

WRIGHTSTOWN TOWNSHIP BOARD OF SUPERVISORS WORK SESSION

November 10, 2025

The Wrightstown Township Board of Supervisors met on Monday, November 10, 2025, 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 5:00 P.M. Present were Vice Chair Jane B. Magne, Solicitor Vicki Kushto, Township Engineer Cindy VanHise, Finance Director Kimberly Kleinguenther and Township Manager Stacy Crandell. Treasurer Robert Lloyd was absent due to a family issue. All motions were approved by unanimous vote unless otherwise indicated.

ANNOUNCEMENTS:

Chair Pogonowski announced that Twining Construction is deferred to the next meeting; the Emergency Operations Plan will be addressed next on the agenda; the discussion on the Fee Schedule will move to the bottom of the agenda; a discussion on dedication approval of the Wood subdivision improvements will move up on the agenda. [NOTE: minutes will be reported in agenda order rather than on the timeline discussed at the meeting.]

APPROVAL OF MINUTES:

On a motion by Vice Chair Magne, seconded by Chair Pogonowski, Board of Supervisors edited meeting minutes of October 27, 2025, were approved.

APPROVAL OF BILLS:

On a motion by Vice Chair Magne, seconded by Chair Pogonowski, the following November 3, 2025, payments were approved.

General Fund bills	\$43,559.36
Cable Access Fund bills	1291.09
Mathews Ridge Sewer Fund bills	41.25
Park and Recreation Fund bills	299.66
Highway Capital Reserve Fund bills	10,000.00
TOTAL	\$55,191.36

On a motion by Vice Chair Magne, seconded by Chair Pogonowski, the following November 3, 2025, transfers were approved.

General Fund to Payroll Fund	\$20,000.00
Jane Chapman East Sewer Fund to General Fund	\$5000.00
Matthews Ridge Sewer Fund to General Fund	\$5000.00
Matthews Ridge Sewer Fund to Jane Chapman East Sewer Fund	\$750.00
Jane Chapman East Sewer Fund to Matthews Ridge Sewer Fund	\$1185.00
Special Reserve Fund to Highway State Aid Fund	\$14,340.00

Highway Capital Reserve Fund to General Fund	\$17,791.32
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SOLICITOR'S REPORT:

- A. Resolution 2025-24 - Preliminary/Final Land Development Approval – 194 Brownsburg Road.** Solicitor Kushto gave a summary of the resolution for the minor subdivision plan for the Steven Tilsner property. On a motion by Vice Chair Magne, seconded by Chair Pogonowski, the resolution was approved.
- B. Resolution 2025-25 - Preliminary/Final Land Development Approval - 239 Ridge Avenue.** Solicitor Kushto gave a summary of the resolution for the lot line change on the Anthony and Giuseppina Hipple property. On a motion by Chair Pogonowski, seconded by Vice Chair Magne, the resolution was approved.

BUSINESS:

- A. Waiver Request for Dumpster Fencing – Twining Construction, 2272 Second Street Pike.** The request was postponed to the next meeting.
- B. Approval of Emergency Operations Plan – Resolution 2025-21.** Manager Crandell proposed that the resolution be passed and then be resubmitted every January for approval. Personnel changes in the document could be made at that time, if necessary. On a motion by Chair Pogonowski, seconded by Vice Chair Magne, the resolution was approved.
- C. Review of Draft 2026 Fee Schedule.** This item was moved to the next meeting.
- D. Review of Preliminary 2026 Budget.** Due to the nearly \$400,000 deficient in the General Fund balance in the proposed 2026 Budget, the Board conducted a line-by-line review of the budget items. Changes will be made to the proposed budget, and asked the Manager to provide more recent year-to-date information, for the next meeting. The Board also reviewed the other fund budgets as well.
- E. Proposal for Short-Term Disability, Long-Term Disability and Life Insurance for 2026.** The proposal will be discussed at an upcoming Executive Session because it involves employee compensation and benefits.

ENGINEER'S REPORT:

Authorization to Enter Project into Maintenance Period and Dedication Request – Wood Subdivision on Cherry Lane – Resolution 2025-26. Engineer VanHise gave an overview of the resolution. On a motion by Vice Chair Magne, seconded by Chair Pogonowski, the resolution was approved.

SUPERVISORS' COMMENTS:

There were none.

ADJOURNMENT:

On a motion by Chair Pogonowski, seconded by Vice Chair Magne, the meeting was adjourned at 8:57 P.M.

Respectfully submitted,

Stacy Crandell, Manager