

**WRIGHTSTOWN TOWNSHIP BOARD OF SUPERVISORS**  
**MINUTES OF WORK SESSION OF SEPTEMBER 9, 2024**

The Wrightstown Township Board of Supervisors Work Session was called to order at 5:00 PM on September 9, 2024, by Chair Chester S. Pogonowski at the Wrightstown Township Municipal Building, 2203 Second Street Pike, Wrightstown, PA. In attendance were Vice Chair Jane B. Magne, Treasurer Rob Lloyd, Interim Township Manager Gregg Schuster, Township Solicitor Terry Clemons, and Township Engineer Cindy VanHise.

**1. BUSINESS:**

An executive session was held prior to the meeting to address personnel issues.

**2. SOLICITOR'S REPORT:**

There was none.

**3. ENGINEER'S REPORT:**

Engineer VanHise provided an update on Perry Lane. It was oil and chipped in 2022 and she was asked to look at the potential to include it for slurry coat. It could be included in the work scheduled for Alexanders Court and Parsons Lane later in the month. The contractor has confirmed availability, with an additional estimated cost of \$13,000. On a motion by Chair Pogonowski and second by Supervisor Lloyd, the Board agreed to add Perry Lane to the contract by unanimous vote.

**4. SUPERVISORS' COMMENTS:**

Solicitor Clemons reported on his investigation into possible locations for a farmers' market building in the Township. The open space parcel on Route 413 cannot be used for a building because it is dedicated to open space use. On the present Township building property two zoning classifications exist: MSA (Municipal Services Agriculture), which would allow a farmers' market, and MS (Municipal Services), which would not. The Board could amend the MS district uses to permit a market structure, which would affect all MS districts in the Jointure. Or, it could rezone the area from MS to MSA, which would only impact Wrightstown. No discussion or action by the Board was taken.

**5. MANAGER'S REPORT:**

Interim Manager Gregg Schuster noted that he is continuing work on the 2025 Budget.

- A. 2193 Second Street Pike.** Mike Sullivan, 2193 Second Street Pike, presented a proposed façade modifications to his barn destined to be an event space. Mr. Sullivan explained that the façade change is necessary due to the building inspector requiring updated insulation to meet current code standards. The Board expressed concern that altering the façade may compromise the historical integrity of the building. Solicitor Clemons emphasized the importance of submitting detailed renderings of the proposed changes. In addition to façade modifications, Mr. Sullivan also proposed an addition. The Board requested more comprehensive documentation to evaluate the feasibility of an addition, along with the façade changes. It was agreed that the staff would consult internally with Mr. Sullivan to gain a clearer understanding of the proposed alterations.

- B. Right to Know Policy.** Interim Manager Schuster discussed the adoption of a Right to Know policy which was developed by Solicitor Kushto. The proposed policy outlines the process for filing and appealing requests. It also includes a provision allowing the denial of anonymous requests, a feature aimed at preventing mass, anonymous submissions from organizations across the State. It was noted that this policy does not change any functional procedures, but codifies the existing process. A key addition is a paragraph directing individuals seeking police records to contact Newtown Township Police. Board members confirmed they had reviewed the policy and found no issues. The policy will be brought forward for adoption at the next business meeting.
- C. Approval of August 26 Minutes.** The Board of Supervisor minutes of August 26, 2024, with edits, were accepted by the Board.
- D. Approval of September 9 Bills.** On a motion by Vice-Chair Magne, seconded by Chair Pogonowski, the September 9, 2024, Bills List was approved. See attached.

**EXECUTIVE SESSION:**

There was an additional executive session to discuss personnel matters.

**ADJOURNMENT:**

On a motion by Supervisor Lloyd and second by Vice Chair Magne, the Board voted to adjourn. The meeting was adjourned at 5:48 PM.

**Respectfully Submitted,**

**Gregg Schuster, Interim Township Manager**

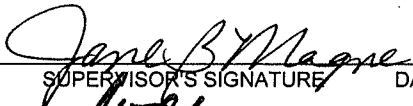
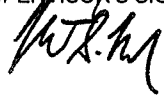
**WRIGHTSTOWN TOWNSHIP  
BILLS PRESENTED FOR APPROVAL**

DATE September 9, 2024

CHECK NO.	NAME	AMOUNT
WIRE	Payroll (08/11/24-08/24/24) Ck Date: 08/30/24	\$ 8,765.78
WIRE	IRS Tax Payment 08/30/24	\$ 2,695.06
WIRE	PA State Withholding Payment	\$ 355.36
40275-40289	Check Register General Fund (01)	\$ 35,623.14
	Manager Credit Card - Aug 2024	\$ 2,116.40
WIRE	PECO Bills	\$ 1,805.47
	<b>Total General Fund Bills Presented for Payment</b>	<b>\$ 51,361.21</b>
AUTOMATIC	Buidling Loan Payment 09/01/24	\$ 2,422.00
AUTOMATIC	Highway Capital Reserve Loan 09/18/24	\$ 10,833.00
1841-1844	Cable Access Fund (05)	\$ 2,162.76
	<b>Total Cable Access Presented for Payment</b>	<b>\$ 2,162.76</b>
1316-1318	Sewer Fund (09)	\$ 809.85
	<b>Total JCE Sewer Fund Bills Presented for Payment</b>	<b>\$ 809.85</b>
1327	Open Space (10)	\$ 265.63
	<b>Total Open Space Fund Bills Presented for Payment</b>	<b>\$ 265.63</b>
1007	Park & Open Space Reserve (25)	\$ 2,150.00
	<b>Total Park &amp; Open Space Fund Bills Presented for Payment</b>	<b>\$ 2,150.00</b>
	<b>TOTAL ALL BILLS PRESENTED FOR APPROVAL</b>	<b>\$ 70,004.45</b>
WIRE	<b>Transfers</b> General Fund 100.0546 to: Payroll 09/04/24	\$ 15,000.00

APPROVED FOR PAYMENT

WRIGHTSTOWN TOWNSHIP BOARD OF SUPERVISORS

  
 SUPERVISOR'S SIGNATURE      DATE 09-07-2024  
  
 SUPERVISOR'S SIGNATURE      DATE 9/9/2024