



# New Britain Township Board of Supervisors

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## *Business Meeting*

Monday, February 5, 2024

7:00 PM – Business Meeting

### Agenda

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Chair Comments**

- A. The Board of Supervisors met in an Executive Session on February 1, 2024 to discuss personnel matters.

**4. Motion to Consider Consent Agenda**

- A. Resolution 2024-03, Deed of Dedication for Schoolhouse Estates-Schoolhouse Road ROW Deed of Dedication.  
B. Motion to consider meeting minutes of the January 2, 2024 Board of Supervisors Re-Organization Meeting

**5. Presentation**

- A. Neshaminy Watershed Association, Ken Jones, President, Karen Ogden, Bucks County Conservation District.  
B. Chalfont New Britain Joint Sewer Authority, John Larson, Executive Director, Preston Campbell. Member.  
C. 545 West Butler Ave., Chalfont, Dunkin Donuts proposed land development.  
D. Proposed amendment Number 2 to Zoning Ordinance and Subdivision ordinance pertaining to Parking and Traffic.

**6. Action Items**

- A. Motion to consider the schedule of prepaid bills in the amount of \$245,974.11 dated January 2, 2024.  
B. Motion to consider the schedule of prepaid bills in the amount of \$93,882.18 dated

January 25, 2024.

- C. Motion to consider the schedule of prepaid bills in the amount of \$268,268.42 dated February 1, 2024.
- D. Motion to consider the schedule of regular bills in the amount of \$80,332.23 dated February 1, 2024.
- E. Motion to approve the purchase of two (2) replacement vehicles for the Code Enforcement Department from Chapman Auto in the amount of \$59,602.00. The Budget provided \$75,000 for one vehicle. The second code vehicle is also in need of replacement. The administration recommends that the Board purchase two (2) replacement vehicles at a cost less than the budgeted cost.
- F. Motion to approve Boards and Commissions Volunteer Handbook.
- G. Motion to approve Resolution 2024-04 to remove Mike Walsh, John Bates and Matt West as authorized signatures and appointing Kristen Carpenter, William B. Jones, III and Cynthia M. Jones as authorized signatures for the two (2) township pension plans.
- H. Motion to authorize advertisement for bids for the Brittany Farms Stream Restoration.
- I. Motion to approve payment #2 in the amount of \$23,458.50 to AH Cornell for the Neshaminy Greenway Trail.
- J. Motion to cancel the February 26, 2024 Board of Supervisors meeting.

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

**8. Public Comment**

**9. Announcements**

**10. Adjournment**

*The Next Meeting of the Board of Supervisors of New Britain Township will take place on **Monday, March 4, 2024, 7:00 p.m.** at the New Britain Township Building, 207 Park Avenue, Chalfont, PA. Agenda and meeting materials are posted to the Township website prior to the meeting date at [www.newbritaintownship.org](http://www.newbritaintownship.org).*

**TOWNSHIP OF NEW BRITAIN,  
BUCKS COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2024-03**

**A RESOLUTION OF THE TOWNSHIP OF NEW BRITAIN, BUCKS COUNTY, PENNSYLVANIA, ACCEPTING DEDICATION OF THE RIGHT-OF-WAY OF SCHOOLHOUSE ROAD FROM HALLMARK HOMES – SCHOOLHOUSE, LLC**

**WHEREAS**, Hallmark Homes – Schoolhouse, LLC (the “Grantor”) is the owner in fee simple of the real property identified as part of the right-of-way of Schoolhouse Road (the “Property”), located in New Britain Township, Bucks County, Pennsylvania as described in the Legal Description prepared by Carroll Engineering attached hereto as Exhibit “A”; and

**WHEREAS**, the Grantor has agreed to dedicate the Property to New Britain Township for use by the Township as a public road; and

**WHEREAS**, the Board of Supervisors of New Britain Township desires to accept dedication of the Property, to be used as a public road, and is authorized to accept dedication of real property pursuant to Section 1502(a) of the Second Class Township Code, 53 P.S. Section 66502(a);

**NOW, THEREFORE**, be it, and it is hereby **RESOLVED** by the Board of Supervisors of New Britain Township, Bucks County, Pennsylvania, and it is hereby **ADOPTED** and **RESOLVED** by authority of same as follows:

- I. New Britain Township hereby accepts dedication of the real property identified as the right-of-way of Schoolhouse Road as described in Exhibit “A”.
- II. The Chair of the Board of Supervisors, the Township Manager and/ or the Township Solicitor, or their assignees, are hereby authorized to take all actions necessary to accept dedication of the Property for use as a public road.
- III. All resolutions or parts thereof inconsistent with this Resolution are hereby repealed to the extent of the inconsistency.
- IV. The provisions of this Resolution are declared to be severable. If any provision of this Resolution is declared to be invalid or unconstitutional by a court of competent jurisdiction, such determination shall have no effect on the remaining provisions of this Resolution.
- V. This Resolution shall go into effect immediately upon its legal adoption.

**ADOPTED** and **RESOLVED** this 5<sup>th</sup> day of February, 2024.

**ATTEST:**

**BOARD OF SUPERVISORS OF  
NEW BRITAIN TOWNSHIP**

\_\_\_\_\_  
John A. Granger,  
Interim Township Manager/  
Secretary

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

\_\_\_\_\_  
MaryBeth McCabe, Vice-Chair

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

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

\_\_\_\_\_  
Bridget Kunakorn, Member

**BOARD OF SUPERVISORS  
RE-ORGANIZATION MEETING  
MEETING MINUTES  
January 2, 2024**

The Reorganization Meeting of the Board of Supervisors of New Britain Township was held on Tuesday, January 2, 2024 at the Township Building, 207 Park Avenue, Chalfont, PA beginning at 6:30p.m.

Present were Supervisors: William B. Jones, III, Stephanie Shortall and Marybeth McCabe. Also, present were Township Interim Manager John A. Granger, Township Engineer Craig Kennard, P.E. and Police Chief Richard Clowser(6:55pm).

**I REORGANIZATION**

**1. Call to Order:** Mr. Granger, Temporary Chair, called the meeting to order.

**2. Pledge of Allegiance:** Mr. Granger led the Board and audience in the Pledge of Allegiance.

**3. Oaths of Office:**

- A. Brooke Newhouse, Notary Public, administered the oath of office to Supervisor Cynthia M. Jones.
- B. Brooke Newhouse, Notary Public, administered the oath of office to Bridget Kunakorn, Township Supervisor.
- C. Brooke Newhouse, Notary Public, administered the oath of office to Joe Kunakorn Township Auditor.

**4. Nominations for Chair:**

- A. Marybeth McCabe motioned, seconded by Bridget Kunakorn, Cynthia M. Jones was nominated as Chair. There were no additional nominations.

**MOTION: MaryBeth McCabe motioned, seconded by Bridget Kunakorn, the Board of Supervisors unanimously elected Cynthia M. Jones to Chair.**

At this time, Mr. Granger relinquished the floor to Mrs. Jones.

**5. Nominations of Vice Chair:**

- A. Bridget Kunakorn motioned, seconded by Chair Cynthia M. Jones, Marybeth McCabe, Esq. was nominated as Vice Chair. There were no additional nominations.

**MOTION: Bridget Kunakorn motioned, seconded by Cynthia M. Jones, the Board of Supervisors elected MaryBeth McCabe as Vice-Chair.**

**II PUBLIC MEETING AGENDA**

**1. Call to Order:** Chair Cynthia M. Jones called the Meeting to order.

## 2. Chair Comments:

- A. Cynthia M. Jones welcomed Bridget Kunakorn to the Board of Supervisors. "First, I would like to welcome our newest supervisor Bridget Kunakorn to the Board. You will be joining the team that have been entrusted by our residents with the governance of the township in the execution of legislative, executive, and administrative powers to ensure the sound physical management, health, safety, and welfare of New Britain Township and its residents.

Our most challenging task this year will be the search for a new Township Manager. This process will begin by the end of January. The people who staff our township are our greatest assets. The Administrative, Public Works, Parks and Recreation, Finance and Police Departments, including this Board, take our jobs very seriously and we hope that you, our residents, are proud of the work we do to support this wonderful community.

A strong, open line of communication that flows in both directions is key to a healthy dialogue between government and residents. Beginning this year, we will be implementing improvements to how the township interacts with its residents.

Development on the website and an opt-in resident e-mail list are just two ways we will be exploring. We believe volunteers are essential to helping our community thrive, and I would encourage all our residents to join us in that endeavor.

Lastly, as Chair, I pledge as all chairmen of a township should, that we will continue to provide stability, accessibility, and transparency to this community. That's what all our residents deserve and expect and that is what we will strive to provide in 2024. Thank you"

## 3. Public Comments:

- A. Deborah Rendon, 70 Keller Road, Chalfont, congratulated the newly elected supervisors. She stated that the peaceful transition of power was welcomed. She offered best wishes to all.

## 4. Amendment to Agenda:

**MOTION: Marybeth McCabe motioned, seconded by William B. Jones, III, unanimously amended the agenda to discuss two (2) matters that will be before the Zoning Hearing Board prior to the next meeting of the Board of Supervisors.**

- A. 186 New Galena Road (MEG Investments, LLC) – The applicant is proposing to change the current nonconforming use of the property as a machine shop to an office and storage use. The applicant is requesting a special exception from § 27-2304.

Craig Kennard stated that he has not fully reviewed the application. He stated that he wasn't comfortable with the information provided on the application and recommended that the solicitor attend the hearing.

William B. Jones, III recommended that the township oppose the application.

Marybeth McCabe stated that the applicant needed to provide additional information regarding traffic and to provide additional information on the amount and type of materials to be stored outside.

Bridget Kunakorn expressed concern about the amount of additional truck traffic.

**MOTION: MaryBeth McCabe motioned, seconded by Bridget Kunakorn, the Board of Supervisors unanimously agreed to have the solicitor attend the hearing to oppose the application.**

- B. 4645 County Line Road (Hulton Contracting, Inc.) – The applicant proposes to conduct a commercial storage use at the property. The applicant is requesting a variance from § 27-1801.

Craig Kennard stated that the application provided very little information. The applicant should provide additional information.

**MOTION: MaryBeth McCabe motioned, seconded by William B. Jones, III, the Board of Supervisors unanimously agreed that the solicitor should oppose this application.**

## 5. Action Items:

- A. Motion to adopt Resolution 2024-01 Appointments, Reappointments and Modifications to Appointments.

**MOTION: William B. Jones, III motioned, seconded by MaryBeth McCabe, the Board of Supervisors unanimously adopted Resolution 2024-01 Appointments, Reappointments and Modifications to Appointments.**

- B. Motion to adopt Resolution 2024-02 2024 Fee Schedule.

**MOTION: MaryBeth McCabe motioned, seconded by Stephanie Shortall, the Board of Supervisors unanimously adopted Resolution 2024-02.**

- C. Motion to approve the 2024 meeting dates.

Cynthia M. Jones stated that the only dates for the Planning Commission should be changed from the 4<sup>th</sup> Thursday to the 4<sup>th</sup> Tuesday each month. The meeting dates should be January 23, February 27, March 26, April 23, May 28, June 25, July 23, August 27, September 24, October 22 and November 26.

Cynthia M. Jones requested that the Board of Supervisors consider closing the township building on July 5, 2024, which is a Friday. Many township employees work on July 4, 2024 with the parade.

Kathleen Davis, Clearview Ave., Chalfont, PA stated that the Environmental Advisory Council meeting dates may need to be changed.

Cynthia M. Jones stated that the meeting could be discussed at a later date.

**MOTION: MaryBeth McCabe motioned, seconded by Bridget Kunakorn, the Board of Supervisors approved the meeting schedule as amended.**

## **6. Board of Supervisors Comments.**

- A. Cynthia M. Jones stated that Randy Flager was present representing Flager & Associates as the township solicitor. Scott Holbert would be representing the Board of Supervisors at the regular Board meetings.
- B. Stephanie Shortall welcomed Bridget Kunakorn to the Board of Supervisors. She also welcomed the solicitor and staff.
- C. William B. Jones welcomed Bridget Kunakorn to the Board of Supervisors. He also welcomed the solicitor and staff.
- D. MaryBeth McCabe welcomed Bridget Kunakorn as township supervisor. She stated the Environmental Advisory Council was finally established and looking forward to working with them.
- E. Bridget Kunakorn thanked the voters of the township for electing her and looks forward to working with the Board and staff.
- F. Cynthia welcomed all. She noted that the Christmas tree drop off locations are at the township building and West Branch Park.

## **7. Old Business:**

- A. None

## **8. New Business:**

- A. None

## **9. Announcements:**

- A. The Board of Supervisors will be going into Executive Session after this meeting to discuss personnel issues.

## **9. Adjournment:**

**MOTION: William B. Jones III motioned, seconded by Bridget Kunakorn, the Board of Supervisors unanimously adjourned the meeting at 7:10pm.**



**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: \_\_\_\_\_  
John A. Granger,  
Interim Township Manager/Secretary

# MEMO

TOWNSHIP OF NEW BRITAIN



**TO:** Board of Supervisors  
**FROM:** Kristin Carpenter  
**DATE:** February 1, 2024  
**SUBJECT:** Schedule of Bills - Prepaid

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Amount of Prepaid Bills: \$245,974.11  
Dated: January 2, 2024

Presented By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

P.O. Type: All  
 Range: First to Last  
 Format: Condensed  
 Vendors: All  
 Rcvd Batch Id Range: KG120223 to KG122923

Open: N Paid: Y Void: N  
 Rcvd: N Held: N Aprv: N  
 Bid: Y State: Y Other: Y Exempt: Y  
 First Enc Date Range: 12/02/23 to 12/31/23  
 Include Non-Budgeted: Y  
 Prior Year Only: N

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
180NB005	180 NB BLVD ASSOCIATES LLC	23001491	12/14/23	RELEASE OF ESCROW	Open	6,807.75	0.00		
ANTHO030	ANTHONY PASSERINI	23001490	12/14/23	2023 MEDICAL REIMBURSEMENT	Open	1,192.14	0.00		
		23001496	12/14/23	2023 MEDICAL REIMBURSEMENT	Open	42.41	0.00		
		23001546	12/22/23	2023 MEDICAL REIMBURSEMENT	Open	129.13	0.00		
						1,363.68			
ARMOU010	ARMOUR & SONS ELECTRIC I	23001561	12/13/23	TRAFFIC SIGNAL REPAIR	Open	810.00	0.00		
ASSOC010	ASSOCIATED TRUCK PARTS	23001557	12/21/23	VEHICLE REPAIRS	Open	130.32	0.00		
BARRY010	BARRY ISETT & ASSOCIATES INC	23001531	12/12/23	EMERGENCY MGMT SERVICES	Open	1,050.00	0.00		
BEEBERG	Bee Bergvall & Co	23001486	12/04/23	ACCOUNTING SERVICES	Open	2,030.00	0.00		
BEGLE005	BEGLEY CARLIN & MANDIO LLP	23001466	12/04/23	LEGAL EXPENSES	Open	7,818.00	0.00		
BERGE010	BERGEY'S INC.	23001558	12/19/23	PARTS/REPAIRS PW 48-25	Open	1,036.20	0.00		
		23001563	12/11/23	PARTS/REPAIRS PW 48-29	Open	3,947.55	0.00		
						4,983.75			
BLOCK005	BLOCK COMMUNICATIONS	23001550	12/19/23	POLICE SUV UPFIT	Open	278.70	0.00		
BRIAN010	BRIAN JONES	23001453	12/10/23	JULY-DECEMBER 2023 CELL REIMB	Open	120.00	0.00		
BRITT005	BRITTON INDUSTRIES	23001560	12/13/23	DEBRIS REMOVAL	Open	50.00	0.00		
CRICH010	C. RICHARD MICHIE II	23001502	12/17/23	2023 MEDICAL REIMBURSEMENT	Open	298.66	0.00		
		23001503	12/15/23	JULY-DECEMBER 2023 CELL REIMB	Open	120.00	0.00		
		23001548	12/22/23	2023 MEDICAL REIMBURSEMENT	Open	10.00	0.00		
						428.66			
CENTR020	CENTRAL BUCKS AMBULANCE	23001540	12/21/23	4TH QTR 2023 DISTRIBUTION	Open	1,966.00	0.00		

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
<b>CHAL-030 CHAL-BRIT REGIONAL EMS</b>									
23001539		12/21/23	4TH QTR 2023	DISTRIBUTION	Open	30,807.00	0.00		
<b>CHALF080 CHALFONT FIRE COMPANY</b>									
23001541		12/21/23	4TH QTR 2023	DISTRIBUTION	Open	74,741.00	0.00		
<b>CHARL030 Charles Schwab &amp; Co Inc.</b>									
23001427		12/04/23	EMPLOYEE CONTRIBUTIONS	POLICE	Open	20,575.80	0.00		
23001428		12/04/23	EMPLOYEE CONTRIBUTION	NON UNI	Open	17,136.48	0.00		
23001565		12/28/23	EMPLOYEE CONTRIBUTIONS	POLICE	Open	6,462.18	0.00		
23001566		12/28/23	EMPLOYEE CONTRIBUTION	NON UNI	Open	5,545.52	0.00		
						<u>49,719.98</u>			
<b>CHRIS070 CHRIS BOYLE LAW ENFORCEMENT</b>									
23001510		12/14/23	2024 CASE LAW UPDATE/TRAINING		Open	1,485.00	0.00		
<b>COMCA010 COMCAST</b>									
23001513		12/06/23	CABLE/INTERNET		Open	507.22	0.00		
23001554		12/09/23	CABLE/INTERNET		Open	262.59	0.00		
						<u>769.81</u>			
<b>CONNO005 CONNOR MALONEY</b>									
23001564		12/28/23	PAYROLL CHECK CORRECTION		Open	1,004.51	0.00		
<b>CONSE005 CONSERVATION RESOURCES LLC</b>									
23001523		12/13/23	FILTER FABRIC - NB PARK		Open	262.40	0.00		
<b>CYNTH035 CYNTHIA JONES</b>									
23001426		12/05/23	2023 MEDICAL REIMBURSEMENT		Open	483.79	0.00		
<b>DANIE050 DANIEL A. GONZALEZ</b>									
23001430		12/04/23	UNIFORM REIMBURSEMENT		Open	73.95	0.00		
23001477		12/12/23	JULY-DECEMBER 2023 CELL REIMB		Open	120.00	0.00		
						<u>193.95</u>			
<b>DANIE055 DANIEL SACKS</b>									
23001495		12/13/23	JULY-DECEMBER 2023 CELL REIMB		Open	120.00	0.00		
23001547		12/21/23	2023 MEDICAL REIMBURSEMENT		Open	59.00	0.00		
						<u>179.00</u>			
<b>DOYLE060 DOYLESTOWN FIRE COMPANY</b>									
23001544		12/21/23	4TH QTR 2023	DISTRIBUTION	Open	1,699.00	0.00		
<b>DUBLI010 DUBLIN FIRE COMPANY</b>									
23001543		12/21/23	4TH QTR 2023	DISTRIBUTION	Open	3,397.00	0.00		
<b>FEDEX010 FEDEX</b>									
23001484		12/05/23	ADMIN SHIPPING		Open	4.70	0.00		
<b>GESTE010 G.E. STEEL INC.</b>									
23001536		12/20/23	TAX REFUND 26-005-048		Open	9.91	0.00		

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
GARYT005	GARY THOMAS	23001514	12/19/23	2023 MEDICAL REIMBURSEMENT	Open	425.94	0.00		
GEORG040	GEORGE ALLEN PORTABLE TOILETS	23001518	12/12/23	PORTABLE TOILETS/PARKS	Open	664.00	0.00		
HKMAT010	H & K MATERIALS	23001555	12/16/23	PATCHING	Open	985.50	0.00		
HEACO010	HEACOCK LUMBER	23001519	12/14/23	LUMBER - WHITE OAK	Open	128.00	0.00		
HIGHS005	HIGH SWARTZ LLP	23001434	12/04/23	LEGAL SERVICES	Open	4,620.00	0.00		
HILLT020	HILLTOWN FIRE COMPANY	23001542	12/21/23	4TH QTR 2023 DISTRIBUTION	Open	5,096.00	0.00		
HIRSC005	HIRSCHBERG MECHANICAL LLC	23001489	12/14/23	FALL/WINTER MAINTENANCE 2023	Open	3,340.00	0.00		
JEREM015	JEREMY BISHOP	23001411	12/05/23	2023 BOOT ALLOWANCE	Open	139.00	0.00		
JUSTI030	JUSTIN ELVIDGE	23001505	12/20/23	2023 HEALTH CLUB REIMB	Open	250.00	0.00		
		23001515	12/20/23	JULY-DECEMBER 2023 CELL REIMB	Open	120.00	0.00		
						370.00			
KATHE005	KATHERINE PEFFALL	23001455	12/06/23	JULY-DECEMBER 2023 CELL REIMB	Open	120.00	0.00		
KELSE005	KELSEY C. GANTHER	23001497	12/13/23	2023 HEALTH CLUB REIMBURSEMENT	Open	250.00	0.00		
KEYBU005	KEY BUSINESS SOLUTIONS	23001500	12/05/23	INKJET CARTRIDGE	Open	132.62	0.00		
KIMG005	KIM GOODWIN	23001506	12/08/23	MILEAGE REIMBURSEMENT	Open	45.20	0.00		
KRIST010	KRISTIN CARPENTER	23001538	12/21/23	MOVING EXPENSE	Open	2,500.00	0.00		
LMGFA010	LMG FAMILY PRACTICE	23001552	12/04/23	PRE-EMPLOYMENT SCREENINGS	Open	155.00	0.00		
LOUIS005	LOUIS GENTNER	23001400	12/04/23	2023 HEALTH CLUB REIMB	Open	250.00	0.00		
		23001436	12/07/23	2023 MEDICAL REIMBURSEMENT	Open	60.12	0.00		
						310.12			

*not to be approved JL*



Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
MARKS010	MARK S. DUNCAN JR.	23001488	12/13/23	PAYROLL CHECK CORRECTION	Open	200.00	0.00		
MARYB005	MaryBeth McCabe	23001409	12/04/23	2023 MEDICAL REIMBURSEMENT	Open	50.00	0.00		
MCDON010	MCDONALD UNIFORM COMPANY	23001508	12/15/23	UNIFORM	Open	213.82	0.00		
MICHA165	MICHAEL BAKER INTERNATIONAL	23001535	12/20/23	COLEMAN TRAIL FINAL DESIGN	Open	9,176.55	0.00		
MICHA070	MICHAEL MEISTER	23001537	12/20/23	TAX REFUND 26-012-064-700	Open	2,016.98	0.00		
MICHA110	MICHAEL SANDT	23001456	12/05/23	JULY-DECEMBER 2023 CELL REIMB	Open	120.00	0.00		
NETTE005	NetTech International	23001509	12/05/23	INSTALL CAT6E STATIONS	Open	3,897.00	0.00		
NICOL010	NICOLE PERCETTI	23001423	12/04/23	TAX COLLECTOR INTERIM REIMB	Open	191.25	0.00		
PAULZ010	PAUL ZIELINSKI	23001469	12/11/23	LUNCH REIMB FOR MCSAP DETAIL	Open	60.00	0.00		
		23001494	12/13/23	JULY-DECEMBER 2023 CELL REIMB	Open	120.00	0.00		
		23001545	12/19/23	FIREARMS REIMBURSEMENT	Open	399.00	0.00		
						579.00			
PECOE020	PECO ENERGY-PAYMENT PROCESSING	23001517	12/08/23	ELECTRIC	Open	591.48	0.00		
		23001526	12/07/23	ELECTRIC	Open	171.62	0.00		
						763.10			
PINECRES	PINECREST COUNTRY CLUB	23001492	12/13/23	2023 HOLIDAY LUNCHEON	Open	168.00	0.00		
PRIMA005	PRIMARY ARMS LLC	23001512	12/13/23	CERT TEAM	Open	464.54	0.00		
READY005	READY REFRESH BY NESTLE	23001524	12/06/23	BOTTLED WATER	Open	528.66	0.00		
RICHT010	RICHTER DRAFTING & OFFICE SUPP	23001549	12/14/23	OFFICE SUPPLIES	Open	254.36	0.00		
RIGGI010	RIGGINS INC.	23001521	12/14/23	PW FUEL	Open	668.03	0.00		
		23001522	12/14/23	PW DIESEL	Open	764.55	0.00		
		23001528	12/08/23	POLICE FUEL	Open	381.49	0.00		

January 2, 2024  
04:04 PM

NEW BRITAIN TOWNSHIP  
Purchase Order Listing By Vendor Name

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
<b>RIGGI010 RIGGINS INC.</b>									
					Continued				
		23001529	12/08/23	PW FUEL	Open	381.50	0.00		
						2,195.57			
<b>ROBER070 ROBERT D. SKELTON</b>									
		23001504	12/19/23	2023 MEDICAL REIMBURSEMENT	Open	2,500.00	0.00		
<b>ROBER270 ROBERT E. LITTLE, INC.</b>									
		23001475	12/07/23	MOWER PART	Open	47.78	0.00		
		23001559	12/19/23	MOWER PART	Open	18.16	0.00		
						65.94			
<b>RYANL005 RYAN LISCHKE</b>									
		23001451	12/08/23	2023 MEDICAL REIMBURSEMENT	Open	358.43	0.00		
		23001452	12/11/23	JULY-DECEMBER 2023 CELL REIMB	Open	120.00	0.00		
						478.43			
<b>STAND020 STANDARD DIGITAL IMAGING</b>									
		23001485	12/04/23	COPIER CHARGE	Open	275.83	0.00		
<b>THOMA090 THOMAS J. WALSH III, ESQ.</b>									
		23001516	12/16/23	ZONING LEGAL SERVICES	Open	3,072.00	0.00		
<b>TOWER010 TOWER HEALTH AT HOME HOSPICE</b>									
		23001431	12/06/23	MEMORIAL CONTRIB - M CLOWSER	Open	100.00	0.00		
<b>TUSTI005 TUSTIN MECHANICAL SERVICES</b>									
		23001478	12/05/23	BOILER MAINTENANCE	Open	1,172.00	0.00		
		23001520	12/13/23	POLICE THERMOSTAT UNIT	Open	1,684.38	0.00		
		23001562	12/20/23	BOILER MAINTENANCE	Open	1,233.00	0.00		
						4,089.38			
<b>UNITE010 UNITED INSPECTION AGENCY INC.</b>									
		23001472	12/06/23	OUTSIDE INSPECTIONS	Open	150.00	0.00		
		23001551	12/13/23	OUTSIDE INSPECTIONS	Open	765.00	0.00		
						915.00			
<b>UNIVE010 UNIVERSAL ELECTRIC LLC</b>									
		23001483	12/04/23	PD CONF RM RECPT TV INSTALL	Open	212.00	0.00		
<b>VERIZ010 VERIZON</b>									
		23001532	12/05/23	INTERNET	Open	159.59	0.00		
<b>WHISP005 WHISPERING HILL STUDIO</b>									
		23001403	12/04/23	300TH ANNIVERSAY TILES	Open	1,800.00	0.00		
<b>WILLI010 WILLIAM A. MAY</b>									
		23001438	12/04/23	JULY - DEC 2023 CELL REIMB	Open	120.00	0.00		
<b>WILL030 WILLIAM BLACK</b>									
		23001457	12/12/23	2023 MEDICAL REIMBURSEMENT	Open	52.61	0.00		

Vendor #	Name	Status	Amount	Void Amount	Contract	PO Type
PO #	PO Date	Description				
<b>WILLO30 WILLIAM BLACK</b>						
Continued						
23001493	12/15/23	2023 HEALTH CLUB REIMB	Open	250.00		0.00
				302.61		
<b>WILLI080 WILLIAM JONES</b>						
23001417	12/04/23	2023 MEDICAL REIMBURSEMENT	Open	623.99		0.00
<b>WILSO015 WILSON OF WALLINGFORD, INC</b>						
23001476	12/06/23	HEATING OIL	Open	1,851.70		0.00
<b>WITME010 WITMER PUBLIC SAFETY GROUP, INC</b>						
23001511	12/09/23	CERT TEAM	Open	963.52		0.00
<b>ZACHA005 ZACHARY JENKINS</b>						
23001437	12/06/23	JUL - DEC 2023 CELL REIMB	Open	120.00		0.00
<b>ZANES005 ZANE SNYDER</b>						
23001439	12/04/23	2023 HEALTH CLUB REIMB	Open	250.00		0.00
<b>Total Purchase Orders: 101 Total P.O. Line Items: 0 Total List Amount: 250,594.11 Total Void Amount: 0.00</b>						



Totals by Year-Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND:	3-01	57,826.72	2,026.89	0.00	59,853.61
STREET LIGHTING FUND:	3-02	763.10	0.00	0.00	763.10
FIRE/AMBULANCE TAX FUND:	3-03	117,706.00	0.00	0.00	117,706.00
PARKS & RECREATION FUND:	3-07	11,902.95	0.00	0.00	11,902.95
ESCROW:	3-90	10,755.75	0.00	0.00	10,755.75
Year Total:		198,954.52	2,026.89	0.00	200,981.41
	x-01	49,612.70	0.00	0.00	49,612.70
Total of All Funds:		248,567.22	2,026.89	0.00	250,594.11

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Totals by Fund Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND:	01	107,439.42	2,026.89	0.00	109,466.31
STREET LIGHTING FUND:	02	763.10	0.00	0.00	763.10
FIRE/AMBULANCE TAX FUND:	03	117,706.00	0.00	0.00	117,706.00
PARKS & RECREATION FUND:	07	11,902.95	0.00	0.00	11,902.95
ESCROW:	90	10,755.75	0.00	0.00	10,755.75
Total of All Funds:		<u>248,567.22</u>	<u>2,026.89</u>	<u>0.00</u>	<u>250,594.11</u>

NEW BRITAIN TOWNSHIP  
Breakdown of Expenditure Account Current/Prior Received/Prior Open

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND:	3-01	57,826.72	0.00	0.00	0.00	57,826.72
STREET LIGHTING FUND:	3-02	763.10	0.00	0.00	0.00	763.10
FIRE/AMBULANCE TAX FUND:	3-03	117,706.00	0.00	0.00	0.00	117,706.00
PARKS & RECREATION FUND:	3-07	11,902.95	0.00	0.00	0.00	11,902.95
ESCROW:	3-90	10,755.75	0.00	0.00	0.00	10,755.75
Year Total:		198,954.52	0.00	0.00	0.00	198,954.52
	x-01	49,612.70	0.00	0.00	0.00	49,612.70
Total of All Funds:		248,567.22	0.00	0.00	0.00	248,567.22

# MEMO



**TO:** Board of Supervisors  
**FROM:** Kristin Carpenter  
**DATE:** February 1, 2024  
**SUBJECT:** Schedule of Bills - Prepaid

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Amount of Prepaid Bills: \$93,882.18  
Dated: January 25, 2024

Presented By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

Amount of Prepaid Bills: \$268,268.42  
Dated: February 1, 2024

Presented By: \_\_\_\_\_

Seconded By: \_\_\_\_\_







Vendor # Name	PO # PO Date Description	Amount	Contract PO Type Charge Account	Acct Type Description	Stat/Chk	Enc Date	First Rcvd Date	Chk/Void Date	Invoice	1099 Excl
<b>VERIZON</b>										
	24000057 01/14/24 FIOS SERVICES/EQUIP	168.08	01-430-320	E COMMUNICATIONS/MAINT	R	01/14/24	01/14/24	0001-97	011424	N
	1 FIOS SERVICES/EQUIP									
	24000062 01/12/24 FIOS SERVICES/EQUIP	22.30	01-430-320	E COMMUNICATIONS/MAINT	R	01/12/24	01/12/24	0001-65	011224	N
	1 FIOS SERVICES/EQUIP									
	Vendor Total:	190.38								
<b>WILLIAMS</b>										
	24000072 01/23/24 01/19/24 SNOW REMOVAL	625.00	01-432-220	E SNOW REMOVAL/CONTRACTORS	R	01/23/24	01/23/24	012324		N
	1 01/19/24 SNOW REMOVAL									
	Vendor Total:	625.00								
<b>WILSON OF WALLINGFORD, INC</b>										
	23001655 12/20/23 HEATING OIL	1,240.11	01-437-360	E HEAT AND UTILITIES	R	12/20/23	12/20/23	11315513		N
	1 HEATING OIL									
	Vendor Total:	1,240.11								
<b>WITMER PUBLIC SAFETY GROUP, INC</b>										
	23001653 12/31/23 UNIFORM	84.48	01-410-241	E UNIFORMS/VESTS	R	12/31/23	12/31/23	INV393595		N
	1 UNIFORM									
	23001654 12/31/23 CERT TEAM	300.84	01-410-390	E C.E.R.T. TEAM	R	12/31/23	12/31/23	INV396680		N
	1 CERT TEAM									
	Vendor Total:	385.32								
<b>TOTALS</b>										
Total Purchase Orders:	26 Total P.O. Line Items:	26	Total List Amount:	14,104.68	Total Void Amount:	0.00				



Totals by Year-Fund Fund Description	Fund	Expend Rcvd	Expend Held	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND:	3-01	1,625.43	0.00	1,625.43	0.00	0.00	1,625.43
GENERAL FUND:	4-01	9,215.25	0.00	9,215.25	0.00	0.00	9,215.25
ESCROW:	4-90	3,264.00	0.00	3,264.00	0.00	0.00	3,264.00
Year Total:		12,479.25	0.00	12,479.25	0.00	0.00	12,479.25
Total of All Funds:		14,104.68	0.00	14,104.68	0.00	0.00	14,104.68

Totals by Fund Fund Description	Fund	Expend Rcvd	Expend Held	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND:	01	10,840.68	0.00	10,840.68	0.00	0.00	10,840.68
ESCROW:	90	3,264.00	0.00	3,264.00	0.00	0.00	3,264.00
		<u>14,104.68</u>	<u>0.00</u>	<u>14,104.68</u>	<u>0.00</u>	<u>0.00</u>	<u>14,104.68</u>
	Total of All Funds:						

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND:	3-01	1,625.43	0.00	0.00	0.00	1,625.43
GENERAL FUND:	4-01	9,215.25	0.00	0.00	0.00	9,215.25
ESCROW:	4-90	3,264.00	0.00	0.00	0.00	3,264.00
Year Total:		12,479.25	0.00	0.00	0.00	12,479.25
Total of All Funds:		14,104.68	0.00	0.00	0.00	14,104.68

P.O. Type: All  
 Range: First to Last  
 Format: Detail without Line Item Notes  
 Vendors: All  
 Rcvd Batch Id Range: **KG0125PD to KG0125PD**  
 Include Non-Budgeted: Y  
 Prior Year Only: N  
 Open: N Paid: N Void: N  
 Rcvd: Y Held: Y Aprv: N  
 Bid: Y State: Y Other: Y Exempt: Y  
 \* Means Prior Year Line

Vendor # Name	PO # PO Date Description	Amount	Charge Account	Contract PO Type	Acct Type Description	Stat/Chk	Enc Date	First Rcvd Date	Chk/Void Date	Invoice	Excl
DVHT010 DVHT											
24000079	01/01/24 HEALTH INSURANCE										
1	HEALTH INSURANCE	276.99	01-400-150		E MEDICAL/DENTAL/LIFE/RX INSURANCE	R		01/01/24	01/01/24	26197	N
2	HEALTH INSURANCE	5,989.35	01-400-150		E MEDICAL/DENTAL/LIFE/RX INSURANCE	R		01/01/24	01/01/24	26197	N
3	HEALTH INSURANCE	3,904.78	01-405-150		E MEDICAL/DENTAL/LIFE/RX INSURANCE	R		01/01/24	01/01/24	26197	N
4	HEALTH INSURANCE	39,920.95	01-410-151		E MEDICAL/DENTAL/RX/LIFE INSURANCE	R		01/01/24	01/01/24	26197	N
5	HEALTH INSURANCE	3,158.93	01-414-151		E MEDICAL/DENTAL/RX/LIFE INSURANCE	R		01/01/24	01/01/24	26197	N
6	HEALTH INSURANCE	18,397.19	01-430-151		E MEDICAL/DENTAL/RX/LIFE INSURANCE	R		01/01/24	01/01/24	26197	N
7	HEALTH INSURANCE	5,614.20	07-454-151		E MEDICAL/DENTAL INSURANCE	R		01/01/24	01/01/24	26197	N
8	HEALTH INSURANCE	3,069.09	01-413-151		E MEDICAL/DENTAL/RX/LIFE/INSURANCE	R		01/01/24	01/01/24	26197	N
		<u>79,777.50</u>									

Vendor Total: 79,777.50

Total Purchase Orders: 1 Total P.O. Line Items: 8 Total List Amount: 79,777.50 Total Void Amount: 0.00

Totals by Year-Fund Fund Description	Fund	Expend Rcvd	Expend Held	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND:	4-01	74,163.30	0.00	74,163.30	0.00	0.00	74,163.30
PARKS & RECREATION FUND:	4-07	5,614.20	0.00	5,614.20	0.00	0.00	5,614.20
Total of All Funds:		<u>79,777.50</u>	<u>0.00</u>	<u>79,777.50</u>	<u>0.00</u>	<u>0.00</u>	<u>79,777.50</u>

Totals by Fund Fund Description	Fund	Expend Rcvd	Expend Held	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND:	01	74,163.30	0.00	74,163.30	0.00	0.00	74,163.30
PARKS & RECREATION FUND:	07	5,614.20	0.00	5,614.20	0.00	0.00	5,614.20
Total of All Funds:		<u>79,777.50</u>	<u>0.00</u>	<u>79,777.50</u>	<u>0.00</u>	<u>0.00</u>	<u>79,777.50</u>

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND:	4-01	74,163.30	0.00	0.00	0.00	74,163.30
PARKS & RECREATION FUND:	4-07	5,614.20	0.00	0.00	0.00	5,614.20
Total of All Funds:		<u>79,777.50</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>79,777.50</u>









Vendor # Name	PO # PO Date Description	Contract PO Type	Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	First Rcvd Date	Chk/Void Date	Invoice	Excl
PECOE020 PECO ENERGY-PAYMENT PROCESSING Continued											
	24000133 01/25/24 ELECTRIC										
	1 ELECTRIC		17.93	02-434-360	E UTILITY EXPENSE	R	01/25/24	01/25/24		31017 012524	N
	2 ELECTRIC		19.04	02-434-360	E UTILITY EXPENSE	R	01/25/24	01/25/24		46047 012524	N
	3 ELECTRIC		946.12	01-437-360	E HEAT AND UTILITIES	R	01/25/24	01/25/24		01119 012524	N
	4 ELECTRIC		15.58	02-434-360	E UTILITY EXPENSE	R	01/25/24	01/25/24		27018 012524	N
	5 ELECTRIC		128.79	01-434-300	E STREET LIGHTING/GEN/NOT DISTRICT	R	01/25/24	01/25/24		52068 012524	N
	6 ELECTRIC		25.36	02-434-360	E UTILITY EXPENSE	R	01/25/24	01/25/24		60004 012524	N
			<u>1,152.82</u>								
	Vendor Total:		4,565.89								
REPUB005 REPUBLIC SERVICES #320											
	24000095 01/15/24 TRASH SERVICES										
	1 TRASH SERVICES		204.37	01-437-360	E HEAT AND UTILITIES	R	01/15/24	01/15/24		0320-004358309	N
	2 TRASH SERVICES		186.74	01-409-360	E UTILITIES	R	01/15/24	01/15/24		0320-004358309	N
	3 TRASH SERVICES		186.74	01-410-360	E UTILITIES	R	01/15/24	01/15/24		0320-004358309	N
	4 TRASH SERVICES		204.37	07-454-360	E UTILITIES	R	01/15/24	01/15/24		0320-004358309	N
			<u>782.22</u>								
	Vendor Total:		782.22								
RIGGI010 RIGGINS INC.											
	24000089 01/25/24 PW DIESEL										
	1 PW DIESEL		1,858.05	01-437-330	E FUEL & OIL EQUIP	R	01/25/24	01/25/24		75117824	N
	24000090 01/25/24 PW FUEL										
	1 PW FUEL		1,052.31	01-437-330	E FUEL & OIL EQUIP	R	01/25/24	01/25/24		75117818	N
			<u>2,910.36</u>								
	Vendor Total:		2,910.36								
STAND010 STANDARD INSURANCE COMPANY											
	24000087 01/16/24 LIFE/DISABILITY INSURANCE										
	1 LIFE/DISABILITY INSURANCE		116.60	01-400-150	E MEDICAL/DENTAL/LIFE/RX INSURANCE	R	01/16/24	01/16/24		011624	N
	2 LIFE/DISABILITY INSURANCE		126.80	01-405-150	E MEDICAL/DENTAL/LIFE/RX INSURANCE	R	01/16/24	01/16/24		011624	N
	3 LIFE/DISABILITY INSURANCE		2,087.84	01-410-151	E MEDICAL/DENTAL/RX/LIFE INSURANCE	R	01/16/24	01/16/24		011624	N
	4 LIFE/DISABILITY INSURANCE		106.74	01-413-151	E MEDICAL/DENTAL/RX/LIFE/INSURANCE	R	01/16/24	01/16/24		011624	N
	5 LIFE/DISABILITY INSURANCE		108.43	01-414-151	E MEDICAL/DENTAL/RX/LIFE INSURANCE	R	01/16/24	01/16/24		011624	N

Vendor # Name	PO # PO Date Description	Amount	Contract PO Type	Charge Account	Acct Type Description	Stat/Chk	Enc Date	First Rcvd	Chk/Void	Invoice	1099
Item Description							Date	Date	Date		Excl
STAND010 STANDARD INSURANCE COMPANY Continued											
24000087	01/16/24 LIFE/DISABILITY INSURANCE	Continued									
6	LIFE/DISABILITY INSURANCE	491.00	01-430-151		E MEDICAL/DENTAL/RX/LIFE INSURANCE	R	01/16/24	01/16/24	01/16/24	011624	N
7	LIFE/DISABILITY INSURANCE	197.06	07-454-151		E MEDICAL/DENTAL INSURANCE	R	01/16/24	01/16/24	01/16/24	011624	N
		<u>3,234.47</u>									
	Vendor Total:	3,234.47									
VERIZ050 VERIZON WIRELESS											
24000123	01/19/24 POLICE WIRELESS SERVICE										
1	POLICE WIRELESS SERVICE	597.57	01-410-320		E COMMUNICATIONS	R	01/19/24	01/19/24	01/19/24	9954635542	N
24000124 01/19/24 POLICE WIRELESS SERVICE											
1	POLICE WIRELESS SERVICE	312.51	01-400-320		E TELEPHONE/COMMUNICATIONS	R	01/19/24	01/19/24	01/19/24	9954635541	N
2	POLICE WIRELESS SERVICE	649.63	01-410-320		E COMMUNICATIONS	R	01/19/24	01/19/24	01/19/24	9954635541	N
3	POLICE WIRELESS SERVICE	256.80	01-430-320		E COMMUNICATIONS/MAINT	R	01/19/24	01/19/24	01/19/24	9954635541	N
		<u>1,218.94</u>									
	Vendor Total:	1,866.16									
24000134 01/23/24 POLICE WIRELESS SERVICE											
1	POLICE WIRELESS SERVICE	49.65	01-410-320		E COMMUNICATIONS	R	01/23/24	01/23/24	01/23/24	9954980089	N
	Vendor Total:	1,866.16									
WILLI030 WILLIE CLEMMER											
24000083	01/19/24 01/19/24 SNOW REMOVAL										
1	01/19/24 SNOW REMOVAL	562.50	01-432-220		E SNOW REMOVAL/CONTRACTORS	R	01/19/24	01/19/24	01/19/24	011924	N
	Vendor Total:	562.50									
WILSO015 WILSON OF WALLINGFORD, INC											
24000094	01/24/24 HEATING OIL										
1	HEATING OIL	1,854.94	01-437-360		E HEAT AND UTILITIES	R	01/24/24	01/24/24	01/24/24	11331633	N
	Vendor Total:	1,854.94									
Total Purchase Orders: 25 Total P.O. Line Items: 60 Total List Amount: 268,268.42 Total Void Amount: 0.00											



Totals by Year-Fund Fund Description	Fund	Expend Rcvd	Expend Held	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND:	3-01	120.00	0.00	120.00	0.00	0.00	120.00
GENERAL FUND:	4-01	34,224.30	0.00	34,224.30	0.00	0.00	34,224.30
STREET LIGHTING FUND:	4-02	148.11	0.00	148.11	0.00	0.00	148.11
LAND PRESERVATION FUND:	4-04	35.27	0.00	35.27	0.00	0.00	35.27
PARKS & RECREATION FUND:	4-07	223,740.74	0.00	223,740.74	0.00	0.00	223,740.74
ESCROW:	4-90	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
Year Total:		268,148.42	0.00	268,148.42	0.00	0.00	268,148.42
Total of All Funds:		268,268.42	0.00	268,268.42	0.00	0.00	268,268.42

Totals by Fund Fund Description	Fund	Expend Rcvd	Expend Held	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND:	01	34,344.30	0.00	34,344.30	0.00	0.00	34,344.30
STREET LIGHTING FUND:	02	148.11	0.00	148.11	0.00	0.00	148.11
LAND PRESERVATION FUND:	04	35.27	0.00	35.27	0.00	0.00	35.27
PARKS & RECREATION FUND:	07	223,740.74	0.00	223,740.74	0.00	0.00	223,740.74
ESCROW:	90	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
Total of All Funds:		<u>268,268.42</u>	<u>0.00</u>	<u>268,268.42</u>	<u>0.00</u>	<u>0.00</u>	<u>268,268.42</u>

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND:	3-01	120.00	0.00	0.00	0.00	120.00
GENERAL FUND:	4-01	34,224.30	0.00	0.00	0.00	34,224.30
STREET LIGHTING FUND:	4-02	148.11	0.00	0.00	0.00	148.11
LAND PRESERVATION FUND:	4-04	35.27	0.00	0.00	0.00	35.27
PARKS & RECREATION FUND:	4-07	223,740.74	0.00	0.00	0.00	223,740.74
ESCROW:	4-90	10,000.00	0.00	0.00	0.00	10,000.00
Year Total:		268,148.42	0.00	0.00	0.00	268,148.42
Total of All Funds:		268,268.42	0.00	0.00	0.00	268,268.42





# MEMO

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**TO:** Board of Supervisors  
**FROM:** Kristin Carpenter  
**DATE:** February 1, 2024  
**SUBJECT:** Schedule of Bills - Regular

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Amount of Regular Bills: \$ 80,332.23  
Dated: February 1, 2024

Presented By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

P.O. Type: All  
 Range: First to Last  
 Format: Detail without Line Item Notes  
 Vendors: All  
 Rcvd Batch Id Range: KG0130RG to KG0130RG  
 Open: N Paid: N Void: N  
 Rcvd: Y Held: Y Aprv: N  
 Bid: Y State: Y Other: Y Exempt: Y  
 \* Means Prior Year Line  
 Include Non-Budgeted: Y  
 Prior Year Only: N

Vendor # Name	PO # PO Date Description	Contract PO Type	Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	First Rcvd	Chk/Void	1099
Item Description							Date	Date	Date	Invoice
BCAT0020 BCATO	24000113 01/17/24 MEMBERSHIP DUES		300.00	01-400-300	E GENERAL ADMIN EXPENSE	R	01/17/24	01/17/24	2182	N
	1 MEMBERSHIP DUES		300.00							
	Vendor Total:		300.00							
BEEBERG Bee Bergvall & Co	24000106 01/18/24 ACCOUNTING SERVICES		770.00	01-402-300	E PAYROLL SERVICES & ACCOUNTING	R	01/18/24	01/18/24	39593	N
	1 ACCOUNTING SERVICES		770.00							
	Vendor Total:		770.00							
BILLM010 BILL MITCHELL'S AUTO SERVICE I	24000096 01/23/24 VEHICLE REPAIR 48-07		80.57	01-410-370	E VEHICLE MAINT/REPAIRS-OUTSIDE	R	01/23/24	01/23/24	A042217	N
	1 VEHICLE REPAIR 48-07		80.57							
	Vendor Total:		80.57							
BLOOM020 BLOOMING GLEN QUARRY	24000108 01/15/24 RUSTIC RED (1/2)		370.51	07-454-226	E FACILITIES MAINTENANCE	R	01/15/24	01/15/24	B-106M-0006610	N
	1 RUSTIC RED (1/2)		370.51							
	Vendor Total:		370.51							
COTTE010 COTTERINO SUPPLY & EQUIPMENT C	24000111 01/31/24 SNOW REMOVAL EQUIP/SHOP SUPPLY		1,740.25	01-437-300	E VEHICLE REPAIRS	R	01/31/24	01/31/24	110757	N
	1 SNOW REMOVAL EQUIP/SHOP SUPPLY		1,740.25							
	Vendor Total:		1,740.25							
	24000125 01/26/24 SNOW REMOVAL EQUIP/SHOP		942.04	01-437-300	E VEHICLE REPAIRS	R	01/26/24	01/26/24	110774	N
	1 SNOW REMOVAL EQUIP/SHOP		942.04							
	Vendor Total:		942.04							
	Vendor Total:		2,682.29							

Vendor #	Name	PO #	PO Date	Description	Contract	PO Type	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	RCvd Date	Chk/Void Date	Invoice	1099
<b>DELLW010 DELL MARKETING LP</b>																
24000114		01/26/24		COMPUTER EQUIPMENT			7,436.20	01-400-210	E	MATERIALS/SUPPLIES	R	01/26/24	01/26/24		10727115571	N
							Vendor Total:	7,436.20								
<b>EASTE010 EASTERN AUTOPARTS WAREHO</b>																
24000132		01/31/24		AUTO PARTS			133.87	01-437-300	E	VEHICLE REPAIRS	R	01/31/24	01/31/24		5IV800047	N
2	AUTO PARTS						65.87	01-410-370	E	VEHICLE MAINT/REPAIRS-OUTSIDE	R	01/31/24	01/31/24		5IV800629	N
3	AUTO PARTS						57.45	01-410-370	E	VEHICLE MAINT/REPAIRS-OUTSIDE	R	01/31/24	01/31/24		5IV801958	N
4	AUTO PARTS						173.52	01-437-300	E	VEHICLE REPAIRS	R	01/31/24	01/31/24		5IV803707	N
5	AUTO PARTS						22.36	01-437-300	E	VEHICLE REPAIRS	R	01/31/24	01/31/24		5IV804944	N
6	AUTO PARTS						6.68	01-437-300	E	VEHICLE REPAIRS	R	01/31/24	01/31/24		5IV805577	N
7	AUTO PARTS						36.21	01-437-300	E	VEHICLE REPAIRS	R	01/31/24	01/31/24		5IV805784	N
8	AUTO PARTS						36.33	01-437-300	E	VEHICLE REPAIRS	R	01/31/24	01/31/24		5IV808552	N
9	AUTO PARTS						47.45	01-437-300	E	VEHICLE REPAIRS	R	01/31/24	01/31/24		5IV808663	N
							Vendor Total:	579.74								
<b>FEDEX010 FEDEX</b>																
24000126		01/23/24		ADMIN SHIPPING			61.58	01-400-300	E	GENERAL ADMIN EXPENSE	R	01/23/24	01/23/24		8-385-07412	N
							Vendor Total:	61.58								
<b>FLAGE005 FLAGER &amp; ASSOCIATES, P.C.</b>																
24000131		01/26/24		LEGAL EXPENSES			1,960.00	01-404-310	E	SOLICITOR/GENERAL SERVICES	R	01/26/24	01/26/24		5915	N
2	LEGAL EXPENSES						2,440.00	01-414-310	E	LEGAL, PLNG & ZONING	R	01/26/24	01/26/24		5915	N
3	LEGAL EXPENSES						395.00	90-414-451	E	LEGAL BILLED	R	01/26/24	01/26/24		5916	N
4	LEGAL EXPENSES						1,738.00	90-414-451	E	LEGAL BILLED	R	01/26/24	01/26/24		5917	N
5	LEGAL EXPENSES						197.50	90-414-451	E	LEGAL BILLED	R	01/26/24	01/26/24		5918	N
6	LEGAL EXPENSES						197.50	90-414-451	E	LEGAL BILLED	R	01/26/24	01/26/24		5920	N







Vendor # Name	PO # PO Date Description	Amount	Contract PO Type	Charge Account	Acct Type Description	Stat/Chk	Enc Date	First Rcvd Date	Chk/Void Date	Invoice	1099 Excl
WITME010 WITMER PUBLIC SAFETY GROUP, INC											
	24000101 01/16/24 UNIFORM										
	1 UNIFORM	49.95		01-410-241	E UNIFORMS/VESTS	R	01/16/24	01/16/24		INV399631	N
	2 UNIFORM	1,264.12		01-410-241	E UNIFORMS/VESTS	R	01/16/24	01/16/24		INV401009	N
		<u>1,314.07</u>									
	24000102 01/16/24 HOLSTER STX BASKET										
	1 HOLSTER STX BASKET	899.70		01-410-319	E MATERIAL AND SUPPLIES/EQUIP	R	01/16/24	01/16/24		INV399638	N
	Vendor Total:	2,213.77									
Total Purchase Orders: 34 Total P.O. Line Items: 51 Total List Amount: 80,332.23 Total Void Amount: 0.00											

Totals by Year-Fund										
Fund Description	Fund	Expend Rcvd	Expend Held	Expend Total	Revenue Total	G/L Total	Total			
GENERAL FUND:	3-01	823.49	0.00	823.49	0.00	0.00	823.49			
GENERAL FUND:	4-01	56,294.23	0.00	56,294.23	0.00	0.00	56,294.23			
PARKS & RECREATION FUND:	4-07	370.51	0.00	370.51	0.00	0.00	370.51			
ESCROW:	4-90	22,844.00	0.00	22,844.00	0.00	0.00	22,844.00			
Year Total:		79,508.74	0.00	79,508.74	0.00	0.00	79,508.74			
Total of All Funds:		80,332.23	0.00	80,332.23	0.00	0.00	80,332.23			



Totals by Fund Fund Description	Fund	Expend Rcvd	Expend Held	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND:	01	57,117.72	0.00	57,117.72	0.00	0.00	57,117.72
PARKS & RECREATION FUND:	07	370.51	0.00	370.51	0.00	0.00	370.51
ESCROW:	90	22,844.00	0.00	22,844.00	0.00	0.00	22,844.00
Total of All Funds:		<u>80,332.23</u>	<u>0.00</u>	<u>80,332.23</u>	<u>0.00</u>	<u>0.00</u>	<u>80,332.23</u>

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND:	3-01	823.49	0.00	0.00	0.00	823.49
GENERAL FUND:	4-01	56,294.23	0.00	0.00	0.00	56,294.23
PARKS & RECREATION FUND:	4-07	370.51	0.00	0.00	0.00	370.51
ESCROW:	4-90	22,844.00	0.00	0.00	0.00	22,844.00
Year Total:		79,508.74	0.00	0.00	0.00	79,508.74
Total of All Funds:		80,332.23	0.00	0.00	0.00	80,332.23

# MEMO



**TO:** Board of Supervisors; John Granger, Interim Township Manager  
**FROM:** Ryan Cressman, Public Works Superintendent  
**DATE:** January 17, 2024  
**RE:** 2024 Code Vehicles

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Currently, the Code Vehicles being used by Robert Skelton and Randy Teschner, are an old PW pickup truck and an old police cruiser. As part of the 2024 Budget, Township Management included \$75,000 for code vehicles.

After speaking with our vendor Chapman Auto, and discussing various options for Code Vehicles, we have agreed that the 2024 Ford Maverick will fulfill our needs. Each individual code vehicle will cost \$29,801.00. The delivery time on the vehicle purchase will be approximately 4-6 months, which would occur sometime in July 2024, but possibly sooner.

Based on the budgeted amount of \$75,000, we will be able to purchase (2) 2024 Ford Mavericks for \$59,602.00. The remaining budgeted balance of \$15,398.00 will allow for vehicle lettering and upfitting.

**Staff Recommendation:**

Proceed with the purchase of (2) 2024 Ford Mavericks for the amount of **\$59,602.00** to replace the current code vehicles.

Prepared for: Ryan Cressman, New Britain Township

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2024 Maverick AWD SuperCrew 4.5' box 121.1" WB XLT (W8J)

Price Level: 425

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**Client Proposal**

Prepared by:  
Dorian Jurczak  
Office: 215-674-3600  
Date: 01/15/2024



**Prepared for: Ryan Cressman**

New Britain Township

Prepared by: Dorian Jurczak

01/15/2024



Chapman Ford of Horsham | 1100 Easton Road Horsham Pennsylvania | 190441405

**2024 Maverick AWD SuperCrew 4.5' box 121.1" WB XLT (W8J)**

Price Level: 425

**As Configured Vehicle**

Code	Description	MSRP
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**Base Vehicle**

W8J	Base Vehicle Price (W8J)	\$26,315.00
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**Packages**

300A	<b>Equipment Group 300A Standard</b> <i>Includes:</i> - Engine: 2.0L EcoBoost - Transmission: 8-Speed Automatic - GVWR: 5,180 lbs - Wheels: 17" Carbonized Gray Painted Aluminum - Unique Cloth Front Bucket Seats Includes manual 6-way adjustable driver and 4-way manual adjustable passenger, front floor console with eShifter, armrest and storage bin. - Radio: AM/FM Stereo w/6 Speakers Includes 2 front USB ports - 1 type A and 1 type C, 8" center stack screen with standard Bluetooth connectivity for Apple CarPlay and Android Auto.	\$2,220.00
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**Powertrain**

999	Engine: 2.0L EcoBoost	Included
448	Transmission: 8-Speed Automatic	Included
NONAX	Upgraded Drive Ratio	Included
STDGV	GVWR: 5,180 lbs	Included

**Wheels & Tires**

T7R	Tires: 225/65R17 A/S BSW	Included
64T	Wheels: 17" Carbonized Gray Painted Aluminum	Included
51D	Full Size Spare Tire	Included

**Seats & Seat Trim**

7	<b>Unique Cloth Front Bucket Seats</b> <i>Includes manual 6-way adjustable driver and 4-way manual adjustable passenger, front floor console with eShifter, armrest and storage bin.</i>	Included
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**Other Options**

121WB	121" Wheelbase	STD
PAINT	Monotone Paint Application	STD

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

**Prepared for: Ryan Cressman**

New Britain Township

Prepared by: Dorian Jurczak

01/15/2024

Chapman Ford of Horsham | 1100 Easton Road Horsham Pennsylvania | 190441405

**2024 Maverick AWD SuperCrew 4.5' box 121.1" WB XLT (W8J)**

Price Level: 425

**As Configured Vehicle (cont'd)**

<b>Code</b>	<b>Description</b>	<b>MSRP</b>
STDRD	Radio: AM/FM Stereo w/6 Speakers <i>Includes 2 front USB ports - 1 type A and 1 type C, 8" center stack screen with standard Bluetooth connectivity for Apple CarPlay and Android Auto.</i>	Included
53Q	4K Tow Package <i>Includes:</i> - Tires: 225/65R17 A/S BSW - Full Size Spare Tire - Trailer Brake Controller - Trailer Hitch Receiver <i>Includes 7-pin connector.</i> - Transmission Oil Cooler - Higher Capacity Radiator - Upgraded Cooling Fan - Upgraded Drive Ratio	\$745.00
96G	Spray-In Bedliner	\$495.00
<b>Emissions</b>		
425	50-State Emissions System	STD
<b>Exterior Color</b>		
YZ_01	Oxford White	N/C
<b>Interior Color</b>		
7B_01	Navy Pier/Medium Slate w/Unique Cloth Front Bucket Seats or Unique Cloth Front Bucket Seats w/Black Appearance	N/C
<b>SUBTOTAL</b>		<b>\$29,775.00</b>
Destination Charge		\$1,595.00
<b>TOTAL</b>		<b>\$31,370.00</b>

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: Ryan Cressman



New Britain Township

Prepared by: Dorian Jurczak

01/15/2024

Chapman Ford of Horsham | 1100 Easton Road Horsham Pennsylvania | 190441405

2024 Maverick AWD SuperCrew 4.5' box 121.1" WB XLT (W8J)

Price Level: 425

## Pricing Summary - Single Vehicle

	<b>MSRP</b>
<i>Vehicle Pricing</i>	
Base Vehicle Price	\$26,315.00
Options	\$3,460.00
Colors	\$0.00
Upfitting	\$0.00
Fleet Discount	\$0.00
Fuel Charge	\$0.00
Destination Charge	\$1,595.00
<b>Subtotal</b>	<b>\$31,370.00</b>

### *Pre-Tax Adjustments*

<b>Code</b>	<b>Description</b>	<b>MSRP</b>
134	CHAPMAN COSTARS 25-E22-425 DISCOUNT	-\$1,569.00
<b>Total</b>		<b>\$29,801.00</b>

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Acceptance Date

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



# TOWNSHIP OF NEW BRITAIN

*Bucks County, Pennsylvania*

BOARD OF SUPERVISORS  
Cynthia M. Jones, Chair  
MaryBeth McCabe, Vice-Chair  
William B. Jones, III  
Stephanie Shortall  
Bridget Kunakorn

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# Boards and Commissions Volunteer Handbook

Revised January 29, 2024





**New Britain Township**  
207 Park Avenue  
Chalfont, PA 18914  
(215) 822-1391

[www.newbritaintownship.org](http://www.newbritaintownship.org)

Dear Board of Commission Volunteer,

Welcome to New Britain Township and thank you so much for being willing to volunteer your time on one of our many Boards and Commissions. We appreciate your interest and support in the Township.

Without the assistance of our volunteers, New Britain Township would not be the great place it is to live, work and recreate. I hope that your tenure with the Township as a volunteer is a pleasant and meaningful one.

To assist in the process, we've put together this handbook to help. The handbook should provide you with information on how the Township is structured and who works at the municipal building. The handbook outlines the roles and responsibilities of our many volunteers and how to operate as a volunteer board or commission. The handbook also addresses issues surrounding the Sunshine Law and advertising for meetings, how to go about making recommendations to the Board of Supervisors, fundraising efforts by your board or commission, how to resolve conflicts and communication as well as how to make a budget request.

The most important aspect of being a volunteer on a Township Board or Commission is to have fun. However, we believe this handbook will guide you along your path as a volunteer.

Thank you again for caring enough about your community to be willing to volunteer your time on our behalf.

## **Department Details**

Interim Township Manager	John Granger
Chief of Police	Richard Clowser
Public Works Superintendent	Ryan Cressman
Finance Director	Kristin Carpenter
Director of Planning & Zoning	David Conroy
Open Records Officer	John A. Granger
Tax Collector	Nicole Percetti
Township Engineer	Craig Kennard, Gilmore & Associates
Township Solicitor	Flager & Associates Scott Holbert

## **Structure of Each Board and Commission**

The structure of each Board/Commission is similar, although the number of members can vary. Each Board/ Commission shall have a Chairman, Vice Chairman and Recording Secretary. The Chairman of Board/Commission is elected at the first meeting in January. The only exception to this rule is the Environmental Advisory Council, whose chairman is appointed by the BOS in their reorganization meeting in January.

The Vice Chairman and Recording Secretary should also be selected at the first meeting of the Board/Commission in January. The Vice Chairman is responsible for chairing the Board/Commission should the Chairman be absent from a meeting. The recording secretary is responsible for keeping the minutes of each meeting. The minutes must be submitted to the Township once they have been approved. The minutes are a record of what was done at the meeting, not a record of what was said. They should include the date and time of the meeting, the people in attendance of the meeting, and the action taken at the meeting. For examples of correct meeting minutes, please visit our website and view the most recent BOS meeting minutes <https://newbritaintownship.org/government/township-government/boardofsupervisors/board-of-supervisors-meetings/>

## **Boards and Commissions Role in New Britain Township**

The role of all of our Boards and Commissions is the same: Act as an advisory board to our BOS. Understanding the role of Advisory Boards is the key to understanding your function as a committee member. Advisory Boards were created by our BOS to provide advice on specific issues. Advisory Boards are expected to drill down and focus on key issues, such as the environment and the parks. Each member of the Board/Commission has been hand selected by the BOS due to their specific skill set and knowledge base. Working together to focus on the issues the BOS has set forth. Advisory Boards create recommendations to the BOS.

**Advisory Boards DO:**

- Create recommendations
- Research topics and prepare presentations for the BOS
- Accept that all of their recommendations to the BOS may NOT be passed
- Receive public input

**Advisory Boards DO NOT:**

- Create policy
- Dictate the direction of the BOS
- Act on the convictions of one member
- Consider the recommendation as passed until it is ratified by the BOS

The goal and mission of each Board/Commission is individualized, but the same results should be produced: recommendations to the BOS which are well researched and supported by a majority vote of the Board/Commission.

**Responsibilities of Boards and Commissions Members**

Each Board/Commission has differing tasks required of its members. All Boards and Commissions members should follow the rules outlined below:

1. Have fun! You are part of an important team of citizen volunteers working to represent your neighborhood and your community. We hope you enjoy your service to the Township!
2. Each member of a Board/Commission is expected to attend all of his/her committee meetings. In order for our Boards and Commissions to be successful and move forward with projects, we have created a Boards and Commissions attendance policy. We sincerely value the input and expertise of all of our volunteers. For the success of the Boards and Commissions, it is imperative that members attend the committee meetings. No member should miss more than 4 meetings in one year. Prior to missing a meeting, the member should alert the chairman of their Board/Commission that they will not be attending the meeting. If the member misses 4 or more meetings, it is the Chairman of the Boards and Commissions responsibility to notify the Township Manager (TM). The TM will submit a memo to the BOS requesting the member's removal from the Board/Commissions they serve on. We want to make sure that when you are appointed to a Boards and Commissions you are aware of the commitment level of that committee. Please make sure to speak with your chairman when you are appointed to ascertain the level of commitment required as a member. Each committee varies. It is important that, if you feel the commitment level is too high, you let your Chairman or BOS Liaison know so that we can find a better match for you. Please make your Chairman aware if you have extenuating circumstances, such as an illness, so that we can hold your place on the committee.
3. Boards and Commissions members should take care to avoid conflicts of interest in their role as Board/Commission committee members. This line can sometimes be difficult to navigate. Most Boards and Commissions members are appointed to Board/Commission because they have some sort of expertise or interest in the mission of the Board/Commission. No personal business of a member should benefit from the member's role on a Board/Commission. If a member ever feels unclear about a conflict of interest, they should contact their chairman to discuss the issue.
4. No Boards and Commissions member should inappropriately utilize township resources. This is true of finite items like computers, money and facilities, but also applies to township staff time. All request made of township staff, including professional staff such as solicitor and engineer, should be made through the Chairman of the committee, to the Township Manager. Once approval is gained from the Township Manager, the Chairman may work directly with the approved staff member.
5. Members of Boards and Commissions should be aware that they are representative of their community. Therefore, public expression should accurately reflect the majority opinion of the Boards and Commissions. This doesn't mean that members can't have a personal opinion, but if they are speaking in public about that opinion they should identify it as personal and not the opinion of the majority of their Boards and Commissions

6. Any interaction with the media must be coordinated with your Chairperson, with prior approval from the Township Manager. Boards and Commissions should have a standard message that is put out to the media. The Chairperson, after consulting the TM, will be the person speaking with the media if necessary.

7. Boards/Commissions members should make an effort to be aware of other Boards and Commissions in the Township and their roles in relationship to the Board/Commission the member serves on. For example, members of the Parks and Recreation Board should have an understanding of the topics addressed by the Environmental Advisory Committee (EAC). The EAC could be planning the purchase of trees. The Park and Recreation Board may have an opinion on that purchase. All of our Boards and Commissions minutes and agendas are posted online. Please take time to peruse them at your leisure to help keep your Committee up to date.

8. Each Board/Commission member should be familiar with Roberts Rules and agree to adhere to them during Board/Commission meetings. The main points are as follows:

**The Boards and Commissions chairman sets the agenda for the meeting. All members will receive the agenda and meeting packets at least 3 days prior to the meeting. The agenda and approved meeting minutes from each Board/Commission are posted online.**

- a. Advisory Board meetings can take place without a quorum. A quorum is determined as 50%+1 of the Commissions/Boards. Major decisions, such as controversial topics or decisions to request budget money or to spend money etc. must be made with a quorum. Each member is responsible for letting the chairman know if they will be attending the meeting.
- b. The approval of the minutes from the previous meeting should be the first thing on each Boards and Commissions agenda. Voting is done by one member making a motion, which is then seconded by another member. The Chair then allows for discussion and calls for a vote. Votes are made verbally.
- c. The Chair proceeds through the agenda leaving time for discussion of each issue. Robert's Rules allow the Chair to limit discussion. This limitation can be done by setting a time limit on each issue or by allowing two pros and two cons to the debate. Once a motion has been made and ratified by a majority vote, the issue is closed. It is important to remember that majority rules. As a member of a Board/Commission, you are part of a team. Individual opinions need to be put aside in order to support the majority rule.
- d. Each meeting ends with a motion to adjourn followed by a second and a vote. All announcements, such as the time of the next meeting should be done before closing. After the vote to close, people may stand and leave the room.

### **Sunshine Laws and Meeting Advertisement**

In January the BOS's first meeting is the reorganization meeting. At this meeting they set the meeting dates for the entire year. The Chairman of each Board/Commission informs their staff Liaison of their preferred time and date of meetings and of any cancellations for the year.

As a Second Class Township we are required to follow certain laws regarding advertising of meetings and hosting of public meetings. The Sunshine Laws protect the right of the public to be present at all meetings of agencies and to witness the deliberation, policy formulation and decision making of agencies. It is vital to the enhancement and proper functioning of the democratic process that secrecy in public affairs undermines the faith of the public in government and the public's effectiveness in fulfilling its role in a democratic society.

In the Township we adhere strictly to the Sunshine Laws. We advertise all of our Boards and Commissions meetings on our Township Website. We do not allow Boards and Commissions to meet without having first

advertised the meeting. It is important to note that any gathering of the majority of the members of a Boards/Commission that includes voting and deciding on issues counts as a meeting, even if it is not held at the Township Building.

### **Making a Recommendation to the Board of Supervisors**

Boards and Commissions can make two types of recommendations to the BOS. They can make a recommendation to the BOS to adopt a new ordinance (law). They can also ask the BOS to adopt a resolution (policy statement) about a certain topic.

When an ordinance is formed it creates an enforceable law for our Township. Ordinances dictate how we operate everyday as a municipality and also dictate how our citizens can operate within our municipal boundaries.

We create ordinances to establish internal and external policy. If a Board or Commission wish to change or create a policy of the BOS they should do so through the ordinance process.

Please visit <https://ecode360.com/NE0937> to view some of our recently enacted ordinances. Many Boards and Commissions were involved with recommendations to the BOS on these ordinances.

A Board/Commission may generate the creation of an ordinance. They may author an ordinance or enlist our professional staff to assist with the writing of the ordinance. If Boards and Commissions utilize professional staff members, this must be done through the Chairman, who works with the Township Manager to utilize staff time. Again, there is a cost associated with most business we conduct in the Township and it is important the staff requests go through one office in order to control the resources utilized by Boards and Commissions.

A resolution is a formal statement of a decision or expression of support or lack of support for a certain topic or issue. They are adopted by a majority vote of the BOS.

#### **The process for submission of a recommendation to the BOS is as follows:**

1. Boards and Commissions vote via formal motion in a meeting on the action they are recommending to the BOS. If they are proposing an ordinance or resolution, it should be already written and viewed by all members at their meeting. If minor changes need to be made, that is fine.
2. The staff liaison of the Board/Commission sends a memo to the Township Manager explaining the ordinance or resolution they have drafted. The Township Manager will forward the ordinance to the Township Professional Staff for review (if necessary). The Township Manager will let the Boards and Commissions know which BOS agenda the item will appear on.
3. The Board/Commission and or Chairman of the Board/Commission should try to attend the meeting of the BOS, so that they can answer any questions the BOS may have and be there to support their recommendation.
4. The BOS may vote to approve the motion. They may also vote to make changes to the recommendation. It is important that the Board/Commission remembers their advisory role at this point. If the BOS decides to change the ordinance or not to vote for its approval, the Board/Commission must accept their action. If it is not approved, the Board/Commission can try

reworking the ordinance in accordance with the BOS recommendations.

### **Fundraising**

Fundraising is an integral part of some of our Boards and Commissions work. Some committees don't do any fundraising, while for others fundraising is the main goal of the committee. Here are some recommendations of successful fundraising strategies our Boards and Commissions utilize:

1. Make your fundraising efforts personal. Approach organizations personally rather than by phone or mail.
2. Approach places that you frequent regularly, they will be most likely to be interested in supporting your cause.
3. Make sure to always be cordial, if an organization or person rejects your request try to keep the doors open to the future. Someone who isn't interested at this time in donating money may be interested in the future in donating in-kind services.
4. Have an organized goal and fundraising plan.
5. Check with your staff liaison for Township resources. We have fundraised many times for the wonderful programs and capital projects that have helped to build this Township. We don't have to re-invent the wheel. Your liaison may be able to guide your committee to fundraising success. It is important to note that staff members are not responsible for fundraising. Fundraising is solely the task of Boards and Commissions members.
6. Funds raised by advisory committees reside in the Township Budget and are governed by Township rules for expenditure. For example, in 2024, we are required to get three quotes if we are spending over \$12,600 and we would need to go through the formal bid process if we are spending over \$23,200 (note: these limits can change annually due to State mandates). This is just one example of the rules that govern local government spending.

Please check with your staff liaison on the process your committee should utilize for spending funds. All expenditures will need to be approved by the committee and approved by the Township Manager. Finally, the Board of Supervisors have the final approval on how fundraised monies are spent. If a Board/Commission earmarks funds for expenditure that the Township Staff disagree with, the issue will go before the BOS for decision. Boards and Commissions are still advisory, even when dealing with funds they fundraised. Please remember that many of the capital items that committees fundraise for need to be maintained and insured by the Township. Staff may have different ideas on how the funding should be spent and it's important that the committees utilize the professional experience of our staff and rely on their recommendations.

### **Board/Commission Conflict Resolution Protocol**

Teams sometimes have issues which require resolution of conflict. We feel that it is important to provide a process for reconciliation of conflict within Boards and Commissions, so that they can continue to move forward with their vital work and quickly repair any issues between members that are preventing success. If you or someone on your committee has had an issue with another committee member, we recommend the following action:

1. Speak to your Chairman and make sure they are aware of the issue.
2. Ask for a conflict resolution meeting which consists of:

- A. A meeting is set up with the Chairman of the committee, BOS Liaison to the Committee and Chairman of the BOS and the members of the Boards and Commissions that are having an issue.
- B. The purpose of the meeting is to clarify the issue and come to a conclusion on a solution for the issue. The BOS Chairman will serve as an unbiased mediator in the meeting.

Once a conflict resolution meeting has occurred, the Board/Commission Chairman is responsible for monitoring the conflict and ensures that the issue has been resolved. If the issue is not resolved, all parties will be invited to a second meeting. At this meeting direct action will be decided upon by the BOS Chairman. This direct action may result in the recommendation of the removal of one or more members of the Board/Commission in order to resolve the issue at hand. If a member is removed from one Board/Commission, they are welcome to serve on another Board/Commission in the Township, but are not able to be reappointed to the Board/Commission they were removed from.

3. Chairman of Board/Commission is welcome, at any time, to begin the conflict resolution process for members of their committee. Staff Liaisons are also, welcome at any time, to commence the conflict resolution process for the committees they serve on.

### **Communication**

Some committees in our Township have chosen to be paper free. This decision was made to reduce the cost of paper, reduce paper waste and make our operations more efficient. Our Boards and Commissions utilize email as a primary source of communication with members. While it is not required to have email to serve on a Board/Commission, it is very strongly recommended. Here are some tips and guidelines for email communication with Boards and Commissions and Township staff:

1. Make sure you reply to the person who sent the email. Sometimes Township clerical staff may send an email on behalf of the Township Manager or other staff member. Make sure you reply to the person who is noted in the salutation of the email, not the clerical staff member who may have sent it.
2. Make sure you check your email frequently, as many important documents, such as agendas and minutes; etc. will be distributed this way.

### **Training & Education**

The Board encourages committee members to take advantage of any education or training session that is offered to Township employees. Sessions are offered by the Bucks County Planning Commission, state agencies, and nongovernmental organizations.

The administration will circulate educational/training opportunities to the committee membership. You are encouraged to participate in any of these sessions.

Contact the Township Manager to register for the session. The Township may be approached to pay for registration fees.

### **Budget Requests**

The Township operates on a calendar fiscal year (January through December). If your committee feels that you need to spend money to accomplish one of your committee's goals, you will need to go before the BOS to get funding and permission for the project. Some projects may be immediate emergencies, such as, feasibility plans or studies. Other requests could be planned in the future and should be incorporated in the budget process. Boards and Commissions should work with their staff liaison, if they feel that will have a spending need for the next year. The Board/Commission will present the budget request in the appropriate line item and the BOS will make a decision as to whether or not to fund their request as part of the budget process.

## **Committee Role & Responsibilities**

Each committee is established by a specific Township ordinance, which specifies in detail the purpose, duties, responsibilities, terms and other applicable governing information related to the committee. The below summary is an outline of each committee's roles and responsibilities as governed by the ordinance.

### **Planning Commission**

**Role:** The New Britain Township Planning Commission is an advisory Commission. The Commission makes recommendations on all subdivision and land development applications and either draft or comment on all Zoning Ordinance Amendments. Each member is appointed by the Board of Supervisors. The qualifications of members of the Commission and its duties and powers are prescribed in the Pennsylvania Municipalities Planning Code Act of July 31, 1966, 247 Article II, Sections 201 through 211, provided that the Board of Supervisors may assign to said Commission such other duties as it may deem appropriate which are not inconsistent with the powers and duties provided by said code.

#### **Responsibilities** (from the PA Municipalities Planning Code):

Elect a Chairperson and Vice Chairperson from the Commission's members. The Secretary of the Planning Commission is the appointed Township Secretary of the Township.

Establish a schedule of public meetings in coordination with the Township Secretary and by approval of the Board of Supervisors.

The Commission shall maintain and monitor the Comprehensive Plan for the development of the Township.

Make recommendations to the governing body concerning the adoption or amendment of official maps of the Township as needed.

Prepare and recommend subdivision and land development and building or housing code regulations for consideration by the Board of Supervisors.

Review the zoning ordinance, subdivision and land development ordinance, official map, and other provisions governing land.

Review all applications received by the township for land development applications and make recommendations to the Board of Supervisors.

Submit an annual report to the Board of Supervisors to be submitted in the first quarter of the succeeding year of activity.

### **Environmental Advisory Council**

**Role:** The purpose of the Environmental Advisory Council is to advise the Board of Supervisors and other committees and staff as applicable, on matters dealing with the protection, conservation, management of natural resources located within the Township.



**Responsibilities:**

Elect Vice Chairperson, and Secretary.

Establish a schedule of public meetings in coordination with the Township Secretary and by the approval of the Board of Supervisors.

Recommends plans and programs, including proposed amendments to Township ordinances related to the committee purpose.

Recommend and conduct education programs and special events.

Identify important environmental and conservation issues requiring analysis or regulatory action and provide review to the Board of Supervisors.

Provide review and advisory comment to the Board of Supervisors regarding subdivision and land development plans.

Submit an annual report to the Board of Supervisors to be submitted in the first quarter of the succeeding year of activity.

**Veterans Committee**

**Roles:** The Veterans Committee assists with fundraising for Veterans Park and helps plan events honoring New Britain Township residents who served or are serving in the United States Armed Forces.

**Responsibilities:** The committee volunteers and participates in township-sponsored activities, discussions, votes, and acts to honor our Veterans and expand Veterans Park to support the Board of Supervisors overall vision for New Britain Township.

Submit an annual report to the Board of Supervisors to be submitted in the first quarter of the succeeding year of activity.

**Parks & Recreation Commission**

**Role:** Oversee the use, maintenance, and improvements to Township Parks, manage the existing recreation programs and develop new programs to ensure resident satisfaction and enjoyment.

**Responsibilities:**

Elect a Chairperson, Vice Chairperson, and Secretary.

Establish a schedule of public meetings in coordination with the Township Secretary and by the approval of the Board of Supervisors.

Recommend rules and regulations to the Board of Supervisors for the governance and use of the park facilities.

Recommend and conduct approved educational and recreational programs and special events.

Review subdivision and land development applications as applicable when related to park and recreation facilities for advisory comment to the Planning Commission and Board of Supervisors.

Submit an annual report to the Board of Supervisors to be submitted in the first quarter of the succeeding year of activity.

### **Zoning Hearing Board**

**Role:** The Zoning Hearing Board is a quasi-judicial branch of the Township government with respect to the Township's Zoning Ordinance. The Board hears and sends decisions on variances, special exceptions, curative amendments, validity challenges and appeals of the decision of the Zoning Officer.

Every municipality which enacts or has enacted a Zoning Ordinance shall create a Zoning Hearing Board.

#### **Responsibilities:**

Elect a Chairperson, Vice Chairperson.

Establish a meeting schedule on an as needed basis in coordination with the Township Secretary.

The Zoning Hearing Board shall have exclusive jurisdiction to hear and render final adjudications in the following matters: Substantive challenges to the validity of any land use ordinance, appeals from the determination of the Zoning Officer, applications for variances from the terms of the Zoning Ordinance, and applications for specific exceptions under the Zoning Ordinance.

Appoint Counsel to the Zoning Hearing Board.

Submit an annual report to the Board of Supervisors to be submitted in the first quarter of the succeeding year of activity.

TOWNSHIP OF NEW BRITAIN  
BUCKS COUNTY, PENNSYLVANIA  
RESOLUTION NO. 2024-04

**AUTHORIZING PENSION PLAN SIGNERS**

**WHEREAS:** The township's Non-Uniform and Police Pension Plans require authorized signers on behalf of the township's Board of Supervisors; and

**WHEREAS:** The current authorized signers for the pension plans are no longer employed by the township;

**NOW, THEREFORE BE IT RESOLVED THAT** the authorized signers Michael Walsh, Matt West and John Bates be removed as authorized signers; and

That Kristen Carpenter, William B. Jones, III. And Cynthia M. Jones be the authorized signers for the Non-Uniform and Police Pension Plans.

**ADOPTED AND RESOLVED THIS 5<sup>TH</sup> DAY OF FEBRUARY, 2024.**

**ATTEST:**

**BOARD OF SUPERVISORS OF  
NEW BRITAIN TOWNSHIP**

\_\_\_\_\_  
John A. Granger,  
Interim Township Manager/  
Secretary

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

\_\_\_\_\_  
MaryBeth McCabe, Vice-Chair

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

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

\_\_\_\_\_  
Bridget Kunakorn, Member



**GILMORE & ASSOCIATES, INC.**  
ENGINEERING & CONSULTING SERVICES

January 31, 2024

File No. 17-02021-01

John Granger, Interim Township Manager  
New Britain Township  
207 Park Avenue  
Chalfont, PA 18914

Reference: Neshaminy Greenway Trail – 1606 Upper State Road  
**Application for Payment #2**

Dear John:

Please find Application for Payment #2 for the above-referenced project. Also enclosed, please find the A.H. Cornell & Son Inc. Application and weekly certified payroll documentation for their subcontractor, Tronco Masonry. Gilmore & Associates, Inc. has coordinated with Public Works to verify the work item quantities and associated payroll documentation submitted with this payment request and found them to be acceptable. This payment is for the installation of the concrete pillars at the entrance and delivery of several park amenities to the site for installation by Public Works.

We recommend Payment #2 be in the amount of Twenty-Three Thousand Four Hundred Fifty-Eight Dollars and Fifty Cents (\$23,458.50) to A.H. Cornell & Son Inc., as indicated in the attached Application for Payment. Please include this on an upcoming meeting agenda for the Board of Supervisors consideration. We note that the contractor's work is approximately 80% complete and the trail is anticipated to be open this spring.

If you have any questions, please do not hesitate to call.

Sincerely,

Janene Marchand, P.E.  
Gilmore & Associates, Inc.  
Township Engineers

JM/tw

Enclosures: As referenced

cc: Dave Conroy, Director of Planning and Zoning  
Ryan Cressman, Public Works Superintendent  
Chris Stanford, P.E., PTOE, PMP, Design Engineer, Michael Baker Intl.  
Ryan Cornell, A.H. Cornell & Son, Inc.  
Craig D. Kennard, P.E., E.V.P., Gilmore & Associates, Inc.  
Brian Dusault, Construction Manager, Gilmore & Associates, Inc.  
Jerry O'Donnell, Field Observer

65 East Butler Avenue | Suite 100 | New Britain, PA 18901 | Phone: 215-345-4330 | Fax: 215-345-8606

**APPLICATION FOR PAYMENT**

To: New Britain Township  
c/o Gilmore & Associates, Inc.  
65 E. Butler Avenue  
New Britain, PA 18901-5106

Project No.: New Britain Township  
Project Name: Neshaminy Greenway Trail (Coleman)  
Contractor: AH Cornell and Son  
Address: P.O. Box 311  
2362 York Road  
Jamison, PA 18929

Application No.: 2

For Period From: 12/19/23 To: 01/27/24

Application is made for payment, as hereinafter shown, in connection with the above project.


The present status of the account for this contract is as follows:

Original Contract Sum	\$	<u>224,078.00</u>
Net Change by Change Order(s)	\$	<u>123,671.23</u>
Contract Sum to Date	\$	<u>347,749.23</u>

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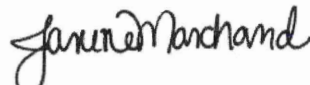
Total Completed and Stored to Date	\$	<u>274,141.95</u>	79%
Less 10% Retainage	\$	<u>\$27,414.20</u>	
Total Earned Less Retainage	\$	<u>246,727.75</u>	
Less Previous Application(s) for Payment	\$	<u>\$223,269.25</u>	
Current Payment Due	\$	<u>23,458.50</u>	

This is to certify that the work as listed hereafter has been completed in accordance with the approved plans and specifications. Submitted this 31 day of Jan, 2024.

By:   
Contractor

---

The undersigned, based on field observation and the data comprising the above application, hereby certifies that the work has progressed to the point indicated; that according to the best knowledge, information and belief the quality of the work is in accordance with the contract documents and the contractor is entitled to payment of the amount certified.

Approved this 31st day of January, 2024.   
By: \_\_\_\_\_  
Architect / Engineer

**G GILMORE & ASSOCIATES, INC.**  
**&A APPLICATION FOR PAYMENT 1**

**CLIENT:**  
 New Britain Township  
**PROJECT NAME:**  
 Neshaminy Greenway Trail (Coleman)  
**PROJECT NUMBER:**  
 17-02021-01

**CONTRACTOR:** AH Cornell and Son  
 P.O Box 311  
 2362 York Road  
 Jamison, PA 18929

For Work Completed Through: 1/27/2024

#	DESCRIPTION	SCHEDULE OF VALUES			WORK COMPLETED		TOTAL AMOUNT PAYABLE	
		QUANTITY & UNITS	UNIT PRICE	CONTRACT AMOUNT	COMPLETE APP. 2	TOTAL COMPLETE		
<b>Base Bid</b>								
1	Clearing and Grubbing	LS	1	\$21,500.00	\$21,500.00	0	1	\$21,500.00
2	Mobilization	LS	1	\$21,000.00	\$21,000.00	0	1	\$21,000.00
3	Class 1 Excavation for Trail	LS	1	\$39,000.00	\$39,000.00	0	1	\$39,000.00
4	Subbase 6" Depth (No. 2A)	LS	1	\$35,500.00	\$35,500.00	0	1	\$35,500.00
5	Stone Gateway Columns with Metal Signs	LS	1	\$32,580.00	\$32,580.00	0.5	0.5	\$16,290.00
6	Stone Boulders	LS	1	\$2,800.00	\$2,800.00	0	0	\$0.00
<b>Alternates</b>								
7	Undercutting Unsuitable Material For Trail (per SY)	SY	1555	\$70.09	\$108,989.95	0	1555	\$108,989.95
8	Asphalt Truck Rental	LS	1	\$15,500.00	\$15,500.00	0	0	\$0.00
9	Landscape Plantings (Furnish and Delivery Only)	LS	1	\$1,800.00	\$1,800.00	0	0	\$0.00
10	6' Recycled Plastic Bench With Back (Furnish and Delivery Only)	LS	1	\$1,250.00	\$1,250.00	0	0	\$0.00
11	Split Rail Fence (Furnish and Delivery Only)	LS	1	\$2,500.00	\$2,500.00	0	1	\$2,500.00
12	Signs (Furnish and Delivery Only)	LS	1	\$4,500.00	\$4,500.00	0	0	\$0.00
13	Steel Bike Racks (Furnish and Delivery Only)	LS	1	\$1,375.00	\$1,375.00	1	1	\$1,375.00
14	Special Sign #2 (Furnish and Delivery Only)	LS	1	\$4,300.00	\$4,300.00	1	1	\$4,300.00
15	Single-Leaf Swing Gate (Furnish and Delivery Only)	LS	1	\$1,750.00	\$1,750.00	0	1	\$1,750.00
16	Removable Bollards (Furnish and Delivery Only)	LS	1	\$500.00	\$500.00	1	1	\$500.00
17	Temporary Protective Fence (Furnish and Delivery Only)	LS	1	\$1,200.00	\$1,200.00	0	0	\$0.00
18	Trail Map Kiosk (Furnish and Delivery Only)	LS	1	\$3,600.00	\$3,600.00	1	1	\$3,600.00
19	Concrete Wheel Stops (Furnish and Delivery Only)	LS	1	\$2,337.00	\$2,337.00	0	1	\$2,337.00
20	Trail Paving (Furnish and Install)	LS	1	\$31,000.00	\$31,000.00	0	0.5	\$15,500.00
<b>Change Order 1</b>								
21	Install Wearing Course on Existing Trail	SY	1078	\$13.62	\$14,681	0	0	\$0.00

TOTAL AMOUNT COMPLETED TO DATE	\$274,141.95
LESS 10% RETAINAGE	\$27,414.20
SUBTOTAL	\$246,727.75
LESS AMOUNT PREVIOUSLY PAID	\$223,269.25
<b>AMOUNT DUE THIS APPLICATION</b>	<b>\$23,458.50</b>

**CONTRACTOR'S Certification:**

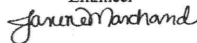
The undersigned Contractor certifies that: (1) all previous progress payments received from Owner on account of Work done under the Contract referred to above have been applied to discharge in full all obligations of Contractor incurred in connection with Work covered by prior Applications for Payment numbered 1 through N/A inclusive; (2) title to all work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all liens, claims, security interest and encumbrances (except such as are covered by Bond acceptable to Owner indemnifying Owner against any such lien, claim, security interest or encumbrance); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and not defective as that term is defined in the Contract Documents.

1/30/24  
 Date

A. H. Cornell & Son, Inc.  
 Contractor  
  
 Authorized Signature

Payment of the above amount due this application is recommended.

1/31/24  
 Date

Janene M. Marchand, P.E.  
 Engineer  
  
 Authorized Signature

TO (OWNER): NEW BRITAIN TOWNSHIP  
207 PARK AVENUE  
CHALFONT, PA 18914

PROJECT: NESHAMINY TRAIL

APPLICATION NO: 2  
PERIOD TO: 1/31/2024

DISTRIBUTION  
TO:  
- OWNER  
- ARCHITECT  
- CONTRACTOR

FROM (CONTRACTOR): A.H.Cornell & Son Inc.  
P.O. Box 311  
2362 York Road  
Jamison, PA 18929

ARCHITECT'S  
PROJECT NO:

CONTRACT FOR:

CONTRACT DATE:

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM .....	\$	224,078.00
2. Net Change by Change Orders .....	\$	123,671.23
3. CONTRACT SUM TO DATE (Line 1 + 2) .....	\$	347,749.23
4. TOTAL COMPLETED AND STORED TO DATE .....	\$	274,141.95

5. RETAINAGE:

a. 10.00% of Completed Work	\$	27,414.20
b. 0.00% of Stored Material	\$	0.00

Total retainage (Line 5a + 5b) ..... \$ 27,414.20

6. TOTAL EARNED LESS RETAINAGE ..... \$ 246,727.75  
(Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT

(Line 6 from prior Certificate) ..... \$ 223,269.25


8. CURRENT PAYMENT DUE ..... \$ 23,458.50

9. BALANCE TO FINISH, INCLUDING RETAINAGE  
(Line 3 less Line 6) \$ 101,021.48

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	0.00	0.00
Total approved this Month	123,671.23	0.00
TOTALS	123,671.23	0.00
NET CHANGES by Change Order	123,671.23	

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR: A.H.Cornell & Son Inc.  
P.O. Box 311 2362 York Road  
Jamison, PA 18929

By:  Date: 1/24/24

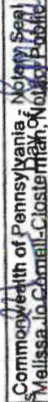
State of: PA

County of: BUCKS

Subscribed and Sworn to before me this

Notary Public:

My Commission Expires:

 My commission expires February 10, 2027  
Commission number 1031156

Member, Pennsylvania Association of Notaries

**ARCHITECT'S CERTIFICATE FOR PAYMENT**

In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... \$

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By: \_\_\_\_\_ Date: \_\_\_\_\_

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

AIA Type Document  
Application and Certification for Payment

TO (OWNER): NEW BRITAIN TOWNSHIP  
207 PARK AVENUE  
CHALFONT, PA 18914

PROJECT: NESHAMINY TRAIL

APPLICATION NO: 2  
PERIOD TO: 1/31/2024

DISTRIBUTION  
TO:  
- OWNER  
- ARCHITECT  
- CONTRACTOR

FROM (CONTRACTOR): A.H.Cornell & Son Inc.  
P.O. Box 311  
2362 York Road  
Jarnison, PA 18929

VIA (ARCHITECT):

ARCHITECT'S  
PROJECT NO:

CONTRACT FOR:

CONTRACT DATE:

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
1	CLEARING AND GRUBBING	21,500.00	21,500.00	0.00	0.00	21,500.00	100.00	0.00	2,150.00
2	MOBILIZATION	21,000.00	21,000.00	0.00	0.00	21,000.00	100.00	0.00	2,100.00
3	CLASS 1 EXCAVATION	39,000.00	39,000.00	0.00	0.00	39,000.00	100.00	0.00	3,900.00
4	SUBBASE 6" DEPTH	35,500.00	35,500.00	0.00	0.00	35,500.00	100.00	0.00	3,550.00
5	STONE GATEWAY COLUMN	32,580.00	0.00	16,290.00	0.00	16,290.00	50.00	16,290.00	1,629.00
6	STONE BOULDERS	2,800.00	0.00	0.00	0.00	0.00	0.00	2,800.00	0.00
<b>ALTERNATES</b>									
8	UNDERCUTTING UNSUITABLE MATERIAL FOR TRAIL	86.00	0.00	0.00	0.00	0.00	0.00	86.00	0.00
9	ASHPHALT TRUCK RENTAL	15,500.00	0.00	0.00	0.00	0.00	0.00	15,500.00	0.00
10	LANDSCAPTE PLANTINGS	1,800.00	0.00	0.00	0.00	0.00	0.00	1,800.00	0.00
11	6' RECYCLED PLASTIC BENCH WITH BACK	1,250.00	0.00	0.00	0.00	0.00	0.00	1,250.00	0.00
12	SPLIT RAIL FENCE	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00	0.00	250.00
13	SIGNS	4,500.00	0.00	0.00	0.00	0.00	0.00	4,500.00	0.00
14	STEEL BIKE RACKS	1,375.00	0.00	1,375.00	0.00	1,375.00	100.00	0.00	137.50
15	SPECIAL SIGN #2	4,300.00	0.00	4,300.00	0.00	4,300.00	100.00	0.00	430.00
16	SINGLE-LEAF SWING GATE	1,750.00	1,750.00	0.00	0.00	1,750.00	100.00	0.00	175.00
17	REMOVABLE BOLLARDS	500.00	0.00	500.00	0.00	500.00	100.00	0.00	50.00
18	TEMP PROTECTIVE FENCE	1,200.00	0.00	0.00	0.00	0.00	0.00	1,200.00	0.00
19	TRAIL MAP KIOSK	3,600.00	0.00	3,600.00	0.00	3,600.00	100.00	0.00	360.00
20	CONCRETE WHEEL STOPS	2,337.00	2,337.00	0.00	0.00	2,337.00	100.00	0.00	233.70
21	TRAIL PAVING	31,000.00	15,500.00	0.00	0.00	15,500.00	50.00	15,500.00	1,550.00



AIA Type Document  
Application and Certification for Payment

**TO (OWNER):** NEW BRITAIN TOWNSHIP  
207 PARK AVENUE  
CHALFONT, PA 18914

**PROJECT:** NESHAMINY TRAIL

**APPLICATION NO:** 2  
**PERIOD TO:** 1/31/2024

**DISTRIBUTION TO:**  
- OWNER  
- ARCHITECT  
- CONTRACTOR

**FROM (CONTRACTOR):** A.H.Cornell & Son Inc.  
P.O. Box 311  
2362 York Road  
Jamison, PA 18929

**VIA (ARCHITECT):**

**ARCHITECT'S PROJECT NO:**

**CONTRACT FOR:**

**CONTRACT DATE:**

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
<b>CHANGE ORDERS</b>									
1	WEARING COURSE	14,681.28	0.00	0.00	0.00	0.00	0.00	14,681.28	0.00
2	UNDERCUT UNSUITABLE MATERIAL FOR TRAIL	108,989.95	108,989.95	0.00	0.00	108,989.95	100.00	0.00	10,899.00
<b>REPORT TOTALS</b>		\$347,749.23	\$248,076.95	\$26,065.00	\$0.00	\$274,141.95	78.83	\$73,607.28	\$27,414.20

WEEKLY PAYROLL CERTIFICATION FOR PUBLIC WORKS PROJECTS

Contractor or  Subcontractor (Please check one)

ALL INFORMATION MUST BE COMPLETED

CONTRACTOR A.H. Cornell & Son Inc.  
ADDRESS

SUBCONTRACTOR  
ADDRESS:

PAYROLL NUMBER 3  
WEEK ENDING DATE 12/17/23

PROJECT AND LOCATION 2023028-RC-NESHAMINY TRAIL

PROJECT SERIAL #23-04603

PROJECT # 23-04603



EMPLOYEE NAME	APPR. RATE (%)	WORK CLASSIFICATION	DAY AND DATE							EARN CODE	BASE HOURLY RATE	TOTAL FRINGE BENEFITS (C = Cash) (FB=Contributions)	TOTAL DEDUCTIONS	GROSS PAY FOR PREVAILING RATE JOB(S)	CHECK #	
			MON 12/11	TUE 12/12	WED 12/13	THU 12/14	FRI 12/15	SAT 12/16	SUN 12/17							
			No Work Performed													
HOURS WORKED EACH DAY													C:			
													FB:			
													PAGE NUMBER	1	OF 1	

NESHAMINY TRAIL

THE NOTARIZATION MUST BE COMPLETED ON FIRST AND LAST SUBMISSION ONLY. ALL OTHER INFORMATION MUST BE COMPLETED WEEKLY.

\* FRINGE BENEFITS EXPLANATION (FB): Bona fide benefit contribution, except those required by Federal or State Law (unemployment tax, workers' compensation, income taxes, etc.)  
Please specify the type of benefits provided and contributions per hour:

- 1) Medical or hospital care \_\_\_\_\_
- 2) Pension or retirement \_\_\_\_\_
- 3) Life insurance \_\_\_\_\_
- 4) Disability \_\_\_\_\_
- 5) Vacation, holiday \_\_\_\_\_
- 6) Other (please specify) \_\_\_\_\_

CERTIFIED STATEMENT OF COMPLIANCE

3. The undersigned certifies that:  
(a) the legal name and the business address of the contractor or subcontractor are:  
A.H. Cornell & Son Inc.

(b) The undersigned is:  a single proprietorship  
 a corporation organized in the state of \_\_\_\_\_  
 a partnership  
 other organization (describe) \_\_\_\_\_

(c) The name, title and address of the owner, partners or officers of the contractor/subcontractor are:

NAME	TITLE	ADDRESS
ALVIN H. CORNELL	PRESIDENT	JAMISON, PA 18929

2. The undersigned certifies that:  
(a) Neither he nor his firm, nor any firm, corporation or partnership in which he or his firm has an interest is debarred by the Secretary of Labor and Industry pursuant to Section 11(e) of the PA Prevailing Wage Act, Act of August 15, 1961 P.L. 987 as amended, 43 P.S. § 165-11(e).  
(b) No part of this contract has been or will be subcontracted to any subcontractor or any firm, corporation or partnership in which such subcontractor has an interest is debarred pursuant to the aforementioned statute.

The willful falsification of any of the above statements may subject the contractor to civil or criminal prosecution, provided in the PA Prevailing Wage Act of August 15, 1961, P.L. 987, as amended, August 9, 1963, 43 P.S. § 165.1 through 165.17.

\_\_\_\_\_  
(SIGNATURE)

(DATE)

\_\_\_\_\_  
(TITLE)

(SEAL)

Taken, sworn and subscribed before me this 19 Day  
of March A.D., 2022

WEEKLY PAYROLL CERTIFICATION FOR PUBLIC WORKS PROJECTS

Contractor or  Subcontractor (Please check one)

ALL INFORMATION MUST BE COMPLETED

CONTRACTOR: H. Cornell & Son Inc.  
ADDRESS:

SUBCONTRACTOR  
ADDRESS:

PAYROLL NUMBER: 4      WEEK ENDING DATE: 12/24/23      PROJECT AND LOCATION: 2023028-RC-NESHAMINY TRAIL

PROJECT SERIAL #23-04603      PROJECT # 23-04603



EMPLOYEE NAME	APPR. RATE (%)	WORK CLASSIFICATION	DAY AND DATE							EARN CODE	BASE HOURLY RATE	TOTAL FRINGE BENEFITS (C=Cash) (FB=Contributions)	TOTAL DEDUCTIONS	GROSS PAY FOR PREVAILING RATE JOB(S)	CHECK #	
			MON 12/18	TUE 12/19	WED 12/20	THU 12/21	FRI 12/22	SAT 12/23	SUN 12/24							
			<b>No Work Performed</b>									C: FB:				
PAGE NUMBER 1 OF 1																

NESHAMINY TRAIL

THE NOTARIZATION MUST BE COMPLETED ON FIRST AND LAST SUBMISSION ONLY. ALL OTHER INFORMATION MUST BE COMPLETED WEEKLY.

\* FRINGE BENEFITS EXPLANATION (FB): Bona fide benefit contribution, except those required by Federal or State Law (unemployment tax, workers' compensation, income taxes, etc.) Please specify the type of benefits provided and contributions per hour:

- 1) Medical or hospital care \_\_\_\_\_
- 2) Pension or retirement \_\_\_\_\_
- 3) Life insurance \_\_\_\_\_
- 4) Disability \_\_\_\_\_
- 5) Vacation, holiday \_\_\_\_\_
- 6) Other (please specify) \_\_\_\_\_

CERTIFIED STATEMENT OF COMPLIANCE

1. The undersigned, having executed a contract with \_\_\_\_\_ for the construction of the above-identified project, acknowledges that:

- (a) The prevailing wage requirements and the predetermined rates are included in the aforesaid contract.
- (b) Correction of any infractions of the aforesaid conditions is the contractor's or subcontractor's responsibility.
- (c) It is the contractor's responsibility to include the Prevailing Wage requirements and the predetermined rates in any subcontract or lower tier subcontract for this project.

2. The undersigned certifies that:

- (a) Neither he nor his firm, nor any firm, corporation or partnership in which he or his firm has an interest is debarred by the Secretary of Labor and Industry pursuant to Section 11(e) of the PA Prevailing Wage Act, Act of August 15, 1961 P.L. 987 as amended, 43 P.S. § 165-11(e).
- (b) No part of this contract has been or will be subcontracted to any subcontractor or any firm, corporation or partnership in which such subcontractor has an interest is debarred pursuant to the aforementioned statute.

The willful falsification of any of the above statements may subject the contractor to civil or criminal prosecution, provided in the PA Prevailing Wage Act of August 15, 1961, P.L. 987, as amended, August 9, 1963, 43 P.S. § 166.1 through 165.17.

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(SEAL)

\_\_\_\_\_  
TREASURER  
(TITLE)

Taken, sworn and subscribed before me this 27 Day  
of Dec A.D., 2023

NAME	TITLE	ADDRESS
ALVIN H. CORNELL	PRESIDENT	JAMISON, PA 18929

3. The undersigned certifies that:
- (a) the legal name and the business address of the contractor or subcontractor are:  
A.H.Cornell & Son Inc.
  - (b) The undersigned is:
    - a single proprietorship
    - a corporation organized in the state of \_\_\_\_\_
    - a partnership
    - other organization (describe) \_\_\_\_\_
  - (c) The name, title and address of the owner, partners or officers of the contractor/subcontractor are:

WEEKLY PAYROLL CERTIFICATION FOR PUBLIC WORKS PROJECTS

Contractor or  Subcontractor (Please check one)

ALL INFORMATION MUST BE COMPLETED

CONTRACTOR: H.Cornell & Son Inc.  
ADDRESS:

SUBCONTRACTOR  
ADDRESS:

PAYROLL NUMBER: 5      WEEK ENDING DATE: 12/31/23      PROJECT AND LOCATION: 2023028-RC-NESHAMINY TRAIL

PROJECT SERIAL #23-04603      PROJECT # 23-04603



BUREAU OF LABOR LAW COMPLIANCE  
PREVAILING WAGE DIVISION  
711 & FORSTER STREETS  
HARRISBURG, PA 17120  
1-800-952-0665

EMPLOYEE NAME	APPR. RATE (%)	WORK CLASSIFICATION	DAY AND DATE							EARN CODE	BASE HOURLY RATE	TOTAL FRINGE BENEFITS (C = Cash) (FB = Contributions)	TOTAL DEDUCTIONS	GROSS PAY FOR PREVAILING RATE JOB(S)	CHECK #	
			MON 12/25	TUE 12/26	WED 12/27	THU 12/28	FRI 12/29	SAT 12/30	SUN 12/31							
			<b>No Work Performed</b>													
C:      FB:																
PAGE NUMBER 1 OF 1																

NESHAMINY TRAIL

THE NOTARIZATION MUST BE COMPLETED ON FIRST AND LAST SUBMISSION ONLY. ALL OTHER INFORMATION MUST BE COMPLETED WEEKLY.

\* FRINGE BENEFITS EXPLANATION (FB): Bona fide benefit contribution, except those required by Federal or State Law (unemployment tax, workers' compensation, income taxes, etc.)

Please specify the type of benefits provided and contributions per hour:

- 1) Medical or hospital care \_\_\_\_\_
- 2) Pension or retirement \_\_\_\_\_
- 3) Life insurance \_\_\_\_\_
- 4) Disability \_\_\_\_\_
- 5) Vacation, holiday \_\_\_\_\_
- 6) Other (please specify) \_\_\_\_\_

CERTIFIED STATEMENT OF COMPLIANCE

1. The undersigned, having executed a contract with \_\_\_\_\_  
 for the construction of the above-identified project, acknowledges that:

(a) The prevailing wage requirements and the predetermined rates are included in the aforesaid contract.

(b) Correction of any infractions of the aforesaid conditions is the contractor's or subcontractor's responsibility.

(c) It is the contractor's responsibility to include the Prevailing Wage requirements and the predetermined rates in any subcontract or lower tier subcontract for this project.

2. The undersigned certifies that:
- (a) Neither he nor his firm, nor any firm, corporation or partnership in which he or his firm has an interest is debarred by the Secretary of Labor and Industry pursuant to Section 11(e) of the PA Prevailing Wage Act, Act of August 15, 1961 P.L. 987 as amended, 43 P.S. § 165-11(e).
- (b) No part of this contract has been or will be subcontracted to any subcontractor or any firm, corporation or partnership in which such subcontractor has an interest is debarred pursuant to the aforementioned statute.

3. The undersigned certifies that:  
 (a) the legal name and the business address of the contractor or subcontractor are:  
 A.H.Cornell & Son Inc.

(b) The undersigned is:  a single proprietorship  a corporation organized in the state of \_\_\_\_\_  a partnership  other organization (describe) \_\_\_\_\_

(c) The name, title and address of the owner, partners or officers of the contractor/subcontractor are:

NAME	TITLE	ADDRESS
ALVIN H. CORNELL	PRESIDENT	JAMISON, PA 18929

The willful falsification of any of the above statements may subject the contractor to civil or criminal prosecution, provided in the PA Prevailing Wage Act of August 15, 1961, P.L. 987, as amended, August 9, 1963, 43 P.S. § 165.1 through 165.17.

(DATE)

(SIGNATURE)

(SEAL)

TREASURER (TITLE)

Taken, sworn and subscribed before me this 2 Day of Jan A.D., 2024

WEEKLY PAYROLL CERTIFICATION FOR PUBLIC WORKS PROJECTS

Contractor or  Subcontractor (Please check one)

ALL INFORMATION MUST BE COMPLETED

CONTRACTOR: H.Cornell & Son Inc.  
ADDRESS:

SUBCONTRACTOR  
ADDRESS:

PAYROLL NUMBER: 6      WEEK ENDING DATE: 01/07/24      PROJECT AND LOCATION: 2023028-RC-NESHAMINY TRAIL

PROJECT SERIAL #23-04603      PROJECT # 23-04603



BUREAU OF LABOR LAW COMPLIANCE  
PREVAILING WAGE DIVISION  
7TH & MARKET STS  
HARRISBURG, PA 17120  
P-800-932-0665

EMPLOYEE NAME	APPR. RATE (%)	WORK CLASSIFICATION	DAY AND DATE							EARN CODE	BASE HOURLY RATE	TOTAL FRINGE BENEFITS (C=Cash) (FB=Contributions)	GROSS PAY FOR PREVAILING RATE JOB(S)	CHECK #	
			MON 01/01	TUE 01/02	WED 01/03	THU 01/04	FRI 01/05	SAT 01/06	SUN 01/07						
			<b>No Work Performed</b>												
HOURS WORKED EACH DAY													C:		
													FB:		
													PAGE NUMBER	1 OF 1	



NESHAMINY TRAIL

THE NOTARIZATION MUST BE COMPLETED ON FIRST AND LAST SUBMISSION ONLY. ALL OTHER INFORMATION MUST BE COMPLETED WEEKLY.

\* FRINGE BENEFITS EXPLANATION (FB): Bona fide benefit contribution, except those required by Federal or State Law (unemployment tax, workers' compensation, income taxes, etc.) Please specify the type of benefits provided and contributions per hour:

- 1) Medical or hospital care \_\_\_\_\_
- 2) Pension or retirement \_\_\_\_\_
- 3) Life insurance \_\_\_\_\_
- 4) Disability \_\_\_\_\_
- 5) Vacation, holiday \_\_\_\_\_
- 6) Other (please specify) \_\_\_\_\_

CERTIFIED STATEMENT OF COMPLIANCE

1. The undersigned, having executed a contract with \_\_\_\_\_ for the construction of the above-identified project, acknowledges that:

- (a) The prevailing wage requirements and the predetermined rates are included in the aforesaid contract.
- (b) Correction of any infractions of the aforesaid conditions is the contractor's or subcontractor's responsibility.
- (c) It is the contractor's responsibility to include the Prevailing Wage requirements and the predetermined rates in any subcontract or lower tier subcontract for this project.

2. The undersigned certifies that:

- (a) Neither he nor his firm, nor any firm, corporation or partnership in which he or his firm has an interest is debarred by the Secretary of Labor and Industry pursuant to Section 11(e) of the PA Prevailing Wage Act, Act of August 15, 1961 P.L. 987 as amended, 43 P.S. § 165-11(e).
- (b) No part of this contract has been or will be subcontracted to any subcontractor or any firm, corporation or partnership in which such subcontractor has an interest is debarred pursuant to the aforementioned statute.

The willful falsification of any of the above statements may subject the contractor to civil or criminal prosecution, provided in the PA Prevailing Wage Act of August 15, 1961, P.L. 987, as amended, August 9, 1963, 43 P.S. § 165.1 through 165.17.

\_\_\_\_\_ (DATE)

*Alvin H. Cornell*  
\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_ (SEAL)

\_\_\_\_\_ (TITLE)

Taken, sworn and subscribed before me this 9 Day of January A.D., 2024

3. The undersigned certifies that:  
(a) the legal name and the business address of the contractor or subcontractor are:  
A.H.Cornell & Son Inc.

- (b) The undersigned is:  a single proprietorship  a corporation organized in the state of \_\_\_\_\_  a partnership  other organization (describe) \_\_\_\_\_

(c) The name, title and address of the owner, partners or officers of the contractor/subcontractor are:

NAME	TITLE	ADDRESS
ALVIN H. CORNELL	PRESIDENT	JAMISON, PA 18929

WEEKLY PAYROLL CERTIFICATION FOR PUBLIC WORKS PROJECTS

Contractor or  Subcontractor (Please check one)

ALL INFORMATION MUST BE COMPLETED

CONTRACTOR: H.Cornell & Son Inc.  
ADDRESS:

SUBCONTRACTOR  
ADDRESS:

PAYROLL NUMBER: 7      WEEK ENDING DATE: 01/14/24      PROJECT AND LOCATION: 2023028-RC-NESHAMINY TRAIL

PROJECT SERIAL #23-04603      PROJECT # 23-04603



EMPLOYEE NAME	APPR. RATE (%)	WORK CLASSIFICATION	DAY AND DATE							EARN CODE	BASE HOURLY RATE	TOTAL FRINGE BENEFITS (C = Cash) (FB = Contributions)	TOTAL DEDUCTIONS	GROSS PAY FOR PREVAILING RATE JOB(S)	CHECK #															
			MON	TUE	WED	THU	FRI	SAT	SUN																					
			01/08	01/09	01/10	01/11	01/12	01/13	01/14																					
			<table border="1"> <tr> <th colspan="7">HOURS WORKED EACH DAY</th> </tr> <tr> <td colspan="7" style="text-align: center;"><b>No Work Performed</b></td> </tr> </table>							HOURS WORKED EACH DAY							<b>No Work Performed</b>													
HOURS WORKED EACH DAY																														
<b>No Work Performed</b>																														
															PAGE NUMBER 1 OF 1															

NESHAMINY TRAIL

THE NOTARIZATION MUST BE COMPLETED ON FIRST AND LAST SUBMISSION ONLY. ALL OTHER INFORMATION MUST BE COMPLETED WEEKLY.

\* FRINGE BENEFITS EXPLANATION (FB): Bona fide benefit contribution, except those required by Federal or State Law (unemployment tax, workers' compensation, income taxes, etc.)

Please specify the type of benefits provided and contributions per hour:

- 1) Medical or hospital care \_\_\_\_\_
- 2) Pension or retirement \_\_\_\_\_
- 3) Life insurance \_\_\_\_\_
- 4) Disability \_\_\_\_\_
- 5) Vacation, holiday \_\_\_\_\_
- 6) Other (please specify) \_\_\_\_\_

CERTIFIED STATEMENT OF COMPLIANCE

1. The undersigned, having executed a contract with \_\_\_\_\_  
 for the construction of the above-identified project, acknowledges that:

- (a) The prevailing wage requirements and the predetermined rates are included in the aforesaid contract.
- (b) Correction of any infractions of the aforesaid conditions is the contractor's or subcontractor's responsibility.
- (c) It is the contractor's responsibility to include the Prevailing Wage requirements and the predetermined rates in any subcontract or lower tier subcontract for this project.

2. The undersigned certifies that:

- (a) Neither he nor his firm, nor any firm, corporation or partnership in which he or his firm has an interest is debarred by the Secretary of Labor and Industry pursuant to Section 11(e) of the PA Prevailing Wage Act, Act of August 15, 1961 P.L. 987 as amended, 43 P.S. § 165-11(e).
- (b) No part of this contract has been or will be subcontracted to any subcontractor or any firm, corporation or partnership in which such subcontractor has an interest is debarred pursuant to the aforementioned statute.

The willful falsification of any of the above statements may subject the contractor to civil or criminal prosecution, provided in the PA Prevailing Wage Act of August 15, 1961, P.L. 987, as amended, August 9, 1963, 43 P.S. § 165.1 through 165.17.

(DATE)

(SIGNATURE)

(SEAL)

TREASURER  
(TITLE)

Taken, sworn, and subscribed before me this 16 Day  
 of January A.D., 2024

3. The undersigned certifies that:  
 (a) the legal name and the business address of the contractor or subcontractor are:  
 A.H.Cornell & Son Inc.

- (b) The undersigned is:  a single proprietorship  a corporation organized in the state of \_\_\_\_\_  a partnership  other organization (describe) \_\_\_\_\_

(c) The name, title and address of the owner, partners or officers of the contractor/subcontractor are:

NAME	TITLE	ADDRESS
ALVIN H. CORNELL	PRESIDENT	JAMISON, PA 18929

WEEKLY PAYROLL CERTIFICATION FOR PUBLIC WORKS PROJECTS

Contractor or  Subcontractor (Please check one)

ALL INFORMATION MUST BE COMPLETED

CONTRACTOR A.H. Cornell & Son Inc.  
ADDRESS

SUBCONTRACTOR  
ADDRESS:

PAYROLL NUMBER 8  
WEEK ENDING DATE 01/21/24

PROJECT AND LOCATION 2023028-RC-NESHAMINY TRAIL

PROJECT SERIAL #23-04603 PROJECT # 23-04603



BUREAU OF LABOR LAW COMPLIANCE  
PREVAILING WAGE DIVISION  
7TH & FORSTER STREETS  
HARRISBURG, PA 17120  
1-800-932-6865

EMPLOYEE NAME	APPR. RATE (%)	WORK CLASSIFICATION	DAY AND DATE							EARN CODE	BASE HOURLY RATE	TOTAL FRINGE BENEFITS (C = Cash) (FB = Contributions)	TOTAL DEDUCTIONS	GROSS PAY FOR PREVAILING RATE JOB(S)	CHECK #		
			MON 01/15	TUE 01/16	WED 01/17	THU 01/18	FRI 01/19	SAT 01/20	SUN 01/21								
			No Work Performed														
HOURS WORKED EACH DAY													C:	FB:			
													PAGE NUMBER	1 OF 1			

NESHAMINY TRAIL

THE NOTARIZATION MUST BE COMPLETED ON FIRST AND LAST SUBMISSION ONLY. ALL OTHER INFORMATION MUST BE COMPLETED WEEKLY.

\* FRINGE BENEFITS EXPLANATION (FB): Bona fide benefit contribution, except those required by Federal or State Law (unemployment tax, workers' compensation, income taxes, etc.) Please specify the type of benefits provided and contributions per hour:

- 1) Medical or hospital care \_\_\_\_\_
- 2) Pension or retirement \_\_\_\_\_
- 3) Life insurance \_\_\_\_\_
- 4) Disability \_\_\_\_\_
- 5) Vacation, holiday \_\_\_\_\_
- 6) Other (please specify) \_\_\_\_\_

CERTIFIED STATEMENT OF COMPLIANCE

1. The undersigned, having executed a contract with \_\_\_\_\_ for the construction of the above-identified project, acknowledges that:

- (a) The prevailing wage requirements and the predetermined rates are included in the aforesaid contract.
- (b) Correction of any infractions of the aforesaid conditions is the contractor's or subcontractor's responsibility.
- (c) It is the contractor's responsibility to include the Prevailing Wage requirements and the predetermined rates in any subcontract or lower tier subcontract for this project.

2. The undersigned certifies that:

- (a) Neither he nor his firm, nor any firm, corporation or partnership in which he or his firm has an interest is debarred by the Secretary of Labor and Industry pursuant to Section 11(e) of the PA Prevailing Wage Act, Act of August 15, 1961 P.L. 987 as amended, 43 P.S. § 165-11(e).
- (b) No part of this contract has been or will be subcontracted to any subcontractor or any firm, corporation or partnership in which such subcontractor has an interest is debarred pursuant to the aforementioned statute.

The willful falsification of any of the above statements may subject the contractor to civil or criminal prosecution, provided in the PA Prevailing Wage Act of August 15, 1961, P.L. 987, as amended, August 9, 1963, 43 P.S. § 165.1 through 165.17.

\_\_\_\_\_ (DATE)  
*Alvin H. Cornell* (SIGNATURE)

\_\_\_\_\_ (SEAL)  
 \_\_\_\_\_ TREASURER (TITLE)

3. The undersigned certifies that:  
 (a) the legal name and the business address of the contractor or subcontractor are:  
 A.H. Cornell & Son Inc.

- (b) The undersigned is:  a single proprietorship  a corporation organized in the state of \_\_\_\_\_  a partnership  other organization (describe) \_\_\_\_\_
- (c) The name, title and address of the owner, partners or officers of the contractor/subcontractor are:

NAME	TITLE	ADDRESS
ALVIN H. CORNELL	PRESIDENT	JAMISON, PA 18929

Taken, sworn and subscribed before me this 24 Day of June A.D., 2024