

**WRIGHTSTOWN TOWNSHIP BOARD OF SUPERVISORS  
REGULAR MEETING MARCH 3, 2025**

The Wrightstown Township Board of Supervisors met on Monday, March 3, 2025, 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 Rob Lloyd, Solicitor Vicki Kushto, Township Engineer Cindy VanHise, and Township Manager Stacy Crandell.

**1. ANNOUNCEMENTS:**

- Vice Chair Magne announced that the Village Library is hosting the third annual Family Camp Out on Friday, March 7 from 6:00–7:30 PM. Families planning to attend must register in advance.
- On Monday, March 10, the Library will host a Virtual Art Workshop from 6:30–8:00 PM.
- In honor of the 250<sup>th</sup> anniversary of America, “George and Martha Washington: Call It a Love Story” will be presented on Monday, March 31 from 7:00-8:00 PM.
- Krafting Konnections will continue at the Library on the first and third Thursday of the month from 12:00–2:00 PM.
- Adult Exercise Group will be held on Tuesdays and Thursdays from 9:00–10:00 AM and Chair Yoga will be on Fridays from 9:00–10:00 AM.

**2. PUBLIC COMMENT:**

There was none.

**3. SOLICITOR’S REPORT:**

Solicitor Kushto discussed 1073 Mill Creek Road, the Wycombe House. Owner Jerry Driscoll, along with his attorney Paul Cohen, have requested a one-year extension of their ZHB application decision until March 8, 2026. The conditions of the ZHB decision included occupancy guidelines for indoor/outdoor dining, along with a stormwater management plan. The applicant had submitted a license from the Bucks County Department of Health setting indoor seating at 142 seats. The DOH does not regulate outdoor seating. On a motion by Chair Pogonowski, and seconded by Vice Chair Magne, the Board unanimously agreed to extend the timeline to complete improvements, including stormwater management, on the property. The applicants discussed the stormwater management plan requirements prior to submission of the plan. After consideration, the Board recognized that the majority of the property is an existing non-conforming use and the outdoor dining area is located in an area previously designated as driveway and therefore did not create new impervious surface. A previous owner of the property had purchased an adjoining parcel and had remove the buildings/driveway, replacing it with a graveled parking area. Because this parcel is now merged with the restaurant parcel, the Board agreed to grandfather previous building impervious for the buildings removed. Subject to the approval of the Township Engineer during the review of the stormwater management plan, the Board agreed that approximately 1,445 sq. ft. of additional impervious would need to be addressed.

Also appearing was Therese Albertini, a prospective purchaser of the property who asked some clarifying questions from the Board regarding stormwater management.

**4. ENGINEER'S REPORT:**

Engineer VanHise reported that the staff is looking at a draft ordinance for Sewer Lateral Inspections for changes. She also discussed her report on the 2025 Road Program and how it relates to roads in Anchor Estates, Jericho Valley and Cedar Lane. On a motion by Treasurer Lloyd, seconded by Vice Chair Magne, the Board voted unanimously to have Engineer VanHise prepare a bid package to include all the road work. Engineer VanHise also discussed other grant options for the stream bank restoration project. Treasurer Lloyd made a motion, which was seconded by Vice Chair Magne, to move forward on another grant application.

**5. DEPARTMENT REPORTS:**

- a. **Newtown Police.** Chief Hearn presented the report for January 2025. There were 667 calls for service and 2 arrests, both DUI related. There were 20 traffic crashes and 22 traffic citations, with 27 warnings. Chief Hearn also reminded residents to be careful in giving personal information over the phone.
- b. **Lingohocken Fire Company.** Assistant Chief Dave James gave the activity report for January. There were 19 calls for service, 206 man-hours for responses and 106 man-hours for training, for a total of 312 man-hours of service to the community. Residents were also warned that due to lack of moisture, brush fires are still a concern.
- c. **Public Works.** Roadmaster/Foreman David James reported on the snow events that occurred during the month of January. He mentioned clogged ditches and downed trees on several State roads. He has notified the State about these issues. Public Works employees have made new sandwich boards which have been used to inform residents of road work and other issues.
- d. **Central Bucks Ambulance.** Chair Pogonowski reviewed the report for January. There were 13 calls in Wrightstown with 11 responses from the Wycombe Station.
- e. **Code/Building.** Chair Pogonowski reviewed the January report. There were 23 zoning and building inspections, 3 resale inspections, 2 notices of violation, 2 complaints, 4 meetings with permit applicants, 18 signs removed, \$11,639.80 in permit fees collected, and \$20,477 in escrow dollars received.
- f. **Boards and Commissions.** Vice Chair Magne gave an overview of meetings of the Boards and Commissions from February.
- g. **Township Manager.** Manager Crandell discussed ways in which she is streamlining procedures in the office. She reported that the website is behind schedule, and that she will need to purchase a firewall. She also said that she would like to have an in-service day to clean up files in the office sometime in March or April.

**6. APPROVAL OF MINUTES:**

On a motion by Vice Chair Magne, seconded by Treasurer Lloyd, the minutes of February 3, 2025, with edits, were approved.

**7. APPROVAL OF BILLS:**

On a motion by Vice Chair Magne, seconded by Treasurer Lloyd, the attached February 17, 2025, bills list, escrow bills list, and interfund transfers were approved. The attached bills list dated March 3, 2025, and interfund transfer were likewise approved by unanimous vote on a motion by Vice-Chair Magne, seconded by Treasurer Lloyd. See attached.

**8. BUSINESS:**

- a. Preliminary / Final Land Development, 1181 and 1193 Swamp Road.** After a discussion about the properties, on a motion by Treasurer Lloyd, seconded by Vice Chair Magne, Solicitor Kushto was authorized to prepare a resolution for the approval of a property line change between the two properties. The motion was unanimously approved. The formal resolution will be signed at an upcoming meeting.
- b. Historical Commission Request for Storm Windows at the Octagonal Schoolhouse.** After a brief discussion, on a motion by Treasurer Lloyd and seconded by Chair Pogonowski, the request was unanimously approved to reimburse the Historic Commission \$865.74 for windows to be purchased and installed.
- c. Village Library Parking Lot Paving Proposal.** Manager Crandell stated that this will be discussed at the next meeting, pending receipt of all proposals.
- d. Authorize Signing MissionSquare Administrative Services Agreement, Resolution 2025-11.** Manager Crandell provided details involved in changing the 457 Deferred Compensation Plan. On a motion by Chair Pogonowski and seconded by Vice Chair Magne, Resolution 2025-11 authorizing the Township Manager to execute documents and be plan administrator for the 457 Deferred Compensation Plan administered by MissionSquare Retirement was unanimously approved.
- e. Delaware Valley Health Trust to Administer Dental Plan.** After a brief discussion on cost reduction, on a motion by Vice Chair Magne and seconded by Treasurer Lloyd, the Board unanimously approved changing from Delta Dental to Delaware Valley Health Trust (DVHT) Delta Dental.

**9. SUPERVISORS COMMENTS:**

There were none.

**10. PUBLIC COMMENT:**

There was none.

**ADJOURNMENT:**

On a motion by Treasurer Lloyd, seconded by Vice Chair Magne, the meeting adjourned at 8:33 PM.

Respectfully submitted,

Stacy Crandell, Manager

Attachments: February 17, 2025, Bills List  
March 3, 2025, Bills List

**WRIGHTSTOWN TOWNSHIP  
BILLS PRESENTED FOR APPROVAL**

DATE February 17, 2025

CHECK NO.	NAME	AMOUNT
WIRE	Payroll (01/26-02/08) Check Date:02/14/25	\$ 13,572.10
WIRE	IRS Tax Payment 02/14/25	\$ 4,869.54
WIRE	PA State Withholding Payment 02/14/25	\$ 568.10
40592-40627	Check Register General Fund (01)	\$ 121,002.28
WIRE	PECO Bills	\$ 1,526.34
	<b>Total General Fund Bills Presented for Payment</b>	<b><u>\$ 141,538.36</u></b>
1877-1879	Cable Access Fund (05)	\$ 1,061.39
	<b>Total Cable Access Presented for Payment</b>	<b><u>\$ 1,061.39</u></b>
208-210	Sewer Fund (08)	\$ 5,263.64
	<b>Total MR Sewer Fund Bills Presented for Payment</b>	<b><u>\$ 5,263.64</u></b>
1346-1352	Sewer Fund (09)	\$ 5,053.21
	<b>Total JCE Sewer Fund Bills Presented for Payment</b>	<b><u>\$ 5,053.21</u></b>
	<b>TOTAL ALL BILLS PRESENTED FOR APPROVAL</b>	<b><u>\$ 152,916.60</u></b>
7497-7517	<b>ESCROW CHECK REGISTER (ATTACHED)</b>	<b><u>\$33,125.06</u></b>
	<b>Total Escrow Bills Presented for Payment</b>	<b><u>\$33,125.06</u></b>
WIRE	<b>Transfers</b> General Fund 100.0546 to: Payroll 02/10/25	\$ 15,000.00
WIRE	First National Bank - 5810 to: Highway Capital Reserve 30 Move 2024 Hwy Equip RE Tax to PLGIT	\$ 26,806.47

APPROVED FOR PAYMENT

WRIGHTSTOWN TOWNSHIP BOARD OF SUPERVISORS

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SUPERVISOR'S SIGNATURE      DATE

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SUPERVISOR'S SIGNATURE      DATE

**WRIGHTSTOWN TOWNSHIP  
BILLS PRESENTED FOR APPROVAL**

DATE	<u>March 3, 2025</u>	
CHECK NO.	NAME	AMOUNT
WIRE	Payroll (02/09-02/22) Ck Date 02/28/25	\$ 14,212.18
WIRE	IRS Tax Payment 02/28/25	\$ 5,243.80
WIRE	PA State Withholding Payment 02/28/25	\$ 600.06
40628-40657	Check Register General Fund (01)	\$ 54,535.49
WIRE	Manager Credit Card Jan 2025	\$ 5,411.87
WIRE	Manager Credit Card Feb 2025	\$ 5,931.09
WIRE	PECO Bills	\$ 5,497.34
	<b>Total General Fund Bills Presented for Payment</b>	<b><u>\$ 91,431.83</u></b>
AUTOMATIC	Buidling Loan Payment 3/01/25	\$ 2,422.00
AUTOMATIC	Highway Capital Reserve Loan 3/18/25	\$ 10,833.00
1880	Cable Access Fund (05)	\$ 155.96
	<b>Total Cable Access Presented for Payment</b>	<b><u>\$ 155.96</u></b>
211-212	Sewer Fund (08)	\$ 332.38
	<b>TotalMR Sewer Fund Bills Presented for Payment</b>	<b><u>\$ 332.38</u></b>
1353	Sewer Fund (09)	\$ 615.30
	<b>Total JCE Sewer Fund Bills Presented for Payment</b>	<b><u>\$ 615.30</u></b>
	<b>TOTAL ALL BILLS PRESENTED FOR APPROVAL</b>	<b><u>\$ 105,790.47</u></b>
WIRE	<b>Transfers</b> General Fund 100.0546 to: Payroll 02/24/25	\$ 20,000.00

APPROVED FOR PAYMENT

WRIGHTSTOWN TOWNSHIP BOARD OF SUPERVISORS

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