

## **Upper Makefield Board of Supervisors**

### **November 15, 2022 Meeting Minutes**

The November 15, 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., Chief Mark Schmidt and Sergeant Patrick Durkin.

#### **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 Board will hold an executive session after tonight's meeting to consult with the Solicitor.
- Residents interested in serving on a volunteer board are invited to submit an application, which can be found on the Township website.
- The 5<sup>th</sup> Annual Shop with a Cop event will be held on December 10. Visit the Township website or call the Police Department at 215-968-3020 for ways to support this program.
- The Annual Tree Lighting will take place at Washington Crossing Historic Park on Friday, November 25. Festivities begin at 3:00 with the tree lighting at 4:30 p.m.
- The Annual Washington Crossing Reenactment Dates for 2022 are Sunday December 11 and Sunday, December 25. Both Crossings are scheduled for 1:00, but check [WashingtonCrossingPark.org](http://WashingtonCrossingPark.org) for other activities planned for each day.
- Finally, a reminder not to dump leaf and yard waste into storm drains, the canal or the river. Follow the guidelines provided by your hauler for leaf pickup.

Mr. Thomas thanked the poll workers for their efforts on election day.

#### **PUBLIC COMMENT**

There was no public comment.

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

A motion was made by Dr. Ford and seconded by Mr. Thomas to approve the November 1, 2022 meeting minutes. Motion carried by unanimous vote.

A motion was made by Mr. Thomas and seconded by Ms. Taylor to approve the November 15, 2022 Bills Payable List in the amount of \$206,462.89. Motion carried by unanimous vote.

#### **PLANNING & ZONING ISSUES**

There were no Planning & Zoning issues.

#### **SOLICITOR'S REPORT**

There was no Solicitor's Report.

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

##### **Resolution No. 2022-11-15-01 – Adoption of 2023 Budget**

Mr. Nyman introduced the resolution and reviewed the 2023 budget process, noting that the Preliminary 2023 budget has been advertised, made available for public inspection at the Township office, posted on the Township website and may be considered for adoption. He stated that the final

budget contains one change, which is the addition of \$100,000 to the Emergency Services Fund in anticipation of potential upcoming costs for ambulance services. As presented, the budget includes a 0.8% real estate tax reduction for residents. A motion was then made by Mr. Thomas and seconded by Mr. Weldon to adopt Resolution No. 2022-11-15-01. Motion carried by unanimous vote.

#### **Resolution No. 2022-11-15-02 – Tax Levy**

Mr. Nyman introduced the resolution establishing the 2023 Real Estate Tax. A motion was made by Ms. Taylor and seconded by Mr. Weldon to approve Resolution No. 2022-11-15-02. Motion carried by unanimous vote.

#### **Township Grounds Maintenance Bids**

My Nyman noted that the current contract for Township grounds maintenance expires this year, and he requested authorization to advertise the 2023/24 bids. A motion was made by Dr. Ford and seconded by Mr. Thomas to advertise the 2023/24 Township Grounds Maintenance Bids. Motion carried by unanimous vote.

#### **Emergency Management Services Requests for Proposals**

Mr. Nyman recommended delaying discussion on this item after further evaluation.

#### **Green Bridge Repair Bids**

Mr. Nyman provided an overview of the Green Bridge Repair Bids. The Township Engineer recommends that all three bids be rejected because the apparent low bidder did not attend the mandatory pre-bid meeting, one bid package was incomplete and the third bidder was above the estimated budget. Following discussion, a motion was made by Mr. Thomas and seconded by Ms. Taylor to reject all bids for the Green Bridge Repair Project. Motion carried by unanimous vote.

#### **Public Works Superintendent**

A motion was made by Dr. Ford and seconded by Ms. Taylor to promote Foreman Matthew Gorman to the position of Public Works Superintendent, effective November 21, 2022. Motion carried by unanimous vote.

#### **Planning & Zoning Permit Clerk**

A motion was made by Dr. Ford and seconded by Mr. Weldon to approve the hiring of part-time Permit Clerk Patrice O'Rourke for the position of full-time Permit Clerk, effective November 21, 2022. Motion carried by unanimous vote.

#### **Police Officer**

A motion was made by Dr. Ford and seconded by Mr. Thomas to authorize advertisement of a part-time police officer to reduce overtime needs while an officer is on leave. Chief Schmidt provided an overview of the advertising process. 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:

- Financial Advisory Committee – September 15, 2022
- Historical Advisory Commission – September 22, 2022
- Planning Commission – September 28, 2022
- Traffic Advisory Committee – September 28, 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

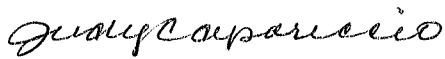
**PUBLIC COMMENT**

There was no public comment.

**ADJOURNMENT**

A motion was made by Mr. Weldon and seconded by Mr. Thomas to adjourn the meeting into Executive Session at 7:48 p.m.

Respectfully submitted,



Judy Caporiccio  
Assistant Township Manager  
Approved: December 6, 2022