

**Upper Makefield Township Board of Supervisors**  
**February 21, 2017 Meeting Minutes**

The February 21, 2017 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 Assistant Township Manager Judy Caporiccio, Township Solicitor Mary Eberle, Esq., Director of Planning & Zoning Dave Kuhns and Chief Schmidt.

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 announced that there are currently vacancies on the Zoning Hearing Board, Historic Architectural Review Board, Financial Advisory Committee and Investment Committee. Residents interested in volunteering are invited to submit a volunteer application board, found on the Township website.

**SPECIAL ITEMS**

Mr. Rattigan introduced Park Manager George Calaba, who provided an overview of planned improvements, activities and staffing growth at Washington Crossing Historic Park and expressed appreciation for the positive working relationship with Township staff. He referenced the Master Plan and will share a link of the plan to post on the Township website. The Board thanked Mr. Calaba for the positive changes and progress at the Park. Mr. Tierney inquired about potential changes at the wildflower preserve, and Mr. Calaba said that DCNR is working to renew the existing agreement.

**PUBLIC COMMENT**

Ron Smolow, Three Ponds Lane, asked about the status of a cost study for Township plowing of undedicated roads. The Township Manager will provide follow up. Mr. Smolow then inquired about which requirements PECO is subject to follow when removing trees. Ms. Eberle cited case law placing the Public Utility Commission (PUC) as the only agency overseeing the operation of public utilities. Mr. Smolow suggested that the Board consider joining with other municipalities to seek State legislation which would require utilities to meet local zoning. Mr. Rattigan then provided an explanation of that process through local and county organizations.

Dan Johansson, Upper Makefield, questioned whether PECO consults with tree experts for advice on tree trimming, cutting and maintenance. Mr. Kuhns relayed that PECO has advised that they have a professional arborist on staff to assist with projects. Mr. Cino suggested regular project updates at Board meetings.

**APPROVAL OF MINUTES AND BILLS PAYABLE**

A motion was made by Mr. Cino and was seconded by Ms. Nolan to approve the February 7, 2017 meeting minutes. Motion carried by unanimous vote. Ms. Ryan shared a concern expressed to her that each supervisor's vote is not always audible for the record.

Mr. Rattigan presented the bills list for February 21, 2017. A motion was made by Mr. Cino and was seconded by Ms. Ryan to approve the February 21, 2017 Bills Payable List in the amount of

\$92,247.17. Motion carried by unanimous vote.

### **PLANNING AND ZONING ISSUES**

#### **Three Ponds Lane Community Association Zoning Hearing Board Application**

Mr. Kuhns provided an overview of the appeal from the action of the Code Enforcement Officer for the issuance of a building permit for construction of a warehouse storage building at 1151 Eagle Road. Mr. Tierney questioned the potential legal costs to prepare Mr. Kuhns for the hearing.

### **SOLICITOR'S REPORT**

#### **Floodplain Ordinance Amendment**

Ms. Eberle provided an overview of the amendment to the floodplain ordinance to require permits for minor repairs and to mandate that no variances will be granted from certain requirements of the ordinance. The amendments are necessary in order to comply with FEMA regulations and maintain eligibility for NFIP flood insurance. A motion was made by Mr. Cino and seconded by Ms. Nolan to authorize advertisement of the Floodplain Ordinance Amendment. Mr. Tierney expressed concern that some of the prohibitions regarding the storage of chemicals could negatively affect farmers, and Ms. Eberle stated that the amendments refer to new or substantially improved structures. Staff will research whether any existing farms are located entirely in a flood plain. Following discussion, the motion carried by unanimous vote.

### **ASSISTANT MANAGER'S REPORT**

#### **Resolution No. 2017-02-21-01 – Disposition of Records**

Ms. Caporiccio provided an overview of the resolution for the Disposition of Records noting that the appointed auditor has indicated that the Township does not need to maintain the listed items. At the Board's request, staff also solicited cost information for scanning the documents in the 23 tubs. Costs ranged from a flat rate of \$6,000 to \$0.25/page. Following discussion, a motion was made by Ms. Ryan and seconded by Ms. Nolan to approve Resolution No. 2017-02-21-01. Motion carried by a unanimous vote.

Mr. Johansson, Upper Makefield, requested assurance that no records would be disposed of which might impact current or pending litigation. Ms. Eberle stated there was no concern in that regard.

### **FIRE COMPANY FLYER**

Ms. Caporiccio referenced a flyer prepared by Ms. Hosie and members of the Upper Makefield Fire Company following Ms. Hosie's presentation of the FAC's review and recommendations for the fire company at the last meeting. Staff would like to help distribute the promotional flyer and include it with an upcoming mailing to residents. Board consensus was supportive of the request.

### **ENGINEER'S REPORT**

#### **Engineer's Report**

Mr. Rattigan noted that the Engineer's Report was in Board packets.

### **BOARD AND COMMISSION REPORTS**

Mr. Rattigan announced that the following meeting minutes were included in the Board packets:

- Environmental Advisory Council – January 10, 2017
- Historical Advisory Commission – January 9, 2017
- Park and Recreation Board – September 7, 2016 and December 12, 2016
- Planning Commission – September 28, 2016

**DEPARTMENT REPORTS**

Mr. Rattigan announced that the following department reports were included in the Board packets:

- Planning and Zoning Department
- Finance Department Report
- Fire Department Report
- Ambulance Report
- Fire Marshal Report
- Police Department Report
- Public Works Department Report

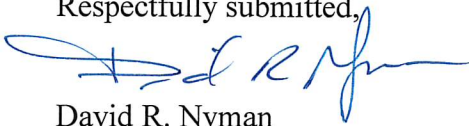
**PUBLIC COMMENT**

There was no public comment.

**ADJOURNMENT**

A motion was made by Ms. Ryan and seconded by Ms. Nolan to adjourn at 8:15 p.m. Motion carried on unanimous vote.

Respectfully submitted,



David R. Nyman  
Interim Township Manager  
Approved: March 7, 2017

**FEBRUARY 2017 GENERAL FUND BILLS - 2/21/17**

ACCT #	COMPANY NAME	AMOUNT	COMMENTS
409.373	Affordable Elevator Inspections	\$50.00	PA Labor & Industry Elevator Inspections
410.238	Atlantic Tactical	\$310.90	boots/pants/belt
400.460	Bucks County TMA	\$750.00	membership 4/2017 - 3/2018
414.141	Building Inspection Underwriters PA	\$2,835.00	inspections December 2016/January 2017
400.312	CKS Engineers	\$2,007.90	engineering fees
414.313A-1	" "	\$1,342.68	" "
407.319	CarriganGEO Services	\$900.00	GIS map hosting services for 2017
409.321	Comcast	\$387.91	Admin. Bldg. internet/phone service
409.321	Comcast	\$12.64	P. D. special video account
409.321	Comcast	\$170.40	P. W. Bldg. Internet/phone service
409.373	Cooper Pest Solutions	\$164.28	exterior program/general maintenance
400.340	Courier Times	\$1,662.43	advertising
414.340	" "	\$343.65	" "
438.460	DSI Medical Services	\$54.00	random selection drug & alcohol testing
409.215	Denney Electric Supply	\$323.68	bulbs for Twp. buildings
410.192	Drive to Survive	\$35.00	Officer Russi attendance at course through DVIT
409.140	Elite Office Maintenance Services	\$1,500.00	cleaning service
410.540-3	Galls	\$114.47	barrier tape
409.373	Good Air Conditioning/Htg.	\$3,729.28	PW shop/Admin. Bldg. lobby no heat/annual maint. contracts
400.314	Grim, Biehn & Thatcher	\$8,348.00	legal fees
414.314A	" "	\$1,033.50	" "
414.314-2	" "	\$279.00	" "
430.260	Hotsy Equipment Co.	\$2,795.00	pressure washer
409.373	Kencor Elevator Systems	\$180.00	monthly elevator maintenance P. D. Bldg.
411.331	John Kernan	\$125.00	monthly mileage reimbursement travel within UMT 2/2017
410.374	Kerrigan's Sunoco	\$473.82	maint./repairs P. D. vehicles
410.540-3	" "	\$308.36	replace batteries for radar unit - Traffic Safety
410.231	" "	\$35.00	gas for police car
403.115	Keystone Collections Group	\$4,174.57	EIT tax collector
400.210	Newtown Office Supply	\$104.07	office supplies
410.210	" "	\$12.89	" "
409.215	" "	\$15.45	bldg. supplies
430.238	OMB Warehouse	\$1,119.75	helmets with radio communication - grant reimbursable
409.321	PA One Call	\$44.63	monthly notifications - 11/2016
410.460	Police Petty Cash	\$42.00	replenish Petty Cash
410.210	" "	\$77.20	" "
409.341	" "	\$12.75	" "
410.238	" "	\$23.00	" "
410.239A	" "	\$15.80	" "
410.192	" "	\$18.24	" "
410.239A	PoliceOne.com	\$450.00	Taser instructor re-certification classes
409.215	Ready Refresh	\$107.76	drinking water for Township bldgs.
410.231	Riggins	\$1,217.64	unleaded gasoline
407.319	Ron Skotleski Video Productions	\$400.00	producer fee BoS Mtg. 2/7/17
400.210	Staples Advantage	\$131.95	office supplies
410.210	" "	\$138.55	" "
414.210	" "	\$91.98	" "
409.215	" "	\$47.78	bldg. supplies
409.230	Suburban Propane	\$769.62	propane for PD and PW bldgs.
410.239A	Target World	\$1,758.25	range rental - 2 days
410.470	TransUnion	\$25.00	police investigations
407.319	Trent Creative	\$100.00	monthly advanced website support & monitoring - Feb. 2017
430.238	Trevose Family Shoes	\$510.30	work boots - 3 PW employees
400.313	Tri-State Engineers	\$10,394.80	engineering fees
414.313A	" "	\$4,864.50	" "
410.460	UMBA	\$325.00	annual membership dues 1/17 - 12/17
410.375	YIS/Cowden Group	\$1,678.00	calibration
<b>TOTAL</b>		<b>\$58,943.38</b>	

\*\*FOR BOARD APPROVAL

FEBRUARY 2017 LIQUID FUELS BILLS - 2/21/17

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
437	A & M Truck Tire Service	\$225.00	truck tire alignment
437	Fred Beans Parts	\$57.68	lamp for truck
437	Betts Equipment	\$111.96	blower
437	Davis Feed Mill	\$9.00	sand bags for barricade ballasts
437	Fabian Building Materials	\$17.10	concrete for roads/stock
437	Galls	\$114.46	barrier tape
432S	Garden State Highway Products	\$982.50	signs
438.245	Hei-Way	\$996.36	road repair materials
437	Histand's Equipment	\$41.60	scoops
437	NAPA Auto Parts	\$47.98	truck window lift support
434SL	PECO	\$124.98	electric - street lighting
433TL	PECO	\$24.45	electric - traffic lighting
	<b>TOTAL</b>	<b>\$2,753.07</b>	

\*\*PAID INTERIMLY

FEBRUARY 2017 WATER & SEWER BILLS - 2/21/17

<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	\$1,276.00	testing
429.376	FRANC Environmental	\$2,531.10	sludge removal
429.100	Private Utility Enterprises	\$9,901.43	plant operator
429.371	M. J. Reider Associates	\$109.00	testing
429.210	USA BlueBook	\$286.39	supplies
429.421	Verizon	\$41.33	phone
429.421	Verizon	\$113.64	phone
	<b>TOTAL</b>	<b>\$16,325.89</b>	

\*\*PAID INTERIMLY

**FEBRUARY 2017 INTERIM BILLS - 2/21/17**

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
400.460	BCATO	\$25.00	Attendance at Annual Convention - Dan Rattigan
414.460	District Court #7	\$17.00	civil fine
410.470	Franklin Cty Clerk of Courts	\$45.00	subpoena
411.212	Staples Credit Plan	\$83.07	supplies
414.210	" "	\$109.99	monitor
	<b>TOTAL</b>	<b>\$280.06</b>	

\*PREVIOUSLY APPROVED BY BOARD

FEBRUARY 2017 DUTCHESS FARM BILLS - 2/21/17

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
429.313	CKS Engineers	\$1,257.00	engineering fees
429.100	Private Utility Enterprises	\$2,939.12	plant operator
429.371	M. J. Reider Associates	\$175.00	testing
429.210	USA BlueBook	\$344.98	supplies
	<b>TOTAL</b>	<b>\$4,716.10</b>	

\*\*PAID INTERIMLY



**FEBRUARY 2017 WATER/SEWER CAPITAL RESERVE BILLS - 2/21/17**

<u>Acct #</u>	<u>Company Name</u>	<u>Amount</u>	<u>Comments</u>
429.740	CKS Engineers	\$1,957.89	engineering fees
<b>TOTAL</b>		<b>\$1,957.89</b>	

**\*\*PAID INTERIMLY**

FEBRUARY 2017 ENCLAVE BILLS - 2/21/17

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
429.210	Coyne Chemical	\$1,545.50	supplies
429.371	Eurofins QC	\$955.00	testing
429.100	Private Utility Enterprises	\$3,892.72	plant operator
429.210	" "	\$252.50	supplies
429.371	M. J. Reider	\$396.00	testing
429.210	USA BlueBook	\$229.06	supplies
	<b>TOTAL</b>	<b>\$7,270.78</b>	

\*\*PAID INTERIMLY