

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

The Board of Supervisors Meeting of New Britain Township was held on Monday, November 17, 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, 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 on October 28th and 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 Olimpo. Seconded by Bill Jones.

All voted aye, motion carried 5-0.

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

5. Motion to Consider Consent Agenda

Stephanie Shortall moved, seconded by MaryBeth McCabe, to approve the Consent Agenda:

- A. Approve Minutes of October 20th, 2025, Board of Supervisors Meeting.
- B. Approve Minutes of October 28th, 2025, Board of Supervisors Meeting.
- C. Approve Regular Bill List as Follows:
 - Dated October 30, 2025, In the amount of \$27,983.29.
 - Dated November 12, 2025, In the amount of \$81,208.70.
- D. Approve Prepaid Bill List as Follows:
 - Dated October 23, 2025, In the amount of \$374,518.36.
 - Dated October 30, 2025, In the amount of \$21,418.10.
 - Dated November 6, 2025, In the amount of \$19,582.82.
 - Dated November 12, 2025, In the amount of \$10,626.84.
- E. Approve Escrow Release #13 (Final) to Hallmark Homes – Mill Ridge, LLC in the amount of \$84,970.84.

There were no public comments.

All voted aye, motion carried 5-0.

6. Action Items

A. Consider a motion to approve the Preliminary 2026 Budget.

Bill Jones motioned to approve the Preliminary 2026 Budget. Seconded by Bridget Kunakorn.

Mary Margaret Briggs asked for clarification on the earned income difference currently shown. Dan Fox explained the timing of when we receive the payments and how they are reflected on the finance reports.

Deb Rendon asked for the salary percentage increase for uniform and non-uniform employees. Dan Fox stated that it is 3.5% for each.

Terry Young asked if there was a way to measure the success of the NBT budget against other Townships. Dan Fox stated that while we can compare broadly, it's challenging due to the various factors of each Township.

All voted aye, motion carried 5-0.

B. Consider a motion to advertise the Sewer Use Ordinance.

Bill Jones motioned to advertise the Sewer Use Ordinance. Seconded by MaryBeth McCabe.

No public comment.

All voted aye, motion carried 5-0.

C. Discuss the recommendation from the Environmental Advisory Council regarding Data Centers.

The Board of Supervisors took no action.

Kathleen Davis commented that she provided the BOS with a model ordinance as a reference point for NBT.

Terry Young suggested that research into brown field development needs to be considered along with data centers.

D. Consider a motion to authorize to direct the Solicitor to draft and advertise an Ordinance concerning Supervisors compensation pursuant to Act 94 of 2024.

This matter was tabled.

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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.
- Alex Mullin described that the Park & Rec department has been keeping up with the weather and maintaining the parks. They have also been preparing for the upcoming Santa House event which will take place at North Branch Park.
- Dan Fox explained that Public Works department had been maintaining storm sewer systems, re-grading of swales, and completing work around Keller Road Bridge.
- Chief Clowser discussed the recent projects going on within the Police Department and said that they will be promoting an officer to Sergeant soon.

B. Engineer's Report.

- Craig Kennard gave an update on the November 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

- Bridget Kunakorn wanted to thank all who participated and helped with the Veterans Day ceremony. She is also hosting a donation drive at the Township Building for the Code Blue Shelter.
- MaryBeth McCabe echoed Bridget's statements.
- Bill Jones promoted the upcoming Santa House event.
- Stephanie Shortall echoed all Supervisors' statements.
- Cynthia Jones thanked the Veterans, thanked those who participated in the Elections, and wished all a happy Thanksgiving.

8. Public Comment

- Mary Margaret Briggs commented that she attended the Bristol Road Extension public meeting and has provided the representatives at the meeting with the native plant list so that it could be ensured they developers are following the proper guidelines when building within the Township.
- Wendy Bingaman discussed with the Board the plans, if any, for Keller Road bridge. She explained the recent history with the bridge and the noise the bridge makes when cars go over it. She knows that the Township has completed work due to the most recent PennDOT and DEP reports, but Wendy would like the BOS to investigate how to remedy the noise issue.
- Deb Rendon commented that Keller Road is dangerous and that it may benefit the Township to close the road entirely.
- Kathleen David expressed concerns over the lack of topsoil left at the Mill Ridge

development and that the developer was not adhering to their contract. Kathleen asked that this be investigated.

9. Announcements

Fall Yard Waste Collection – Township Building – Tuesday, November 18th through Saturday, November 22nd.

Parks & Recreation Commission Meeting – Tuesday, November 18th at 7pm.

Cancelled - Veterans Committee Meeting – Wednesday, November 19th at 6pm.

Zoning Hearing Board Meeting – Thursday, November 20th at 7pm.

Cancelled – Planning Commission Meeting – Tuesday, November 25th at 7pm.

Township Building Closing Early– Wednesday, November 26th at 1pm.

Township Building Closed – Thursday November 27th and Friday, November 28th.

Cancelled – Board of Supervisors Meeting – Monday, December 1st at 7pm.

American Red Cross Blood Drive – Township Building – Tuesday, December 2nd 10am – 3pm.

Environmental Advisory Council Meeting – Wednesday, December 3rd at 7pm.

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

Santa House – North Branch Park – Friday, December 12th and Saturday, December 13th from 5pm-7pm.

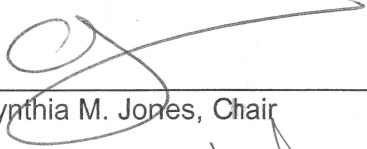


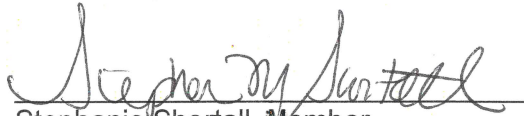
The next meeting of the Board of Supervisors of New Britain Township will take place on **Monday, December 15th, 2025, 7:00 p.m.** at the New Britain Township Building, 207 Park Avenue, Chalfont, PA.

10. Adjournment

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

The Board unanimously adjourned the meeting at 8:47 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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