

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

Present were:

Eileen Silver
Dr. Kimberly Rose
Frank O'Donnell
Adam Selisker
Robert Pellegrino
William Wert
Joseph Pizzo
Amanda Fuller

Agenda items were reviewed and discussed.

The regular business meeting of the Northampton Township Board of Supervisors was called to order at 7:30 p.m.

Members of the Board present were:

Eileen Silver
Dr. Kimberly Rose
Frank O'Donnell
Adam Selisker

Members of the Board absent were:

Barry Moore

Others present were:

Robert Pellegrino, Township Manager
Amanda Fuller, Township Engineer
Joseph Pizzo, Township Solicitor

PLEDGE OF ALLEGIANCE

Vice-Chairman Silver led the Pledge of Allegiance and held a moment of silence in support of military and emergency services personnel.

FLAG PRESENTATION

Vice-Chairman Silver called Peter Palestina forward. Mr. Palestina introduced the parents Kay and Kevin Glover of Air Force First Lieutenant Kelsey Glover who was unable to attend tonight. Vice-Chairman Silver replaced First Lieutenant Glover's Air Force Flag with the United States Flag.

Also in recognition of First Lieutenant Glover, Mr. O'Donnell presented a flag and a citation from Congressman Brian Fitzpatrick. Dr. Rose presented a certificate from State Representative Helen Tai.

PUBLIC COMMENT

Wayne Mills, 90 Mallard Road, spoke on the resignation of Robert Borkowski, the Tax Collector and asked questions regarding the process for filling this position, annual pay if interviews are going to take place. Mr. Pizzo and Mr. Pellegrino answered the questions presented. Mr. Mills stated he will be watching this appointment closely.

Rick Sorrenson, 52 Manor Drive, asked the Board to follow the guidelines for appointing a tax collector for the vacant position and to make sure the individual is qualified and that the process follows full disclosure.

Christian Nielson, 132 Mallard Road, asked the Board to find qualified candidates and follow the precedent set when filling the position for Township Supervisor.

Agnes Morrison, 17 Woodstock Drive, stated rumors are being circulated the Board has already chosen the replacement for the Tax Collector position. The Board needs to keep this process transparent and follow a fair practice.

Ann Mitchell, 172 Golfview Drive, stated she has applied for a Board and Commission appointment and came to the meeting tonight to see how the Board operates its meetings. Mrs. Mitchell is anxious to follow this process and see how the appointments work.

Peter Palestina, 47 Lynford Road, Senator Tomlinson's office just arrived and dropped off the citation and flags for First Lieutenant Glover.

CONSENT ITEMS

The Board meeting minutes of October 24, 2018, were approved by unanimous consent.

ACCOUNTS PAYABLE

The accounts payable for October 14, 2018, in the amount of \$1,757,840.32, was approved by unanimous consent.

PUBLIC HEARINGS

Consider Ordinance Prohibiting the Use of Engine Brake Retarders on Almshouse Road and Newtown-Richboro Road

Vice-Chairman Silver opened the hearing at 8:04 pm.

Dr. Rose outlined the proposed ordinance and stated based on residents' complaints, the proposed ordinance was prepared to prohibit the use of engine brake retarders on Almshouse Road, and Newtown-Richboro Road between the Warwick Township border, and Holland Road.

Pennsylvania law states that the use of engine brake retarders may not be prohibited by a local authority unless prior written approval is obtained from the Department of Transportation. PennDOT recently performed the required study and determined that it would be permissible for the Township to prohibit the use of engine brake retarders on the state-owned roads noted above.

The proposed ordinance ran in the Bucks Country Courier Times on Friday, November 2, 2018.

A motion was made and seconded (Rose-Selisker) to approve Ordinance #600 to consider an ordinance amending the Northampton Township Code, at §15-305.4 prohibiting the use of engine brake retarders on Almshouse Road and Newtown-Richboro Road between the Warwick Township Border, and Holland Road traveling East and West Bound as authorized by the Pennsylvania Department of Transportation.

Vice-Chairman Silver called for Board and public comment. None was heard.

Motion Passed 4-0.

Vice-Chairman Silver closed the hearing at 8:07 pm.

Consideration of the Zoning Ordinance Amendment to Allow Digital Message Signs

Vice-Chairman Silver opened the hearing at 8:07 pm

Mr. O'Donnell outlined the proposed ordinance and noted the amendment allowing for message center signs is subject to numerous criteria, including the following:

- Size of the message sign area related to the total sign square footage;
- Restrictions on the sign from flashing, scrolling, or imitating movement;
- Restrictions on time intervals;
- Restrictions on sign lighting, illumination levels, and glare intensity;

As part of this process, this ordinance has been reviewed by the Township Solicitor as well.

As required, this ordinance was sent to the County Planning Commissions per the Municipalities Planning Code and they have recommended approval. The Township Planning Commission has recommended approval based on their meeting of November 13, 2018.

A motion was made and seconded (O'Donnell-Rose) to approve ordinance # 601 amending the Northampton Township Zoning Ordinance, specifically Chapter 27, for the purpose of

amending sections related to message center sign requirements for commercial, recreational, and institutional districts.

Vice-Chairman Silver called for Board comment.

Mr. Selisker stated he is happy to see this put in effect and will be very useful from a public safety standpoint to get information out to the public.

Dr. Rose agrees and noted having our own signs will make the process so much easier.

Vice-Chairman Silver stated under section L of the ordinance it states for public safety announcements local businesses will coordinate with the Township to put out emergency messages.

Motion Passed 4-0.

Vice-Chairman Silver closed the hearing at 8:12 pm.

NEW BUSINESS

Consider Preliminary/ Final Land Development Plan-Rolling Hills Elementary School, 340 Middle Holland Road

Dr. Rose gave a brief outline of the project. The Rolling Hills Elementary School is located at 340 Middle Holland Road, the subject property contains a total tract area of approximately 17 acres and is located in the I-P - Institutional/Public Zoning District. The site contains one building, which is the existing Rolling Hills Elementary School, and access to the site is provided by three driveways. Two take access off of Old Jordan Road and one access is off of Middle Holland Road. The site also contains various athletic fields, playgrounds, parking, and wooded areas.

Vice-Chairman Silver called Mr. Mike Carr, the Solicitor for the School District forward and asked him to introduce the additional attendees and provide further detail on the project. Mr. Carr introduced Terry DeGroot, Engineer for the project and Doug Taylor, the Director of Operations for the Council Rock School District.

Mr. Carr stated the School District proposes to construct two additions to the existing building. One addition is approximately 1,800 square feet and the other is approximately 14,000 square feet. As noted on the sketch plan, three classrooms (consisting of 3,700 square feet) may be deducted from the proposed 14,000 square foot addition. The district is also proposing the installation of solar panels on the southern portion of the building.

Mr. Carr also noted the proposal includes the construction of sidewalks along Old Jordan Road and Middle Holland Road. Asphalt parking areas are proposed as well in addition to enclosed on-site mechanical equipment and dumpster areas.

The Board was provided for their review the following information:

1. Waiver Request Letter - September 14, 2018;
2. Gilmore & Associates - Review Letter - October 3, 2018;
3. Pennoni Associates - Review Letter - September 27, 2018;
4. McMahan Associates - Review Letter - October 4, 2018;
5. Township Planning Commission - Review Letter - October 10, 2018;
6. Bucks County Planning Commission - Review Letter - September 5, 2018;
7. Copy of the Plan

Mr. Carr stated the major items to be discussed are the waiver items on the Terraform Engineering letter dated September 14, 2018. The zoning issues outlined in the review letters have been addressed. Signage remains the only item that potentially may require variances.

Mr. Carr noted on October 9th, the applicant made a presentation before the Township Planning Commission who recommended approval of the plan.

A motion was made and seconded (Rose-O'Donnell) for approval of the Rolling Hills Elementary School Land Development, SLD 18-8, subject to compliance with the Township Engineer's review letter dated October 3, 2018, the Township Planner's review letter dated September 27, 2018, and the Township Traffic Engineer's review letter October 4, 2018. It is also recommended that the requested waivers be granted. Approval is also subject to the following:

1. A Park and Recreation Impact fee in the amount of \$1,561.37 per 1,000 square feet of gross floor area is required based on the 2018 fee schedule.
2. Approval from the Municipal Authority is required.
3. The school district shall enter into a land development agreement, as prepared by the Township Solicitor, to guarantee the installation of public improvements.
4. Approval from any outside agency having jurisdiction shall be required, including, but not limited to, PennDOT and the Conservation District.
5. All conditions and recommendations incorporated within the motion and minutes are subject to the Township Solicitor's approval letter.

Vice-Chairman Silver called for Board comment.

Discussion ensued regarding curbing and was decided it would be left up to the discretion of the Board. Also, the removal of a White Ash Tree was discussed and it was determined the School District would remove it at their expense. The Traffic Impact and Park and Recreation Impact fee were discussed and it was determined in the spirit of cooperation these fees would be waived.

Vice-Chairman Silver called for public comment. None was heard.

Motion passed 4-0.

Consider Bids for Replacement of HVAC Insulation at the Library

Mr. O'Donnell stated the bids were opened on November 5, 2018, to remove and replace insulation in the HVAC ductwork at the Library. The insulation is located in the ductwork on the roof of the building and is worn out and holding moisture that is causing roof leaks at the facility. It also no longer provides any insulating value because of its age and condition and has increased utility costs. We expect a significant reduction in Library utility costs when the insulation is replaced.

The Township received 5 bids for this project ranging from \$89,500 to \$145,400. The low bidder was Mylo Mechanical, LLC, Washington Crossing, PA. The Township Engineer included an alternate bid option to install a better insulation than proposed in the base bid, but given the cost for this project, the Manager recommends that we don't use it. The Administration recommends awarding a contract to the Mylo Mechanical at the base bid price of \$89,500. The Township Engineer confirmed that all bid documents are in accordance with the bid specifications.

Vice-Chairman Silver called for Board and public comment. None was heard.

A motion was made and seconded (O'Donnell-Rose) to award a contract to Mylo Mechanical, Washington Crossing, PA in the base bid amount of \$89,500 to remove and replace insulation in the Library HVAC system, and authorize the Township Manager to execute all required contracts for this project.

Motion Passed 4-0.

Consider Resolution Authorizing an Application to the PennDOT Multi-Modal Transportation Fund Grant Program to Construct a Roundabout at Second Street Pike and Bustleton Pike

Mr. Selisker stated the Township has been working with the Pennsylvania Department of Transportation (PennDOT) and the Bucks County Planning Commission for the past several years on improving traffic flow in and around Richboro.

One potential project identified during the study process is the construction of a Roundabout with an extension of Township Road to the Intersection of Second Street Pike and Bustleton Pike. Attached are plans showing the alignment of the proposed road extension including the Roundabout. This improvement would relieve congestion at the Second Street Pike and Almshouse Road intersection by allowing northbound and southbound traffic to travel through

this road extension to the intersection of Township Road and Newtown-Richboro road if the intended travel is eastbound towards Newtown or southbound towards Southampton.

The engineering analysis indicates that the construction of a Roundabout and Township Road extension would improve the traffic efficiency through the entire Village of Richboro and is recommended in the Richboro Master Plan. McMahon Associates estimates that total construction cost will be approximately \$2,267,000. The Administration proposes to file an application with the Multi-Modal Grant Program for funds to construct the Roundabout. The application would request \$2,267,000 for the construction, with a Township match of \$682,000 from Northampton Township.

A resolution is required by the Multi-Modal Grant Program to authorize filing the application. If approved, the application will be filed by McMahon Associates on behalf of the Township

A motion was made and seconded (Selisker-Rose) to adopt Resolution R-18-21 authorizing the Township Administration to file an application with the Pennsylvania Department of Transportation for a Multi-Modal Transportation Fund Grant in the amount of \$2,267,000 for construction of the Township Road Extension and Roundabout improvements at Bustleton Pike and Second Street Pike.

Vice-Chairman Silver called for Board comment.

Mr. O'Donnell stated WAWA will be donating towards this project.

Vice-Chairman Silver called for public comment. None was heard.

Motion Passed 4-0.

Consider Authorization to Advertise an Ordinance Amending the Parks and Recreation Board Membership, Meeting Requirements, and Duties.

Vice-Chairman Silver outlined the proposed ordinance stating it is necessary to repeal the original ordinance in its entirety Chapter 1, Part 2, Section B. Northampton Township Park and Recreation Board, and rewrite the same section with amendments.

The Ordinance would re-create and re-establish the existing Park and Recreation Board, provide for a five (5) member board, and set minimum meeting requirements. Under the proposed ordinance, the Park and Recreation Board remains as an advisory board to the Board of Supervisors. The substantive changes include:

1. Removing references to previous resolutions and ordinances and subsequent amendments to make one clean, new ordinance and reestablishes the Northampton Township Park and Recreation Board.

2. Removing language that references the original resolution referring to first appointments and terms from 1977.
3. Section 1-211, reducing the membership on this Board from seven (7) to five (5) members.
4. Section 1-212, adjusting the staggering terms of appointees so no more than one term expires every year.
5. Section 1-214.3, adding language that provides for a minimum of four (4) meetings per year.
6. Section 1-215.1, clarifying the language in regarding the powers and duties of the Board as recommended by the Board of Supervisors at their last meeting.

It is necessary to re-adopt the entire section because the Park and Recreation Board was originally created by resolution, not by ordinance.

A motion was made and seconded (Silver-O'Donnell) to authorize the advertisement of an ordinance amending the Code of Northampton Township, specifically repealing Chapter 1, Administration and Government, Part 2. B. Northampton Township Park and Recreation Board Sections and re-adopting Chapter 1, Part 2. B.

Vice-Chairman Silver called for Board and public comment. None was heard.

Motion Passed 4-0.

Accept the Resignation of Robert Borkowski, Tax Collector

Vice-Chairman Silver stated the Administration received the resignation of Robert Borkowski as Tax Collector on Tuesday, November 5, 2018. The effective date of the resignation is January 7, 2019. Under section 407 of the Second Class Township Code, when a resignation occurs in the office of the Tax Collector, the Board of Supervisors may appoint a successor. That individual must be a registered elector of the Township and reside in the Township continuously for at least one year prior to the appointment.

Vice-Chairman Silver noted the Board has 30 days from the date of acceptance of the resignation to fill the vacancy, and an additional 15 days after the initial 30-day period by convening the Vacancy Board. The successor shall hold office until the first Monday in January after the first municipal election which occurs at least sixty days after the vacancy occurs, so the appointment will expire on January 6, 2020.

A motion was made and seconded (Silver-O'Donnell) to accept the resignation of Robert Borkowski, as Northampton Township Tax Collector effective January 7, 2019.

Vice-Chairman called for Board comment.

Motion Passed 4-0.

The Board took turns praising Mr. Borkowski and spoke on him being a true gentleman and hard working individual. All of the Board wished him well and are sorry to see him leave his position.

Presentation of Preliminary 2019 Budget

Vice-Charman Silver called forward Mr. Robert Pellegino, Township Manager and Mr. Robert Armelin, Finance Director to present the 2019 preliminary budget.

Mr. Pellegrino explained that the Board must approve a preliminary budget and make it available for public review for twenty days prior to final adoption. The final budget is scheduled for adoption on December 19, 2018.

Mr. Pellegrino presented a thorough review of the proposed 2019 budget and explained the variables that affect revenues and expenditures. He noted changes from 2018 to 2019 and stated this budget does not require a tax increase.

The 2019 budget will stay the same as last year and is depicted below.

General Fund	.6019 mills
Capital Fund	.6630 mills (Part of the General Fund)
Recreation Capital Fund	.1284 mills (Part of the Recreation Fund)
Road Equipment Fund	.2053 mills
Library Fund	.1284 mills
Debt Service Fund	<u>.2567 mills</u>
	1.9836 mills

Discussion ensued with Each Board member questions Mr. Pellegrino on various parts of the budget made suggestions and comments on where they would like to see improvements made. The Board as a whole thanked the Administration and Finance Department for presenting a budget without a tax increase and following the guidelines the Board had suggested.

Vice-Chairman Silver called for public comment. None was heard.

A motion was made and seconded (Selisker-Rose) to adopt the preliminary 2019 budget and advertise its availability for public inspection for a period of not less than twenty days as required by the Second Class Township Code.

Motion Passed 4-0.

LIAISON REPORTS

Dr. Rose made the following announcements:

- The Wall of Honor Ceremony will take place on Sunday, November 25, 2018, at 1:00 pm.
- The Historical Commission did not meet this month due to a lack of a quorum. The Commission.
- The Senior Center is actively holding programs and fundraising events, free flu shots are just one of the programs, call the Senior Center for more information on upcoming programs.
- The annual Senior Center Holiday Marketplace will take place on Friday, December 7, 2018, from 7-9 pm.

Mr. O'Donnell made the following announcement:

- The Northampton Bucks County Municipal Authority at their November meeting the Board unanimously approved to amend its fee schedule to eliminate customary service call charges during normal working hours. Customer requested turn on/turn off water services, help in reading water meters, the location of water curb stops, or sanitary sewer cleanouts and assistance in diagnosing problems will no longer be charged for such services during normal work hours. Services outside the normal Operation Teamwork hours of 8:00 am to 4:00 pm will be subject to the Authority's published fee schedule. The Authority runs on a November 1st to October 31st fiscal year. The Board passed a balanced budget that has no rate increase to its water and sanitary sewer customers while making the necessary capital improvements to its infrastructure.
- The Library has many programs available see their website for a complete listing.

Adam Selisker made the following announcement:

- A possible snow/ice event may be coming, use caution when driving and use your wipers and headlights as necessary
- Extra patrols will be out for the Thanksgiving Holiday weekend.
- Reminder to never run your generator in the house or garage.

Eileen Silver made the following announcement:

- The Northampton Township Veterans Advisory Commission will hold their annual Wreath Laying Ceremony on December 1, 2018, at the Union Cemetery. Any questions or to donate contact the members of the Veterans Advisory Commission.
- Halloween Happening took place on Saturday, October 27th and was a huge success. Thank you to Betty Satterly for all her hard work.

- Parks and Recreation Winter Brochure is out. Great programs, check out the Park and Recreation website for more information.
- The Book and Bedtime event is just around the corner, books quickly make sure you get your tickets.

Solicitor Report

Mr. Pizzo stated an executive meeting was held this evening for approximately 20-25 minutes prior to the Supervisors meeting. Present were four (4) board members, Mrs. Silver, Dr. Rose, Mr. O'Donnell, and Mr. Selisker, the Township Manager, Finance Director, Robert Armelin, Assistant Manager, Bill Wert, Township Engineer, Amanda Fuller, and the Township Solicitor himself. A matter of pending litigations was discussed. No official action was taken or is required in that regard.

An executive session was held on November 7, from 7:00 pm to 7:40 pm. Present were the five (5) board members, the Township Manager, Assistant Manager, Bill Wert, Finance Director, Robert Armelin, and the Township Solicitor himself. A matter of pending litigation was discussed. No official action was taken or is required in that regard.

PUBLIC COMMENT

Brian Zavodnick, 815 Pulinski Road, thanked Robert Borkowski for his service. Also, there will be a meeting in Newtown with a presentation from the Attorney General, Mr. Shapiro on opioid use in our homes. Location is 25 N. State Street, beginning at 6:00 pm and admission is free.

Shannon Brooks, 8 Boxwood Road, noted she worked for Robert Borkowski, praised him and thanked Northampton Township for their support during the turnover.

Vice-Chairman Silver wished everyone a Happy Thanksgiving and announced the next meeting will be December 19, 2018.

The meeting was adjourned at 9:57 p.m.

Respectfully Submitted,

Frank O'Donnell, Secretary