

WRIGHTSTOWN TOWNSHIP BOARD OF SUPERVISORS

MINUTES OF WORK SESSION OF JULY 22, 2024

The Wrightstown Township Board of Supervisors Work Session was called to order at 5:00 PM on July 22, 2024, 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 Rob Lloyd, Township Manager Stacey Mulholland, Township Solicitor Vicki Kushto, and Township Engineer Cindy VanHise.

1. BUSINESS:

There was none.

2. SOLICITOR'S REPORT:

Appointment of Zoning Hearing Board Alternate, Resolution #2024-20. The Board approved Resolution #2024-20 appointing Steve Vance as an alternate member of the Zoning Hearing Board.

3. ENGINEER'S REPORT:

Engineer VanHise provided an update on the preconstruction meeting for the Octagonal Schoolhouse roof replacement. The project is scheduled to commence on Monday, August 19, with a completion deadline prior to September 15.

4. SUPERVISORS' COMMENTS:

Chair Pogonowski announced he will be attending a meeting in Newtown Township on August 8 to discuss fire protection with Newtown, Wrightstown, and Upper Makefield Townships.

5. MANAGER'S REPORT:

A. Review of Impervious Surface Ratio by Gilmore. Manager Mulholland reported that in May Gilmore and Associates was authorized to conduct an impervious surface analysis for the CM zoning district. Vice Chair Magne suggested that the resulting study be submitted to the Planning Commission for their review.

B. Creation of an Updated Zoning Map. Manager Mulholland proposed proceeding with the previously approved updating of the Township Zoning Map. Engineer VanHise reported that the cost to complete a current map would be \$2,800. Vice Chair Magne moved to have CKS proceed with the update, which was seconded by Treasurer Lloyd. The motion was approved unanimously.

C. Twining Construction Company Fee-In-Lieu-Of for Park and Recreation Requirement. Twining Construction has proposal to undertake work for the Township as an alternative to contributing \$21,600 for Parks and Recreation fees. The Board discussed the possibility of having Twining develop a parking lot in the field east of the Octagonal School House. Chair Pogonowski requested Engineer VanHise to prepare a preliminary cost estimate for the project.

D. Right-To-Know Policy. Manager Mulholland provided an update on the current handling

of Right-to-Know requests in accordance with the Office of Open Records Policy. She highlighted the recent increase in requests submitted through an anonymous portal known as FOIA Buddy. Chair Pogonowski asked Solicitor Kushto to prepare a resolution for the next meeting to adopt a Township-specific Right-To-Know Policy to field anonymous requests.

- E. Public Works.** Public Works Foreman Dave James presented the June report. The painting has been completed at the Library which included sanding and lead removal Work on Cedar Lane has also been completed including the replacement of a cross over pipe and work on a headwall. Mr. James reported that some fencing on various open space parcels are in need of repair. Road banks have been mowed with minimal work needed on other grassed areas because of the dry weather conditions. There has been some discussion on the poor condition of the state-owned sections of Cherry Lane. Mr. James as well as the Manager have been following up with PennDOT before the Township proceeds with winter maintenance.
- F. Lingohocken Fire Company.** Dave James also gave the Lingohocken Fire Company report for June. There were 24 calls for service and 60 man-hours of responses, for a total of 346 man-hours of service to the community.
- G. Resignations.** Manager Mulholland presented two resignations to the Board. Andre Hogan resigned from his position as Zoning Officer, with his last day being July 19. Manager Mulholland submitted her resignation, effective August 8. The Board accepted both letters of resignation.
- H. ARP Funding.** The Board discussed management of the ongoing ARP Funding considering Manager Mulholland's departure. The Board recommended transfer of existing projects paid from the general fund to ARP projects so as to close out the grant and that a resolution be prepared to account for the interfund transfers. The Board also discussed retaining Manager Mulholland on a contractual basis to complete the grant in the future, if necessary.
- I. Approval of July 8 Minutes.** The Work Session minutes of July 8, 2024, with edits, were accepted by the Board.

EXECUTIVE SESSION:

There was an executive session to discuss personnel.

ADJOURNMENT:

On a motion by Treasurer Lloyd, seconded by Vice Chair Magne, the Board voted to adjourn. The meeting was adjourned at 6:00 PM.

Respectfully Submitted,

Stacey Mulholland, Township Manager