# WRIGHTSTOWN TOWNSHIP BOARD OF SUPERVISORS REGULAR MEETING JANUARY 16, 2023

The Wrightstown Township Board of Supervisors met on Monday, January 16, 2023 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.

# APPROVAL OF MINUTES:

On a motion by Treasurer Lloyd, seconded by Vice Chair Magne, the Board of Supervisors Work Session minutes of December 12, 2022 and the Board of Supervisors meeting minutes of November 21, 2022 were approved unanimously.

# APPROVAL OF BILLS:

On a motion by Vice Chair Magne, seconded by Treasurer Lloyd, the following December 27, 2022 payments were approved unanimously:

|  |  |
| --- | --- |
| General Fund bills | $53,109.49 |
| Cable Access Fund bills | 6,950.25 |
| Open Space Bond Fund bill | 864.07 |
| Emergency Services Fund bills | 7,623.59 |
| **TOTAL** | **$68,547.40** |

On a motion by Vice Chair Magne, seconded by Treasurer Lloyd, the following transfers were approved unanimously.

|  |  |
| --- | --- |
| General Fund to Payroll Fund (12/21/22) | $25,000.00 |
| Open Space Fund to General Fund | $1,113.62 |
| Building Capital Sinking Fund to General Fund | $1,962.00 |
| Highway Capital Reserve to General Fund | $7,403.65 |
| EMS Fund to General Fund | $1,856.04 |
| Liquid Fuels Fund to General Fund | $25,000.00 |
| Jane Chapman East Sewer Fund to General Fund | $10,437.87 |
| Open Space Fund to Sewer Operating Fund | $104.62 |
| Cable Access Fund to General Fund | $13,741.51 |
| Special Projects Fund to General Fund | $2,550.00 |
| PLGIT Liquid Fuels to General Fund | $18,214.36 |

On a motion by Vice Chair Magne, seconded by Treasurer Lloyd, the following December 31, 2022 payments were approved unanimously:

|  |  |
| --- | --- |
| General Fund bills | $1,216.27 |
| **TOTAL** | **$1,216.27** |

On a motion by Vice Chair Magne, seconded by Treasurer Lloyd, the following January 16, 2023 payments were approved unanimously:

|  |  |
| --- | --- |
| General Fund bills | $56,620.56 |
| Building Loan Payment | 2,422.00 |
| Open Space Loan Payment | 17,178.00 |
| Highway Capital Reserve Loan Payment | 10,833.00 |
| Cable Access Fund bills | 478.30 |
| Matthews Ridge Sewer Fund bills | 824.67 |
| Jane Chapman East Sewer Fund bill | 43.55 |
| Park & Open Space Reserve Fund bill | 6,141.62 |
| **TOTAL** | **$94,541.70** |

On a motion by Vice Chair Magne, seconded by Treasurer Lloyd, the January 16, 2023 Escrow bills list for $34,984.56 was approved unanimously.

# ANNOUNCEMENTS:

1. Vice Chair Magne announced that the Village Library will be hosting the following programs. Registration for the programs is available online at [www.calendarbuckslib.org.](http://www.calendar.buckslib.org/)
   * A Virtual Art Class of an Eagle will be held on Monday, January 30 from 6:30 to 7:45 P.M
   * Adult Exercise Group sessions are held on Tuesdays and Thursdays from 9:00 to 10:00 A.M.
   * Preschool Story Time for children 2-5 years of age is held on Wednesdays from 10:00 to 11:00 A.M.
   * Chair Yoga is held on Fridays from 9:00 to 10:00 A.M.
2. The Village Library will host Movie Night on Friday, January 27.

* “Super Pets” will be shown at 6:00 P.M.
* “Woman King” will be shown at 8:00 P.M.

1. There were no changes to the agenda.

# PUBLIC COMMENT:

There was none.

**POLICE REPORT:**

Chief Hearn presented the December police report. There were 339 calls for service, 19 traffic citations and 18 traffic accidents. Two truck enforcement details in Wrightstown and Upper Makefield were held which resulted in 26 truck inspections, 12 warnings, 15 citations issued, 5 trucks removed from service and 1 truck towed. Chief Hearn cautioned residents to be aware of migrating deer and to slow down to avoid a collision. He also warned residents to drop outgoing mail off inside a post office instead of leaving it in an outdoor postal drop box or residential mailbox.

**CONDITIONAL USE, 2193 SECOND STREET PIKE, SULLIVAN:**

# A Conditional Use hearing was held for the application of Michael Sullivan for approval of an E-24 Specialty MSA Facility at 2197 Second Street Pike. Appearing for the applicant was Joseph Blackburn, Esquire. The applicant is proposing to use the existing historic barn as an E-3 Service Business and a D-1 Office Use. The D-1 use would house the applicant’s existing basement finishing business on the first floor. The area to be used, number of employees, hours of operation and a client-only showroom were discussed. The E-3 Service Business would be on the second floor. An event space and catering use are proposed. Events would only be conducted on Friday, Saturday and Sunday, with only one event per day and concluding by 11:00 P.M. Since the barn is not heated, events would be held during warmer weather. Approximately 250 people could possibly be accommodated in this area of the barn, but based on the proposed 55 parking spaces plus 12-15 additional spaces on Mr. Sullivan’s adjoining property, between 100-125 people would be the anticipated number per event. Stormwater could be managed by the existing stormwater basin located at the end of the shared driveway. The proposed impervious surface coverage is less than allowed. The applicant is proposing a sewage holding tank with regular pumping. No production of alcoholic beverages, no retail use, no use of the adjacent medical facility parking lot and no commercial kitchen or cooking in the barn were discussed. All events would be held within the barn. There would be no tents or outside music. Water holding tanks for providing water to a sprinkler fire suppression system would be installed. Dr. Paul Caracappa requested that a fence and bushes be installed along their common property line. The Board concluded that the proposed conditional use complies with the requirements for Conditional Use approval. On a motion by Vice-Chair Magne, seconded by Treasurer Lloyd, the Board approved the Sullivan Conditional Use application, subject to the conditions agreed to by the parties.

**LAND DEVELOPMENT, 2193 SECOND STREET PIKE, SULLIVAN:**

Joe Blackburn, attorney for Michael Sullivan, stated the applicant had received the review letters from CKS Engineering and Gilmore and Associates and the applicant will comply, except for several requested waivers. The requested waivers include not providing existing off-site features on the plan; the use of gravel for the parking areas instead of asphalt; rather than delineating each parking space by paint markers, using bumper stops to show parking spaces; grading within 5 feet of the property line; not planting street trees; requesting that no parking islands be used and no parking lot trees be planted within the parking lot. He also said that Mr. Sullivan met with Fire Marshall Middleman to discuss the use of holding tanks for the sprinkler system instead of a dry hydrant and was told that it would be an adequate replacement. Dr. Paul Caracappa, owner of the adjacent property, had requested plantings and a fence along the shared property line. Mr. Sullivan agreed to comply with the Board's requests to install both. Chair Pogonowski requested that the stormwater system be examined to insure it is flowing properly. Chair Pogonowski also wanted a maintenance agreement for the driveway between the property owners. Solicitor Kushto reported the Planning Commission reviewed the Land Development application and approved it. However, at the time, they did not have copies of the waivers. The Board was amenable to the approval of the waivers, plus including a two-rail fence and mountain laurels along the shared property line and a shared maintenance agreement for the driveway and the stormwater basin. Also, the Board wanted an approved waiver of a fire water supply plan which would comply with the requirements of the Fire Marshall. On a motion by Treasurer Lloyd, seconded by Vice Chair Magne, the Board authorized Solicitor Kushto to prepare a resolution to approve the Land Development application for the Sullivan property with the conditions as agreed to by the parties.

# SOLICITOR’S REPORT:

**Solar Panel Maximum Height Review.** Solicitor Kushto reported the Planning Commission had reviewed the maximum height for a solar panel array. She noted that the Commission recommended increasing the maximum height because when adjusting the solar array for maximum exposure the angle often exceeds the present 10-foot limit. The Planning Commission has requested the Board’s approval for the Township Engineer to examine the provisions of the ordinance with the possibility of amending the existing Jointure ordinance. The Board requested that Engineer VanHise review the current industry standards for solar panels.

**ENGINEER’S REPORT:**

1. The Board accepted the Engineer’s report for December.
2. **Anderson Preserve, End of Maintenance.** Engineer VanHise reported that Anderson Preserve has three outstanding issues with respect to their maintenance agreement**.** She stated there are 6 dead spruce trees, 10 dead shrubs and a light post that is inoperable. The trees and shrubs cannot be replaced now given the season and the light post is already ordered. She recommended holding $6,000.00 from the remaining maintenance agreement escrow and setting an April 15 deadline for completion. Engineer VanHise also recommended holding the $6,000.00 for 18 months after the completion to ensure the viability of the trees and shrubs. The Board authorized retaining $6,000.00 and approved the release of the remaining escrow funds.

**SUPERVISORS’ COMMENTS:**

There were none.

**DEPARTMENT REPORTS:**

1. **Code/Zoning Department.** Chair Pogonowski reviewed the December report. There were 13 permits issued, 24 permit inspections (9 failed) and a total of $6,795.50 in fees collected, of which $900 was escrow.
2. **Public Works Department.** The Board received the report.
3. **Lingohocken Fire Company Report.** Chair Pogonowski reviewed the December report. There were 19 calls for service, 217 man-hours for responses, 160 man-hours for training and 17 man-hours for work detail, for a total of 394 man-hours of service to the community.
4. **Central Bucks Ambulance.** The November report was received.
5. **Boards and Commissions.**
6. **Planning Commission.** Vice Chair Magne said the Planning Commission reviewed the Sullivan Conditional Use and Land Development applications.
7. **Historical Commission.** Vice Chair Magne reported the Historical Commission is working on pamphlets to hand out during the Octagonal Schoolhouse open house events and on the presentation in the display case in the lobby of the Township Building.

# MANAGER’S REPORT:

1. **Library Shed Permit.** Manager Mulholland noted the Village Library will be adding a shed to the property for storage. They have requested a waiver for the permit fee of $54.50. On a motion by Chair Pogonowski, seconded by Vice Chair Magne, the Board authorized a waiver of the shed permit fee.
2. **New Copier Machine.** Manager Mulholland reported that the copier has not been functioning properly for several months and has had several new hard drives installed in the machine. The current lease for the copier will expire in 2024. Ricoh has offered the Township another 5-year lease on a new machine. The current machine is being leased for $417.00 a month and Ricoh has proposed a new lease for $399.42 a month, with black and white copies priced less than the current lease. Treasurer Lloyd asked if the replacement copier would have the same type of hard drive or if a copier could be purchased that does not have a hard drive. Vice-Chair Magne expressed surprise at the cost of the lease and suggested that copiers from other companies be investigated. Chair Pogonowski asked Manager Mulholland to obtain a quote for the outright purchase of a copier and an added 5-year maintenance agreement. Manager Mulholland will follow up with Ricoh concerning hard drives and a copier purchase and lease agreement, as well as other copiers from other companies.
3. **Public Works Roof Payment.** Manager Mulholland requested payment approval in the amount of $43,056.57 for the installation of a new roof on the Public Works building. The total project cost is $62,080.00. This payment reflects work completed up through December 31, 2022. On a motion by Chair Pogonowski, seconded by Vice Chair Magne, the Board authorized the payment of $43,056.67.

**UNFINISHED BUSINESS:**

There was none.

# NEW BUSINESS:

There was none.

# PUBLIC COMMENT:

There was none.

# EXECUTIVE SESSION:

There was an executive session to discuss personnel issues.

# ADJOURNMENT:

On a motion by Treasurer Lloyd, seconded by Vice Chair Magne, all voted to adjourn. The meeting was adjourned at 10:10 P.M.

Respectfully submitted,

Stacey Mulholland, Manager