

Upper Makefield *Township*
Board of Supervisors Reorganization/Regular Meeting
January 5, 2026

I. Call to Order and Pledge of Allegiance – 7:30 p.m.

II. Administration of Oaths of Office

The Honorable Michael Petrucci

Auditor – John Romano
Tax Collector – Richard Krollman
Supervisor – Elizabeth J. Thompson

III. Public Comment

IV. Re-Organization of the Board

- A. Appointment of Interim Chair
- B. Election of Chair
- C. Election of Vice Chair
- D. Election of Township Treasurer & Set Treasurer's Bond
(Bond currently set at \$1,000,000)

V. Elected Auditor Open Position

Acknowledgement of vacancy and appointment to vacancy in auditor position term expiring December 31, 2031

- A. Consider motion to appoint _____ as interim Elected Auditor through December 31, 2027 to the term which expires December 31, 2031
- B. Administration of Oath of Office – Auditor _____

VI. Appointment of Township Manager and Consultants

Township Manager/Secretary/Right to Know Officer – Gregg Schuster
Township Assistant Manager/Assistant Secretary/Assistant Right to Know Officer – Judy Caporiccio
Township Solicitor – Grim, Biehn & Thatcher
Township Engineer – Gilmore & Associates
Township Water & Sewer Engineer – CKS Engineers, Inc.
Labor Counsel – Eckert Seamans

VII. Board of Supervisors - Liaison Appointments

Planning Commission
Park & Recreation Board
Historical Advisory Commission
Historic Architectural Review Board
Fire Company

Police Department
Council Rock School Board
Environmental Advisory Council
Financial Advisory Committee
Investment Committee
Traffic Advisory Committee
Non-Uniformed Employees
National Veterans' Cemetery
Public Works
Emergency Management
Agricultural Security Advisory Board (voting member and Chair)
Jointure Representative
PSATS 2026 Voting Delegate

VIII. Financial Institutions/Mileage Rate/Tax Collection Committee Delegates

- A. First National Bank of Newtown, Penn Community Bank, PLGIT (Pennsylvania Local Government Investment Trust), Argent Institutional Trust Company
- B. Set the Mileage Rate for 2026 at IRS Designated Rate of 72.5 cents per mile
- C. Resolution No. 2026-01 – Appoint Bucks County Tax Collection Committee Delegates
Consider motion to approve Resolution No. 2026-01
- D. Resolution No. 2026-02 – Authorizing Payments of Certain Operating Disbursements
Consider motion to approve Resolution No. 2026-02
- E. Resolution No. 2026-03 – Authorizing Bank Signatures
Consider motion to approve Resolution No. 2026-03

IX. Newspapers/Meeting Dates

- A. Advance, Courier Times or Philadelphia Inquirer (legal notices)
- B. Establish Meeting Dates of the Board of Supervisors for the Year 2026 as the third Tuesday of the month

X. Board and Commission Re-appointments

- A. Volunteer Board Resignations
Consider motion to accept resignations of Elizabeth Thompson from the Environmental Advisory Council and the Financial Advisory Committee
- B. Planning Commission
Term expires 12/31/29
- C. Environmental Advisory Council
Term expires 12/31/28
Term expires 12/31/28
- D. Park & Recreation Board
Term expires 12/31/30

- E. Historical Advisory Commission
Term expires 12/31/30
- F. Historic Architectural Review Board (HARB)
Term expires 12/31/30
- G. Financial Advisory Committee
Term expires 12/31/28
- H. Vacancy Board Chair
Term expires 12/31/26
- I. Investment Committee
Term expires 12/31/29
- J. Building Code Board of Appeals
Term expires 12/31/28

XI. Announcements

XII. Approval of Minutes and Bills

- A. Approval of Minutes – December 2, 2025
Consider approval of December 2, 2025 Minutes
- B. Bills Payable –January 5, 2026
Consider approval of Bills Payable for January 5, 2026

XIII. Planning & Zoning Issues

XIV. Solicitor’s Report: Will Oetinger, Esq.

XV. Manager’s Report: Gregg Schuster

- A. Resolution No. 2026-04 –Right to Know Policy Update
Consider motion to approve Resolution No. 2026-04
- B. 439 West Brownsburg Road Subdivision – Site Work Construction Escrow (Cash) Release Request No. 2 (Final)
Consider motion to approve Site Work Construction Escrow (Cash) Release Request No. 2 (Final) in the amount of \$154,854.25
- C. Kaniewski Ranch Subdivision Escrow Release No. 1, 2955 Windy Bush Road
Consider motion to approve Escrow Release No. 1 in the amount of \$504,129.08
- D. Elevator Maintenance Agreement
Consider motion to approve Agreement with Kencor, LLC to provide quarterly elevator maintenance at a cost of \$250/quarter

- E. Bolted Steel Glass Lined Water Storage Tank Maintenance Contract – Change Order No. 1
Consider motion to approve Change Order No. 1 reducing the contract amount by (\$6,920.00)

XVI. Engineer’s Report: Amanda Fuller, P.E.

XVII. Board and Commission Reports

- A. Environmental Advisory Council – October 14, 2025
- B. Planning Commission – October 15, 2025

XVIII. Public Comment

XIX. Adjournment

Next meeting: Tuesday, January 20, 2026 at 7:30 pm
www.uppermakefield.org