

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
Robert Salzer
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 7:07 pm. Members of the Board present were:

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

Others present were:

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

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.

PUBLIC COMMENT

None was heard.

CONSENT ITEMS

The Board meeting minutes of October 25, 2023, and November 9, 2023, were presented by Mrs. Gasper.

ACCOUNTS PAYABLE

The accounts payable of November 15, 2023, for \$2,456,592.16, were presented by Dr. Rose.

A motion was made and seconded (Moore-Gasper) to approve the consent items. All consent items were approved by Unanimous Consent.

Consider Planning Module Resolution for 149 Bridgestone Drive

Mr. Moore stated a single-family home is proposed to be built at 149 Bridgestone Drive. As they progress forward to ultimately begin construction, a planning module is required to be submitted to DEP for sewer connection. As part of that process, a resolution must be passed by the Board of Supervisors.

A copy of the resolution was provided to the board.

A motion was made and seconded (Moore-Gasper) to approve DEP Resolution R-23-1G for Plan Revision for New Land Development for Aliaksandr Tyrlia for 149 Bridgestone Drive.

Motion Passed 5-0.

NEW BUSINESS

Consider an Intergovernmental Cooperation Agreement between Lower Southampton, Upper Southampton, and Northampton Township Authorizing Joint Bids for Disposal of Solid Waste, Recycling Materials, and Yard Waste

Dr. Rose stated the current contract for household waste disposal expires on December 31, 2023. This is a joint contract between Upper Southampton, Lower Southampton, and Northampton Township. In 2022, Northampton withdrew from the Southwest Bucks County Solid Waste Advisory Committee (SWBSWAC) and decided to bid its waste collection separately from our previous SWBSWAC partners. The Administration believes this was the right course of action for our Township; however, it continues to make sense to bid house waste, yard waste, and recycling material disposal collectively for economies of scale.

PA Act 72, known as the Intergovernmental Cooperation Law, permits municipalities in the Commonwealth to join together when contracting for services or purchasing materials. The attached Agreement formalizes the arrangement with Upper and Lower Southampton Township for jointly bidding waste disposal services and re-affirms the long-standing practice of submitting joint recycling performance grant applications that include Warminster Township, which increases the total grant amount for all four communities.

The proposed Agreement provides that the Township can unilaterally withdraw with 120 days' notice to Upper and Lower Southampton Townships and that the Township Managers must agree

on which municipality is responsible for the preparation of bid specifications for any new contracts.

A motion was made and seconded (Rose-Moore) to adopt Resolution R-23-14 authorizing the execution of an Intergovernmental Cooperation Agreement between Upper and Lower Southampton Townships to jointly bid waste disposal services.

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

Motion Passed 5-0.

Consider Bids for Solid Waste Disposal Contract

Mr. Salzer explained the Township opened bids on November 10 for a new solid waste disposal contract and received bids from Waste Management, Win-Waste (formerly Wheelabrator-Falls), and J.P. Mascaro & Sons, Inc. The current contract with Win-Waste expires on December 31, 2023. The bid specifications require per-ton pricing for an initial 5-year contract period and a 5-year contract extension period. A bid summary was provided.

Win-Waste is the low bidder on a unit price basis with a total cost for the initial 5-year period of \$5,317,430, or about \$248,000 less than their previous bid rates for the same time period. The cost is based on 17,000 tons of household waste produced by residents each year.

Win-Waste is also the low bidder for the 5-year contract extension period beginning January 2029. An extension of the contract period will be an agenda item for future Board consideration in 2028.

Based on the bid results, the Administration recommends a contract award to Win-Waste for the initial 5-year contract period at the per unit prices stated in their Bid Proposal Form.

A motion was made and seconded (Salzer-Gasper) to award a contract for solid waste disposal to Win-Waste (formerly Wheelabrator-Falls) for a five-year period beginning January 1, 2024, and ending on December 31, 2028, and to authorize the Township Manager to execute a contract for this service.

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

Motion Passed 5-0.

Consider Resolution Authorizing a Grant Application to DCED for a Trail Extension at #1 Trail Lane into Tyler State Park

Mrs. Gasper stated Administration is recommending Northampton Township seek funding from the Pennsylvania Department of Community & Economic Development Statewide Local Share Account for the installation of a ten-foot (10') wide multi-use path to provide connections for Township residents to Tyler State Park and Northampton Township Civic Center.

The project will be located within Tyler State Park in the vicinity of the access drive (#1 Lane Trail) to Route 332. This project is under the Township's Master Trail and Bicycle Plan to provide connectivity to parks and Township facilities. The proposed improvements for this project include the installation of an 820' multi-use path adjacent to #1 Lane Trail from Route 332 to the existing trail system within Tyler State Park and Northampton Civic Center Trail. If awarded, this will connect to the pedestrian improvements at Fir Drive and Route 332 already being designed.

The proposed cost for this project is \$1,048,700 and there is a \$50,000 matching funds from the Township.

A motion was made and seconded (Gasper-Rose) to adopt Resolution #2023-R-15 authorizing the Township Administration to apply to the Commonwealth Financing Authority through its Statewide Local Share Assessment program for a grant to fund the construction of a pedestrian trail adjacent to #1 Lane Trail from Newtown-Richboro Road to Northampton Township's Civic Park, and to authorize the Township Manager to execute all contract documents required for this project.

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

Motion Passed 5-0.

Consider the Appointment of a Certified Public Accounting Firm to Conduct Annual Audits

Mr. Moore explained Section 917 of the Second-Class Township Code authorizes the Board of Supervisors to appoint a Certified Public Accounting firm to conduct an annual audit of Township accounts.

Bee, Bergvall & Company has previously conducted Township audits under a 3-year contract. In past years the Finance Department has solicited proposals for this service and Bee, Bergvall & Company has always submitted the least costly proposal. They have again submitted a proposal that I believe is worthy of consideration for another 3-year period. The proposed fees are as follows for the years 2023 through 2025:

	<u>Township</u>	<u>GASB Implementation</u>	<u>Fire Company</u>
2023	\$25,000	\$2,000 to \$4,000	\$6,500
2024	\$26,500		\$7,000
2025	\$28,000		\$7,500

The total cost for the 2023 audit is \$31,500, and Bee, Bergvall, & Company propose an increase of \$2,000 for each new year of the contract. This fee includes an audit of the Northampton Township Volunteer Fire Company since it is considered a component unit of the Township government. I believe these fees are very competitive based on our previous experience with proposal solicitations and the increases are a modest 6% annually.

Under the Second Class Township Code, an advertisement was placed in the Bucks County Courier Times at least 30 days in advance of the anticipated appointment of a CPA firm to complete the Township audits.

The Administration recommends the Board accept the proposal from Bee, Bergvall & Company to complete the audits for 2023, 2024, and 2025. It is important that we continue to have continuity for another three-year period. Cindy Bergvall, a principal in the firm, and primary contact for our account, and their staff have been most professional during previous audits.

A motion was made and seconded (Moore-Rose) to accept the proposal from Bee, Bergvall, and Company, Warrington, PA dated October 20, 2023, to complete the 2023 through 2025 audit of Township accounts.

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

Motion Passed 5-0.

Preliminary Budget Adoption

Chairman Selisker called forward Mr. Pellegrino the Township Manager and Ms. Narisi, the Finance Director to present the Preliminary Budget.

Mr. Pellegrino presented a thorough review of the proposed 2024 budget and explained the variables that affect revenues and expenditures. He noted changes from 2023 to 2024 and stated there is a recommended tax increase of 6.39 Mills in the proposed 2024 budget.

The total Township real estate tax levy will be 28 Mills if the budget is approved as presented.

The tax millage is allocated to the Operating Funds as follows:

General Fund	11.40 Mils
Fire and Emergency Medical Services	5.00 Mils
Library Services	1.73 Mils
Parks and Recreation Services	2.20 Mils
Road Maintenance Services	1.00 Mils
Road Equipment Fund	0.57 Mils
Debt Service	<u>6.10 Mils</u>
	28.00 Mils

Mr. Pellegrino briefly described the budget process, noting the Board is required by the Second Class Township Code to adopt a Preliminary Budget and advertise its availability for public inspection for a period of 20 days. The budget may be adopted any time after the 20-day period, but must be adopted by December 31 each year.

The Board may make whatever changes it deems appropriate to the Preliminary Budget prior to its adoption. The Board may also make changes to the adopted Preliminary Budget prior to the final adoption scheduled for December 13, 2023, meeting within the limits established by the Second-Class Township Code. The Code states that a line item (Department total) may not be changed by more than 25% and the total budget may not be changed by more than 10%.

A motion was made and seconded (Moore-Gasper) to adopt the 2024 Preliminary 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.

Chairman Selisker called for Board comment.

Mr. Moore thanked everyone for their great work on the preparation of the budget. Spoke on the paving of Second Street Pike by PennDOT and the need for Almshouse Road to get paved and asked to have our State Representatives put pressure on PennDOT to get this done.

Dr. Rose explained this Board cares about planning for the future. Public Safety is the #1 issue, and the Board needs to protect the people who protect us. We need to keep the community safe.

Mrs. Gasper announced we are lucky to have such great employees.

Mr. Salzer announced the budget is a very important part of the Board's job. Thinking toward the future is part of the duty of being a Township Supervisor. The residents need to trust that the Township needs things and with this, a tax increase is necessary and fiscally responsible.

Chairman Selisker, in the future a School Resource Officer may be needed in the Elementary School and the Township needs to be prepared for this. The response time of our First Responders is another concern. Northampton Township is 27 square miles and populated so we need to be prepared to provide timely responses.

Mr. Pellegrino agreed with the comments and concerns raised by the Board members.

Chairman Selisker called for public comment. None was heard.

Motion Passed 5-0.

REPORTS

Chairman Selisker congratulated Dr. Rose on her winning the election.

Dr. Rose made the following announcements:

- Residents need to mark their houses and mailboxes clearly so you can be found in case of an emergency.
- On Tuesday, November 28th the center will be participating in Giving Tuesday. It's a day dedicated to giving back to an organization that holds a special place in our lives and the community. Everyone is invited to stop by the center. There will be refreshments and fun!
- For all the shoppers out there, mark your calendars for the Annual Holiday Marketplace on Friday, December 1st from 5 until 8:30 pm. There will be over 50 vendors selling their wares! There promises to be a wide selection of unique holiday gifts, home décor, clothing, accessories, and more! The Northampton Lions Club will have refreshments available for purchase. There will be something for everyone and admission is FREE!
- The Senior Center has many classes, educational programs, special events, parties, and bus trips for ages 55 and older. If you have questions, please do not hesitate to call (215) 357-8199 for more information or stop by the center located at 165 Township Road for a tour. The center's hours are Monday, Wednesday, and Friday 9 a.m. – to 3:30 p.m., and Tuesday and Thursday 9 a.m. – to 8 p.m. Another great source of information is the center's website at northamptonsc.com.
- The Parks and Recreation Department received a grant for 275 tree saplings which are being planted throughout our parks, with the majority being used to regrow our Municipal Park. If anyone is interested in seeing the planting plan, please feel free to contact Jennifer Fean, Director of Parks and Recreation.
- The Parks and Recreation Programming Team is finishing the Winter Brochure, and it will be in resident mailboxes at the end of November. Do not miss important 2024 Camp Information, registration for preschool for the 2024-2025 school year, and tons of exciting

new programs and events, including a Puzzle Palooza competition for all puzzle lovers and new computer programs in conjunction with the Free Library of Northampton.

- Celebrate the holidays with the Parks and Recreation Department! Do not forget to register for our annual beloved tradition, Storytime with Mrs. Claus on December 14 from 11 AM – 12:30 PM at Welch Elementary! Deck your Halls for our annual Light the Night Contest! Register your home to be in the running for the Best Holiday Light display! There are also several opportunities for kids and adults to make that special gift or create a new holiday decoration at one of the art workshops planned for December. For more information visit www.northamptonrec.com or contact the Parks and Recreation Department.

Mrs. Gasper made the following announcements:

- The Veterans Day event held at the CR STAR School, 30 Upper Holland, Road, on November 11, 2023, at 10:00 am was a huge success. The Veteran's bricks that were purchased were showcased, the Council Rock South Marching Band performed, and a couple of local veterans were honored.
- The Annual Wreath Laying Ceremony will be taking place on Saturday, December 2, 2023 at the Union Cemetery at 11:00 am.
- The Library's Annual Appeal letter is expected to hit mailboxes this week. This is our largest mail distribution list in several years. The Appeal letter will also be showing up in one of the library email blasts sometime during the week of November 20. Lastly, we will also be hosting a banner on our website home page and hitting the Facebook community as well.
- Conversation at the Board meeting continued regarding ideas on how best to approach the implementation of the Strategic Plan Priorities. Initial ad hoc committees have been formed for each of the Strategic Plan's four priorities amongst Board members. The Director will coordinate staff participation with the committees based on their interest level and skill sets.
- The Library Board is also planning to create an onboarding list of expectations of future Board members as they cycle onto the Library Board.
- The library's self-checkout kiosks have reached their highest percentage of use for patrons checking out their own materials since their purchase and installation in 2020, approaching 43%.
- The Library Board is also planning to create an onboarding list of expectations of future Board members as they cycle onto the Library Board.

Mr. Salzer made the following announcements:

- No Report

Mr. Moore made the following announcements:

- No Report

Chairman Selisker made the following announcements:

- Santa will not be coming around on the Fire Trucks. The Township is too large, and it requires too many volunteers.
- At Station 83 the Fire Company will be hosting Saturday with Santa on December 9th from 10:00 am until 2 pm.
- State Representative Marcell held a Fraud Alert Event on November 9th.
- The Police Department will be holding a Food Drive on Saturday, November 18th from 9:00 am until 2:00 pm.
- Starting in January 2024 the Northampton Valley Country Club will be offering a discount program for residents, First Responders, Active Military, and Veterans. More information to come.

MANAGER'S REPORT

- No Report

ASSISTANT MANAGER'S REPORT

- Due to the Thanksgiving Holiday if your Trash is picked up on a Thursday it will move to a Friday pick-up and leaf pick-up will be on Saturday.
- The deadline for Wall of Honor nominations will be November 30, 2023.

SOLICITOR'S REPORT

- No Report

ENGINEER'S REPORT

- No Report.

PUBLIC COMMENT

None was heard.

The meeting was adjourned at 8:45 p.m.

Respectfully Submitted,

Paula Gasper, Secretary