

**Upper Makefield Board of Supervisors  
October 18, 2022 Meeting Minutes**

The October 18, 2022 public 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 Ed Ford, Treasurer Tim Thomas, Member Yvette Taylor and Member Ben Weldon. Also in attendance were Township Manager David R. Nyman, Assistant Township Manager Judy Caporiccio, Township Solicitor Mary Eberle, Esq., and Planning & Zoning Director Denise Burmester.

**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:

- The volunteer fire departments and Fire Marshal Kernan were thanked for their efforts during Fire Prevention Week to educate our residents at open houses and school visits. Appreciation was expressed to those who attended the open houses for supporting our volunteers.
- The Board of Supervisors will hold executive sessions on October 19 and October 20 for personnel matters.
- On Saturday, October 29<sup>th</sup>, the Police will be collecting unused medications for safe disposal as part of the Bucks County Medication Disposal Program. Stop by the station that day from 10-2, or use the collection box located at the station, which is available Monday-Friday during business hours.
- Also on September 29<sup>th</sup>, the Police are holding a Pack the Patrol Car event at the Township from 9 – 3. They will be collecting items to support the Shop with A Cop event in December. Please check the Township website for more details about donations and information about both events.

Mr. Thomas thanked St. Mary's EMT Mark Schmidt, Jr. for providing CPR/AED training for the Bucks Adult Soccer League.

**PUBLIC COMMENT**

There was no public comment.

**APPROVAL OF MINUTES AND BILLS PAYABLE**

A motion was made by Mr. Thomas and seconded by Ms. Taylor to approve the October 4, 2022 Budget Workshop meeting minutes. Motion carried by unanimous vote.

A motion was made by Mr. Weldon and seconded by Mr. Thomas to approve the October 4, 2022 meeting minutes. Motion carried by unanimous vote.

A motion was made by Mr. Weldon and seconded by Mr. Thomas to approve the October 18, 2022 Bills Payable List in the amount of \$284,518.04. Motion carried by unanimous vote.

## **PLANNING & ZONING ISSUES**

### **EAC Request to Participate in Penn State Watershed Masters Spring Live Staking**

Ms. Burmester provided an overview of the Environmental Advisory Council's request to participate in Penn State Watershed Masters' Spring Live Staking. Live staking is when dormant tree branches are

planted into the soil to take root to aid in stabilizing eroding streambanks. Following discussion, a motion was made by Mr. Weldon and seconded by Ms. Taylor to authorize staff to contact Penn State Watershed Masters to request the Township's participation in Spring live staking. Motion carried by unanimous vote.

## **SOLICITOR'S REPORT**

There was no Solicitor's Report.

## **MANAGER'S REPORT**

### **Special Event Request – Kiwanis Club of Washington Crossing-Yardley Tree Lighting**

Mark Zaba and Bob Jones represented the Kiwanis Club of Washington Crossing-Yardley, who provided background on the mission of their organization. They then outlined their Special Event application for the Tree Lighting Ceremony at Washington Crossing Historical Park on November 25, 2022. Police staffing is requested for the event, which is scheduled from 3:00 -5:30 p.m. Following discussion, a motion was made by Ms. Taylor and seconded by Mr. Weldon to approve the request for police staffing during the November 25, 2022 event with reimbursement of the Police staffing costs required. Motion carried by unanimous vote.

### **Resolution No. 2022-10-18-01 – Implementing Property Tax Penalty Waiver Provisions**

Mr. Nyman provided an overview of the resolution implementing property tax penalty waiver provisions for the tax collector. Discussion followed and a motion was made by Mr. Thomas and seconded by Ms. Taylor to approve Resolution No. 2022-10-18-01. Motion carried by unanimous vote.

### **Block Site Work Construction Escrow Release #2 – 475 Brownsburg Road West**

Mr. Nyman provided an overview of the project and recommended approval of the site work escrow release request. Discussion followed and a motion was made by Ms. Taylor and seconded by Mr. Weldon to approve the Site Work Construction Escrow Release #2 in the amount of \$18,905.00. Motion carried by unanimous vote.

### **Great Hills Road Drainage Project – Change Order #1**

Mr. Nyman provided background for the change order by explaining that when the crew began work on the Great Hills Drainage Project, they discovered that the existing pipes were installed at an offset along the curb rather than in a straight line. Therefore, the new installation will require additional materials and labor. Discussion followed and a motion was made by Mr. Thomas and seconded by Ms. Taylor to approve the Great Hills Road Drainage Project Change Order #1 in the amount of \$4,449.00. Motion carried by unanimous vote.

### **2016 Chevy Tahoe**

Mr. Nyman reported on the bid for sale of a 2016 Chevy Tahoe, which was listed on Municibid. A motion was made by Mr. Weldon and seconded by Ms. Taylor to accept the bid of Russell Wantz in the amount of \$12,700.00 for the purchase of the 2016 Chevy Tahoe. Motion carried by unanimous vote.

### **Volunteer Appreciation Dinner**

Mr. Nyman reported that per Board direction, staff has tentatively scheduled the Volunteer Appreciation Dinner on Wednesday, December 7, and he requested authorization to proceed with finalizing the event at a cost not to exceed \$9,000. A motion was made by Mr. Thomas and seconded by Ms. Taylor to authorize staff to finalize the Volunteer Appreciation Dinner for a cost not to exceed \$9,000.00. Motion carried by unanimous vote.

### **2023 Fee Schedule**

Mr. Nyman referenced the draft 2023 Fee Schedule, which was reviewed by the Board at the October 4, 2022 Budget Workshop, and requested approval. A motion was made by Mr. Weldon and seconded by Mr. Thomas to approve the 2023 Fee Schedule. Motion carried by unanimous vote.

### **Presentation of 2023 Preliminary Budget**

Mr. Nyman provided highlights of the 2023 Preliminary Budget developed following the two budget workshop meetings held on September 21, 2022 and October 4, 2022. He thanked the Board and the staff for the efforts during the budget process. The Board also expressed appreciation of staff's efforts. A motion was then made by Dr. Ford and seconded by Ms. Taylor to authorize advertisement of the 2023 Preliminary Budget. Motion carried by unanimous vote.

### **ENGINEER'S REPORT**

There was no Engineer's Report.

### **BOARD AND COMMISSION REPORTS**

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

- Environmental Advisory Council – September 13, 2022
- Planning Commission – June 22, 2022

### **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

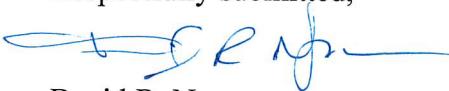
### **PUBLIC COMMENT**

There was no public comment.

### **ADJOURNMENT**

A motion was made by Dr. Ford and seconded by Mr. Thomas to adjourn the meeting at 8:06 p.m.

Respectfully submitted,



David R. Nyman

Township Manager

Approved: November 1, 2022