

**WRIGHTSTOWN TOWNSHIP BOARD OF SUPERVISORS
MINUTES OF WORK SESSION OF NOVEMBER 13, 2023**

The Wrightstown Township Board of Supervisors Work Session was called to order on November 13, 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 5:12 PM

1. BUSINESS

- A. Country Store, 557 Durham Rd., TP 53-012.038.** Attorney Ed Murphy along with Mr. Tom Coates presented their plan to purchase and renovate the Country Store. Mr. Coates has an agreement of sale with the current owner of the property and is doing his due diligence as to his plans. He is seeking input from the Township as to feasibility. Currently, the buildings have been stripped down to the studs by a previous owner. Mr. Coates would make the interior of the building code compliant if he moves forward. The intent is to reestablish a low volume retail use in that area previously occupied by the Country Store and Newtown Electronics, reestablish the apartment use in the rear of the store, and redesign the interior living space of the free-standing house to be a one-bedroom efficiency apartment. There are no plans for increasing impervious surface. The property would continue to be serviced by holding tanks for sewage disposal and parking in the front of the buildings. Mr. Coates does not want to adopt the previously approved development plan which included increases in impervious surface. Mr. Coates would try to do a better job controlling traffic movements, although the area is currently very limited. Mr. Murphy indicated that he could find no paper trail for the other uses. Chair Pogonowski indicated that there were conditional use hearings back in the early 1990's. The feedback from the Board was positive. The applicant would come back more formally if Mr. Coates competes the purchase of the property.
- B. Martino-Drew Land Development, 957 Penns Park Rd., TP 53-021-004).** Attorney Adrew Stoll and Engineer Nick Rose appeared representing applicant Mr. Nicholas Martino. The

owner of the property is Ms. Linda Martino and was present. The proposal is to subdivide the property into 3 parcels. Lot 1 with the existing residence would be retained by Ms. Martino, Lot 3 would be occupied by the applicant who will build a single-family home and Lot 2 would remain undeveloped for now. There is also a variance which has been approved. Lot 3 does perc. The applicant is looking for approval of the subdivision and acceptance by the Board of waivers requested. Chair Pogonowski reminded the applicant that care must be taken to ensure that Ms. Martino retains her original parcel number as this parcel is subject to a well protection agreement from the quarry. A motion by Treasurer Lloyd and second by Vice-Chair Magne was approved to authorize Solicitor Kushto to prepare a final resolution of approval for action at a future meeting.

C. Hipple Sketch Plan, 239 Ridge Ave., TP 53-012-046-004 & 53-012-046-007. Attorney Matt McQue representing the Tony and Pia Hipple. The Hipples have acquired both lots and would now like to combine the lots and add some additional improvements. There would be an increase of impervious which triggered a redesign of the storm water management plan to have 3 basins. The plan also shows that a driveway onto Thompson Mill Rd. and Ridge Ave. would be abandoned and a new driveway on Ridge Ave. near the pond constructed. The applicant will want to swap out the resource protected areas to provide for the new driveway. The applicant plans to go to the ZHB to get a waiver to the cross flood plain. The applicant has also asked for a variance for a driveway in deeded open space (although it is thought this is not required). The Open Space deed would need to be amended in order allow the swapping of the two driveways on Ridge Ave. This would be an amendment to the recorded plan. After discussion, it was suggested that the applicant apply for the CU and Land Development prior to going to the ZHB. This way the plans that go the ZHB will be worked out and understandable. The applicants will be moving forward based on the discussion.

2. SOLICITOR'S REPORT

A. Noise Exemption Update. Solicitor Kushto reported that the Liquor Control Board conducted a hearing in the municipal building on the Township's requests to manage

noise at licensed establishments. Testifying were Chair Chester Pogonowski, Code Enforcement Officer Gary Smith and Lieutenant Christian Joseph from the Newtown PD. There were no members of the public present for the hearing. The LCB informed the Township in addition to the licenses establishments that are currently listed in the application, they were adding the Reinzi Winery as an additional license. While the winery license has not yet been issued, the application is in place.

B. CM District Impervious - Authorize Land Planner.

Solicitor Kushto reviewed discussion of concern by the Wrightstown Planning Commission concerning how impervious surface is allocated. The Planner would review past ZHB variances. This might result in a recommendation to change how impervious surface is divided between the builder for initial construction and how much must be allocated for future use by the resident. After discussion, the Board authorized the Land Planner to take on the review.

3. ENGINEER'S REPORT

A. Octagonal School House Roof. Engineer VanHise reported that the Octagonal School House Roof is being rebid on PennBID. Bid opening is November 30.

B. Cedar Lane. Chair Pogonowski asked that the Engineer take a look at the work on Cedar Lane to determine if that approach might be used for the balance of Cedar Lane.

4. SUPERVISORS' COMMENTS

No Comments. At this point Chair Pogonowski released the Solicitor and Engineer from the balance of the meeting.

5. MANAGER'S REPORT

A. 2024 Budget Presentation. Manager Mulholland reviewed some comments that Vice-Chair Magne raised prior to the meeting. In the budget, there were a few corrections needed to the Salary Sheet to correct errors. Board members all connected to Zoom so they could interactively share the budget worksheets. The Board worked interactively to make last minute changes to the budget.

The Manager reviewed the EIT resolution that has been prepared to reduce the EIT from 1.15% to 1.0%. The

Reduction of 0.15% reflects that the open space obligations have been satisfied.

The real estate milage for open space will be reduced from 0.5 mil to 0.1 mil for maintenance on open space properties.

0.4 Mils will be transferred to Road Equipment Purchase.

The fire tax is budgeted to increase from 0.75 mil to 2.5 mil. This is the first increase in more than 35 years.

After additional discussion by the Board, Treasurer Lloyd moved with a second by Vice-Chair Magne to authorize the advertisement of the Preliminary Budget of \$2,524,156. The motioned carried unanimously. [The final budget will be approved on December 11, 2023].

This budget would result in a final property tax millage of 12.0 and EIT of 1.0%. The vote on the final millage will take place when the final budget is approved.

B. Resolution EIT Reduction. Chair Pogonowski reviewed this resolution to lower the EIT tax. On motion by Treasurer Lloyd and second by Vice-Chair Magne, Resolution 2023-19 was approved reducing the EIT for 2024 from 1.15% to 1.00%.

C. Resolution Fire Company Grant DCED. Chair Pogonowski discussed this resolution authorizing the township to apply for DCED grant money to be used to help pay for the new fire truck being purchased by the fire company. On motion by Vice-Chair Magne and second by Treasurer Lloyd, Resolution 2023-18 was approved authorizing the Manager to proceed with a grant application in an amount up to \$1 million.

D. Resolution Interfund transfers Sewer Funds. Chair Pogonowski explained that we have 2 resolutions to make interfund transfers between the various sewer capital and operation funds based on the history of the fund including assets and expenses.

In reviewing the revenues and expenses for the Matthews Ridge sewer plant, the quarterly cost of operation has never been increased. The recommendation of staff is that we increase the quarterly rate from \$985 to \$1,185 effective January

1, 2024 to better offset the annual expenses. At the present time the system is with a negative cash flow. Moving forward, we need to consider increasing rates annually beginning in year 2025 to keep up with inflationary costs.

In the Jane Chapman Sewer fund, the original quarterly fee was \$560. This was raised to \$660 for 2023. Staff is recommending that the rates be increased to \$750 per quarter beginning January 1, 2024. The additional income will better offset expenses. Rates should be adjusted annually to reflect inflationary costs.

The Manager was authorized to send letters to the residents in both developments informing them of the increase in sewer fees.

There is also a resolution to consolidate Open Space 10 and 20 funds. Fund 20 was the original account to manage the loans and acquisition costs. Currently, there is \$1825 in the fund which has remained unchanged for the past 10 years. The proposal is to move the funds to Fund 10 which is the current open space bond fund. Fund 10 also has enough money to cover the costs of an open space conservation easement which is currently in negotiation.

On motion by Treasurer Lloyd and second by Vice-Chair Magne, Resolution 2023-20 was approved to transfer funds between the Mattews Ridge Sewer Capital and Operational funds and direct staff to take certain actions to monitor these funds.

On motion by Treasurer Lloyd and second by Vice-Chair Magne, Resolution 2023-21 was approved to transfer funds between the Jane Chapman Fund Sewer Capital and operational funds and direct staff to take certain actions to monitor these funds.

On motion by Treasurer Lloyd and second by Vice-Chair Magne, Resolution 2023-22 was approved to transfer of funds from Fund 20 to Fund 10.

E. Quarry NPDES Letter Update. Manager Mulholland reported that the Rushville Quarry operation has made an application to renew its NPDES permit. No action needed by the Board.

EXECUTIVE SESSION

There was an Executive Session at 4:30 before this meeting to discuss personnel issues.

ADJOURNMENT

On a motion by Treasurer Lloyd, seconded by Vice-Chair Magne, all voted to adjourn. The meeting was adjourned at 7:50 P.M.

Respectfully Submitted,

Stacey Mulholland,
Township Manager