

**WRIGHTSTOWN TOWNSHIP BOARD OF SUPERVISORS**  
**REGULAR MEETING JANUARY 15, 2024**

The Wrightstown Township Board of Supervisors met on Monday, January 15, 2024, in the Meeting Room of the Wrightstown Township Municipal Building, 2203 Second Street Pike, Wrightstown, PA. Chair Chester S. Pogonowski called the meeting to order at 7:30 P.M. Present were Vice Chair Jane B. Magne, Treasurer Robert S. Lloyd, Solicitor Vicki Kushto, Township Engineer Cindy VanHise and Township Manager Stacey Mulholland. Also present was Lieutenant Christian Joseph of the Newtown Township Police Department and Interim Public Works Foreman David James.

**APPROVAL OF MINUTES:**

On a motion by Vice Chair Magne, seconded by Treasurer Lloyd, the meeting minutes of January 8, 2024, as amended, were approved unanimously.

**APPROVAL OF BILLS:**

On a motion by Treasurer Lloyd, seconded by Vice Chair Magne, the attached January 15, 2024, including inter-fund transfers, was approved unanimously.

**ANNOUNCEMENTS:**

**A. Library Announcements.**

1. The Village Library has a new program planned for 2024. Participants are invited to take whatever craft project they are worked on presently, along with a sack lunch, and connect with other crafters on Thursday, January 18. Preregistration is needed.
2. On Wednesday, January 17, 24 and 31 from 4:00 to 5:00 P.M. students in grades 1-5 are invited to an after-school program where they can test their creativity and STEM skills while building structures using Lego bricks. Preregistration is necessary.
3. On Friday, January 27 double feature movie night will be held at the Library. At 6:00 P.M. Paw Patrol will be shown and at 8:00 P.M. the movie Mission Impossible: Dead Reckoning will be featured.
4. The Library is also seeking a person to join the Library Board as a Library Trustee.
5. Lastly, we want to thank Stephanie Bariahtaris -and Kyle McKessy for organizing and fundraising for the newly constructed raised-platform outdoor pavilion in honor of a longtime Library volunteer Penny Haff and her family. This project was accomplished by a group of generous volunteers and donors. It will be used for Library programs and other outdoor activities.

**B. PA Representative Kristin Marcell.** Representative Kristin Marcell attended the meeting to present the Township with a new Pennsylvania State flag. She had noticed that the flag on the pole in front of the Township building was in tatters. She also thanked the Board for their dedicated service to the Township.

**C.** There were no changes to the agenda.

**PUBLIC COMMENT:**

There was none.

## **POLICE REPORT:**

Lieutenant Joseph presented the December Police Report. There were 431 calls for service, 14 traffic accidents, 26 traffic citations and 53 traffic warnings.

## **SOLICITOR'S REPORT:**

There was none.

## **ENGINEER'S REPORT:**

**Dunkin Donuts Escrow Release.** On motion by Treasurer Lloyd, seconded by Vice Chair Magne, Escrow Release No.3 for Dunkin Donuts was approved unanimously. See attached Certificate of Completion.

## **SUPERVISORS' COMMENTS:**

There were no comments.

## **DEPARTMENT REPORTS:**

- A. Road Department.** Dave James expressed appreciation to the Board for appointing him to the Public Works Interim Foreman position. Foreman Steve Kraiss will be retiring after over 28 years of service. He delivered Foreman Kraiss' final report. December had two different rain events, totaling more than five inches of rain. Vehicle maintenance has been completed on all three of the larger salt trucks so they are ready for winter. The center garage has been cleaned and organized to accommodate the new brine maker that has been installed.
- B. Code/Building.** The Chair presented the December Code Department report. Manager Mulholland noted that she is working with the Code Department to revise the presentation of the reports. Vice Chair Magne requested that the Board continue to receive the full report, in addition to the spreadsheet.
- C. Planning Commission.** Vice Chair Magne stated that the Planning Commission report of their 2023 activities was in the meeting packet.
- D. Lingohocken Fire Company.** Chair Pogonowski accepted the fire company report for 2023. There were 235 calls for service, 1,502 man-hours for response activities, 2048 man-hours for training and 1536 man-hours for work details, for a total of 5085 hours of service provided to the community during 2023.
- E. Central Bucks Ambulance.** The Chair accepted the ambulance squad report, noting several highlights.

## **MANAGER'S REPORT:**

- A. Appointment of Floodplain Manager.** Manager Mulholland explained that the Township's Floodplain Ordinance requires the Zoning Officer to fulfill the role of Floodplain Manager. Manager Mulholland requested the Board appoint the Township's third-party Zoning Officer from Keystone Municipal Services, Gary Smith, as the Township's Floodplain Manager. On a motion by Vice Chair Magne, seconded by Treasurer Lloyd, Gary Smith was appointed as Wrightstown Township's Floodplain Manager by unanimous vote.

- B. Township Building Roof Quote.** For the last two months, the roof and ceiling have been leaking over the Finance Office. The meeting packet included a quote from Gorski Contractors for \$2,900 for the repair work. This expense would be covered under regular building maintenance in the budget. On a motion by Treasurer Lloyd, seconded by Vice Chair Magne, the roof repair quote of \$2900 was approved by unanimous vote.
- C. Public Works Equipment Quote.** Manager Mulholland sought authorization from the Board to officially place an order for a new International dump truck to replace the current truck which is approximately 30 years old. The estimated time for delivery of the vehicle would be 18-24 months. The Costars quote for the truck was estimated to be \$100,000, plus another \$100,000 for outfitting it with a dump and plow. No funds would be expended at this time. The 2024 Budget included millage for Capital Equipment. On a motion by Chairman Pogonowski, seconded by Vice Chair Magne, the Manager was unanimously authorized to order the vehicle.
- D. Library Window Quote.** Manager Mulholland shared the quote for a replacement window for the Library from Taylored Contracting of \$2190. This was \$300 less than budgeted. The window would be a replacement for an existing rotted window. No Board vote was required.
- E. 239 Ridge Avenue, Hipple CU and ZHB Applications.** Manager Mulholland informed the Board that Conditional Use and Zoning Hearing Board applications have been received for 239 Ridge Avenue. The Township staff will be coordinating the required meetings and hearings.
- F. Amend Resolution 2023-28.** Manager Mulholland explained that the Tax Levy Resolution for 2024 needed to be amended. The PA Department of Community Economic Development (DCED) has caps on millage categories. The Township would need to recategorize the millage distribution to meet the DCED millage categories. The proposed Resolution redistributes the millage allocation, but the total millage would remain unchanged. The tax rate for general purposes of 5.97 mils, as well as for Fire Protection of 2.50 mils, Park and Open Space of 0.10 mils and the Rescue Squad Fund of 0.50 mils would all remain the same. However, the tax rate for Capital Equipment of 0.40 mils and for Capital Debt of 2.53 mils would need correction. Chair Pogonowski noted that the Capital Debt includes ongoing obligations for the Building Fund (0.53 mils) and Road Maintenance (2.0 mils). On a motion by Chairman Pogonowski, seconded by Vice Chair Magne, Resolution 2023-28 was amended by unanimous vote.

**UNFINISHED BUSINESS:**

There was none.

**NEW BUSINESS:**

There was none.

**PUBLIC COMMENT:**

There was none.

**EXECUTIVE SESSION:**

There was none.

**ADJOURNMENT:**

On a motion by Treasurer Lloyd, seconded by Vice Chair Magne, all voted to adjourn.  
The meeting was adjourned at 8:47 P.M.

Respectfully submitted,

Stacey Mulholland, Manager


**WRIGHTSTOWN TOWNSHIP**  
**BILLS PRESENTED FOR APPROVAL**

DATE January 15, 2024

CHECK NO.	NAME	AMOUNT
WIRE	Payroll (12/17-12/30) Ck Date 01/05/23	\$ 11,081.54
WIRE	IRS Tax Payment	\$ 2,322.04
WIRE	PA State Withholding Payment	\$ 465.93
39687-39699	Check Register General Fund (01)	\$ 11,776.27
	<b>Total General Fund Bills Presented for Payment</b>	<b>\$ 25,645.78</b>
AUTOMATIC	Buidling Loan Payment 01/01/24	\$ 2,422.00
AUTOMATIC	Highway Capital Reserve Loan 01/18/24	\$ 10,833.00
1787-1788	Cable Access Fund (05)	\$ 350.27
	<b>Total Cable Access Presented for Payment</b>	<b>\$ 350.27</b>
1286	Sewer Fund (09)	\$ 44.75
	<b>Total JCE Sewer Fund Bills Presented for Payment</b>	<b>\$ 44.75</b>
	<b>TOTAL ALL BILLS PRESENTED FOR APPROVAL</b>	<b>\$ 39,295.80</b>
	<b>Transfers</b>	
WIRE	General Fund 100.0546 to: Payroll 01/05/24	\$ 25,000.00
WIRE	Sewer Fund MR 8420 to General Fund 100.0546 2023 Admin Fees	\$ 5,000.00
WIRE	Sewer Fund JCE 7400 to General Fund 100.0546 2023 Admin Fees	\$ 5,000.00

APPROVED FOR PAYMENT

WRIGHTSTOWN TOWNSHIP BOARD OF SUPERVISORS


  
 SUPERVISOR'S SIGNATURE      DATE 3/18/2024


  
 SUPERVISOR'S SIGNATURE      DATE 03/18/2024