

**WRIGHTSTOWN TOWNSHIP BOARD OF SUPERVISORS
MINUTES OF WORK SESSION OF JANUARY 22, 2024**

The Wrightstown Township Board of Supervisors Work Session was called to order at 5:02 PM on January 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 Robert Lloyd, Solicitor Vicki Kushto, Township Engineer Cindy VanHise and Township Manager Stacey Mulholland.

Call to Order 5:02 PM

1. BUSINESS

- A. **11 Buckman Drive Applicant.** Gregg DiSantis from Distinctive Outdoor Structures sought permit approval for 11 Buckman Drive. The proposal included replacing an existing deck with new composite materials, a new railing and adding a pergola. DiSantis claimed compliance with the 10% impervious surface coverage allowed for the development. Vice-Chair Magne questioned whether the existing deck had been counted in the calculation. DiSantis clarified that it was not listed in Township records. The new deck would not increase square footage except for adding 20 sq. ft. for corner modifications. The impervious surface would increase to 10.78% with the new deck. DiSantis mentioned the impact of the long driveway in that calculation. Manager Mulholland noted previous permits for a deck (9/07/2011) and a pool(8/16/2011). The Board approved the modification. Chair Pogonowski commented that property records should be updated to reflect the Board's decision. Engineer VanHise and Solicitor Kushto affirmed that additional improvements would require Board approval for additional impervious coverage. Chair Pogonowski emphasized stormwater management would also be needed for added square footage. Vice Chair-Magne noted this would be a 7.8% increase over the impervious allowed on the property. Manager Mulholland advised DiSantis to inform the Zoning Officer of the outcome of the discussion.

2. ENGINEER'S REPORT

- A. **Twining Construction.** Steve McIntyre from Twining Construction presented two issues to the Board: signage on Penns Park Road and a fee-in-lieu of park and recreation land dedication. Engineer VanHise addressed the signage needed to restrict truck access, suggesting a utilitarian metal sign without specific design requirements. The Board agreed. Regarding the park and recreation dedication fee,

Chair Pogonowski proposed adding "To Be Determined" on the plans to allow time for fee comparison with other projects. The applicant and Engineer VanHise agreed to postpone the fee determination. The applicant requested assistance from Engineer VanHise in reaching out to a DEP contact about the sewage facility.

3. SOLICITOR'S REPORT

A. Billboard Ordinance Recommendations. Solicitor Kushto reported on items under consideration by the Jointure, including the Billboard Ordinance, Electrical Vehicle Charging Station Ordinance and Proposed Changes to the Newtown Area Jointure Comprehensive Plan. The Planning Commission's comments on the Billboard Ordinance focused on clarifying the definition of freestanding signs, referencing compliance with underlying municipalities' lighting ordinances, restricting off-premises signs to the CR2 zoning district in Wrightstown, setting clear height guidelines, allowing only one message per sign, and correcting typos in section 1106M1. Further Board discussion will be needed for CR2 location approval. The idea of assigning a single parcel number for the use was deemed too restrictive. The proposed ordinance specifies one sign per lot, regardless of parcel size.

B. Electric Vehicle Charging Station Ordinance Recommendations. Solicitor Kushto recited proposed edits from the Planning Commission. For residential use, they found posting requirements unnecessary. For commercial use, they suggested removing the overnight charging prohibition and location visibility. They suggested that it should be specified that public charging stations are for charging only. The purpose was to accommodate hotels in allowing overnight charging and businesses placing stations at the rear. They also added a reference to the Municipalities' Lighting Ordinances for site lighting and recommended removing the requirement for retractable connecting devices. They proposed removing the requirement for police or government agency involvement, suggesting private property owners manage removal of vehicles parked improperly. They suggested notifying violators with signs posted by property owners. Solicitor Kushto urged the Board to consider these edits for a future agenda.

C. Proposed Changes to the Newtown Area Jointure Comprehensive Plan. Solicitor Kushto summarized comments from participating municipalities. In Newtown Township's Comprehensive Plan Addendum, the Planning Commission

proposed condensing #2A3 to "encourage native plant use" without specifying new development. In #2A4 they suggested changing "use LED lighting" to "use the most efficient lighting" for future adaptability. Regarding #2B, under the Newtown Fire Association President's comments they proposed deleting the portion relating to paid firefighters and favored a general statement about well-equipped fire departments, without specifying paid firefighters. They suggested rephrasing #5B of Upper Makefield Township's recommendation to emphasize mitigating greenhouse gas emissions and promoting resilience, eliminating the words "all" and "reasonable measures". Lastly, they proposed that the language in #8A about consulting the DCNR plan be retained, despite Upper Makefield's objection, for its importance in protecting threatened species. The Planning Commission's comments will be further discussed by Newtown and Upper Makefield.

D. Wycombe House Extension. Solicitor Kushto represented that Wycombe House is seeking an extension of the Zoning Hearing Board approval. The request stems from a previous decision where an extension was sought and special conditions were recommended by the Board of Supervisors. The current owner will be selling the property, and an extension of up to a year was requested to fulfill outstanding conditions before changing ownership. The ordinance allows for an extension with good cause shown. Chair Pogonowski inquired about incomplete items. Solicitor Kushto mentioned unresolved issues with the Board of Health and the Fire Marshal, as well as pending stormwater management plans. The property owner's attorney was in communication with Solicitor Kushto, and is willing to attend a future meeting if needed. The initial zoning extension was issued on September 8, 2023, for six months. In response to Treasurer Lloyd, Solicitor Kushto clarified that the governing body decides on extensions. Treasurer Lloyd expressed no opposition to granting an extension. Chair Pogonowski favored an extension with clear guidelines for new owners. The need for specific written requirements and seating allowances was discussed to avoid confusion. The Board considered a six-month or a one-year extension. Chair Pogonowski proposed a 12-month extension from the initial six-month period, totaling 18 months until March 8, 2025. The motion was seconded by Treasurer Lloyd and approved unanimously.

E. Newtown Township Towing Ordinance. Solicitor Kushto ended her report by stating that a proposed towing ordinance that was discussed at a work session which was requested by the Newtown Police Department was being put on hold until the Chief worked through an issue on his end. Once completed, the Township would be presented with a draft of the ordinance.

3. SUPERVISORS' COMMENTS

Chair Pogonowski announced that he would like to reorganize the order of the agendas for upcoming meetings. He proposed moving the approval of bills and minutes to the end of the agenda.

4. MANAGER' S REPORT

- A. CSA SOLAR PANELS.** Manager Mulholland reported that she was asked to investigate the grants and funding used to purchase the solar panels on the Anchor Run Farm. DEP was asked if ownership could be transferred to the current tenants so they could make repairs and restore the panels without violating the grant requirements. DEP stated it would not violate the conditions of the grant. They requested a written letter detailing the Township's intent to convey the solar panels to the tenants of the Anchor Run Farm CSA. Chair Pogonowski also requested a revision to the lease agreement to reflect this. Without the tenants of Anchor Run Farm owning the solar panels, solar installation companies would not do any repairs since it is Township property.
- B. APPROVAL OF BILLS DATED DECEMBER 28, 2023.** On a motion by Vice-Chair Magne, seconded by Treasurer Lloyd, the attached December 28, 2023, Bills List was approved. The vote was unanimous.
- C. APPROVAL OF BILLS DATED January 22, 2024.** On a motion by Vice-Chair Magne, seconded by Treasurer Lloyd, the attached January 22, 2024, Bills List was approved. On a motion by Vice-Chair Magne, seconded by Treasurer Lloyd, the attached Escrow Bills List dated January 22, 2024, was approved. On a motion by Vice-Chair Magne, seconded by Treasurer Lloyd, the transfer of \$25,000 from the General Fund to the Payroll Fund, and to close the Open Space Bond Fund and transfer it to the Open Space Fund, the transfer of \$1,840.83 from the PLGIT Open Space Bond Fund (20) to PLGIT Open Space Fund (10) was approved unanimously.
- D. APPROVAL OF JANUARY 15, 2024 MINUTES.** Manager Mulholland presented the January 15, 2024, minutes for Board

approval. On a motion by Treasurer Lloyd, seconded by Vice-Chair Magne the minutes of January 22, 2024, were approved with noted edits by Vice-Chair Magne. The Board voted to approve the minutes unanimously.

Executive Session

There was an Executive Session to discuss pending litigation and personnel matters.

ADJOURNMENT

On a motion by Treasurer Lloyd, seconded by Vice-Chair Magne, all voted to adjourn. The meeting was adjourned at 6:06 PM.

WRIGHTSTOWN TOWNSHIP
BILLS PRESENTED FOR APPROVAL

DATE December 28, 2023 30-Dec-22

CHECK NO.	NAME	AMOUNT
39683-39686	Check Register General Fund (01)	\$ 1,507.83
	<i>Total General Fund Bills Presented for Payment</i>	<u>\$ 1,507.83</u>
	TOTAL ALL BILLS PRESENTED FOR APPROVAL	<u>\$ 1,507.83</u>

APPROVED FOR PAYMENT

WRIGHTSTOWN TOWNSHIP BOARD OF SUPERVISORS

SUPERVISOR'S SIGNATURE DATE

SUPERVISOR'S SIGNATURE DATE

WRIGHTSTOWN TOWNSHIP
BILLS PRESENTED FOR APPROVAL

DATE January 22, 2024

CHECK NO.	NAME	AMOUNT
WIRE	Payroll (12/31-01/13 2024) Ck Date: 01/19/24	\$ 12,235.98
WIRE	IRS Tax Payment 01/19/24	\$ 4,575.01
WIRE	PA State Withholding Payment 01/19/24	\$ 514.05
39700-39722	Check Register General Fund (01)	\$ 93,647.15
WIRE	PECO Bills	\$ 4,153.52
	Total General Fund Bills Presented for Payment	<u>\$ 115,125.71</u>
AUTOMATIC	Buidling Loan Payment 01/01/24	\$ 2,422.00
AUTOMATIC	Highway Capital Reserve Loan 01/18/24	\$ 10,833.00
1789-1791	Cable Access Fund (05)	\$ 859.08
	Total Cable Access Presented for Payment	<u>\$ 859.08</u>
1072	Special Projects Fund (06)	\$ 7,840.00
	Total Special Projects Presented for Payment	<u>\$ 7,840.00</u>
10824	Sewer Fund (08)	\$ 1,832.81
	Total MR Sewer Fund Bills Presented for Payment	<u>\$ 1,832.81</u>
	TOTAL ALL BILLS PRESENTED FOR APPROVAL	<u>\$ 138,912.60</u>
10319-10360	ESCROW CHECK REGISTER (ATTACHED)	<u>\$20,398.70</u>
	Total Escrow Bills Presented for Payment	<u>\$20,398.70</u>
	Transfers	
WIRE	General Fund 100.0546 to: Payroll 01/17/24	\$ 25,000.00
WIRE	PLGIT Open Space (20) 1078206 to: PLGIT Open Space (10) 1078222 Close Open Space Bond to Open Space per BOS Resolution 11/23	\$ 1,840.83

APPROVED FOR PAYMENT

WRIGHTSTOWN TOWNSHIP BOARD OF SUPERVISORS

SUPERVISOR'S SIGNATURE DATE

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