

WRIGHTSTOWN TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING AUGUST 5, 2024

The Wrightstown Township Board of Supervisors met on Monday, August 5, 2024, in the Meeting Room of the Wrightstown Township Municipal Building, 2203 Second Street Pike, Wrightstown, PA. Chair Chester S. Pogonowski called the meeting to order at 7:30 P.M. Present were Vice Chair Jane B. Magne, Treasurer Robert S. Lloyd, Solicitor Vicki Kushto, Township Engineer Cindy VanHise, Township Manager Stacey Mulholland and Interim Township Manager Gregg Schuster.

PUBLIC COMMENT:

There was none.

ANNOUNCEMENTS:

Vice Chair Magne announced several upcoming events and programs at the Village Library.

- On Friday, August 9 there will be Double Feature Movie Night in the community room. The event will begin at 6:00 P.M. with *Kung Fu Panda 4* and continue at 8:00 P.M. with *Ghostbusters: Frozen Empire*.
- On Monday, September 23 from 7:00 to 8:15 P.M. Bill Monaghan will present an evening of "Magical Music of the Beatles" in honor of their 60 years since coming to the U.S.
- The community room has reopened. The Adult Exercise Group will meet from 9:00 to 10:00 A.M. on Tuesdays and Thursdays, and Chair Yoga will take place from 9:00 to 10:00 A.M. on Fridays.
- Crafting Connections will continue the first and third Thursdays of the month.
- Two virtual art workshops will be held on Monday, August 12 and Monday, August 26 from 6:30 to 8:00 P.M.

Chair Pogonowski announced that an executive session was held on Tuesday, July 30, followed by a public meeting where Gregg Schuster was appointed Interim Township Manager. Mr. Schuster will assist with day-to-day operations while a search for a permanent manager is conducted.

SOLICITOR'S REPORT:

Solicitor Kushto presented new photo options for the cover of the proposed Joint Comprehensive Plan. The Board chose a photo of the Fire Ring in front of the Lingohocken Fire Company, with farm equipment in the background, to represent Wrightstown.

ENGINEER'S REPORT:

- A. Martino Sewage Facility, Resolution #2024-21.** Engineer VanHise presented the DEP planning modules that require completion following previous Township approval. The DEP mandates a resolution authorizing the Manager to adopt and submit a revised Sewage Facilities Plan, along with a transmittal letter, and that the 4A Component be signed by the Planning Commission. On a motion by Chair Pogonowski, seconded by Vice Chair Magne, the Board authorized the Township Manager to adopt and submit the revised Sewage Facilities Plan.

- B. 2272 Second Street Pike, Escrow Release #1.** Engineer VanHise reported that Twining Construction has requested an escrow release in the amount of \$28,426.10. CKS has field verified the request and recommended the full release. On a motion by Treasurer Lloyd, seconded by Vice Chair Magne, the Board unanimously voted to approve the escrow release.
- C. Middletown Grange, Escrow Release #1.** Engineer VanHise reported that the Middletown Grange has requested an escrow release in the amount of \$69,686.00. CKS has field verified the request and recommended a full release. On a motion by Vice Chair Magne, seconded by Treasurer Lloyd, the Board unanimously voted to approve the escrow release.

SUPERVISORS' COMMENTS:

Vice Chair Magne reminded residents that the Grange Fair will begin on Wednesday, August 14.

MANAGER'S REPORT :

- A. Purchase of Wastewater Treatment Plant Knox Boxes.** Manager Mulholland reported the purchased of two Knox Boxes for the Wastewater Treatment Plants and that they are ready for installation.
- B. Transfer of Authorities, Effective August 8, 2024.** Manager Mulholland noted the need to transfer authorities to the new Interim Manager Gregg Schuster who will assume the roles of Secretary to the Board, Right-to-Know Officer, third alternate representative to the TCC, and PEMA Disaster Declaration Delegate. Following a motion by Chair Pogonowski, seconded by Vice Chair Magne, the Board voted unanimously to approve the transfer of these authorities to Interim Manager Schuster.

APPROVAL OF BILLS:

- A. Bills Dated July 15, 2024.** On a motion by Vice Chair Magne, seconded by Treasurer Lloyd, the attached July 15 bills list and interfund transfers were approved unanimously. See attached.
- B. Bills Dated July 29, 2024.** On a motion by Vice Chair Magne, seconded by Treasurer Lloyd, the attached July 29 bills list and interfund transfers were approved unanimously. See attached.

APPROVAL OF MINUTES:

- A. Board of Supervisors Meeting, July 22, 2024.** On a motion by Treasurer Lloyd and seconded by Vice Chair Magne, the Board of Supervisor minutes of July 22, with edits, were approved unanimously.
- B. Board of Supervisors Special Meeting, July 30, 2024.** On a motion by Treasurer Lloyd and seconded by Vice Chair Magne, the Board of Supervisor Special minutes of July 30, with edits, were approved unanimously.

UNFINISHED BUSINESS:

There was none.

NEW BUSINESS:

There was none.

PUBLIC COMMENT:

There was none.

EXECUTIVE SESSION:

There was none.

ADJOURNMENT:

On a motion by Treasure Lloyd, seconded by Vice Chair Magne, all voted to adjourn. The meeting was adjourned at 8:00 P.M.

Respectfully submitted,

Gregg Schuster, Interim Manager

Attachments: July 15 and July 29 Bills Lists

Wrightstown Township
2203 Second Street Pike
Wrightstown, PA 18940

CERTIFICATE OF COMPLETION

July 15, 2024

Subject: 2272 Second Street Pike
Escrow Release No. 1

We, the undersigned, hereby certify that the improvements required in connection with the Plans and this Agreement for 2272 Second Street Pike project have been completed, as identified on the Summary of Escrow Account spreadsheet dated July 15, 2024.

Balance Prior to Payments Approved Hereunder	\$676,267.68
Amount of Approved Payments Hereunder	<u>\$ 28,426.10</u>
Current Undrawn Balance	\$647,841.58

Cindy VanHise, P.E.
Township Engineer

Wrightstown Township Manager

Wrightstown Township
2203 Second Street Pike
Wrightstown, PA 18940

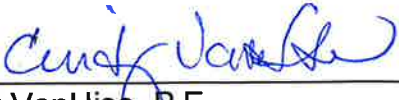
CERTIFICATE OF COMPLETION

July 29, 2024

Subject: Middletown Grange Fairgrounds
Escrow Release No. 1

We, the undersigned, hereby certify that the improvements required in connection with the Plans and this Agreement for Middletown Grange Fairgrounds project have been completed, as identified on the Summary of Escrow Account spreadsheet dated July 29, 2024.

Balance Prior to Payments Approved Hereunder	\$79,404.60
Amount of Approved Payments Hereunder	<u>\$69,686.00</u>
Current Undrawn Balance	\$ 9,718.60



Cindy VanHise, P.E.
Township Engineer

Wrightstown Township Manager

WRIGHTSTOWN TOWNSHIP
BILLS PRESENTED FOR APPROVAL

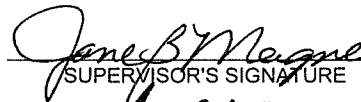
DATE

July 15, 2024

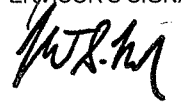
CHECK NO.	NAME	AMOUNT
WIRE	Payroll (06/16-06/29/2024) Ck Date 07/05/24	\$ 13,299.57
WIRE	Qrtly Payroll 06/30/24 (2nd Qtr)	\$ 1,406.25
WIRE	IRS Tax Payment 07/05/24	\$ 4,652.03
WIRE	Qrtly IRS Tax Payment 06/30/24	\$ 215.16
WIRE	PA State Withholding Payment 07/05/24	\$ 553.48
WIRE	Qrtly PA State Withholding Payment 06/30/24	\$ 43.17
	FNBN Credit Card - May 2024	\$ 4,275.73
40136-40169	Check Register General Fund (01)	\$ 33,076.96
WIRE	PECO Bills	\$ 29.88
	Total General Fund Bills Presented for Payment	\$ 57,552.23
1828-1831	Cable Access Fund (05)	\$ 2,089.33
	Total Cable Access Presented for Payment	\$ 2,089.33
177-178	Sewer Fund (08)	\$ 2,257.15
	Total MR Sewer Fund Bills Presented for Payment	\$ 2,257.15
1305-1309	Sewer Fund (09)	\$ 5,558.58
	Total JCE Sewer Fund Bills Presented for Payment	\$ 5,558.58
1324	Open Space Fund (10)	\$ 228.00
	Total OS Sewer Fund Bills Presented for Payment	\$ 228.00
	TOTAL ALL BILLS PRESENTED FOR APPROVAL	\$ 67,685.29
10655-10740	ESCROW CHECK REGISTER (ATTACHED)	\$32,766.33
	Total Escrow Bills Presented for Payment	\$32,766.33
1058	PERMANENT ESCROW CHECK REGISTER (ATTACHED)	\$2,000.00
	Total Escrow Bills Presented for Payment	\$2,000.00

APPROVED FOR PAYMENT

WRIGHTSTOWN TOWNSHIP BOARD OF SUPERVISORS


07/13/2024

 SUPERVISOR'S SIGNATURE DATE


7/16/2024


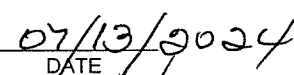

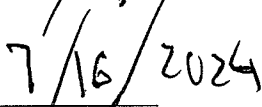
 SUPERVISOR'S SIGNATURE DATE

WRIGHTSTOWN TOWNSHIP
BILLS PRESENTED FOR APPROVAL

WIRE	Transfers General Fund 100.0546 to: Payroll 07/10/24	\$	25,000.00
WIRE	Sewer MR to: General Fund 100.0546 Reconcile Due To/From through 06/30/24	\$	5,389.41
WIRE	Sewer JCE to: General Fund 100.0546 Reconcile Due To/From through 06/30/24	\$	6,758.19
WIRE	Park & Open Space Reserve (25) General Fund 107.8015 Cedar Lane Expenses Reconcile Due To/From through 06/30/24	\$	1,126.67

APPROVED FOR PAYMENT

WRIGHTSTOWN TOWNSHIP BOARD OF SUPERVISORS

	
SUPERVISOR'S SIGNATURE	DATE
	
SUPERVISOR'S SIGNATURE	DATE



**WRIGHTSTOWN TOWNSHIP
BILLS PRESENTED FOR APPROVAL**

DATE July 29, 2024

CHECK NO.	NAME	AMOUNT
WIRE	Payroll (06/30-07/13/24) Ck: 07/19/24	\$ 12,380.39
WIRE	IRS Tax Payment 07/19/24	\$ 4,353.13
WIRE	PA State Withholding Payment 07/19/24	\$ 512.90
40171-40207	Check Register General Fund (01)	\$ 121,166.35
WIRE	Manager Credit Card - May 24	\$ 4,275.73
WIRE	Manager Credit Card - Jun 24	\$ 4,379.84
WIRE	Manager Credit Card - July 24	\$ 4,371.82
WIRE	PECO Bills	\$ 2,233.02
	Total General Fund Bills Presented for Payment	\$ 153,673.18
1832-1835	Cable Access Fund (05)	\$ 1,299.59
	Total Cable Access Presented for Payment	\$ 1,299.59
181-185	Sewer Fund (08)	\$ 1,675.53
	Total MR Sewer Presented for Payment	\$ 1,675.53
1310-1311	Sewer Fund (09)	\$ 440.00
	Total JCE Sewer Fund Bills Presented for Payment	\$ 440.00
1127-1129	Park & Recreation Fund (42)	\$ 359.07
	Total Park & Rec Fund Bills Presented for Payment	\$ 359.07
	TOTAL ALL BILLS PRESENTED FOR APPROVAL	\$ 157,447.37
WIRE	Transfers General Fund 100.0546 to: Payroll 07/24/24	\$ 20,000.00

APPROVED FOR PAYMENT

WRIGHTSTOWN TOWNSHIP BOARD OF SUPERVISORS


 SUPERVISOR'S SIGNATURE DATE 07/27/24

 SUPERVISOR'S SIGNATURE DATE 7/20/24