

**WRIGHTSTOWN TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING DECEMBER 16, 2024**

The Wrightstown Township Board of Supervisors met on Monday, December 16, 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 PM. Present were Vice Chair Jane B. Magne, Treasurer Robert S. Lloyd, Solicitor Vicki Kushto, Township Engineer Cindy VanHise, and Interim Township Manager Gregg Schuster.

ANNOUNCEMENTS:

Vice Chair Magne announced the Village Library will be closed on Christmas Eve, Christmas Day, and New Years Day.

PUBLIC COMMENT:

There was none.

SOLICITOR'S REPORT:

Solicitor Kushto said everything in her report would be covered in the agenda.

ENGINEER'S REPORT:

- A. Resolution 2024-27, Acceptance of Dedication of Balmoral.** Engineer VanHise stated that the builder had requested the dedication of Sarah Drive and would like to enter the maintenance period. Engineer VanHise presented a description of the Balmoral development and stated that all punch list items had been completed. Chair Pogonowski questioned the timing of the dedication with respect to road maintenance, especially during the winter snowstorm season. Chair Pogonowski and Vice Chair Magne discussed a possible solution of having the developer continue the road maintenance until the road can be added to the liquid fuels list and then dedicated. Solicitor Kushto and Engineer VanHise said they would speak to the builder about the liquid fuels concerns and bring the item back for discussion at a future meeting in January. No action was taken.

- B. Balmoral Escrow Release #6, Final.** No action was taken.

- C. Resolution 2024-28, Acceptance of Sarah Drive.** No action was taken.

SUPERVISORS' COMMENTS:

There were none.

DEPARTMENT REPORTS:

- A. Newtown Police.** Chief Hearn presented the November report. There were 509 incidents with five arrests, two were for DUI, two were for check forgery and one was for theft of an ATV. Two crime scenes were processed, one was for burglary and one was for discharge of a firearm. There were fourteen traffic crashes, twenty-seven traffic citations were issued, and thirty-one warnings were issued. There were two truck enforcement details, one in Wrightstown and one in Newtown. Chief Hearn made a public service announcement warning of deer while driving. He also reminded residents to be mindful when mailing packages and to be vigilant with packages left on one's porch.

- B. Lingohocken Fire Company.** Chief James gave the activity report for November. There were 30 calls for service, 498 man-hours for responses, 171 man-hours of training and 5 man-hours of

work details, for a total of 674 man-hours of service to the community. Vice Chair Magne commented that there was a lower percentage of calls in Wrightstown as compared to previous months. Treasurer Lloyd asked about donations from residents to help maintain the Fire Company. Chief James expressed his gratitude to the Township in securing a \$1 million grant for the purchase of a new truck. Chair Pogonowski noted that the Lingohocken Fire Company is 100% volunteer with 35 fire fighters presently and that one third of the costs are covered by donations. Chief James announced that after 9 years as Chief of the Fire Company, he was stepping down. Ethan Tecker has been elected as the new Fire Chief, beginning in January 2025. The Board thanked Chief James for his service to the community.

- C. Public Works.** Foreman James reviewed the November report and stated that all trucks are ready for winter service. He said that the smaller drainage ditches are working properly, specifically the one on Penns Park Road near Wrightstown Storage.
- D. Central Bucks Ambulance.** Chair Pogonowski reviewed the report for October.
- E. Engineer's Report.** Engineer VanHise reported that a grant application for the culvert replacement on Thompson Mill Road had been submitted.
- F. Code/Building.** Chair Pogonowski reviewed the November report. There were twenty-one permit inspections, three resale inspections, two notices of violation, thirteen signs removed, seven fire inspections and a total of \$17,098 in fees collected, of which \$5,000 was for escrows.
- G. Boards and Commissions.** There were no reports.

INTERIM MANAGER'S REPORT:

- A. Transfer of Authorities.** Chair Pogonowski made a motion to appoint Stacy Crandell as the Secretary to the Board, Right-to-Know Officer, PEMA Disaster Declaration Delegate, and third alternate representative to the Tax Collection Committee, effective December 23, 2024, which was seconded by Treasurer Lloyd. The motion was unanimously approved.
- B. Resolution 2024-27, Delaware Valley Workers Compensation Trust Proposal.** Interim Manager Schuster presented a proposal from DVWCT. Vice Chair Magne asked about SWIF (State Workers Insurance Fund). SWIF would cover the volunteer firefighters. Solicitor Kushto stated that once the Township signs a contract with DVWCT, the Township must stay with DVWCT for two years. Treasurer Lloyd made a motion to approve Resolution 2024-27, which was seconded by Vice Chair Magne. The Resolution was renamed since the previous resolutions were not passed. The Resolution was unanimously approved.
- C. Memorandum Of Understanding with John Kernan for Fire Marshall and Emergency Management Coordinator Services.** Interim Manager Schuster explained the duties and the compensation for John Kernan as Fire Marshall and Emergency Management Coordinator. Solicitor Kushto detailed the terms of the contract. Chair Pogonowski made a motion, which was seconded by Treasurer Lloyd, to approve the Memorandum of Understanding with John Kernan. The motion was unanimously approved.
- D. Township Manager Bond Amount.** Interim Manager Schuster explained the coverage and costs of different bond options for the Township Manager. Treasurer Lloyd made a motion, which was seconded by Vice Chair Magne, to approve a bond amount of \$100,000. The motion was unanimously approved.

APPROVAL OF BILLS:

On a motion by Vice Chair Magne, seconded by Treasurer Lloyd, the attached December 16, 2024, bills list, escrow bills list, and interfund transfers were approved unanimously. See attached.

APPROVAL OF MINUTES:

On a motion by Treasurer Lloyd and seconded by Vice Chair Magne, the Board of Supervisors minutes of December 9, 2024, with edits, were approved unanimously.

UNFINISHED BUSINESS:

- A. 2025 Budget Adoption, Resolution 2024-25.** On a motion by Treasurer Lloyd and seconded by Vice Chair Magne, Resolution 2024-25 adopting the 2025 Township Budget was unanimously approved.

- B. 2025 Tax Levy, Resolution 2024-26.** On a motion by Chair Pogonowski and seconded by Vice Chair Magne, Resolution 2024-26 adopting the 2025 Tax Levy was unanimously approved.

NEW BUSINESS:

On a motion by Treasurer Lloyd and seconded by Vice Chair Magne, Chair Pogonowski was appointed as Temporary Chair for the reorganization meeting. There was a motion by Vice Chair Magne and seconded by Treasurer Lloyd to appointment Stacy Crandell as temporary Secretary for the reorganization meeting. Both motions were approved unanimously.

PUBLIC COMMENT:

There was none.

EXECUTIVE SESSION:

Chair Pogonowski announced there would not be an executive session.

ADJOURNMENT:

On a motion by Treasurer Lloyd, seconded by Vice Chair Magne, all voted to adjourn. The meeting was adjourned at 8:13 PM.

Respectfully submitted,

Gregg Schuster, Interim Manager

Attachments: December 16, 2024, Bills List

WRIGHTSTOWN TOWNSHIP
BILLS PRESENTED FOR APPROVAL

DATE December 16, 2024

CHECK NO.	NAME	AMOUNT
WIRE	Payroll (11/17-11/30/24) Ck Date 12/6/24	\$ 7,383.99
WIRE	IRS Tax Payment 12/06/24	\$ 1,587.79
WIRE	PA State Withholding Payment 12/06/24	\$ 301.92
WIRE	Manager Credit Card - Nov 2024	\$ 2,265.76
40460-40488	Check Register General Fund (01)	\$ 32,652.37
WIRE	PECO Bills	\$ 2,444.78
	Total General Fund Bills Presented for Payment	\$ 46,636.61
1863-1865	Cable Access Fund (05)	\$ 524.50
	Total Cable Access Presented for Payment	\$ 524.50
1332	Sewer Fund (09)	\$ 45.22
	Total JCE Sewer Fund Bills Presented for Payment	\$ 45.22
1328	Open Space (10)	\$ 1,636.12
	Total Open Space Fund Bills Presented for Payment	\$ 1,636.12
	TOTAL ALL BILLS PRESENTED FOR APPROVAL	\$ 48,842.45
10977-11068	ESCROW CHECK REGISTER (ATTACHED)	\$51,396.39
	Total Escrow Bills Presented for Payment	\$51,396.39
WIRE	Transfers General Fund 100.0546 to: Payroll 12/11/24	\$ 20,000.00
WIRE	General Fund 100.0546 to: Special Projects 06 Funding	\$ 2,000.00
WIRE	General Fund 100.0546 to: Flexible Spending 2025 HSA Funding	\$ 10,000.00

APPROVED FOR PAYMENT

WRIGHTSTOWN TOWNSHIP BOARD OF SUPERVISORS

 SUPERVISOR'S SIGNATURE DATE

 SUPERVISOR'S SIGNATURE DATE