

**BOARD OF SUPERVISORS  
MEETING MINUTES  
January 4, 2010**

A Reorganization Meeting of the New Britain Township Board of Supervisors was held on January 4, 2010 at the Township Administration Building, 207 Park Avenue, New Britain Township, PA, beginning at 7:00 p.m. Present were Supervisors: Helen B. Haun, Robert V. Cotton, William B. Jones, Jim Scanzillo and John Bodden. Also present were: Eileen M. Bradley, Township Manager; Cathy Kichline, Assistant Manager; Robert Scafidi, Chief of Police; and Erik Garton, Township Engineer.

Prior to the regular meeting, the Honorable Robert E. Gaffney swore in re-elected Supervisors Helen Haun and William Jones as well as Tax Collector, Nancy Jones.

**Reorganization:**

**1. Nomination(s) of Temporary Chair:** Upon nomination of Mr. Jones, seconded by Mr. Scanzillo, Mr. Bodden was nominated as temporary chair.

**2. Appointment of Temporary Chair:**

**MOTION:** A motion was made by Mr. Jones, seconded by Mr. Scanzillo, to close the nominations and appoint Mr. Bodden as Temporary Chair on a vote of 4 to 0, Mr. Bodden abstaining.

**3. Nomination for Permanent Appointment of Chairman:** Upon nomination of Mr. Cotton, seconded by Mr. Jones, Mr. Bodden was nominated permanent chair.

**4. Appointment of Permanent Chairman:**

**MOTION:** Upon motion by Mr. Cotton, seconded by Mr. Jones the Board appointed Mr. Bodden as Chairman on a vote of 4 to 0, Mr. Bodden abstaining.

**5. Approval of Resolution No. 2010-01, Appointments, Reappointments and Modifications of Appointments Effective January 4, 2010:**

**MOTION:** Upon motion by Mr. Cotton, seconded by Mrs. Haun, and unanimously carried, the Board adopted Resolution 2010-01, which designated Mr. Bodden as Chair and Mrs. Haun as Vice Chair of the Board of Supervisors. In addition, it made various committee and board appointments and authorized all Supervisors and key staff members to attend the PSATS and BCATO conventions and all expenses paid thereto.

**Public Meeting:**

**1. Call to Order:** Mr. Bodden called the meeting to order. Mr. Bodden announced an Executive Session was held prior to the meeting to discuss personnel and land acquisition matters. Mr. Bodden also thanked Mr. Cotton for his leadership during 2009. Mr. Bodden requested item 6.1; Swearing in of Officer Brian Jones be moved up in the agenda.

**2. Pledge of Allegiance:** Mr. Bodden led the Board and audience in the Pledge of Allegiance.

**3. Public Comment:** There was no public comment.

#### **4. Approval of Minutes from December 14, 2009 Public Meeting:**

**MOTION:** A motion was made by Mrs. Haun, seconded by Mr. Jones, to approve the December 14, 2009 minutes as written. All were in favor.

**5. Old Business:** Mr. Bodden informed the Board and audience that Solicitor Rice's office was unable to serve court papers to the resident in Tower Hill with the property maintenance issue. Solicitor Rice will continue efforts to locate the owner of the property.

#### **6. New Business**

**6.1. Swearing in of Officer Brian Jones:** Ms. Bradley summarized the conditional offer of employment as a police officer trainee offered to Mr. Brian Jones in a letter dated December 15, 2009.

**MOTION:** Upon motion by Mrs. Haun, seconded by Mr. Scanzillo, and unanimously carried, the Board hired Mr. Brian Jones as a Probationary Police Officer Trainee, pending the successful completion of all items as outlined in the December 15, 2009 offer of conditional employment.

Mr. Jones was then sworn in as a Police Officer Trainee with the New Britain Township Police Department by the Honorable Robert E. Gaffney.

**6.2. Approval of Resolution 2010-02, Fee Schedule:** Ms. Bradley outlined the changes made to the fee schedule, specifically to the electrical permit fees and filing fees for subdivision applications.

**MOTION:** Upon motion by Mr. Jones, seconded by Mr. Scanzillo, and unanimously carried, the Board approved Resolution 2010-02 adopting the Schedule of Fees.

**6.3. Approval of ATC Lease Renewal:** Ms. Bradley outlined the terms of the Lease Renewal for the cell tower at 207 Park Avenue. This would be the fourth amendment to the original lease, extending the lease to 2038 with 3% increases per year and a one-time renewal payment of \$20,000.00.

**MOTION:** Upon motion by Mr. Cotton, seconded by Mrs. Haun, and unanimously carried, the Board approved the Fourth Amendment to the lease and authorized the Township Manager to sign the agreement.

**6.4. Professional Service Agreement; SEPTA:** Ms. Bradley introduced a Reimbursement Agreement that would replace the traditional professional service agreement. Ms. Bradley explained that since the SEPTA Rail Siding project is federally funded, this agreement outlines the conditions of reimbursement to the township for legal and engineering expenses incurred on their behalf.

**MOTION:** Upon motion by Mr. Cotton, seconded by Mr. Jones, and unanimously carried, the Board approved the Reimbursement Agreement with SEPTA and authorized the Township Manager and Solicitor to execute the documents.

**6.5. Authorization to Advertise Ordinance 2010-01-01; 2009 Fire Prevention Code:** Mr. Cotton introduced the ordinance informing the Board the International Building Code is updated every three years and reference is made to the Fire Code, which may be amended from time to time. New Britain Township is currently working under the 2003 Code and upon recommendation of the Fire Marshal, recommends adoption of the 2009 Fire Prevention Code.

**MOTION:** Upon motion by Mr. Cotton, seconded by Mrs. Haun, the Board authorized the advertisement of Ordinance 2010-01-01.

**6.6. Authorization to Advertise Ordinance 2010-01-02; Property Maintenance Code:** Ms. Bradley explained, as with the Fire Code, a municipality may update its Property Maintenance Code to the most recent amendment.

**MOTION:** Upon motion of Mr. Cotton, seconded by Mr. Jones, and unanimously carried, the Board authorized the advertisement of Ordinance 2010-01-02.

**6.7. Resolution 2010-03 Acceptance of Deed of Dedication Manor Drive and Andre Drive:** A resolution was prepared by Solicitor Rice's office accepting dedication of Manor Drive and Andre Drive. The Board may approve this resolution condition upon the receipt of title insurance and other outstanding items as outlined in Mr. Rice's letter.

**MOTION:** Upon motion by Mr. Scanzillo, seconded by Mrs. Haun, and unanimously carried, the Board accepted the deed of dedication for Manor Drive and Andre Drive, pending receipt of title insurance and all pertinent paperwork.

**7. Board of Supervisors Reports:** Mr. Cotton reported he attended the Route 202 Parkway, Section 711 pre-construction meeting attended by thirty-nine people. Work is to begin January 5<sup>th</sup>.

**8. Township Administration Comments:** Ms. Bradley presented the Board with the 2010 Audit Engagement letter prepared by Dunlap & Associates. The cost for the 2010 audit will be approximately \$17,250.00.

**MOTION:** Upon motion by Mrs. Haun and seconded by Mr. Jones, the Board unanimously agreed to the terms of the 2010 Audit Engagement letter as prepared by Dunlap & Associates and authorized the Manager to sign and execute the agreement.

**9. Solicitor and Engineer Comments:** Mr. Garton informed the Board the Planning Commission will meet tomorrow night to review the Maurer Subdivision and SALDO amendments. Mr. Garton also received notification from Bucks County that Mylar copies of record plans are no longer needed when recording plans. Mr. Garton suggested we remove this requirement from the SALDO.

**10. Payment of Bills; list dated 12/23/09 in the amount of \$219,357.47:**

**MOTION:** Upon motion by Mr. Jones, seconded by Mrs. Haun, the Board unanimously approved the bills list dated 12/23/09.

**11. Public Comment:** Mr. Jeffrey L'Amoreaux of Stonyhill Drive commented on the existing emergency accessway which is between Holly Drive and Stonyhill Drive that is to be used as part of the Cedar Hill Road trail and that it should be resurfaced.

**12. Adjournment:**

**MOTION:** A motion was made by Mrs. Haun, seconded by Mr. Scanzillo, and unanimously carried, to adjourn at 7:45 p.m.

**NEW BRITAIN TOWNSHIP BOARD OF SUPERVISORS**

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John A. Bodden, Chair

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Helen B. Haun, Vice-Chair

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James Scanzillo., Member

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Robert V. Cotton, Member

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William B. Jones, Member

Attest: \_\_\_\_\_

Eileen M. Bradley  
Secretary/Manager

Unofficial