

**WRIGHTSTOWN TOWNSHIP BOARD OF SUPERVISORS  
MINUTES OF WORK SESSION OF August 22, 2022**

The Wrightstown Township Board of Supervisors Work Session was called to order at 5:00 PM on August 22, 2022 by Chair Chester S. Pogonowski at the Wrightstown Township Municipal Building, 2203 Second Street Pike, Wrightstown, PA. In attendance were Vice Chair Jane B. Magne, Treasurer Robert Lloyd, Township Manager Stacey Mulholland, Township Solicitor Vicki Kushto, and Township Engineer Cindy VanHise.

**Call to Order 5:05 PM**

**1. BUSINESS**

- A.** Chairman Pogonowski acknowledged Zoning Hearing Board applicants, Mr. and Mrs. Adelman of 16 Stoopville Road, and asked them to review their application with the Board. The applicant explained the variance request is for a second-floor structure to be added to a building that will be constructed on the footprint of a greenhouse which is set to be demolished. The height of the second-floor structure will not exceed the height of the current structure. It was noted the Planning Commission recommended moving forward with the variance. On a motion by Chair Pogonowski, seconded by Vice Chair Magne, Solicitor Vicki Kushto was authorized to send a letter to the Zoning Hearing Board in support of a variance; the motion carried unanimously.
- B.** Agenda of September 12, 2022, to include an executive session to discuss a personnel matter.

**2. SOLICITOR'S REPORT**

Solicitor Kushto reported that she will have two resolutions to present to the Board in a future meeting. The first resolution refers to the LCB noise regulations and the second resolution refers to the new tax collection law pertaining to first-year homeowners who have not received their first tax bill in a timely manner. Chair Pogonowski requested these items be placed on the September 19 Board of Supervisors' meeting agenda.

**3. SUPERVISORS' COMMENTS**

There were none.

**4. ENGINEERS' REPORT**

Township Engineer VanHise stated road repairs for the 2022 Road maintenance program had been delayed, but are now

completed and paving contracts are in the process of being finalized. Projects will be scheduled.

#### **MANAGER'S REPORT**

- A. Facilities Update. Various repairs have been made to the Township Building. Furniture is scheduled to be delivered to the police office. An interior lighting assessment is underway. Basement repairs have resumed. Alarm improvements have been initiated.
- B. Public Works Flat Roof Quote. The Board provided Manager Mulholland with directions on proceeding with quotes for the flat roof replacement.
- C. Citadel Security. On a motion by Treasurer Lloyd, seconded by Vice Chair Magne, the Citadel change order in the amount of \$1640.00 was accepted; the motion carried unanimously.
- D. Extended Warranty of Server. On a motion by Treasurer Lloyd, seconded by Vice Chair Magne, purchase of a two-year extended warranty, not to exceed \$500.00, on the present server was authorized. Motion carried unanimously.
- E. ZHB Application. Noted previously.
- F. PennDOT Winter Maintenance Agreement. Chair Pogonowski explained the agreement with PennDOT is in place for PennDOT to provide payment to Wrightstown for plowing or partial plowing of State roads where it makes sense. The Board authorized the Manager to sign off on the agreement.
- G. The Manager noted preliminary budget preparation is underway. The meeting packet contained updated EIT information. Chair Pogonowski indicated the need for tracking Library contributions and expenditures.

#### **EXECUTIVE SESSION**

A brief Executive Session occurred to discuss a personnel issue.

#### **ADJOURNMENT**

On a motion by Treasurer Lloyd, seconded by Vice Chair Magne, all voted to adjourn. The meeting was adjourned at 5:32 PM.

Respectfully Submitted,

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Stacey Mulholland  
Township Manager