

**BUDGET WORKSHOP MEETING
MEETING MINUTES
September 22, 2026**

The Board of Supervisors Budget Workshop Meeting of New Britain Township was held on Tuesday, September 22, 2026, at the Township Building, 207 Park Avenue, Chalfont, PA beginning at 8:30am.

Present were Supervisors: Cynthia Jones – Chair, Bridget Kunakorn – Vice-Chair, Bill Jones, Stephanie Shortall, and MaryBeth McCabe. Also present were Nick Valla – Township Manager, Alexandria Mullin – Assistant Township Manager, Craig Kennard – Township Engineer, Chief Richard Clowser, Ryan Cressman – Superintendent of Public Works, Bill May – Park & Recreation Foreman, and Alex Nagy – Finance Director.

1. **Call to Order:** Cynthia Jones called the meeting to order at 8:30 am.
2. **Pledge of Allegiance:** Cynthia Jones led the Board and public in the Pledge of Allegiance.

3. Budget Discussion

A. Presentation of Capital Improvement Plan Requests.

Alex Nagy introduced the capital improvements portion of the budget workshop and reviewed the status of the Township's 2026 capital projects. The Board was provided with an update on projects that had been completed, were in progress, had been delayed, or were being carried forward for consideration in 2027 and future years. The discussion then transitioned to the proposed 2027 capital requests and the preliminary five-year Capital Improvement Plan. It was noted that the five-year plan is tentative and may be adjusted based on project needs, grant opportunities, available funding, and other circumstances.

B. Discussion of Project Prioritizations.

Alex Mullin reviewed the current needs and priorities of the Administration Department. She presented the department's Capital Plan requests and provided an overview of the proposed projects and expenditures. Alex Mullin discussed the anticipated benefits of each request and how the items would support the Township's administrative operations and future needs.

Chief Clowser presented the Police Department's Capital Plan requests and reviewed each item included on his request form. He provided an explanation of the department's operational needs and the importance of the requested equipment, projects, and improvements. Chief Clowser also ranked the requests in order of priority for the department.

Bill May reviewed the Park & Recreation Department's Capital Plan requests and discussed the projects and items identified as priorities for the department. He explained the need for each request and how the proposed expenditures would support the Township's parks, recreational facilities, programs, and ongoing maintenance needs. Bill May provided a priority ranking for the requested items.

Ryan Cressman presented the Public Works Department's Capital Plan requests and

discussed the department's anticipated capital needs. He reviewed each proposed project and item, including the operational purpose and benefit to the Township. Ryan Cressman explained the importance of the requests to the continued maintenance and operation of Township infrastructure and ranked the items according to departmental priority.

The Board also reviewed the proposed funding sources for capital improvements. The total proposed capital projects were discussed at approximately \$3 million, with a portion anticipated to be funded through sources other than the Capital Projects Fund, including the Highway Equipment Fund, Park & Recreation funds, and stormwater-related funding. The Board discussed the potential for grant funding to offset project costs.

C. Overview of Planned Budget Format Modifications.

Alex Nagy reviewed proposed changes to the format and organization of the 2027 Township budget. The changes are intended to provide greater transparency, improve readability, and make it easier for the Board and public to understand Township revenues and expenditures.

A new special purpose fund will be established to separate EMS-related revenues and expenditures from the existing Fire and EMS fund. The Finance Department also plans to incorporate additional supporting schedules into the budget to provide more detailed information for complex or significant budget categories. Examples discussed included real estate tax revenue, insurance costs, employee benefits, debt service, capital expenditures, and departmental salary summaries.

Historical financial information from 2024 and 2025 will also be incorporated into the budget to provide additional year-over-year comparisons. The real estate tax section will be streamlined by consolidating prior-year, interim, and delinquent tax revenues into a single prior-year category while maintaining the current-year tax revenue as a separate line.

The Board was also advised of planned departmental restructuring and standardized account classifications to more closely align with Pennsylvania Department of Community and Economic Development (DCED) standards. Proposed changes include separating Governing Body expenses from Executive expenses, establishing a General Administration category for Township-wide costs, consolidating shared software and administrative expenses, and combining the Planning and Zoning and Building and Code Enforcement departments. Account names and general ledger codes will also be standardized. Township-wide expenses, including certain insurance costs, will be consolidated rather than allocated among individual departments.

D. Review of Budget Calendar.

Alex Nagy reviewed the remaining schedule for development and adoption of the 2027 Township budget. Staff will incorporate the Board's feedback from the budget workshop into the operating and capital budget and develop a proposed funding plan for the requested projects.

The 2027 operating budget is scheduled to be presented at the October 19, 2026, Board of Supervisors meeting. The preliminary budget is anticipated to be presented in November, based on the Board's feedback and further budget development. Following presentation of the preliminary budget, the Township will advertise the budget for the required public review period.

The Board is scheduled to consider adoption of the 2027 budget in December. The October 19 meeting will remain an advertised Board of Supervisors meeting, with budget discussion expected to be the primary focus.

4. Announcements

The next meeting of the Board of Supervisors of New Britain Township will take place on **Monday, October 5 2026, 7:00 p.m.** at the New Britain Township Building, 207 Park Avenue, Chalfont, PA.

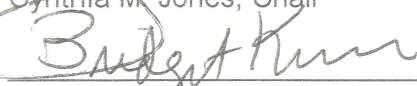
5. Adjournment

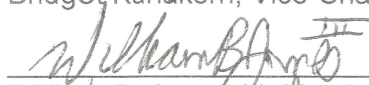
Stephanie Shortall moved, seconded by Bill Jones, to adjourn the meeting.

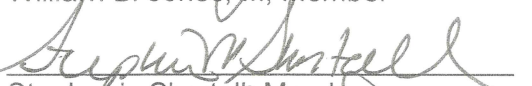
The Board unanimously adjourned the meeting at 10:00 a.m.

NEW BRITAIN TOWNSHIP BOARD OF SUPERVISORS


Cynthia M. Jones, Chair

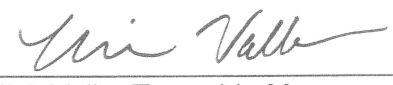

Bridget Kunakorn, Vice-Chair


William B. Jones, III, Member


Stephanie Shortall, Member


MaryBeth McCabe, Esq., Member

Attest:


Nick Valla, Township Manager

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