

**WRIGHTSTOWN TOWNSHIP BOARD OF SUPERVISORS
MINUTES OF WORK SESSION OF February 27, 2023**

The Wrightstown Township Board of Supervisors Work Session was called to order at 5:00 PM on February 27, 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 5:00 PM

1. BUSINESS

Lingohocken Fire Company Annual Report. Lingohocken Fire Company Chief Dave James announced there were 234 fire calls, 1,404 man-hours for responses, 1,578 man-hours for training, 133 man-hours for work details, for a total of 4,015 hours of service to the community in 2022. Seventy-eight of the fire calls were in Wrightstown and the remainder were in surrounding areas. Treasurer Lloyd asked about the number of volunteers in other areas switching to paid crews. Chief James noted that Lingohocken was fortunate to have volunteers that have recruited other volunteers. The station is in a good position with respect to service. Chair Pogonowski asked if the station needed additional funding. Chief James reported that Lingohocken is in good shape financially, but a new engine and a new rescue truck will need to be purchased soon. Chair Pogonowski shared that there will be a discussion on an increase in the station's operating budget, plus Length of Service Award Program funds will be distributed in the first quarter.

2. LAND DEVELOPMENT

Twining Construction Presentation. Steve McIntyre, the owner of Twining Construction, said he is interested in purchasing a piece of property that was originally part of the ARCA land development. He would like to build an office in the style of a horse stable. The parcel was originally approved for a 25,000 sq. ft. building which would tie into the existing septic and sprinkler system on the site. Mr. McIntyre is proposing a 14,000 sq. ft. building that would tie into the septic, but there would be an independent sprinkler system. He has 20 to 25 employees, but there are an average of only 10 to 15 employees in the

office at one time. Both Chair Pogonowski and Vice Chair Magne said they were pleased with the plans. The Board has no issue with the project.

3. SOLICITOR'S REPORT

A. Sullivan Fence. Solicitor Kushto reported that Mr. Sullivan was not present at the meeting to discuss the installation of the fence along the property line on his property at 2193 Second Street Pike as a condition of his Conditional Use Application. She will ask him to attend the next meeting so the issue can be resolved. If the issue is not resolved, the Board has the option of including the fence requirement in the Land Development Resolution. Mr. Sullivan can appeal the requirement if he is not willing to install the fence.

B. Anderson Preserve. Solicitor Kushto reported the maintenance bond for Anderson Preserve has expired and suggested maintaining an escrow of \$6,000.00 to ensure completion. She noted that all the unfinished items were being addressed. She received a receipt from the builder for \$2,500.00 which was the cost of the needed landscaping. Solicitor Kushto said the builder proposed a contribution of \$1,250.00 to ensure the replacement of any trees that die. He said if no replacements were needed, the Township could keep the money. This amount would be in-lieu-of the \$6,000.00 escrow recommended by Solicitor Kushto. On a motion by Treasurer Lloyd, seconded by Vice Chair Magne, the Board approved accepting the \$1,250.00 contribution from Anderson Preserve, in-lieu-of the \$6,000.00 escrow.

2. ENGINEER'S REPORT

There was none.

3. SUPERVISORS' COMMENTS

There were none.

4. MANAGER'S REPORT

A. Authorizing CKS to Prepare Road Bids. Manager Mulholland asked for approval from the Board to have Engineer VanHise begin a Township road maintenance assessment. Engineer VanHise would like to have road bid packages ready to put out in March, so to provide some flexibility in the paving schedule. This

flexibility is needed because Penns Park Road is under review and the paving would have to be coordinated around the Elementary School schedule and the Grange Fair. The Board approved authorizing CKS to commence with a road maintenance assessment.

- B. PennDOT Forms.** Manager Mulholland reported that when she went to submit the Liquid Fuels Report to the State, she learned that the Township had been submitting them by paper instead of electronically. To submit electronically, PennDOT requires the Township to sign an Electronic Access Licensing Agreement (EALA), as well as pass a resolution. On a motion by Treasurer Lloyd, seconded by Vice Chair Magne, the Board authorized the Electronic Access Licensing Agreement and approved a resolution for electronic submission of the Liquid Fuels Reports.
- C. Copy Machine Proposal.** Manager Mulholland reported the office copier continues to malfunction. Ricoh quoted a price of \$180.00 per month for a loaner copier, with a lease renewal of 60 months for \$341.34 per quarter. The current lease is \$417.00 per quarter, which is approximately \$139.00 per month, with the lease expiring in 2024. Manager Mulholland said that she had received a quote from Altek for a new copier at the cost of \$134.11 per month for a 60-month lease. She requested the approval of the Board to lease a new copier from Altek. On a motion by Chair Pogonowski, seconded by Treasurer Lloyd, the Board approved a contract with Altek for a new copier.
- D. EMC Position Description.** Manager Mulholland provided the Board with a job description and list of responsibilities for a Township Emergency Management Coordinator. The Board reviewed and approved the responsibilities and job description.
- E. Denny Electric Proposal for Public Works.** Manager Mulholland reported that the Public Works' office ceiling has been replaced and she has received a proposal from Denny Electric for the lighting replacement. The Board approved the proposal received from Denny Electric for \$6165.00.
- F. Fee Schedule Update.** Manager Mulholland provided the Board with a proposed fee schedule to update the Building Permit and the Use and Occupancy sections of the Fee Schedule. Chair Pogonowski added that amending the 2009 Fee Schedule will allow the Township to

update the schedule in parts. The Board will review the proposed updates.

G. Verizon Agreement Update. Manager Mulholland said information on the Verizon Agreement update is in the Board's packet for review. The Agreement includes an Ordinance that will be advertised for action at the next Board meeting.

H. Recorder Of Deeds Request. Manager Mulholland noted that the Recorder of Deeds is currently seeking donations for their historic deed books restoration project. Chair Pogonowski asked that the topic to be moved to the next meeting so the Board could review previous donations.

I. Pennoni Traffic Study Update. Manager Mulholland said there was a proposal for a traffic study of the intersection of Second Street Pike and Penns Park Road, which was included in the budget for the year. A resident had reached out to Chief Hearn requesting an additional study be completed at the intersection of Route 413 and Brownsburg Road. She requested the additional study be included in the proposal. Pennoni's proposal is \$3000.00 for the Penns Park Road study and an additional \$1600.00 for the Brownsburg Road study. The Board will review the proposals and decide at the next Board meeting.

EXECUTIVE SESSION

There was an executive session to discuss personnel issues and litigation.

ADJOURNMENT

On a motion by Treasurer Lloyd, seconded by Vice Chair Magne, all voted to adjourn. The meeting was adjourned at 6:25 PM.

Respectfully Submitted,

Stacey Mulholland
Township Manager