

Board of Supervisors Regular Meeting

April 19, 2021 | 7:00 p.m.

PRESENT

TOM TOSTI, Chairperson	}
ANNA PAYNE, Vice Chairperson	}
DAWN QUIRPLE, Secretary	} Board of Supervisors
AMY STROUSE	}
MIKE KSIAZEK	}
STEPHANIE TEOLI KUHL, TOWNSHIP MANAGER	
JAMES J. ESPOSITO, ESQ., TOWNSHIP SOLICITOR	
ISAAC KESSLER, P.E., TOWNSHIP ENGINEER	

1. Call to Order, Pledge of Allegiance, and Roll Call.

Mr. Tosti called the meeting to order at 7:00 p.m. After the Pledge of Allegiance, Ms. Quirple called roll. All Supervisors were in attendance along with the Township Manager Stephanie Teoli Kuhls, Solicitor James Esposito, Engineer Isaac Kessler and department directors.

At the beginning of the meeting, Mr. Tosti read the public comment instructions into the record.

2. Announcements and Special Items.

- a. Next Board of Supervisors Meeting - Monday, May 3, 2021 @7:00 p.m.
- b. Local Government Month Proclamation - Mr. Tosti read the Local Government Month Proclamation.
- c. Parks & Recreation – Resident Recognition – Paul Kopera presented Noel LeBeau with a Certificate of Achievement along with a fit bit on surpassing 1,000 Miles Walked in Township Parks.
- d. In recognition of Earth Day, the Parks & Recreation Department is hosting a park cleanup Saturday, April 24 from 9-11 a.m. at the Middletown Community Park, Twin Oaks Park, Firefighter’s Park, Cobalt/Quincy Hollow Greenbelt and Forsythia Crossing Park & Greenbelt.

Mr. Tosti advised that the Middletown Senior Citizens Association is partnering with Rite Aid to hold a Pfizer COVID-19 vaccination clinic on Wednesday, April 28th. To sign up for this vaccine clinic, please visit the Township website at www.middletownbucks.org/CovidClinic and fill out the interest form. Someone will call you to confirm your appointment time.

Mr. Tosti also advised of the Climate Survey the Middletown Township Environmental Advisory Council is working on for the Climate Action Plan. The Climate Action Plan will serve as a guide to lessen the Community’s impact on greenhouse gas emissions. The Township is asking for resident feedback about how we can better prepare our community for climate change. A brief survey is available on the Township website at www.middletownbucks.org/ClimateSurvey where you can share your thoughts and ideas on how to become a greener community.

3. Public Comment. **Non-Agenda Items only.** (Maximum 30 minutes)

None.

4. **Consent Agenda Items.**

- a. Consideration of authorizing payment of April 19, 2021 Bill List in the amount of \$679,533.80.
- b. Consideration of approving the April 5, 2021 Minutes of the Public Meeting of the Middletown Township Board of Supervisors.
- c. Consideration of approving Resolution #21-13R, Barner Subdivision Planning Module.
- d. Consideration of approving Escrow Release #2 for the Wawa Land Development on East Lincoln Highway in the amount of \$46,704.00 for completed work during construction.
- e. Consideration of approving Payment #2 for the Langhorne Gables Drainage Improvement Project in the amount of \$48,609.22 for completed work during construction.
- f. Consideration of approving Change Order #1 for the Langhorne Gables Drainage Improvement Project in the amount of \$24,825.00 for pipe extension and related grading on Buttonwood Avenue.
- g. Consideration of approving Payment #3 for the Langhorne Gables Drainage Improvement Project in the amount of \$96,358.50 for completed work during construction

Action: Ms. Quirple moved to approve consent agenda Items A thru G; as listed above; seconded by Ms. Payne. Motion carried by a vote of 5-0.

5. Consideration of approving Ordinance #21-05, Bond Parameters Ordinance

Chris Bamber of Public Financial Management (PFM) stated that current long-term tax-exempt interest rates remain near all-time lows, with current rates approximately equal to where they were in January 2020, which were new all-time lows at the time.

The refunding opportunity in 2020 of the series of 2016 Bonds has \$7,230,000 principal outstanding, 2% average existing rate with an August 15, 2021 call date. The final maturity is scheduled for August 15, 2027. Assuming a tax exempt refunding issued in May 2021, current market conditions as of 3/2/2021 are producing net debt service savings of approximately \$163,000 or 2.25% of refunded principal.

Ernest R. "Bucky" Closser, Esq. of Curtin & Heefner said just as the Township has done in the past, it is considering a Parameters Ordinance that authorizes the debt to be issued if certain parameters are met, including:

1. \$8,500,000 maximum principal
2. 5.50% maximum interest rate
3. 2.00 minimum net savings

Ms. Payne inquired if the refinancing will help the Township's Bond Rating. Mr. Bamber advised that any chance that the Township has to reduce its debt burden will be helpful for the credit rating. He said that any net savings that can be put aside in the General Fund or used for capital projects is viewed favorably by the credit rating services.

Action: Mr. Tosti moved to enact Ordinance #21-05, Bond Parameters; seconded by Ms. Strouse. Motion carried by a vote of 5-0.

6. Consideration of approving Resolution #21-14R, establishing a Fund Balance Policy.

Ms. Teoli Kuhls advised that Middletown has consistently followed the Government Finance Officers Association (GFOA) recommendation to maintain two-three months of General Fund operating expenditures in the fund balance of the General Fund and Capital Fund. Adoption of this policy was the only recommendation provided by Moody's Investor Services during last year's rating process that resulted in a first-ever Aaa rating for Middletown Township.

Moody's utilizes fund balance across all funds compared to revenue as to primary metric in its rating methodology, with fund balance and cash balance comprising 30% of the current local government rating scorecard. Based on the most recent rating methodology released on January 26, 2021, for the fund balance component, Moody's assigns a scorecard value of Aaa when fund balance as a percentage of Revenues is greater than 30% and Aa when fund balance is between 15% and 30%.

Below is Middletown Township's fund balances as of 1/1/2021:

General Fund	\$6,573,705
Capital Fund	\$7,899,804
Investment Fund	\$44,526,345

The proposed policy identifies a target fund balance of 25% of prior year's revenue. The General Fund revenue on 12/31/20 was just under \$15 million.

Ms. Payne asked if enacting this resolution will jeopardize the Township's rating in any way.

Ms. Teoli Kuhls explained that since this fund balance policy is by resolution it can be modified in the future by resolution. The Board is not locked into anything.

Ms. Strouse said it is smart that we are doing everything we can to maintain our Aaa Bond rating as ultimately it saves the Township money.

Action: Ms. Strouse moved to approve Resolution #21-14R establishing a Fund Balance Policy; seconded by Ms. Payne. Motion carried by a vote of 5-0.

7. Consideration of authorizing advertisement of a bid for the Richardson Avenue Drainage Improvements Project.

Mr. Kessler advised that stormwater drainage in the area between W. Maple Avenue and Richardson Avenue (near Old Lincoln Highway) has been an issue the Township has assessed, in particular the drainage pathway across the roadway from the Friends Meeting property on W. Maple Avenue.

The Richardson Avenue Drainage Improvement Project plans to reestablish portions of the swales and install inlet and stormwater piping to move the water through this area of concern. The plans have been fully designed and have received the Bucks County Conservation District approval.

Mr. Kessler advised that this project is included with this year's budget under the Storm Sewer and Drains Projects, and he is hopeful to construct this project this year pending qualified bids that are within budget.

Action: Mr. Ksiazek moved to authorize the advertisement to solicit bids for the Richardson Avenue Drainage Improvement Project; seconded by Ms. Quirple. Motion carried by a vote of 5-0.

8. Consideration of authorizing award of the 2021 Road Program Bid with Alternates 1-4 to James D. Morrissey, Inc. in the amount of \$1,586,176.00.

Mr. Ennis said the advertisements for bids were published in the *Bucks County Courier Times* on April 20, and April 24, 2021. Four (4) bids were received and the low bidder for the base bid and the four bid alternates was James D. Morrissey, Inc. of Philadelphia. The base bid is milling and paving approximately 5.4 miles of Township roads, as well as ADA ramp construction and intersection improvements at 34 intersections. Bid alternate #1 is parking lot improvements and sidewalk construction at Twin Oaks Parking Lot #2. Bid Alternate #2 is the retrofit of five basins in need of modifications in the Township. Bid Alternate #3 is the road striping of approximately 10 miles of Township roads. Bid Alternate #4 is the road striping and safety improvements for Snowball Drive (approximately 2.3 miles).

Bid tabulations for the base bid and alternates #1, #2, #3 and #4 are as follows:

James D. Morrissey, Inc.	\$1,586,176.00
Earle Asphalt Co.	\$2,022,913.13
Meco Constructors, Inc.	\$2,229,916.00
General Asphalt Paving Co.	\$3,007,013.90

James D. Morrissey, Inc. of Philadelphia meets all of the requirements under the Responsible Contractors Ordinance. The base bid and alternates will be funded from the Department of Public Works Capital Fund.

Action: Mr. Tosti moved to award a contract for the Base Bid, Alternate Bid No. 1, Alternate Bid No. 2, Alternate Bid No. 3 and Alternate Bid No. 4 in the total amount of \$1,586,176 to James D. Morrissey, Inc., Philadelphia for the 2021 Road Paving Project; seconded by Ms. Quirple. Motion carried by a vote of 5-0.

9. Consideration of authorizing award of the Twin Oaks LED Lighting Project bid to Armour &

Mr. Kopera said that Middletown Township's Twin Oaks Park is Middletown's second largest park with 18 acres. The Middletown Athletic Association (MAA) started in the late 1960's and has offered baseball, softball, soccer, and adult softball to our community for decades.

Mr. Kopera went into great detail explaining the lighting systems for the park. Armour & Son's Electric, Inc., Langhorne will be the general contractor this the installation and they meet the Township's Responsible Contractor Ordinance. The Musco Lighting Systems were chosen for this project as the superior field lighting product. Musco lighting system, based in Iowa, comes with a 25-year warranty; other manufacturers only offer a 10-year warranty. Musco Lighting recently lit the Daytona Speedway in Florida. Middletown Parks & Recreation uses Musco lighting and its remote lighting scheduler at the present time. The Township currently has 18 fields and facilities lit with Musco lighting, including three other fields at Twin Oaks Park.

The 2021 Capital Budget includes \$575,000 for the upgrades to Twin Oaks Park. This purchase and installation totals \$463,725. Armour's quote includes the installation of seven new light poles, all new underground wiring, a new electrical housing box, the removal of some old telephone poles, and necessary permits. When amortized over the 25-year warranty of the equipment, the annual expense of this project is \$18,552.

Mr. Tosti asked if this project was to be done last year. He also inquired if we would have the same ability to shut lights off by Parks & Recreation personnel when residents call to advise that lights have been left on.

Mr. Ksiazek asked for a timeline of the installation. Mr. Kopera advised that it should be done by August 1st.

Ms. Strouse asked if there will be an issue with the baseball players using the field during the installation.

Michele Bilardo, 33 Tinsel Road, Levittown asked if the installation of the new lights is part of the greater plan.

Action: Mr. Tosti moved to authorize the award of the Twin Oaks LED Lighting Project bid to Armour & Sons Electric, Inc. in the amount of \$463,725; seconded by Ms. Payne. Motion carried by a vote of 5-0.

10. Consideration of rejecting all bids for the Community Park Barn Roof and Gutter Project and authorizing re-release of bids for the project.

Mr. Kopera advised that the Board authorized the submission of bids at their January 19, 2021 public meeting for an asphalt shingle roof and gutter project at the Community Park Barn. The bids were opened on March 10, 2021 and none of the seven bidders met the Township's Responsible Contractor Ordinance. Mr. Kopera said the next step would be to advertise and rebid the project as quickly as possible on PennBid with a short time frame.

Action: Mr. Tosti moved to reject all bids for the Community Park Barn Roof and Gutter Project and authorizing re-release of bids for the project; seconded by Ms. Payne. Motion carried by a vote of 5-0.

11. Consideration of authorizing a contract for the Broadcast Server Replacement and Upgrade Project with Lerro Corporation in the amount of \$28,269.41

Ms. Berkis stated that the current broadcast server is over seven years old, out of warranty, and is not high definition (HD) or streaming compatible. Currently, a manual process of transferring files must be done for the meeting content to be broadcast and streamed, allow public participation and be recorded for playback.

The project includes a Leghtronix X5 server which is HD compatible and automatically scales the signal for both HD and SD and simultaneously streams, records and delivers a signal ready for both cable television and the internet. This will eliminate the separate, manual steps now performed to deliver an interactive broadcast to all viewers.

Lerro Corporation, a Pennsylvania COSTARS vendor located in Norristown, PA has provided a quote in the amount of \$25,538.53 for this project. The quote was prepared using competitive contract pricing through the COSTARS cooperative purchasing program. The Township has engaged Lerro on several audio and video projects in the past. Their quality of work and support after the sale has been outstanding. The Township will directly purchase the two computers, the two television monitors and mounts at a cost of \$2,730.88, for a total project amount of \$28,269.41. Ms. Berkis advised that \$30,000 has been budgeted in the 2021 Capital Budget.

Mr. Ksiazek asked if currently the meeting broadcasting is in HD on the internet but then is downgraded to analog for TV broadcasting.

Ms. Strouse is amazed how well everyone pulled together from the start of the pandemic with regards to the virtual meetings. She also is impressed with how the residents have responded.

Ms. Quirple asked if there will be additional costs after the initial purchase.

Ms. Berkis explained that the Township has been paying for a Total Video Subscription for programming on the cable channel to supplement PSA slides and meeting videos in the amount of \$995 per year, this will not change, and are getting another year free.

Action: Ms. Strouse moved to authorize the Broadcast Server Replacement and Upgrade Project in the amount of \$28,269.41 to Lerro Corporation; seconded by Ms. Payne. Motion carried by a vote of 5-0.

12. Consideration of authorizing the purchase of one (1) Polartek Dual AC Machine from Snap-on Dealer Brian Kennedy in the amount of \$14,950.

Mr. Gartenmayer, Public Works Superintendent advised that the Department of Public Works received quotes for the purchase of a Polartek Dual AC machine. This machine is needed to service the air conditioning systems in all Township vehicles, the new vehicles require a different

type of Freon for cooling and the current machine only handles the old type. Three quotes were obtained as it is not on COSTARS list.

Mr. Tosti asked if the purchase of this machine will keep all work in house.

Mr. Gartenmayer said that the machine is not used for just charging AC in the vehicles, but for other repair uses. He also stated that the old machine will be traded in as there is no need to have two machines.

Action: Ms. Quirple moved to authorize the purchase of one (1) Polartek dual AC Machine from Snap-On Dealer Brian Kennedy, Wrightstown, PA in the amount of \$14,950; seconded by Ms. Payne. Motion carried by a vote of 5-0.

13. Other public comment. (Only applicable if initial Public Comment period exceeds the 30-minute time limit.)

14. Other Business.

Mr. Esposito advised that there was an Executive Session held on April 12, 2021 to discuss litigation and personnel matters.

Ms. Teoli Kuhls recognized the Department of Public Works for the landscaping work done around the Municipal Center.

Ms. Payne said she is grateful to be present in person and to establish some normalcy.

Mr. Tosti congratulated Ms. Payne for her Alumni Achievement Award from Bucks County Community College.

Mr. Tosti thanked the Police Department stating they are a top notch department.

15. Adjournment.

Action: Ms. Quirple moved to adjourn the public meeting of the Middletown Township Board of Supervisors at 7:55 p.m.; seconded by Mr. Tosti. Motion carried by a vote of 5-0.