

## **Upper Makefield Township Board of Supervisors**

### **March 1, 2016 Meeting Minutes**

The March 1, 2016 public meeting of the Upper Makefield Township Board of Supervisors was called to order by Chair Dan Rattigan at 7:30 p.m. In attendance were the following members of the Board of Supervisors: Chair Dan Rattigan, Vice Chair Tom Cino, Treasurer Mary Ryan, Member Diana Nolan and Member Mike Tierney. Also in attendance were Township Manager Jim Pascale and Township Solicitor Peter Nelson, Esq.

There were also members of the public and representatives of the press present.

#### **PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**

Mr. Rattigan led in the recitation of the Pledge of Allegiance which was followed by a moment of silence.

#### **ANNOUNCEMENTS**

Mr. Rattigan made the following announcements:

- An Executive Session was held at 6:45 pm for the purpose of discussing personnel matters.
- A Carfit event will be held at Station 71 on March 3 from 3:30 to 5:00 pm.
- A letter was received from Bensalem's Mayor Joseph DiGirolamo requesting support of a petition regarding the Sterling Act. This act relates to Earned Income Taxes paid by residents who work in Philadelphia. The City of Philadelphia keeps the city wage tax and does not remit to the Township and Council Rock School District their EIT portion. A motion was made by Ms. Nolan and was seconded by Mr. Tierney to direct the Township Manager and Solicitor to prepare a resolution with background information for Board consideration at the next meeting. Motion carried by a unanimous vote.

#### **PUBLIC COMMENT**

There was no public comment.

#### **APPROVAL OF MINUTES AND BILLS PAYABLE**

A motion was made by Mr. Cino and was seconded by Ms. Nolan to approve the February 2, 2016 minutes. Motion carried by a unanimous vote.

Mr. Pascale directed attention to the bills list for March 1, 2016. A motion was made by Mr. Cino and was seconded by Ms. Ryan to approve the March 1, 2016 Bills Payable list in the amount of \$210,052.39. Motion carried by a unanimous vote.

#### **INTRODUCTION – GEORGE CALABA, WASHINGTON CROSSING HISTORIC PARK MANAGER**

Mr. Pascale introduced George Calaba, the newly appointed Park Manager of Washington Crossing Historic Park, who provided background on his experience and the recent transition of management of the park to the Department of Conservation and Natural Resources (DCNR). Discussion followed and Mr. Calaba noted that DCNR is considering a signage replacement program, hiring additional personnel including a park ranger once the state hiring freeze is lifted, and capital park improvements. Mr. Calaba was asked to forward an outline of the project improvements to the Township Manager, and he was invited to make a public presentation of improvement projects at a televised Board of Supervisors meeting. He also agreed to review the brightness and use of existing exterior lighting to lessen the effect on area residents while still providing security at the park.

Two agenda items involving the park were then moved forward for discussion.

**Embarcation Drive Drainage Pipe**

Mr. Calaba provided an overview of a meeting at the Embarcation Drive site with the resident. He noted that the catch basin is located on park property, and DCNR will address the issue after inspection and recommendation by their regional engineer. The Board thanked Mr. Calaba for the prompt attention to this issue.

**Road Closure Request – Missy Flynn Foundation, Bucks County Duathlon**

Mr. Pascale provided an overview of the Road Closure Request of the Missy Flynn Foundation for a Duathlon to be held on September 4, 2016. An ordinance related to road closure requests is currently being developed by the Planning Commission. Upon request of the Board, Mr. Calaba agreed to work with the applicant to investigate options to develop a route that stays within the park and therefore would not require a road closure.

**PLANNING AND ZONING ISSUES**

**Concept Review – Proposed Conservation Easement: 1292 Eagle Road**

Mr. Kuhns introduced the property owner, Chance Worthington, noting that the EAC has reviewed the proposal and recommends approval. Mr. Worthington provided an overview of the proposed conservation easement and lot line change for 1292 Eagle Road, which would remove current easement restrictions to allow for demolition of existing structures and would add a new conservation easement to allow one single family dwelling on the property. Following discussion, Mr. Nelson stated that no action is necessary, and he invited members of the Board to state any concerns. No comments were made.

**SOLICITOR’S REPORT**

There was no Solicitor’s Report.

**MANAGER’S REPORT**

**Road Closure Request – Missy Flynn Foundation, Bucks County Duathlon**

The Board confirmed discussion held earlier in the meeting to request that the applicant work with Park Manager George Calaba to develop a route that stays within the park and therefore would not require a road closure.

**Mercer County Firearms Training Facility Noise Issue**

Mr. Pascale provided an update on the noise issue with the Mercer County Firearms Training Facility. He noted that he has spoken with area residents and has left messages for the Mercer County Executive, the English, NJ Town Manager and Health Officer and is awaiting a response. A schedule will be requested if a noise test will be conducted by the Township.

Barbara Rintala, Upper Makefield, reminded the Board that there was previous approval for financial assistance toward a noise test, with the residents in the area agreeing to make up the difference.

**Financial Advisory Committee (FAC) – Discussion of Possible Projects for 2016**

Mr. Pascale provided an overview of the FAC, noting that there are no projects assigned to the committee at this time. A motion was made by Mr. Cino and was seconded by Mr. Rattigan to authorize the Financial Advisory Committee to work with the Upper Makefield Fire Company on financial planning and forecasting. Discussion followed and Mr. Rattigan noted that the fire company is receptive to the project.

Larry Breeden, Upper Makefield, suggested that the Township budget be assigned to the FAC and that the FAC be polled for potential projects.

Motion to authorize the Financial Advisory Committee to work with the Upper Makefield Fire Company on financial planning and forecasting carried by a unanimous vote.

Mr. Cino was asked to obtain a status report from the FAC chair on their review of the personnel manual.

### **ENGINEER'S REPORT**

#### **Creeks Bend Escrow Release Request #1 (Final)**

Mr. Young provided an overview of the project and recommended approval of Escrow Release #1 (Final) in the amount of \$125,998.50. A motion was made by Ms. Ryan and seconded by Ms. Nolan to approve the Creeks Bend Payment Request #1 (Final) in the amount of \$125,998.50. Motion carried by a unanimous vote.

Mr. Young provided an overview of the County's Brownsburg Road East bridge project and noted that the County is applying for a permit for the repair and maintenance.

### **PUBLIC COMMENT**

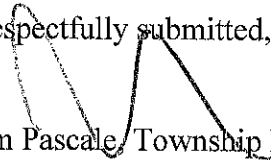
Larry Breeden, Upper Makefield, asked if a conservation easement is proposed for the Worthington property, and Mr. Kuhns explained that there is one with no charge to the Township.

Dan Johansson, Upper Makefield, inquired whether the Township has an ordinance to restrict soil sales. Ms. Ryan noted that there is a conditional use requirement for the removal of soils. Mr. Nelson said that the Solicitor's office will research Township ordinances and report back to the board.

### **ADJOURNMENT**

A motion was made by Ms. Ryan and was seconded by Ms. Nolan to adjourn to executive session at 8:49 p.m. Motion carried by a unanimous vote.

Respectfully submitted,

  
Jim Pascale, Township Manager  
Approved: March 15, 2016

MARCH 2016 GENERAL FUND BILLS - 3/1/16

ACCT #	COMPANY NAME	AMOUNT	COMMENTS
409.373	Affordable Elevator Inspection	\$50.00	PA Labor & Industry Elevator Inspection
409.373	Apple Comfort One Hour Heating/AC	\$99.00	diagnostic fee
400.210	Associated Imaging Solutions	\$311.59	copier charges/shipping charges for toner
410.210	" "	\$311.57	" "
414.210	" "	\$6.13	shipping charges for toner
400.374	" "	\$35.00	configure printing to copier
410.210	Atlantic Tactical	\$312.12	uniform shirt carrier/pants/nametapes
410.239A	Bucks County Police Association	\$750.00	membership/annual range fees - 15 officers
410.210	Business Management Daily	\$39.95	Federal & State Employment Law 6-month update
400.312	CKS Engineers	\$1,689.32	engineering fees
414.313A-1	" "	\$2,967.77	" "
410.541	Central Bucks Special Response Team	\$3,000.00	annual membership
430.238	Clemens	\$138.00	uniform rental
409.321	Comcast	\$328.78	phone service/internet service P. D. Bldg.
409.373	Cooper Pest Solutions	\$161.03	exterior program Jan. & Feb./general maintenance
400.340	Courier Times	\$685.48	classified advertising
414.340	" "	\$252.22	" "
414ZHB	" "	\$391.33	" "
409.140	Coverall	\$1,060.00	cleaning service
414.750	Dell	\$1,097.64	computer
410.314	Eckert Seamans Cherin & Mellott	\$11,231.28	legal fees
403.225	Nicholas Ettorre	\$358.44	January 2016 expenses
410.210	FBI-LEEDA	\$50.00	2016 membership dues
410.210	FOP Lodge #53	\$135.00	2016 Active Membership Dues - Chief of Police
409.341	Franco typ-Postalia	\$129.00	qtrly postage meter rental/maint./updates
400.313	Gilmore & Associates	\$6,311.79	engineering fees
414.313A	" "	\$7,755.48	" "
409.373	Good Air Conditioning & Heating	\$4,480.00	PD furnace/ann. maint. Admin. & PW bldgs./repairs PW Gar
400.314	Grim, Biehn & Thatcher	\$8,596.50	legal fees
414.314A	" "	\$1,413.50	" "
414.314-2	" "	\$1,425.00	" "
410.374	Havis	\$38.00	rewire to master switch
400.313	Heritage Conservancy	\$1,020.00	project implementations/meeting attendance
410.210	IACP	\$150.00	membership renewal 1/1/16 - 12/31/16
409.373	Kencor	\$175.00	monthly elevator maintenance
411.131	John Kernan	\$164.10	reimburse mileage/tolls mtg. w/PA State Fire Commissioner
411.460	" "	\$41.69	reimburse meals mtg. w/PA State Fire Commissioner
400.331	Kerrigan's Sunoco	\$109.89	Admin. vehicle repair
410.374	" "	\$3,025.13	PD vehicle maint./repairs
411.740	" "	\$31.15	Emergency Mgmt. vehicle battery replacement
403.115	Keystone Collections Group	\$2,268.18	EIT tax collector
410.210	Login / IACP Net	\$525.00	annual IACP Net service access 3/3/16 - 3/2/17
414ZHB	McNamara, Bolla & Panzer	\$285.00	legal fees - ZHB
400.331	NAPA Auto Parts	\$25.98	wiper blades Admin. car
411.460	NFPA	\$175.00	annual membership renewal - 1 year 2/1/16 - 3/31/17
400.210	Newtown Office Supply	\$73.84	name plates for dais in Meeting Room/office supplies
410.210	" "	\$19.56	office supplies
409.215	" "	\$41.96	bldg. supplies
409.373	Newtown Pro Hardware	\$19.97	maintenance of walls/ceiling Admin. Bldg.
409.321	PA One Call	\$36.17	monthly notifications
438.460	PSATS CDL Program	\$60.00	random drug testing
438.460	Petty Cash - Public Works	\$36.00	replenish petty cash
409.215	Ready Refresh	\$53.46	drinking water for Twp. bldgs.
410.238	Red the Uniform Tailor	\$129.42	shirts
410.238	Samzie's	\$149.90	caps/holder/cuff key
431	Scott's All Season	\$5,040.00	plowing during blizzard
407.319	Ron Skotleski Video Productions	\$800.00	producer fee BoS Mtgs. 1/19/16, 2/2/16

**MARCH 2016 GENERAL FUND BILLS - 3/1/16**

<i>ACCT #</i>	<i>COMPANY NAME</i>	<i>AMOUNT</i>	<i>COMMENTS</i>
409.373	Smith's Yardville Supply	5.83	interior repairs - Admin. Bldg.
411.212	" "	\$23.99	voltage detector
438.460	" "	\$51.43	mailbox repairs after plowing
488	Standard Insurance	\$705.73	add/life insurance premium
488A	" "	\$1,607.65	std insurance premium
488B	" "	\$942.78	ltd insurance premium
400.210	Staples Advantage	\$111.30	toner/ink
410.210	" "	\$408.81	" "
438.460	" "	\$195.24	" "
409.215	" "	\$251.50	bidg. supplies
410.231	Superior Plus Energy	\$1,789.11	unleaded gasoline
430.231	" "	\$816.60	diesel
409.230	" "	\$2,772.70	heating fuel/propane
430.371	T & T Tree Service	\$1,420.00	tree pruning/removal January 2016
410.239A	Target World	\$250.00	2 1-year range memberships
410.210	Thomson Reuters - West Publishing	\$360.00	Quinlan Arrest Law Bulletin subscription 2/1/16 - 1/31/17
410.470	TransUnion	\$26.25	police investigations
430.238	Trevoise Family Shoes	\$510.30	work boots PW employees
400.313	Tri-State Engineers	\$2,085.50	engineering fees
414.313A	" "	\$1,338.25	" "
409.321	Verizon Wireless	\$1,054.35	mobile phone service
410.541	" "	\$26.71	" "
452.373	W. D. B. Lawn & Garden Services	\$3,540.00	Streetscape snow removal during blizzard
409.373	Waste Management	\$313.08	trash collection/recycling Twp. complex
409.373	Zep Sales & Service	\$248.14	snow melter for Twp. complex walkways/parking lot
	<b>TOTAL</b>	<b>\$90,922.57</b>	

\*\*FOR BOARD APPROVAL

## MARCH 2016 LIQUID FUELS BILLS - 3/1/16

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
437	ATCO International	\$256.00	truck parts
437	Bradco Supply Company	\$418.00	plow cylinder
437	Bucks County International	\$35.90	truck parts
437	Eastern Auto Parts	\$68.88	windshield cleaner
432A	Eureka Stone Quarry	\$421.49	anti-skid material
437	Joseph Finkle & Son	\$333.49	shop supplies/plow parts
432S	Garden State Highway Prod.	\$26.00	sign hardware
437	Bill Marsh Ford	\$87.12	truck parts
437	NAPA Auto Parts	\$200.26	shop supplies/parts
437	On Location With Ron	\$52.60	hose
434SL	PECO	\$130.70	street lighting
433TL	PECO	\$29.51	traffic lighting
437	Penndel Hydraulic Sales	\$1,030.54	plow service/repair
437	Praxair	\$30.03	cylinder rental
437	Scrappy's	\$2,291.11	towing/truck repairs
437	Smith's Yardville Supply	\$36.96	shop supplies
437	Triad Truck Equipment	\$314.60	truck/plow parts
437	Winter Equipment Company	\$342.40	truck parts
<b>TOTAL</b>		<b>\$6,105.59</b>	

\*\*PAID INTERIMLY

MARCH 2016 PARK & REC BILLS - 3/1/16

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
452.250	PECO	\$33.16	electric
452.250	PECO	\$62.78	electric
452.250	PECO	\$33.55 **	electric
452.250	PECO	\$66.98 **	electric
452.250	PECO	\$74.91 **	electric
452.250	Waste Management	\$220.94	trash collection/recycling parks
	<b>TOTAL</b>	<b>\$492.32</b>	

\*\*PAID INTERIMLY

**MARCH 2016 PARK 3 YR CAP BILLS - 3/1/16**

<u>Acct #</u>	<u>Company Name</u>	<u>Amount</u>	<u>Comments</u>
452.300	Tri State Engineers	\$1,444.00	engineering fees

**TOTAL** **\$1,444.00**

\*\*PAID INTERIMLY



**MARCH 2016 WATER & SEWER BILLS - 3/1/16**

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
429.313	CKS Engineers	\$4,015.00	engineering fees
429.371	Eurofins QC	\$175.00	testing
429.376	FRANC Environmental	\$1,151.49	sludge removal
429.374	Grainger	\$44.15	bolts
429.374	Home Depot	\$99.81 **	plant maintenance items
429.372	PECO	\$119.61	electric
429.372	PECO	\$187.31	electric
429.372	PECO	\$211.08	electric
429.372	PECO	\$121.07 **	electric
429.372	PECO	\$183.27 **	electric
429.372	PECO	\$194.56 **	electric
429.372	PECO	\$1,764.56 **	electric
429.372	PECO	\$2,655.16 **	electric
429.100	Private Utility Enterprises	\$10,528.41	plant operator
429.210	USA BlueBook	\$422.13	supplies
429.374	" "	\$12.25	plant maintenance items
429.421	Verizon	\$37.04 **	phone
429.421	Verizon	\$42.31 **	phone
429.422	Verizon	\$41.53	phone
429.423	Verizon	\$113.73	phone
	<b>TOTAL</b>	<b>\$22,119.47</b>	

\*\*PAID INTERIMLY

**MARCH 2016 POLICE PENSION BILLS - 3/1/16**

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
400	Mockenhaupt	\$890.00	quarterly actuarial services
	<b>TOTAL</b>	<b>\$890.00</b>	

\*\*PAID INTERIMLY

**MARCH 2016 NON-POLICE PENSION BILLS - 3/1/16**

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
400	Mockenhaupt	\$890.00	quarterly actuarial services
	<b>TOTAL</b>	<b>\$890.00</b>	

\*\*PAID INTERIMLY

**MARCH 2016 GRADING ESCROW - 3/1/16**

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
414.313E	Toll Brothers	\$2,000.00	Dutchess Farm Lot #3
	<b>TOTAL</b>	<b>\$2,000.00</b>	

### MARCH 2016 INTERIM BILLS - 3/1/16

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
400.460	BCATO	\$100.00	attendance (4) at annual convention
400.374	CIT Technology	\$555.74	copier rental
400.192	Cardmember Service	\$850.00	PSATS Training/Convention
400.210	" "	\$22.70	office supplies
400.374	" "	\$946.51	battery backup
407.319	" "	\$322.57	web hosting/domain reg. renewals/backup
409.215	" "	\$63.94	bldg. supplies
410.238	" "	\$100.80	turtlenecks
410.460	" "	\$235.00	membership PML
438.460	" "	\$41.88	water
438.460	Collinson	\$3,400.00	replace guard rail after accident - insurance to reimburse
400.460	Colonial Farms Market	\$150.00	farewell breakfast for Dave Nyman
409.321	Comcast	\$8.45	PD spec. video acct.
409.321	Comcast	\$359.31	phone service/internet service Admin. Bldg.
409.321	Comcast	\$149.14	phone service/internet service P. W. Bldg.
438.460	DSI Medical Services	\$40.00	random CDL testing
487	DVHT	\$56,900.67	health insurance premium
409.373	DeFrehn Corporation	\$1,580.00	balance for repair of PD Bldg. roof
414.319	Freedom Systems	\$1,708.00	annual land mgmt. software maint. - 20% discount
400.210	Home Depot	\$75.72	storage bins
438.460	" "	\$86.22	mailbox repairs after plowing
409.215	Office Basics	\$221.20	bldg. supplies
400.210	" "	\$116.84	office supplies
414.210	" "	\$51.98	" "
409.361	PECO	\$1,103.60	electric - Admin. Bldg.
409.361	PECO	\$1,514.51	electric - PD Bldg.
400.210	Staples Credit Plan	\$385.31	printer/toner/ink/office supplies
409.341	U. S. Postal Service	\$420.60	postage for annual alarm registration/renewal mailings
409.321	Verizon Wireless	\$1,055.63	mobile phone service
410.541	" "	\$26.71	" "

**TOTAL                    \$72,593.03**

\*PREVIOUSLY APPROVED BY BOARD

**MARCH 2016 DUTCHESS FARM BILLS - 3/1/16**

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
429.313	CKS Engineers	\$2,067.00	engineering fees
429.371	Eurofins QC	\$183.00	testing
429.372	PECO	\$1,787.38 **	electric
429.100	Private Utility Enterprises	\$3,122.02	plant operator
429.210	USA BlueBook	\$35.98	belt
429.421	Verizon	\$43.19 **	phone
	<b>TOTAL</b>	<b>\$7,238.57</b>	

\*\*PAID INTERIMLY

**MARCH 2016 CAPITAL RESERVE BILLS - 3/1/16**

<u>Acct #</u>	<u>Company Name</u>	<u>Amount</u>	<u>Comments</u>
410.740	Grafix Shoppe	\$851.42	marking kit - 2 new PD vehicles
	<b>TOTAL</b>	<b>\$851.42</b>	

\*\*PAID INTERIMLY

**MARCH 2016 WATER/SEWER CAPITAL RESERVE BILLS - 3/1/16**

<u>Acct #</u>	<u>Company Name</u>	<u>Amount</u>	<u>Comments</u>
429.740	CKS Engineers	\$3,059.80	engineering fees
	<b>TOTAL</b>	<b>\$3,059.80</b>	

\*\*PAID INTERIMLY



MARCH 2016 ENCLAVE BILLS - 3/1/16

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
429.371	Eurofins QC	\$34.00	testing
429.374	Home Depot	\$53.08 **	maintenance items
429.100	Private Utility Enterprises	\$1,358.54	plant operator
	<b>TOTAL</b>	<b>\$1,445.62</b>	

\*\*PAID INTERIMLY