

Board of Supervisors Regular Meeting

Monday, November 13, 2023 | 7:00 p.m.

Agenda

1) Call to Order, Pledge of Allegiance

Ms. Payne called the meeting to order at 7:03 p.m.

2) Roll Call

After the Pledge of Allegiance Ms. Payne called roll. Supervisors Payne, Ksiazek, Quirple, Hannah and Kane attended the meeting along with the Township Manager Stephanie Teoli Kuhls, Assistant Township Manager Nick Valla, Solicitor James Esposito, and Township Engineer Isaac Kessler.

Ms. Hannah announced that Chief Joseph Bartorilla, Director of Finance Mega Bhandary, Director of Building and Zoning, Jim Ennis, Superintendent of Public Works, Eric Gartenmayer and Director of Parks & Recreation Paul Kopera were in attendance.

3) Upcoming Meetings

- a) Next Board of Supervisors Meeting scheduled for Monday, December 11, 2023, at 7:00 p.m.

4) Events

- a) Holiday Open House – Thursday, December 7th @ 5:30 p.m. – 8:30 p.m. at Middletown Municipal Center
- b) Shop with a Cop – Saturday, December 9th at the Target Oxford-Valley.

5) Special Items

- a) Swearing in of Officer Andrew Brady

Chief Joseph Bartorilla provided a brief introduction of Police Officer Andrew Brady. He shared that Officer Brady has been a Police Officer for the city of Wilmington Delaware for the past four and a half years. He is currently earning his master's degree in Homeland Security from Wilmington University.

Officer Brady was then sworn in as a Middletown Township Police Officer by Ms. Payne.

b) Middletown Community Foundation – K9 Check Presentation

On behalf of the Middletown Community Foundation (MCF) Nick Valla, Executive Director, and MCF Board members presented a check to the Middletown Township Police Department for \$8,500 to help with costs of the newest K9 Officer, Blue. K9 Blue and his handler, Officer Larry Hardy, are currently in training in the Philadelphia Police Department's K9 Unit.

Chief Bartorilla thanked the MCF for their support and being a partner of the Middletown Township Police Department's K9 unit.

c) Native American Heritage Proclamation

Ms. Hannah read the proclamation out loud.

d) Small Business Saturday Proclamation

Mr. Ksiazek read the proclamation out loud.

6) Public Comment. *Non-Agenda Items only.*

Helene Ratner, 346 Stratton Court, suggested that the Township ordinance regulating political signs be amended permitting political signs to be placed 30 days prior to the election, rather than the current ordinance of 60 days. She also suggested that the signs be removed within 5 days instead of the current ordinance of 10 days.

Jim Ennis, Director of Building and Zoning commented that after discussion with the Township Manager and Board of Supervisors, an amendment will have to go through the Planning Commission and Board of Supervisors for enactment. He asked Ms. Ratner to contact him with her suggested changes.

7) Consent Agenda Items

- a) Consideration of authorizing payment of November 13, 2023, Bills List in the amount of \$961,524.11.
- b) Consideration of approving the October 16, 2023, Minutes of the Public Meeting of Middletown Township Board of Supervisors, and the Budget Work Session Minutes for October 23, 2023.
- c) Consideration of approving Payment Release #1 for the 2023 ADA Ramp Program in the amount of \$142,988.86.

- d) Consideration of approving Change Order #3 for the 2023 Road Program in the amount of (\$14,370.09) reduced quantities.
- e) Consideration of approving Payment Release #4 for the 2023 Road Program to James D. Morrissey in the amount of \$361,074.18.
- f) Consideration of approving Payment Release #5 for Oxford Valley Mall Multi-Family Development in the amount of \$21,770.00.
- g) Consideration of approving Resolution #23-29R; PECO Green Region Open Space Grant Program for the Middletown Community Park Barn Solar Energy Project.
- h) Consideration of approving Resolution #23-30R; Department of Community & Economic Development (DCED) Local Share Grant.

Action: Mr. Ksiazek. made a motion to approve consent agenda items as A-H. Seconded by Ms. Quirple.

Ms. Kane asked for further information on the two resolutions. Mr. Valla explained in detail each of the resolutions and the grants associated with them. He also confirmed that neither of the grants have a match component.

Motion carried by a vote of 5-0.

- 8) Consideration of 517 Deer Run Drive Lot Consolidation Approval, TMP#22-012-536 & TMP#22-012-537, S/LD #23-6, R-2 Residential District.

On behalf of the Applicant, their attorney, Frank Dillon, explained that the Applicant proposes to consolidate two existing lots and then subdivide the parcel into three (3) lots. He noted that each lot will contain a proposed single family detached dwelling.

Mr. Dillon noted that the Applicant received a review letter from the Township Engineer, Remington & Vernick dated August 31, 2023, and their response will comply with the exceptions for minor waivers being requested. He then reviewed in detail the with the help of John Richardson from Dumack Engineers, the Applicants Engineer.

Mr. Ksiazek confirmed with Isaac Kessler, Township Engineer, that the waivers the Applicant is seeking are correct. Mr. Kessler confirmed the waiver requests were typical for a lot grading for a single-family dwelling home.

Action: Mr. Ksiazek made a motion to grant Lot Consolidation, Subdivision & Land Development Plan approval for 517 Deer Drive, S/LD #23-06, with the following conditions:

- 1. ***Applicant shall comply in full with all requirements of the Middletown Township subdivision and land development ordinance and the Middletown Township zoning ordinance, unless relief was granted by the body having jurisdiction.***

- 2. Any remaining review comments shall be addressed in full.*
- 3. Installation and connectivity of sidewalk shall be to the Township Engineer's satisfaction.*

Seconded by Ms. Quirple. Motion carried by a vote of 5-0.

- 9) Consideration of Pennswood Village Land Development Approval, 1382 Newtown-Langhorne Road, TMP#22-004-004-001, S/LD#21-2, Retirement Community Zoning District.

On behalf of the Applicant, their attorney, Ed Murphy, reviewed the proposed amended changes to an originally approved Record Plan. Mr. Murphy explained that the project is located at 1385 Langhorne-Newtown Road, which was approved alterations and additions to the Health Center. He added that in the post Covid environment the Applicant has decided to eliminate the approved alterations and additions to the Health Center Complex.

Mr. Murphy explained that with the approved Land Development plans there was an escrow funds posted and associated with the improvements of the Health Care Center. He added without recording the plan to remove the improvement these funds cannot be returned to the Applicant.

He concluded that the Applicant is asking that the Board approve an amended plan to remove the contemplated improvements for the Health Center.

Mr. Ksiazek asked for status on the rest of the Pennswood Village project. Mr. Murphy noted that the project is almost complete.

Action: Ms. Quirple made a motion to grant Amended Final Land Development Plan approval for Pennswood Village, 1382 Langhorne-Newtown Road, S/LD #21-02, with the following conditions:

- 1. Applicant shall comply in full with all requirements of the Middletown Township subdivision and land development ordinance and the Middletown Township zoning ordinance, unless relief was granted by the body having jurisdiction.*
- 2. Any remaining review comments shall be addressed in full.*

Seconded by Mr. Ksiazek. Motion carried by a vote of 5-0.

10) Consideration of Enacting Ordinance #23-03 to add Stop Signs on Tall Tree Lane and Meadowview Court.

Mr. Valla noted that the Board of Supervisors authorized advertisement of Ordinance #23-03 on October 16, 2023, to add stop signs to both Tall Tree Lane and Meadowview Court where they intersect with Zimmerman Lane and Oakridge Drive, respectively. He added that this proposed ordinance was duly advertised in the Bucks County Courier Times on November 2, 2023.

Action: Ms. Kane made a motion to enact Ordinance #23-03 amending Chapter 470 of the Middletown Township Code of Ordinances to add stop signs to Tall Tree Lane at Zimmerman Lane, and to Meadowview Court at Oakridge Drive, seconded by Ms. Quirple. Motion carried by a vote of 5-0.

11) 2024 Budget Presentation.

Stephanie Teoli Kuhls, Township Manager reviewed a PowerPoint presentation that provided details of the 2024 Proposed Budget (attached).

Ms. Teoli Kuhls noted that the proposed budget would maintain all levels of municipal services. Total operating expenditures are proposed at 42.9 million dollars. A real estate real estate tax increase of 1.455 mills is proposed in the Fire Protection Fund. This increase equates to \$49 annually for the average homeowner. She also mentioned the recurrent issue of the structural deficit in the General Fund and the need for a dedicated funding source for the Capital Fund. She added that the Public Input period begins tonight through December 11th.

Ms. Teoli Kuhls concluded by thanking the Board of Supervisors, Department Directors, and staff for their efforts in the budgeting process. She thanked Assistant Township Manager Nick Valla and Mega Bhandary, Director of Finance. Ms. Teoli Kuhls added that the entire budget is already available on the Township website.

Ms. Payne asked Ms. Teoli Kuhls to explain the history of the Investment Fund.

Ms. Teoli Kuhls explained that more than 20 years ago the Township sold its Water and Sewer operations, and the sale price was \$40 million dollars. She added that the elected officials at that time by resolution restricted that the principle of that sale should remain and that only the interest that is generated off the fund should be utilized.

Ms. Kane thanked the team for their thorough work on the budget.

Mr. Ksiazek echoed Ms. Kane's comments and added recognizing the team and their efforts and hard work that goes into the budget. He also wanted to recognize his fellow Board members as this year was a tough one and a lot of difficult decisions were made.

12) Other Business.

Mr. Esposito announced that the Board of Supervisors held an executive session prior to this meeting to discuss ongoing litigation and personnel matters.

Mr. Kessler announced that there are plans for signature from the Board of Supervisors.

Mr. Valla reminded the community that if they would like to learn more about the Middletown Community Foundation or are interested in of the programs supported by the foundation to visit their website at www.middletowncf.org.

Ms. Teoli Kuhls expressed her gratitude to the entire Middletown team and the Board of Supervisors for all their hard work.

Ms. Hannah shared her appreciation for Ms. Teoli Kuhls and all department directors.

Ms. Quirple thanked Ms. Teoli Kuhls, Mr. Valla and Ms. Bhandary for their hard work and efforts on the budget process.

Each of the Board of Supervisors wished everyone a Happy Thanksgiving.

13) Adjournment.

Ms. Quirple moved to adjourn the public meeting of the Middletown Township Board of Supervisors public meeting at 8:00 p.m., seconded by Ms. Hannah. Motion carried by a vote of 5-0



2024 Proposed Budget Presentation

NOVEMBER 13, 2023

2024 Budget

- ▶ Maintenance of high level of municipal services
- ▶ Fire Protection services – 1.455 mill increase
- ▶ First RE Tax increase since 2010 – Increase of \$49 annually to average homeowner
- ▶ Recurrent discussions – structural deficit and capital fund
- ▶ Use of fund balance in General Fund



Budget Overview

FUND	2024 EXPENDITURES
General	\$ 26,636,029
Street Lighting Tax	563,067
Fire Protection Tax	1,920,550
Parks and Recreation	1,767,085
Ambulance and Rescue	232,685
Road Machinery Tax	99,596
Fire Hydrant Tax	64,000
Sanitation	5,271,656
Middletown Country Club	50,000
Farm	11,968
Debt Service	2,822,350
Investment	47,500
Highway Aid	2,442,000
TOTAL	\$ 41,927,986
Capital	\$ 6,978,500

- ▶ Proposed Operating Expenditures - **\$41,927,986**
- ▶ Proposed Capital Expenditures - **\$6,978,500**

Goal: Keeping General Fund Balanced

- ▶ Expenditures
outpacing
revenues
- ▶ 88%
salaries/benefits

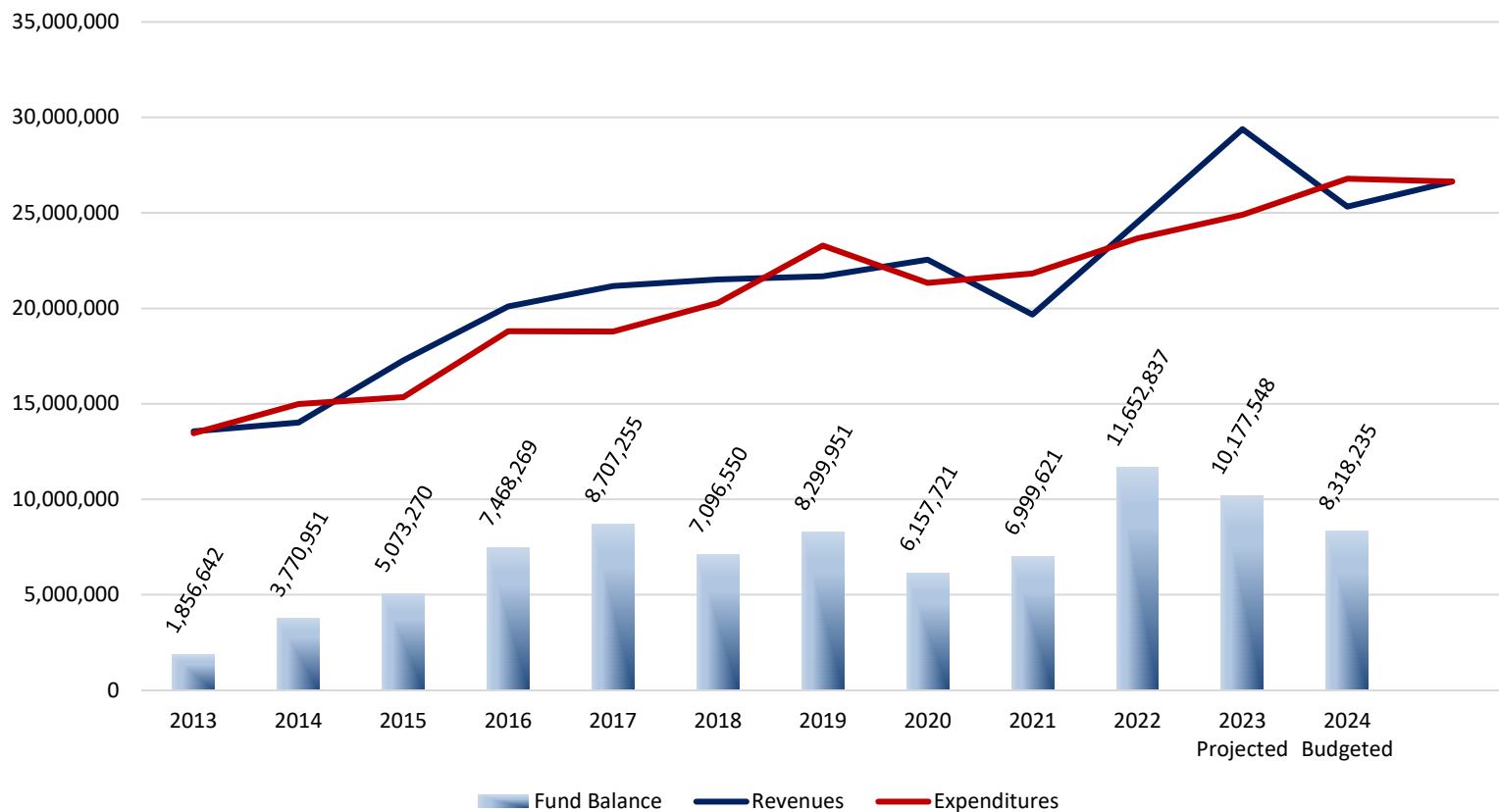
EXPENDITURES	BUDGET	%	\$23,033,679 88.48%
Salaries	\$13,896,865	52.17%	
Medical Insurance	3,386,000	12.71%	
Other Benefits	2,076,740	7.80%	
Pension	3,674,074	13.79%	
Borrowing and Fees	10,000	0.04%	
Communications	117,500	0.44%	
Contracted Services	746,250	2.80%	
Engineering	118,000	0.44%	
Equipment	520,525	1.95%	
Interfund Transfers	560,000	2.10%	
Legal	220,000	0.83%	
Memberships and Training	152,125	0.57%	
Operating Supplies	213,700	0.80%	
Other	10,000	0.04%	
Property and Liability	425,000	1.60%	
Software	326,250	1.22%	
Utilities	183,000	0.69%	
Total	\$26,636,029	100.00%	

Beginning Fund Balances

Fund	Beginning Balance
General	\$10,177,548
Street Lighting	637,465
Fire Protection	595,080
Parks & Recreation	328,590
Ambulance & Rescue	15,535
Road Machinery	419,493
Fire Hydrant	10,397
Fire Apparatus	341,722
Sanitation	449,086
Middletown Country Club	211,422
Farm Fund	69,382
Debt Service	466,723
Capital Reserve	4,454,239
Investment	40,081,659
Highway Aid	1,311,362

General Fund

Revenues, Expenditures & Fund Balance



Critical Budgeting Details

Grants

- ▶ History of aggressively seeking grant revenue
- ▶ Nearly \$12 million since 2011

Insurance Coverages

- ▶ Delaware Valley Trusts – benefits of municipal insurance pooling



Critical Budgeting Details

Infrastructure and Equipment

- ▶ Road Improvement Program – 75 miles of roadways paved in 10 years
- ▶ Capital Improvement Plan
- ▶ Vehicle Costs – Bucks County RDA



Notable Financial Recognitions and Policies

- ▶ Government Finance Officers Association (GFOA)
 - *Distinguished Budget Award*
 - *Achievement for Excellence in Financial Reporting*
- ▶ Moody's "Aaa" Credit Rating
- ▶ Fund Balance Policy

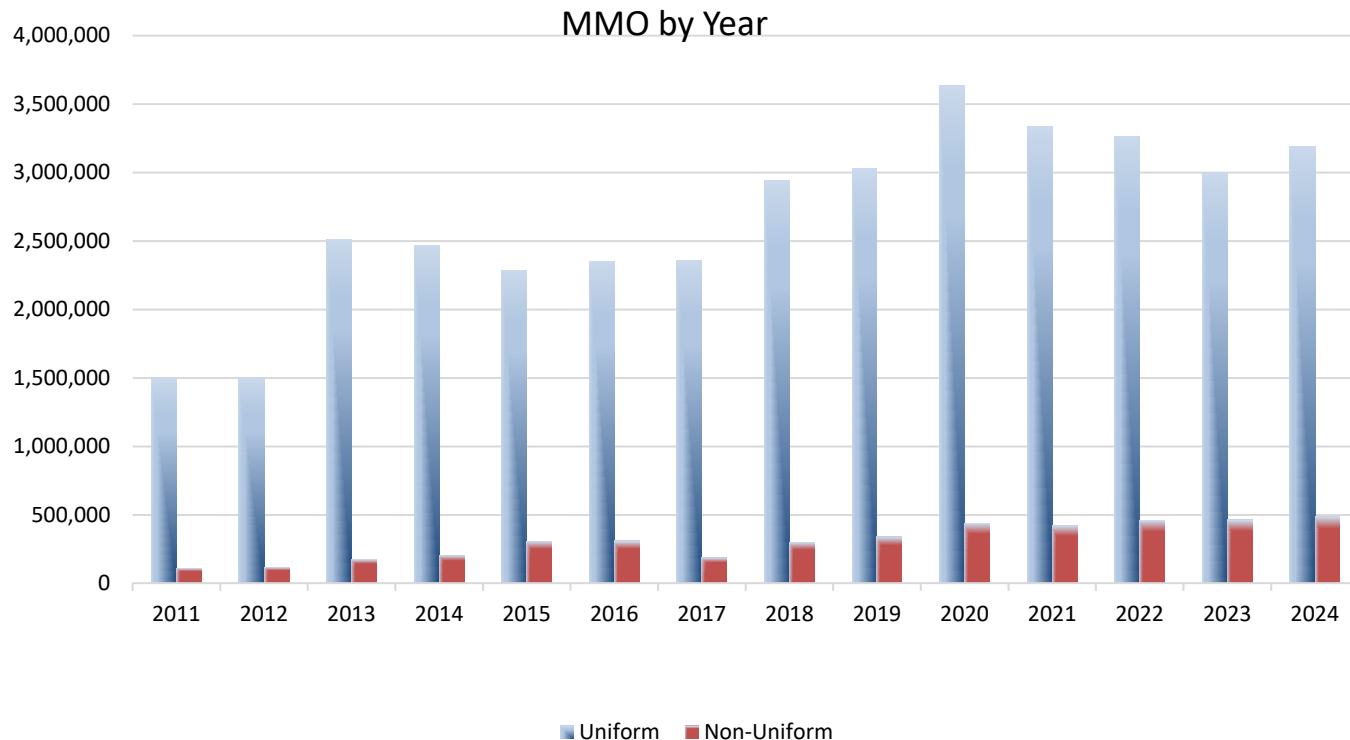


Pension

Minimum Municipal Obligation (MMO)

Police Pension - \$3,188,076

Non-Uniformed Pension - \$485,998



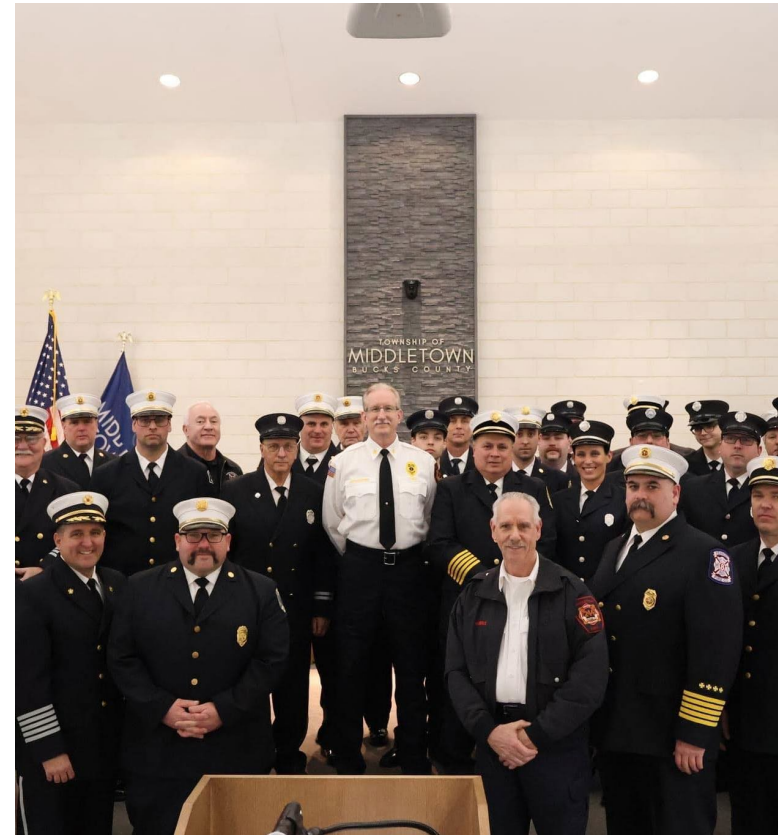
Personnel

- ▶ 122 Full Time Employees
26 Regular Part Time
70 Seasonal
- ▶ Collective Bargaining Agreements – 3.5% wage increases
- ▶ 2024 – addition of one full-time employee and one part-time employee



Fire Services

- ▶ Fire Response
 - 4 Volunteer Fire Companies – evenings and weekends
 - Dept. of Fire and Emergency Services – daytime response
- ▶ Strategic Plan Implementation
 - ▶ 12-hour shifts
 - ▶ Workers Comp costs
- ▶ Budget Changes



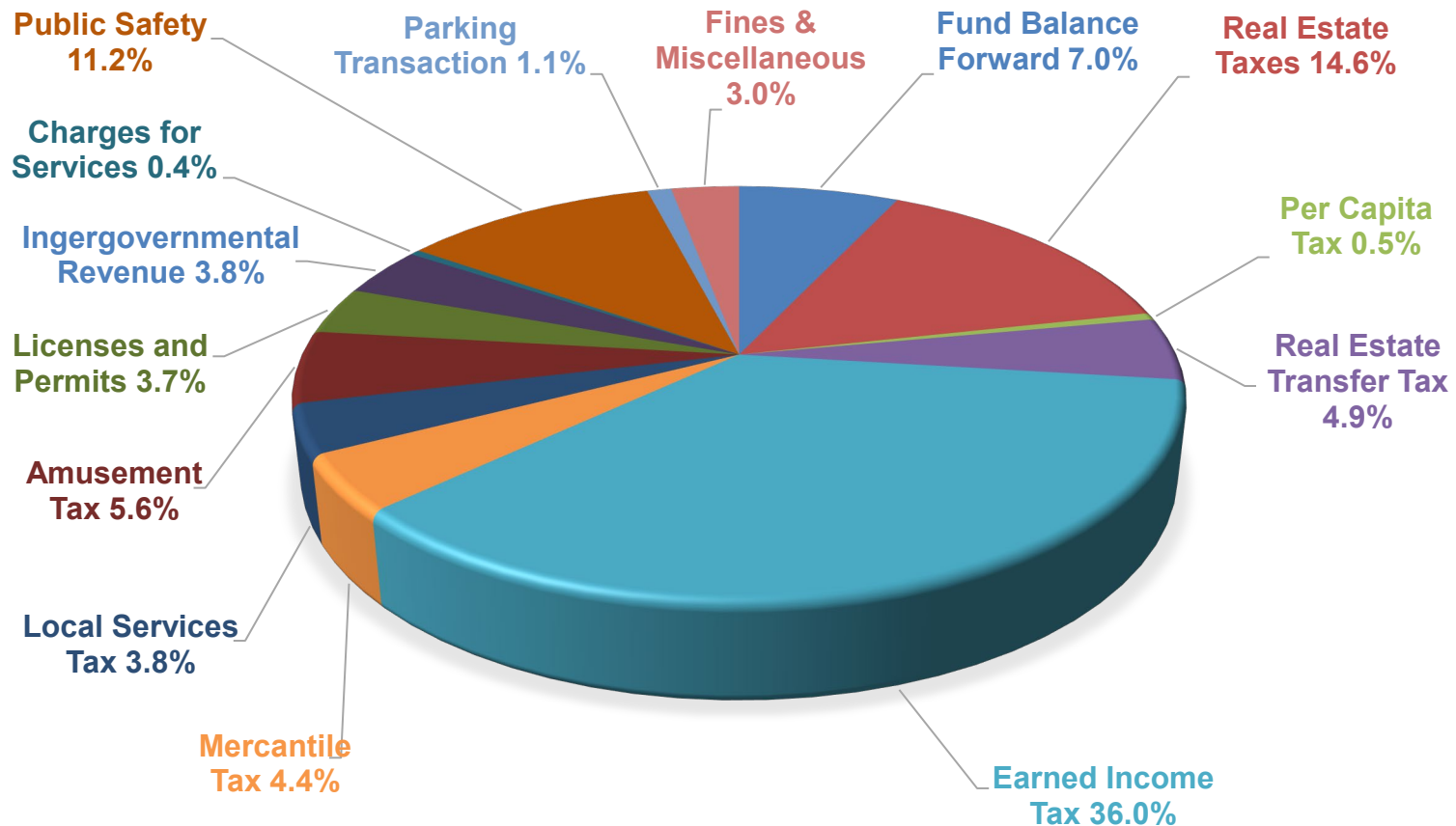
2024 General Fund Highlights



Revenues
\$26,636,029

Expenditures
\$26,636,029

General Fund Revenues



Real Estate Tax Millage

▶ General Fund	7.325
▶ Street Lighting Fund	0.788
▶ Fire Protection Fund	1.920
▶ Fire Apparatus Fund	1.080
▶ Park and Rec Fund	1.920
▶ Ambulance and Rescue Fund	0.440
▶ Road Machinery Fund	0.300
▶ Fire Hydrant Fund	0.137
▶ Debt Service Fund	5.115
▶ TOTAL	19.025



Real Estate Tax

➤ Township RE Taxes:

- Neshaminy SD – 171.23 mills
(79.4%)
- Bucks County – 25.45 mills
(11.8%)
- Middletown – 19.025 mills
(8.8%)

➤ Average assessment - **\$29,410** which equates to average Township Real Estate Tax of **\$559**

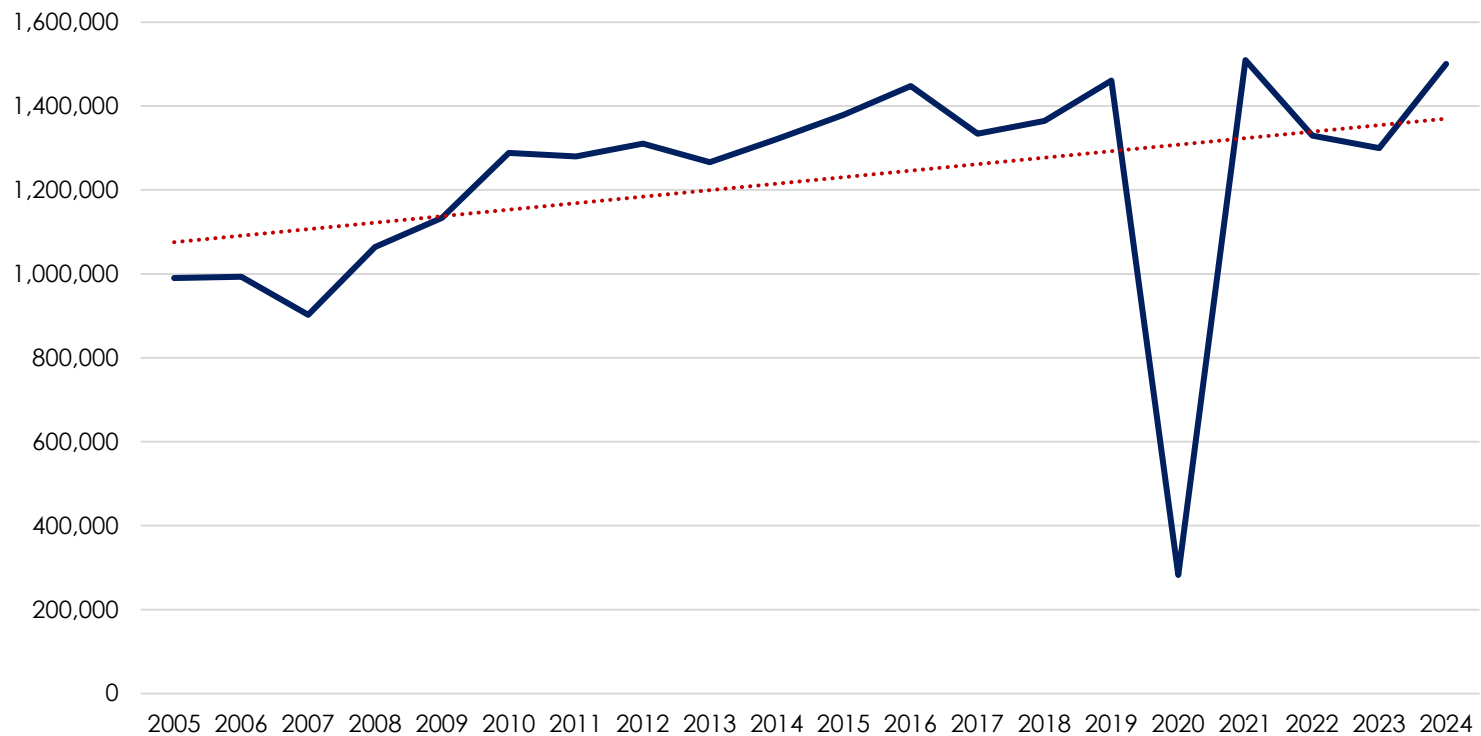
Act 511 Taxes

- ▶ Amusement 5%
- ▶ Earned Income .50%
- ▶ Local Services \$52 (\$47 twp.)
- ▶ Mercantile .5 mill wholesale
.75 mill retail
- ▶ Parking
Transaction Fee 10%
- ▶ Per Capita \$5
- ▶ Real Estate Transfer .50%

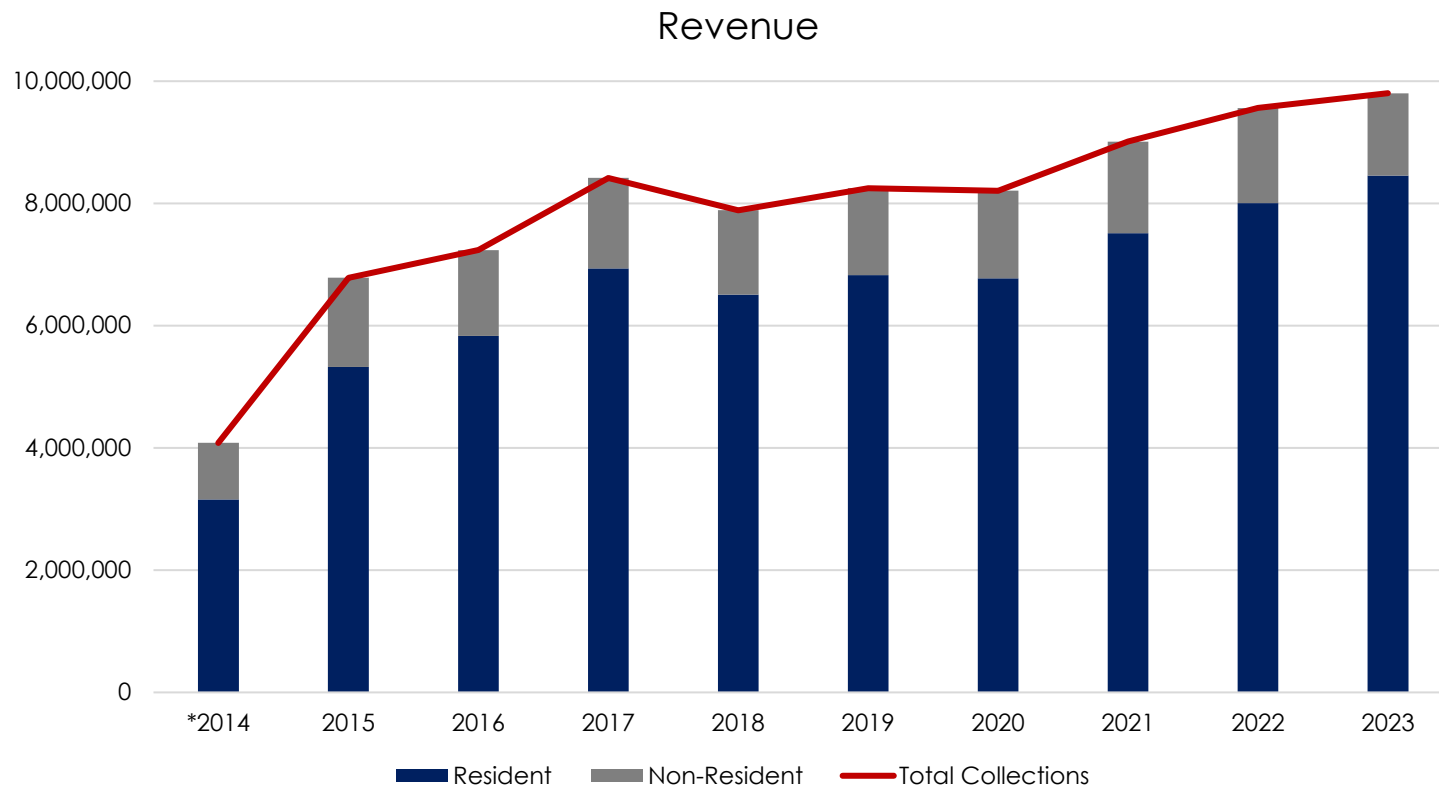
Amusement Tax



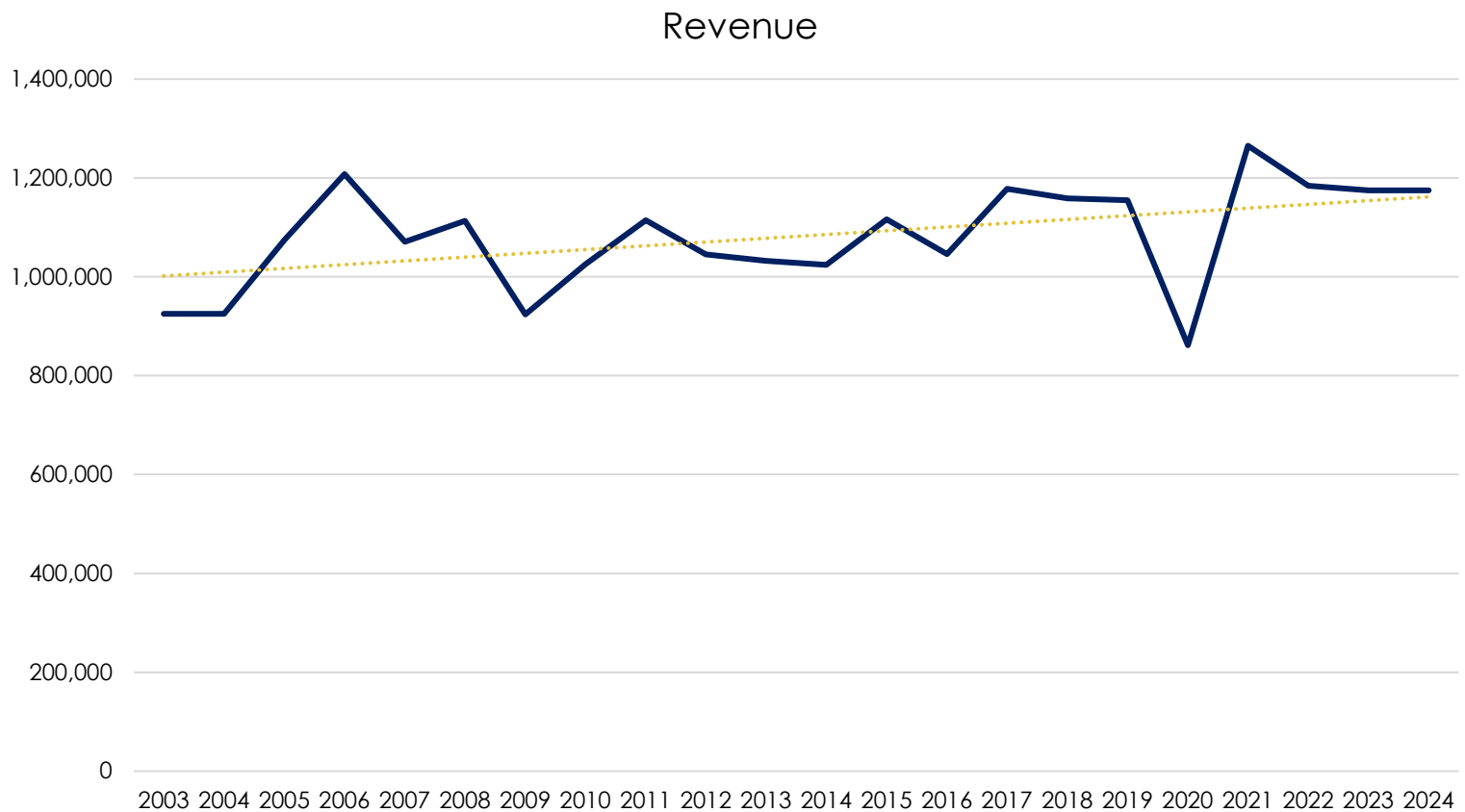
Revenue



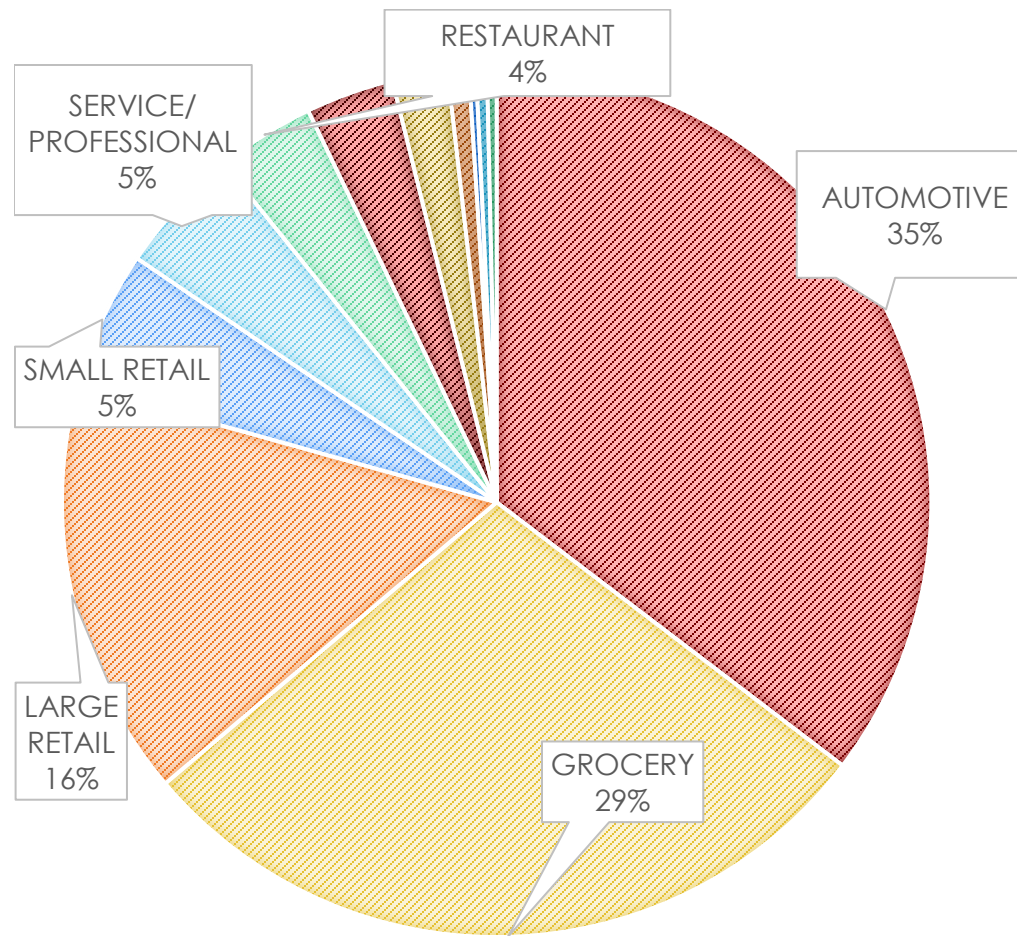
Earned Income Tax



Mercantile Tax

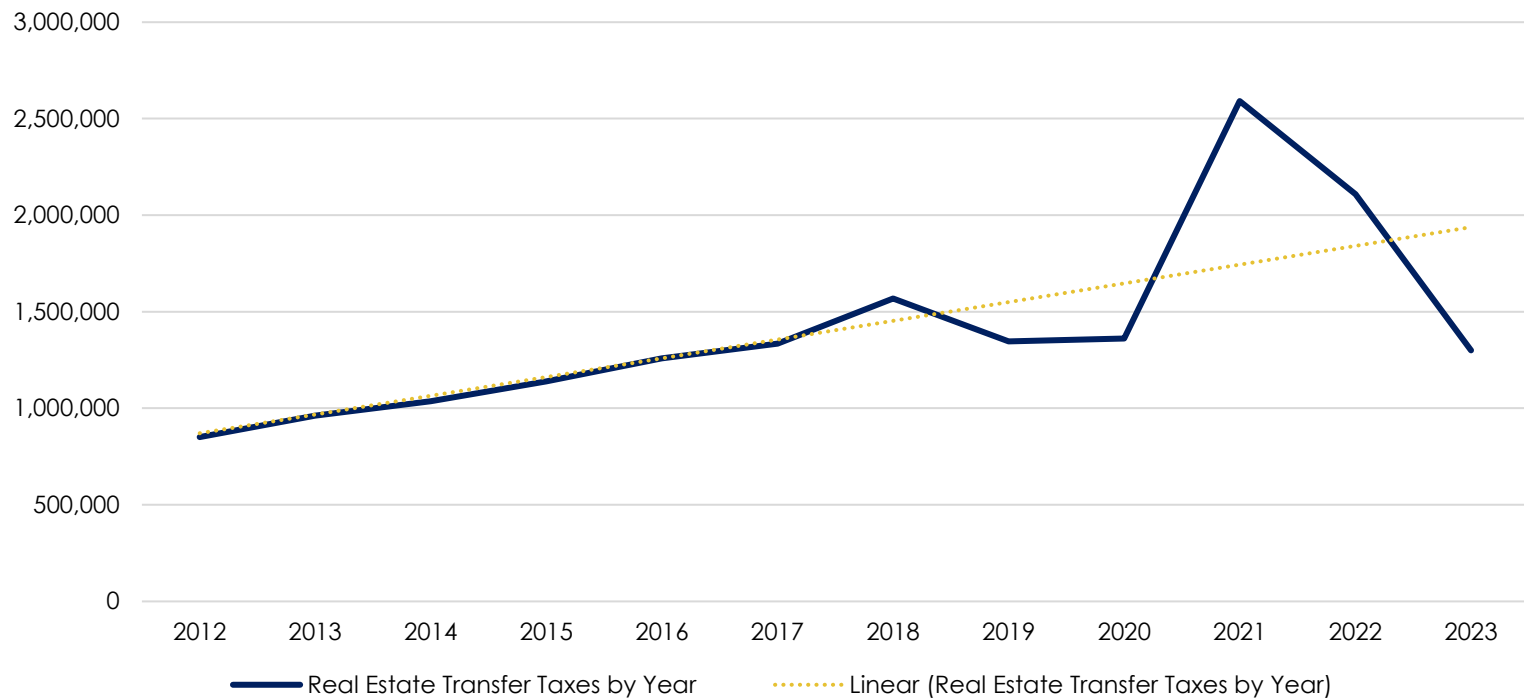


Mercantile Tax - Categories

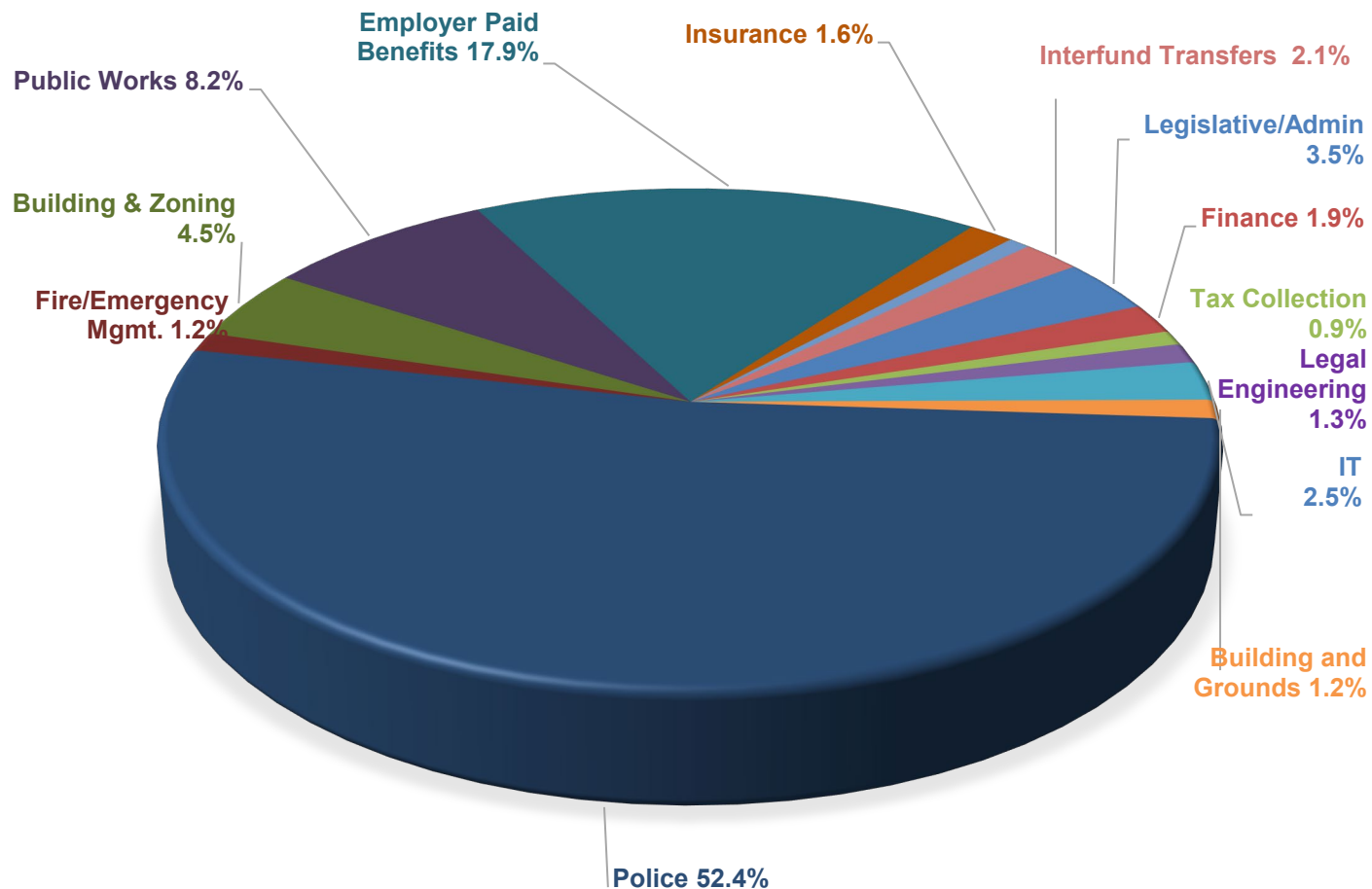


Real Estate Transfer Tax

Revenues



General Fund Expenditures



Other Fund Highlights



Fire Protection Fund and Fire Apparatus Fund



- Funding for four fire volunteer fire companies
 - Tax Allocation
 - Workers Compensation
 - Volunteer Incentive
- 75% of cost of paid firefighters

Parks and Recreation Fund

- ▶ Revenue from Real Estate Tax, program fees and charges for service
- ▶ 2024 -- \$1,767,085



Sanitation Fund

- ▶ Final year of 5-Year Contract
- ▶ Cost to residents \$401 annually
- ▶ New contract anticipated to be significantly higher



Capital Fund

- ▶ **\$6,978,500** in capital projects
- ▶ Capital Plan



Investment Fund

- ▶ Expenses/transfers limited
- balance never drops
below \$40 million
- ▶ Beginning fund balance
in 2024 - \$ 40,081,659



Highway Aid Fund

- ▶ 2024 -- **\$2,442,000**
 - ▶ Highway Construction/
Rebuilding
 - ▶ Snow Removal
 - ▶ Street Signs/Traffic Signals



The Budget Process



Concluding Comments



www.middletownbucks.org/2024budget

Thank You!

