

Board of Supervisors Regular Meeting

Tuesday, September 19, 2023 | 7:00 p.m.

Agenda

1) Call to Order, Pledge of Allegiance

Ms. Payne called the meeting to order at 7:05 p.m.

2) Roll Call

After the Pledge of Allegiance Ms. Hannah 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 Building and Zoning Jim Ennis, Director of Finance Mega Bhandary, and Director of Parks & Recreation Paul Kopera.

3) Announcements

a) Next Board of Supervisors Meeting scheduled for Monday, October 16, 2023, at 7:00 p.m.

4) Special Items

a) Energy Efficiency Day Proclamation

Ms. Payne read the proclamation aloud. Energy Efficiency Day was proclaimed for October 4th, 2023, the first Wednesday in October.

5) Events

a) **Middletown Community Foundation** – Jay’s Community Night (Jay’s Steak & Hoagie Joint), Wednesday, September 20th, 4:00 p.m. – 8:00 p.m.

b) **ParklandFest Day** - Saturday, September 30th, Noon to 4:00 p.m., Firefighters’ Park

c) **Middletown Township Fire Prevention Expo** - Saturday, October 7th, 9:00 a.m. to 3:00 p.m., Restaurant Depot Parking Lot (1661 Lincoln Highway)

d) **Groovin’ at the Gates** - Saturday, October 14th, Noon to 5:00 p.m., Forsythia Crossing Park

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

None.

7) Consent Agenda Items

- a) Consideration of authorizing payment of September 19, 2023, Bills List in the amount of \$1,098,655.69.
- b) Consideration of approving the September 5, 2023, Minutes of the Public Meeting of Middletown Township Board of Supervisors.
- c) Consideration of approving Resolution #23-21R, for an Intergovernmental Agreement to participate in Grant Application for Towns Against Graffiti.
- d) Consideration of approving Resolution #23-22R, for Sewer Planning Module, 1600 E. Lincoln Highway.

Action: Mr. Ksiazek made a motion to approve consent agenda items A-D, seconded by Mr. Quirple. Motion carried by a vote of 5-0.

8) Consideration of authoring an Intergovernmental Agreement with Pennel Borough for Building Code Board of Appeals.

James Esposito, Township Solicitor explained that the Intergovernmental Agreement and resolution will need to be authorized for Pennel Borough to utilize Middletown's Technical Code Review Board. He added that the Technical Code Review Board handles any appeals for permits under the Uniform Construction Code and reviewed in detail the requirements to have a Technical Code Review Board.

Mr. Esposito noted that with the size of Pennel Borough, they find it difficult to find members to fill this board. He added that any services that are required will be paid for by Pennel Borough.

Ms. Payne confirmed that there is no financial cost to allow this agreement with Pennel Borough. Mr. Esposito confirmed that any cost associated with this agreement will be reimbursed by Pennel Borough.

Mr. Ksiazek questioned what the impetus for this agreement is. Mr. Esposito confirmed that Pennel Borough has attempted to fill this Board and has had no success meeting the requirements.

Ms. Teoli Kuhls added that a municipality's Technical Code Review Board is statutorily required to have members with specific professional qualifications.

Action: Mr. Ksiazek made a motion to authorize the Township to enter into a municipal cooperative agreement between the Borough of Penndel and the Township of Middletown for services for the Board of Appeals known as the Technical Code Review Board, seconded by Mr. Quirple. Motion carried by a vote of 5-0.

9) Presentation of the 2024 Minimum Municipal Obligation (MMO) for Middletown Pension Plans.

Mega Bhandary, Director of Finance, noted that in accordance with Act 205, the Township is required to annually certify the Minimum Municipal Obligation (MMO) for each pension plan for the following year. She noted that the MMO must be certified to the municipality's governing body by the chief administrative officer by September 30th of each year.

She explained that the 2024 MMO for the Police Pension Plan, and the 2024 MMO for the Non-uniformed Pension Plan, both of which are based on the January 1, 2021, Actuarial Valuation prepared by Municipal Finance Partners, the Township's previous actuary. January 1, 2023, Actuarial Valuation is in process of being prepared by Conrad Siegel, the Township's present actuary.

Ms. Bhandary noted that for 2024, the estimated minimum contribution requirement to the Non-Uniformed Pension Plan is \$485,998, a \$22,081 increase from 2023 and the estimated minimum contribution requirement for the Police Pension Plan is \$3,188,076, a \$191,886 increase from 2023.

Ms. Kane questioned whether the increase is consistent with prior years. Ms. Bhandary confirmed that the overall increase is reflective of who joined the pension plan. She also confirmed that this increase is Factored into the 2024 budget.

10) Consideration of approving the following 2024 Regional Development Authority (RDA) Grant Program Application Resolutions:

Ms. Teoli Kuhls reviewed and read the resolutions into the record.

- Resolution #23-23R - Police Department Vehicles
- Resolution #23-24R - Police License Plate Readers (LPR's)
- Resolution #23-25R - Public Works Vehicles
- Resolution #23-26R - Fire and Emergency Services Vehicle
- Resolution #23-27R - Parkland Fire Company

Ms. Teoli Kuhls reviewed the overall RDA grant application process for the Board members.

Ms. Kane confirmed that the RDA grant applications are mostly for replacement of aging vehicles. Ms. Teoli Kuhls confirmed that these are vehicles that need to be removed from the current fleet.

Action: Mr. Ksiazek motion to approve Regional Development Authority (RDA) Grant Resolution #23-23R, Resolution #23-24R, Resolution #23-25R, Resolution #23-26R, and Resolution #23-27R, seconded by Ms. Kane. Motion carried by a vote of 5-0.

- 11) Consideration of opposition to ZHB Appeal #23-42 of Zafar and Arshad Inc. related to 9 variances for the property at 1301 Frosty Hollow Road, Levittown, PA 19056, tax parcel #'s 22-053-286 and 22-053-287.

Ms. Payne noted that this matter has been tabled until a future meeting.

12) Other Business.

Mr. Valla reminded that the final Multimodal Plan public meeting is scheduled for Thursday, September 28th in the Public Hall and via zoom.

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

Ms. Teoli Kuhls recognized Christina Bernhardt, Special Project Manager, who will be leaving the Township this week. She congratulated Ms. Bernhardt, thanked her for efforts, and wished her well in her new position.

The Board of Supervisors members congratulated and wished Ms. Bernhardt the best of luck in her new position.

Ms. Hannah also reminded the community that information for the Human Relations Commission is on the Township website. She also added that the HRC will have a table at the Groovin' at the Gates event on Saturday, October 14th.

13) Adjournment.

Ms. Kane moved to adjourn the public meeting of the Middletown Township Board of Supervisors public meeting at 7:26 p.m., seconded by Ms. Quirple. Motion carried by a vote of 5-0.