

# Board of Supervisors Regular Meeting

Monday, July 8, 2024 | 7:00 p.m.

## 1) Call to Order, Pledge of Allegiance

Mr. Ksiazek called the meeting to order at 7:00 p.m.

## 2) National Anthem performed by Melina Cruz

Mr. Ksiazek provided a short bio of Ms. Cruz and thanked her for her performance.

## 3) Roll Call

After the Pledge of Allegiance, Ms. Quirple called roll. Supervisors Ksiazek, Hannah, and Kane were in attendance. Supervisor Payne attended virtually. Also present were Township Manager Stephanie Teoli Kuhls, Assistant Township Manager Nick Valla, Solicitor Andrew Griffin, Township Engineer Isaac Kessler, Chief Joseph Bartorilla, Director of Building and Zoning, Jim Ennis, Director of Public Works, Eric Gartenmayer, and Director of Parks & Recreation, Paul Kopera.

## 4) Upcoming Meetings/Events

- a) **Next Board of Supervisors Meeting** – Monday, August 12, 2024, at 7:00 p.m.
- b) **Movie in the Park** – Little Mermaid – Thursday, August 1st activities start at 6:45 p.m.; movie starts at dusk (Community Park) Sponsored by *The Diane Loomis Team of Keller Williams*.
- c) **National Night Out** – Tuesday, August 6th, 5:30 p.m. - 8:30 p.m. (Municipal Center Parking lot)

## 5) Special Items

- a) Proclamation Designating July as Parks & Recreation Month.

Mr. Ksiazek read the proclamation into the record.

- b) Proclamation Designating July as Disability Pride Month.

Mr. Ksiazek read the proclamation into the record.

- c) Student Athlete Update of Kennedy Dobson, US Olympic Trails

Mr. Ksiazek announced that Middletown Township is proud to recognize Levittown's own, 17-year-old Kennedy Dobson, who recently competed in five events at the United States Olympic Swimming Trials in Indianapolis.

He shared that although she will not be moving on to Paris, Kennedy performed extremely well, just missing a semifinal in one of her races by 6/10'ths of a second. He added that Kennedy was happy with her overall results, having achieved a personal best in 3 out of the 5 events she swam.

Mr. Ksiazek congratulated Kennedy for committing to the University of Georgia in the Fall.

On behalf of the Board of Supervisors, Mr. Ksiazek recognized Kennedy as one of the best athletes here in Middletown Township and presented Kennedy with a certificate of her accomplishments.

She also received citations and certificates from Congressman Brian Fitzpatrick, Senator Frank Farry and Representative James Prokopiak.

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

Lance Weatherly, 98 Queen Lily Road, expressed his concerns about the approval of high-density land developments within the Township. He requested that the Board of Supervisors take into consideration amending Township ordinances to limit high density developments.

#### 7) Consent Agenda Items

- a) Consideration of authorizing payment of July 8, 2024, Bills List in the amount of \$3,206,968.31.
- b) Consideration of approving the June 11, 2024, Minutes of the Public Meeting of Middletown Township Board of Supervisors.
- c) Consideration of Department of Public Works Yard Improvements Phase 1A – Change Order #5 for a negative \$50,000.00 for balancing final quantities and allowances for completed project.
- d) Consideration of Department of Public Works Yard Improvements Phase 1A – Payment Certificate #7 (final) in the amount of \$ 64,318.68 for project completion of all contract items.
- e) Consideration of S. Flowers Mill Road Drainage Project – Payment Certificate #2 in the amount of \$128,745.25 for completed contract items.
- f) Consideration of 2462 Trenton Road (McHale's) Land Development (S/LD #22-1) – Financial Security Release #1 in the amount of \$ 36,952.00 for completed items to-date.
- g) Memorandum of Understanding between Middletown Township, African American Museum of Bucks County (AAMBC) and County of Bucks for the Pennsylvania Historical and Museum Commission (PHMC) Archival Grant.

*Action: Ms. Quirple made a motion to approve consent agenda items A-G seconded by Ms. Payne.*

Ms. Kane requested a brief overview of the Memorandum of Understanding (MOU) between Middletown Township, African American Museum of Bucks County (AAMBC) and County of Bucks.

Mr. Valla explained that this is a grant opportunity from the Pennsylvania Historical and Museum Commission (PHMC) which this MOU provides an explanation of the relationship between the three parties: Middletown Township, Bucks County, and the museum itself. He added that the Township is the applicant and conduit for the funding, but the funding and any reporting related to it is going to be the responsibility of the museum.

*Motion carried by a vote of 5-0.*

- 8) Consideration of the Lot Line Change, Subdivision & Land Development Plan Approval at W. Gillam Ave (Worthington Subdivision) Langhorne, PA, TMP #22-017-045-001, S/LD #24-01, R-2 Residence Zoning District.

Vincent Fioravanti, Engineer on behalf of the Applicant explained that the Applicant proposes to conduct a lot line change by adding eight (8) feet from the 814 W. Gillam Avenue lot to the 728 W. Gillam Avenue lot to cover an existing paved driveway encroachment.

Mr. Fioravanti share that the Applicant then proposes to subdivide the 814 W. Gillam Avenue lot into three (3) lots. Lot 1 on the plans is a new lot containing the existing 814 W. Gillam Avenue single-family detached dwelling. He noted that both Lot 2 and Lot 3 will contain single-family detached dwellings. Lot 4 contains the existing 728 W. Gillam Avenue single-family detached dwelling.

He noted that all items listed in the Township Engineer review are in compliance with or will comply by the Applicant. He added that there are two waivers being requested, one for sidewalks and one for street lighting. He provided an aerial map that shows there are no existing sidewalks in the area and that there are no existing streetlights.

Mr. Ksiazek confirmed that the Applicant agrees to contribute a sum comparable to the cost of curbing and sidewalks in lieu of putting in those items. Mr. Fioravanti noted that was correct.

Isaac Kessler, Township Engineer confirmed that he and his office have no objection to any of the requested waivers.

Ms. Kane questioned the two last lots being created at the max for building and impervious coverage. Mr. Fioravanti anticipates that as the lots are developed that the proposed stormwater management system will be designed for the maximum impervious coverage. If the property owners wish to increase the building or impervious coverage they will need to submit an application with the Zoning Hearing Board.

*Action: Ms. Quirple made a motion to grant Lot Line Change, Subdivision & Land Development Plan approval for W. Gillam Avenue (Worthing Subdivision), S/LD #24-1, 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. Applicant shall provide a fee in-lieu of installing curbs and sidewalks along both sides of the proposed land development. The fee-in-lieu will be determined by the Township Engineer and provided as an item for the Land Development Agreement.*

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

- 9) Consideration of enacting Ordinance #24-02 to prohibit parking on Highland Park Drive near tributary to Mill Creek.

Nick Valla, Assistant Township Manager noted that before the Board is consideration of enacting Ordinance #24-02 to prohibit parking on Highland Park Drive near a tributary to Mill Creek. He added that Ordinance #24-02 was authorized for advertisement during the May Board of Supervisors meeting.

Mr. Valla provided a brief background noting that a tributary flows through the middle of Highland Park behind homes on Hollow Road and Harvest Road. He noted that a small access area exists off Highland Park Drive shortly before the tributary ends into Mill Creek.

He explained that recently, this access point has been blocked more than once by parked vehicles, and that the Public Works uses this access point to maintain the tributary, including mowing and clearing debris that would otherwise lead to flooding in the neighborhood.

Mr. Valla shared that six nearby residents were advised of this by mail.

Ms. Kane questioned if there were any comments or concerns received from the residents that were notified. Mr. Valla confirmed that the Township heard from one resident, but their concern was not related to the ordinance.

*Action: Ms. Kane made a motion to enact Ordinance #24-02 amending Chapter 470 of the Middletown Township Code of Ordinances to prohibit parking at the tributary access point on Highland Park Drive between 88 Highland Park Drive and 100 Highland Park Drive, seconded by Ms. Hannah. Motion carried by a vote of 5-0.*

10) Consideration of awarding 2024-2025 Bucks County Consortium Fuel Bid.

Eric Gartenmayer, Director of Public Works, explained that in May the Township completed the Bucks County Consortium Fuel Bid participation request. He shared the results of those bids along with supporting documentation were forwarded to all participating townships and that the vendors that were awarded the bids are new this year.

Mr. Gartenmayer noted that one vendor is for petroleum, gas and diesel, while the other vendor is for home heating fuel

Mr. Ksiazek confirmed that funds have been allocated in the 2024 Budget. Mr. Gartenmayer confirmed that is correct.

*Action: Mr. Ksiazek made a motion to award the 2024-2025 Fuel Consortium contract to Pilot Thomas Logistics., of Grapevine, TX for unleaded gasoline with an estimated amount of \$270,000 Colonial Oil Industries, Inc. of Savannah, GA for heating fuel with an estimated amount of \$25,000, on an as needed basis; and Pilot Thomas Logistics LLC, of Grapevine, TX for low sulfur diesel with an estimated amount of \$85,000, seconded by Ms. Quirple. Motion carried by a vote of 5-0.*

11) Consideration of purchase of security system for the Barn at Community Park from EAW Security.

Paul Kopera, Director of Parks & Recreation explained that the Parks & Recreation Department is seeking approval to purchase a security system consisting of strategically placed cameras and access control locks throughout the facilities at the Barn at Community Park.

Mr. Kopera explained that this was requested to deter vandalism as well as streamline facility management processes, as in recent weeks the Community Park Barn has been hit with a string of vandalism at the building, pushing up the timeline for beginning this project.

He noted that the original project fully encompassed Community Park, but for this request is to start by just installing the portion of the project that is centered around the Barn, an important recreation facility to the Parks system.

Mr. Kopera explained that EAW Security is a COSTARS firm that the department has used previously for other access control needs and will be the recommended firm to install PDK Access Control on 3 doors and 5 Turning Security Cameras positioned outside entranceways and just inside certain locations of the building.

He noted that there was \$125,000 allocated in the 2024 Capital Budget for the security system and that this portion of the project will cost \$26,846.72.

Mr. Ksiazek confirmed that there will be additional features installed at some later date. Mr. Kopera confirmed that would be correct.

Ms. Kane commented that it appears the Township has used this firm in the past and that the Township feels comfortable with how the system works with our software. Mr. Kopera responded that the Township has used EAW cyber locks since 2007 and works closely with a surrounding parks and recreation department that uses the same camera system.

Ms. Quirple questioned if there would be any additional costs. Mr. Kopera noted that the five cameras and three locking systems are a one-time cost.

Ms. Hannah questioned who would be monitoring the cameras. Mr. Kopera noted that he would be the one to monitor.

***Action: Ms. Quirple moved to approve the purchase of access control and security cameras from EAW Security for the Barn at Community Park for a total of \$26,846.72, seconded by Ms. Hannah. Motion carried by a vote of 5-0.***

## 12) Q2 Financial Report.

Mega Bhandary, Director of Finance announced that Middletown Township has received the Government Finance Officers Association (GFOA) Distinguished Budget award for 2024.

Mr. Ksiazek thanked Ms. Bhandary and her team for their hard work.

Ms. Bhandary presented the Q2 2024 Financial report providing an overview of the second quarter Revenue and Expenses, and a brief overview of the Investment Fund.

Mr. Ksiazek thanked Ms. Bhandary and asked if the Board members had any questions.

Ms. Kane thanked Ms. Bhandary for all her hard work.

See attached full presentation.

## 13) Stormwater Advisory Committee Appointments.

Mr. Ksiazek provided a brief background of the Board's initiation of the Stormwater Advisory Committee by engaging and receiving interest and applying for positions on the committee.

He announced that there are seven individuals who applied and will be considered for appointment to the Stormwater Advisory Committee: Robert Feather; Joseph Fitch; Joseph Leming; Andrew McAloon; James Simpson; Peter Tantala; and Rachel Zobel.

*Action: Ms. Kane made a motion to approve all seven applicants to the Stormwater Advisory Committee, seconded Ms. Quirple. Motion carried by a vote of 5-0.*

#### 14) Trash and recycling contract update.

Ms. Teoli Kuhls reviewed the trash and recycling contract timeline which started back in March with discussion of options of how to save money and then moving to April with authorization to advertise to bid.

She provided a breakdown of options for maintaining the existing level of service at twice a week manually; changing to twice a week automated collection; and changing to once-a-week automated collection. She noted that the current cost for trash and recycling for residents is \$401 annually and provided the breakdown of the possible options and the increase in cost it would have for the residents. She added that the highest increase would be to maintain the existing level of twice-a-week manual collection and the least impactful would be the change to once-a-week automated collection.

Ms. Teoli Kuhls shared that public information plan for this issue:: June 13th and 27th Trash Talks E-News, June 27<sup>th</sup> resident survey was launched, June General E-news, Social media coverage, cable access announcements, and press/new coverage through the Levittown Now and Fox 29 news channel.

Ms. Teoli Kuhls provided a list of frequently asked questions received from the dedicated email address from residents such as: what automated collection is; do I have to pay for new bins; containers are too large or too small – what my options are; will Waste Management workers lose their jobs. She provided detailed responses to all the questions that were received from the Township survey.

Responses to all questions can be watched at:

<https://www.youtube.com/watch?v=0k1uKH3KAB0&t=2646s>

She then reviewed the next steps in this process, which is for residents who have not signed up, to sign up for Trash Talks Enews by July 31<sup>st</sup>. She added that the Public Information Officer, Liz Lawson, who is tracking all of the questions and feedback being received by [trashfaq@middletownbucks.org](mailto:trashfaq@middletownbucks.org). She noted that the Board will consider this contract at the August 12<sup>th</sup> Board of Supervisors.

The full presentation is attached.

Mr. Ksiazek confirmed that Waste Management was in fact the lowest bidder regardless of which option is chosen. Ms. Teoli Kuhls noted three bids were received with Waste Management being the lowest bidder.

Mr. Ksiazek shared feedback that he receives daily from residents whether they love or dislike trash services from Waste Management.

Mr. Ksiazek noted that once the survey is completed that it will be shared with the residents.

#### 15) Other Business.

Isaac Kessler, Township Engineer, announced that there is a Land Development plan to be signed by the Board of Supervisors after the meeting.

#### 16) Adjournment.

Ms. Quirple moved to adjourn the public meeting of the Middletown Township Board of Supervisors public meeting at 8:14 p.m., seconded by Ms. Hannah. Motion carried by a vote of 5-0.



# Middletown Township Q423 Financial and Pension Presentation (Unaudited)

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## All Funds Overview – Q4-2023 vs Budget

Revenue			
Fund	Budget	Actuals	% - Actual vs Budget
01 - General Fund	25,142,968	25,009,964	99%
02 - Street Lighting Tax Fund	420,600	442,280	105%
03 - Fire Protection	1,192,400	858,974	72%
04 - Parks & Recreation	1,513,360	1,625,379	107%
05 - Ambulance and Rescue	232,500	230,915	99%
06 - Road Machinery Tax Fund	158,700	182,317	115%
07 - Fire Hydrant Tax Fund	71,050	72,208	102%
08 - Fire Apparatus Fund	-	339,256	0%
09 - Sanitation Fund	4,913,400	5,042,141	103%
10 - Middletown Country Club	38,256	50,565	132%
11 - Farm Fund	74,400	74,879	101%
23 - Debt Service	2,808,500	2,850,658	102%
30 - Capital Reserve	585,361	8,917,089	1523%
35 - Highway Aid	1,261,529	1,354,530	107%
<b>Revenue Total</b>	<b>\$ 38,413,024</b>	<b>\$ 47,051,155</b>	<b>122%</b>
Expenses			
Fund	Budget	Actuals	% - Actual vs Budget
01 - General Fund	25,142,967	26,265,905	104%
02 - Street Lighting Tax Fund	498,100	467,762	94%
03 - Fire Protection	804,000	968,210	120%
04 - Parks & Recreation	1,676,150	1,761,440	105%
05 - Ambulance and Rescue	233,000	232,270	100%
06 - Road Machinery Tax Fund	510,000	420,055	82%
07 - Fire Hydrant Tax Fund	62,000	62,250	100%
08 - Fire Apparatus Fund	-	-	0%
09 - Sanitation Fund	5,062,307	4,779,958	94%
10 - Middletown Country Club	50,000	32,917	66%
11 - Farm Fund	11,968	9,392	78%
23 - Debt Service	2,813,225	2,824,068	100%
30 - Capital Reserve	9,074,950	7,567,422	83%
35 - Highway Aid	1,945,800	699,611	36%
<b>Expense Total</b>	<b>\$ 47,884,468</b>	<b>\$ 46,091,261</b>	<b>96%</b>

\*Includes \$2.25M ARPA Funding,  
\$2M GF Transfer to Capital and \$2M  
Investment Fund Transfer to  
Capital

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### General Fund Overview – Q4 2023 vs Budget

General Fund	Budget	Actuals	Actuals vs Budget
Revenue	25,142,968	25,009,964	99%
Expense	25,142,968	26,265,905	104%
<b>Revenue-Expense Total</b>	-	<b>(1,255,941)</b>	<b>N/A</b>

Fund Revenue Category	Budget	Actuals	Actuals vs Budget
Real Property Taxes	4,285,000	4,280,228	100%
Per Capita Taxes	142,000	137,883	97%
Real Estate Transfer Taxes	1,800,000	1,180,500	66%
Earned Income Taxes	9,000,000	9,836,136	109%
Mercantile Taxes	1,175,000	1,128,287	96%
Local Services Taxes	1,000,000	1,043,579	104%
Amusement Taxes	1,500,000	1,165,981	78%
Cable Television Franchise Fee	940,000	901,087	96%
Public Safety - Police	554,000	540,950	98%
Public Safety - Fire Protection Permits, Inspections, Reports	600,500	556,276	93%
Public Safety - B&Z Permits	1,598,000	1,692,898	106%
Public Safety - Parking Transaction Fee	280,000	292,534	104%
Interest Earnings	200,000	981,906	491%
All Other (Grants, State Shared Revenue, Donations, Misc)	2,068,468	1,271,718	61%
<b>Total</b>	<b>\$ 25,142,968</b>	<b>\$ 25,009,964</b>	<b>99%</b>

\* Includes \$2M Transfer to Capital Fund

Fund Expense Category	Budget	Actuals	Actuals vs Budget
Salaries and Wages	14,334,000	13,833,672	97%
Benefits	8,664,807	8,112,061	94%
Interfund Transfer	-	2,000,000	0%
Other Operating Costs	(2,189,946)	(1,837,908)	84%
<b>Total</b>	<b>\$ 25,142,968</b>	<b>\$ 26,265,905</b>	<b>104%</b>

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### Capital Fund Overview – Q42023 vs Budget

Capital Fund	Budget	Actuals	Actuals vs Budget
Revenue	585,361	8,917,089	1523%
Expense	9,074,950	7,567,422	83%
<b>Revenue-Expense Total</b>	<b>(8,489,589)</b>	<b>1,349,667</b>	<b>-16%</b>

Fund Revenue Category	Budget	Actuals	Actuals vs Budget
Grants	530,361	1,482,888	280%
ARPA	-	2,253,726	0%
Interfund Transfer	-	4,000,000	0%
Interest and Traffic Impact Fee	55,000	1,180,476	2146%
<b>Total</b>	<b>\$ 585,361</b>	<b>\$ 8,917,089</b>	<b>1523%</b>

\*Includes \$2.25M ARPA Funding, \$2M GF Transfer to Capital and \$2M Investment Fund Transfer to Capital

Fund Expense Category	Budget	Actuals	Actuals vs Budget
ADA Curb Ramp Program	400,000	725,244	181%
Body Cameras	300,000	-	0%
Comprehensive Park Plan	110,000	-	0%
DPW Vehicles	202,590	202,611	100%
EV Charging Station	430,000	293,826	68%
Fire Engine and Equipment	1,000,000	-	0%
Firefighters' Park	300,000	501,882	167%
Langhorne Yardley Road TIP	240,000	402,100	168%
Municipal Center Improvements	150,000	185,725	124%
Police Vehicles	210,000	219,845	105%
Public Works Site Improvements	1,000,000	2,053,567	205%
Residential Recycling Containers	150,000	112,393	75%
Road Improvement	1,000,000	655,077	66%
Storm Sewer and Drains Projects	1,940,000	146,381	8%
Swift Road and Woodbourne Road	950,000	969,823	102%
Traffic Signal Replacements	140,000	155,437	111%
Transportation Projects	80,000	-	0%
Other (Grant Writer, PY Projects, P&R Emergency Projects)	472,360	943,511	200%
<b>Total</b>	<b>\$ 9,074,950</b>	<b>\$ 7,567,422</b>	<b>83%</b>

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## Investments Overview

Summary of Investment Account as of 12/31/2023						
Bank	Type	Maturity Date	Interest Rate	Original Balance	Current Balance	Interest Income/Earnings
PFM Managed Account/US						
Bank Custody	Investment Fund	N/A	N/A	\$ 38,262,294	\$ 38,137,891	\$ 241,781
	PLGIT	Money Market	N/A	\$ 1,375,552	\$ 568,717	\$ 18,609
<b>PFM Subtotal</b>				<b>\$39,637,846</b>	<b>\$38,706,608</b>	<b>\$ 260,390</b>
Univest	Money Market	N/A	5.64%	\$ 1,422,357	\$ 1,576,008	\$ 153,651
<b>Other Subtotal</b>				<b>\$ 1,422,357</b>	<b>\$ 1,576,008</b>	<b>\$ 153,651</b>
<b>Total</b>				<b>\$41,060,203</b>	<b>\$40,282,616</b>	<b>\$ 414,041</b>

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## Pension Update

Non-Uniform	Uniform
Beginning Balance: \$9,197,572	Beginning Balance: \$45,001,845
Ending Balance: \$10,332,759	Ending Balance: \$50,522,771
12.3%	12.3%

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TOWNSHIP OF  
—MIDDLETOWN—  
BUCKS COUNTY

Trash and Recycling  
Contract Update

July 8, 2024



# Timeline

- **March** - Board of Supervisors (BOS) Agenda Topic Discussion
- **April** - BOS Discussion and Authorization to Advertise Bid
- **May** - Bid Posted
- **June** - Bid Opening and Initiation of Public Information
- **July** - BOS Agenda
- **August** - BOS Consideration to Award

# Bid Tabulations – Waste Management

Current Cost - \$401 Annually

<b>To maintain the existing level of service 2x week manual:</b>	<b>\$700</b> per household/year (weekly bulk waste), 75% increase	<b>\$682</b> per household/year (monthly bulk waste), 70% increase
<b>Change to twice a week automated collection :</b>	<b>\$660</b> per household/year (weekly bulk waste), 65% increase	<b>\$644</b> per household/year (monthly bulk waste), 60% increase
<b>Change to once a week automated collection :</b>	<b>\$512</b> per household/year (weekly bulk waste), 28% increase	<b>\$476</b> per household/year (monthly bulk waste), 19% increase

# Public Information

- June 13 Trash Talks E-news
- June 27 Trash Talks E-news
- June 27 Survey Launched
- June General E-news
- Social Media
- Cable Access
- Press/News Coverage – Levittown Now, Fox 29

## TRASH TALKS 101

TOWNSHIP OF  
—MIDDLETOWN—  
BUCKS COUNTY

### Trash Talk

Trash Talk is a bi-weekly E-News that will be sent to interested residents this summer regarding the process of bidding a new trash and recycling contract for Middletown Township residents.

[Click here to keep receiving these emails.](#)





TOWNSHIP OF  
— MIDDLETOWN —  
BUCKS COUNTY



# Bids Received From Trash Contractors!



WE WANT TO HEAR FROM YOU!  
<https://forms.gle/ecJQ591rjngrpThWA>





# Frequently Asked Questions



What is automated collection?



Do I have to pay for new bins?



Containers are too large or too small. What are my options?



Why is the cost increasing so much?



Will Waste Management workers lose their jobs?



Will yard waste and bulk collection be impacted?



How will townhouse developments be handled?



Will the Township share the results of the survey?

# Next Steps

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Sign up

Sign up for Trash Talks Enews



Respond

Respond to Survey by July 31st



Provide

Provide feedback - [trashfaq@middletownbucks.org](mailto:trashfaq@middletownbucks.org)



Board

Board consideration in August

