

**BOARD OF SUPERVISORS  
MEETING MINUTES  
October 3, 2022**

A Workshop Meeting of the New Britain Township Board of Supervisors was held on Monday, October 3, 2022, at the Township Administration Building, 207 Park Avenue, New Britain Township, PA, beginning at 10:00 a.m. Present were Supervisors: Chair Gregory T. Hood, Vice-Chair William B. Jones, III, Members MaryBeth McCabe, Esq, and Stephanie Shortall, Esq. Member Cynthia M. Jones attended the meeting virtually via Zoom. Also present were Township Manager Matt West, Assistant Manager Michael Walsh, Finance Director John Bates, Police Chief Richard Clowser, Public Works Superintendent Ryan Cressman, Township Engineer Craig Kennard, P.E., and Township Solicitor Sean Gresh.

1. **Call to Order:** Mr. Hood called the meeting to order.
2. **Pledge of Allegiance:** Mr. Hood led the Board and audience in the Pledge of Allegiance.
3. **Chair Comments:**

**A. Executive Session**

Mr. Hood announced that the Board would be meeting in Executive Session following the meeting to discuss personnel issues, land acquisition, and litigation; and would be reconvening Executive Session following the meeting.

**B. Employee Service Awards**

- i. Officer Paul Zielinski – 20 Years

Mr. Hood presented Officer Paul Zielinski with their Service Awards. The Board thanked Officer Paul Zielinski for his service to the Township and its residents.

**C. Parks & Recreation Vacancy Interviews**

- i. Robert Depman
- ii. Bill Houghton

Mr. Walsh stated the Board had asked to meet with the candidates for the Parks & Recreation Committee Vacancy and two of the candidates were present this evening. He introduced the Board to Robert Depman & Bill Houghton.

4. **Presentation Items:** (Information only. Possible action to be taken by the Board at the next Business meeting.)

**A. Neshaminy Greenway Trail – 1606 Upper State Road: Update**

Chris Stanford, PE of Michael Baker, Inc. introduced himself and provided the Board with details of the conceptual plan for the Neshaminy Greenway Trail. He presented the Board with status update for the trail. Mr. Stanford stated they were in the final stages of design and would be submitting for the necessary permits when design was completed. The Board discussed the project and additional improvements to the property owned by the Township at 1606 upper State Road. No action was taken.

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### **B. Marshall Circle and Circle Drive Update**

Ken Jones of Circle Drive provided the Board with an update on the pilot program for Marshall Circle. He stated he was seeking the Boards approval to plant over 100 trees in the Circle Drive Open Space Property owned by the Township. Mr. Jones stated the trees had been obtained through grant funding at no cost to the Township. He stated he was seeking the Boards approval to move forward with the project. The Board discussed Mr. Jones's proposed plan for Circle Drive.

**MOTION: Upon motion by Ms. McCabe, seconded by Mr. Jones and unanimously carried, the Board authorized Mr. Jones to proceed forward with his proposed naturalization plan for Circle Drive.**

### **C. Zoning Amendment – PADEP Mandated Stormwater Update**

Mr. Kennard stated the proposed Zoning Amendment was the second part of DEP's required update for stormwater. He stated this amendment only touched on stormwater as it relates to zoning. Mr. Kennard stated staff would be seeking the Board's authorization to advertise the Zoning Amendment at the October 17, 2022, Business meeting. No action was taken.

### **D. Budget 2023: Introduction**

Mr. West thanked the Board for meeting with staff the week prior to discuss the 2023 Budget and asked if the Board had any additional questions. The Board had no questions about the Budget at this time. No action was taken.

**5. Subdivision/Land Development Projects:** (Information only. Possible action to be taken by the Board at the next Business meeting.)

#### **A. 141 Independence Lane**

Appearing on behalf of the applicant was Kim Fasnacht, PMP, LEED AP of Rettew and the applicant Andy Miller of Catalyst Commercial Development. The Board was presented the details of the preliminary/final plan for 141 Independence Lane. The Board discussed the plan with the applicant and the Township's professionals.

The Board asked the Township Solicitor to prepare a resolution for consideration at the October 17<sup>th</sup> Business Meeting based on the discussion. No action was taken.

### **6. Zoning Hearing Board Applications:**

#### **A. 105 Sugar Bush Court**

#### **B. 1100 Horizon Drive**

Mr. Gresh stated the Township had received two applications for the October 20, 2022, Zoning Hearing Board meeting for 105 Sugar Bush Court & 1100 Horizon Drive. He presented the Board with the details of the application and the variances being requested.

Mr. Kennard and Mr. Gresh advised the board to take no action on 105 Sugar Bush Court & advised the Board to oppose 1100 Horizon Drive because the applicant was proposing an adult day care and

was asking for multiple variances. The Board discussed the 1100 Horizon Drive application and agreed to send the Township Solicitor to oppose the application.

**MOTION: Upon motion by Mr. Jones, seconded by Ms. McCabe and unanimously carried, the Board authorized the Township Solicitor to oppose the Zoning Hearing Board application for 1100 Horizon Drive.**

**7. Information Items:**

**A. Departmental Reports:**

**i. Administration:**

**1. Parks & Recreation Board Ordinance:**

Mr. West stated the Township Solicitor had prepared an ordinance officially establishing the Parks & Recreation Board. He stated the Township ordinances reference a Parks & Recreation Commission, but none existed officially establishing the Parks & Recreation Board/Commission. The Board discussed the proposed ordinance and the makeup of the committee.

Mr. Walsh updated the Board on the 300 Committee responses and informed the Board the Township had received an application to serve on the Veterans Committee, which currently had vacancies. The Board discussed Mr. Walsh's updates.

**ii. Police:** Chief Clowser provided the Police Department Report to the Board.

**iii. Public Works:** Mr. Cressman provided the Public Works Report to the Board.

**iv. Finance Report:** John Bates provided the Finance Report to the Board.

**B. Solicitor's Report:** Mr. Gresh provided the Solicitor's Report to the Board.

**C. Engineer's Report:** Mr. Kennard provided the Engineer's report to the Board.

**D. Board Comments:** Ms. McCabe and Mrs. Shortall stated thanked Township staff for their hard work putting together the Fall Festival.

**8. Committee Reports:**

**A. Parks & Recreation Committee:** Mr. West provided the Board with the Parks & Recreation Committee report. Mr. West stated the Board canceled the Parks & Recreation Committee meeting for September.

**9. Public Comment:** There was no Public Comment at this time.

**10. Announcements:** Mr. Hood announced the Board would be meeting in Executive Session following the meeting to discuss personnel. Mr. Hood announced the Board's next meeting was on Monday, October 17, 2022, at 7:00 p.m. and called for a motion to adjourn.

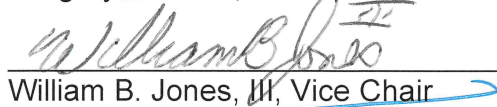
**11. Adjournment:**

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**MOTION:** There being no further business or comment, a motion was made by Mr. Jones, seconded by Mrs. Shortall, and unanimously carried, to adjourn the meeting at 12:55 p.m.

**NEW BRITAIN TOWNSHIP BOARD OF SUPERVISORS**

  
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Gregory T. Hood, Chair

  
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William B. Jones, III, Vice Chair

  
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Cynthia Jones, Member

  
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MaryBeth McCabe, Esq., Member

  
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Stephanie Shortall, Esq., Member

Attest:   
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Matt West  
Secretary/Township Manager