

## **SOLEBURY TOWNSHIP BOARD OF SUPERVISORS**

**April 3, 2014 – 3:00 p.m.**

**Solebury Township Hall**

### **WORK SESSION MINUTES**

Attendance: James Searing, Chair, Paul Cosdon, Vice-chair, Robert Heath, Jr., Edward McGahan, Jr., and Helen Tai. Dennis H. Carney, Manager, Gretchen K. Rice, Assistant Manager, Michele Blood, Finance Director, Jonathan J. Reiss, Solicitor and C. Robert Wynn, P.E., were also present.

#### **Township Website:**

The Board discussion involved the proposed design improvements to the Township's website. The Board is considering a change in home page color, format, headings and content, including documents, and all ordinances. Also under consideration is a color change in the Township's logo.

The Board also discussed having one general email posted for the entire Board of Supervisors, or if each Supervisor should have his/her own Township email or personal email posted.

#### **Permit Fees:**

The Board discussed how to address engineering expenses associated with E&S permits that exceed the current fee schedule. Under consideration are a tiered fee schedule and/or reducing the permit fee and requiring an escrow to be posted, together with a Professional Services Agreement that would require replenishment of the escrow when it drops to a certain threshold. The Administration was asked to research and provide a recommendation to the Board for further consideration.

The Administration was also asked to determine if the UCC regulations require permits for windows, roofs and replacement of toilets, etc.

#### **Architectural Services:**

The Administration has reviewed the architectural RFPs received and with the assistance of the Township Engineer, has narrowed the field to four firms and then, using a number of criteria, ranked those four firms from highest to lowest. After briefly reviewing the firms recommended, the Board directed the Administration to schedule interviews with the top three firms. The Board members will develop a list of pre-determined questions to ask each firm during the interview process.

#### **Parks & Recreation Master Plan:**

The Board discussed the updated short, mid and long-term priority list presented at the April 1<sup>st</sup> Board meeting. The members expressed concern and questioned some of the information

provided and decided that the Supervisors would create their own list of priorities and goals and provide that to the P&R Board to pursue.

There was also brief discussion regarding how the parks are currently funded and how best to fund them going forward.

Respectfully submitted  
Gretchen K. Rice  
Assistant Manager