

WRIGHTSTOWN TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING SEPTEMBER 18, 2023

The Wrightstown Township Board of Supervisors met on Monday, September 18, 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 7:32 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 were Chief John Hearn and Lieutenant Christian Joseph.

APPROVAL OF MINUTES:

On a motion by Treasurer Lloyd and second by Vice-Chair Magne, the Board of Supervisors minutes for April 17, May 1 and May 8, 2023 were approved unanimously.

APPROVAL OF BILLS:

On a motion by Vice Chair Magne, seconded by Treasurer Lloyd, the attached September 1, 2023 bills list was approved including interfund transfers.

On a motion by Vice Chair Magne, seconded by Treasurer Lloyd, the attached September 18, 2023 bills list was approved including escrow payments and interfund transfers.

ANNOUNCEMENTS:

- A. Vice Chair Magne announced that the Village Library on Monday September 25, 7-8PM will host a presentation by Chase Palmer on One Room School Houses.
- B. There were no changes to the agenda.

PUBLIC COMMENT:

There was none.

POLICE REPORT:

Chief Hearn presented the police report for August. There was one arrest for a homicide by vehicle which occurred earlier this year. There were also investigations related to a resident death by natural causes as well as retail theft. At the September 13 Newtown Board of Supervisors meeting, the Chief recognized three individuals for life savings and one for completing an extraordinary investigation. Recognized with commendations were Sergeant Paul Deppi and Officer Brent Helvig for providing lifesaving assistance (AED, CPR) to a Wrightstown resident in cardiac arrest. Commendation for life saving assistance was also presented to Officer Brian Nolan. He assisted a three-year-old child who was choking and was unresponsive at the Grange Fair. A commendation was also presented to Detective Joseph Camp for being able to bring to trial and prosecution the perpetrator of a sexual assault on a minor in Wrightstown.

The Chief also recognized the promotions of Jason Harris to Captain, Christian Joseph to Lieutenant, Paul Deppi to Sergeant and Thomas Rawa to Corporal. Chief Hearn introduced Lt. Joseph to the Board.

SOLICITOR'S REPORT:

Comments will be made as part of the Engineers Report.

ENGINEER'S REPORT:

- A. Monthly Report.** Township Engineer VanHise submitted her report which was attached to the Boards meeting packet.
- B. Cedar Lane.** Township Engineer VanHise reported that she and Solicitor Kushto have been working to obtain the necessary easements needed to do the roadway stabilization project. In August after a rain event, there were three areas which had worsened because of the storm. One area is severely eroded. The planned work cannot proceed because the Township does not have the necessary easements. Under consideration is making Cedar Lane one way from Penns Park to Mill Creek Roads until such time as the work can be completed in 2024 or to close a portion of the road. This would be limited to an area where which has the road deterioration. The balance of Cedar would be maintained as two ways up until the area of concern. Detour signs would need to be installed to direct motorists not familiar with the area. This action is being consider now because of the outstanding easements and it is now too late to complete the work in 2023. The Board authorized staff to move forward with preparing notification to the residents of the action planned.
- C. Octagonal School House Roof.** Engineer VanHise indicated a committee had been formed to review the bids previously received. The two low bidders were invited to attend a meeting with the committee to review their proposal. Based on conversations with the bidders and roofing supplier, it was becoming challenging for the bidders to provide the desired level of work under the bid contract. It appears that the roofing supplier requires that the cedar roof be installed by an installer certified by the Cedar Shake and Shing Bureau. No decision was made regarding the award or rejection of the bids. The Board asked the Engineer to develop a list of certified contractors in the area and determine if they would have interest in bidding the project if readvertised.

SUPERVISORS' COMMENTS:

There were no comments.

DEPARTMENT REPORTS:

- A. Code Department.** Chair Pogonowski presented the Code Report for August.
- B. Road Department.** The Chair accepted the August report as presented.
- C. Lingohocken Fire Company:** The Chair presented the Fire Company report for August.
- D. Central Bucks EMS.** Chair Pogonowski accepted the financial and run reports for July, summarizing the number of calls in the Township.

MANAGER'S REPORT:

- A. Award Salt Bid.** Manager Mulholland summarized the salt bids that were reviewed at the last work session. Silvi Concrete (trading as DBA Riverside Construction) is the low bidder at \$66.00 per ton delivered. On motion by Treasurer Lloyd and second by Vice Chair Magne, the motion passed to award the contract to Silvi/Riverside.
- B. Non-Uniform and Police MMOs.** Manager Mulholland presented the Minimum Municipal Obligation (MMO) for the pensions. There is no action required at this time. The cost of the Non-Uniform pension will be included in the General Fund Budget when reviewed.
- C. DVT Health Insurance Res. 2023-16.** Manager Mulholland reviewed the resolution which authorizes participation in a high-deductible Aetna PPO policy along with a Health Savings account for each employee to offset the higher employee deductibles.

The resolution also authorized a contribution of \$2000/year for individual employees and \$4000/year for employees plus one. The HAS would roll over from year to year and is transportable. This new policy coverage would be effective January 1, 2024. On motion by Vice-Chair Magne and second by Treasurer Lloyd, the motion passed unanimously to approve the resolution.

D. Keystone Municipal Services. Manager Mulholland discussed the appointment of a third party contractor to handle zoning, planning and fire inspections due to the resignation of Ted Middleman effective October 13. Keystone currently covers building and construction inspection for the Township. On motion by Vice-Chair Magne and second by Treasurer Lloyd, a motion to hire Keystone was approved unanimously to accept the September 14, 2023 proposal.

UNFINISHED BUSINESS:

Chair Pogonowski reported that he neglected to mention at the beginning of the meeting that there was an executive session of the Board before this meeting to discuss personnel.

NEW BUSINESS:

There was none.

PUBLIC COMMENT:

There was none.

EXECUTIVE SESSION:

No additional executive session was required.

ADJOURNMENT:

On a motion by Treasurer Lloyd Vice Chair Magne, seconded by Vice Chair Magne, both voted to adjourn. The meeting was adjourned at 8:30 P.M.

Respectfully submitted,

Stacey Mulholland, Manager

WRIGHTSTOWN TOWNSHIP
BILLS PRESENTED FOR APPROVAL

DATE September 1, 2023

CHECK NO.	NAME	AMOUNT
WIRE	Payroll (08/13/23-08/26/23) Ck Date 09/01/23	\$ 13,479.78
WIRE	IRS Tax Payment	\$ 4,955.91
WIRE	PA State Withholding Payment	\$ 562.94
39394-39419	Check Register General Fund (01)	\$ 28,387.12
WIRE	FNBN Credit Card Aug 2023	\$ 216.11
WIRE	BMO Credit Card - Aug 2023	\$ 162.50
WIRE	Wage Works FSA Aug 2023	\$ 26.25
WIRE	PECO Bills	\$ 2,951.36
Total General Fund Bills Presented for Payment		\$ 50,741.97
AUTOMATIC	Buidling Loan Payment 09/01/23	\$ 2,422.00
AUTOMATIC	Highway Capital Reserve Loan 09/18/23	\$ 10,833.00
1759-1763	Cable Access Fund (05)	\$ 991.43
Total Cable Access Presented for Payment		\$ 991.43
1066-1068	Special Projects Fund (06)	\$ 3,995.00
Total Special Projects Fund Presented for Payment		\$ 3,995.00
150-151	Sewer Fund MR (08)	\$ 4,312.17
Total MR Sewer Fund Bills Presented for Payment		\$ 4,312.17
1275-1276	Sewer Fund (09)	\$ 7,235.59
Total JCE Sewer Fund Bills Presented for Payment		\$ 7,235.59
TOTAL ALL BILLS PRESENTED FOR APPROVAL		\$ 80,531.16
Transfers		
WIRE	General Fund 100.0546 to: Payroll Fund 08/30/23	\$ 25,000.00
WIRE	Highway Capital Reserve Fune 5810 General Fund 100.0546 Loan Repayment	\$ 25,000.00

APPROVED FOR PAYMENT

WRIGHTSTOWN TOWNSHIP BOARD OF SUPERVISORS

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SUPERVISOR'S SIGNATURE DATE

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WRIGHTSTOWN TOWNSHIP
BILLS PRESENTED FOR APPROVAL

DATE September 18, 2023

CHECK NO.	NAME	AMOUNT
WIRE	Payroll (08/24/23-09/09/23) 09/15/23	\$ 13,559.29
WIRE	IRS Tax Payment 09/15/23	\$ 4,924.60
WIRE	PA State Withholding Payment 09/15/23	\$ 564.37
39422-	Check Register General Fund (01)	\$ 96,680.13
	Total General Fund Bills Presented for Payment	<u>\$ 115,728.39</u>
1764-1766	Cable Access Fund (05)	\$ 1,504.25
	Total Cable Access Presented for Payment	<u>\$ 1,504.25</u>
1069	Special Fund (06)	\$ 4,123.22
	Total Special Fund (06) Bills Presented for Payment	<u>\$ 4,123.22</u>
	TOTAL ALL BILLS PRESENTED FOR APPROVAL	<u>\$ 121,355.86</u>
10074-10138	ESCROW CHECK REGISTER (ATTACHED)	<u>\$39,003.83</u>
	Total Escrow Bills Presented for Payment	<u>\$39,003.83</u>
WIRE	Transfers General Fund 100.0546 to: Payroll 09/11/23	\$ 20,000.00

APPROVED FOR PAYMENT

WRIGHTSTOWN TOWNSHIP BOARD OF SUPERVISORS

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