - 6pm – 8pm.

Chalfont Fire Company to use PW Facility for training – Thursday Oct. 30th – 7pm.

Cancelled – Board of Supervisors Meeting – Monday, November 3rd at 7pm.

Election Day – November 4th.

Environmental Advisory Council Meeting – Wednesday, November 5th at 7pm.

Township Offices Closed – Tuesday, November 11th

Veterans Day Ceremony – Veterans Memorial at North Branch Park – Tuesday, November 11th at 11am.

Mobile Office Hours for Rep. Labs and Rep. Munroe – Wednesday, November 12th at 10am.

The next meeting of the Board of Supervisors of New Britain Township will take place on **Monday, November 17th, 2025, 7:00 p.m.** at the New Britain Township Building, 207 Park Avenue, Chalfont, PA.

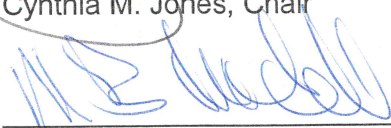
10. Adjournment

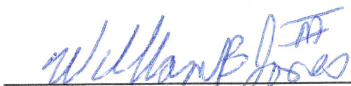
Stephanie Shortall moved, seconded by Bridget Kunakorn, to adjourn the meeting.

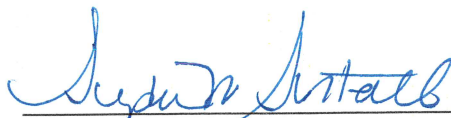
The Board unanimously adjourned the meeting at 8:30 pm.

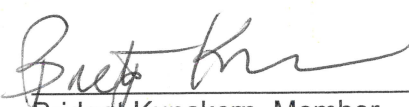
NEW BRITAIN TOWNSHIP BOARD OF SUPERVISORS



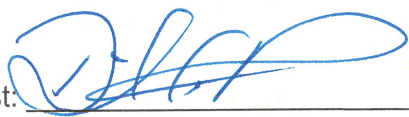
Cynthia M. Jones, Chair

MaryBeth McCabe, Vice-Chair

William B. Jones, III, Member

Stephanie Shortall, Member

Bridget Kunakorn, Member

Attest: 

Dan Fox, Township Manager

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