

**WRIGHTSTOWN TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING DECEMBER 4, 2023**

The Wrightstown Township Board of Supervisors met on Monday, December 4, 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:

Minutes of June 5, 2023 BOS, June 12, 2023 WS, June 19, 2023 BOS, June 26, 2023 WS, July 10, 2023 WS, July 17, 2023 BOS, July 24, 2023 WS, August 7, 2023 BOS, August 21, 2023 BOS, September 11, 2023 WS, September 18, 2023 BOS, September 25, 2023 WS, October 9, 2023 WS, October 16, 2023 BOS, October 23, 2023 WS, November 13, 2023 WS and November 20, 2023 BOS.

On a motion by Treasurer Lloyd and seconded by Chair Pogonowski to approve the minutes en masse, both approved the Board of Supervisors minutes of June 5, 2023, through November 20, 2023. Vice Chair Magne did not vote.

APPROVAL OF BILLS:

On a motion by Vice Chair Magne, seconded by Treasurer Lloyd, the attached December 4, 2023 bills list was approved, including inter-fund transfers.

ANNOUNCEMENTS:

- A. Vice Chair Magne announced that the Village Library will be holding a virtual art workshop on Monday, December 11 from 6:30 PM to 8 PM.
- B. The Village Library is looking for volunteers to serve on the Board of Trustees.
- C. There were no changes to the agenda.

PUBLIC COMMENT:

There was none.

SOLICITOR'S REPORT:

- A. **EIT Ordinance.** In 2001 a voter-approved Open Space Referendum passed that allowed an increase in the earned income tax for open space preservation efforts. Solicitor Kushto explained that the referendum permitted an increase of up to 0.25%, but the Township only enacted a 0.15% increase. In the proposed ordinance the Township would now set the rate to 0.0%. The Township's 0.5% and Council Rock School District's 0.5% Earned Income Tax would remain. On a motion by Treasurer Lloyd, seconded by Vice Chair Magne, the Board unanimously approved Ordinance 2023-331.
- B. **Riding Academy Ordinance.** Solicitor Kushto opened the public hearing to discuss the proposed Joint Municipal Zoning Ordinance, JMZ 2020-03 changing the zoning requirements for a riding academy. The Township had previously adopted the ordinance, but it was back before the Township following a review by the Bucks County Planning Commission. The Newtown and Upper Makefield Boards of Supervisors and Planning Commissions have reviewed the ordinance. On a motion by Treasurer Lloyd, seconded by Vice Chair Magne, the Board unanimously approved the Wrightstown Ordinance 332. Solicitor Kushto closed the public hearing.

- C. Fireworks Amended Ordinance.** A public hearing was held to amend the existing fireworks ordinance to make it consistent with State law with respect to the holidays and hours when consumer-grade fireworks can be set off in the Township. On a motion by Treasurer Lloyd, seconded by Vice Chair Magne, the Board unanimously approved Ordinance 333.
- D. Twining Enterprises Conditional Use Hearing.** A Conditional Use hearing was held on November 20 by the Board of Supervisors for the property located at 2272 Second Street Pike. The Solicitor presented a Conditional Use decision containing all the conditions the Board had discussed which would allow a G-6 contracting use at that location. Approval would be subject to compliance with the November 3 CKS letter and the October 11 Gilmore and Associates letter, as well as other Township requirements. On a motion by Treasurer Lloyd, seconded by Vice Chair Magne, the Board unanimously approved the Conditional Use application of Twining Enterprises.
- E. Twining Enterprises Land Development Resolution.** Solicitor Kushto presented the Board with Resolution 2023-026, approving the Land Development plan for Twining Construction, to construct a building located at 2272 Second Street Pike. The Resolution outlined the requirements that need to be met for approval including, but not limited to, complying with the CKS and Gilmore Associates letters, permitting impervious surface up to 50%, and requiring signs prohibiting trucks from entering and departing from Penns Park Road. On a motion by Treasurer Lloyd, seconded by Vice Chair Magne, the Board unanimously approved Resolution 2023-026.

ENGINEER’S REPORT:

Schoolhouse Roof Rebid. Five bids were received during the original bid opening in August, and after much discussion, the Board decided to reject the bids. The project was readvertised and rebid requiring contractors to be Cedar Shake and Shingle Bureau (CSSB) certified. The bids were opened on November 30. One bid was received for \$137,727.00. Resident Dave Dutko asked about the certification, construction process, and costs. Following a discussion and concern about the cost, the Board agreed to reject the bid. On a motion by Treasurer Lloyd, seconded by Vice Chair Magne, the Board unanimously rejected the schoolhouse roof replacement bid for \$137,727.00. Then on a motion by Treasurer Lloyd, seconded by Vice Chair Magne, the Board authorized the Township Engineer to rebid the project in early 2024.

SUPERVISORS’ COMMENTS:

There were none.

MANAGER’S REPORT:

- A. Fire Marshal Appointment.** Manager Mulholland presented the Board with a Memorandum of Understanding (MOU) outlining the responsibilities and considerations for appointing John Kernan to fill the role of Wrightstown Township Fire Marshal. Solicitor Kushto asked the Board to make the appointment and approval of the MOU subject to Solicitor review and revision. On a motion by Treasurer Lloyd and seconded by Vice Chair Magne, the Board unanimously approved the appointment, subject to review of the Solicitor.
- B. Part-time Interim Administrative Assistant.** Administrative Assistant Adrienne Vance has announced her resignation effective December 22. Manager Mulholland asked the Board to review Julia Bailey’s resume and to consider hiring her to serve as Interim Administrative Assistant at an hourly rate of \$18.00. On a motion by Treasurer Lloyd

and seconded by Vice Chair Magne, the Board unanimously approved hiring Julia Bailey as Interim Administrative Assistant.

- C. **Readoption of the Fee Schedule.** Manager Mulholland presented the Board with Resolution 2023-016 which would retitle the Fee Schedule with the correct resolution number. On a motion by Treasurer Lloyd and seconded by Vice Chair Magne, the Board unanimously approved Resolution 2023-016.
- D. **Resolution Establishing 2024 Sewage Fees for Matthews Ridge Wastewater Treatment Plant Users.** The Board was presented with Resolution 2023-025 establishing the 2024 sewer rate at \$1185 per quarter from \$985.00. The wastewater treatment plant is operated with funds generated from the users. This is the first-ever increase. On a motion by Treasurer Lloyd and seconded by Vice Chair Magne, the Board unanimously approved Resolution 2023-025.
- E. **Resolution Establishing 2024 Sewage Fees for Jane Chapman East Wastewater Treatment Plant Users.** The Board was presented with Resolution 2023-024 establishing the 2024 sewer rate at \$750.00 per quarter. Chairman Pogonowski emphasized the need to close the gap between revenues and expenditures. As with the Matthews Ridge plant, the Jane Chapman East Wastewater Treatment Plant is also operated with funds generated from the users. On a motion by Treasurer Lloyd and seconded by Vice Chair Magne, the Board unanimously approved Resolution 2023-024.

UNFINISHED BUSINESS:

There was none.

NEW BUSINESS:

There was none.

PUBLIC COMMENT:

There was none.

EXECUTIVE SESSION:

Chairman Pogonowski noted an executive session was held before the meeting to discuss litigation.

ADJOURNMENT:

On a motion by Treasurer Lloyd, seconded by Vice Chair Magne, the Board voted to adjourn. The meeting was adjourned at 8:21 P.M.

Respectfully submitted,

Stacey Mulholland
Wrightstown Township Manager
Attachments December 4, 2023 Bills List, Schoolhouse Roof Bid Sheet

WRIGHTSTOWN TOWNSHIP
BILLS PRESENTED FOR APPROVAL

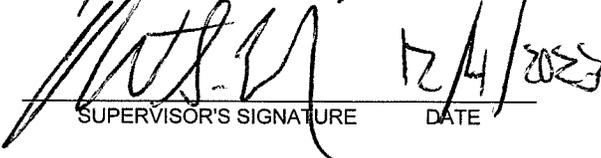
DATE December 4, 2023

CHECK NO.	NAME	AMOUNT
WIRE	Payroll (11/5-11/18/23) Ck Date:11/24/23	\$ 11,261.78
WIRE	IRS Tax Payment 11/24/23	\$ 4,180.43
WIRE	PA State Withholding Payment 11/24/23	\$ 471.52
39592-39606	Check Register General Fund (01)	\$ 32,817.95
WIRE	PECO Bills	\$ 2,352.54
WIRE	Wage Works (November 2023)	\$ 26.25
	Total General Fund Bills Presented for Payment	\$ 51,110.47
1779-1780	Cable Access Fund (05)	\$ 655.96
	Total Cable Access Presented for Payment	\$ 655.96
156	Sewer Fund (08)	\$ 1,419.22
	Total MR Sewer Fund Bills Presented for Payment	\$ 1,419.22
1318	Open Space Fund (10)	\$ 351.50
	Total Open Space Fund Bills Presented for Payment	\$ 351.50
	TOTAL ALL BILLS PRESENTED FOR APPROVAL	\$ 53,537.15
	Transfers	
WIRE	General Fund 100.0546 to: Payroll Account 11/20/23	\$ 15,000.00
WIRE	General Fund 100.0546 to: Special Reserve 8138 11/27/23 Move Keystone Grant to Special Reserve 04	\$ 42,803.48
WIRE	PLGIT OS Reserve (25) to PLGIT General Fund 11/29 Reimburse General Fund for Haines Paving - Cedar Lane	\$ 11,500.00

APPROVED FOR PAYMENT

WRIGHTSTOWN TOWNSHIP BOARD OF SUPERVISORS


 SUPERVISOR'S SIGNATURE DATE 12/1/23


 SUPERVISOR'S SIGNATURE DATE 12/4/2023

Primary Responses

Success: All data is valid!

Status	Bid/No Bid Decision	#	Item	Unit of Measure	Quantity Required	Numeric Unit Price	Total Cost
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BASE BID

Success: All values provided	Bid	#1-1	Remove and Dispose of Existing Roofing System/Materials at Schoolhouse and at the Freestanding Electrical Cabinet, Complete	LS	1	\$ 40,000.00	\$ 40,000.00
Success: All values provided	Bid	#1-2	Installation of New Roofing Systems/Materials at Schoolhouse and at the Freestanding Electrical Cabinet, Complete	LS	1	\$ 82,277.00	\$ 82,277.00
Success: All values provided	Bid	#1-3	Soffit/Fascia/Trim Repairs	LS	1	\$ 10,200.00	\$ 10,200.00
Success: All values provided	Bid	#1-4	Removal/Disposal of Existing Spaced Roof Sheathing Purlins and Installation of New Sheathing Purlins as Directed by the Engineer	LF	100	\$ 25.00	\$ 2,500.00
Success: All values provided	Bid	#1-5	Rafter Repair/Reinforcement as Directed by the Engineer	LF	30	\$ 50.00	\$ 1,500.00
Success: All values provided	Bid	#1-6	Rainwater Diverter at Second Course (48 – 54 inch width) – Terne Metal	LS	1	\$ 1,250.00	\$ 1,250.00

ADD-ON-ALTERNATE ITEM SUBSTITUTE ITEM NUMBER 1-7 FOR ITEM 1-6

Success: All values provided	Bid	#2-1	Rainwater Diverter Alternate Material – Copper	LS	1	\$ 500.00	\$ 500.00
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