



# New Britain Township Board of Supervisors

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## *Business Meeting*

Monday, May 20, 2024

7:00 PM – Business Meeting

### Agenda

1. Call to Order
2. Pledge of Allegiance
3. Chair Comments
  - A. The board met in Executive Session before this meeting to discuss personnel, and/or litigation matters.
4. Presentation/ Public Hearings/ Land Development
  - A. Victims Services Unit- Central Bucks Regional
5. Motion to Consider Consent Agenda
  - A. Approve minutes of May 6, 2024, Board of Supervisors meeting.
  - B. Approve regular bills list dated May 16, 2024, in the amount of \$144,886.61.
  - C. Approve prepaid bill list as follows:
    - Dated May 9, 2024, in the amount of \$16,833.91.
    - Dated May 16, 2024, in the amount of \$67,590.09.
  - D. Approve Escrow Release #2, 84 Schoolhouse Road (Hallmark Homes).
6. Action Items
  - A. Discuss request from Park & Recreation Committee.
  - B. Discuss request from Veterans Committee.
  - C. Approve purchase order for Primepoint (Payroll systems) in the amount of \$3,570.
  - D. Approve purchase order for Caselle (Accounting software) in the amount of \$81,150.
  - E. Motion to amend Resolution 2024-01 for Township Manager change.
  - F. Accept resignation of Terry Young from Vacancy Board Chair position.
  - G. Approve appointment to Vacancy Board Chair position.

**7. Information Items**

- A. Departmental Reports
- B. Engineer's Report
- C. 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, June 3, 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).*

# MEMO

TOWNSHIP OF NEW BRITAIN



**TO:** Board of Supervisors  
**FROM:** Chief Clowser  
**DATE:** May 20, 2024  
**RE:** Victim Services Unit

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Over the past three years the Central Bucks Regional Police Department (CBRPD) has established and maintained a Victim Services Unit (VSU) to assist and support victims of crimes in preserving their rights. The Victim Services Unit partners with officers, detectives, and community partners to create a network of care and support for victims of crime. This service fills a void that is lacking resources provided by Bucks County services. The Victims Services Unit is a collaborative effort of the Central Bucks Regional Police Department, Buckingham Township Police Department, Plumstead Police Department, and Doylestown Township Police Department. The VSU is primarily supported by grant funding and fund raisers. In the spring of 2023, a Medical Psychologist Consultant was added to the unit to provide counseling to victims and support officer wellness and resiliency.

Representatives from the VSU will be providing a presentation on the services that they offer and the impact the unit has had on assisting victims over the past three years.

CBRPD is in the process of obtaining additional grant funding to support the VSU and invited New Britain Township to join in the collaborative effort, therefore having access to the VSU for Township residents. This would be an excellent resource for our residents and officers to assist with those who have been victimized. The grant, however, will have a shortfall (for expenses other than salary) that will be passed on to the participating agencies. This shortfall will be no more than \$5,000 per year for the three years of the grant starting in 2025.

**STAFF RECOMMENDATION:**

Approve a motion to support New Britain Township joining the collaborative effort of the Victim Services Unit and authorize up to \$5,000 per year for three years starting in 2025 to support this effort.

**BOARD OF SUPERVISORS  
MEETING MINUTES  
May 6, 2024**

The Board of Supervisors Meeting of New Britain Township was held on Monday, May 6, 2024, at the Township Building, 207 Park Avenue, Chalfont, PA beginning at 7:00pm.

Present were Supervisors: Cynthia M. Jones, MaryBeth McCabe (remotely), Bridget Kunakorn, Stephanie Shortall. Also present were Dan Fox -Township Manager, Craig Kennard, Township Engineer, Chief Richard Clowser, Scott Holbert, Township Solicitor, and Alexandria Mullin- Executive Administrative Assistant.

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 to discuss personnel matters and litigation items.

Chief Clowser requested the motion to appoint Ryan Lischke to the position of Corporal. All Board members in attendance voted in favor. Judge Jean Seaman administered the Oath.

4. **Interview EAC Candidates:** Cynthia Jones led the interview of Katie Culter. Katie is a teacher for Central Bucks School District and an active volunteer for the community. The Board asked if she was willing to put in hard work and Katie responded that she is constantly volunteering and is not someone who can sit still for long periods of time. Cynthia Jones encouraged that even if Katie was not selected for this position, to become a volunteer for the Township.
5. **Presentation/ Public Hearings/ Land Development**
  - A. 565 New Galena Road Conservation Easement Swap

The Evans family came in to discuss moving a section of the conversation easement from the back end of their property to the front side. The overall goal is to push poison ivy and brush away from the current patio area and could add a shed, and future garden area and/or planting beds.

Craig Kennard discussed how this process began over a year ago and the prior Zoning Officer and Manager did not have issues with this. Craig stated they have no objections to the legal descriptions

provided as long as the Board did not. He did not see a need for the family to return. The action item would be for the Solicitor to amend the Easement Swap from July 2020 and the pending approval would then be recorded.

No further comments or questions from the Board.

## **6. Motion to Consider Consent Agenda**

Bridget Kunakorn moved, seconded by Stephanie Shortall, to approve the Consent Agenda:

- A. Approve minutes of April 1, 2024, Board of Supervisors meeting.
- B. Approve minutes of April 22, 2024, Board of Supervisors Special meeting.
- C. Approve regular bills list dated May 1, 2024, in the amount of \$464,330.36.
- D. Approve prepaid bill list as follows:
  - Dated April 4, 2024, in the amount of \$90,241.74.
  - Dated April 11, 2024, in the amount of \$29,134.57.
  - Dated April 18, 2024, in the amount of \$6,852.15.
  - Dated May 1, 2024, in the amount of \$14,212.88.
  - Dated May 1, 2024, in the amount of \$22,395.03.
- E. Approve sale of 2010 Ford Escape AWD to Gilberto Rivera-Mateo in the amount of \$3,100.
- F. Approve sale of 2014 Dodge Charger RWD to Kenneth Carr in the amount of \$1,500.
- G. Approve sale of 2017 Dodge Charger Pursuit AWD to Jeremy Smith in the amount of \$5,000.
- H. Approve sale of 2006 John Deere 997-Z Zero-Turn mower to Walter Gural in the amount of \$2,154.
- I. Approve Escrow Release #1, Foxlane Homes at Highpoint in the amount of \$1,518,914.74.

Cynthia Jones stated that upon edits made to the April 1st Board of Supervisors minutes that they would be approved.

There was no public comment.

All voted aye, motion carried 4-0.

## 7. Action Items

- A. Motion to appoint Joe Karpovich to the position of Police Services Clerk.

Stephanie Shortall moved, seconded by Bridget Kunakorn, to approve the motion.

There were no public comments.

All voted aye, motion carried 4-0.

- B. Motion to appoint one (1) candidate to the Zoning Hearing Board for term ending 12/31/2027 from the following candidates.

Bridget Kunakorn nominated Terry Young.  
Stephanie Shortall nominated Ryan Wantz.  
Cynthia Jones nominated Terry Young.  
Marybeth McCabe nominated Terry Young.

Bridget Kunakorn motioned to appoint Terry Young. Seconded by Marybeth McCabe.

There were no public comments.

Bridget Kunakorn voted yes, Stephanie Shortall voted no, Cynthia Jones voted yes, Marybeth McCabe voted yes. Motion carried 3-1.

- C. Motion to appoint one (1) candidate to the Zoning Hearing Board for term ending 12/31/2028 from the following candidates.

Bridget Kunakorn nominated Robert Byrne.  
Stephanie Shortall nominated Ryan Wantz.  
Cynthia Jones nominated Robert Byrne.  
Marybeth McCabe nominated Robert Byrne.

Bridget Kunakorn motioned to appoint Robert Byrne. Seconded by Marybeth McCabe.

There were no public comments.

Bridget Kunakorn voted yes, Stephanie Shortall voted no, Cynthia Jones voted yes, Marybeth McCabe voted yes. Motion carried 3-1.

- D. Motion to appoint one (1) candidate to the EAC to complete the open term from the following candidates.

Bridget Kunakorn nominated Carol Weston Young.  
Stephanie Shortall nominated Katie Cutler.  
Cynthia Jones nominated Carol Weston Young.  
Marybeth McCabe nominated Carol Weston Young

Bridget Kunakorn motioned to appoint Carol Weston Young.  
Seconded by Marybeth McCabe.

There were no public comments.

Bridget Kunakorn voted yes, Stephanie Shortall voted no, Cynthia Jones voted yes, Marybeth McCabe voted yes. Motion carried 3-1.

- E. Discuss request from Park & Recreation Committee for the Board to reinstate Advisory and Junior members.

Stephanie Shortall moved, seconded by Bridget Kunakorn, to table the motion to the next meeting.

There were no public comments.

All voted aye, motion carried 4-0.

- F. Discussion on the following Zoning Hearing Board Applications

- 104 South Limekiln Pike (Isai)
- 298 Walter Road (Hackett)
- 110 Brittany Drive (Friel)
- Stone Arch Culvert Rehabilitation (SEPTA)

Scott Holbert reviewed all four (4) applications, he recommended the Township not oppose 110 Brittany and Stone Arch Culvert Rehabilitation (SEPTA). He then recommended that the Board intervene and oppose two applications, 104 South Limekiln Pike and 298 Walter Road.

Stephanie Shortall moved, seconded by Bridget Kunakorn, to oppose the zoning applications for 104 South Limekiln Pike and 298 Walter Road.

There were no public comments.

All voted aye, motion carried 4-0.

**G. Discuss Lease Amendment for Veterans Park.**

Scott Holbert discussed the details of the lease terms for the property and farming ability.

Kathleen Davis asked if there were any restrictions on chemicals that could be used on the farmland and if they would be “creek safe”?

Cynthia Jones stated that there are restrictions on chemicals within the bid packet per the lease agreement. It describes applications of fertilizers and herbicides.

Stephanie Shortall moved, seconded by Bridget Kunakorn, to accept the lease amendment.

There were no public comments.

All voted aye, motion carried 4-0.

**8. Information Items**

**A. Departmental Reports**

Department heads highlighted key elements from their own report and summarized main events that occurred during the previous month.

**B. Engineer’s Report**

Craig Kennard went over current projects and involvement that their firm has with the Township and the timeline of events that are set to occur over the next few weeks.

**C. Board of Supervisor’s Comment**

Stephanie Shortall commented on how lovely Corporal Karpovich’s Last Ride was and that it was amazing to see community involvement.

Bridget Kunakorn commented on the Veteran’s Committees recent spring-cleaning project around the memorial site.



**9. Public Comment**

**10. Announcements**

On May 15<sup>th</sup> will be the Veterans Committee meeting.  
On May 16<sup>th</sup> will be the Zoning Hearing Board meeting.

The Next Meeting of the Board of Supervisors of New Britain Township will take place on **Monday, May 20, 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 7:49 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



# MEMO

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**TO:** Board of Supervisors  
**FROM:** Kristin Carpenter  
**DATE:** May 16, 2024  
**SUBJECT:** Schedule of Bills - Regular

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Approve regular bills list dated May 16, 2024, in the amount of \$144,886.61.

Attest: \_\_\_\_\_

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





Vendor # Name	PO # PO Date Description	Amount	Contract PO Type	Charge Account	Acct Type Description	Stat/Chk	First Rcvd	Enc Date Date	Chk/Void	Invoice	1099
CONSE005 CONSERVATION RESOURCES LLC											
24000638 05/01/24 WOVEN GEOTEXTILES											
	1 WOVEN GEOTEXTILES	385.50	07-454-320		E NESHAMINY GREENWAY TRAILS	R	05/01/24	05/01/24		42018	N
Vendor Total:		696.50									
CONTR015 CONTRACTORS HAULING SERVICES											
24000677 03/27/24 HAULING CHARGE-RETAINING WALL											
	1 HAULING CHARGE-RETAINING WALL	175.00	01-430-370		E BUILDING MAINTENANCE	R	03/27/24	03/27/24		595357	N
	2 HAULING CHARGE-RETAINING WALL	175.00	01-430-370		E BUILDING MAINTENANCE	R	03/27/24	03/27/24		595363	N
	3 HAULING CHARGE-RETAINING WALL	385.00	01-430-370		E BUILDING MAINTENANCE	R	03/27/24	03/27/24		596087	N
Vendor Total:		735.00									
DISPL015 Display and Sign Center Inc											
24000631 05/02/24 NEW BACKHOE											
	1 NEW BACKHOE	415.00	01-438-710		E MAJOR EQUIPMENT PURCHASE	R	05/02/24	05/02/24		53107	N
Vendor Total:		415.00									
EASTE010 EASTERN AUTOPARTS WAREHOU											
24000615 04/30/24 AUTO PARTS											
	1 AUTO PARTS	21.19	01-410-370		E VEHICLE MAINT/REPAIRS-OUTSIDE	R	04/30/24	04/30/24		51V827917	N
	2 AUTO PARTS	49.96	01-410-370		E VEHICLE MAINT/REPAIRS-OUTSIDE	R	04/30/24	04/30/24		51V828707	N
	3 AUTO PARTS	241.54	01-410-370		E VEHICLE MAINT/REPAIRS-OUTSIDE	R	04/30/24	04/30/24		51V829242	N
	4 AUTO PARTS	14.59	01-437-300		E VEHICLE REPAIRS	R	04/30/24	04/30/24		51V829272	N
	5 AUTO PARTS	25.39	01-437-300		E VEHICLE REPAIRS	R	04/30/24	04/30/24		51V829436	N
	6 AUTO PARTS	54.68	01-437-300		E VEHICLE REPAIRS	R	04/30/24	04/30/24		51V829437	N
	7 AUTO PARTS	33.20	01-437-300		E VEHICLE REPAIRS	R	04/30/24	04/30/24		51V829884	N
	8 AUTO PARTS	162.33	01-437-300		E VEHICLE REPAIRS	R	04/30/24	04/30/24		51V832264	N
Vendor Total:		602.88									
Vendor Total:		602.88									

Vendor #	Name	PO #	PO Date	Description	Amount	Contract	PO Type	Charge Account	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099
<b>EDISON QUARRY INC</b>																
24000623	05/01/24	DEBRIS REMOVAL	1,400.00	01-436-400	E DIRT & DEBRIS REMOVAL	R	05/01/24	05/01/24		050124	N					
Vendor Total: 1,400.00																
<b>EUREKA STONE QUARRY INC.</b>																
24000675	03/15/24	DRAINAGE	487.48	01-436-300	E STORM SEWERS & DRAINS	R	03/15/24	03/15/24		593484	N					
		DRAINAGE	490.84	01-436-300	E STORM SEWERS & DRAINS	R	03/15/24	03/15/24		593763	N					
		DRAINAGE	966.56	01-436-300	E STORM SEWERS & DRAINS	R	03/15/24	03/15/24		593584	N					
Vendor Total: 1,944.88																
<b>GALLS, LLC</b>																
24000663	04/25/24	UNIFORM	167.79	01-410-241	E UNIFORMS/VESTS	R	04/25/24	04/25/24		027765676	N					
Vendor Total: 167.79																
<b>GATEHOUSE MEDIA PA HOLDINGS</b>																
24000673	04/01/24	ADVERTISING	731.48	01-400-340	E ADVERTISING/PRINTING	R	04/01/24	04/01/24		0006360322	N					
Vendor Total: 731.48																
<b>GILMORE &amp; ASSOCIATES INC.</b>																
24000624	05/06/24	ENGINEERING EXPENSES	48,576.78	90-414-311	E ENGINEERING BILLED	R	05/06/24	05/06/24		033024 042824	N					
		ENGINEERING EXPENSES	2,046.47	07-454-320	E NESHAMINY GREENWAY TRAILS	R	05/06/24	05/06/24		033024 042824	N					
		ENGINEERING EXPENSES	1,772.50	01-400-301	E CODIFICATION EXPENSES	R	05/06/24	05/06/24		033024 042824	N					
		ENGINEERING EXPENSES	6,293.75	35-439-320	E HWY PROJECTS/STATE	R	05/06/24	05/06/24		033024 042824	N					
		ENGINEERING EXPENSES	7,751.47	07-454-312	E NORTH BRANCH PARK EXP	R	05/06/24	05/06/24		033024 042824	N					
		ENGINEERING EXPENSES	6,978.75	18-454-700	E CAPITAL IMPROVEMENTS/PURCHASES	R	05/06/24	05/06/24		033024 042824	N					



Vendor #	Name	Contract	PO Type	Acct Type	Description	Stat/Chk	First Rcvd	Chk/Void	Invoice	1099
PO #	PO Date	Description	Amount	Charge Account			Enc Date	Date		Excl

HOMED010 HOME DEPOT CREDIT SERVICES		Continued								
24000655	04/28/24	SUPPLIES	Continued							
8	SUPPLIES	8.98	07-454-226	E FACILITIES MAINTENANCE	R	04/28/24	04/28/24		4032878	N
9	SUPPLIES	64.24	01-400-300	E GENERAL ADMIN EXPENSE	R	04/28/24	04/28/24		3032994	N
10	SUPPLIES	29.91	01-410-200	E MATERIALS & SUPPLIES/OFFICE	R	04/28/24	04/28/24		3032994	N
11	SUPPLIES	951.68	01-400-300	E GENERAL ADMIN EXPENSE	R	04/28/24	04/28/24		1033156	N
Vendor Total:		1,811.24								

INTEG010 INTEGRATED TURF MANAGEMENT INC										
24000621	04/29/24	SPRING IPM APPLICATION								
1	SPRING IPM APPLICATION	5,017.00	07-454-226	E FACILITIES MAINTENANCE	R	04/29/24	04/29/24		NBTW/24-1	N
Vendor Total:		5,017.00								

JDMMA005 JDM MATERIALS CO.										
24000678	04/23/24	RETAINING WALL - PW								
1	RETAINING WALL - PW	1,053.00	01-430-370	E BUILDING MAINTENANCE	R	04/23/24	04/23/24		600205	N
2	RETAINING WALL - PW	463.50	01-430-370	E BUILDING MAINTENANCE	R	04/23/24	04/23/24		600619	N
3	RETAINING WALL - PW	3,853.00	01-430-370	E BUILDING MAINTENANCE	R	04/23/24	04/23/24		593351	N
4	RETAINING WALL - PW	3,857.00	01-430-370	E BUILDING MAINTENANCE	R	04/23/24	04/23/24		593360	N
5	RETAINING WALL - PW	4,028.00	01-430-370	E BUILDING MAINTENANCE	R	04/23/24	04/23/24		596085	N
6	RETAINING WALL - PW	4,146.00	01-430-370	E BUILDING MAINTENANCE	R	04/23/24	04/23/24		596084	N
Vendor Total:		16,473.50								

MASTED010 MASTERS TELECOM LLC										
24000620	05/03/24	SPECIALTY VOICE MAIL/FAX LINE								
1	SPECIALTY VOICE MAIL/FAX LINE	10.41	01-400-320	E TELEPHONE/COMMUNICATIONS	R	05/03/24	05/03/24		36317	N
Vendor Total:		10.41								

MCDON010 MCDONALD UNIFORM COMPANY										
24000617	05/01/24	UNIFORM								
1	UNIFORM	141.01	01-410-241	E UNIFORMS/VESTS	R	05/01/24	05/01/24		229682	N





Vendor #	Name	PO #	PO Date	Description	Amount	Contract	PO Type	Charge Account	Acct Type	Description	Stat/Chk	First	Rcvd	Chk/Void	Invoice	1099
Item Description												Enc	Date	Date		EXC]

STAPL015 STAPLES																	
24000618 04/30/24 OFFICE SUPPLIES																	
1	OFFICE SUPPLIES				543.13		R	01-400-210	E	MATERIALS/SUPPLIES		04/30/24	04/30/24		6001853323	N	
2	OFFICE SUPPLIES				70.25		R	01-400-210	E	MATERIALS/SUPPLIES		04/30/24	04/30/24		6001853326	N	
3	OFFICE SUPPLIES				109.95		R	01-400-210	E	MATERIALS/SUPPLIES		04/30/24	04/30/24		6001853324	N	
4	OFFICE SUPPLIES				546.03		R	01-400-210	E	MATERIALS/SUPPLIES		04/30/24	04/30/24		6001853325	N	
					1,269.36												
Vendor Total:					1,269.36												

UNITED010 UNITED INSPECTION AGENCY INC.																	
24000641 05/01/24 OUTSIDE INSPECTIONS																	
1	OUTSIDE INSPECTIONS				315.00		R	01-413-122	E	OUTSIDE INSPECTIONS		05/01/24	05/01/24		153920	N	
24000671 05/08/24 OUTSIDE INSPECTIONS																	
1	OUTSIDE INSPECTIONS				300.00		R	01-413-122	E	OUTSIDE INSPECTIONS		05/08/24	05/08/24		154111	N	
Vendor Total:					615.00												

WEHRU010 WEHRUNG'S																	
24000622 04/30/24 MATERIALS																	
1	MATERIALS				9.99		R	01-438-460	E	GENERAL EXPENSE		04/30/24	04/30/24		24665	N	
2	MATERIALS				8.14		R	01-400-210	E	MATERIALS/SUPPLIES		04/30/24	04/30/24		24798	N	
					18.13												
Vendor Total:					18.13												

Total Purchase Orders: 40 Total P.O. Line Items: 83 Total List Amount: 144,886.61 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	41,550.39	0.00	41,550.39	45.50	0.00	41,595.89	
LAND PRESERVATION FUND:	4-04	5.94	0.00	5.94	0.00	0.00	5.94	
PARKS & RECREATION FUND:	4-07	39,634.06	0.00	39,634.06	0.00	0.00	39,634.06	
CAPITAL IMPROVEMENT/EQUIPMENT FUND:	4-18	6,978.75	0.00	6,978.75	0.00	0.00	6,978.75	
LIQUID FUELS FUND:	4-35	6,293.75	0.00	6,293.75	0.00	0.00	6,293.75	
ESCROW:	4-90	50,378.22	0.00	50,378.22	0.00	0.00	50,378.22	
Total of All Funds:		<u>144,841.11</u>	<u>0.00</u>	<u>144,841.11</u>	<u>45.50</u>	<u>0.00</u>	<u>144,886.61</u>	

Totals by Fund		Fund	Expend Rcvd	Expend Held	Expend Total	Revenue Total	G/L Total	Total
Fund Description								
GENERAL FUND:	01	41,550.39	0.00	41,550.39	45.50	0.00	41,595.89	
LAND PRESERVATION FUND:	04	5.94	0.00	5.94	0.00	0.00	5.94	
PARKS & RECREATION FUND:	07	39,634.06	0.00	39,634.06	0.00	0.00	39,634.06	
CAPITAL IMPROVEMENT/EQUIPMENT FUND:	18	6,978.75	0.00	6,978.75	0.00	0.00	6,978.75	
LIQUID FUELS FUND:	35	6,293.75	0.00	6,293.75	0.00	0.00	6,293.75	
ESCROW:	90	50,378.22	0.00	50,378.22	0.00	0.00	50,378.22	
Total of All Funds:		<u>144,841.11</u>	<u>0.00</u>	<u>144,841.11</u>	<u>45.50</u>	<u>0.00</u>	<u>144,886.61</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:	4-01	41,550.39	0.00	0.00	0.00	41,550.39
LAND PRESERVATION FUND:	4-04	5.94	0.00	0.00	0.00	5.94
PARKS & RECREATION FUND:	4-07	39,634.06	0.00	0.00	0.00	39,634.06
CAPITAL IMPROVEMENT/EQUIPMENT FUND:	4-18	6,978.75	0.00	0.00	0.00	6,978.75
LIQUID FUELS FUND:	4-35	6,293.75	0.00	0.00	0.00	6,293.75
ESCROW:	4-90	50,378.22	0.00	0.00	0.00	50,378.22
Total of All Funds:		<u>144,841.11</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>144,841.11</u>



# MEMO

**TO:** Board of Supervisors  
**FROM:** Kristin Carpenter  
**DATE:** May 16, 2024  
**SUBJECT:** Schedule of Bills - Prepaid

---

Approve prepaid bills list dated May 9, 2024, in the amount of \$16,833.91.

Attest: \_\_\_\_\_

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

P.O. Type: ALL  
 Range: First to Last  
 Format: Detail without Line Item Notes  
 Vendors: ALL  
 Rcvd Batch Id Range: KG0506PD to KG0506PD  
 Include Non-Budgeted: Y  
 Prior Year Only: N  
 Open: N Paid: N Void: N  
 Rcvd: Y Held: Y Appr: N  
 Bid: Y State: Y Other: Y Exempt: Y  
 \* Means Prior Year Line

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	Excl
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ALEXA015 ALEXANDRIA MULLIN

24000601 05/06/24 2024 MEDICAL REIMBURSEMENT																
	1	2024	MEDICAL REIMBURSEMENT	325.73	01-486-157				E HEALTH & VISION REIMBURSEMENTS	R		05/06/24	05/06/24	050624	N	
				Vendor Total:												325.73

AQUAP010 AQUA PENNSYLVANIA

24000604 05/01/24 FIRE HYDRANT RENTAL																
	1		FIRE HYDRANT RENTAL	59.42	01-411-380				E FIRE HYDRANT RENTALS	R		05/01/24	05/01/24	0416695	050124	N
	2		FIRE HYDRANT RENTAL	1,099.18	01-411-380				E FIRE HYDRANT RENTALS	R		05/01/24	05/01/24	0408962	050124	N
	3		FIRE HYDRANT RENTAL	178.25	01-411-380				E FIRE HYDRANT RENTALS	R		05/01/24	05/01/24	1065967	050124	N
				Vendor Total:												1,336.85

ARMOU010 ARMOUR & SONS ELECTRIC I

24000627 04/30/24 TRAFFIC SIGNAL MAINTENANCE																
	1		TRAFFIC SIGNAL MAINTENANCE	481.00	01-434-300				E STREET LIGHTING/GEN/NOT DISTRICT	R		04/30/24	04/30/24	910039067		N
	2		TRAFFIC SIGNAL MAINTENANCE	476.00	01-434-300				E STREET LIGHTING/GEN/NOT DISTRICT	R		04/30/24	04/30/24	910039077		N
	3		TRAFFIC SIGNAL MAINTENANCE	715.00	01-434-300				E STREET LIGHTING/GEN/NOT DISTRICT	R		04/30/24	04/30/24	910039053		N
				Vendor Total:												1,672.00

BERGE010 BERGEY'S INC.

24000610 04/30/24 PARTS/REPAIRS 48-32																
	1		PARTS/REPAIRS 48-32	18.16	01-437-300				E VEHICLE REPAIRS	R		04/30/24	04/30/24	200467B		N
				Vendor Total:												18.16

Vendor #	Name	PO #	PO Date	Description	Amount	Contract	PO Type	Charge Account	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099
<b>CRICHO10 C. RICHARD MICHIE II</b>																
24000600	05/03/24	2024	MEDICAL REIMBURSEMENT	33.69	01-486-157	E HEALTH & VISION REIMBURSEMENTS	R	05/03/24	05/03/24	050324	N					
1	2024	MEDICAL REIMBURSEMENT														
				Vendor Total:	33.69											
<b>CURTI040 CURTIN &amp; HEEFNER, LLP</b>																
24000613	04/04/24	EMPLOYMENT MATTERS	855.00	01-404-101	E SOLICITOR/LABOR	R	04/04/24	04/04/24	10152942	N						
1	EMPLOYMENT MATTERS															
				Vendor Total:	855.00											
<b>DOYLE120 DOYLESTOWN WEB DESIGN LLC</b>																
24000605	04/16/24	WEB SITE UPDATES	365.75	01-400-741	E COMPUTER SOFTWARE/LICENSES	R	04/16/24	04/16/24	895	N						
1	WEB SITE UPDATES															
				Vendor Total:	365.75											
<b>GEORG040 GEORGE ALLEN PORTABLE TOILETS</b>																
24000608	04/30/24	PORTABLE TOILETS/PARKS	326.00	07-454-360	E UTILITIES	R	04/30/24	04/30/24	I221917	N						
1	PORTABLE TOILETS/PARKS															
2	PORTABLE TOILETS/PARKS		198.00	07-454-360	E UTILITIES	R	04/30/24	04/30/24	I221918	N						
3	PORTABLE TOILETS/PARKS		70.00	07-454-360	E UTILITIES	R	04/30/24	04/30/24	I221919	N						
4	PORTABLE TOILETS/PARKS		70.00	07-454-360	E UTILITIES	R	04/30/24	04/30/24	I221920	N						
				Vendor Total:	664.00											
<b>GROVE010 GROVE SUPPLY INC.</b>																
24000628	04/29/24	RESTROOM PARTS	788.38	01-409-370	E BUILDING MAINTENANCE & REPAIRS	R	04/29/24	04/29/24	56012638.001	N						
1	RESTROOM PARTS															
				Vendor Total:	788.38											



Vendor # Name	PO # PO date Description	Amount	Contract PO Type	Charge Account	Acct Type Description	Stat/Chk	First Rcvd	Chk/Void	Invoice	1099
Item Description							Enc Date date	Date		Excl
<b>JUSTI030 JUSTIN ELVDGE</b>										
24000602	05/07/24 BOOT ALLOWANCE REIMB	169.99		01-430-241	E UNIFORM EXPENSE	R	05/07/24 05/07/24		050724	N
1	BOOT ALLOWANCE REIMB									
Vendor Total:		169.99								
<b>KEYBU005 KEY BUSINESS SOLUTIONS</b>										
24000626	05/07/24 LEASE PAYMENT BUYOUT	252.00		01-400-740	E MAJOR EQUIPMENT LEASE/PURCHASE	R	05/07/24 05/07/24		32613	N
1	LEASE PAYMENT BUYOUT									
Vendor Total:		252.00								
<b>KRIST010 KRISTIN CARPENTER</b>										
24000614	05/08/24 2024 MEDICAL REIMBURSEMENT	671.71		01-486-157	E HEALTH & VISION REIMBURSEMENTS	R	05/08/24 05/08/24		050824	N
1	2024 MEDICAL REIMBURSEMENT									
Vendor Total:		671.71								
<b>MCCAL005 MCCALLION TEMPS, INC</b>										
24000609	05/03/24 STAFFING SERVICES	550.80		01-400-300	E GENERAL ADMIN EXPENSE	R	05/03/24 05/03/24		11515	N
1	STAFFING SERVICES									
Vendor Total:		550.80								
<b>NEWBR140 NEW BRITAIN TWP. P.B.A.</b>										
24000635	05/09/24 PBA DUES	700.00		01-221-000	E PBA DUES	R	05/09/24 05/09/24		050924	N
1	PBA DUES									
Vendor Total:		700.00								
<b>PECOE020 PECO ENERGY-PAYMENT PROCESSING</b>										
24000629	04/29/24 ELECTRIC	16.51		02-434-360	E UTILITY EXPENSE	R	04/29/24 04/29/24		0861329000	N
1	ELECTRIC									
2	ELECTRIC	15.12		02-434-360	E UTILITY EXPENSE	R	04/29/24 04/29/24		7718996000	N
3	ELECTRIC	14.39		01-409-360	E UTILITIES	R	04/29/24 04/29/24		3126095000	N
4	ELECTRIC	103.56		01-434-300	E STREET LIGHTING/GEN/NOT DISTRICT	R	04/29/24 04/29/24		343421222	N
5	ELECTRIC	20.04		02-434-360	E UTILITY EXPENSE	R	04/29/24 04/29/24		2705371222	N
6	ELECTRIC	13.77		02-434-360	E UTILITY EXPENSE	R	04/29/24 04/29/24		2794247000	N

Vendor # Name	PO # PO Date Description	Contract PO Type	Amount Charge Account	Acct Type Description	Stat/chk	First Rcvd	Chk/Void	Invoice	1099
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PECO020 PECO ENERGY-PAYMENT PROCESSING Continued

24000629	04/29/24 ELECTRIC	Continued	15.63	02-434-360	R	04/29/24	04/29/24	9185982000	N
7	ELECTRIC		199.02	E UTILITY EXPENSE					
Vendor Total:			199.02						

READY005 READY REFRESH BY NESTLE

24000634	05/07/24 BOTTLED WATER		94.31	01-410-360	R	05/07/24	05/07/24	14E0436449664	N
1	BOTTLED WATER		377.79	01-437-360	R	05/07/24	05/07/24	14E0436107767	N
2	BOTTLED WATER		110.92	01-409-360	R	05/07/24	05/07/24	14E0436107759	N
3	BOTTLED WATER		583.02	E UTILITIES					
Vendor Total:			583.02						

RIGGI010 RIGGINS INC.

24000630	05/02/24 PW DIESEL		1,105.27	01-437-330	R	05/02/24	05/02/24	75125026	N
1	PW DIESEL			E FUEL & OIL EQUIP					
24000632	05/03/24 PW FUEL		1,303.89	01-437-330	R	05/03/24	05/03/24	75125018	N
1	PW FUEL			E FUEL & OIL EQUIP					
Vendor Total:			2,409.16						

ROBER270 ROBERT E. LITTLE, INC.

24000625	04/30/24 SERVICE CHARGE		32.28	01-438-460	R	04/30/24	04/30/24	2102574	N
1	SERVICE CHARGE			E GENERAL EXPENSE					
24000636	05/06/24 PW/PR ZERO TURN MOWER		1,824.71	01-437-300	R	05/06/24	05/06/24	05-1219317	N
1	PW/PR ZERO TURN MOWER			E VEHICLE REPAIRS					
Vendor Total:			1,856.99						

SUSET005 SUSETTE DUBIN

24000606	05/02/24 FACILITY CLEANING - ADMIN		400.00	01-409-370	R	05/02/24	05/02/24	050224	N
1	FACILITY CLEANING - ADMIN			E BUILDING MAINTENANCE & REPAIRS					

Vendor #	Name	Contract	PO Type	Acct Type	Description	Stat	Chk	First Rcvd	Chk/Void	Invoice	1099
PO #	PO Date	Description	Amount	Charge Account	Acct Type Description	Enc	Date	Date	Date	Exc]	
<b>SUSETTE DUBIN</b>											
Continued											
24000607	05/02/24	FACILITY CLEANING - PD	740.00	01-410-371	E CONTRACTED CLEANING	R		05/02/24	05/02/24	050224	N
1		FACILITY CLEANING - PD									
Vendor Total:			1,140.00								
<b>TUSTIN MECHANICAL SERVICES</b>											
24000603	05/01/24	WATER TREATMENT MAINT	812.00	01-409-370	E BUILDING MAINTENANCE & REPAIRS	R		05/01/24	05/01/24	910042638	N
1		WATER TREATMENT MAINT	812.00	01-410-760	E RENOVATION TO POLICE DEPT	R		05/01/24	05/01/24	910042638	N
2		WATER TREATMENT MAINT	1,624.00								
Vendor Total:			1,880.00								
24000633	05/06/24	WATER TREATMENT MAINT - PW	256.00	01-430-370	E BUILDING MAINTENANCE	R		05/06/24	05/06/24	930016181	N
1		WATER TREATMENT MAINT - PW									
Vendor Total:			1,880.00								
<b>VERIZON</b>											
24000611	04/27/24	INTERNET	110.99	01-430-320	E COMMUNICATIONS/MAINT	R		04/27/24	04/27/24	0001-98 042724	N
1		INTERNET									
Vendor Total:			110.99								
<b>VERIZON WIRELESS</b>											
24000612	04/23/24	POLICE WIRELESS SERVICE	25.02	01-410-320	E COMMUNICATIONS	R		04/23/24	04/23/24	00001 042324	N
1		POLICE WIRELESS SERVICE									
Vendor Total:			25.02								
<b>WILLIAM A. MAY</b>											
24000599	05/03/24	2024 MEDICAL REIMBURSEMENT	225.65	01-486-157	E HEALTH & VISION REIMBURSEMENTS	R		05/03/24	05/03/24	050324	N
1		2024 MEDICAL REIMBURSEMENT									
Vendor Total:			225.65								
Total Purchase Orders:		27	Total P.O. Line Items:		43	Total List Amount:		16,833.91	Total Void Amount:		0.00



Totals by Year-Fund		Fund	Expend Rcvd	Expend Held	Expend Total	Revenue Total	G/L Total	Total
Fund Description								
GENERAL FUND:		4-01	15,388.84	0.00	15,388.84	0.00	0.00	15,388.84
STREET LIGHTING FUND:		4-02	81.07	0.00	81.07	0.00	0.00	81.07
PARKS & RECREATION FUND:		4-07	664.00	0.00	664.00	0.00	0.00	664.00
	Year Total:		16,133.91	0.00	16,133.91	0.00	0.00	16,133.91
		X-01	700.00	0.00	700.00	0.00	0.00	700.00
	Total of All Funds:		16,833.91	0.00	16,833.91	0.00	0.00	16,833.91

Totals by Fund Fund Description	Fund	Expend Rcvd	Expend Held	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND:	01	16,088.84	0.00	16,088.84	0.00	0.00	16,088.84
STREET LIGHTING FUND:	02	81.07	0.00	81.07	0.00	0.00	81.07
PARKS & RECREATION FUND:	07	664.00	0.00	664.00	0.00	0.00	664.00
Total of All Funds:		<u>16,833.91</u>	<u>0.00</u>	<u>16,833.91</u>	<u>0.00</u>	<u>0.00</u>	<u>16,833.91</u>

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND:	4-01	15,388.84	0.00	0.00	0.00	15,388.84
STREET LIGHTING FUND:	4-02	81.07	0.00	0.00	0.00	81.07
PARKS & RECREATION FUND:	4-07	664.00	0.00	0.00	0.00	664.00
Year Total:		16,133.91	0.00	0.00	0.00	16,133.91
	X-01	700.00	0.00	0.00	0.00	700.00
Total of All Funds:		16,833.91	0.00	0.00	0.00	16,833.91

# MEMO

TOWNSHIP OF NEW BRITAIN



**TO:** Board of Supervisors  
**FROM:** Kristin Carpenter  
**DATE:** May 16, 2024  
**SUBJECT:** Schedule of Bills - Prepaid

---

Approve prepaid bills list dated May 16, 2024, in the amount of \$67,590.09.

Attest: \_\_\_\_\_

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



P.O. Type: A11  
 Range: First to Last  
 Format: Detail without Line Item Notes  
 Vendors: A11  
 Include Non-Budgeted: Y  
 Prior Year Only: N  
 \* Means Prior Year Line

Vendor #	Name	Contract	PO Type	Acct Type	Description	Stat/Chk	Enc Date	First Rcvd	chk/Void	Invoice	1099
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<b>BERGEY'S INC.</b>											
24000645	05/09/24	PARTS/REPAIRS 48-21						05/09/24	05/09/24	XA502000451:01	N
1	PARTS/REPAIRS 48-21	79.98	01-437-300		E VEHICLE REPAIRS	R		05/09/24	05/09/24		
Vendor Total:		79.98									

<b>DANIEL A. GONZALEZ</b>											
24000643	05/13/24	MEDICAL REIMBURSEMENT						05/13/24	05/13/24	051324	N
1	2024 MEDICAL REIMBURSEMENT	303.96	01-486-157		E HEALTH & VISION REIMBURSEMENTS	R		05/13/24	05/13/24		
Vendor Total:		303.96									

<b>DANIEL SACKS</b>											
24000657	05/06/24	MEAL REIMBURSEMENT						05/06/24	05/06/24	050624	N
1	MEAL REIMBURSEMENT	112.00	01-410-181		E EDUCATION/TRAINING IN SERVICE	R		05/06/24	05/06/24		
Vendor Total:		112.00									

<b>DELAWARE DEL VALL PROP &amp; LIABILITY TRST</b>											
24000648	04/01/24	PROPERTY & LIABILITY TRST						04/01/24	04/01/24		
1	PROPERTY & LIABILITY TRST	11,510.05	01-400-352		E LIABILITY/PROPERTY INSURANCE	R		04/01/24	04/01/24	PREM24-NBRITTT2	N
2	PROPERTY & LIABILITY TRST	12,522.64	01-410-352		E LAW ENFORCEMENT LIABILITY	R		04/01/24	04/01/24	PREM24-NBRITTT2	N
3	PROPERTY & LIABILITY TRST	164.51	01-413-352		E LIABILITY INSURANCE	R		04/01/24	04/01/24	PREM24-NBRITTT2	N
4	PROPERTY & LIABILITY TRST	98.23	01-414-352		E LIABILITY INSURANCE	R		04/01/24	04/01/24	PREM24-NBRITTT2	N
5	PROPERTY & LIABILITY TRST	954.50	01-430-352		E LIABILITY INSURANCE	R		04/01/24	04/01/24	PREM24-NBRITTT2	N
6	PROPERTY & LIABILITY TRST	210.66	07-454-352		E LIABILITY INSURANCE	R		04/01/24	04/01/24	PREM24-NBRITTT2	N
7	PROPERTY & LIABILITY TRST	193.99	01-413-351		E AUTO INSURANCE/ADMIN-INSPEC VEH.	R		04/01/24	04/01/24	PREM24-NBRITTT2	N
8	PROPERTY & LIABILITY TRST	3,228.66	01-410-351		E VEHICLE INSURANCE	R		04/01/24	04/01/24	PREM24-NBRITTT2	N



Vendor #	Name	PO #	PO Date	Description	Amount	Contract	PO Type	Charge Account	Acct Type	Description	Stat/Chk	First	Rcvd	Chk/Void	Invoice	1099	
Item Description												Enc	Date	Date	Date	Excl	
<b>PECOE020 PECO ENERGY-PAYMENT PROCESSING</b>																	
24000646	05/03/24	ELECTRIC			230.65	01-433-361			E	TRAFFIC SIGNAL ELECTRIC	R	05/03/24	05/03/24		7790537000	N	
1	ELECTRIC																
<b>24000667 05/03/24 ELECTRIC</b>																	
1	ELECTRIC				18.30	02-434-360			E	UTILITY EXPENSE	R	05/03/24	05/03/24		1859031222	N	
2	ELECTRIC				21.00	02-434-360			E	UTILITY EXPENSE	R	05/03/24	05/03/24		2928132222	N	
3	ELECTRIC				78.25	02-434-360			E	UTILITY EXPENSE	R	05/03/24	05/03/24		5784345000	N	
4	ELECTRIC				29.58	02-434-360			E	UTILITY EXPENSE	R	05/03/24	05/03/24		7438831222	N	
5	ELECTRIC				15.67	02-434-360			E	UTILITY EXPENSE	R	05/03/24	05/03/24		7734208000	N	
6	ELECTRIC				28.19	02-434-360			E	UTILITY EXPENSE	R	05/03/24	05/03/24		8210025000	N	
7	ELECTRIC				35.90	01-409-360			E	UTILITIES	R	05/03/24	05/03/24		8196541222	N	
					226.89												
Vendor Total:					457.54												
<b>RANDA010 RANDAL TESCHNER</b>																	
24000660	05/14/24	2024 MEDICAL REIMBURSEMENT			690.69	01-486-157			E	HEALTH & VISION REIMBURSEMENTS	R	05/14/24	05/14/24		051424	N	
1	2024 MEDICAL REIMBURSEMENT																
Vendor Total:					690.69												
<b>VERTZ010 VERIZON</b>																	
24000666	05/05/24	POLICE INTERNET			159.59	01-410-320			E	COMMUNICATIONS	R	05/05/24	05/05/24		0001-17 050524	N	
1	POLICE INTERNET																
Vendor Total:					159.59												
Total Purchase Orders:		12	Total P.O. Line Items:		31	Total List Amount:		67,590.09	Total Void Amount:		0.00						

Totals by Year-Fund		Fund	Expend Rcvd	Expend Held	Expend Total	Revenue Total	G/L Total	Total
Fund Description								
GENERAL FUND:		4-01	67,188.44	0.00	67,188.44	0.00	0.00	67,188.44
STREET LIGHTING FUND:		4-02	190.99	0.00	190.99	0.00	0.00	190.99
PARKS & RECREATION FUND:		4-07	210.66	0.00	210.66	0.00	0.00	210.66
Total of All Funds:			<u>67,590.09</u>	<u>0.00</u>	<u>67,590.09</u>	<u>0.00</u>	<u>0.00</u>	<u>67,590.09</u>

Totals by Fund		Fund	Expend Rcvd	Expend Held	Expend Total	Revenue Total	G/L Total	Total
Fund Description								
GENERAL FUND:		01	67,188.44	0.00	67,188.44	0.00	0.00	67,188.44
STREET LIGHTING FUND:		02	190.99	0.00	190.99	0.00	0.00	190.99
PARKS & RECREATION FUND:		07	210.66	0.00	210.66	0.00	0.00	210.66
Total of All Funds:			<u>67,590.09</u>	<u>0.00</u>	<u>67,590.09</u>	<u>0.00</u>	<u>0.00</u>	<u>67,590.09</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:	4-01	67,188.44	0.00	0.00	0.00	67,188.44
STREET LIGHTING FUND:	4-02	190.99	0.00	0.00	0.00	190.99
PARKS & RECREATION FUND:	4-07	210.66	0.00	0.00	0.00	210.66
Total of All Funds:		<u>67,590.09</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>67,590.09</u>



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

May 8, 2024

File No. 17-08039-01

Dave Conroy, Director of Planning and Zoning  
New Britain Township  
207 Park Avenue  
Chalfont, PA 18914

Reference: Hallmark Homes – Schoolhouse, LLC, Escrow Release 2  
84 Schoolhouse Road, TMP# 26-005-003

Dear Dave:

In response to the Applicant's request for the second escrow release associated with the above-referenced project, a representative from our office performed a site observation of the completed improvements on May 3, 2024. We have prepared Certificate of Completion #2 in the amount of **\$135,932.50** for consideration at an upcoming public Board of Supervisors' meeting.

We recommend the release of the funds as delineated on the attached breakdown and which equal One Hundred Thirty-Five Thousand, Nine Hundred Thirty-Two Dollars and Fifty Cents (\$135,932.50) to Hallmark Homes – Schoolhouse, LLC. This leaves \$173,754.05 remaining in the total escrow fund. The escrowed site improvements are approximately 41% completed.

If you have any questions regarding the above, please contact this office.

Sincerely,

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

JM/tw

Enclosures: as referenced

cc: Daniel Fox, Township Manager  
Kristin Carpenter, Finance Director  
Scott C. Holbert, Esquire, Flager & Associates, PC  
Richard Carroll, Hallmark Homes Group, Inc., Applicant  
Craig D. Kennard, P.E., E.V.P., Gilmore & Associates, Inc.  
Jerry O'Donnell, Gilmore & Associates, Inc.





**ESCROW STATUS REPORT**



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

**SUMMARY OF ESCROW ACCOUNT**

PROJECT NAME: 84 Schoolhouse Road  
 PROJECT NO.: 17-08039  
 PROJECT OWNER: Hallmark Homes - Schoolhouse, LLC

TOTAL CONSTRUCTION: \$ 338,620.50  
 CONSTRUCTION CONTINGENCY: \$ 33,862.05  
 TOTAL ESCROW: \$ 372,482.55

AMOUNT OF WORK IN PLACE THIS PERIOD: \$ 135,932.50  
 AMOUNT OF THIS RELEASE: \$ 135,932.50

MUNICIPALITY: New Britain Township  
 ESCROW AGENT: Penn Community Bank  
 TYPE OF SECURITY: Set-Aside Agreement  
 AGREEMENT DATE: November 17, 2023

SEPARATE CASH ENG./INSP./LEGAL ESCROW: \$ 16,931.03  
 RELEASE NO.: 2  
 RELEASE DATE: May 6, 2024

TOTAL CONSTRUCTION RELEASED TO DATE: \$ 198,728.50  
 TOTAL ESCROW REMAINING: \$ 173,754.05  
 TOTAL CONSTRUCTION CONTINGENCY REMAINING: \$ 33,862.05  
 TOTAL CONSTRUCTION AVAILABLE FOR RELEASE: \$ 139,892.00

CONSTRUCTION ITEMS			ESCROW TABULATION			CURRENT RELEASE		RELEASED TO DATE		AVAILABLE FOR RELEASE		RELEASE REQ #2
UNITS	QUANTITY	UNIT PRICE	TOTAL AMOUNT	QUANTITY	TOTAL AMOUNT	QUANTITY	TOTAL AMOUNT	QUANTITY	TOTAL AMOUNT	QUANTITY	TOTAL AMOUNT	QUANTITY
<b>I. EROSION CONTROL</b>												
1.	EA	1	\$ 2,000.00	\$ 2,000.00				1	\$2,000.00			
2.	LF	1,461	\$ 4.00	\$ 5,844.00				1461	\$5,844.00			
3.	LF	534	\$ 5.00	\$ 2,670.00				534	\$2,670.00			
4.	LF	1,880	\$ 2.65	\$ 4,982.00				1880	\$4,982.00			
5.	LS	1	\$ 15,000.00	\$ 15,000.00				1	\$15,000.00			
6.	EA	1	\$ 2,800.00	\$ 2,800.00				1	\$2,800.00			
7.	LF	109	\$ 18.00	\$ 1,962.00	109	\$1,962.00		109	\$1,962.00			
8.	SF	11,130	\$ 0.30	\$ 3,339.00	11130	\$3,339.00		11130	\$3,339.00			
9.	EA	8	\$ 150.00	\$ 1,200.00	8	\$1,200.00		8	\$1,200.00			
10.	LS	1	\$ 1,800.00	\$ 1,800.00				1	\$1,800.00			
11.	SF	42,200	\$ 0.11	\$ 4,642.00				42,200	\$4,642.00			
12.	LS	1	\$ 2,000.00	\$ 2,000.00				1	\$2,000.00			
<b>II. EARTHWORK</b>												
1.	CY	4,592	\$ 2.75	\$ 12,628.00	2592	\$7,128.00		4592	\$12,628.00			
2.	CY	5,113	\$ 3.00	\$ 15,339.00	5113	\$15,339.00		5113	\$15,339.00			
3.	CY	3,628	\$ 3.00	\$ 10,884.00				3,628	\$10,884.00			
<b>III. STORMWATER MANAGEMENT</b>												
<b>MRC Basin</b>												
1.	EA	1	\$ 3,000.00	\$ 3,000.00				1	\$3,000.00			
2.	EA	1	\$ 500.00	\$ 500.00				1	\$500.00			
3.	LF	175	\$ 80.00	\$ 14,000.00				175	\$14,000.00			
4.	EA	2	\$ 750.00	\$ 1,500.00				2	\$1,500.00			
5.	SF	2,450	\$ 1.25	\$ 3,062.50	2450	\$3,062.50		2450	\$3,062.50			
6.	CY	222	\$ 30.00	\$ 6,660.00				222	\$6,660.00			
7.	SF	4,070	\$ 0.20	\$ 814.00				4,070	\$814.00			
8.	SF	5,475	\$ 0.20	\$ 1,095.00	5475	\$1,095.00		5475	\$1,095.00			
9.	EA	1	\$ 5,000.00	\$ 5,000.00				1	\$5,000.00			
10.	LS	1	\$ 13,000.00	\$ 13,000.00				1	\$13,000.00			
<b>On-Site Drainage</b>												
11.	LF	170	\$ 40.00	\$ 6,800.00	170	\$6,800.00		170	\$6,800.00			
12.	LF	141	\$ 50.00	\$ 7,050.00	141	\$7,050.00		141	\$7,050.00			
13.	LF	280	\$ 60.00	\$ 16,800.00	280	\$16,800.00		280	\$16,800.00			
14.	LF	64	\$ 50.00	\$ 3,200.00	64	\$3,200.00		64	\$3,200.00			
15.	EA	8	\$ 2,500.00	\$ 20,000.00	8	\$20,000.00		8	\$20,000.00			
16.	EA	1	\$ 350.00	\$ 350.00	1	\$350.00		1	\$350.00			
17.	EA	1	\$ 925.00	\$ 925.00	1	\$925.00		1	\$925.00			
18.	TN	25	\$ 50.00	\$ 1,250.00	25	\$1,250.00		25	\$1,250.00			
19.	LF	252	\$ 15.00	\$ 3,780.00	252	\$3,780.00		252	\$3,780.00			

**ESCROW STATUS REPORT**



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

PROJECT NAME: 84 Schoolhouse Road  
 PROJECT NO.: 17-08039  
 PROJECT OWNER: Hallmark Homes - Schoolhouse, LLC  
 MUNICIPALITY: New Britain Township  
 ESCROW AGENT: Penn Community Bank  
 TYPE OF SECURITY: Set-Aside Agreement  
 AGREEMENT DATE: November 17, 2023

TOTAL CONSTRUCTION: \$ 338,620.50  
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**SUMMARY OF ESCROW ACCOUNT**

**ESCROW TABULATION**

CONSTRUCTION ITEMS	CURRENT RELEASE			RELEASED TO DATE			AVAILABLE FOR RELEASE			RELEASE HELD # 2
	UNITS	QUANTITY	TOTAL AMOUNT	QUANTITY	TOTAL AMOUNT	QUANTITY	TOTAL AMOUNT	QUANTITY	TOTAL AMOUNT	
<b>IV. PAVING &amp; CONCRETE</b>										
1. Fine Grade and Compact	SY	1,194	\$ 1,194.00	1194	\$1,194.00	1194	\$ -			
2. 6" 2A Stone Subbase	SY	1,194	\$ 8,358.00	1194	\$8,358.00	1194	\$ -			
3. 4.5" 25mm Superpave Base Course	SY	1,194	\$ 23,880.00	1194	\$23,880.00					
4. 1.5" 9.5mm Superpave Wearing Course	SY	1,194	\$ 10,746.00							
5. Sweep & Tack Coat	SY	1,194	\$ 1,194.00							
6. Schoolhouse Road Utility Pavement Restoration	SY	30	\$ 65.00							
7. Onsite Asphalt Path (6" 2A, 2.5" Wearing)	SY	291	\$ 10,767.00							
8. Detectable Warning Surface	EA	2	\$ 1,000.00							
9. Offsite Asphalt Walking Trail	SY	174	\$ 8,700.00							
10. Offsite Asphalt Path (6" 2A, 2.5" Wearing)	SF	3,000	\$ 600.00							
11. Temp/Perm Stabilization	LS	1	\$ 1,000.00							
12. Utility Coordination and Relocate Guy Wires										
<b>V. LANDSCAPING &amp; LIGHTING</b>										
1. Shade Trees	EA	49	\$ 19,600.00							
2. Evergreen Trees	EA	38	\$ 11,400.00							
3. Ornamental Trees	EA	12	\$ 3,000.00							
4. Shrubs	EA	68	\$ 4,080.00							
5. Street Light	EA	1	\$ 3,000.00							
<b>VI. MISCELLANEOUS</b>										
1. Remove Debris, Fallen Trees, Logs from Stream & Buffer	LS	1	\$ 8,000.00	1	\$8,000.00	1	\$ -			
2. Traffic Control	LS	1	\$ 5,000.00	1	\$5,000.00	1	\$ -			
3. Signage	EA	7	\$ 1,050.00							
4. Pavement Markings/ Decorative Crosswalk	LS	1	\$ 2,000.00							
5. Concrete Monumentation	EA	40	\$ 150.00							
6. Iron Pins	EA	3	\$ 75.00							
7. Survey & As-Built Plan	LS	1	\$ 10,000.00							



# MEMO

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**TO:** Board of Supervisors, Interim Township Manager John Granger  
**FROM:** Bill May, Parks, and Recreation Coordinator/ Foreman  
**DATE:** March 21, 2024  
**RE:** Reinstating Advisory and Junior members to Parks and Recreation Committee

---

On Tuesday evening March 19, 2024, the Parks and Recreation Committee held their monthly meeting. One of the items on the agenda was a review of the January fourth resolution passed by the Board of Supervisors that eliminated all advisory positions across Township Sub-Committees.

During the meeting, the members of the Parks and Recreation board made a motion recommending the Board of Supervisors reinstate the advisory members' and junior members' positions within the Committee. They highlighted the potential benefits of such roles for the youth of the Township, emphasizing that serving as a junior member could offer valuable opportunities for involvement with Township affairs, aid in college applications and resume building, and prepare them for future roles serving on various committees as adults.

Furthermore, they noted that holding advisory positions could facilitate a smoother transition to becoming voting members, as these individuals would have familiarity with the Committee's workings. Additionally reinstating these positions would contribute a greater pool of volunteers for all Township sponsored events.

**5/4/2024**

**Veterans Memorial North Branch Park**

**From the NBT Veterans Committee.**

After thorough discussion, the NBT Veterans Committee has concluded that the most effective approach to beautifying the Memorial entails lining the monument with self-contained pots. These pots will enable us to accommodate various plantings tailored to the specific location, thereby eliminating the uncertainty of successful planting outcomes and the need for continuous maintenance.

Given the poor soil condition surrounding the monument, this solution is both practical and sustainable. The proposed pots will be constructed of heavy-duty plastic, designed to resemble clay pots, and the plantings will consist of perennial species.

According to our research these pots range from \$20.00 to \$25.00 each (based on size), with an average planting cost of \$15.00 to \$20.00 per plant or small bush. Additionally, we estimate an expenditure of \$300.00 for fertilizer and planting soil. Therefore, the total estimated amount of Pots and Plantings will be approximately Fifteen, give or take a couple.

On behalf of the Veterans Committee, we formally request One Thousand Dollars from the NBT Veterans' Fund to support this initiative. Rest assured, detailed receipts will be provided, and any excess funds will be promptly returned.

Thank you for considering our proposal.

**New Britain Township Veterans Committee.**



# MEMO

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**TO:** Board of Supervisors  
**FROM:** Kristin Carpenter  
**DATE:** 05/20/2024  
**RE:** BOS Meeting 05/20/24 Agenda Item Number 6C – Purchase Order Primepoint

---

The Township's current payroll service provider no longer meets the needs and expectations.

The Township has researched and found Primepoint to be the best fit for the Township.

**STAFF RECOMMENDATION**

Approve a motion for Agenda Item Number 6C.





# Bi-Weekly Payroll & Time Solution Proposal for: Township of New Britain

**Prepared for:** Dan Fox

**Created by:** Justin Graff & Christine Minnium  
800-600-5257  
jgraff@primepoint.com

**Date:** 4/02/2024

Primepoint LLC  
2 Springside Road  
Westampton, NJ 08060  
800-600-5257  
<https://primepoint.com/>

# Table of Contents

## **I. About Primepoint**

A. Primepoint's Technology

## **II. Transition to Primepoint's Services**

A. Overview

B. Transitioning to Primepoint Payroll & HRMS

C. Transitioning to Primepoint Time & Labor

## **III. Services & Pricing**

A. Payroll Processing

B. Time & Labor Management

C. Summary of Annualized Fees

D. Service Implementation Fee

E. Miscellaneous Services (billed as needed)

## **IV. HRMS Function Descriptions**

## **V. Acceptance**



# I. About Primepoint

## A. Primepoint's Technology

PRIMEPOINT IS A HUMAN RESOURCE AND PAYROLL MANAGEMENT COMPANY OFFERING PROPRIETARY CLOUD-BASED TECHNOLOGY THAT INTERGRATES:

### **Human Resource Management System**

Provides the capability to manage an employee's work life from recruitment to separation

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### **Payroll Management/Processing**

Advanced technology creates streamlined payroll processing and reporting, as well as improved management of payroll finances and G/L entries

Reporting and remitting to Federal, 50 states & local tax jurisdictions

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### **Time and Labor Management Solutions**

SAAS system to manage both employee time worked and time off

Employee Scheduling

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### **EmployeeXperience® Self-service Web Portal**

Accessible via computer and Smartphone apps, includes single sign-on to time collection and benefits administration systems, enables on-boarding, online benefits enrollment, employee communications, and much more

Provides an Employee Support Center. We believe that this employee call center is vital to the successful use of an employee portal. This and future generations of employees are technologically aware and expect more sophisticated mobile-friendly tools to easily and quickly access information. We support your employees with not only a great tool, but also great support in its use. Our Employee Support Center is a standard service at no additional charge

---

### **Human Resource Support Services**

Includes employee handbooks, HR help desk, job descriptions, and much more.

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### **Benefit Management Including ACA Compliance and Reporting**

Primepoint offers tools to measure and manage benefit eligibility and online benefits enrollment via Primepoint's EmployeeXperience®, the outcome of which will enable reporting as required under the Affordable Care Act (ACA)

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## II. Transition to Primepoint's Services

### A. Overview

This will be the start of when you experience and appreciate the **Primepoint Experience™**. Primepoint offers a unique transition process designed to ensure new customers experience a smooth conversion to Primepoint's systems & services.

**The Implementation Team will be by your side every step of the way.**

- Made up of experienced professionals
- Has a wealth of experience transitioning customers
- Will be your direct contact during transition, when systems go live, and until all your expected services and solutions are completed and running smoothly

**After the transition, Township of New Britain will be assigned to one of Primepoint's amazing service teams.**

- Trained and experienced to serve the most sophisticated and complex clients
- Able to implement process improvements when needed or uncovered
- Turnover is very low, so you get to know the team members and the team members get to know you

#### NEW CUSTOMER SURVEY RESULTS

PRIMEPOINT IS KNOWN FOR PAINLESS TRANSITIONS WITH 97% OF TRANSITIONED CUSTOMERS SAYING THEY WERE VERY SATISFIED OR SATISFIED WITH THEIR CHANGE TO PRIMEPOINT AND THE TRANSITION WAS AS EASY AS OR EVEN EASIER THAN THEY EXPECTED.

Very Satisfied: 78%

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Satisfied: 19%

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Somewhat Satisfied: 2.6%

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Not Satisfied: 0%

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## B. Transitioning to Primepoint Payroll & HRMS

### INITIAL PHASE

**When:** Typically 6-8 weeks prior to 1st payroll date

**Duration:** 1 hour

*An Implementation Team Member will arrange a phone meeting to obtain the login credentials of your current system and to obtain additional information needed to establish your company up in our system. An HR Solutions team member will arrange a phone meeting to discuss the timing and priorities in rolling out the HR system functions you have selected.*

### DISCOVERY PHASE

**When:** Preliminary data analysis has been performed

**Duration:** Varies

*Your assigned Implementation Team Member will communicate with you via emails/phone to discuss questions uncovered during data analysis and discuss custom configuration projects, i.e. custom reports, earning codes and pay rates, data integrations, etc.*

### SYSTEM INTRODUCTION PHASE

**When:** After last payroll is run with current provider

**Duration:** Estimated 1-2 hours

*Your assigned Implementation Team Member will conduct a GoToMeeting introduction on general system navigation and employee maintenance. Business users will now be responsible to maintain all data in Primepoint's System.*

### PROCESS PHASE

**When:** Day of your 1st payroll processing

**Duration:** Estimated 1-2 hours

*Your assigned Implementation Team Member will conduct a GoToMeeting session to assist in executing the first payroll process.*

### HRMS ROLL-OUT PHASE

**When:** Varies

**Duration:** Varies based on amount of technology purchased

*Depending on the specific HRMS functions you purchased, a Systems Support and/or HR Support Team Member will conduct GoToMeeting Training with the appropriate HR contact(s).*

### HOW DID WE DO? PHASE

**When:** Approximately 1 month after 1st payroll processing

*Your Relationship Manager will call or meet with you to review & evaluate the sales process and the implementation process of the payroll system and HRMS functions.*

#### Specific Dates - To Be Determined

Payroll training dates will be coordinated by your assigned Implementation Team member.

T&L training dates (if applicable) will be coordinated by your assigned T&L Team member.

Technology training dates will be coordinated by an HR Support and/or Systems Support Team member.

## C. Transitioning to Primepoint Time & Labor

### INITIAL PHASE

**When:** Typically 6-8 weeks prior to 1st payroll date

*You need to provide copies of Personnel manual, CBAs and any memorandums that alter them.*

### 1ST TAB PHASE

**When:** Preliminary data analysis has been performed

*You need to submit the first tab of an Excel Workbook (Census info and approval Workflow) that Primepoint will provide you.*

### INSTALLATION PHASE

**When:** Approximately 1 month before 1st Processing Date (if applicable)

*A Primepoint T&L Specialist will assist IT remotely or personally install equipment.*

### SETUP REVIEW PHASE

**When:** Approximately 10 days before Time Collection begins

**Duration:** Estimated 1 - 1.5 hours

*Your T&L Specialist will review the setup via a GoToMeeting.*

### MANAGER TRAINING PHASE

**When:** Approximately 3 weeks before Processing Date

**Duration:** Estimated 1 hour

*A Primepoint T&L Specialist will provide onsite manager training via GoToMeeting (onsite if needed). Time collection begins soon after.*

### 2ND TAB PHASE

**When:** Due 1 week after last processing with prior provider (sooner if possible)

*You need to submit the second tab of an Excel Workbook (Remaining Accrual Balances) that Primepoint will provide you.*

### ADMINISTRATOR TRAINING PHASE

**When:** T1 week before 1st Processing Date

*A Primepoint T&L Specialist will provide admin training via GoToMeeting.*

### PROCESS PHASE

**When:** 1 or 2 days before your 1st Processing Date

**Duration:** Estimated 1 hour

*Your Primepoint T&L Specialist will assist with the transfer of file to payroll worksheet for first payroll.*

Specific Dates - To Be Determined

### III. Services & Pricing

Go to our [Website](#) to learn more about Primepoint's HR Solutions.

#### A. Payroll Processing

##### SERVICES INCLUDED

- Business Access Payroll System
- EmployeeeXperience® an Employee Self-service Portal
- Tax Service to Federal, State and additional Tax Jurisdictions
- Supply of Checks for Manual Check Processing
- Direct Deposit Service
- Pressure Sealed Check/Stub Service
- New Hire Reporting
- 50+ Standard & Interactive Reports
- Garnishment Remittance Service
- Labor Law Poster Replacement Plan
- Role Based Security
- W-2 Processing
- Agency Check Service

Totals below are estimates based on quantities provided to Primepoint in the discovery process.  
Billing will be based on the number of unique employees paid each month.

SERVICE	PRICE	QTY	SUBTOTAL
Payroll Processing Base Fee Per Month	\$50.00	1	\$50.00
Payroll Processing Fee Per Employee Per Month	\$5.50	45	\$247.50

**Total Monthly Processing Fee    \$297.50**

## B. Time & Labor Management

Total below is based upon employee quantities provided to Primepoint during the discovery process. Billing will be based on the number of individual employees with a time profile in the system each month.

### TIME MANAGEMENT FEATURES INCLUDED

- Accurate and Efficient Cloud-based, Time and Labor Management Solution
  - Institution-wide time & attendance system
- Employee time-worked tracking via web-enabled computer or smart phone application
  - Managers can conveniently view and and approve time sheets
- Apply benefit-time/PTO policies to produce accurate time-off calculations for all employee groups
  - Load specific rules unique to both union and non-union employees
- Employees can view their benefit-time/PTO activity & balances computer or smart phone application
  - Employees can request time-off via web-enabled computer or smart phone
- Easy-to-use dashboard view configured for employees, managers and administrators
  - Worked-time information is automatically pushed into the payroll system
  - (a variety of time clock hardware options are available upon request)

TIME & LABOR MANAGEMENT	RATE	QTY	SUBTOTAL
Mid-Market Edition Base Fee	\$50.00	1	\$50.00
Includes the features listed above			
Per Employee Per Month Fee	\$4.50	45	\$202.50

**Total Monthly T&L Fee    \$252.50**

### C. Summary of Annualized Fees

NAME	RATE	QTY	SUBTOTAL
Estimated Payroll Processing Fee	\$297.50	12	\$3,570.00
Estimated T&L Management Fee	\$252.50	12	\$3,030.00

**Total Annualized Fee    \$6,600.00**

### D. Service Implementation Fee

IMPLEMENTATION	FEE
<p>Customized Service and System Configuration including Standard Training</p> <p>Standard Training is defined as "training to competency" with a maximum of 4 hours of web-based training. Additional web-based training is available upon request at \$150.00/hour.</p> <p>One Time Fee includes historic payroll data import from the current calendar year in which service begins. See Miscellaneous Services Section for fee to import additional historic payroll data.</p>	\$1,000.00
<p>Time &amp; Labor Management System Configuration including Standard Training</p> <p>Standard Training is defined as "training to competency" with a maximum of 3 hours of web-based training. Additional web-based training available upon request at \$150.00/hour.</p>	\$600.00

**Total One Time Implementation Fee    \$1,600.00**

## E. Miscellaneous Services (billed as needed)

SERVICE	CURRENT FEE- SUBJECT TO CHANGE
Delivery Service - Local Service	No Charge
Premium Delivery - National Courier	Market Rates
Payroll Check Credited via Wire Transfer	\$30.00/wire transfer
Amended Tax Returns (1st-3rd Quarters)	\$100.00 + \$50.00/agency
Amended Tax Returns (4th Quarter including W-2C and W-3C)	\$300.00 + \$50.00/agency
Additional Remote Training	\$150.00/hour
Blank Check Stock (for manual check production)	\$0.25/checks
Box of Envelopes for Manual Checks (500 envelopes)	\$30.00/box
Importing of Historical Payroll Data	\$300.00/year + \$0.15/check



## IV. HRMS Function Descriptions

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### Document Management

This module gives you the ability to upload company documents and forms for convenient administrative access and for employees to view in the self-service portal, EmployeeXperience. You can also upload a document that, upon logging into the EmployeeXperience, requires employee(s) to download and acknowledge reading. A record is kept of all acknowledgements.

---

### Report Builder

This module gives you the ability to create customizable queries that open in MS Excel.

---

### Recruitment Management & Applicant Tracking

This module helps you manage all the tasks associated with recruitment. Utilizing Primepoint's Recruitment Management & Applicant Tracking tool will help with all the tasks from creating a job opening, to creating the online application and collecting, organizing, and managing the applications, letters, resumes, and miscellaneous documents required.

The tool will also enable you to automate many aspects of the review process. For example, rules can be customized to filter applicants based on your criteria. Searches can be performed to identify applicants previously rejected or employed by the company. Folder structures can be customized to your needs to simplify ongoing information management and archival storage.

Once a person is considered a candidate, their information can be automatically passed along into the candidate part of the system, from which a hired individual's data can be automatically passed into the payroll processing, time & attendance, and basic HR system.

Document Management is required.

---

### OSHA Reporting

This module gives you the ability to record OSHA & Workers Comp accidents/injuries and generate the required 300 and 301 reports.

---

### Workflow

This module gives you the ability to create electronic processes that can allow for approvals, capture of electronic signatures, completion of digital forms and communication. For example, when you have a new hire you can use a workflow to notify department heads or executives of the changes and then communicate to tell IT to set up the email address or computer of the employee. Changing employee salaries or pay rates may need approval from one or more staff members. A workflow can be triggered to request electronic signatures from approvers. This function will enhance efficiency for the payroll/HR administrators, converting paper-driven processes to electronic processes, and centralizing the storage of important transactions with the HRMS system. Additionally, this module gives you the ability to electronically on-board new employees. New hires will receive and email from our system with a link to enroll into the EmployeeXperience, Primepoint's self-service portal. Once enrolled, new hires are asked to complete their system profile and important employment documents i.e. W-4, I-9 and other documents you require) Document Management is required.

---

### Employee Events Management

This module will automatically track all system field changes, including the user who made the change, value of the field prior to the change, and date & time of the change. Users can log employee events in real-time, i.e. accidents, disciplinary actions, meeting notes, etc. Users can also schedule future events and be prompted when scheduled.

---

**HRMS Function Descriptions continued on the next page**

## HRMS Function Descriptions continued

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### **Role Based Security**

This module gives you the ability to create user roles within the system. Roles can limit system access and/or edit rights. System users will then be assigned to the role appropriate for their position.

---

### **Employee HR Profile**

This module gives you the ability to organize and maintain important information about each employee. (Performance Reviews, Education & Training Tracking, Compliance, Emergency Contacts, Dependents, Company Property, Education, Positions, etc.)

---

### **Benefits Management**

#### **\*ACA Reporting and Compliance**

This module gives you the ability to manage all forms of employee benefits. The system will help you monitor benefit eligibility for variable-hour employees, keeping you in compliance with ACA. The system will also produce the required year-end ACA reporting.

#### **\*Employee Online Benefits Election (additional cost)**

This function gives your employees the ability to elect benefits via the employee self-service portal. Benefits Management and Document Management are required.

---

### **Position Management**

This very powerful function will help you to view your business's staff in a new and much more efficient manner. It will assist with budget analysis, information reporting, help identify open positions, clarify the organizational structure, and much more including things unique to your business. You'll move from an employee-centric to a position-centric view of your staff, which will provide you with new insights into your business. Our HR team will help you create organizational positions, and apply to those positions all the important attributes, such as pay ranges (min - max), wage allocations, training, education, certifications, licenses, or whatever applies to your business. Additionally, this function streamlines your HR functions by making maintenance of employees more efficient and comprehensive as they may move from one position to another.

---

### **Employee Navigator Integration**

The Primepoint / Employee Navigator integration will simplify your process of managing employee benefits. Increase efficiency and improve accuracy by syncing demographic and deduction data for real-time updates in both systems.

---

### **Basic Onboarding**

This module gives you the ability to electronically on-board new employees. New hires will receive an email with a link to enroll into the EmployeeXperience, Primepoint's self-service portal. Once enrolled, new hires are asked to complete their system profile and the following important employment documents: Federal & State W-4 and I-9.

---

### **Total Compensation and Benefit Statements**

Looking at a paycheck gives employees a sense of their value, but that isn't the whole picture. In fact, many don't realize that their compensation and benefits are actually much higher than what their paycheck shows. With Primepoint's personalized Total Compensation and Benefits Statements, you can show them what they're really worth. With this flexible function, you can choose which earnings, benefits and perks to include on your statements. You can also choose from several attractive templates. Simple pie charts illustrate the distribution of the various benefits. Statements are developed to be produced on an as-needed basis. This greatly enhances your employees' overall satisfaction.

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## V. Acceptance

BY SIGNING THIS PROPOSAL, TOWNSHIP OF NEW BRITAIN:

- understands that pricing totals are estimates and based upon employee quantities provided to Primepoint and services requested during the discovery process. Primepoint will invoice based upon the actual number of unique employees paid each month.
- agrees to pay Primepoint the fees described above in accordance with the New Jersey Prompt Payment Act,
- understands that you are solely responsible for ensuring its pay rules are in full compliance with all Federal and State labor laws,
- authorizes Primepoint to move forward with the set-up of the above services.

By checking this box, I accept the terms of this proposal and agree to the terms of the Primepoint Service Agreement below.

Primepoint:



04/02/2024

Justin Graff

Township of New Britain:

Proposal is valid for 90 days.



## Service Agreement

This Service Agreement (“Agreement”) is between you (“Client”) and Primepoint LLC, a New Jersey limited liability company (the “Company,” “we,” “us,” or “our”). This Agreement contains the terms and conditions that govern your use of our payroll and HR platform (the “Platform”), our websites (www.primepoint.com) and all related sub domains (the “Website”), and the products and services we provide to you (the “Services” and collectively with the Platform and the Website, our “Suite of Services”).

Please read these Terms of Service carefully before you start using any of our Suite of Services. By accepting electronically (clicking “I Accept”), installing, accessing or using Services, you agree to these terms. If you do not agree to this Agreement, then you may not use the Service. This Agreement contains the terms and conditions that govern the use of, and the terms and conditions upon which Primepoint, LLC (“Primepoint”), will provide to you, certain payroll processing, payroll tax service and other related payroll and HR services (collectively referred to as “Service”). The Service may be accessed through Primepoint’s websites (“Service Sites”).





## Table of Contents

1. AGREEMENT TERM .....	3
2. DATA PROVISION & VERIFICATION .....	3
4. ACCOUNT DEBITING.....	4
5. ACH ORIGINATION .....	5
6. SERVICE FEES & PAYMENT TERMS.....	7
7. SERVICE CHANGES.....	7
8. SECURITY .....	7
9. LIMITED SOFTWARE LICENSE .....	9
10. DISPUTE RESOLUTION .....	9
11. SERVICE TERMINATION.....	10
12. GENERAL TERMS AND CONDITIONS .....	10





## 1. AGREEMENT TERM

- a. Subject to your compliance with these Terms of Service, this Agreement shall continue in full force and effect for one (1) year from the date of the first payroll processed. Thereafter, this Agreement will automatically renew each subsequent year unless one of us gives written notice to the other, at least thirty (30) days prior to the end of the current term, of election not to renew (the initial term plus any renewal term(s) are referred to as the "Term").

## 2. DATA PROVISION & VERIFICATION

- a. Primepoint will notify Client via electronic communication or by other means when all data necessary to begin the Service has been received and the enrollment process has been completed. Client shall then, prior to submitting its first payroll, review for completeness and accuracy the Payroll Information (as hereinafter defined). For purposes of this Agreement, "Payroll Information" shall mean all information posted for Client's review on the specified portion of the Service Site including, but not limited to, that which is used to calculate and pay employee payroll, track Client defined employee benefits, pay payroll taxes to applicable taxing agencies in compliance with the laws and regulations of such taxing agencies, produce payroll tax returns and W-2 statements and print checks on Client's account (if applicable). Client must correct incorrect or missing Payroll Information, either by itself or by notifying Primepoint in the manner specified in the electronic communication and within the time period specified therein. Client shall be fully responsible for the accuracy of all information supplied by it and/or approved by it, including, without limitation any IRS or other penalties and/or interest arising there from.
- b. Client agrees that by submitting each payroll (including the first payroll): (i) Client has approved all Payroll Information, (ii) Client has waived and released any claim against Primepoint arising out of any errors in the Payroll Information which Client has not itself corrected or has not requested Primepoint to correct, and (iii) any subsequent request for corrections will be considered special handling for which additional fees may be charged. Final audit responsibility rests with Client. Primepoint will not have any responsibility for verifying the accuracy of any data Client provides or directly inputs via the Service Site or any other method.
- c. Primepoint may permit, but shall not be obligated to permit Client's Payroll Approver, a designated Client representative and/or designated Client Administrator to communicate with Primepoint by telephone, electronic mail or other means about the Service. Primepoint has implemented security procedures for the purpose of verifying the identity of Client's Payroll Approver, Client





representative and/or designated Client Administrator (as applicable), and other security protocols. Client acknowledges that the security procedures instituted by Primepoint are commercially reasonable methods of providing security that any Payroll Information, Entries or other instructions communicated to Primepoint will be deemed to have been fully authorized by Client and Client shall be fully responsible for the accuracy of such information including, without limitation, any IRS or other penalties and/or interest arising therefrom; and that, notwithstanding such deemed authorization, Primepoint may in its sole discretion refuse to accept or act upon any such instructions

### 3. TAX SERVICES

- a. In order for the Service to be instituted, Client must submit accurate wage and payroll information to Primepoint during the enrollment process. The wage and payroll information must be reconciled with Client's payroll tax returns for the current calendar year and Client's wage and payroll tax information for the current quarter. Thereafter, Client shall timely and accurately (a) update all wage and payroll information as necessary to reflect changes and (b) respond with additional information requested from time to time by Primepoint. It is Client's responsibility to submit complete and accurate information to Primepoint in connection with the Service. Any penalty or interest incurred due to inaccurate information provided by Client will be the sole responsibility of Client. Client further agrees to not hold Primepoint accountable for such liability. Primepoint, at its option, may decide not to file Client's payroll tax returns, pay Client's payroll taxes or otherwise process Client's payroll if there are any unresolved problems with any information requested by Primepoint or submitted by Client. Primepoint's sole liability and Client's sole remedy for Primepoint's negligent failure to perform the payroll tax portion of the Service shall be (i) Primepoint will remit the payroll taxes received from Client to the appropriate taxing authority and (ii) Primepoint will reimburse Client or pay directly to the appropriate taxing authority any penalties resulting from such negligent error or omission by Primepoint.

### 4. ACCOUNT DEBITING

- a. On or prior to Client's payroll direct deposit and/or payroll tax deposit date or other applicable settlement or due date, Client authorizes Primepoint to initiate debit entries to Client's account ("Client's Account") at the depository financial institution ("Depository"), and to debit Client's Account in such amounts as are necessary to (i) fund Client's direct deposits, (ii) pay any fees or charges associated with the Service, including, without limitation, finance charges, (iii) pay Client's payroll





taxes, (iv) pay any debit, correcting or reversing entry initiated pursuant to this Agreement which is later returned to Primepoint, and (v) pay any other amount that is owing under this Agreement or in connection with the Service. This authorization is to remain in full force and effect until Primepoint has received written notice from Client of its termination in such time and such manner as to afford Primepoint and Depository a reasonable opportunity to act upon it. Client will maintain in Client's Account as of the applicable settlement date and time immediately available funds sufficient to cover all credit entries Client originates through Primepoint. Client's obligation to pay Primepoint for each credit entry matures at the time Primepoint transmits or otherwise delivers the credit entry to the Automated Clearing House ("ACH") or gateway operator and is unaffected by termination of the Service. Primepoint may set off against any amount it or an Affiliate owes to Client in order to obtain payment of Client's obligation as set forth in this Agreement. Client acknowledges that the origination of ACH transactions to its account must comply with the provisions of U.S. law. Amounts withdrawn for payroll taxes will be held by Primepoint at Primepoint's financial institution (the "Payroll Tax Account") until such time as those payments are due to the appropriate taxing agencies, and no interest will be paid to the Client on these amounts.

- b. If Client does not have sufficient funds in Client's Account to pay disbursements, fees, payroll taxes or any other amounts due under this Agreement at the time required, or if Client refuses to pay, Primepoint may (i) debit the Payroll Tax Account or any account at Primepoint's financial institution or any Affiliate owned in whole or in part by Client to pay disbursements, fees or charges, payroll taxes, or other amounts due, (ii) refuse to pay any unremitted payroll taxes, in which case the payroll tax liability will become the sole responsibility of Client, (iii) refuse to perform further services, and/or (iv) immediately terminate this Agreement. Primepoint may recover from Client any costs including, without limitation, reasonable attorneys' fees and expert witnesses' fees Primepoint may incur in connection with any termination of this Agreement or collection of amounts due hereunder.

## 5. ACH ORIGINATION

- a. The Service will enable Client, by using the Service Site, to enter the Payroll Information and to approve and submit it to Primepoint for creation, formatting and transmission of Entries in accordance with the Rules. Primepoint may reject any Payroll Information or Entry which does not comply with the requirements in this Agreement or the Rules or with respect to which Client's Account does not







contain sufficient available funds to cover the payroll. If any Payroll Information or Entry is rejected, Primepoint will make a reasonable effort to notify Client promptly so that Client may correct such Payroll Information or request that the Primepoint correct the Entry and resubmit it. A notice of rejection will be effective when given. Primepoint will have no liability to Client by reason of the rejection of any Payroll Information or Entry, the fact that notice is not given at an earlier time than that provided for in this Agreement or for any loss resulting from Primepoint's failure to provide notice.

- b. Client will have no right to cancel or amend any Payroll Information received by Primepoint after it has been approved by Client's Payroll Approver and submitted to Primepoint. However, if Client's request complies with the security procedure, Primepoint may use reasonable efforts to act on it prior to transmitting the Entries to the ACH provider, but will have no liability if the cancellation or amendment is not affected. Client will reimburse Primepoint for any expenses, losses or damages Primepoint may incur in effecting or attempting to effect Client's request.
- c. Except for Entries created from Payroll Information that have been reapproved and resubmitted by Client in accordance with the requirements of this Agreement, Primepoint will have no obligation to retransmit a returned Entry to the ACH or gateway operator if Primepoint complied with the terms of this Agreement with respect to the original Entry.
- d. Primepoint will process the Payroll Information and Entries in accordance with its processing schedule, provided (i) the Payroll Information is approved by Client and received by Primepoint no later than Client's applicable cut-off time on a business day and (ii) the ACH is open for business on that business day. If Primepoint receives approved Payroll Information after Client's cut-off time, Primepoint will not be responsible for failure to process the Payroll Information on that day. If any of the requirements of clause (i) or (ii) of this Subsection are not met, Primepoint will use reasonable efforts to process the Payroll Information and transmit the Entries to the ACH with the next regularly scheduled file created by Primepoint which is on a business day on which the ACH is open for business.
- e. At Client's request, Primepoint will make a reasonable effort to reverse an Entry, but will have no responsibility for the failure of any other person or entity to honor Client's request. Client agrees to reimburse Primepoint for any expenses incurred in attempting to honor such request.
- f. Client acknowledges that it is the originator of each Entry and that under the Rules, Primepoint makes to Client's Depository bank certain warranties with respect to each Entry. Client agrees to reimburse Primepoint for any loss Primepoint incurs, including its reasonable attorneys' fees and legal expenses,





as the result of a breach of a warranty made by Primepoint unless the breach resulted solely from Primepoint's own gross negligence or intentional misconduct.

- g. Client acknowledges that under the Rules, Primepoint indemnifies certain persons. Client agrees to reimburse Primepoint any loss Primepoint incurs, including its reasonable attorneys' fees and legal expenses, as the result of the enforcement of an indemnity, unless enforcement resulted solely from Primepoint's own gross negligence or intentional misconduct.

## 6. SERVICE FEES & PAYMENT TERMS

- a. The fee structure for all Services offered by Primepoint to Client are detailed in the Service Proposal provided to Client. Payment terms are net 30 days if not specified in the proposal.

## 7. SERVICE CHANGES

- a. Primepoint reserves the right to change the terms, conditions, and fees for the Service at any time. Primepoint will endeavor to, but shall not be obligated to, provide thirty (30) days prior notice of any material change, including fees. Notice may be provided in writing, electronically or via the Website. If Client does not wish to be bound by such change, it may discontinue using and terminate the Service before the change becomes effective. If Client continues to use the Service after the change becomes effective, it will be bound by the change. Client has the responsibility to assure that Client's address, including any electronic address(es), and account information in Primepoint's records, is accurate. The timing of an advance notice of change may be shortened when permitted or required by law.

## 8. SECURITY

- a. Client will designate and authorize one or more individual users of the Service with authority to act on behalf of and to bind the Client (designated as "Master Administrator"), which authorized individuals will access the Service by entering a confidential user ID and password created by following the instructions provided on the a specified portion of the Service Site and which will entitle them, depending on their designation (whether as Client's Payroll Approver, Principal or





Administrator), to have authority to review, modify and/or approve on behalf of Client. Client's Payroll Approver will approve and submit the Payroll Information thereby authorizing Primepoint to create and transmit ACH credit or debit entries ("Entries"; each, an "Entry") necessary to process Client's payroll and payroll tax transactions, by entering his or her confidential user ID and password which he or she has created by following the instructions provided on the specified portion of the Service Site.

- b. Client acknowledges that Primepoint has implemented security procedures for the purpose of verifying the authenticity of an instruction approving, releasing, cancelling or amending the Payroll Information used to create Entries to be originated by Primepoint for the benefit of Client, and not for the purpose of detecting errors in Payment Orders. Client has reviewed various security procedures and has determined that the security procedures designated above constitute a commercially reasonable method of providing security against unauthorized Payment Orders and best meets Client's requirements, given the size, type and frequency of the Payment Orders it will issue to Primepoint.
- c. Client will, and will cause its employees to, take reasonable steps to maintain the confidentiality of the security procedure and the user IDs and passwords and related instructions provided by Primepoint. If Client believes or suspects that any such user IDs and passwords or related instructions have been known or accessed by unauthorized persons, Client will immediately notify Primepoint in a manner affording Primepoint a reasonable opportunity to act on the information, and Client acknowledges that failure to immediately notify Primepoint could result in loss of funds and unauthorized access to confidential information concerning Client and its employees. Primepoint reserves the right to prevent access to the Service should Primepoint have reason to believe the confidentiality of the security procedure or the confidentiality of the user IDs and passwords have been compromised.
- d. Client will be bound by any Payment Order received and verified by Primepoint in compliance with the designated security procedure, and Client shall indemnify Primepoint against and hold Primepoint harmless from any loss suffered or liability incurred by, or arising from, the execution of a Payment Order in good faith and in compliance with such security procedures.
- e. If a Payment Order describes the receiver inconsistently by name and account number (i) payment may be made on the basis of the account number even if it identifies a person different from the named receiver or (ii) Primepoint may in its sole discretion refuse to accept or may return the Payment Order. If a Payment Order describes a participating financial institution inconsistently by name and identification number, the identification number may be relied upon as the proper





identification of the financial institution. If a Payment Order identifies a non-existent or unidentifiable person or account as the receiver or the receiver's account, Primepoint may in its sole discretion refuse to accept or may return the Payment Order.

- f. Client will promptly notify Primepoint of the identity of each person authorized to receive information regarding the security procedure (each singly or in the aggregate, an "Authorized Person"), including but not limited to Client's Payroll Approver, and of any change in any other Authorized Person (Principal or Administrator). Primepoint will have a reasonable time after receipt of a notice to act on it.

## 9. LIMITED SOFTWARE LICENSE

- a. Primepoint hereby grants Client a limited, nonexclusive, royalty free license to access and utilize Primepoint's software (the "Software") solely for the purpose of facilitating Primepoint's collection of the wage and payroll information and other information Primepoint needs to furnish Services to Client. Client shall access the Software solely through Primepoint's Websites. Primepoint will not transfer legal title or physical possession of any Software to Client. Client shall not be entitled to download any Software onto Client's servers, to duplicate or make copies of any Software, or to use the Software for any purpose other than as described in this paragraph. Client also may not license, sublicense, or otherwise transfer any rights in the Software to another person or entity without the prior written permission and continued control of Primepoint. The parties acknowledge that the Software is of no intrinsic value to Client, and no portion of any of the fees related to the Service or charges paid by Client to Primepoint hereunder shall be treated as a royalty for the limited license that Primepoint is granting to Client hereunder.

## 10. DISPUTE RESOLUTION

- a. Client and Primepoint hereby knowingly, voluntarily, intentionally and irrevocably waive the right to a trial by jury in respect to any litigation based hereon or relating to the service or any other unresolvable dispute or controversy between the parties. Further, client and Primepoint hereby agree that any litigation will proceed on an individual basis and will not be part of any class action.
- b. Consent to Jurisdiction - Client and Primepoint each irrevocably submits (for itself and in respect of its property) to the exclusive jurisdiction of any state or federal





court sitting in Burlington County, New Jersey, in any action or proceeding arising out of, or relating to, this Agreement and acknowledges and agrees that all claims in respect of the action or proceeding may be heard and determined in any such court. Client also agrees not to bring any action or proceeding arising out of, or relating to, this Agreement in any other court. Client waives any defense of inconvenient forum to the maintenance of any action or proceeding so brought.

## 11. SERVICE TERMINATION

- a. Subject to Client's compliance with the terms of this Agreement and satisfactory completion of the enrollment process, Primepoint will commence provision of the Service to the Client. Primepoint may, at its discretion, decline to offer the Service to Client in the event that the enrollment process is not satisfactorily completed, Primepoint is unable to verify satisfactory credit of the Client and/or its principals and/or for any other reason in the sole discretion of Primepoint. The Service will continue until such time as Client or Primepoint gives thirty (30) days' prior written notice, unless termination is for cause. Primepoint may immediately terminate this Agreement upon notice to Client if Client is in violation of a material provision of the Contract Documents, including but not limited to, the payment when due of any fees, charges, or payroll taxes, or if Client chooses not to accept a change in any term or condition of this Agreement or Client misrepresents any data or information required by Primepoint in connection with the Service or at any other time. Primepoint may immediately terminate this Agreement without notice to Client if Client files, or has filed against it, a petition under the U.S. Bankruptcy Code or a similar state or federal law. The termination of the Service or this Agreement will not affect Client's or Primepoint's rights with respect to transactions which occurred before termination. Upon termination, any outstanding funds that have been previously collected, and will not be paid by Primepoint, LLC, will be returned to Client less any outstanding fees.

## 12. GENERAL TERMS AND CONDITIONS

- a. Primepoint, its employees and agents will hold in strict confidence all data furnished by Client or produced by Primepoint under this Agreement; provided, however, that such parties will not be held liable if such data is released through other sources, or if Primepoint, its employees and agents release the data because of a reasonable belief that Client has consented to such disclosure.
- b. To assure that Client's inquiries are handled promptly, courteously and accurately, Primepoint may monitor and/or record telephone conversations and electronic communications between Client and Primepoint without additional prior





notification to Client or Client's employees, and Client hereby consents to such monitoring and recording on behalf of itself and its employees, and will so advise Client's employees who communicate with Primepoint by telephone or electronic means.

- c. Client consents to and authorizes Primepoint at any time to obtain background and/or credit reports on Client for purposes of verifying identity and/or evaluating the creditworthiness of Client in connection with the Service and this Agreement.
- d. In performing the Service, Client agrees that Primepoint is not acting in a fiduciary capacity for Client or its benefit. In addition, neither use of the Service nor anything contained in this Agreement relieves Client of Client's obligations under federal or state laws or regulations to retain records relating to the data contained in Primepoint's tape or disk files.
- e. Client agrees to indemnify, defend and hold Primepoint and its agents, contractors, services and affiliates, including its and their respective directors, officers, employees, agents and contractors (each, an "Indemnified Party"), harmless against all liabilities, claims, demands, damages, losses, fines, judgments, disputes, costs, charges and expenses made by Client or others resulting from, arising out of or related to (i) Primepoint's or any other Indemnified Party's provision of the Service, (ii) reliance on information and data furnished by Client or (iii) activities that Primepoint or any other Indemnified Party undertakes at Client's request, or at the request of anyone Primepoint or any other Indemnified Party believes in good faith to be an authorized agent of Client including, without limitation, costs, reasonable attorneys' fees and expert witnesses' fees incurred in connection with such claims. Primepoint will have the right to disburse or withhold any sum which Primepoint is authorized to disburse or withhold. Client agrees that neither Primepoint nor any other Indemnified Party will be liable for any loss or damage caused by Primepoint's or any other Indemnified Party's delay in furnishing services, products and/or equipment. Client acknowledges that neither Primepoint nor any other indemnified party makes any warranties, express or implied, with respect to the Service, the software materials, the online services, and any equipment or software used in connection with the service, including without limitation the warranties of merchantability and of fitness for a particular purpose, title and non-infringement.
- f. Governing Law. This Agreement shall be interpreted and construed in accordance with the laws of the State of New Jersey, without regard to the conflicts of laws principles thereof.
- g. Assignment. Client shall not assign this Agreement without the prior written consent of Primepoint. The provisions of this Agreement shall inure to the benefit





of, and be binding upon, the parties and their respective successors and permitted assigns. Primepoint may assign this Agreement at any time in its sole discretion.

- h. Electronic Transmission. The Agreement and any amendments hereto, by whatever means accepted, shall be treated in all manner and respects as an original contract and shall be considered to have the same binding legal effect as if it were an original signed version thereof delivered in person. At the request of Primepoint, Client shall execute or re-execute original forms of this Agreement and shall deliver them to Primepoint. Neither party hereto shall argue that a contract was not formed hereunder based on either (i) the use of electronic means to deliver a signature or to indicate acceptance of this Agreement or (ii) the fact that any signature or acceptance of this Agreement was transmitted or communicated through electronic means; and each party forever waives any related defense.



# MEMO



**TO:** Board of Supervisors  
**FROM:** Kristin Carpenter  
**DATE:** 05/20/2024  
**RE:** BOS Meeting 05/20/24 Agenda Item Number 6D – Purchase Order Caselle

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The Township's accounting software, Edmunds, has become outdated. Edmunds does not have the capabilities to accept information from outside systems seamlessly. As the Township becomes for sophisticated with other software, such as, Traiser, compatibility in exchanging data between the system becomes crucial. In addition, our bank has a fraud prevention program with positive pay. Currently, Edmunds does not have the capabilities to do the file transfer to take advantage of the fraud prevention program.

The Township has researched and found the Caselle software to be the best fit for the Township needs.

**STAFF RECOMMENDATION**

Approve a motion for Agenda Item Number 6D.







*Caselle*® Software & Services Proposal

# New Britian Township

**5/1/2024**  
(Valid for 60 days)

Prepared by:

Jim Arms

*Caselle*® Software & Services Proposal  
New Britian Township  
5/1/2024

**Proposal Summary**

Total Software License	\$49,150
Total Setup/Training	\$24,000
Total Data Conversion	\$8,000
<b>Total Investment</b>	<b>\$81,150</b>

A deposit of 100% of the total Software License and 50% of Labor and Conversion is required with the order. The remaining balance will be billed monthly as the project progresses.

**The First Year Annual Support, Maintenance, and Upgrades will be \$16,220 annually starting January 1, 2025, or prorated as modules go live prior to this date, for the modules licensed below.**

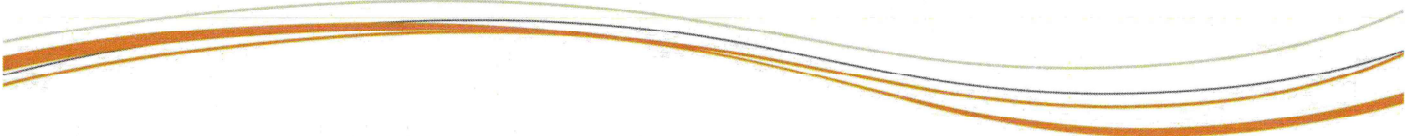
**Annual Hosting fee, SAAS fee, will be invoiced for each calendar year at \$6,960.**

I have read and agree to all terms & conditions proposed herein.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date



*Caselle®* Software & Services Proposal  
 New Britian Township  
 5/1/2024

**Proposal Detail**

<i>Caselle®</i> Application Software	License Fees	Training/ Setup	Data Conversion	Total
General Ledger (w/ web services)	\$6,000			
MiExcel GL	\$1,000			
Electronic W2/1099	\$1,700			
Accounts Payable (w web services)	\$6,250			
AP Direct Pay	\$2,700			
Purchases & Requisitions	\$2,700			
Accounts Receivable (w/web services)	\$6,000			
Asset Management	\$3,300			
Cash Receipting (w/web services)	\$5,500			
Caselle Advantage Suite	\$14,000			
<b>GRAND TOTAL</b>	<b>\$49,150</b>	<b>\$24,000</b>	<b>\$8,000</b>	<b>\$81,150</b>

Notes\*:

1. Setup and training fees above are fixed cost prices. All training and data conversion costs are fixed if data specification is met.
2. Annual Support is NOT included in Total Cost. Annual support is billed each calendar year and due Jan. 15<sup>th</sup> of each year.

*Caselle*<sup>®</sup> Software & Services Proposal  
New Britian Township  
5/1/2024

**General Information**

In order to further define and clarify the various products and services offered in this proposal, the following notes will apply based on the software applications and/or services quoted:

**Hardware, Network, & Database Software Requirements**

It is the responsibility of the customer to meet the attached Caselle System Requirements. Prior to the implementation, your SQL Server installation must be complete.

**Software License Fees**

The price quoted is based on the number of concurrent users listed in the proposal. Additional concurrent user licenses are \$2,000 each.

**Training**

Unless otherwise quoted, training will take place virtually. Your staff will be trained on your data. Training hours are from 8:30 a.m. to 4:30 p.m., Monday through Friday.

**On-site Implementation Assistance**

At the Customers and Dallas Data Systems request

**Travel Expenses**

Actual expenses will be invoiced when implementation is complete. Travel expenses will be invoiced at \$50.00 per hour and IRS mileage rate for the current year.

**Software Maintenance & Support**

Three months of free support is provided when Dallas Data System's conversion and training are purchased. When Dallas Data Systems completes the data conversion and training, a Software Assurance agreement is implemented following the free support period.

*Caselle*<sup>®</sup> Software & Services Proposal  
New Britian Township  
5/1/2024

### **Implementation Services**

Data conversion is an involved, sometimes complicated procedure that must be completed with a high level of accuracy and precision. To make this process run smoothly, Dallas Data Systems requires your assistance in providing the required materials for preliminary data conversion, offering clarification as needed during the conversion process, and supplying updated materials for the final data conversion. ***Please read the following information carefully.***

#### ***Gathering Preliminary Data***

Assemble the following information and send it to Dallas Data Systems, Inc.

- Complete the **Information Worksheets** during each phase of the conversion.
- Provide **data to be converted**.

You may need to clarify the data, as needed, during the conversion process.

Dallas Data Systems, Inc. will not convert historic transaction detail during data conversion unless optional history conversion is specified in the contract.

- Send **printed or PDF reports** to verify account balances at the time data is sent to Dallas Data Systems, Inc. for preliminary conversion and again for final data conversion.

#### ***Submitting Conversion Data***

You will be provided with a file layout for each application that will have data conversion. The file layout details the required and/or optional fields that Dallas Data Systems, Inc. will need to provide the conversion. The cost of conversion quoted in this proposal is based on your submission of the necessary data in the requested formats. If data cannot be supplied in this format, additional costs will be billed to get your existing data into the desired formats ready for conversion and could delay any proposed timeline. We may also need file layouts or descriptions of tables and where all the necessary information is located within your existing data to complete the conversion.

#### ***Data Conversion Timeline***

**The timeline begins when the requested data and all required preliminary information has been received by Dallas Data Systems, Inc.** The timeline to complete an accurate data conversion can range from 90 – 120 days. This is dependent upon the condition of the data and the client's willingness to review the preliminary information for accuracy, including information requested in the discovery phase of the conversion.

#### ***Scheduling Training***

**Important!** Training will only be scheduled after Dallas Data Systems Inc. has completed the mock conversion and the customer has reviewed and approved the conversion.

After training is scheduled, a representative from the Implementation team will review the remaining steps to ensure a successful implementation, prior to going Live.

*Caselle*® Software & Services Proposal  
New Britian Township  
5/1/2024

### Software Setup & Data Conversion

This section contains the items, per directory, that will be set up and converted in each module. Since estimating the exact quantity may be difficult, we will adjust the calculated conversion cost if the actual number of items converted is greater than or less than 25% of the original estimate.

Data conversion requires that data be submitted in the required format. It is the responsibility of the customer to provide data to Dallas Data Systems, Inc. Conversion services to retrieve or modify your data to the required formats are available at an additional cost. These services will be billed at Dallas Data Systems, Inc. current hourly rate and are not included in this proposal.

#### General Ledger Setup

- Set up the control table in the General Ledger and Account Masks with the appropriate segments for funds, departments, revenue sources, object codes, and other account classifications.
- Modify the existing chart of accounts to utilize the advanced reporting features available with Caselle, if needed.
- Format five standard financial statements:  
Balance Sheet with Revenue/Expenditures compared to budget  
Allocation Reconciliation  
Income Statement (All Funds)  
Balance Sheet (All Funds)  
Fund Summary Income Statement
- Establish all necessary journals for interfaced subsystems to allow the subsystems to update transactions to the General Ledger.
- Create a custom Checklist to document your organization's daily, monthly, and fiscal year-end steps; as well as budget procedures.

#### Data Conversion

- The current year-to-date trial balance and budget will be entered and balanced into your existing system. Dallas Data Systems will provide supporting reports that document the balance sheet accounts, revenues, and expenditure balance for auditing purposes. A trial balance period will be established and all periods from that period forward will contain detail transaction information, if provided.

#### Bank Reconciliation Data Conversion

- Bank reconciliation for the desired cash accounts with outstanding deposits and checks will be established. A bank reconciliation will be completed and balanced to cash for the appropriate beginning period.

#### Accounts Payable Setup

- Establish vendor defaults.
- Format one check form with requested stub detail.
- Create a Checklist to document Accounts Payable procedures, including the printing of 1099's.

#### Data Conversion

- Each vendor's information will be converted. This information includes the vendor's name, street address, mailing address, remittance addresses, city, state, zip code, and 1099 status.
  - Exception: 1099 balances can be established, if provided.

*Caselle*<sup>®</sup> Software & Services Proposal  
New Britian Township  
5/1/2024

**Purchases & Requisitions Setup**

- Format one purchase order form.
- Create a Checklist to document Purchase Order procedures.

**AP Direct Pay Setup**

- Set up header and batch information with the appropriate ACH/NACHA file information.
- Set up vendors with necessary routing and account numbers.
- Format one direct pay voucher.

**Purchases & Requisitions Setup**

- Format one purchase order form.
- Create a Checklist to document Purchase Order procedures.
- Format additional custom purchase order forms.

**Accounts Receivable Setup**

- Set up the appropriate billing categories and penalty rates.
- Format standard reports for reporting and balancing of customer accounts.
- Format one of each of the following: statements, invoices, and delinquent notices.
- Create a Checklist to document Accounts Receivable procedures.
- Format additional form layouts for statements, invoices, and delinquent notices.

**Data Conversion**

- Each customer's account information will be converted. This information includes the customer's name, street address, mailing address, bill to information, city, state, and zip code.
- Customer balances will be converted.

**Cash Receipting Setup**

- Set up the General Ledger accounts for bank deposits and standard receipting revenue.
- Set up category and distribution codes.
- Set up payment types, for example, check, cash, and credit card, and associated reports for balancing.
- Create default reports to assist in daily operation.

Create a Checklist to document procedures for daily cash receipting transactions, updates, and posting of receipts.



1035 E. High Street  
Pottstown, PA 19464  
P: 610-970-7050 F: 610-970-7049  
www.dallasdatasystems.com



## CASELLE SOFTWARE SUBLICICENSE AGREEMENT

**Dallas Data Systems, Inc.**  
1035 E. High St  
Pottstown, PA 19464  
  
("Distributor")

**Customer**  
New Britian Township  
207 Park Avenue  
Chalfont, PA 18914  
("You" or "Your")

You agree to Sublicense certain Caselle Software Programs ("Programs"), and Distributor agrees to provide them, subject to the terms and conditions on pages two and three of this Agreement.

---

The signatures below indicate each party's acceptance of this Sublicense Agreement. Each party has caused this Sublicense Agreement to be executed by its duly authorized representative.

**Dallas Data Systems, Inc**

**Customer**

By: James Arms  
Vice President  
Title: \_\_\_\_\_  
Date: 5/1/2024

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

**ACKNOWLEDGED AND AGREED TO BY:  
CASELLE, INC.**

\_\_\_\_\_  
By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
687586 10/03

**CASELLE, INC./ [Dallas Data Systems, Inc.]  
SOFTWARE SUBLICENSE AGREEMENT**

**Representation of Distributor**

Distributor represents to You that it has entered into a valid licensing agreement with Caselle, Inc. ("Caselle") wherein Caselle has specifically granted to Distributor the right to sublicense the Software (as defined below) pursuant to the terms of this Software Sublicense Agreement and a separate Software Distribution Agreement, and subject to Caselle's approval.

**Grant of Sublicense**

Distributor agrees to grant, and You agree to accept a limited, non-transferable, non-exclusive sublicense ("Sublicense") to use the Caselle Software Programs, with the accompanying manuals, literature, and other materials ("Software"), in perpetuity subject to the terms and conditions of this Software Sublicense Agreement and subject to termination as provided herein. The term Software shall also include all revisions, updates, enhancements, and add-ons to the existing Software.

**Payment**

All payments that you are required to make for the Programs stated above shall be made directly to Distributor. Distributor shall provide the pricing for the Programs to You. If Distributor requires a deposit, you shall pay the deposit upon execution of this Software Sublicense Agreement. The Balance shall be paid within sixty (60) days of delivery of the Software (unless Distributor shall make different arrangements with You), which delivery of the Software You agree to accept, notwithstanding earlier termination by You as provided hereinafter. Payment shall be in U.S. Dollars and shall not be deemed to have been received by Distributor until Your check clears the banking process. Any costs incurred in collecting your check, due to insufficient funds or any other reason, shall be reimbursed by You. Late payments shall be subject to a FINANCE CHARGE OF 1.5% PER MONTH, OR 18% PER ANNUM.

Caselle shall invoice Distributor for any and all wholesale licensing fees generated by this Agreement pursuant to a separate agreement between Distributor and Caselle. If Distributor fails to timely make any payments pursuant to its agreement with Caselle, Caselle shall have the right to contract directly with You for any further payments you may owe pursuant to this Agreement. Regardless of whether You make payments to Distributor, as outlined above, Distributor shall be responsible to pay all wholesale licensing fees to Caselle as set forth in its agreement with Caselle. If You do not make Your payments to Distributor as set forth above, Caselle shall have the right to terminate this Sublicense Agreement, as provided herein.

**Taxes**

Prices and fees are exclusive of all federal, state, municipal, or other government excise, duties, sales, use, occupational, or like taxes now or hereafter in force, and are therefore subject to increase in an amount equal to any tax Caselle may be required to collect or pay upon sublicensing or delivery of any Programs, other than federal, state, and local taxes based on Caselle's or Distributor's income. You also agree to pay all personal property taxes which accrue to you by reason of this Agreement. N/A in PA.

**Title and Confidentiality**

Title and full ownership rights to the Software sublicensed under this Agreement, including, without limitation, all intellectual property rights therein and thereto, and any copies You make, remain with Caselle. It is agreed the Software is the proprietary, confidential, trade secret property of Caselle, whether or not any portions thereof are or may be copyrighted and You shall take all reasonable steps necessary to protect the confidential nature of the Software as You would take to protect Your own confidential and trade secret information. You further agree that You shall not make any disclosure of any or all such Software (including methods or concepts utilized therein) to anyone, except to employees, agents, or contractors working for You to whom such disclosure is necessary to the use for which rights are granted hereunder. You shall appropriately notify all employees, agents, and contractors to whom any such disclosure is made that such disclosure is made in confidence and shall be kept in confidence by them. Upon Caselle's request, such employees, agents, and contractors shall enter into an appropriate confidentiality agreement for secrecy and nonuse of such information which by its terms shall be enforceable by injunctive relief at the request of Caselle. If Caselle makes such a request, it shall provide You with the appropriate confidentiality agreements. The obligations imposed by this section upon You, your employees, agents, and contractors, shall survive and continue after any termination of rights under this Agreement. It shall not be a breach of this Agreement if you are required to disclose or make the Software available to a third party or to a court if the Software is subpoenaed or otherwise ordered by an administrative agency or court of competent jurisdiction to be produced or disclosed. There is no breach if disclosure is made of information generally available to the public.

**Sublicense**

You may:

- a) Use the Software on a single CPU or network ("System") for the appropriate number of users. The Software may be moved to and used on another System but shall under no circumstances be used on more than one System at a time.
- b) Make System readable copies of the software media provided with the Software as required for backup protection. Such copies may only be used in support of Your use of the Software on the System and may not be used for any other purpose. Each of these copies must have a label placed on the media indicating the Software is a proprietary product of Caselle.

You may not:

- a) Rent, lease, sublicense, assign, sell, loan or otherwise transfer this Software, in whole or in part, except as expressly permitted by this Agreement.
- b) Inspect, disassemble, decompile, reverse engineer or in any way attempt to determine the internal methods of the Software.
- c) Modify the Software or merge it into any other product without the express written consent of Caselle.
- d) Reproduce, prepare derivative works based upon, transmit or distribute the Software, or any part of it, in any form or by any means except as expressly permitted in this Agreement.
- e) Permanently transfer or assign the Software and the rights under this Sublicense to another party without the express written consent of Caselle.

Any attempt to do any of the above (a to e) shall void and terminate this Agreement.

### **Term**

This Software Sublicense Agreement is and shall be effective from the date of full execution and shall remain in force until terminated. You may terminate this Agreement at any time by notifying Distributor in writing and returning all copies and modifications of the Software within 30 days of such notification. Your Sublicense terminates automatically if you materially fail to comply with any terms or conditions of this Agreement and You must return all copies and modifications of the Software to Caselle within 30 days of receipt of written notification of such termination. For each day You retain the Software without a valid License You agree to pay Caselle \$100.

### **Warranty**

Distributor warrants that it has sufficient right to the Software to grant You this Sublicense. Caselle warrants that it has sufficient right and title to the Software to grant Distributor the right to Sublicense the Software to You. For 1 year from the date of receipt of the Software ("Warranty Period"), Caselle also warrants the Software media to be free from defects in materials and workmanship under normal use, and Software operation will substantially conform to the specification published by Caselle. If an error or a defect in the Software or its media becomes apparent within the Warranty Period You must promptly notify Caselle, in writing, describing the defect. Upon confirming the error or defect Caselle will, at its exclusive option, repair or replace the item or refund the price paid for the defective item. Caselle does not warrant that the functions contained in the Software will meet Your requirements or that the operation of the Software will be uninterrupted or error free. The warranty does not cover Software modified by anyone other than Caselle and problems with, or caused by, computer hardware or non-Caselle software. This limited warranty is VOID if failure of the licensed Software has resulted from accident, abuse, or misapplication.

### **Disclaimers and Limitations of Remedies**

EXCEPT AS SPECIFICALLY STATED IN THE WARRANTY SECTION OF THIS AGREEMENT, THE SOFTWARE IS SUBLICENSED "AS IS" WITHOUT ANY OTHER WARRANTY, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL CASELLE OR DISTRIBUTOR BE LIABLE FOR ANY INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES, INCLUDING, BUT NOT LIMITED TO, LOSS OF ANTICIPATED PROFITS, REVENUE OR SAVINGS, BUSINESS INTERRUPTION OR LOSS OF BUSINESS INFORMATION, ARISING FROM THE USE OF OR INABILITY TO USE THE SOFTWARE OR BREACH OF ANY EXPRESSED OR IMPLIED WARRANTY, EVEN IF CASELLE OR DISTRIBUTOR HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THESE LIMITATIONS SHALL APPLY NOTWITHSTANDING THE FAILURE OF AN ESSENTIAL PURPOSE OF ANY LIMITED REMEDY. CASELLE'S AND DISTRIBUTOR'S AGGREGATE LIABILITY UNDER THIS AGREEMENT FOR DAMAGE WILL NOT, IN ANY EVENT, WHETHER BASED UPON CONTRACT, NEGLIGENCE, STRICT LIABILITY IN TORT, WARRANTY, OR ANY OTHER BASIS, EXCEED THE LICENSE FEES PAID BY YOU FOR THE LICENSED SOFTWARE GIVING RISE TO SUCH LIABILITY.

### **Additional Services**

Support, Training and Data Conversion for the Software will be provided directly by Distributor as set forth in the purchase order between You and the Distributor and are subject to separate agreements.

### **General**

- a) This Agreement shall be governed and construed in accordance with the laws of the State of Pennsylvania, and You hereby consent to the jurisdiction of State and Federal courts in Pennsylvania. If any part of this Agreement violates applicable law, that part shall be deemed to be amended to the extent necessary to comply with the law.
- b) This Agreement constitutes the entire Agreement between Distributor, Caselle and You and supersedes any prior Agreement or understanding, written or oral, relating to the subject matter of this Agreement. Except as provided herein, this Agreement may not be amended or supplemented except in writing and properly executed by both parties.
- c) If any provision of this Agreement shall be adjudged by a court to be void or unenforceable, the same shall in no way affect any other provision of this Agreement or the validity or the enforceability of this Agreement.
- d) All rights and remedies provided herein are cumulative and are in addition to all other rights and remedies available at law or equity.
- e) In the event that either party successfully takes legal action to enforce any provision of this Agreement the unsuccessful party shall pay full costs and expenses of such action, including reasonable attorney's fees.
- f) Any notice required by this Agreement shall be deemed to have been properly given if sent by registered or certified mail to the address set forth in this Agreement.
- g) The waiver of any breach or default of this Agreement shall constitute a waiver only as to such particular breach or default and shall not constitute a waiver of any other breach or default. Failure to act by either party in exercising any right, power, or remedy under this Agreement, except as specifically provided herein, shall not operate as a waiver of any such right, power or remedy, and will not affect the validity of the whole or any part of this Agreement, or prejudice such party's right to take subsequent action.
- h) None of the Parties shall be held liable for delays in any of its performance resulting from acts of God, war, civil disturbance, court order, labor dispute or any other cause beyond its control.
- i) The relationship of the Parties shall be solely that of independent contractors. No partnership, joint venture, employment, agency, or other relationship is formed, intended or to be inferred under this Agreement. Neither party to this Agreement shall attempt to bind the other, incur liabilities on behalf of the other, act as agent of the other, or authorize any representation contrary to the foregoing.
- j) This Agreement is binding upon and shall inure to the benefit of the parties, their successors, and assigns. However, this Agreement is not assignable by You. This Agreement is personal to You and neither the Agreement, nor the rights or duties hereunder, may be voluntarily or involuntarily, directly, or indirectly, assigned or otherwise transferred without the prior written consent of Caselle. Any unauthorized assignment or transfer shall constitute a breach hereof and shall be voidable by Caselle.

**Dallas Data Systems, Inc.**  
**AGREEMENT FOR PRODUCTS AND SERVICES**

This Agreement for Products and Services (“Agreement”) sets forth general terms and conditions by and between **Dallas Data Systems, Inc., Pottstown Pennsylvania** (the “Company”) and New Britain Township, PA (the “Customer”). This Agreement becomes effective on the date of signature by both parties and continues until terminated.

**BACKGROUND**

A. The Company is in the business of providing certain products (“Products”) and Services (“Services”). “Products” are generally defined as computer systems hardware, software and peripheral equipment; and “Services” are defined as installation, repairing, training, programming, project management, processing and consulting, such Products and Services as being further described in “Statement of Work” (defined as the detailed description of the Products and Services that the Company shall be providing Customer, and as more fully shown on the particular Statement of Work which shall be developed from time to time as each project (“Project”) is undertaken herein.

B. Customer has expressed an interest and need to be provided such Products and/or Services by the Company.

C. The Company and Customer hereby intend to enter into this Agreement in order for the Company to provide such Products and Services to Customer, as more fully set forth below.

**NOW, THEREFORE**, in and for the consideration more fully set forth herein and for other good and valuable consideration, the parties hereby agree as follow:

1. **ORDER ACCEPTANCE/REJECTION**

The Company may accept or reject any order. Submission of a quotation/proposal for Products and Services shall not be deemed as an acceptance of an order. The Company reserves the right to reject any order or portion of the order thereof for reasonable grounds, including by way of illustration but not limitation: (i) Products and Services availability being subject to allocation; (ii) requested Products and Services delivery date being less than standard interval for delivery; or (iii) the ordered quantity of Products and Services being in excess of the quantity forecasted. Customer acknowledges that the Company may, at any time and in its sole discretion and without incurring any liability, change or discontinue the manufacturer, sale, or availability of any Products. In the event that any such major design change or discontinuance substantially or adversely affects Customer’s ability to use any Products and Services on such order which is not yet fulfilled, Customer may cancel such order without incurring the charges for the Products and Services not yet delivered.

2. **SCHEDULING AND DELIVERY OF PRODUCTS AND SERVICES**

Products and Services will be scheduled for delivery, insofar as possible, at the convenience of the Customer; however, the Company maintains the right to schedule services at its sole discretion. Customers may reschedule services at any time, with no penalty by providing the Company with a minimum of forty-eight (48) hours' notice. Should Customer re-schedule service without providing the minimum notice, Customer will be charged for a minimum service charge not to exceed Two Hundred and Fifty (\$250.00) Dollars. Should delivery of Products and/or Services be delayed more than ninety (90) days from the date of this Agreement, at no fault of the Company, the Customer may be required to pay additional sums to Company as a deposit for future deliveries.

3. **CHANGE ORDERS**

Customer shall have the right by written notice to propose changes in or additions to a Statement of Work, to the extent the Company deems feasible and reasonable. If the Company determines that such changes ("Change Orders") cause an increase or decrease in the cost of or time required for performance of the Services, the Company shall advise Customer thereof and such adjustments shall be reflected in a written Change Order or additional Statement of Work. Should the Company encounter any concealed or unknown condition not expressly set forth in this Agreement or any associated Statement of Work in performing the Services, which condition affects the price or schedule for performance of the Services, the price and the schedule shall be equitably adjusted by a Change Order to cover all labor, equipment, materials, and tools necessary to carry out the change.

4. **INVOICES**

The Company shall send invoices to the person and address set forth on the Statement of Work unless directed otherwise by Customer. The Customer shall make payment within the terms specified on the Statement of Work and/or invoice. If Customer disputes any portion of an invoice, Customer shall be required to pay the amount not in dispute within the specified terms. Invoices will be considered overdue if payment is not received within thirty (30) days of the due date specified on the statement of work and/or invoice. Such invoices will be subject to a late payment charge of one and one-half (1 ½%) percent per month; provided, however, that if the amount of such late payment charge exceeds the maximum by law for such charge, it will be reduced to such maximum amount. A Statement of Work may contain services that are charged on an hourly basis. Using the term "Hours" or "Hourly" or other such term will clearly identify these services. Any reference to a specific quantity of hours on a Statement of Work is presented as an estimate only. Actual charges will be based on the number of hours provided calculated in fifteen (15) minute intervals.

5. **PAYMENT TERMS, CREDIT LIMITS, DEPOSITS**

Payment and credit terms (if applicable) are as more fully provided in the Statement of Work and/or Project involved.

The Company, at its sole discretion, may grant Customer special payment terms. Customer may apply for a "Terms Account" by submitting a credit application to the business office. Applicants will be informed of the status of their credit application with thirty (30) days of submission. If Customer is approved as a "Terms Account", Customer shall still comply with the invoices and overdue invoices sections in this Agreement.

The Company may require payment in full, a partial payment, or a deposit prior to ordering Products or scheduling Services. Such payment requirements will be specified in the Statement of Work and/or invoice.

6. **WARRANTIES**

The manufacturer warrants Products provided hereunder, and such warranties will be passed through to Customer. Customer may need to register Products with manufacturer in order to utilize a manufacturer warranty. The Company makes no independent warranties with respect to Products.

The Company warrants that it will perform the Services in a manner that is consistent with generally accepted government accounting standards applicable to the performance thereof.

The Company warrants that all installation services performed hereunder shall be free of defects in materials and workmanship, normal wear and tear excepted, for a Warranty Period of thirty (30) days from the date of completion of such installation services ("Warranty Period"). In the event this Warranty is activated, the Warranty Period will be extended for an additional thirty (30) days from the date Warranty services are completed. As Customer's exclusive remedy hereunder, defects in materials or workmanship in connection with such installation services which occur during the Warranty Period shall be corrected by Company at its expense, and at its discretion by performance, repair or replacement, using new or like-new equipment and materials, provided that Company has received written notice of such defect from Customer within the Warranty Period. THIS WARRANTY DOES NOT APPLY TO DEFECTS CAUSED BY ACTS OF GOD, FIRE, ACCIDENT, OR OTHER CAUSES BEYOND THE CONTROL OF COMPANY, INCLUDING BUT NOT LIMITED TO, MISUSE, ABUSE, OR ALTERATIONS BY CUSTOMER OR THIRD PARTIES.

Company shall assume no responsibility for the for the data content of any software application utilized by the Customer. Customer acknowledges and agrees that it will have complete control and sole responsibility of (i) data content, (ii) verification that the data content is appropriate and accurate, (iii) timely inputting of the data content, (iv) backup of data content, and Customer further agrees that it or its designated employees and agent will be the sole parties that input, retrieve,

manipulate, and have access to the data content. Customer shall defend and hold harmless Company from and against any and all claims, demands or actions by third parties arising from Customer's use of or failure to use, the data content.

THE AFORESAID WARRANTIES ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED.

7. **LIMITATION OF LIABILITY**

The Company's entire liability for any damages which may arise hereunder, for any cause whatsoever, and regardless of the form of action, whether in contract or in tort, including Company's negligence, or otherwise, shall be as follows:

Damages shall be limited to money damages in an amount equal to the lesser of (a) actual direct damages, or (b) twenty-five thousand (\$25,000) dollars.

In no event will the Company be liable for any special indirect, incidental, or consequential damages, including but not limited to, damages caused by Customer's failure to perform any of its responsibilities, or for any loss of business or prospective business opportunity, profits, savings, information, use or other commercial or economic loss related to performance under this agreement.

8. **INDEMNIFICATION**

Customer shall indemnify and hold Company, its officers, employees, and agents harmless from any and all claims, liability damages, losses and expenses (including attorney's fees, court costs and professional fees) arising from:

- a) Any personal injury (or death) or damage of any property arising out of or in any way connected with any act or omission by Customer in the provision of services under this Agreement.
- b) Any taxes or other payments owed by Customer to any governmental agency as a result of any services provided hereunder, any compensation owed to any employee or subcontractor of Customer for services provided hereunder.

9. **RIGHTS OF THE COMPANY**

The Company hereby expressly reserves the right to use, at its sole discretion, any design, process, procedure, product or other thing or matter (collectively "Process and Products") that may arise out of or be created or developed from the joint efforts of the Company and Customer, whether or not such Process and Products were created or developed solely for Customer hereunder, and that the Company shall retain any and all rights to use such Process and Products in other projects unrelated to the subject matter of this Agreement provided, however, that the Company shall not disclose any information that is confidential to Customer and if same were disclosed, would cause Customer irrefutable harm.

10. **INTELLECTUAL PROPERTY**

Any Process and Products developed hereunder, or any Process and Products that the Company may have created or developed on its own prior to, concurrent with, or subsequent to this Agreement, shall be considered the intellectual property of the Company, so that the Company shall have sole rights to same. Accordingly, the Company shall have sole responsibility to apply for, file, register or take such further action required or appropriate to obtain and protect rights to same, except Customer agrees at no additional cost to Company, to join in any application, filing, requesting or other action if reasonably required by the Company, to protect and secure such rights.

11. **LICENSING RIGHT**

The Company hereby expressly retains sole licensing rights to Company's Process and Products and Customer hereby acknowledges that its rights are strictly limited to Customer's own use and enjoyment of Process and Products.

12. **GOVERNING LAW**

This Agreement shall be interpreted by and subject to the laws of the Commonwealth of Pennsylvania.

13. **CONFIDENTIALITY**

The terms and conditions herein are deemed confidential and Customer agrees not to disclose any information obtained pursuant to the relationship created by this Agreement to any third party without the Company's expressed written approval except as required by law.

In the course of providing services hereunder, Customer may have access to confidential and proprietary information and materials of Company or its Clients (Confidential Information). Confidential Information includes and is not limited to, information related to past, present or future research, development or business affairs, financial arrangements between Company and Customer, any proprietary products, materials or methodologies, or any other information which provides Company or its clients with a competitive advantage. Confidential Information shall be used by Customer only in conjunction with the provision of services hereunder and shall not be disclosed to any third party. No rights or licenses under patents, trademarks, or copyrights are granted or implied by any disclosure of Confidential Information. Upon Company's request or completion or termination of this Agreement, Customer shall return all Confidential Information to Company.



14. **TERMINATION**

Either party may terminate this agreement at any time by providing the other party with ninety (90) days written notice ("Termination Notice Period"). During the Termination Notice Period, both parties agree to make every reasonable effort to complete the delivery of any incomplete Projects and/or Statements of Work. Neither party will prevent or delay the delivery of any Products and/or Services during the Termination Notice Period. Should Customer prevent or delay delivery of Products and/or Services during the Termination Notice Period, Customer may forfeit any or all deposit moneys prepaid for said Products and/or Services. Should Company delay delivery of Products and/or Services during the Termination Notice Period, Company will refund any and all prepaid deposits for said Products and/or Services not delivered by the Termination Date. Under no circumstances, will Company be obligated to provide cash refund to Customer for Products and/or Service that have been delivered prior to the effective date of Termination.

Notice of termination shall be provided by Certified, US Mail.

15. **NOTICE**

Notices. All notices and other communication required or permitted to be given under this Agreement shall be in writing and shall be deemed duly given if personally delivered, sent by certified mail (return receipt requested), postage prepaid, or sent by nationally recognized commercial overnight delivery service, (e.g. Federal Express), charges prepaid, with provision for a receipt, and shall be deemed given and received (i) when delivered, in the case of personal delivery, (ii) two (2) business days after the date of mailing, as evidenced by the postal receipt, in the case of notices sent by certified mail, or (iii) on the next business day after delivery to such overnight delivery service, in each case as addressed as follows:

If to Company:

Dallas Data Systems, Inc.  
1035 E High St  
Pottstown, PA 19464  
Attn: Matthew P. Dallas, President

If to Customer:

.....  
New Britain Township  
207 Park Avenue  
Chalfont, PA 18914

Or such other address as the Company or Customer shall hereafter from time to time designate by written notice to the other given in accordance with this section.  
.....

17. **ENTIRE AGREEMENT**

This Agreement represents the entire agreement between the parties hereto and incorporates any and all prior written and oral agreements and understandings. It may be modified or revised only by the written agreement of both parties.

18. **SUCCESSORS AND ASSIGNS**

This Agreement is binding on the successors and assigns of the parties hereto.

**INTENDING TO BE LEGALLY BOUND HEREBY**, the parties have signed this Agreement as of the date forth above.

**Authorized Company Signature**

By: James Arms

Title: Vice President

Sign: *James Arms*

Date: 5/1/2024

**Authorized Customer Signature**

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


Title: \_\_\_\_\_

Sign: \_\_\_\_\_

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



# MEMO

TO: Board of Supervisors  
FROM: Dan Fox   
DATE: 5/16/24  
RE: BOS Mtg. 5/20 Agenda Item 6.E

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**Background** – On 1/2/24 The Board of Supervisors adopted Resolution 2024-01, a copy of which is attached, John Granger who was serving as Interim Township Manager at the time was appointed to various offices and committees. On 4/22/24 Dan Fox was appointed Township Manager, to remedy Resolution 2024-01, the Board needs to amend it.

**Action** – Consider a motion to amend Resolution 2024-01 removing John Granger from the various offices and committees and inserting the Township Manager or their designee in the various offices and committees.

**RESOLUTION NO. 2024-01**

**New Britain Township  
Bucks County, Pennsylvania**

**BE IT RESOLVED: THE FOLLOWING APPOINTMENTS, REAPPOINTMENTS,  
MODIFICATIONS TO APPOINTMENTS AND CONFIRMATIONS OF EMPLOYMENT  
SHALL BE EFFECTIVE AS OF JANUARY 2, 2024.**

**Persons and Firms Serving the Township with Compensation:**

Township Manager - Interim	John A. Granger	
Bond Requirement		\$1,000,000.00
Township Solicitor	Flager & Associates	
		<i>(Fees as outlined in Fee Schedule)</i>
Township Engineer	Gilmore & Associates	
		<i>(Fees as outlined in Fee Schedule)</i>
Township Secretary	John A. Granger	
Township Treasurer	Kristin Carpenter	
Bond Requirement		\$1,000,000.00
Assistant Treasurer	John A. Granger	
Building Inspector/Code Enforcement	Randal Teschner	
Zoning Officer/Code Enforcement	David Conroy	
Assistant Zoning Officer	Janene Marchand, Gilmore & Associates	
Chief of Police	Richard Clowser	
Public Works Superintendent	Ryan Cressman	
Elected Real Estate Tax Collector (4-Year Term)	Nicole Percetti	
Earned Income Tax Collector (CBSD)	Keystone Collections Group	
Earned Income Tax Collector (NPSD)	Berkheimer Associates	
Local Services Tax Collector	Keystone Collections Group	
Independent Auditor	Dunlap & Associates, P.C.	
Pension Actuarial Consultant	Dave Reed, CBIZ	
Pension Investment Advisors	Michael Glackin, InR	
Conflict Solicitor	Mark Freed, Curtin & Heefner	
Bond Solicitor	Ernest R. Closser, Curtin & Heefner	
Employment Solicitor	Kyong Ha Growney, Curtin & Heefner	
Labor Solicitor	David MacMain, MacMain Leinhauser	
<b>Zoning Hearing Board (3-Year Term)</b>	Dawn Farver	12/31/2026
	Chuck Coxhead	12/31/2024
	Scott Fischer	12/31/2025
	Ryan Wantz (Alternate)	12/31/2024

Employee Salaries adopted per 2024 Budget, Employment Agreements and/or as adjusted by official Board of Supervisors action from time to time. Current Elected Real Estate Tax Collector salary is set by Resolution No. 2021-05.

Regular full-time employees and/or elected Supervisors shall be authorized to participate in the Township health insurance program, pursuant to the requirements of the Second Class Township Code and action of the Board of Supervisors.

**Persons and Firms Serving the Township without Compensation:**

Public Meetings of the Board of Supervisors are held at 7:00 p.m. the first and third Monday of each month at 207 Park Avenue, Chalfont, PA, or as advertised. Holidays are set by the adopted New Britain Township Personnel Manual, or as modified.

<b>Board of Supervisors</b>	Elected to 6-Year Term	
Cynthia M. Jones		12/31/2029
Bridget Kunakorn		12/31/2029
William B. Jones, III		12/31/2027
Stephanie Shortall		12/31/2027
MaryBeth McCabe		12/31/2025
<b>Vacancy Board Chair</b>	1-Year Term	
Terry Young		12/31/2024
<b>Elected Auditors</b>	Elected to 6-Year Term	
Brian Dutil		12/31/2025
Helen Haun		12/31/2027
Joe Kunakorn		12/31/2029
<b>Right To Know/Open Records Officer</b>		
<u>John A. Granger</u>		
<b>Planning Commission</b>	4-Year Term	
Michelle Martin		12/31/2024
Deborah Rendon		12/31/2024
Marco Tustanowsky		12/31/2025
Kenneth Onsa		12/31/2025
A. James Scanzillo		12/31/2026
Kristen Ives		12/31/2027
Theresa Rizzo Grimes		12/31/2027
Dave Conroy, Staff Member		
<b>Office of Fire Marshal</b>	1-Year Term	
Randal Teschner, Fire Marshal		
<b>Office of Emergency Preparedness</b>	1-Year Term	
Barry Isett & Associates	Confirmed by Governor	
<u>John A. Granger</u>	<u>Administration, Manager</u>	
Richard Clowser	Police Services	
Ryan Cressman/Jeremy Bishop	Public Works	
Randal Teschner	Fire/Code Enforcement	
Rich Michie/Mark Duncan	Police Services	
Bill Lukenbill	Member At Large	
Sandra Chambers	Police Administration	

**Safety Committee**

1-Year Term

John A. Granger, Manager  
Richard Clowser  
Randal Teschner  
Ryan Cressman  
Cynthia Jones  
William B. Jones

**Building Code Board of Appeals**

3-Year Term

Roman Jastrzebski 12/31/2025  
Eric Van Reed 12/31/2026  
Thomas Gockowski 12/31/2024

**Park and Recreation Board**

5-Year Term

Renee Steskal 12/31/2027  
Jessica Young 12/31/2024  
Marco Tustanowsky 12/31/2026  
Nancy Jones 12/31/2026  
William May, Staff Member  
VACANT

**Delegates to Bucks and Montgomery Tax Collection Committees (TCC)**

John A. Granger Delegate, Manager  
Kristin Carpenter 1st Alternate  
Cynthia Jones 2nd Alternate

**Chalfont-New Britain Joint Sewer Authority**

5-Year Term

Preston Campbell 12/31/2028  
Michael Sullivan 12/31/2024  
Timothy Hagey 12/31/2026

**North Penn Water Authority**

5-Year Term

Mike Filiatrault 12/31/2028

**Chal-Brit Regional EMS**

Holly Pulido 5-Year Term 12/31/2025

**Employee Pension Committee**

1-Year Term

**Joint Members**

John A. Granger Manager  
Kristin Carpenter Finance Director  
Fred Schea Resident  
MaryBeth McCabe Board Delegate  
William B. Jones Board Delegate

**Non-Uniformed Members**

Randal Teschner

Ryan Cressman

**Uniformed Members**

Richard Clowser

Mike Sandt

**Pension Committee Trustees**

MaryBeth McCabe

William B. Jones, III

Cynthia M. Jones (Alternate)

**Veterans Committee**

1-Year Term

Marco Tustanowsky

Stephen Pirrello

Angelo Barone

Stephen Ball

VACANT

John A. Granger, Staff Member

Kristin Carpenter, Treasurer

**Environmental Advisory Council**

3-Year Term

**Chair (appointed by Board of Supervisors)**

Kathleen Davis

2025

**Members**

Margaret Briggs

2026

Kathleen Dutil

2025

Brooke Newborn

2024

Jamie Walker

2024

John A. Granger, Staff Member

**Capital Planning Committee (1-Year Term)**

Cynthia Jones, Supervisor  
John A. Granger, Manager  
Ryan Cressman, Public Works Superintendent  
Fred Schea, Resident Member  
Craig Kennard, Township Engineer

Stephanie Shortall, Supervisor  
Richard Clowser, Police Chief  
Kristin Carpenter, Finance Director  
William May, Parks & Rec Foreman

**Board Liaisons**

Administration  
Environmental Advisory Committee  
Planning Commission  
Veteran's Committee  
Transportation Management Assoc Bucks  
Bucks County Consortium  
Chalfont Fire Company  
PSATS Voting Delegate  
BCATO Voting Delegate  
Parks and Recreation  
Doylestown Bike & Hike Committee

Board Chair  
MaryBeth McCabe  
Stephanie Shortall  
Bridget Kunakorn  
Cynthia M. Jones  
John A. Granger, Manager  
Bridget Kunakorn  
MaryBeth McCabe  
MaryBeth McCabe  
William B Jones, III  
Cynthia M. Jones

**Authorized Attendees to State and County Conventions**

Board of Supervisors, Tax Collector, Township Manager, Assistant Manager, Police Chief,  
Finance Director, Public Works Superintendent, Zoning Officer

**Authorized Depositories**


Penn Community Bank  
Pennsylvania Local Government Investment Trust (PLGIT)  
FirstTrust Bank  
Delaware Valley Regional Finance Authority (DVRFA)  
TD Bank  
Harris Bank  
First National Bank of Newtown  
Univest Bank and Trust Co.





RESOLUTION NO. 2024-01

Resolved this 2nd Day of January, 2024.

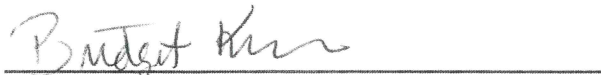
NEW BRITAIN TOWNSHIP BOARD OF SUPERVISORS

  
\_\_\_\_\_  
MaryBeth McCabe, Esq.

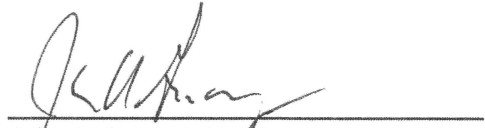
  
\_\_\_\_\_  
William B. Jones, III

  
\_\_\_\_\_  
Stephanie M. Shortall

  
\_\_\_\_\_  
Cynthia M. Jones

  
\_\_\_\_\_  
Bridget Kunakorn

ATTEST:

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



# MEMO

---

TO: Board of Supervisors  
FROM: Dan Fox   
DATE: 5/16/24  
RE: BOS Mtg. 5/20 Agenda Item 6.F – Terry Young Resignation

---

**Background** – on 5/6/24 the Board of Supervisors appointed Terry Young to the Zoning Hearing Board, as per the Municipalities Planning Code (MPC) Section 903(a), a member of the Zoning Hearing Board may not hold any other elected or appointed position in the Township. Mr. Young submitted his resignation, a copy of which is attached.

**Action** – Motion to accept Mr. Young's resignation.

## Daniel Fox

---

**From:** Terry Young <youngtj@gmail.com>  
**Sent:** Sunday, May 12, 2024 6:16 PM  
**To:** Daniel Fox  
**Cc:** Alexandria Mullin; Cynthia Jones  
**Subject:** Resignation from Vacancy Board Chair

Greetings Mr Fox,

My name is Terry Young and I'm the current Vacancy Board Chair for New Britain Township. Last week I was also appointed to the Zoning Hearing Board. Therefore, consistent with section 903(a) of the MPC and by way of this email, I am tendering my resignation as Vacancy Board Chair to take effect when a new Vacancy Board Chair is appointed.

Thank you,

Terry Young



# MEMO

---

TO: Board of Supervisors  
FROM: Dan Fox   
DATE: 5/16/24  
RE: BOS Mtg. 5/20 Agenda Item 6.G – Vacancy Board

---

**Background** – with Mr. Young’s resignation there is now an opening for a Vacancy Board Chair, it is a term that was for one year and ends 12/31/24.

**Action** – Consider appointing a resident to fill the position of Vacancy Board Chair for the remainder of the unexpired term (12/31/24).

**Chalfont Emergency Medical Services, Inc.  
Calls For  
April 2024**

**Number of Calls- 162**

**103 ALS  
59 BLS**

**In Service Time ALS 100%**

**Calls by Municipality**

<b>New Britain Twsp.</b>	<b>64</b>
<b>Hilltown Twsp.</b>	<b>45</b>
<b>Chalfont Boro.</b>	<b>16</b>
<b>New Britain Boro.</b>	<b>5</b>
<b>Warrington Twsp.</b>	<b>4</b>
<b>Doylestown Twsp.</b>	<b>2</b>
<b>Doylestown Boro.</b>	<b>0</b>
<b>Other</b>	<b>26</b>

**Note: Other Cover call Details**

**Grand View (M151) – 21 Calls  
Lansdale (VMSC) - 7 Calls  
St. Lukes (M108) - 6 Calls  
Souderton (M339) - 2 Calls**



Date	Hour	134-B	134-BR	134-BTotal	134-I	134-IR	134-ITotal	134A	134-AR	134-ATotal	134-ANY
Total	Hours	0	0	0	0	0	0	720	0	720	720
Percent	Hours	0%	0%	0%	0%	0%	0%	100%	0%	100%	100%
Apr01	Hours	0	0	0	0	0	0	24	0	24	24
	Pcnt	0%	0%	0%	0%	0%	0%	100%	0%	100%	100%
Apr02	Hours	0	0	0	0	0	0	24	0	24	24
	Pcnt	0%	0%	0%	0%	0%	0%	100%	0%	100%	100%
Apr03	Hours	0	0	0	0	0	0	24	0	24	24
	Pcnt	0%	0%	0%	0%	0%	0%	100%	0%	100%	100%
Apr04	Hours	0	0	0	0	0	0	24	0	24	24
	Pcnt	0%	0%	0%	0%	0%	0%	100%	0%	100%	100%
Apr05	Hours	0	0	0	0	0	0	24	0	24	24
	Pcnt	0%	0%	0%	0%	0%	0%	100%	0%	100%	100%
Apr06	Hours	0	0	0	0	0	0	24	0	24	24
	Pcnt	0%	0%	0%	0%	0%	0%	100%	0%	100%	100%
Apr07	Hours	0	0	0	0	0	0	24	0	24	24
	Pcnt	0%	0%	0%	0%	0%	0%	100%	0%	100%	100%
Apr08	Hours	0	0	0	0	0	0	24	0	24	24
	Pcnt	0%	0%	0%	0%	0%	0%	100%	0%	100%	100%
Apr09	Hours	0	0	0	0	0	0	24	0	24	24
	Pcnt	0%	0%	0%	0%	0%	0%	100%	0%	100%	100%
Apr10	Hours	0	0	0	0	0	0	24	0	24	24
	Pcnt	0%	0%	0%	0%	0%	0%	100%	0%	100%	100%
Apr11	Hours	0	0	0	0	0	0	24	0	24	24
	Pcnt	0%	0%	0%	0%	0%	0%	100%	0%	100%	100%
Apr12	Hours	0	0	0	0	0	0	24	0	24	24
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Apr15	Hours	0	0	0	0	0	0	24	0	24	24
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	Pcnt	0%	0%	0%	0%	0%	0%	0%	100%	0%	100%	100%
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Apr 19	Hours	0	0	0	0	0	0	0	24	0	24	24
	Pcnt	0%	0%	0%	0%	0%	0%	0%	100%	0%	100%	100%
Apr 20	Hours	0	0	0	0	0	0	0	24	0	24	24
	Pcnt	0%	0%	0%	0%	0%	0%	0%	100%	0%	100%	100%
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	Pcnt	0%	0%	0%	0%	0%	0%	0%	100%	0%	100%	100%
Apr 26	Hours	0	0	0	0	0	0	0	24	0	24	24
	Pcnt	0%	0%	0%	0%	0%	0%	0%	100%	0%	100%	100%
Apr 27	Hours	0	0	0	0	0	0	0	24	0	24	24
	Pcnt	0%	0%	0%	0%	0%	0%	0%	100%	0%	100%	100%
Apr 28	Hours	0	0	0	0	0	0	0	24	0	24	24
	Pcnt	0%	0%	0%	0%	0%	0%	0%	100%	0%	100%	100%
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Apr 30	Hours	0	0	0	0	0	0	0	24	0	24	24
	Pcnt	0%	0%	0%	0%	0%	0%	0%	100%	0%	100%	100%



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Apr 17	Hours	0	0	0	0	0	0	0	24	0	24	24
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	Pcnt	0%	0%	0%	0%	0%	0%	0%	100%	0%	100%	100%
Apr 27	Hours	0	0	0	0	0	0	0	24	0	24	24
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	Pcnt	0%	0%	0%	0%	0%	0%	0%	100%	0%	100%	100%
Apr 29	Hours	0	0	0	0	0	0	0	24	0	24	24
	Pcnt	0%	0%	0%	0%	0%	0%	0%	100%	0%	100%	100%
Apr 30	Hours	0	0	0	0	0	0	0	24	0	24	24
	Pcnt	0%	0%	0%	0%	0%	0%	0%	100%	0%	100%	100%

Apr 16	Hours	0	0	0	0	0	0	0	0	24	0	24	24
	Pcnt	0%	0%	0%	0%	0%	0%	0%	0%	100%	0%	100%	100%
Apr 17	Hours	0	0	0	0	0	0	0	0	24	0	24	24
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	Pcnt	0%	0%	0%	0%	0%	0%	0%	0%	100%	0%	100%	100%
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Apr 26	Hours	0	0	0	0	0	0	0	0	24	0	24	24
	Pcnt	0%	0%	0%	0%	0%	0%	0%	0%	100%	0%	100%	100%
Apr 27	Hours	0	0	0	0	0	0	0	0	24	0	24	24
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Apr 28	Hours	0	0	0	0	0	0	0	0	24	0	24	24
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Apr 29	Hours	0	0	0	0	0	0	0	0	24	0	24	24
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Apr 30	Hours	0	0	0	0	0	0	0	0	24	0	24	24
	Pcnt	0%	0%	0%	0%	0%	0%	0%	0%	100%	0%	100%	100%



# New Britain Township

## *Parks & Recreation*

DEPARTMENTAL REPORT

YEAR: 2024

MONTH: April

### Township Property Maintenance:

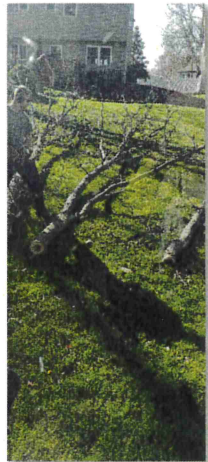
The Parks and Recreation Department performed inspections of North Branch, West Branch, Highlands, Veteran's and Pheasant Run Parks for trash removal and mutt mitt dispenser refills, along with biweekly checks of the undeveloped area behind New Britain Walk, along with biweekly inspections of the Greenway Trail behind the Coleman property.

The weekly scheduling of mowing and weed whacking of all parks, and open spaces is in full season.

This month the PnR department had more downed tree removal, as we still experienced several days with higher-than-average winds. This resulted in trees across walking trails at the Greenway Trail and North Branch Park, most were just small and removed easily, however below are pictures of an exceptionally large tree, which had come down across the Pin Run Trail by the Cayuga Circle Entrance



*Before (two pictures combined)*



*Clean up and removal*



*Finished*

The task above was completed by the three-man PnR crew with the aid of a backhoe and woodchipper.



# New Britain Township

## Parks & Recreation

The Parks and Recreation Department continued worked on the weed issue and general appearance of the flower beds at the administration building. Efforts to create a prolonged solution to the issues are as follows, all beds were weeded and or weed wacked, then a weed deterrent substance was applied, a synthetic weed block fabric was then installed and covered with mulch for a more aesthetically pleasing appearance. Pictures of the process are included below.



*The Three Above Pictures are Before*

*Installation of Weed Block*



*All Above Pictures are the Finished Result at the Front of Administration Building*



# New Britain Township

## *Parks & Recreation*

The PnR Department also used the same process by the area at the Police Department entrance which also included leaf removal..The pictures below show the improvements.



*All Above Picture are Before of the Area by the Police Entrance*



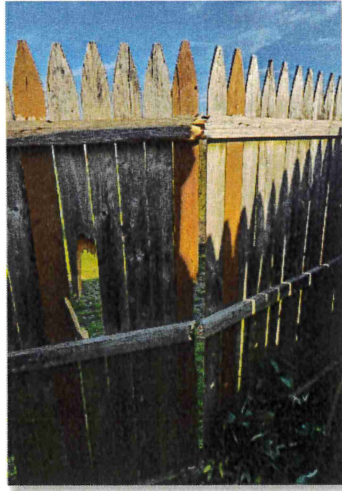
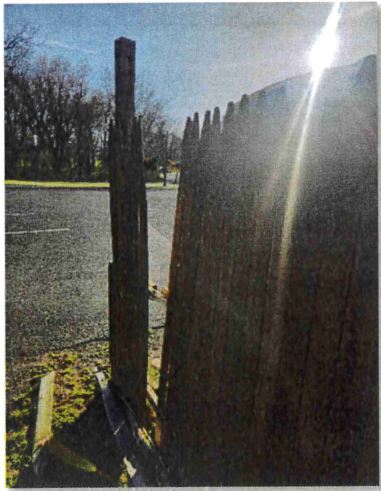
*All Above Pictures are of the Finished Area by the Police Entrance*



# New Britain Township

## *Parks & Recreation*

The Parks and Recreation Department installed new stokade fencing around the bathroom at Highlands Park after the existing fence had appeared to be vandalized, and was not able to be repaired in an acceptable manner.



*Above are the Pictures of the three Broken Surround Fencing Panels*



*Above are the Pictures with New Surround Installed*



# New Britain Township

## *Parks & Recreation*

### Special Projects / Other:

The PnR Department is continuing to make necessary repairs to the walking trail at North Branch Park to prepare for the repaving of the trail this year. Willow Tree Service was hired to remove five trees whose root systems were problematic and destructive to the existing trail. The stumps will be removed by the Parks and Recreation crew, along with the necessary trail repairs.



*Please Note in the Picture how close the Stumps are to the Trail and the Decay on the Log Behind the Trashcan.*

The Parks and Recreation Foreman / Coordinator is categorizing all administrative duties as other.



# New Britain Township

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## *Parks & Recreation*

### **Ballfield Maintenance:**

All Township baseball fields (3), and softball fields (3) are being groomed and checked on a regular basis.

### **Parks and Recreation Daily Hours:**

Township Property Maintenance:	390	Hrs.
Ballfield Maintenance:	49	Hrs.
Other/ Special Projects:	21	Hrs.



# MEMO

TOWNSHIP OF NEW BRITAIN



**TO:** Daniel C. Fox, Township Manager  
**FROM:** David Conroy, Director of Planning and Zoning/Zoning Officer  
**DATE:** May 14, 2024  
**RE:** April 2024 Land Development Report

---

## UNDER REVIEW:

### **(2023-13488) 175 Curley Mill Road – Mazzeo Minor Subdivision**

- Submitted Minor Subdivision application on 10/20. The applicant has currently placed the project on hold.

### **(2023-12917) 140 Upper Church Rd Minor Subdivision – Casadonti Homes, Inc**

- Revising plans and preparing resubmission. Submitted ZHB application on 9/28. Presented and approved at 11/16 ZHB. Tentatively scheduled for 6/25 PC.

### **(2022-12243) Manor Dr – Petrucci Land Development**

- Approved at 10/19 ZHB meeting. Awaiting formal submission of land development application.

### **(2022-12765) 180 New Britain Blvd/354 Schoolhouse Rd Parking Expansion 2**

- Received ZHB approval on 6/22 for relief related to paved area setbacks and impervious for parking lot expansion.

### **(2022-12689) Galena Reserve Mobile Home Park**

- Withdrew from 1/24/23 PC agenda. Applicant to resubmit plans.

### **(2022-12682) 505 W Butler Ave - Extra Space Storage**

- Presented Sketch Plan at 5/23 PC and 6/5 BOS Work Session. Will need zoning relief, applicant preparing ZHB submission.

### **(2022-12404) 545 W Butler Ave - Rao Group Papa John's/Dunkin'**

- Approved at 2/15 ZHB meeting. Submitted Land Development application on 11/28. Tentatively scheduled for 6/25 PC.

### **(2022-12505) 619 N Limekiln Pike – Hughes/Umlauf Building Additions**

- Initial application incomplete, awaiting formal resubmission.

**(21-1000) 120 Liberty Ln – Herding Butterflies, LP**

- Accepted Conditional Use Application for stone parking lot 2/23, PC recommended approval of Conditional Use at 3/28 meeting, Conditional Use Hearing held 4/17, Conditional Use granted on 6/19

**BOARD APPROVAL GRANTED:**

**(2023-13470) Toll Brothers - County Line Rd & W Butler Ave (Birch Run)**

- Submitted Preliminary/Final Plan application on 10/13. Presented and approved at 2/27 PC (preliminary/final) & 3/18 BOS (preliminary). Submitted Final Land Development Plan on 4/17.

**(2023-13490) 324 Schoolhouse Road – Clauser Facility Expansion**

- Amended Final Land Development application was presented and approved at 3/4 BOS.

**(18-0100) 123 Creek Rd – Labrozzi Minor Subdivision**

- Presented and approved at 10/24 PC & 11/20 BOS. Amended Resolution approved at 3/4 BOS.

**(2023-13148) 84 Curley Mill Road Minor Subdivision – Anatoliy & Leonid Klimenko**

- Presented and approved at 7/25 PC & 11/20 BOS.

**(2023-12977) 4359 County Line Rd Minor Land Development – CP Rankin, Inc.**

- Presented and approved at 10/24 PC & 11/20 BOS.

**(2022-12263) 396 King Rd Subdivision – Casadonti Homes, Inc**

- Presented and approved at 7/25 PC and 8/21 BOS. Will submit plans for final review. Planning Module approved by DEP on 10/12. Plans and Development/Easement Agreements were recorded on 4/5.

**(2022-12511) 137 S Limekiln Pike – Defelice/Prestige Minor Subdivision**

- Plans and Development/Easement Agreements were recorded on 3/22.

**(2022-12320) 141 Independence Ln – Catalyst Commercial Development**

- G&A checkset review issued. NPDES permit issued, Financial Security approved. Development Agreements prepared by Solicitor, awaiting execution.

**(19-1600) 98 Railroad Ave – Railroad 3, LLC**

- Development/Easement Agreements currently being prepared and circulated for signature.

**(2022-12537) 55 Curley Mill Rd – Mortimer Minor Subdivision**

- Pre-construction meeting held on 2/16.

**(20-0600) 315 Old Limekiln Rd – D’Alessio Subdivision**

- Applicant to submit record plans, fees and execute agreements.

**(15-0200) 9 Sellersville Rd – Tecce Minor Subdivision**

- Pre-construction meeting held on 10/4.

**(2022-12319) 84 Schoolhouse Rd – Hallmark Homes**

- Pre-construction meeting held on 12/20

**(16-1300) Township Line Rd – Lohin Subdivision**

- Development/Easement Agreements currently being prepared and circulated for signature.

**(20-1000) 1 Highpoint Dr – Fox Lane Homes**

- Amendment to Record Plans presented and approved at 11/20 BOS. Blasting Permit approved at 3/18 BOS.

**Veteran’s Park – CNBTJSA Pump Station 4 Relocation**

- Applicant to execute agreements and pay fees prior to recording plans.



# New Britain Township

## Planning & Zoning

### April 2024 Monthly Report

Permits Issued	62 (Total)
Building	5
Electrical	2
Plumbing	4
Road Occupancy	6
Sign	0
Accessory Structure	1
Use & Occupancy	14
Well	0
Zoning	20
Fire	0
Mechanical	10
Accessibility	0
Inspections Conducted	180 (Total)
Building Inspection	132
United Electrical	22
Commercial Fire Inspections	1
Use & Occupancy	25
Fire Calls	13 (Total)
Chalfont	11 (Plus 1 w/Hilltown)
Doylestown	0
Dublin	1
Hilltown	1 (No Report)
Zoning Hearing Board Applications Submitted	4

- 104 South Limekiln Pike (Isai) – The applicant is proposing a 3-lot subdivision. As such, they are requesting relief from the following sections of the Zoning Ordinance:
  - §27-305.B.B3 – a Variance to allow a B3 use (single-family semidetached dwelling) with two units on one lot.
  - §27-900.b – a Special Exception to allow a B3 use (single-family semidetached dwelling).
- 298 Walter Road (Hackett) – The applicant is proposing an auto repair home business, with the storage of more than one commercial vehicle and more than one junk vehicle on the property. As such, they are requesting relief from the following sections of the Zoning Ordinance:
  - §27-2905.e – a Variance to allow a commercial truck or van with a gross weight exceeding 8,500 pounds or greater than two axles or any tractor or any trailer shall be maintained (except emergency repairs), parked, stored, or otherwise kept within or upon a lot, driveway, street, or other location that is within a residential zoning district between the hours of 8:30 p.m. and 9:00 a.m. any day of the week.

- §27-2905.i – a Variance to allow more than one junk vehicle stored on a lot in a residential area.
  - §27-3002 – a Variance to permit an auto repair home business.
- 110 Brittany Drive (Friel) – The applicant is proposing an addition on to the existing dwelling. As such, they are requesting dimensional variances from the following sections of the Zoning Ordinance:
  - §27-902.b - to allow a 29' front yard setback, where at least 50' is required; to allow a 23' rear yard setback, where at least 75' is required.
- Stone Arch Culvert Rehabilitation (SEPTA) – The applicant is proposing to rehabilitate a stone arch culvert that crosses beneath the rail line at the intersection of Walters Road and Railroad Avenue. As such, they are requesting a variance from the following section of the Zoning Ordinance:
  - §27-1904.o.1 – to allow an alteration/improvement to a watercourse within the Floodplain Overlay District.



## New Britain Township

207 Park Avenue  
Chalfont, PA 18914  
Phone: (215) 822-1391  
Fax: (215) 822-6051  
nbt@newbritaintownship.org

## Permit List

<u>Permit Number</u>	<u>Issued Date</u>	<u>Site Address</u>	<u>Permit Type</u>	<u>Application Type</u>	<u>Status</u>
2024-13698-B1	04/02/2024	4373 COUNTY LINE ROAD	Building	Commercial	Closed
2024-13750-B2	04/17/2024	2 NAOMI LANE	Building	Residential	Approved
2024-13759-B1	04/10/2024	238 HAMPSHIRE DRIVE	Building	Residential	Approved
2024-13760-B1	04/10/2024	615 N LIMEKILN PIKE	Building	Commercial	Approved
2024-13769-B2	04/30/2024	120 GERTRUDE DRIVE	Building	Residential	Approved
2024-13801-E1	04/29/2024	219 HAMPSHIRE DRIVE	Electrical	Residential	Approved
2024-13807-E1	04/30/2024	4373 COUNTY LINE ROAD	Electrical	Residential	Approved
2024-13765-P1	04/15/2024	324 STONYHILL DRIVE	Plumbing	Residential	Approved
2024-13775-P1	04/16/2024	531 AIRY AVENUE	Plumbing	Residential	Closed
2024-13782-P1	04/22/2024	102 KELSO COURT	Plumbing	Residential	Approved
2024-13789-P1	04/25/2024	207 GREEN VALLEY WAY	Plumbing	Residential	Approved
2024-13711-RO1	04/01/2024	126 CIRCLE DRIVE	Road Occupancy	Residential	Approved
2024-13743-RO1	04/05/2024	102 JANTON WAY	Road Occupancy	Residential	Approved
2024-13744-RO1	04/05/2024	219 HOLLY DRIVE	Road Occupancy	Residential	Approved
2024-13745-RO1	04/05/2024	12 FARBER DRIVE	Road Occupancy	Residential	Closed
2024-13755-RO1	04/10/2024	126 CIRCLE DRIVE	Road Occupancy	Residential	Approved
2024-13805-RO1	04/30/2024	34 SUNNYBROOK DRIVE	Road Occupancy	Residential	Approved
2024-13638-UO1	04/09/2024	233 INVERNESS CIRCLE	Use & Occupancy	Residential	Closed
2024-13641-UO1	04/29/2024	109 VILLAGE WAY	Use & Occupancy	Residential	Closed
2024-13665-UO1	04/29/2024	117 VILLAGE WAY	Use & Occupancy	Residential	Closed
2024-13728-UO1	04/08/2024	609 CHATHAM COURT	Use & Occupancy	Residential	Closed



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2024-13739-U01	04/08/2024	46 FAIR ISLE CIRCLE	Use & Occupancy	Residential	Closed
2024-13740-U01	04/08/2024	341 W BOULDER DRIVE	Use & Occupancy	Residential	Approved
2024-13741-U01	04/16/2024	132 GALWAY CIRCLE	Use & Occupancy	Residential	Closed
2024-13748-U01	04/22/2024	106 JANTON WAY	Use & Occupancy	Residential	Closed
2024-13749-U01	04/09/2024	110 TARTAN TERRACE	Use & Occupancy	Residential	Closed
2024-13756-U01	04/10/2024	2201 GREY FRIARS TERRACE	Use & Occupancy	Residential	Closed
2024-13761-U01	04/29/2024	1600 HORIZON DRIVE	Use & Occupancy	Commercial	Closed
2024-13767-U01	04/15/2024	1106 ANTHEM WAY	Use & Occupancy	Residential	Closed
2024-13772-U01	04/15/2024	116 ANTHEM WAY	Use & Occupancy	Residential	Closed
2024-13773-U01	04/24/2024	121 HEATH COURT	Use & Occupancy	Residential	Closed
2024-13746-Z1	04/05/2024	336 MYSTIC VIEW CIRCLE	Zoning	Residential	Approved
2024-13747-Z1	04/05/2024	217 SURREY ROAD	Zoning	Residential	Approved
2024-13750-Z1	04/05/2024	2 NAOMI LANE	Zoning	Residential	Approved
2024-13762-Z1	04/10/2024	279 WALTERS ROAD	Zoning	Residential	Approved
2024-13764-Z1	04/10/2024	119 TOWNSHIP LINE ROAD	Zoning	Residential	Approved
2024-13768-Z1	04/11/2024	105 SUGAR BUSH COURT	Zoning	Residential	Approved
2024-13769-Z1	04/11/2024	120 GERTRUDE DRIVE	Zoning	Residential	Approved
2024-13770-Z1	04/11/2024	15 KATHRYN ROAD	Zoning	Residential	Approved
2024-13771-Z1	04/11/2024	55 CURLEY MILL ROAD	Zoning	Residential	Approved
2024-13776-Z1	04/17/2024	212 FOXHEDGE ROAD	Zoning	Residential	Approved
2024-13777-Z1	04/17/2024	214 FOXHEDGE ROAD	Zoning	Residential	Approved



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## Permit List

<u>Permit Number</u>	<u>Issued Date</u>	<u>Site Address</u>	<u>Permit Type</u>	<u>Application Type</u>	<u>Status</u>
2024-13778-Z1	04/17/2024	216 FOXHEDGE ROAD	Zoning	Residential	Approved
2024-13779-Z1	04/17/2024	218 FOXHEDGE ROAD	Zoning	Residential	Approved
2024-13780-Z1	04/17/2024	220 FOXHEDGE ROAD	Zoning	Residential	Approved
2024-13781-Z1	04/17/2024	222 FOXHEDGE ROAD	Zoning	Residential	Approved
2024-13786-Z1	04/22/2024	247 WILLOW WOOD DRIVE	Zoning	Residential	Approved
2024-13788-Z1	04/22/2024	220 CORNWALL DRIVE	Zoning	Residential	Approved
2024-13790-Z1	04/22/2024	464 NEW GALENA ROAD	Zoning	Residential	Approved
2024-13793-Z1	04/24/2024	237 CORNWALL DRIVE	Zoning	Residential	Approved
2024-13799-Z1	04/24/2024	302 MILL RIDGE DRIVE	Zoning	Residential	Approved
2024-13742-M1	04/05/2024	101 BLOSSOM HILL LANE	Mechanical	Residential	Approved
2024-13751-M1	04/12/2024	26 HELENS LANE	Mechanical	Residential	Approved
2024-13752-M1	04/10/2024	112 REMINGTON COURT	Mechanical	Residential	Closed
2024-13754-M1	04/10/2024	232 CASSANDRA DRIVE	Mechanical	Residential	Closed
2024-13757-M1	04/12/2024	4319 COUNTY LINE ROAD	Mechanical	Residential	Approved
2024-13758-M1	04/12/2024	135 UPPER STUMP ROAD	Mechanical	Residential	Approved
2024-13783-M1	04/22/2024	323 W BOULDER DRIVE	Mechanical	Residential	Approved
2024-13798-M1	04/24/2024	149 SELLERSVILLE ROAD	Mechanical	Residential	Approved
2024-13800-M1	04/29/2024	102 GERTRUDE DRIVE	Mechanical	Residential	Approved
2024-13804-M1	04/29/2024	11 EDINBORO CIRCLE	Mechanical	Residential	Approved





## Use & Occupancy Inspections Count 2024 APRIL

<u>Due Date</u>	<u>Permit Number</u>	<u>Application Type</u>	<u>Inspection Number</u>	<u>Visit Type</u>	<u>Inspection Type</u>	<u>Inspection Time</u>	<u>Owner</u>	<u>Site Address</u>	<u>Count</u>
04/16/2024	2024-13748-UO1	Residential	1	Initial	Final U & O	9:30 AM	CHRISTOPHER E. & BEL WERNER	106 JANTON WAY	1
04/22/2024	2024-13748-UO1	Residential	2	Re-Inspection	Final U & O	1:30 PM	CHRISTOPHER E. & BEL WERNER	106 JANTON WAY	1
04/09/2024	2024-13749-UO1	Residential	2	Initial	Final U & O	10:00 AM		110 TARTAN TERRACE	1
04/15/2024	2024-13767-UO1	Residential	1	Initial	Final U & O			1106 ANTHEM WAY	1
04/15/2024	2024-13772-UO1	Residential	1	Initial	Final U & O	1:45 PM		116 ANTHEM WAY	1
04/24/2024	2024-13665-UO1	Residential	3	Re-Inspection	Final U & O	11:00 AM		117 VILLAGE WAY	1
04/29/2024	2024-13665-UO1	Residential	4	Re-Inspection	Final U & O	1:30 PM		117 VILLAGE WAY	1
04/22/2024	2024-13773-UO1	Residential	1	Initial	Final U & O	1:00 PM	HEE & KATIE CHOI	121 HEATH COURT	1
04/24/2024	2024-13773-UO1	Residential	2	Re-Inspection	Final U & O	1:00 PM	HEE & KATIE CHOI	121 HEATH COURT	1
04/24/2024	2024-13784-UO1	Residential	1	Initial	Final U & O	10:00 AM	JOHN & MARTHA A. WEHR	127 TARTAN TERRACE	1
04/10/2024	2024-13741-UO1	Residential	1	Initial	Final U & O	9:30 AM	MARSHA E BELASCO	132 GALWAY CIRCLE	1
04/16/2024	2024-13741-UO1	Residential	2	Re-Inspection	Final U & O	10:00 AM	MARSHA E BELASCO	132 GALWAY CIRCLE	1
04/30/2024	2024-13802-UO1	Residential	1	Initial	Final U & O	10:30 AM	BRUCE BECK	18 FAR VIEW ROAD	1
04/30/2024	2024-13785-UO1	Residential	1	Initial	Final U & O	9:30 AM	MARIE T. AMES CAINE	204 CORNWALL DRIVE	1
04/03/2024	2024-13737-UO1	Residential	1	Initial	Final U & O	9:30 AM	LAURINE VALENTI	22 SKYLINE DRIVE	1
04/15/2024	2024-13737-UO1	Residential	2	Re-Inspection	Final U & O	1:00 PM	LAURINE VALENTI	22 SKYLINE DRIVE	1
04/10/2024	2024-13756-UO1	Residential	1	Initial	Final U & O	10:00 AM		2201 GREY FRIARS TERRACE	1
04/09/2024	2024-13638-UO1	Residential	2	Re-Inspection	Final U & O	9:30 AM	STEPHEN & JOAN SHAPIRO	233 INVERNESS CIRCLE	1
04/30/2024	2024-13794-UO1	Residential	1	Initial	Final U & O	10:00 AM	NICHOLAS & KAREN MONTANA	239 HOLLY DRIVE	1
04/24/2024	2024-13753-UO1	Residential	1	Initial	Final U & O	9:30 AM	CHRISTIAN HILL	34 SUNNYBROOK DRIVE	1
04/25/2024	2024-13753-UO1	Residential	2	Re-Inspection	Final U & O	9:30 AM	CHRISTIAN HILL	34 SUNNYBROOK DRIVE	1
04/08/2024	2024-13740-UO1	Residential	1	Initial	Final U & O	2:00 PM	DAVID SONG	341 W BOULDER DRIVE	1
04/08/2024	2024-13739-UO1	Residential	1	Initial	Final U & O	1:00 PM	JAMES & HELEN ALDREDGE	46 FAIR ISLE CIRCLE	1
04/01/2024	2024-13728-UO1	Residential	1	Initial	Final U & O	1:00 PM	HENRY S. LANDGRAF	609 CHATHAM COURT	1
04/08/2024	2024-13728-UO1	Residential	2	Re-Inspection	Final U & O	1:30 PM	HENRY S. LANDGRAF	609 CHATHAM COURT	1
							<b>TOTAL COUNT</b>		<b>25</b>

Chalfont Fire Company  
 Chiefs Report - April 2024

Total # of incidents: 33

Types of Calls

1. Fire	3
2. Rescue and Medical assist	5
3. Good Intent	8
4. Alarm Systems	12
5. Hazardous Condition	4
6. Service Call	1

Total Staff Hours for calls: 231:49:00

Alarms per municipality

Bedminster Twp	1
Chalfont Boro	7
Hilltown Twp	5
New Britain Boro	4
Montgomery Twp	1
New Britain Twp	12
Colmar/Hatfield	1
Warrington Twp	2

Training-Maintenance and Drills 3  
 Total training hours 208:00:00

Total Available Points: 36

**TOTAL STAFF HRS FIRES AND TRAINING 439:49:00**

# Chalfont Chemical Fire Company

Chalfont, PA

This report was generated on 5/1/2024 8:40:17 PM

## Incidents per Zone for Date Range

Start Date: 04/01/2024 | End Date: 04/30/2024

INCIDENT NUMBER	INCIDENT TYPE	DATE	LOCATION	APPARATUS
<b>ZONE: 21 - Bedminster Twp</b>				
2024-8371	600 - Good intent call, other	04/27/2024	420 Scott RD	34/74

Total # Incidents for 21: 1

<b>ZONE: 27 - Chalfont Boro</b>				
2024-6823	745 - Alarm system activation, no fire - unintentional	04/04/2024	40 N Main St	34/74
2024-6989	322 - Motor vehicle accident with injuries	04/07/2024	N Main St	34/74
2024-7410	600 - Good intent call, other	04/13/2024	1 Marian Cir	34/74
2024-7433	745 - Alarm system activation, no fire - unintentional	04/13/2024	78 Meadow Brook Ln	34/74
2024-7626	735 - Alarm system sounded due to malfunction	04/16/2024	50 Hamilton St	34/74
2024-7718	735 - Alarm system sounded due to malfunction	04/17/2024	50 Hamilton St	34/74
2024-8533	745 - Alarm system activation, no fire - unintentional	04/30/2024	31 Oak Ave	34/74

Total # Incidents for 27: 7

<b>ZONE: 36 - Hilltown Twp.</b>				
2024-6574	440 - Electrical wiring/equipment problem, other	04/01/2024	1213 Revere Dr	34/74
2024-6631	111 - Building fire	04/02/2024	1015 Callowhill Rd	34/74
2024-6726	111 - Building fire	04/03/2024	501 Rosie Ln	34/74
2024-6732	444 - Power line down	04/03/2024	Township Line Rd	34/74
2024-8399	571 - Cover assignment, standby, moveup	04/28/2024	111 W Main St	34/74

Total # Incidents for 36: 5

<b>ZONE: 47 - New Britian Boro</b>				
2024-6888	745 - Alarm system activation, no fire - unintentional	04/05/2024	43 Bristol Rd	34/74
2024-6909	413 - Oil or other combustible liquid spill	04/05/2024	85 W Butler Ave	34/74
2024-7304	611 - Dispatched & cancelled en route	04/11/2024	108 Alumni Ln	34/74
2024-8007	600 - Good intent call, other	04/22/2024	281 N Tamenend Ave	34/74

Total # Incidents for 47: 4

<b>ZONE: 47-MT - Montgomery Twp.</b>				
2024-6744	111 - Building fire	04/03/2024	975 Bethlehem Pk	34/74

Total # Incidents for 47-MT: 1

<b>ZONE: 48 - New Britian Twp.</b>				
2024-6530	745 - Alarm system activation, no fire - unintentional	04/01/2024	48 Layle Ln	34/74
2024-6539	600 - Good intent call, other	04/01/2024	117 Glen Dr	34/74

Only REVIEWED incidents included. Archived Zones cannot be unarchived.



emergencyreporting.com

Doc Id: 380

Page # 1 of 2

INCIDENT NUMBER	INCIDENT TYPE	DATE	LOCATION	APPARATUS
2024-6789	444 - Power line down	04/03/2024	171 Upper Church Rd	34/74
2024-7352	600 - Good intent call, other	04/12/2024	76 Queens Cir	34/74
2024-7372	745 - Alarm system activation, no fire - unintentional	04/12/2024	4275 Countyline Rd	34/74
2024-7396	745 - Alarm system activation, no fire - unintentional	04/13/2024	1100 Horizon Dr	34/74
2024-7601	311 - Medical assist, assist EMS crew	04/15/2024	30 Cedar Hill Rd	34/74
2024-7663	311 - Medical assist, assist EMS crew	04/16/2024	800 Manor Dr	34/74
2024-8013	745 - Alarm system activation, no fire - unintentional	04/22/2024	100 Manor Dr	34/74
2024-8247	745 - Alarm system activation, no fire - unintentional	04/25/2024	13 Greenwood Ave	34/74
2024-8498	311 - Medical assist, assist EMS crew	04/29/2024	120 Brittany Dr	34/74
2024-8544	311 - Medical assist, assist EMS crew	04/30/2024	322 Upper Stump Rd	34/74

Total # Incidents for 48: 12

**ZONE: 55 - Colmar/Hatfield Twp**

2024-8470	745 - Alarm system activation, no fire - unintentional	04/29/2024	3400 Walnut St	34/74
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Total # Incidents for 55: 1

**ZONE: 75 - Warrington Twp.**

2024-6804	611 - Dispatched & cancelled en route	04/04/2024	715 Russells Way	34/74
2024-8031	611 - Dispatched & cancelled en route	04/22/2024	926 Stump Rd	34/74

Total # Incidents for 75: 2

**TOTAL # INCIDENTS: 33**

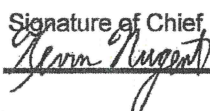
Only REVIEWED incidents included. Archived Zones cannot be unarchived.



# Dublin Volunter Fire Company

Month: **April 2024**

FIRE CALLS ANSWERED		OTHER PERTINENT INFORMATION	
Apartment			
Assists			
Engine		Time in Service	12 Hrs 0 Min
Field		Total Man Hours	95 HRs 28 Min
Full Company		Average Call Length	27 Min
Ladder			
Rescue	1		
Squad	2		
Tanker	1	Total Personnel	208
Air Medical Evacuation		Average Personnel per Call	8
Alarm System	7		
Auto Extrication			
Auto Response	6	Borough/Township	
Barn			
Brush		Bedminister Township	8
Building		Dublin Borough	3
Chimney		East Rockhill Township	1
CO Alarm		Hilltown Township	9
Control Burn		New Britain Township	1
Cover/Up	1	Perkasie Borough	1
Cover/Up Assist		Plumstead Township	3
Dumpster	1	Buckingham Township	
Dwelling		Doylestown Township	
Electrial Wires outside		Nockamixon Township	
Extinguished Appliance		Quakertown Borough	
Fuel Spill		Springfield Township	
Garage		Tinicum Township	1
Mobile Property		West Rockhill Township	
Investigation			
Out Building			
Rubish			
Special Assignment	1		
Stand by Accident	2		
Fuel Leak			
Wires	5		
Vehicle Fire			
Wires			
<b>Total Number of Calls</b>	<b>27</b>	<b>Total Numbe of Calls</b>	<b>27</b>

Signature of Chief  
  
 \_\_\_\_\_



# New Britain Township Police Department



Monthly Report

April 2024

## Current Goals and Objectives:

Objective 1: 10 % decrease in accidents as compared to 2023

Objective 2: Become PLEAC Accredited

Objective 3: Implement In Car Camera Systems

Objective 4: Increase community engagement activity

## Result of Goals and Objectives:

Objective 1: Utilizing grant funds from Bucks and Montgomery Counties to conduct enforcement details.

Objective 2: Accreditation policies complete. Accreditation proofs being compiled.

Objective 3: In Car Camera systems installed and fully functional.

Objective 4: Each member of leadership team to plan and execute a community engagement activity.

## Significant Events:

### Completed:

- Corporal Karpovich Retirement - Last ride
- Drug Take Back - 286 lbs collected
- In Car Cameras Installed and fully functional
- 
- 

### Upcoming:

- Accreditation On Site Assessment May 30 & 31
- Promotion of Corporal Ryan Lischke
- Strategic/Capital Planning
- Annual firearms qualification and new handguns
-



# New Britain Township Police Department



Monthly Report

April 2024

## Performance Statistics:

Part 1 Crimes	28 Day		
	2024	2023	% of Change
Murder	0	0	N/A
Rape	0	0	N/A
Robbery	0	0	N/A
Aggravated Assault	0	0	N/A
Burglary	0	0	N/A
Theft	2	5	-60.00%
Auto Theft	0	0	N/A
Arson	0	0	N/A
<b>Totals</b>	<b>2</b>	<b>5</b>	<b>-60.00%</b>

Part 2 Crimes	28 Day		
	2024	2023	% of Change
Assault (Non-Aggravated) / Harassment	1	0	#DIV/0!
Fraud	2	5	-60.00%
Vandalism / Criminal Mischief	0	0	N/A
Disorderly Conduct	0	0	N/A
Drug Violations	1	0	#DIV/0!
Driving Under the Influence	0	0	N/A
Public Drunkenness	0	0	N/A
Weapons Offenses	0	0	N/A
All Other Offenses (Except Traffic Related)	3	0	#DIV/0!
<b>Totals</b>	<b>7</b>	<b>5</b>	<b>40.00%</b>

Motor Vehicle Accidents	28 Day		
	2024	2023	% of Change
Non-Reportable	13	7	85.71%
Reportable	4	10	-60.00%
Fatal	0	0	N/A
<b>Totals</b>	<b>17</b>	<b>17</b>	<b>N/A</b>



# New Britain Township Police Department



Monthly Report

April 2024

## Performance Statistics:

Part 1 Crimes	Year to Date		
	2024	2023	% of Change
Murder	0	0	N/A
Rape	0	0	N/A
Robbery	0	0	N/A
Aggravated Assault	0	0	N/A
Burglary	0	0	N/A
Theft	15	21	-28.57%
Auto Theft	0	2	-100.00%
Arson	0	0	N/A
<b>Totals</b>	<b>15</b>	<b>23</b>	<b>-34.78%</b>

Part 2 Crimes	Year to Date		
	2024	2023	% of Change
Assault (Non-Aggravated) / Harassment	8	4	100.00%
Fraud	9	18	-50.00%
Vandalism / Criminal Mischief	3	1	200.00%
Disorderly Conduct	1	0	#DIV/0!
Drug Violations	4	2	100.00%
Driving Under the Influence	7	2	250.00%
Public Drunkenness	0	0	N/A
Weapons Offenses	0	0	N/A
All Other Offenses (Except Traffic Related)	9	3	200.00%
<b>Totals</b>	<b>41</b>	<b>30</b>	<b>36.67%</b>

Motor Vehicle Accidents	Year to Date		
	2024	2023	% of Change
Non-Reportable	46	44	4.55%
Reportable	25	23	8.70%
Fatal	0	0	N/A
<b>Totals</b>	<b>71</b>	<b>67</b>	<b>5.97%</b>





# New Britain Township

## Public Works

### Departmental Report

Year: 2024

Month: April

### Township Property Maintenance: 412 Hrs.

- The new block retaining wall was completed at the PW Facility.

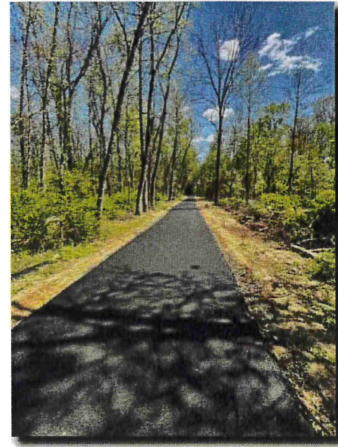
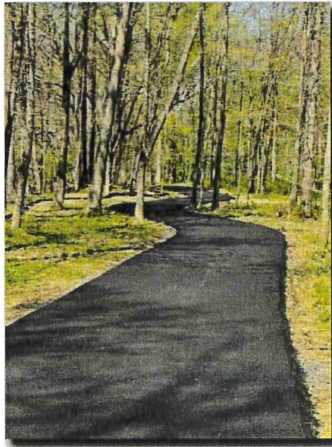
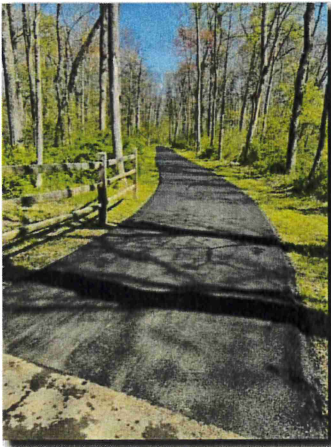


*Old Timber Retaining Wall*



*New Block Retaining Wall*

- A.H. Cornell finished the final pave of the Neshaminy Greenway Trail.



*Final Pave of Neshaminy Greenway Trail through Coleman Property*

- Public Works will begin site work at the Coleman Property now that the final pave of the trail has been completed. Site work will include parking lot, rain garden, and installation of signs, benches, bike racks, and fencing.



# New Britain Township

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## *Public Works*

### **Drainage: 137 Hrs.**

- Public Works checked drainage (pipes, inlets, and culverts) on several occasions after heavy rainfalls.

### **Road Maintenance: 165 Hrs.**

- Public Works cold patched Township roadways as needed and will continue until permanent repairs can be completed during the summer months.
- Public Works began street sweeping all Township developments and roadways with curbing, this will continue until completed.
- PW patched the drainage pipe that was installed in the Marshall Circle cul-de-sac.

### **Street Signs: 28 Hrs.**

- Replaced/ installed signs that were knocked down by motorists.
- Installed "No Parking" signs at Teal and Goldeneye Development after receiving complaints of vehicles blocking entrance and exit.

### **Equipment Maintenance: 68 Hrs.**

- All vehicles and equipment are cleaned, serviced, and inspected as needed.
- We repaired the boom, brackets and mowing head on the road bank mower and prepped for upcoming year.

### **Other: 22 Hrs.**

- Miscellaneous tasks were completed, running vehicles to outside vendors, picking up parts/ supplies, etc.