

**WRIGHTSTOWN TOWNSHIP BOARD OF SUPERVISORS
MINUTES OF WORK SESSION OF JULY 11, 2022**

The Wrightstown Township Board of Supervisors Work Session was called to order at 5:00 PM on July 11, 2022 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 Solicitor Vicki Kushto and Township Engineer Cindy VanHise.

BUSINESS

- A. Approve Pension Payment to Pantano.** On a motion by Chair Pogonowski, seconded by Treasurer Lloyd, the Board voted unanimously to make a final pension contribution payment for Joseph Pantano in the amount of \$5,000.00.
- B. Appoint Township Manager.** On a motion by Chair Pogonowski, seconded by Vice Chair Magne, the Board voted unanimously to appoint Stacey Mulholland as Township Manager.
- C. Execute Letter of Understanding with Township Manager.** Solicitor Kushto reviewed the Letter of Understanding and the agreement was signed by Stacey Mulholland. On a motion by Vice Chair Magne, seconded by Treasurer Lloyd, the Board voted unanimously to accept the Letter of Understanding.
- D. Appoint Secretary to Board, Appoint Open Records Officer, Appoint Alternate TCC.** On a motion by Chair Pogonowski, seconded by Treasurer Lloyd, the Board voted unanimously to appoint Stacey Mulholland to the positions of Secretary to the Board, Open Records Officer and Third Alternate TCC.
- E. Agenda of July 18, 2022.** The meeting will be kept on the agenda, but most likely will be cancelled.
- F. Dunkin Donut Escrow Payment.** Chair Pogonowski stated that the Township did receive an escrow check for \$20,000.00, but the required amount is \$40,000.00. Township Engineer VanHise stated that Dunkin Donuts have not filed all the required paperwork. They are approved for a demolition permit but nothing further.
- G. Approve Payment of Jointure Assessment.** On a motion by Chair Pogonowski, seconded by Treasurer Lloyd, the Board voted unanimously to pay the Jointure assessment bill in the amount of \$6,006.00.
- H. JMZO 2022-03 Riding Academy Revisions, Send to Planning Commission.** Chair Pogonowski stated there are revisions from the Jointure to the proposed Riding Academy Resolution. The revisions will be placed on the Planning Commission's agenda for their review.

I. JMZO 2022-04 Expansion of Non-Conforming Structures, Send to Planning Commission. Chair Pogonowski stated the revisions for Expansion of Non-Conforming Structures were accepted by the Jointure and will be returned to the Planning Commission for review.

SOLICITOR'S REPORT

There was none.

SUPERVISORS' COMMENTS

There were none.

ENGINEERS REPORT

Road Project RFP. Township Engineer VanHise stated that an RFP was sent to eleven contractors for the base repair on four Township roads, which was estimated to be \$11,000.00. She stated that the proposals are due back on Friday, July 15 by noon. Engineer VanHise requested authorization from the Board to accept the lowest bid. On a motion by Chair Pogonowski, seconded by Vice Chair Magne, the Board voted unanimously to authorize Engineer VanHise to accept the contract with the lowest bid, not to exceed the bidding limit.

MANAGER'S REPORT

There was none.

EXECUTIVE SESSION

There was no executive session.

ADJOURNMENT

On a motion by Treasurer Lloyd, seconded by Vice Chair Magne, all voted to adjourn. The meeting was adjourned at 5:19 PM.

Respectfully Submitted,

Stacey Mulholland
Township Manager