

**BOARD OF SUPERVISORS
MEETING MINUTES
April 1, 2024**

The Board of Supervisors Meeting of New Britain Township was held on Monday, April 1, 2024 at the Township Building, 207 Park Avenue, Chalfont, PA beginning at 7:00pm.

Present were Supervisors: Cynthia M. Jones, MaryBeth McCabe, William B. Jones, III, Bridget Kunakorn, Stephanie Shortall. Also present were John A. Granger, Interim-Township Manager, Craig Kennard, Township Engineer, Chief Richard Clowser, Scott Holbert, Township Solicitor.

1. **Call to Order:** Cynthia Jones called the meeting to order at 7:00 pm.
2. **Pledge of Allegiance:** Cynthia Jones led the Board and public in the Pledge of Allegiance.
3. **Chair Comments**

Cynthia Jones stated that the board met in Executive Session before this meeting to discuss personnel, land acquisition, and/or litigation matters. The Board of Supervisors met in Executive Session on March 7, 2024 and March 19, 2024 to discuss personnel matters.

4. **Interview ZHB Candidates**

- Robert Byrne

Mr. Byrne, 247 Forest Park Drive, introduced himself. He has been a resident for 37 years and has experience dealing with regulatory matters.

Bridget Kunakorn asked if he was on any other committees. He stated he was not on any committees.

Cynthia Jones asked if he had experience working with a solicitor or engineer. Mr. Byrne state that he has worked with both.

Cynthia Jones asked if he had been before the Zoning Hearing Board before.

Mr. Byrne said that he has.

Cynthia Jones asked him if he could be impartial in deciding a case. Mr. Byrne stated that he would be impartial.

Cynthia Jones thanked Mr. Byrne for submitting his application and coming before the Board.

- Terry Young

Mr. Young read the following introduction:

Hello, my name is Terry Young. I live at 77 Walter Rd. in New Britain Township and I want to thank you for considering my application for the zoning hearing board.

My wife, Barbara and I moved here approximately 11 years ago. We had never lived in Pennsylvania before and we chose to retire here in New Britain Township. We have a small hobby farm on the west side of the township.

Approximately 8-9 years ago we became more acutely aware of some of the township's buildout issues faced by residents. This occurred when corn fields on two sides of our property were develop into a subdivision and wooded lots on the other two sides were protected from development via action by the township. At that time, we had some lengthy discussions with the landowner who owned the land where the subdivision was being developed. He took us through their 12-year odyssey of trying to get that development started. So, this was our up close and personal experience with the important role that zoning and planning have in the growth and development of our township. It was at that time I started to consider how some of my work experience might bring value as a volunteer in those areas.

I'm a geoscientist by both degree and work experience, I spent 35 years in the oil and gas industry doing a wide range of jobs with a wide range of responsibilities. At times those responsibilities included working with federal and state regulatory agencies in the USA as well as equivalent entities in foreign countries. This was cooperative work to ensure compliance with both surface and subsurface regulations during the development of oil and gas fields. So, I have experience understanding and working with regulatory issues. My work experience has also included interpreting complex and often conflicting data sets that commonly did not have a unique solution. And the actions resulting from those interpretations carried significant monetary risk. So, I have experience making

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determinations, from complex and conflicting information, that carry significant consequences.

Once I became aware of a potential opening on the zoning hearing board, I read and reviewed parts of the Pennsylvania planning series. Specifically number four which deals with zoning, number six which deals with the zoning hearing board, and number seven which deals with special exemptions, conditional uses and variances. I found those to be very useful and very informative. I have also watched several of the most recent zoning hearing board meetings via your YouTube channel and found those to be very informative.

As you are all aware, the ZHB is a quasi-judicial board. Its members are appointed by you the municipalities governing body, but the board operates independently of the governing body. It's an autonomous board and that's a necessary stipulation and good thing.

The primary function of the board is to ensure fair and equitable application and administration of the zoning ordinance. Some of that effort is prescriptive with little room for alternative viewpoints but some is discretionary requiring thoughtful consideration.

I appreciate the important and serious nature of the work the zoning hearing board does and I believe I could contribute to that effort. If appointed I would approach the position with the seriousness and attention it requires.

Thank you,

Bridge Kunakorn asked if he served on any of the committees. He stated that he was appointed as chair of the Vacancy Board. Bridget Kunakorn asked if he would resign that position if he was appointed. Mr. Young stated that he would resign.

Cynthia Jones asked him if he had any experience with the attorneys and engineers.

Mr. Young stated that he has some experience working with both.

Cynthia Jones asked if he has appeared before the Zoning Hearing Board.

Mr. Young stated that he has not.

Cynthia Jones asked him if he could be impartial. Mr. Young stated that he would be impartial.

The Board thanked Mr. Young for his attendance.

- Brian Dutill

Mr. Dutill, 209 Overlook Drive, introduced himself. He stated that he is a veteran and has extensive experience in dealing with regulations and engineers.

Bridget Kunakorn asked if he is on any other committees.

Mr. Dutill state that he was recently appointed to the Veterans Committee.

Bridget Kunakorn asked if he would resign from the committee if he was appointed to the Zoning Hearing Board.

Mr. Dutill stated that he would not resign as he wanted to stay involved with the committee.

Scott Holbert stated that the Second-Class Township Code prohibits any member of the Zoning Hearing Board from serving on any township committee.

Mr. Dutill stated if that was the case, then he would resign from the Veterans Committee.

The Board thanked Mr. Dutill for submitting an application and for attending the meeting.

- Sarah Baik

Sarah Baik, 26 New Galena Road, stated that in view of the qualifications of the other candidates, she withdrew her application.

5. Presentation/ Public Hearings/ Land Development

A. Mike Filiatrault, NBT representative to NPWA.

Mr. Filiatrault introduced himself and thanked the Board for his appointment.

He reviewed with the Board the recent construction project on Ferry Road and asked if the township's concerns were addressed.

MaryBeth McCabe responded that the matter has not yet been addressed the township's satisfaction.

Mr. Granger stated that the Public Works Supervisor, Ryan Cressman, was waiting for the road lines stripping to be completed prior to identifying specific areas of concern.

Mr. Filiatrault stated the he believes that the Authority is designing the connection of the Shrine to the water system. He will advise the township of this matter if and when the Shrine connects to the system.

He stated that the Authority has put on hold any actions with respect to the letter that was sent addressing private roads. The issue came about due to the significant water leaks at a system in Hatfield township. The recent actions by several townships not to accept dedication of roadways in new subdivision is of concern to the Authority.

B. Accounting Software and Payroll Software Systems.

Kristin Carpenter gave a presentation to the Board on the need to upgrade the accounting system and payroll system. She stated that the existing system does not provide a treasury function, does not reconcile on a monthly basis, requires extensive use of Excel spreadsheets, does not provide for a 13-month accounting cycle and is not a database management system.

She reviewed several other accounting systems. Munis is an excellent system but it is too complex. QuickBooks is too simplistic. Caselle is a good system that meets all of the requirements that the existing system does not provide.

William Jones asked who in the area uses Caselle. Ms. Carpenter stated that Warwick, Warrington, Solebury and Newtown use it. All are satisfied with the system.

MaryBeth McCabe asked if the new system could manage the township escrow system.

Cynthia Jones stated that merging the escrow system using Excel spreadsheets was time consuming and expensive.

Kristin Carpenter said that Caselle can manage the escrow system.

MaryBeth McCabe asked if the township could acquire the proposed payroll system prior to deciding on the acquiring Caselle. Kristin replied that the payroll system could be acquired and used before acquiring Caselle. The payroll system will require approximately six (6) weeks preparation. The best time to activate a new payroll system would be at the start of a quarter. A decision by the Board should be made at the May 6 meeting.

Bridget Kunakorn asked about the difference in cost between Caselle and the current system.

Kristin Carpenter replied that the additional costs was for an accounting person to perform additional work so that the audit could be undertaken. This additional cost would not occur with Caselle as the Finance Department could perform all of the work.

MaryBeth McCabe asked if the cost for these systems would be an approved cost for the ARPA funds.

Mr. Granger stated that the costs would be an eligible expense. The administration will prepare an analysis of the ARPA funds along with a recommendation for the Board's consideration at the May 6, 2024 Board Meeting.

c. Zoning Ordinance Proposed Amendments.

Dave Conroy briefly reviewed the proposed miscellaneous amendments to the Zoning Ordinance.

Craig Kennard stated that these proposed changes are the recommendations from several former zoning officers as well as his staff.

He stated that they would be incorporated into the proposed amendments that the Board would consider later in the year.

6. Motion to Consider Consent Agenda

MaryBeth McCabe moved, seconded by William Jones, to approved the Consent Agenda:

- A. Approved 84 Schoolhouse Road Hallmark Escrow Release 1
- B. Accepted resignation of Brooke Newborn from Environmental Advisory Council
- C. Approved minutes of March 4, 2024, Board of Supervisors meeting
- D. Approved minutes of March 18, 2024, Board of Supervisors meeting
- E. Approved regular bills list dated March 27, 2024, in the amount of \$132,364.28.
- F. Approved prepaid bill list as follows:
 - Dated March 21,2024, in the amount of \$3,678.03.
 - Dated March 27,2024, in the amount of \$7,659.17.
- G. Approved payment #4 to AH Cornell in the amount of \$14,980.50 for The Neshaminy Greenway Trail Project.

MaryBeth McCabe stated that Brooke Newborn's resignation would be effective upon the appointment of her replacement. Stephanie Shortall thanked Brooke for all of her work.

Kathy Davis stated that Brooke Newborn was an excellent member of the Environmental Advisory Committee.

7. Action Items

- A. Motion to consider Resolution 2024-09 granting preliminary Plan approval for Birch Run land development.

William Jones moved, seconded by MaryBeth McCabe, to approve Resolution 2024-09.

There were no Board comments.

Kathy Davis asked why the developer was permitted to break the conservation easement.

Craig Kennard stated that it was a township easement that was on the Wawa property and was obtained as part of that development. The Board wanted a second access point for the Birch Run development onto Butler Avenue. The amount of land required from

the easement is the minimum required to permit vehicle and pedestrian access.

MaryBeth McCabe stated that the Board took the action to break the easement for public safety.

The Board unanimously approved Resolution 2024-09.

B. Motion to consider appointment of CBIZ as additional investment manager for 457B deferred compensation plan.

Bridget Kunakorn moved, seconded by Stephanie Shortall, to appoint CBIZ as an additional investment manager for the 457B deferred compensation plan.

Cynthia Jones asked Mr. Granger what was the recommendation for.

Mr. Granger stated that CBIZ is the investment manager for the defined benefit pension plan. The employees who participated in the 457B deferred compensation plan requested that CBIZ be added as an investment manager option.

There was no public comment.

The Board unanimously appointed CBIZ as an additional investment manager for 457B deferred compensation plan.

C. Discussion on proposed Resolutions to be considered at PSATS Conference.

Cynthia Jones asked the Board if they had any questions with respect to the proposed Resolutions that would be considered at the PSATS Conference.

Stephanie Shortall suggested that Resolution 24-26 concerning the elected tax collector be opposed as it was vague.

William Jones, MaryBeth McCabe and Bridget Kunakorn all concurred the township would oppose this resolution.

MaryBeth McCabe stated that Resolution 24-02, which required workers compensation coverage for volunteer fire companies who

hold fundraisers, to be an unfunded mandate. She suggested that the Board not support this as the language was vague.

Stephanie Shortall stated that she did not want to discourage fundraisers but would support MaryBeth McCabe's recommendation.

It was the consensus of the Board to oppose the resolution.

MaryBeth McCabe felt that resolutions 24-08 and 24-10, which attempt to balance timber harvesting with the requirements of storm water management, to be the wrong approach. PSATS should be assessing this conflict with the ACRE legislation and attempting to modify the ACRE language.

It was the consensus of the Board to oppose these two (2) resolutions.

- D. Motion to accept the proposal from Denny's Carpet and Flooring to scrub and seal the floors of the Police Department in the amount of \$2,100.

Stephanie Shortall moved, seconded by MaryBeth McCabe, to accept the proposal from Denny's Carpet and Flooring.

Cynthia Jones asked the Chief to discuss this.

The Chief stated that the cleaning company recommended it as it has not been done in a number of years.

There was no public comment.

The Board unanimously accepted the proposal from Denny's Carpet and Flooring.

- E. Discussion on the following Zoning Hearing Board Applications

- 6 Clover Lane (Appel)

MaryBeth McCabe suggested the applicant consider adding an access point from the existing deck to pool to avoid the application.

- 121 Brittany Drive (Parsons)

Scott Holbert stated that both applications were de minimis in nature.

It was the consensus of the Board not to attend either application.

F. Motion to consider accepting Deeds of Dedication for the legal and ultimate Right of Way for Railroad Avenue

MaryBeth McCabe moved, seconded by Bridget Kunakorn, to accept the Deeds of Dedication for the legal and ultimate Right of Way for Railroad Avenue.

There were no Board or public comments.

The Board unanimously accepted the Deeds of Dedication for the legal and ultimate Right of Way for Railroad Avenue.

8. Information Items

A. Engineer's Report

- North Branch Park/Pine Run Trail Survey

Craig Kennard stated that the Board requested his office to provide a proposal to survey North Branch Park and Pine Run Trail. The cost for an aerial drone survey and field work costs approximately \$32,000.00.

It was the consensus of the Board to move forward with the survey.

B. Board of Supervisor's Comment

Stephanie Shortall had no comments.

William Jones had no comments.

Bridget Kunakorn thanked all who were involved with the Easter Egg Hunt.

MaryBeth McCabe thanked all who were involved with the Easter Egg Hunt.

Cynthia Jones had no comments.

9. Public Comment

Ann Henshaw, Inverness Road, expressed her appreciation for the township newsletter. She expressed her concern about the political trailer on Butler Avenue near Target World.

The Board directed the zoning officer to review and report back.

MaryBeth McCabe stated if they were not selling products, it was a political site and not subject to township regulations.

10. Announcements

The Next Meeting of the Board of Supervisors of New Britain Township will take place on **Monday, May 6, 2024, 7:00 p.m.** at the New Britain Township Building, 207 Park Avenue, Chalfont, PA.

11. Adjournment


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

The Board unanimously adjourned the meeting at 8:48 pm.


NEW BRITAIN TOWNSHIP BOARD OF SUPERVISORS



Cynthia M. Jones, Chair



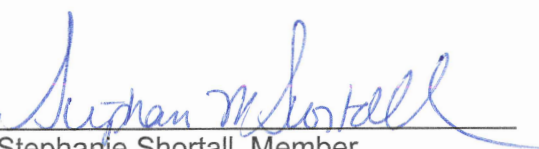
MaryBeth McCabe, Vice-Chair



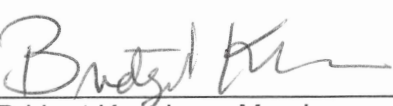
William B. Jones, III, Member

Attest: 

Dan Fox
Township Manager



Stephanie Shortall, Member



Bridget Kunakorn, Member

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