

The agenda meeting of the Northampton Township Board of Supervisors was held at 6:00 p.m.

Present were:

Adam M. Selisker  
Barry Moore  
Paula Gasper  
Dr. Kimberly Rose  
Joseph Pizzo  
Amanda Fuller  
Robert M. Pellegrino  
William Wert

Agenda items were reviewed and discussed.

The regular business meeting of the Northampton Township Board of Supervisors was called to order at 7:00 pm. Members of the Board present were:

Adam M. Selisker  
Barry Moore  
Paula Gasper  
Dr. Kimberly Rose

Members absent were:

Robert Salzer

Others present were:

Robert M. Pellegrino, Township Manager  
William Wert, Assistant Manager  
Amanda Fuller, Township Engineer  
Joseph Pizzo, Township Solicitor

### **PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE**

Chairman Selisker led the Pledge of Allegiance and held a moment of silence in support of the military, and emergency service personnel.

### **SPECIAL PRESENTATIONS**

#### **Donation by CRC Industries**

Chairman Selisker called forward Mr. Len Mazzanti, CEO of CRC Industries. During the meeting, Mr. Mazzanti presented a financial contribution that enabled the Northampton Township Fire Department to acquire a Public Safety drone.

### **Library Week Proclamation**

Ms. Gasper called forward Wayne Lahr, Director of the Northampton Township Free Library to present a proclamation to recognize April 7 – April 13, 2024, as National Library Week. Ms. Gasper read the proclamation and thanked Mr. Lahr for all of his hard work.

The Township Manager echoed these comments and stated Mr. Lahr does a fantastic job as Director.

### **PUBLIC COMMENT**

Liz Youse, Churchville, questioned the agenda item relating to the authorization for the destruction of documents.

Mr. Pellegrino explained the documents to be destroyed fall under the State Record Retention Act guidelines and that most of these items have been scanned electronically, therefore a paper copy does not need to be retained.

Laurie Katz, Churchville, questioned how long is the Township required to hold records.

Mr. Pellegrino stated the Township is governed by State Laws regarding the retention of records and is allowed to destroy documents with the approval of the Board under State Law.

### **CONSENT ITEMS**

#### **BOARD MINUTES**

The Board meeting minutes of February 28, 2024, were presented by Mrs. Gasper.

#### **ACCOUNTS PAYABLE**

The accounts payable for March 13, for \$1,489,332.02, and for March 27, 2024, for \$1,132,559.00 were presented by Dr. Rose.

A motion was proposed by (Moore-Rose) for the approval of the consent items. All of which received unanimous approval.

### **CONSIDER BIDS FOR 2024 ROAD MATERIALS**

Mrs. Gasper stated on behalf of the Bucks County Consortium, Solebury Township advertised bids for bituminous asphalt materials and stone on February 7<sup>th</sup> and 11<sup>th</sup>, 2024

Proof of publication was provided, the bid tabulation sheet was prepared by Solebury Township, and the bid tabulation sheet included delivery and pickup prices specific to Northampton Township.

The following companies meet the specification requirements as determined by Mr. Hucklebridge the Public Works Director:

1. Eureka Stone Quarry Inc, Chalfont, PA for 1B ½" Stone, 2B ¾" Stone, 2A Stone Mix, Rip-Rap Mixed Stone, Super Pave 9.5mm & 19.0mm Wearing, Super Pave 19.0mm & 25.0mm Binder, and Super Pave 25.0mm Base
2. M & W Precast, 210 Durham Rd, Ottsville, PA for C-Tops (RC34), M-Tops (RC34), and 2x4 Bicycle Safe Grates
3. Plumstead Materials, Plumsteadville, PA for R-4 Stone, R-5 Stone, R-6 Stone and R-7/R-8 Stone

The Township is expected to pave or micro-surface approximately 10 miles of road system this year. The estimated cost for the materials under this bid is approximately \$835,000.00.

A motion was made and seconded (Gasper-Rose) to award contracts for various road paving and related maintenance materials to Eureka Stone Quarry, Chalfont, PA; M&W Precast, Ottsville, PA; and Plumstead Materials, Plumsteadville, PA as recommended by the Public Works Department, at their bid prices to the Bucks County Consortium.

Chairman Selisker called for Board and public comment. None was heard.

**Motion Passed 4-0.**

**CONSIDER PRELIMINARY/FINAL LAND DEVELOPMENT PLAN-TRINITY REALTY, BRIDGESTONE DRIVE**

Mr. Moore asked the representatives for the project to introduce themselves.

Mr. Scott Mill of Van Cleef Engineering introduced himself as the Planner for the project and also in attendance was Boris Kaplan, Applicant for the the Trinity Realty Subdivision.

Mr. Moore outlined the project and explained it is located along the northern side of the Bridgestone Drive extension which is a private street, approximately 1,000 feet west of its intersection with Bridgetown Pike, the proposal is to subdivide a 6.38-acre parcel into two lots of 3.27 (Lot 1) and 3.11 (Lot 2) acres and construct a two-story single-family detached dwelling on each lot. Bridgetown Drive will be extended with a cul-de-sac on Lot 2. Along the roadway, three individual lots are under the same ownership. Public water and sewer will serve the properties.

The C-R – Country Residential District permits single-family detached dwellings on lots having a minimum lot area of 2 acres, a minimum lot width of 200 feet, and a maximum impervious

surface ratio of 10 percent for the new lots associated with the subdivision. However, the three individual lots are nonconforming.

Throughout the process, the developer has been proactive in speaking with existing property owners regarding the project. In addition, many of the waiver requests are the result of the existing conditions on Bridgestone Drive. However, the applicant has worked with the Township staff and consultants to improve the existing conditions on this private roadway.

The Board received for review the following correspondence:

1. Waiver Letter – Van Cleef Engineering – February 27, 2024;
2. Gilmore Associates – Review letter – December 19, 2023;
3. Pennoni Associates - Review letter – December 7, 2023;
4. McMahon Associates – Review Letter – December 19, 2023;
5. Township Planning Commission Memo – February 28, 2024;
6. Bucks County Planning Commission - Review letter – July 27, 2023; and,
7. A Copy of the Plan

Discussion ensued with the Planner and the Applicant being asked questions relating to the project. The two main concerns brought forward were the challenging lot plan and addressing the two Home Associations that will be involved.

A motion was made and seconded (Moore-Gasper) to approve the Preliminary/Final approval of the Trinity Realty Minor Subdivision and Land Development, SLD 23-1, subject to compliance with the Township Engineer's review letter dated December 19, 2023, the Township Planner's review letter dated December 7, 2023, and the Township Traffic Engineer's review letter dated December 19, 2023. It is also recommended that the requested waivers be granted. Approval is subject to the following conditions:

1. The applicant shall enter into a land development and escrow agreement in a form acceptable to the Township solicitor and engineer. This shall include a stormwater management maintenance and operations agreement.
2. A fee-in-lieu of recreation/open space shall be submitted for \$6,985.88 for each of the two new lots associated with the subdivision per the terms of the development agreement.
3. A fee-in-lieu of sidewalks for \$7,877 is required as calculated by the Township engineer for the two new lots associated with the subdivision.
4. Stormwater management facilities are to be underground systems, including the individual lots, per the approval of the Township engineer.
5. The applicant shall work with the Township solicitor to develop a Homeowners' Association per the terms of the development agreement, which also includes coordination with existing property owners.

6. The applicant is responsible for obtaining any outside approvals that may be necessary, including, but not limited to the DEP, Conservation District, PennDOT, and the Municipal Authority. Further, approval is granted for the submission of any documents that may be required as part of the sewage facilities planning process.
7. All conditions and recommendations incorporated with the motion and minutes are subject to the Township Solicitor's approval letter.

Chairman Selisker called for Board and Public Comment. None was heard.

**Motion Passed 4-0.**

**CONSIDER ADVERTISING AN ORDINANCE AMENDMENT TO ADD AN ALL-WAY STOP INTERSECTION AT STONYFORD ROAD AND EAST VILLAGE ROAD**

Mr. Moore outlined the proposed ordinance amendment by noting the Township Administration asked Bowman Consulting Group to identify crosswalks within the Township that may warrant enhanced safety applications. Enhancements could include higher visible crosswalks, additional signage, or flashing lights.

Using the Federal Highway Administration (FHWA) publication titled Manual of Uniform Traffic Control Devices (MUTCD), Bowman completed an engineering study of the intersection at Stonyford and East Village Roads. Analyzing the operation characteristics of this intersection, the intersection meets four (4) of (5) criteria to warrant an All-Way-Stop: Crash Experience, Sight Distance, Traffic Volumes, and High Pedestrian Movement.

Based on this analysis, the administration is recommending that the Board of Supervisors authorize the advertisement of the attached ordinance amendment to add stop signs on both the northbound, and southbound approaches of Stonyford Road at its intersection with East Village Road. If the Board authorizes this proposed ordinance it will be advertised and ready for adoption at the April Board of Supervisors meeting.

A motion was made and seconded by (Moore-Rose) to approve the advertisement of a public meeting on April 17, 2024, at 7 pm at the Township Building to consider an ordinance amending the Northampton Township Code, specifically Chapter 15, Motor Vehicles and Traffic, Part 2 to add stop intersections on both the northbound and southbound approaches of Stonyford Road at its intersection with East Village Road.

Chairman Selisker called for Board comment.

Mr. Moore spoke on School Districts State Laws and the requirement to have a crosswalk sign to be located in crosswalks. The School District has already started to implement this requirement and Mr. Moore showed a sample of what the crosswalk sign will look like.

**Motion Passed 4-0.**

## **CONSIDER RESOLUTION AUTHORIZING DESTRUCTION OF DOCUMENTS**

Dr. Rose explained the Township Administration periodically reviews its paper files and completes an inventory of the files that can be discarded under the Township's record retention policy that is aligned with state law.

The disposition of records meeting the minimum retention period requires the Board of Supervisors to approve a Resolution listing the type and date ranges for the records in question.

The provided resolution lists the records that have met the minimum retention period under the Pennsylvania Public Records Retention Act. These records are deemed non-essential and can be destroyed. These are older paper records. Current records of a similar nature are now stored electronically.

Dr. Rose listed some of the records included in the resolution as samples of what is being destroyed under the Record Retention Law.

A motion was made and seconded (Rose-Moore) to adopt Resolution R-24-6 authorizing the destruction of certain Township records meeting the minimum retention requirements of the Pennsylvania Municipal Records Act.

Chairman Selisker called for Board and public comment. None was heard.

**Motion Passed 4-0.**

## **REPORTS**

Dr. Rose made the following announcements:

- Spring is getting off to a very busy start at the senior center. The activity calendar is packed with a variety of classes and programs. There's something for everyone age 55 or better!
- Don't worry if you're not a member of the senior center yet, it's a perfect time to become one! The membership is only \$30 a year and it's the best bargain in town!
- On Friday, April 5<sup>th</sup>, make it a point to stop by the center's display at the Senior Expo being held at Spring Mill Manor from 10 – 1.
- A fun community event is scheduled for Friday, April 19<sup>th</sup>, from 5 – 8:30 pm, the Spring Fling Shopping Event! It's just in time for the spring holidays, graduation, and end-of-school-year gifts. If you're interested in becoming a vendor, please contact the center. There are still a few vendor spaces left.
- For more information, visit the center's website at [northamptonsc.com](http://northamptonsc.com) for the center calendar and details on the events and membership. You can call the center at (215)357-8199 or stop by 165 Township Road, Richboro for a personal tour.

- The Parks and Recreation Department is pleased to announce a partnership with Northampton Valley Country Club for an unforgettable night of great food, cocktails, and ...MURDER! Join us on Saturday, May 18<sup>th</sup> for “A Golden Girls Murder Mystery.” Reservations are going fast so be sure to register you and your friends before we are sold out!
- Saturday, March 23, families gathered at the Senior Center to enjoy “Breakfast with the Bunny!” The Parks and Recreation team hosted 90 parents and children for a delicious breakfast provided by Manny’s Deli in Holland! After breakfast families enjoyed a magic show and of course, a visit and pictures with the Bunny himself! Thanks to Kristin Fullerton, Special Events Coordinator, and the Parks and Rec team for a wonderful event!
- Seasonal help is needed for the summer of 2024. Parks and Recreation is seeking applications for camp counselors, lifeguards, and the front desk at the swim club.
- The Administration and the Board of Supervisors would like to thank Debbie Catoggio for her 15 years serving the Parks and Recreation Department as Operations Manager. Debbie will be retiring on April 1. She is looking forward to traveling and spending more time with her family, especially her grandchildren. Thank you, Debbie, for your years of dedication and passion to the Parks and Rec Dept!
- For more information about the center and all the awesome activities that are offered, feel free to stop by for a tour. The center is located across from the library at 165 Township Road. The hours are Monday, Wednesday, and Friday 9 am to 3:30 pm, and Tuesday and Thursday from 9 am to 8 pm.

Mrs. Gasper made the following announcements:

- Strategic Plan implementation – Five committees continue to develop implementation recommendations that meet the objectives of the four Strategic Plan Priorities. The committees consist of Library Board members, library staff, and the director.
- Meeting desired goals and fulfilling Strategic Plan objectives, the library will sponsor a new 10-week Citizenship Class for the spring – Thursdays at 3:30 PM beginning April 18. Like our current English as a Second Language Classes, it will be taught by a volunteer from the Welcoming the Stranger non-profit organization.
- A new online resource will soon be available for Township residents and library users called Creativebug. Creativebug offers online video arts and crafts workshops and techniques. Learn how to paint, knit, crochet, sew, screen print, and more. The resource should be available to the public on May 1, 2024, and will be available through the library’s website.
- The library’s 2023 Annual Appeal letter was distributed to more than 5,300 past donors and new cardholders in November. The library received a donation response from 3.15%

of recipients, higher than the industry standard of 2%, resulting in approx. \$11,000. The 2024 Annual Appeal is anticipated to take place in late summer.

- The Northampton Township Veterans Advisory Commission held a town hall on March 18, 2024, at 7:00 pm at the Township Administration Building to discuss Veteran's issues. Matthew Allen the Director of Veterans Affairs in Bucks County hosted a question and answer session. Veterans Service Officer, Betty Carleo provided an explanation of the claims process and details on benefits accessible to Veterans and their spouses and various programs available.
- Reminder April 23<sup>rd</sup> is the Primary Election. Make sure you get out and vote.

Chairman Selisker announced Mr. Salzer is absent tonight.

Chairman Moore made the following announcements:

- The next Planning Commission meeting is scheduled for April 9<sup>th</sup> and the Mill Race Inn will be on the agenda.
- The Zoning Hearing Board met on March 11<sup>th</sup> and heard one residential appeal
- The April meeting for the Zoning Hearing Board has been canceled. Their next meeting is scheduled for May 13<sup>th</sup>.

Chairman Selisker made the following announcements:

- The Tri-Hampton Rescue Squad recently hosted a three-day course on the installation of child car seats the Fire Department and Rescue Squad both attended and now we have qualified personnel in both of our agencies to offer installation of car seats. In the future, you will be able to bring them to either the rescue squad or the Fire Department. Keep an eye out for advertising as to when this will become available.
- The Bucks County Planning Commission has launched a new website. The website will show you what projects they are working on and progress on each one. You can find the link through the Northampton Township website.
- The Richboro Fire Station will be occupied in the next week or so.
- The Holland Fire Station still has a ways to go before it will be finished.

### **MANAGER'S REPORT**

- Northampton Township was just notified that we received a \$988,000 grant for phase 2 of our sidewalk project. This project is in the design phase right now with construction beginning in 2025. Also, thank you to State Representative Kristin Marcell and State Senator Frank Ferry for their support in all of our grant applications.



**ASSISTANT MANAGER’S REPORT**

- Starting April 1 unlimited yard waste begins. Yard waste will be collected the day after your normal trash day and can be placed in paper bags or trash cans weighing no more than 50 pounds. All of the same rules apply branches must be cut to no more than 36” long and bundled. Yard waste in Plastic bags will not be collected.

**SOLICITOR’S REPORT**

- An executive session was held for approximately 10 minutes before tonight’s meeting. In attendance were the four (4) members present at tonight's meeting, the Township Manager, the Assistant Manager, the Township Engineer, and myself. Two matters of pending litigation were discussed. No official action was taken by the Board of Supervisors during that meeting and no action was taken at tonight’s meeting as a result of that executive session.

**ENGINEER’S REPORT**

- No Report

**PUBLIC COMMENT**

Rosemarie Riccardo, Richboro, asked the Board for direction and help regarding water runoff causing erosion in her yard. She would like someone to come out and inspect and offer drainage solutions. Chairman Selisker stated Mr. Pellegrino the Township Manager will be in contact with you to set up a meeting with you, the Public Works Director, the Township Engineer, and himself to see the property and address your concerns.

Laurie Katz, Churchville, raised several concerns regarding Emergency Planning and what plans we have in place to handle different types of emergencies. Ms. Katz would like to hold a public meeting inviting officials, emergency management, and concerned citizens to address these types of matters. Discussion ensued with members of the Board, the Township Manager, and the Township Solicitor directly addressing Ms. Katz’s concerns. Chairman Selisker and Mr. Pizzo explained further the available resource management and the planning that is in place.

Liz Youse, Churchville, followed up on Ms. Katz’s concerns with the same line of questioning. Ms. Youse suggested having a list of people who can lend a hand in emergencies, possibly military personnel who live in the Township. Ms. Youse also spoke on the regulation of plastic bags and that it shouldn’t be a directive that businesses should decide what their preferences are.

The meeting was adjourned at 8:27 p.m.

Respectfully Submitted,

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Paula Gasper, Secretary