

Upper Makefield Township Board of Supervisors
February 16, 2021 Meeting Minutes

The February 16, 2021 virtual meeting of the Upper Makefield Township Board of Supervisors was called to order by Chair Tom Cino at 7:30 p.m. In attendance were the following members of the Board of Supervisors: Chair Tom Cino, Vice Chair Diana Nolan, Treasurer Tim Thomas, Member Ed Ford and Member Karin Traina. Also in attendance were Township Manager David R. Nyman, Assistant Township Manager Judy Caporiccio, Township Solicitor Mary Eberle, Esq., Township Engineer Larry Young, P.E., Planning & Zoning Director Dave Kuhns and Chief Mark Schmidt.

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

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

ANNOUNCEMENTS

Mr. Cino made the following announcements:

- Township offices remain open by appointment only. To make an appointment, call the Township at 215-968-3340 or send an email. A staff directory can be found at uppermakefield.org.
- Residents were reminded of the Township's Tree Grant Program, which offers reimbursements for tree purchase, planting and deer protection. More information is available under the Preservation tab of the Township website at UpperMakefield.org or by calling the Township at 215-968-3340.
- An Executive Session was held prior to tonight's meeting for personnel and land acquisition matters.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES AND BILLS PAYABLE

A motion was made by Ms. Nolan and seconded by Mr. Cino to approve the February 2, 2021 meeting minutes. Motion carried by unanimous vote.

A motion was made by Mr. Thomas and seconded by Dr. Ford to approve the February 16, 2021 Bills Payable List in the amount of \$242,240.92. Motion carried by unanimous vote.

PLANNING & ZONING ISSUES

Ulrich Zoning Hearing Board Application, 1242 River Road

William Benner, Esq. represented the applicant and provided an overview of the request for a special exception to alter an existing non-conforming structure located in the floodway. Following discussion, a motion was made by Ms. Nolan and seconded by Ms. Traina to take a neutral position with regards to the Ulrich Zoning Hearing Board Application for 1242 River Road. Motion carried by unanimous vote.

SOLICITOR'S REPORT

JMZO Short Term Rental Ordinance

Ms. Eberle provided an overview of the JMZO Short Term Rental Ordinance and requested authorization to advertise following review by the Planning Commission. A motion was made by Mr. Thomas and seconded by Ms. Nolan to authorize advertisement of the JMZO Short Term Rental Ordinance. Motion carried by unanimous vote.

MANAGER'S REPORT

Public Works Administrative Assistant

Mr. Nyman noted the recent resignation of part-time Public Works Administrative Assistant Carole Housel and requested returning the position to full time to maintain department operations and continuity. A motion was made by Ms. Nolan and seconded by Ms. Traina to accept the resignation of Public Works Administrative Assistant Carole Housel and authorize advertisement of a full-time Public Works Department Administrative Assistant. Motion carried by unanimous vote

ENGINEER'S REPORT

Petty-Traina – Site Construction Escrow Release #2 (Final)

Mr. Young provided an overview of the Petty-Traina Site Construction project and recommended approval of Escrow Release #2 (Final) in the amount of \$12,660.00. Ms. Traina stated that she has a conflict of interest with regard to this land development because she is one of the property owners. A motion was made by Ms. Nolan and seconded by Dr. Ford to approve the Petty-Traina Site Construction Escrow Release #2 (Final) in the amount of \$12,660.00 and waive the 18-month maintenance period since the improvements have been completed for more than 18 months. Motion carried by a 4-0-1 vote with Ms. Traina abstaining.

BOARD AND COMMISSION REPORTS

Mr. Cino announced that the following minutes were included Board packets:

- Environmental Advisory Council – January 12, 2021
- Park & Recreation Board – January 12, 2021

DEPARTMENT REPORTS

Mr. Cino announced that the following department reports were provided:

- Planning & Zoning Department
- Finance Department
- Fire Department
- Ambulance
- Fire Marshal
- Police Department
- Public Works Department

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

A motion was made by Dr. Ford and seconded by Ms. Nolan to adjourn the meeting at 8:17 p.m. Motion carried by unanimous vote.

Respectfully submitted,



David R. Nyman
Township Manager


Approved: March 2, 2021

DECLARATION OF CONFLICT OF INTEREST

I, Karin Traina., hereby disclose that I have a conflict of interest with regard to matters involving the Petty Traina land development which is on the February 16, 2021 agenda of the Board of Supervisors.

The nature of my conflict of interest is that my husband and I are the owner applicant of the land development in question. Please retain this disclosure with the minutes of the February 16, 2021 meeting and for any other meeting at which the Petty Traina land development is discussed.

Date: February 16, 2021


Karin Traina