

**Board of Supervisors**

**MINUTES**

**January 25, 2022**

**IN-PERSON MEETING - VIRTUAL OPTION AVAILABLE**

**Supervisors Present:** Jim Hopkins, Tony Matzura (virtual), Jim Nilsen, Raymond Kade and Bill Ryker.

**Also present:** Jason Wager (Township Manager), Colleen Pursell (Secretary / Treasurer), Michael McDonald (Police Chief) and Scott MacNair, Esq. (Township Solicitor).

Mr. Hopkins called the meeting to order at 7:36 p.m. and opened with the Pledge of Allegiance.

Mr. Hopkins stated that an executive session was held prior to the meeting to discuss potential litigation. Additionally, the Board held an information gathering for the DCED Police Study Report on January 20, 2022.

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

No public comment was given.

**PRESENTATION**

Mr. Wager gave a power point presentation on the 2021 Fiscal Year Budget Performance. The presentation included a detail breakdown of the General Fund revenue/expenses and balances for all other funds. He noted the General Fund finished with a net income of \$263,649 (which includes the receipt of \$263,400 of COVID Relief) and a fund balance of \$819,845. Additionally, the presentation included highlights of projects/capital purchases for each department.

**FINANCIAL REPORTS**

Motion by Mr. Nilsen, seconded by Mr. Kade and unanimously carried approving the Financial Report as of December 31, 2021.

Fund Balances as of December 31, 2021

|                      |           |                     |           |
|----------------------|-----------|---------------------|-----------|
| General Fund         | \$819,845 | COVID Relief Fund   | \$233,728 |
| Open Space Fund      | \$885,264 | Liquid Fuels Fund   | \$338,367 |
| Escrow Fund          | \$584,571 | Street Light Fund   | \$1,785   |
| Capital Reserve Fund | \$479,179 | Act 537 Escrow Fund | \$85,601  |

**PAYMENT OF BILLS**

(November 19, 2021 – December 31, 2021)

|                      |              |                   |            |
|----------------------|--------------|-------------------|------------|
| General Fund         | \$471,059.36 | Open Space Fund   | \$5,473.00 |
| Capital Reserve Fund | \$82,764.16  | Liquid Fuels Fund | \$3,168.55 |
| Escrows              | \$27,846.06  | Street Light Fund | \$1,798.28 |

(January 1, 2022 – January 25, 2022)

|                      |             |                   |          |
|----------------------|-------------|-------------------|----------|
| General Fund         | \$93,112.35 | Open Space Fund   | \$538.75 |
| Capital Reserve Fund | N/A         | Liquid Fuels Fund | N/A      |
| Escrows              | N/A         | Street Light Fund | \$514.01 |

Motion by Mr. Ryker, seconded by Mr. Kade and unanimously carried approving payment of bills from November 19, 2021 – December 31, 2021, and January 1, 2022 – January 25, 2022.

#### **APPROVAL OF MINUTES**

Motion by Mr. Ryker, seconded by Mr. Nilsen and unanimously carried approving the November 9, 2021 minutes, as presented.

Motion by Mr. Nilsen, seconded by Mr. Matzura and unanimously carried approving the November 16, 2021 minutes, as amended.

Motion by Mr. Ryker, seconded by Mr. Hopkins and unanimously carried approving the November 23, 2021 minutes, as amended.

Motion by Mr. Ryker, seconded by Mr. Nilsen and unanimously carried approving the December 14, 2021 minutes, as presented.

Motion by Mr. Matzura, seconded by Mr. Ryker and unanimously carried approving the December 21, 2021 minutes, as presented.

Motion by Mr. Hopkins, seconded by Mr. Matzura and unanimously carried approving the January 3, 2022 reorganization minutes, as amended.

#### **BUSINESS ITEMS**

**Lions Club Donation of Bench** – Charlie and Anita Morton of the Springfield Township Lions Club presented the Board of Supervisors with a park bench for the Veterans Memorial at the Township Building. The Club participated in the NexTrex Community Program – Plastic Film Recycling Challenge. Over a six-month collection period, they collected 500 lbs of plastic film and bags. They delivered the collected plastic film to a participating retailer and received the Trex bench.

**Municipal Admin Filing Cabinets** – Motion by Mr. Nilsen, seconded by Mr. Kade and unanimously carried, accepting the offer of \$75 from Nevada Mease for the purchase of the 5-drawer filing cabinet, the offer of \$63 from Lower Saucon Township for the purchase of the 4-drawer filing cabinet and the offer of \$355 from North Manheim Township for the purchase of the plan cabinet.

**Request for Fire Police at Blaze of Glory 5K Run – March 26, 2022** - Motion by Mr. Ryker, seconded by Mr. Nilsen and unanimously carried, authorizing Fire Police to assist at the Plumstead Township Blaze of Glory 5K Run on March 26, 2022.

**St. Isidore School Citation, Resolution 2022-06** – Motion by Mr. Hopkins, seconded by Mr. Matzura and unanimously carried, adopting Resolution 2022-06 – Issuing a Citation to St. Isidore School in honor of their 100<sup>th</sup> anniversary.

**Street Light Fund** – Mr. Wager stated that there is a balance of \$2,849.67 from the Street Light Fund to the General Fund for tax collector commission not paid between 2017 and 2020. He advised that the Street Light Fund cannot pay this balance at this time. The consensus of the Board was to have Wynn Associates reassess the fund and to have the balance due paid back to the General Fund over the next three years.

**Approval of Architect Proposal** – Motion by Mr. Hopkins, seconded by Mr. Kade and unanimously carried, accepting the proposal received from Joel Petty Architecture, dated January 10, 2022, not to exceed \$6,000, and further authorizing the Township Manager to sign all associated documents.

**Township Heating System Discussion** – Mr. Wager advised that the heating system in the Road Department has broken down. The consensus of the Board was to have the heater repaired and to have the Township Manager reach out to the Architect to discuss the replacement and location of the three (3) heating systems, including the venting of the evidence room in the police department.

**Police Vehicle Striping** – Motion by Mr. Kade, seconded by Mr. Ryker and carried 3-2, with Mr. Nilsen and Mr. Matzura voting no, authorizing option S2, presented by Chief McDonald, for the new police truck and further authorizing the striping of two (2) additional trucks, with the total cost not to exceed \$2,525.

**DCED Police Study Discussion** – Mr. Hopkins advised that last Thursday, the Board had an informational gathering with DCED regarding the police study. The consensus of the Board was to direct Chief McDonald, Mr. Wager and the Township Solicitor review the study to begin addressing concerns.

**Timber Harvest Ordinance** – Mr. MacNair provided the Board with an overview on the Timber Harvest Ordinance Amendment. Discussion was held to address questions. The consensus of the Board was to have Mr. MacNair send the proposed amended draft ordinance to the Bucks County and Springfield Township Planning Commissions to review for comments.

#### **REPORTS / COMMENTS**

**Zoning** – A report was received and is on file.

**Police** – A report was received and is on file.

**Road** – A report was received and is on file.

**Solicitor** – Mr. MacNair stated the Township received a Conditional Use Application from Ryan Scheetz. Mr. Wager advised that the application will be forwarded to the Springfield Township Planning Commission and EAC for review and comments to be heard at the hearing.

**Engineer** – No report was given.

**Springtown Fire Company Report** – A report was received and is on file.

#### **OTHER BOARD COMMENTS**

**Planning Commission** – No report was given.

**Park & Land Preservation Board** – Frank Hollenbach advised that they worked with the road crew and removed invasive plants at Peppermint Park along with looking at dead trees to possibly be removed. Mr. Hollenbach noted he and the Township Manager met with Palisades teacher, Dylan Fedell, for a site visit at Peppermint Park for the previously approved Planet Stewards Project.

**EAC** – No report was given.

**Historic Commission** – No report was given.

#### **CORRESPONDENCE**

The Board received correspondence from PSATS on Adopted Resolutions, PSATS Salary Survey, Newsletter of the Cooks Creek Watershed, Center for Rural Pennsylvania Newsletter, Newsletter from State

Transportation Innovation Council (STIC), Bucks County Planning Commission Newsletter, Thank You from Barry Isetts and Associates, Bucks County District Attorney's Office Newsletter, Bucks County Planning Commission Activities and Procedures – 2022 Update and Public Employer Labor Relations Advisory Service Scoop.

**PUBLIC COMMENT**

Frank Hollenbach, 600 Rocky Valley Road, thanked the staff for posting the reports online.

**BOARD MEMBER COMMENTS**

Mr. Matzura advised that some of the PSATS Resolutions do apply to Springfield Township.

Mr. Nilsen advised that BCATO conference is coming up.

Mr. Hopkins stated that he will not be at the February 22, 2022 Board of Supervisors Meeting. Additionally, he has been requested to join the BCATO board.

**ADJOURNMENT**

Motion by Mr. Nilsen, seconded by Mr. Ryker, and unanimously carried to adjourn the meeting at 9:56 pm.

Respectfully submitted,

Colleen M. Pursell  
Secretary / Treasurer