

**WRIGHTSTOWN TOWNSHIP
BOARD OF SUPERVISORS
MINUTES OF WORK SESSION OF December 11, 2023**

The Wrightstown Township Board of Supervisors Work Session was called to order on December 11, 2023, 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 Robert Lloyd, Township Manager Stacey Mulholland, Township Solicitor Vicki Kushto, and Township Engineer Cindy VanHise.

Call to Order 5:05 PM

1. BUSINESS

There was none.

2. SOLICITOR'S REPORT

Township Noise Ordinance Applied to Licensed Establishments. Solicitor Kushto reported that a hearing was recently held in front of the Pennsylvania Liquor Control Board (PLCB) at the Township office, asking to consider allowing the Wrightstown Township Municipal Building to extend their previous exemption from the PLCB noise requirements from the initial one year to three years. Rather than the PLCB noise provisions, the Township's noise ordinance would remain in place. On December 6, 2023, the Solicitor's office received notice that the PLCB approved the exemption, which will expire in December 2026.

3. ENGINEER'S REPORT

There was no report.

4. SUPERVISORS' COMMENTS

Vice Chair Magne shared that the Historical Commission has coverlets depicting historic homes in the Township, a book on the history of Wrightstown Township, books by Jeffrey Marshall, and prints of the Octagonal Schoolhouse available for sale.

5. MANAGER'S REPORT

A. Approval of Bills Dated October 30, 2023. On a motion by Vice-Chair Magne, seconded by Treasurer Lloyd, the attached October 30, 2023, bills list was approved.

- B. Approval of Transfers Dated October 30, 2023.** On a motion by Vice-Chair Magne, seconded by Treasurer Lloyd, the attached October 30, 2023, inter-fund transfers were approved.
- C. Approval of BOS Minutes of December 4, 2023.** On a motion by Vice-Chair Magne, seconded by Treasurer Lloyd, the minutes of December 4, 2023, as amended with the attached bill lists and bid sheets, were approved.
- D. 2024 Budget, Resolution #2023-27.** Manager Mulholland noted that the Preliminary Budget was originally presented at the November 13, 2023, work session. The budget had been advertised and was available for the public to review on the Township website and at the Township building. Highlights of the budget included a 0.15% reduction in EIT, and additional millage of 1.02 mills for the General Fund and 1.75 mills for the Fire Service. The additional General Fund millage would support several projects including fire pond improvements, electric and water system repairs at the Township building, and a stormwater basin restoration. Chair Pogonowski added that there were no changes since the presentation of the Preliminary Budget. However, the year-to-date and year-end projections were updated with more recent data. He also shared that in the past, contributions to the Wrightstown Village Library have been made the following year for the previous year. Since it would be better to make payments during the current year, this resulted in two payments being made during 2023. The first payment of \$45,419.00 which was for 2022 was made in the first quarter of 2023. A second payment of \$38,262.00 which was for 2023 was made during the fourth quarter, which resulted in an overpayment of \$7586.00. The Board discussed a return of the overpayment or allowing the Library to retain the funds. Following discussion, the Board agreed to allow the Library to retain the funds. On a motion by Treasurer Lloyd, seconded by Vice-Chair Magne, the overpayment to the Wrightstown Village Library of \$7586.00 was unanimously approved. On a motion by Treasurer Lloyd, seconded by Vice-Chair Magne, the 2024 Budget Resolution #2023-27 was unanimously approved.
- E. Tax Levy Rate for 2024, Resolution #2023-28.** Chairman Pogonowski stated that the total millage for 2024 was proposed to be 12 mills. On a motion by Treasurer

Lloyd, seconded by Vice-Chair Magne, Resolution #2023-28 setting a tax levy of 12 mills was unanimously approved.

F. Appointment of Temporary Chairman and Secretary.

Chairman Pogonowski explained that per the Second Class Township Code, the Wrightstown Township Reorganization meeting was set for Tuesday, January 2, 2024. With the upcoming holidays, it was not anticipated that the Board would meet prior to that date, so it was recommended that appointments for Temporary Chairman and Temporary Secretary for the meeting be made. On a motion by Treasurer Lloyd, seconded by Vice-Chair Magne, Chair Pogonowski was appointed Temporary Chair for the Reorganization meeting on January 2, 2024. On a motion by Chair Pogonowski, seconded by Treasurer Lloyd, Stacey Mulholland was appointed Temporary Secretary.

G. Heater Repair Quote. Manager Mulholland explained that the heating system for the Township building was composed of several heating units, one of which is not functioning. Public Works has reviewed a quote from Kenderdine's for \$4,500.00 to do the repair. On a motion by Treasurer Lloyd, seconded by Vice-Chair Magne, the quote from Kenderdine's for \$4,500 to restore the Township building heating system was unanimously approved.

H. Township Office to be Closed New Year's Eve. New Year's Eve is an official Township holiday, but it was omitted from the 2023 Legal Holiday Resolution in January. It falls on a Sunday this year. On a motion by Chairman Pogonowski, seconded by Vice-Chair Magne, it was unanimously approved that the Township office will be closed on Friday, December 29, 2023.

EXECUTIVE SESSION

Chair Pogonowski noted that although an Executive Session will not be held following the Work Session, it is anticipated that one or more Executive Sessions will be held during the next few weeks to discuss personnel matters.

ADJOURNMENT

On a motion by Treasurer Lloyd, and seconded by Vice-Chair Magne, all voted to adjourn. The meeting was adjourned at 5:40 PM.

Respectfully Submitted,

Stacey Mulholland,
Township Manager

WRIGHTSTOWN TOWNSHIP
BILLS PRESENTED FOR APPROVAL

DATE October 30, 2023

CHECK NO.	NAME	AMOUNT
WIRE	Payroll (10/08-10/21/2023) Ck Date: 10/27/23	\$ 13,891.05
WIRE	IRS Tax Payment 10/27/23	\$ 5,003.32
WIRE	PA State Withholding Payment 10/27/23	\$ 576.77
39507-39537	Check Register General Fund (01)	\$ 103,222.85
WIRE	PECO Bills	\$ 1,791.51
	Total General Fund Bills Presented for Payment	\$ 124,485.50
1279-1280	Sewer Fund (08)	\$ 7,963.30
	Total MR Sewer Fund Bills Presented for Payment	\$ 7,963.30
	TOTAL ALL BILLS PRESENTED FOR APPROVAL Transfers	\$ 132,448.80
WIRE	General Fund 100.0546 to: Payroll	\$ 25,000.00

APPROVED FOR PAYMENT

WRIGHTSTOWN TOWNSHIP BOARD OF SUPERVISORS

Jane B. Magone 10-28-23

 SUPERVISOR'S SIGNATURE DATE

[Signature] 10/30/2023

 SUPERVISOR'S SIGNATURE DATE

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

SUPERVISOR'S SIGNATURE DATE