

# Board of Supervisors Regular Meeting

Tuesday, February 18, 2025

## 1) Call to Order, Pledge of Allegiance

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

## 2) National Anthem performed by Rebecca Gutierrez

Mr. Ksiazek provided a short background of the Rebecca Gutierrez and thanked her for the performance.

## 3) Memorial Recognition of Anna Payne

The Memorial Recognition for Supervisor Anna Payne began with moments of silence followed by a slideshow celebrating her tenure as a member of the Middletown Township Board of Supervisors.

Ms. Payne passed away on February 3, 2025, at the age of 37. Born with cystic fibrosis and diagnosed with stage four colon cancer in 2021.

Each member of the Board of Supervisors shared their professional and personal memories of Ms. Payne, reflecting on her dedication, leadership, and the lasting impact she had on the community.

Mr. Ksiazek started by recognizing Ms. Payne as a colleague and a dear friend. Mr. Ksiazek said that Ms. Payne's life was far too short and without a question she accomplished more in her short life than most people do, adding that she faced more challenges and obstacles than anyone ever should, but she faced and conquered those challenges with grace and dignity.

Mr. Ksiazek shared that what stuck with him the most about Ms. Payne was her unbelievable selflessness and her commitment and her dedication to her community and to helping other people. He added that everything she did in her activism, her public service, her charitable effort fundraising, was all done with this awareness and this acceptance that it may not help do anything for her, but that all of her effort might make a difference to other people.

Mr. Ksiazek shared that he admired Ms. Payne and will miss her tremendously, noting that it was a true privilege to have known her, fortunate to have her as a colleague, but more importantly blessed to have her as dear friend.

Ms. Hannah started by sharing that Ms. Payne was the first person that she ever campaigned for. She noted that Ms. Payne was an inspiration, a shining star, a supernova, an extraordinary force that illuminated the lives of those around her and when a supernova burns out it leaves behind all of these things that enrich the lives of others.

Ms. Hannah shared that Ms. Payne was the driving force behind the establishment of the Middletown Township Human Relations Commission (HRC). She expressed her commitment to honoring Ms. Payne's legacy by continuing the important work of the HRC.

Ms. Hannah shared a quote from Ms. Payne, published in the newspaper regarding the HRC: "A Human Relations Commission is a critical step toward making our community equitable and accessible," Payne said. *"My vision for the commission is to serve as a catalyst in our civic duty to combat injustice and advocate for residents who are marginalized and discriminated against. These members of our community now have a voice for change and a seat at the table."*

Ms. Hannah expressed that the purpose of the HRC extends beyond education; it also involves collaboration with the Pennsylvania Human Relations Commission to address complaints related to discrimination in housing, employment, and public accommodation. Key objectives include promoting diversity, equity, and inclusion through community engagement, providing resources and support for those facing discrimination, and educating our community on the importance of human rights. She introduced the current HRC members, who represent the diverse fabric of our community and are committed to this important work: Alexander Kaback, Chairperson, David Tilli, Vice Chairperson, Kate Anderson, Donna Fann-Boyle, David Devore, Suzanne Hargadon, James Henderson, and Township Liaison Nicole Tener.

Ms. Hannah invited all residents to join the members of the HRC at their next meeting, which takes place on the fourth Tuesday of each month. She noted that their participation is encouraged, and welcome feedback and ideas.

Ms. Hannah concluded by reaffirming the Township's commitment to Anna Payne's legacy and the ongoing work of the Human Relations Commission. She expressed that together, the Township can create a more inclusive Middletown Township. Ms. Kane shared that Ms. Payne was the first member of the Board of Supervisors to reach out to her when she began her tenure. She highlighted Ms. Payne's deep passion for community improvement and her keen awareness of how each project could impact residents.

Ms. Quirple recalled that she and Ms. Payne campaigned and ran for a seat on the Board together. She emphasized that despite knowing her time was limited, nothing ever stopped Ms. Payne.

Her fight, Ms. Quirple noted, was always for others, never for herself. Even after her cancer diagnosis, Ms. Payne remained unwavering in her dedication, using the time she had left to accomplish even more driven by her passion for helping others before herself.

Ms. Quirple expressed how much she would miss Ms. Payne's friendship and infectious laughter. She encouraged everyone to honor Ms. Payne's legacy by doing something kind for someone in the community, carrying forward her spirit of service and selflessness.

Stephanie Teoli Kuhls, Township Manager, shared that Ms. Payne was one of the youngest elected officials she had ever worked with. She spoke of Ms. Payne's pure spirit and unwavering belief that anything was possible, a positive that radiated from her and inspired those around her.

Ms. Teoli Kuhls also reflected on the deep connection they shared through their experiences with cancer. She noted that Ms. Payne never felt sorry for herself but instead used her journey to advocate for others, becoming a passionate voice for those affected by cystic fibrosis and colon cancer.

She emphasized how deeply the community was impacted by Ms. Payne's vibrant spirit, adding that her positive energy and legacy of service would continue to live on and inspire the community for years to come.

Mr. Ksiazek thanked Ms. Payne's family, friends, and members of the community for attending, and took a moment to honor Ms. Payne's passion, kindness, and deep empathy for others. He spoke of her unwavering dedication to serving the community, always acting with the sole intention of benefiting others.

He encouraged everyone to carry on her legacy of care and service within the community.

Additionally, he expressed his gratitude to Stephanie Teoli Kuhls, Ashley Casey, and Liz Martin for organizing the memorial in honor of Anna Payne.

#### 4) Roll Call

After the Pledge of Allegiance, Ms. Quirple called roll. Supervisors Ksiazek, Hannah and Kane were in attendance. Also present were Township Manager Stephanie Teoli Kuhls, Assistant Township Manager Nick Valla, Solicitor James Esposito, Township Engineer Dominic Cundari, Chief Joseph Bartorilla, Director of Building and Zoning, Jim Ennis, Director of Public Works, Eric Gartenmayer, Director of Finance, Laura Hucklebridge, and Director of Parks & Recreation, Paul Kopera.

#### 5) Upcoming Meetings

a) Next Board of Supervisors Meeting – Monday, March 10, 2025, at 7:00 p.m.

#### 6) Special Items

a) Black History Month Proclamation

Mr. Ksiazek read the proclamation aloud, recognizing the significance of Black History Month. The proclamation emphasized the importance of education, reflection, and community engagement in celebrating Black history and fostering a more inclusive and equitable society

7) Consent Agenda Items

- a) Consideration of authorizing payment of February 18, 2025, Bills List in the amount of \$2,937,039.54.
- b) Consideration of approving the January 13, 2025, Minutes of the Public Meeting of Middletown Township Board of Supervisors.
- c) Consideration of approving Resolution #25-08R, appointing Finance Director and Assistant Township Manager to the Bucks County Tax Collection Committee.
- d) Consideration of approving Financial Security Release #1 (Final) for all site items completed for the north site (warehouse) at 1600 E. Old Lincoln Highway (S/LD #22-5), in the amount of \$5,970,854.18.
- e) Consideration of approving Financial Security Release #8 for site items completed for the Oxford Valley Mall Apartments (S/LD #20-68), in the amount of \$33,229.00.

*Action: Ms. Quirple made a motion to approve consent agenda items A-E seconded by Ms. Hannah. A motion carried by a vote of 4-0.*

8) Discussion of Application for a Text Amendment Request, W.B. Homes, 1492 Woodbourne Road, Levittown, PA 19057, Former Knights of Columbus Property, P - Professional Zoning District.

Ed Murphy, Esq., and Chris Canavan, President of W.B. Homes, presented a proposal to develop the former Knights of Columbus property at 1492 Woodbourne Road into a mix of market-rate and attainable housing. The site, currently zoned as P Professional, would require a text amendment to the Middletown Township Zoning Ordinance to allow townhouse, twin, and stacked townhouse developments by conditional use, which is before the Board of Supervisors tonight.

The amendment includes provisions for a housing density bonus on tracts of at least 3.5 acres, provided at least 20% of the units are attainable. The proposed development features 34 units, with six designated as attainable housing, while the market-rate units are expected to sell for around \$500,000.

W.B. Homes will partner with Habitat for Humanity of Bucks County to build six attainable townhomes as part of the proposed development. W.B. Homes will handle construction, while Habitat for Humanity will identify eligible buyers and ensure long-term affordability through their Land Trust model, established in 2022.

Florence Kawoczka, Executive Director of Habitat for Humanity of Bucks County, stated that applicants will be vetted to confirm they live or work in the county and can afford the payments.

Ms. Kane expressed her opposition to the project noting that this is another development plan with high density. She noted feedback that she has received from residents about keeping density low and open space high.

Mr. Canavan assured that W.B. Homes would collaborate with residents and the Township to refine the development plan.

Mr. Ksiazek highlighted that the zoning amendment addresses two key issues: revitalizing the P Professional district and increasing attainable housing. He also acknowledged Board member Anna Payne for her advocacy on the attainable housing issue.

Mr. Canavan stated that W.B. Homes would present updated plans in six to eight weeks, incorporating feedback from residents and township officials. He emphasized that the proposal is a collaborative effort with Habitat for Humanity of Bucks County to meet diverse housing needs in the

Ms. Kane asked Ms. Kawoczka to explain the selection process for the attainable housing. Ms. Kawoczka outlined that applicants must demonstrate the ability to afford a mortgage, among other factors. She noted that a committee reviews income and support to identify and select families with the greatest need for housing.

Ms. Kane had noted that the families must either live or work in Bucks County. She asked if the selection committee given any preference to Middletown Township residents given that these homes will be built in Middletown Township. Ms. Kawoczka that it was not something done in the past but certainly can be discussed.

Ms. Hannah expressed excitement about the project, highlighting how it offers working-class families the opportunity to own a home and supports local families seeking housing.

Ms. Quirple emphasized the importance of such initiatives in helping residents stay in the community and hoped to see more partnerships for attainable housing.

Ms. Kawoczka stated that under the Land Trust model, if a family decides to sell their home, it must be sold to another qualified family in need, ensuring long-term affordability.

Ms. Kane raised concerns that the ordinance might reduce open space, increase impervious surface, and allow higher building density to accommodate attainable housing. She noted that residents have expressed the importance of preserving open space and shared her reservations about increasing density in the area.

Ms. Kane noted that open space is extremely important and expressed a desire to preserve as much of it as possible. She added that she is unlikely to support this project.

Mr. Ksiazek remarked that he views the proposal as a viable use of the P Professional Zoning District, repurposing the land for attainable housing as a practical alternative to its outdated professional designation.

He added that suggested while turning the property into green space would be ideal, it's not financially feasible for taxpayers. Instead, repurposing the land for affordable housing is a valuable and appropriate use, given the declining demand for office space.

Ms. Hannah emphasized that the project offers a valuable opportunity for people to build wealth, especially for those living paycheck to paycheck. She noted that not everyone needs large green spaces, and many simply want a home for their families. She sees this as a responsible and respectful solution for the community.

Mr. Murphy explained the next steps in the process: noting that if the board enacts the ordinance, the team will draft a land development plan and submit a conditional use application, providing another chance for public review and discussion. He agreed with Mr. Ksiazek view that the property, currently unproductive and long vacant, would benefit from being repurposed. He emphasized that this approach balances community needs and offers a valuable opportunity to restore the land to productive use, benefiting everyone.

Ms. Kane expressed concerns about the extent of new development compared to the current state of the property, emphasizing the need to carefully consider the impact of increased building.

Mr. Esposito noted that the project received approval recommendations from the Planning Commission and the Bucks County Planning Commission. He confirmed that the proposal was properly advertised in the Bucks County Courier Times on February 4th and 11th, meeting procedural requirements.

***Action: Ms. Quirple made a motion to enact Ordinance #25-01, seconded by Ms. Hannah.***

Eric Bruno, from 79 Sweetgum Road, echoed Ms. Kane's concerns and raised additional issues, such as potential impacts on local schools, water usage, and the power grid. He also requested more information about Habitat for Humanity's mortgage program.

Ms. Kawoczka clarified that these homes would not use Habitat's own mortgage program. The target buyers would have an income around 100% of the median family income (\$48,000), and they would obtain mortgages from banks ranging from \$125,000 to \$200,000. She concluded that the homes would be sold for approximately \$200,000.

Gail Thibodeau, 312 Paxson Lane, inquired about the total number of homes to be built. Mr. Canavan noted that 34 homes would be constructed in total, consisting of 6 Habitat for Humanity homes and 28 market-rate homes. The market-rate townhomes are expected to sell for approximately \$550,000.

Lance Sagers, from 98 Queen Lily Road, questioned the broad application of the ordinance to all Professional Zone properties, expressing concerns about the potential impact on local schools due to the influx of new residents. He suggested that the board should prioritize the concerns of existing residents and also raised issues about increased traffic on Woodbourne Road.

Ms. Hannah emphasized the importance of fairness and considering the needs of all community members. She highlighted the opportunity the development provides for six hardworking families, expressing a desire to welcome such individuals into the community. She also stated that it would be unfair to speak on behalf of everyone, implying that different perspectives should be taken into account.

Mr. Ksiazek emphasized that the Board was elected to make decisions for the community, acknowledging that not everyone will agree with their choices. He expressed that while some residents may oppose the project, many others support it, and the board's decision aims to address obsolete zoning. He believes this is a practical solution that provides sustainable housing for working families and stands by the decision, even if it's not universally accepted.

Mr. Sagers stated that many other residents share his concerns, which are reflected on social media and echoed by others, including Ms. Kane. He emphasized that his views on issues like development density represent a broader community sentiment, not just his personal opinion.

Ms. Quirple acknowledged that constituents will have differing opinions but cautioned against relying on social media for accurate community perspectives, noting the spread of misinformation. She encouraged residents to reach out directly to Board members through email or other channels for constructive dialogue.

*A motion carried by a vote of 3-1. Ms. Kane was in opposition.*

- 9) Presentation Only – Shady Brook Subdivision & Land Development - 161 active adult units, 927 Stony Hill Road - AGC – Age Qualified Community District.

Ed Murphy explained that the meeting was for the presentation of the proposed 161-unit age-restricted community, called Farm's Edge, to be located on part of the Shady Brook Farm property. He noted that the applicant had previously presented a similar plan to the Planning Commission.

Joe Morrissey of Fox Lane Homes provided details about the development, which would consist of 135 carriage homes and 26 single-family homes on 53 acres in the township. The development would have a density of about 3 units per acre, similar to neighboring age-restricted communities. Morrissey added that Fox Lane Homes had been meeting with local residents to gather feedback, which would inform modifications to the development plans.

Mr. Morrissey also highlighted the partnership with Envision Land Use and mentioned that Fox Lane Homes is a local builder specializing in semi-custom homes in Philadelphia suburbs. The proposed age-restricted (55+) community is expected to generate approximately \$2.1 million in additional tax revenue for the School District, Township, and County.

He provided that the development would include various amenities such as a clubhouse, swimming pool, paddle courts, community gardens, and a main entrance off Township Line Road. Morrissey emphasized the inclusion of wildflower meadows and multi-use trails throughout the community. He also noted that the proposed development is similar in density to the adjacent Villas at Shady Brook, which is also age-restricted.

Mr. Morrissey noted that the proposed carriage homes are expected to be priced in the mid-to-high \$800,000s to mid-to-high \$900,000s, while the single-family homes are anticipated to start around \$1.1 million and go up to approximately \$1.2 million.

Ms. Kane expressed concerns about the project's density, stating that she would have preferred to see a development with lower density.

Mr. Morrissey acknowledged these concerns and reassured that the developer is committed to working with the community. He emphasized that the plans would be revised based on feedback from residents and township officials.

He further mentioned that the developers would continue meeting with residents and refining the plans before submitting a formal proposal.

Mr. Ksiazek expressed appreciation for the developer's proactive approach in engaging with the affected residents.

Ms. Kane questioned the proposed coverage and impervious surfaces, noting that 35% of the development is designated as open space. She also asked about the reasoning behind not including single-family homes in the plan.

She expressed her concern about the high density of the project, reiterating her preference for a lower-density development instead.

Ms. Kane expressed her appreciation to Mr. Morrissey for working closely with the residents and going above and beyond in addressing their concerns.

Mr. Morrissey concluded by stating that the developer would continue meeting with residents from adjacent neighborhoods and return in approximately 6-8 weeks with revised plans that address both community and board concerns. He also mentioned that the developer plans to attend the March Parks and Recreation Board meeting to further address stormwater and traffic concern



10) Consideration of authorizing advertisement of a temporary sign ordinance.

James Esposito, Township Solicitor, brought to the Board's attention a recent Pennsylvania case law that impacts the Township's sign ordinance. Mr. Esposito is seeking the Board's approval to draft and authorize an ordinance to align the Township's current sign regulations with this updated case law.

He explained that Pennsylvania courts have ruled that sign ordinances cannot impose differing regulations or standards for temporary signs based on their content. Currently, Middletown Township's ordinance includes distinct rules for various types of signs, such as real estate, political, and grand opening signs. To ensure compliance, Mr. Esposito proposed creating a single category for temporary signs, applying uniform regulations to all types of temporary signage.

Mr. Ksiazek confirmed that the revised ordinance would address factors such as sign placement, duration, size, and location. Mr. Esposito noted that these specific details have yet to be determined, but he will collaborate with the Director of Building and Zoning and the Township Manager to establish appropriate specifications.

***Action: Mr. Ksiazek made a motion to authorize the Solicitor, in consultation with the Township Manager and Director of Building and Zoning, to draft and advertise an amendment to the Sign Ordinance to bring all temporary sign regulations into compliance with recent case law, seconded by Ms. Quirple. A motion carried by a vote of 4-0.***

11) Consideration of Appointing Berkheimer as Stormwater Impact Fee Collector.

Nick Valla, Assistant Township Manager, noted that in December the Board of Supervisors adopted a Stormwater Impact Fee. Mr. Valla shared that staff recommends appointing Berkheimer to collect these fees. He explained that the Township already works with Berkheimer for Act 511 tax collection, and many commercial property owners are familiar with using Berkheimer for other business-related expenses.

Mr. Valla highlighted that appointing Berkheimer would be a practical option for residents. He added that information about this change will be communicated to residents through a mailer included with the bill.

He noted that Berkheimer's annual cost is estimated at \$32,000, with \$50,000 already budgeted within the Stormwater Fund. This cost would be covered by fee revenue generated from approximately 15,000 bills sent to residential and commercial properties.

Ms. Quirple asked whether a contract would be required and inquired about its duration. Mr. Valla responded that the Board could modify or terminate the arrangement at any time, and the Township is exploring the feasibility of bringing the collection process in-house in the future.

Mr. Ksiazek noted that Berkheimer is equipped to handle both residential and commercial billing.

Mr. Valla explained that the stormwater fee structure, as outlined in the adopted ordinance, includes a flat \$60 annual rate for residents, while commercial properties are subject to a variable or tiered rate system.

*Action: Ms. Quirple motion to authorize Township staff to execute an agreement with Berkheimer to collect the Stormwater Impact Fee, seconded by Ms. Hannah.*

Ms. Hannah asked for an explanation of the costs associated with in-house billing.

Mr. Valla explained that if the Township were to manage billing internally, it would require significant investment. Currently, the Township does not handle utility billing, so implementing this service would necessitate purchasing new software, along with additional expenses for staff time, printing, and mailing.

*A motion carried by a vote of 4-0.*

## 12) Consideration of authorizing the purchase of upgraded Patrol Rifles for the Police Department.

Captain Peter Feeney explained that the Middletown Police Department has been using a fleet of 10 Colt M4 .223 caliber patrol rifles with 16" barrels and Aimpoint Red Dot Optical sights since 2001. He noted that these rifles are nearing the end of their service life, with multiple failures occurring during training, raising concerns about their reliability as primary response weapons. He emphasized that patrol rifles are a standard tool in modern law enforcement, essential for responding to active shooter incidents and other violent threats. Despite the department's growth over the past 24 years — both in personnel and vehicle fleet size — the number of available patrol rifles has remained unchanged.

Additionally, Captain Feeney highlighted a current trend in police patrol rifles: the incorporation of sound suppressors. These devices help mitigate the intense noise of gunfire, reducing the risk of hearing damage for officers and potentially lowering workers' compensation claims related to hearing loss.

Captain Feeney noted that the department is proposing the purchase of 20 Colt M4 Enhanced Patrol Carbines with 11.5" barrels in .223 caliber. These rifles would be equipped with Aimpoint Red Dot Optical Sights, HUXWRX (pronounced "Hucks works") sound suppressors, tactical lights, and slings to replace the current aging fleet of 10 patrol rifles.

He also recommended retaining the existing rifles for training purposes rather than trading them in. This approach would prevent the need to pull active patrol rifles from service for training, ensuring that officers remain fully equipped while enhancing training capacity.

Captain Feeney provided a detailed breakdown cost.

Captain Feeney noted that a grant has been secured from Delaware Valley Workers Compensation Trust toward the cost of the suppressors in the amount of \$10,000 reducing the Township's obligation to \$45,553.40

He concluded by stating that \$30,000 was approved in the 2025 Capital Budget for replacing 10 patrol rifles, with an additional 10 planned for 2026. He added that \$15,000 was allocated in the 2025 Capital Budget for taser upgrades. However, given the higher priority of upgrading the patrol rifles, he recommended deferring the taser upgrades to 2026 and reallocating the \$15,000 to complete the patrol rifle replacement in 2025.

Ms. Kane expressed her appreciation for the effort and dedication that went into the proposal, thanking Captain Feeney and staff for staying within budget. She specifically acknowledged the inclusion of suppressors, noting that this addition demonstrates a commitment to prioritizing officer safety and well-being

***Action: Ms. Quirple authorize the purchase of upgraded Colt M4 Patrol Rifles with Aimpoint Red Dot Optics, HUXWRX (Pronounce Hucks Works) Sound Suppressors, Slings and Tactical Lights for the police department at the cost of \$45,406.20, seconded by Ms. Kane. A motion carried by a vote of 4-0.***

13) Consideration of authorizing advertisement to rebid the Langhorne Gables Drainage Phase II Project.

Isaac Kessler, Township Engineer, explained that the rebid documents for the Langhorne Gables Phase II Drainage Project are being finalized, and we request authorization to advertise for public bid. This project aims to enhance stormwater infrastructure in the Langhorne Gables neighborhood, where existing infrastructure is either absent or deteriorated.

Mr. Kessler noted that Phase I was completed in 2022, involved installing stormwater infrastructure along Cypress Avenue, part of Longview Avenue, and Buttonwood Avenue, as well as replacing the culvert structure on Willow Avenue. Phase II will address upstream areas discharging into a tributary of the Neshaminy Creek watershed, along with deteriorated pipe infrastructure within the Mill Creek watershed.

He began by explaining that the base bid, considered the priority area, includes storm sewer improvements along Longview Avenue from Buttonwood Avenue to Jefferson Avenue, with

connections to Willow Avenue, Adams Avenue, Jefferson Avenue, and the dead end of Adams Avenue near the Township boundary. He added that if the budget allows, two alternate bids are proposed: Alternate #1: Storm sewer improvements on Clay Avenue and Fir Avenue and Alternate #2: Additional improvements along Adams Avenue, Harrison Avenue, and Jefferson Avenue.

Ms. Kane requested that Mr. Kessler explain the prioritization process for the base versus the alternatives.

Mr. Kessler explained that the goal is to address the recurring drainage issues residents experience, with the base bid focusing on areas of the neighborhood that currently lack any storm drainage infrastructure.

He added that Alternate #1, covering Clay Avenue and Fir Avenue, targets long-standing drainage issues, while Alternate #2, addressing Adams Avenue, Harrison Avenue, and Jefferson Avenue, aims to improve existing infrastructure that is currently severely undersized.

In response to Ms. Hannah's question about the project timeline, Mr. Kessler noted that, ideally, bidding would occur in the spring, with hopes for construction to begin in the fall.

When asked by Ms. Quirple about the project's priority, Mr. Kessler confirmed that this is a top-priority project, with the goal of completing the entire project as a single phase within the Capital Budget.

He also added that grant funding is expected to cover at least half of the total project cost, which would help ease the financial burden on the Township.

*Action: Ms. Kane made a motion to authorize the advertisement to solicit bids for the Langhorne Gables Phase II Drainage Project, seconded by Ms. Hannah. A motion carried by a vote of 4-0.*

- 14) Consideration of authorizing rejection of all bids for the Pipe Lining Project and consideration of awarding the contract to Snyder Environmental Services, Inc., in the amount of \$160,700.00 (COSTARS approved vendor).

Mr. Kessler explained that this project has been carefully reviewed by the Department of Public Works with the goal of addressing deteriorating pipes in the Township using a method that avoids the disruption of tearing out and replacing the pipes. He highlighted the benefits of this approach, including minimizing disturbance to nearby fences, other underground utilities, and the overall cost savings. Lining the pipes is also a more economical option and extends the life of the infrastructure.

He shared that two bids were submitted: Nu-Pipe, LLC: Low bid of \$299,139.10, but determined unqualified to perform the work per Middletown's Responsible Contractor Ordinance (RCO) requirements, and National Water Main Cleaning Company: Bid of \$549,500.00, exceeding the Township's budget for the project.

In collaboration with Township staff and the Public Works Department, Mr. Kessler noted that alternative options were explored, including a comparison of public bid pricing with COSTARS-approved vendor pricing. As a result, RVE received a proposal from Snyder Environmental Services, Inc., a COSTARS vendor, for \$160,700.00.

Given the significant cost savings and the vendor's qualifications, Mr. Kessler recommended awarding the project to Snyder Environmental Services, Inc. in the amount of \$160,700.00.

Ms. Kane thanked Mr. Kessler and staff for looking creatively at this and being able to come up with something where we can use a COSTARS vendor.

***Action: Ms. Ksiazek made a motion to move to authorize rejection of all bids for the pipe lining project and to award the contract to Snyder Environmental Services, in the amount of \$160,700.00, seconded by Ms. Hannah. A motion carried by a vote of 4-0.***

#### 15) Consideration of authorizing advertisement of bids for the N. Flowers Mill Road Drainage Project.

Mr. Kessler stated that the Township identified this project to address ponding issues at the intersection of North Flowers Mill Road and Detective Christopher Jones Way. The project involves installing stormwater infrastructure, including new inlets and piping, to manage water flow. He recommended that the Board authorize advertising the project for public bid.

Mr. Kessler explained that the proposed infrastructure, located within the North Flowers Mill Road right-of-way, will capture stormwater and direct it to the existing drainage system south of the intersection. He noted that currently water flows over the roadway, contributing to pavement deterioration and hazardous icy conditions during winter. Completing this project will resolve these issues before the roadway is repaved as part of the Township's Road Program.

He noted that the received bids will be reviewed, and the final award decision will be brought back to the Board.

***Action: Ms. Hannah made a motion to authorize the advertisement to solicit bids for the North Flowers Mill Road Drainage Project, seconded by Ms. Quirple. A motion carried by a vote of 4-0.***

16) Consideration of authorizing advertisement of a bid for Bus Services for the 2025 Summer Recreation Program.

Patrick Graham, Assistant Director of Parks & Recreation explained that Before the COVID-19 Pandemic, bus prices for the Summer Recreation program were well below the bid limit, only requiring the department to solicit 3 quotes from bus companies before booking their services for the program. Over the last few years, the price of bus services has gone up and has hovered around \$20,000, approaching the bid threshold.

The Parks and Recreation Department would like to get ahead of the issues caused by these price increases and prevent any delays in securing bussing in the event price quotes were to come above the bid limit.

He noted that the 2025 Parks & Recreation Contracted Services Budget for Participant Recreation has budgeted about \$25,000 for bus services.

*Action: Mr. Ksiazek made a motion to approve for permission to proceed with the public bid of bus services for the 2025 Summer Recreation Program seconded by Ms. Quirple. A motion carried by a vote of 4-0.*

17) Consideration of Volunteer Firefighter and EMS Incentive report on Volunteer Service Tax Credit Program.

Mr. Valla highlighted the Township's Volunteer Firefighter & EMS Incentive Program, which helps retain volunteers who play a crucial role, especially during overnight and weekend emergencies. He noted that this program provides \$250 to active volunteers of each of the Township's four fire companies and the Pennel-Middletown Emergency Squad (PMES). He noted that the Township expects there to be 112 volunteers, for a total of \$28,000, \$30,000 is budgeted from the Fire Protection Fund.

Mr. Valla shared that in 2024, the Board authorized a \$500 maximum Volunteer Tax Credit Program for Middletown Township residents volunteering with one of these agencies. He announced that 44 volunteers will be receiving this credit, 29 Real Estate and 15 Earned Income Tax (EIT), or a total projected to cost \$19,000.

Ms. Kane asked if the 44 volunteers mentioned include only residents of the township or if some are from outside the township, or if some choose not to take it.

Mr. Valla explained that the situation is likely due to both factors: only township residents are eligible for the tax credit, so most people receiving the stipend but not the credit likely live outside

the township, possibly in surrounding boroughs or towns. They may not own property or work within the township, which means they don't pay the relevant taxes.

Mr. Valla noted that the Township has been communicating with the leadership of the five volunteer emergency responses agencies since November regarding the Volunteer Service Tax Credit Program. He added that the Township has received positive feedback from the agencies.

***Action: Ms. Quirple made a motion to authorize the 2024 Volunteer Firefighter and Emergency Response Incentive Program, seconded by Ms. Hannah. A motion carried by a vote of 4-0.***

## 18) Q4 Financial Report.

Laura Hucklebridge, Director of Finance, presented the internal Q4 2024 financials. The analysis included an overview of budget-to-actual results for all Operating funds, along with a detailed look at revenue, expenses, and fund balance for the General Fund. She provided a summary of funding, expenditures, and fund balance for the Capital Fund was also presented. Finally, the Q4 2024 activity and Year-to-Date Rates of Return were reviewed for both Pension Plans.

Ms. Kane questioned the Fund Balance policy. Ms. Teoli Kuhls commented that the Township aims to maintain a minimum fund balance equivalent to three months' worth of expenditures.

Ms. Hucklebridge noted that she would ensure to address these points in her future quarterly presentations.

Mr. Ksiazek thanked Ms. Hucklebridge for presenting her first quarterly financial report.

## 19) Public Comment.

Jim Bock, 153 Barley Court, raised two concerns about the bike trail cutting through a major stormwater basin near proposed Farm's Edge Development in Silver Lake neighborhood, impacting two-thirds of the community, and the potential for overflow and direct runoff.

Mr. Ksiazek thanked Mr. Bock for being here tonight when the Developers were present. He added that he could see the Developer taking notes as Mr. Bock was addressing his concerns.

Jessica Vinciguerra, 96 Barley Court, voiced concerns about the Silver Lake connection of an access road, noting the absence of sidewalks as a safety issue and urging reconsideration of the access road.

Mr. Ksiazek thanked Ms. Vinciguerra for addressing her concerns and that the address road was brought to Mr. Morrissey's attention and will be addressed.

Eric Bruno, 79 Sweetgum Road, pointed out what he perceived as rude treatment toward Lance Sagers prior at the meeting.

Mr. Ksiazek apologized for any disrespect caused and clarified that he values Mr. Sager's opinion. He expressed frustration with people claiming to speak for "everyone" in the community, asserting that not all residents share the same views. He emphasized that while he fully supports residents voicing their individual opinions, he wanted to point out that there are many who feel differently. He concluded by encouraging Mr. Sagers to continue sharing his thoughts at future meetings

Ms. Hannah expressed her passion for the discussion and apologized if she came off as abrasive.

A resident raised additional concerns regarding the distance between proposed homes in the Farm's Edge development and existing homes.

## 20) Other Business.

Mr. Kessler and Mr. Esposito expressed their condolences on the passing of Ms. Payne.

Ms. Kane noted that she is one of the houses without power in the Township and hopes to be able to provide more from a communication standpoint making sure that we have line of sight on any vulnerable members of the community impacted by future events.

Mr. Ksiazek announced that the Neshaminy School District's 2024 Property Tax Assistance Program has increased the tax rebate for senior citizens. Those with a household income of less than \$35,000 may be eligible for a rebate, helping reduce their property tax. He added that for anyone who has any questions to contact the Neshaminy School District's business office.

## 21) Adjournment.

Ms. Quirple moved to adjourn the public meeting of the Middletown Township Board of Supervisors' public meeting at 10:40 p.m., seconded by Ms. Hannah. Motion carried by a vote of 4-0.





TOWNSHIP OF  
—MIDDLETOWN—  
BUCKS COUNTY

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**Q4 – 2024  
QUARTERLY  
REVIEW**

# Agenda

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- Overview
- General Fund
- Capital Fund
- Pension Valuation



# Overview – 2024

## 2024

	Budget	2024	% of Budget	Budget vs. Actual
Revenue	39,004,697	39,841,971	102%	837,274
Expenses	(41,880,986)	(40,251,161)	96%	(1,629,825)

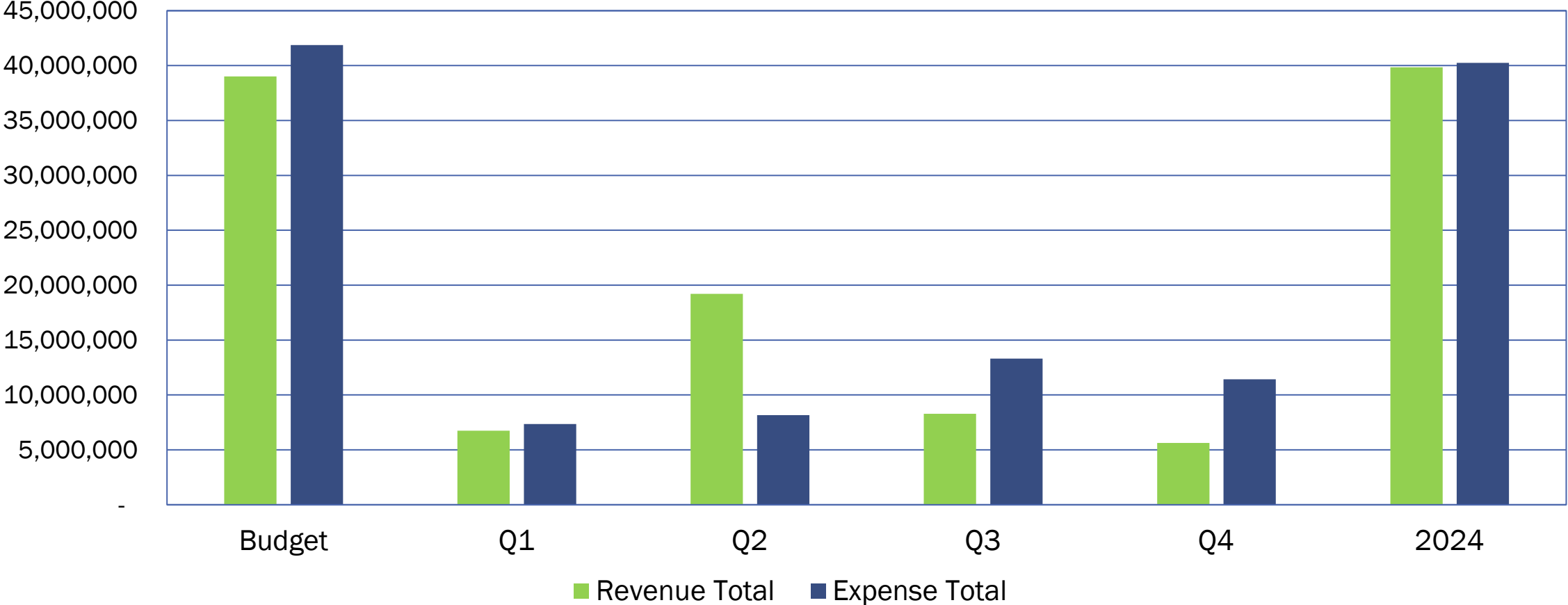
Surplus (Deficit): (2,876,289)      (409,189)

For calendar 2024

- Revenue was on target and exceeded budget by \$837K.
- Expenses were under budget by \$1.6M.

\*Excludes Investment and Capital Funds

# Revenue & Expense – by Quarter



## REVENUE

	Budget	Q1	Q2	Q3	Q4	2024	% of Budget	Budget vs. Actual
<b>01 - General Fund</b>	24,776,715	4,608,702	8,454,515	6,808,871	5,410,088	25,282,176	102%	505,461
<b>03 - Fire Protection</b>	1,919,992	150,086	848,190	936,566	13,616	1,948,458	101%	28,466
<b>04 - Parks &amp; Recreation</b>	1,639,360	597,024	974,289	109,240	53,191	1,733,744	106%	94,384
<b>35 - Highway Aid</b>	1,296,272	17,532	1,293,705	21,144	12,549	1,344,930	104%	48,658
<b>Other Funds</b>	9,372,358	1,363,434	7,637,375	400,895	130,959	9,532,663	102%	160,305
<b>Revenue Total</b>	<b>39,004,697</b>	<b>6,736,778</b>	<b>19,208,074</b>	<b>8,276,716</b>	<b>5,620,403</b>	<b>39,841,971</b>	<b>102%</b>	<b>837,274</b>

% of 2024 Total

17%

48%

21%

14%

Increase primarily due to:

- Interest Income - \$488K over budget
- Local Taxes - \$143K over budget

Increase was offset by decrease in Permitting Fees – \$296K under budget

\*Excludes Investment and Capital Funds

## EXPENSES

	Budget	Q1	Q2	Q3	Q4	2024	% of Budget	Budget vs. Actual
01 - General Fund	26,636,029	5,341,562	5,026,144	9,571,901	6,290,322	26,229,929	98%	(406,100)
03 - Fire Protection	1,920,550	193,664	639,568	639,525	313,756	1,786,513	93%	(134,037)
04 - Parks & Recreation	1,767,085	264,133	449,839	625,852	362,823	1,702,647	96%	(64,438)
35 - Highway Aid	2,442,000	406,775	248,210	671,152	280,459	1,606,596	66%	(835,404)
Other Funds	9,115,322	1,142,165	1,801,869	1,796,122	4,185,320	8,925,476	98%	(189,846)
<b>Expense Total</b>	<b>41,880,986</b>	<b>7,348,299</b>	<b>8,165,630</b>	<b>13,304,552</b>	<b>11,432,680</b>	<b>40,251,161</b>	<b>96%</b>	<b>(1,629,825)</b>

% of 2024 Total

18%

20%

33%

28%

Decrease primarily due to:

- Snow and Ice Removal - \$229K under budget
- Road Program - \$314K under budget
- Police Department - \$270K under budget
- Employer Paid Benefits - \$204K under budget

\*Excludes Investment and Capital Funds

# GENERAL FUND



# General Overview - 2024

## 2024

	Budget	2024	% of Budget	Budget vs. Actual
Revenue	24,776,715	25,282,176	102%	505,461
Expenses	(26,636,029)	(26,229,929)	98%	(406,100)

Surplus (Deficit): (1,859,314)      (947,753)

For calendar 2024

- Revenue exceeded budget by \$505K.
- Expenses were under budget by \$406K.



## REVENUE

Revenue Type	Budget	2024	% of Budget	Budget vs. Actual
Real Property Taxes	3,878,000	3,891,995	100%	13,995
Local Enabling Act Taxes	14,782,000	14,925,479	101%	143,479
Business Licenses and Permits	979,000	948,948	97%	(30,052)
Interest Earnings	505,000	848,238	168%	343,238
State Shared Revenue and Entitlements	869,216	929,064	107%	59,849
Charges for Services	115,000	213,295	185%	98,295
Public Safety	3,260,500	2,997,161	92%	(263,339)
Other	388,000	527,995	136%	139,995
<b>Revenue Total</b>	<b>24,776,715</b>	<b>25,282,176</b>		<b>505,461</b>

## EXPENSES

Expense Type	Budget	2024	% of Budget	Budget vs. Actual
Executive	870,350	848,945	98%	(21,405)
Financial Administration	517,500	512,279	99%	(5,221)
Information Technology	673,150	650,007	97%	(23,143)
Police Services	13,963,865	13,694,180	98%	(269,685)
Building and Zoning	1,104,800	1,167,387	106%	62,587
Public Works	1,627,500	1,660,208	102%	32,708
Employer Paid Benefits	4,757,414	4,553,392	96%	(204,022)
Other	3,121,450	3,143,531	101%	22,081
<b>Revenue Total</b>	<b>26,636,029</b>	<b>26,229,929</b>		<b>(406,100)</b>

# Fund Balance

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	<u>2023</u>	<u>2024</u>
<b>Beginning Fund Balance</b>	12,728,996	11,305,115
<b>Add: Revenue</b>	30,046,463	25,282,176
<b>Less: Expenses</b>	(29,470,344)	(26,229,929)
<b>Adjust: Transfers to/from Other Funds</b>	<u>(2,000,000)</u>	<u>-</u>
<b>Net Change in Fund Balance</b>	(1,423,881)	(947,753)
<b>Ending Fund Balance</b>	<u><u>11,305,115</u></u>	<u><u>10,357,362</u></u>



# CAPITAL FUND

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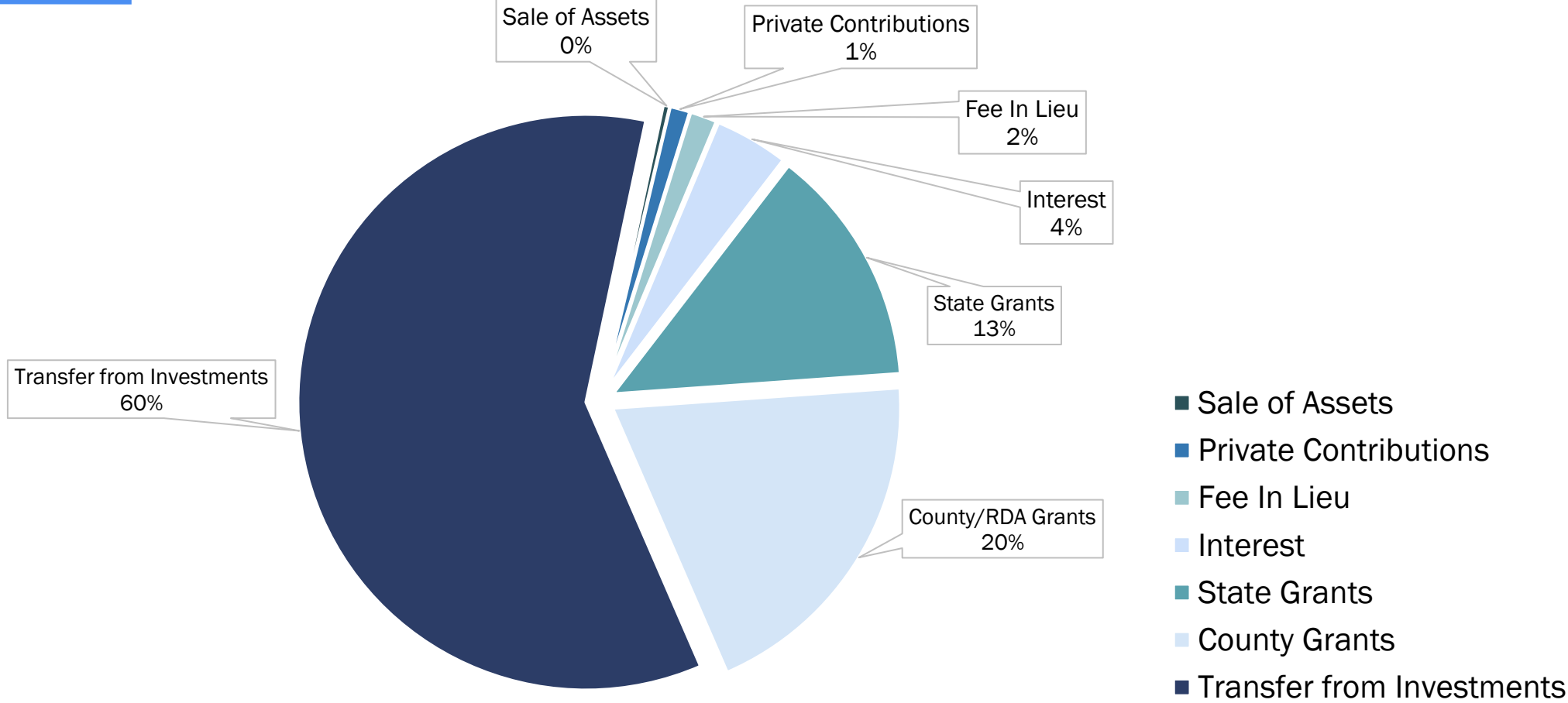
# Capital Overview – 2024

2024				
	Budget	2024	% of Budget	Budget vs. Actual
Revenue	1,190,918	4,010,324	337%	2,819,406
Expenses	(6,978,500)	(5,323,199)	76%	(1,655,301)
Surplus (Deficit):	<u>(5,787,582)</u>	<u>(1,312,875)</u>		

For calendar 2024

- Revenue exceeded budget by \$2.8M.
- Expenses were under budget by \$1.6M.

# 2024 - Revenue by Source



# Completed Projects

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- Public Works Brine Building
- Boiler System for Administration Building
- Hockey Rink at Forsythia Park
- Dash and Body Cameras for Police Department
- Vehicles for Police and Public Works Departments

# Fund Balance

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	<u>2023</u>	<u>2024</u>
<b>Beginning Fund Balance</b>	3,881,110	5,230,778
<b>Add: Revenue</b>	4,917,089	1,610,324
<b>Less: Expenses</b>	(7,567,421)	(5,323,198)
<b>Add: Transfers from Other Funds</b>	<u>4,000,000</u>	<u>2,400,000</u>
<b>Net Change in Fund Balance</b>	1,349,668	(1,312,874)
<b>Ending Fund Balance</b>	<u><u>5,230,778</u></u>	<u><u>3,917,904</u></u>





# PENSIONS

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## Statement of Changes

	<u>2024</u>
Beginning Fund Balance	10,296,120
Accrued Interest	52,207
Net Additions/Withdrawals	(97,970)
Net Gains	720,442
Income Received	<u>331,118</u>
Net Change	<u>1,005,797</u>
Ending Fund Balance	<u><u>11,301,917</u></u>

## Rate of Return

One Year	10.36%
Five Years	6.68%
Ten Years	6.19%



# NON-UNIFORM FUND

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## Statement of Changes

	<u>2024</u>
Beginning Fund Balance	50,339,250
Accrued Interest	267,727
Net Additions/Withdrawals	(1,908,289)
Net Gains	3,381,840
Income Received	<u>1,620,892</u>
Net Change	3,362,170
Ending Fund Balance	<u><u>53,701,420</u></u>

## Rate of Return

One Year	10.23%
Five Years	6.70%
Ten Years	6.17%



# POLICE FUND

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THANK YOU

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