

**WRIGHTSTOWN TOWNSHIP  
BOARD OF SUPERVISORS  
REORGANIZATION MEETING  
JANUARY 6, 2025**

The Wrightstown Township Board of Supervisors met on Tuesday, January 6, 2024, in the Meeting Room of the Wrightstown Township Municipal Building, 2203 Second Street Pike, Wrightstown, PA. Temporary Chair Chester S. Pogonowski called the meeting to order at 7:30 P.M. Present were Jane B. Magne, Robert S. Lloyd, Solicitor Vicki Kushto, Township Engineer Cindy VanHise, and Township Manager Stacy Crandell.

1. Temporary Chair Pogonowski announced that at the Board of Supervisors meeting held on December 16, 2024, he had been appointed Temporary Chair and Stacy Crandell had been appointed Temporary Secretary for this meeting. He also announced that an executive session was held prior to the meeting to discuss personnel issues.
2. On a motion by Member Lloyd, seconded by Member Magne, and approved by all members, Chester S. Pogonowski was elected Chair.
3. On a motion by Chair Pogonowski, seconded by Member Lloyd, and approved by all members, Jane B. Magne was elected Vice-Chair.
4. On a motion by Vice-Chair Magne, seconded by Chair Pogonowski, and approved by all members, Robert S. Lloyd was elected Treasurer.
5. On a motion by Chair Pogonowski, seconded by Vice-Chair Magne, and approved by all members, Stacy Crandell was elected Secretary.
6. On a motion by Vice-Chair Magne, seconded by Chair Pogonowski, and approved by all members, the Board will recommend to the Auditors that the Treasurer's bond be set at \$5,000,000.00.
7. On a motion by Treasurer Lloyd, seconded by Vice-Chair Magne, and approved by all members, the Board set the Township Manager bond at \$100,000.
8. Chair Pogonowski stated there would be no appointment of a Roadmaster at this meeting.
9. On a motion by Chair Pogonowski, seconded by Treasurer Lloyd, and approved by all members, the Board will recommend to the Auditors that a supervisor's pay when working for the Public Works Department be set at \$36.00 per hour.
10. On a motion by Vice-Chair Magne, seconded by Treasurer Lloyd, Resolution 2025-01 appointing and reconfirming Board and Commission members was unanimously approved.
11. On a motion by Treasurer Lloyd, seconded by Vice-Chair Magne, Resolution 2025-02 appointing professional consultants was unanimously approved.
12. On a motion by Vice-Chair Magne, seconded by Treasurer Lloyd, and approved by all members, the Board confirmed depositories for the year 2025, naming the First National Bank of Newtown, TD Bank, and Pennsylvania Local Government Investment Trust.
13. On a motion by Vice-Chair Magne, seconded by Treasurer Lloyd, Resolution 2025-03 setting meeting dates for all Boards and Commissions and establishing legal holidays for Wrightstown Township was unanimously approved.
14. On a motion by Chair Pogonowski, seconded by Treasurer Lloyd, Resolution 2025-04 appointing delegates to the Tax Collection Committee, pursuant to Act 32 of 2008, was unanimously approved.
  - Chester Pogonowski was certified as the Primary Voting Delegate.
  - Robert Lloyd was certified as the First Alternate Voting Delegate.
  - Jane Magne was certified as the Second Alternate Voting Delegate.
  - Stacy Crandell was certified as the Third Alternate Voting Delegate.

15. On a motion by Vice-Chair Magne, seconded by Treasurer Lloyd, and approved by all members, Jane B. Magne, Chester S. Pogonowski, Robert S. Lloyd, and Township Manager Stacy Crandell were authorized to attend the PSATS Educational Conference and the BCATO semi-annual conferences.
16. On a motion by Chair Pogonowski, seconded by Treasurer Lloyd, and approved by all members, Jane B. Magne was certified as the Voting Delegate to the annual PSATS Educational Conference.
17. On a motion by Vice-Chair Magne, seconded by Treasurer Lloyd, and approved by all members, Jane Magne was appointed the Board Liaison to the Planning Commission, Environmental Advisory Council, Park and Recreation Board, and the Historical Commission. Chester Pogonowski was appointed the Board Liaison to the Fire Company, Police, EMS, Road Department, and Emergency Management. Robert Lloyd was appointed the Board Liaison to the Auditors and Finance Department.
18. On a motion by Chair Pogonowski, seconded by Vice-Chair Magne, Resolution 2025-05 authorizing the use of a Facsimile Stamp for Treasurer Lloyd (along a wet ink signature of one additional Board member) was unanimously approved.
19. Approval of Bills.
  - a. On a motion by Vice-Chair Magne, seconded by Treasurer Lloyd, the attached December 27, 2024, bills list was unanimously approved. (See Attached).
  - b. On a motion by Vice-Chair Magne, seconded by Treasurer Lloyd, the attached December 27, 2024, fund transfers were unanimously approved. (See Attached).
20. On a motion by Treasurer Lloyd, seconded by Chair Pogonowski, the December 16, 2024, minutes were unanimously approved with edits.
21. Engineer VanHise requested approval of a partial escrow release for Twining Construction until all items are completed. On a motion by Vice-Chair Magne, seconded by Treasurer Lloyd, the request for Escrow Release #5 of \$195,941 was unanimously approved.
22. On a motion by Vice-Chair Magne, seconded by Treasurer Lloyd, authorization to appoint current Code Clerk Meredith Salisbury as Coordinator of Land Use and Code Enforcement, pursuant to the terms in an offer letter, was unanimously approved. Chair Pogonowski commented that the other employee salary resolutions will be presented at the next meeting.
23. There was a request from Representative Kristin Marcell's office asking PennDOT to do a speed study on Cherry Lane because of comments from residents. Chief Hearn will be asked to increase enforcement.
24. Balmoral Development.
  - a. On a motion by Chair Pogonowski, seconded by Vice-Chair Magne, Resolution 2025-06, accepting dedication of the Balmoral development was unanimously approved.
  - b. On a motion by Vice-Chair Magne, seconded by Treasurer Lloyd, Balmoral Escrow Release #6 – Final was unanimously approved. (See Attached)
  - c. Resolution 2025-07, accepting Sarah Drive, was not approved and will be discussed at a later meeting once all conditions have been met.
25. Redesigning the website was discussed and will be addressed at the next meeting.

PUBLIC COMMENT:

Resident David Dutko asked if the burn ban ordinance had been lifted. Solicitor Kushto responded that the ordinance had an end date, and the ban has been cancelled.

Vice-Chair Magne and Chair Pogonowski asked residents to be mindful when shoveling or plowing snow that it should be kept on one's own property and off the roadways.

ADJOURNMENT:

With there being no further business to go before the Board, on a motion by Treasurer Lloyd, seconded by Vice-Chair Magne, and approved by all members, the Reorganization Meeting was adjourned at 8:13 P.M.

Respectfully submitted,

Stacy Crandell  
Manager

Attachment: Bills List of December 27, 2024

**WRIGHTSTOWN TOWNSHIP**  
**BILLS PRESENTED FOR APPROVAL**

DATE December 27, 2024

CHECK NO.	NAME	AMOUNT
WIRE	Payroll 12/01-12/14/2024 Ck Date 12/20/24	\$ 10,503.99
WIRE	Qtrly Payroll 4th Quarter 2024	\$ 1,406.25
WIRE	IRS Tax Payment 12/20/24	\$ 3,380.62
WIRE	Qtrly IRS Tax Payment	\$ 215.16
WIRE	PA State Withholding Payment 12/20/24	\$ 425.32
WIRE	QtrlyPA State Withholding Payment	\$ 43.17
40489-40527	Check Register General Fund (01)	\$ 49,902.21
WIRE	PECO	\$ 4,914.83
WIRE	First National Bank Dec 24	\$ 3,133.64
	<b>Total General Fund Bills Presented for Payment</b>	<b><u>\$ 73,925.19</u></b>
1866-1868	Cable Access Fund (05)	\$ 7,549.49
	<b>Total Cable Access Presented for Payment</b>	<b><u>\$ 7,549.49</u></b>
199-203	Sewer Fund MR (08)	\$ 3,359.83
	<b>Total MR (08) Presented for Payment</b>	<b><u>\$ 3,359.83</u></b>
1333-1337	Sewer Fund JCE (09)	\$ 8,288.08
	<b>Total JCE 09) Presented for Payment</b>	<b><u>\$ 8,288.08</u></b>
1329	Open Space (10)	\$ 114.00
	<b>Total Open Space (10) Presented for Payment</b>	<b><u>\$ 114.00</u></b>
1130	Park & Open Space (42)	\$ 300.10
	<b>Total Park &amp; Open Space (42) Presented for Payment</b>	<b><u>\$ 300.10</u></b>
1151-1152	Emergency Fund (50)	\$ 18,712.65
	<b>Total Emergency Services Fund Bills Presented for Payment</b>	<b><u>\$ 18,712.65</u></b>
	<b>TOTAL ALL BILLS PRESENTED FOR APPROVAL</b>	<b><u>\$ 112,249.34</u></b>

APPROVED FOR PAYMENT

WRIGHTSTOWN TOWNSHIP BOARD OF SUPERVISORS

\_\_\_\_\_  
 SUPERVISOR'S SIGNATURE      DATE

\_\_\_\_\_  
 SUPERVISOR'S SIGNATURE      DATE

**WRIGHTSTOWN TOWNSHIP**  
**BILLS PRESENTED FOR APPROVAL**

**Transfers**

<b>WIRE</b>	General Fund 0546 Payroll Fund 0907 12/30/24	\$ 20,000.00
<b><u>Pay back Tax Collector Commissions:</u></b>		
<b>WIRE</b>	Open Space Bond 5733 to General Fund 0546 12/16/24	\$ 223.39
<b>WIRE</b>	Building Cap Sinking Fund 8061 to: General Fund 0546 12/16/24	\$ 1,973.25
<b>WIRE</b>	Highway Capital Reserve 5810 to General Fund 0546 12/16/24	\$ 8,935.49
<b>WIRE</b>	EMS Fund 5923 to: General Fund 0546 12/16/24	\$ 1,861.56
<b><u>Payback 2024 Due to / Due Froms:</u></b>		
<b>WIRE</b>	Park & Rec Reserve General Fund 0546 12/30/24 Cedar Lane Expenses	\$ 2,376.00
<b>WIRE</b>	Cable Access 5725 to: General Fund 0546 12/30/24 Due to/from Reconciliation 2024	\$ 10,888.62
<b>WIRE</b>	Sewer Operating JCE General Fund 0546 12/30/24 Due to/from Reconciliation 2024	\$ 10,773.14
<b><u>To Distribute 2024 Delinquent Taxes</u></b>		
<b>WIRE</b>	General Fund 0546 to Open Space Bond 5733 12/30 Delinquent Taxes 2024	\$ 112.23
<b>WIRE</b>	General Fund 0546 to Building Cap Sinking Fund 8061 Delinquent Taxes 2024	\$ 594.80
<b>WIRE</b>	General Fund 0546 to Highway Capital Reserve 5810 Delinquent Taxes 2024	\$ 2,693.45

APPROVED FOR PAYMENT

WRIGHTSTOWN TOWNSHIP BOARD OF SUPERVISORS

\_\_\_\_\_  
SUPERVISOR'S SIGNATURE      DATE

\_\_\_\_\_  
SUPERVISOR'S SIGNATURE      DATE

**Wrightstown Township**  
2203 Second Street Pike  
Wrightstown, PA 18940

**CERTIFICATE OF COMPLETION NO. 6 (FINAL)**

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Subject: **Balmoral Subdivision**  
**Escrow Release No. 6 (Final)**

We, the undersigned, hereby certify that the improvements required in connection with the Plans and this Agreement for the Balmoral Subdivision have been completed, and pursuant to Paragraphs B.12 of the Land Development and Financial Security Agreement dated February 27, 2007, among Balmoral Land Group, LLC, and Wrightstown Township, the Township authorizes release from the Irrevocable Letter of Credit in the sum of Ten Thousand Four Hundred Twenty-One Dollars and Twenty Cents (\$10,421.20) leaving a balance of Seventy-Eight Thousand Two Hundred Twenty Dollars and Eight Cents (\$78,220.08) in the Irrevocable Letter of Credit. This shall remain as the required Financial Security for the 18-Month Maintenance Period.

Balance Prior to Payments Approved Hereunder	\$88,641.28
<b>Amount of Approved Payments Hereunder</b>	<b>\$10,421.20</b>
Current Undrawn Balance	<u>\$78,220.08</u>

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Cindy VanHise, P.E.  
Township Engineer

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Wrightstown Township Manager