

**BOARD OF SUPERVISORS
MEETING MINUTES
December 15, 2025**

The Board of Supervisors Meeting of New Britain Township was held on Monday, December 15, 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 (virtually), Stephanie Shortall, and Bridget Kunakorn (virtually) 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. Recognition of Retirement for Sergeant Sandt.

PA State Representative, Brian Munroe presented a plaque and gave a speech in recognition of Sergeant Sandt's service as a Police Officer for New Britain Township. Representative Munroe's speech honored Sergeant Sandt's dedication and time spent serving his community.

B. Appointment and Administration of Oath of Office for Sergeant Gonzalez.
Stephanie Shortall 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 Gonzalez, swearing him in as a Sergeant to the New Britain Township Police Department.

C. Santa House Appreciation Award

This agenda item was tabled.

5. Motion to Consider Consent Agenda

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

- A. Approve Minutes of November 17th, 2025, Board of Supervisors Meeting.**
- B. Approve Regular Bill List as Follows:**
 - Dated November 25, 2025, In the amount of \$19,649.30.
 - Dated December 10, 2025, In the amount of \$96,140.20.
- C. Approve Prepaid Bill List as Follows:**
 - Dated November 20, 2025, In the amount of \$161,866.06.

- Dated November 25, 2025, In the amount of \$8,098.77.
- Dated December 4, 2025, In the amount of \$18,233.80.
- Dated December 10, 2025, In the amount of \$10,174.70.

D. Approve Escrow Release #3 to Holy Properties, LLC, 324 Schoolhouse Road in the amount of \$74,180.00.

E. Approve Escrow Release #2 (Final) to Dave Labrozzi, 38 E. Peace Valley Road in the amount of \$19,518.90.

There were no public comments.

All voted aye, motion carried 5-0.

6. Action Items

A. Consider a motion to approve and adopt Resolution 2025-11 – 2026 Budget.

Stephanie Shortall motioned to approve and adopt Resolution 2025-11 – 2026 Budget. Seconded by MaryBeth McCabe.

No public comment.

All voted aye, motion carried 5-0.

B. Consider a motion to approve and adopt Resolution 2025-12 – Tax Levy.

MaryBeth McCabe motioned to approve and adopt Resolution 2025-12 – Tax Levy. Seconded by Stephanie Shortall.

No public comment.

All voted aye, motion carried 5-0.

C. Consider a motion to approve and adopt Resolution 2025-13 – 2025 Fund Balance Policy.

Stephanie Shortall motioned to approve and adopt Resolution 2025-13 – Fun Balance Policy. Seconded by MaryBeth McCabe.

No public comment.

All voted aye, motion carried 5-0.

D. Consider a motion to approve and adopt Resolution 2025-14 – First Responder Recruitment - Retention.

Stephanie Shortall motioned to approve and adopt Resolution 2025-14 – First Responder Recruitment – Retention. Seconded by MaryBeth McCabe.

No public comment.

All voted aye, motion carried 5-0.

E. Consider a motion to adopt Ordinance 2025-07 Sewer Use.

MaryBeth McCabe motioned to adopt Ordinance 2025-07 Sewer Use. Seconded by Stephanie Shortall.

No public comment.

All voted aye, motion carried 5-0.

F. Consider a motion to approve the EAC Grant Application for the North Branch Park Basin MS4 Project.

MaryBeth McCabe motioned to approve the EAC Grant Application. Seconded by Stephanie Shortall.

No public comment.

All voted aye, motion carried 5-0.

G. Consideration of the EAC's request to join Bird Town Pennsylvania.

MaryBeth McCabe motioned to join Bird Town Pennsylvania. Seconded by Stephanie Shortall.

No public comment.

All voted aye, motion carried 5-0.

H. Discussion of the following Zoning Hearing Board Application: 213 Holly Drive.

The Board of Supervisors took no action.

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 both the Public Works Department and the Park & Recreation Department have been hard at work with Santa House and the latest storms.
- Chief Clowser discussed the recent projects going on within the Police Department and congratulated Sergeant Sandt on his retirement and Sergeant Gonzalez on his promotion.

B. Engineer's Report.

- Craig Kennard gave an update on the December 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

- MaryBeth McCabe wanted to thank all who participated and helped with the Santa House event and thank you to the Public Works Department for all of their efforts through the current storms.
- Stephanie Shortall echoed MaryBeth's sentiment.
- Bridget Kunakorn thanked everyone who worked on the Santa House event and those who came out and participated. She wished everyone a happy and safe holiday.
- Bill Jones echoed Bridget's sentiment.
- Cynthia Jones thanked everyone for their hard work in 2025 and wished everyone a happy holiday and happy new year.

8. Public Comment

N/A

9. Announcements

Cancelled - Parks & Recreation Commission Meeting – Tuesday, December 16th at 7pm.

Veterans Committee Meeting – Wednesday, December 17th at 6pm.

Zoning Hearing Board Meeting – Thursday, December 18th at 7pm.

Township Building Closed at 12pm – Friday, December 19th.

Cancelled – Planning Commission Meeting – Tuesday, December 23rd at 7pm.

Township Building Closed – Wednesday, December 24th and Thursday, December 25th.

Township Building Closed at 1pm – Wednesday, December 31st.

Township Building Closed – Thursday, January 1st.

The next meeting of the Board of Supervisors of New Britain Township will take place on **Monday, January 5th, 2026, 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 7:48 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

