

SOLEBURY TOWNSHIP BOARD OF SUPERVISORS
April 4, 2023 – 9:30 A.M.
Solebury Township Hall/Virtual - Hybrid Meeting
MEETING MINUTES

Attendance: Mark Baum Baicker, Chair, Kevin Morrissey, Robert McEwan, Christopher Garges, Township Manager, Michele Blood, Assistant Township Manager, and Catherine Cataldi, Secretary. Mark L. Freed, Township Solicitor was also in attendance.
Absent: Hanna Howe, Vice-Chair and John S. Francis

The recording device was turned on.

I. The meeting was called to order followed by the Pledge of Allegiance.

II. Approval of Bills Payable – March 30, 2023

Res. 2023-51 – Upon a motion by Mr. Morrissey, seconded by Mr. McEwan, the list of Bills Payable dated March 30, 2023 was unanimously approved as prepared and posted.

III. Approval of Meeting Minutes – March 21, 2023 Meeting

Res. 2023-52 – Upon a motion by Mr. McEwan, seconded by Mr. Morrissey, the Minutes of the March 21, 2023 Meeting were unanimously approved as prepared and posted.

IV. Announcements/Resignation/Appointments

Executive Session

The Board announced an Executive Session held March 22, 2023 dealing with a Personnel Matter.

V. Supervisor Comment – Now Supervisor Comment

VI. New Business

Administration –Disposal of Records Request

Township Administration asked the Board of Supervisors to approve the destruction of files (copy of which is attached) that abide by the guidelines outlined in resolution 2007-72.

Res. 2023-53 – Upon a motion by Mr. Morrissey, seconded by Mr. McEwan, It was unanimously agreed to approve the destruction of files outlined in the Township Administration Memo dated March 31, 2023.

Resolution for the Township Investment Vehicles PLGIT

Section 708 of the Second-Class Township Code requires that the Board of Supervisors designate depositories for Township funds. The Township’s current depository is Penn Community Bank. The Administration asked the Board of Supervisors to authorize to create an additional depository to diversify the holdings of Township funds and to provide a vehicle to maximize investment capabilities on unrestricted funds.

John DeAndrea, resident, questioned whether the Township was experiencing any issues with cash on hand and whether the Township is insured to cover those funds. Ms. Blood advised the Township is not experiencing issues with cash on hand and Municipal accounts are covered under Act 72.

Res. 2023-54 – Upon a motion by Mr. Baum Baicker, seconded by Mr. McEwan, it was unanimously agreed to adopt the Resolution for the Township Investment Vehicles PLGIT.

Out of Service Police Vehicle Donation to Fire Department

The Solebury Township Police Chief Dominick Bellizzie recommended the Board of Supervisors authorize the donation of a used “out of service” police vehicle to the New Hope Eagle Fire Company.

Res. 2023-55 – Upon a motion by Mr. Baum Baicker, seconded by Mr. Morrissey, it was unanimously agreed to donate the out of service vehicle as requested by Chief Bellizzie.

Parks & Recreation – Story Walk Recommendation

The Free Library of New Hope and Solebury presented the proposal for a Story Stroll aka Story Walk for Solebury Township to the Parks & Recreation Board. A Story Stroll is an outdoor reading activity that allows people of all ages to read a story while walking a nature trail.

The Parks & Recreation Board is recommending the Board of Supervisors approve the Story Stroll for Solebury Township to be placed in Laurel Park.

Res. 2023-56 – Upon a motion by Mr. Baum Baicker, seconded by Mr. Morrissey, it was unanimously agreed to approve the Story Stroll for Solebury Township to be placed in Laurel Park.

Authorize Environmental Advisory Council to Work with Bucks County Planning Commission Regarding EV Charging Station Best Practices and Standards

Bucks County Planning Commission released recommendations for EV charging station best practice standards. Mr. McEwan gave an overview of the document’s contents. Board discussion ensued regarding whether this should be done as an ordinance or guidelines, updates to the existing Subdivision and Land Development Ordinance and Township Advisory Committee input and involvement.

The Board agreed to request Township Administration to contact Bucks County Planning Commission to determine if a model ordinance has been drafted or if there are plans to develop such an ordinance. Additional discussion is to take place at a future meeting.

VII. Old Business

Environmental Advisory Council – Logo Approval

Mr. McEwan presented background on the Environmental Advisory Council Logo Approval request. Discussion ensued on a Logo Style Guide and continuity.

Res. 2023-57 Upon a motion by Mr. Baum Baicker, seconded by Mr. McEwan, it was unanimously agreed to authorize the Environmental Advisory Council to use the presented logo through Labor Day 2023 with the notion of the Board conducting a more thorough review with all Board members present.

VIII. Public Comment

Michael Celec, Bucks County Audubon Society, introduced himself to the Board. Mr. Celec extended an invitation to Township staff and residents to attend different events held by the Bucks County Audubon Society throughout the year. Bucks County Audubon Society is available for any questions or concerns residents have on wildlife or stream restoration. Additional information can be found on their website: <https://www.bcas.org/>

IX. Adjournment

The meeting was adjourned at 10:12 a.m.

Respectfully submitted,
Catherine Cataldi
Secretary



MEMO

To: Solebury Township Board of Supervisors
From: Township Administration
Subject: Disposal of Records
Date: March 31, 2023

As the Township moves towards digitizing records staff is actively working on organizing files. On Friday, March 24, 2023 staff went through files in the storage unit and marked files for disposal.

The files abide by the guidelines outlined in resolution 2007-72 which has been attached to this memo.

Files we wish to have approved for disposal are as follows:

PAYROLL RECORDS

- 2010-2012 Payroll Annual & Quarterly Reports
- 2010 Payroll
- 2011 Payroll
- 2012 Payroll
- 2012 Payroll Yearend
- 2013 Payroll
- 2013 Payroll Yearend
- 2014 Payroll
- 2014 Payroll Yearend
- 2015 Payroll

GENERAL FINANCIAL AND PURCHASING RECORDS:

ACCOUNTS PAYABLE FILES & LEDGERS

- 2010 Accounts Payable (3 Boxes)
- 2011 Accounts Payable (2 Boxes)
- 2012 Accounts Payable (2 Boxes)
- 2013 Accounts Payable (2 boxes)
- 2014 Accounts Payable (2 Boxes)
- 2015 Accounts Payable (2 Boxes)
- 2012 Accounts Payable – Semi Monthly Bill Run Records
- 2013 Accounts Payable – Yearend
- 2014 Accounts Payable – Month End
- 2014 Accounts Payable – Yearend



MEMO

GENERAL FINANCIAL AND PURCHASING RECORDS CONTINUED:

BANK STATEMENTS AND RECONCILIATIONS

- 2010 & 2011 Bank Statements
- 2011 & 2012 Bank Statements
- 2013 Bank Reconciliations
- 2014 Bank Reconciliations

DAILY CASH RECORDS AND DEPOSIT SLIPS

- 2008 Deposits (2 Boxes)
- 2009 Deposits
- 2010 Deposits
- 2011 Cash Receipts – Pooled Cash – January through October
- 2012 Cash Receipts
- 2013 Cash Receipts – June through December
- 2014 Deposits
- 2015 Deposits

FINANCIAL STATEMENTS

- 2011 & 2012 Yearend Financial Statements
- 2012 & 2013 Monthly Financial Statements
- 2014 Monthly Financials

TAX COLLECTION AND ASSESSMENT RECORDS:

GENERAL AND SPECIAL TAX LEDGERS/JOURNALS

- 2010-2012 1099s
- 2012 Annual Tax Filings
- 2013 Annual Tax Filings
- 2013 Tax Returns
- 2014 Annual Tax Filings

PUBLIC UTILITY REALTY REPORTS

- 1970-2011 PURTA

TAX COLLECTOR'S REPORTS

- 2012 & 2013 Real Estate Tax Collector Reports

TAX DUPLICATES

- 2012 & 2013 Tax Duplicates



MEMO

PUBLIC WORKS/ENGINEERING RECORDS:

LIQUID FUELS TAX RECORDS

- 2006-2009 Liquid Fuels Reports & Supporting Documents
- 2010-2013 Liquid Fuels Reports & Supporting Documents

RESOLUTION NO 2023 – 54

A RESOLUTION OF THE BOARD OF SUPERVISORS A GOVERNING BODY OF SOLEBURY TOWNSHIP, BUCKS COUNTY, PENNSYLVANIA, (HEREIN REFERRED TO AS THIS "GOVERNMENTAL UNIT") TO JOIN WITH OTHER LOCAL GOVERNMENT UNITS AS A SETTLOR OF THE PENNSYLVANIA LOCAL GOVERNMENT INVESTMENT TRUST FOR THE PURPOSE OF PURCHASING SHARES OF THE TRUST.

WHEREAS, the Pennsylvania Local Government Investment Trust was formed in accordance with the authorization contained in the Intergovernmental Cooperation Act, as amended, initially by the Boroughs of Chambersburg and Emmaus, to provide a vehicle for Pennsylvania municipal entities to pool their funds for investment purposes; and

WHEREAS, the Municipality Authorities Act, as amended, authorizes municipal authorities to join with other political subdivisions and municipal authorities in accordance with the Intergovernmental Cooperation Act for the purpose of purchasing investments; and

WHEREAS, the Intergovernmental Cooperation Act provides that any joint cooperation agreement shall be deemed in force to any local government unit, when the same has been adopted by all cooperating local governmental units;

NOW, THEREFORE, IT SHALL BE RESOLVED AS FOLLOWS:

Section 1. This Governmental Unit shall join with other local governmental units in accordance with the Intergovernmental Cooperation Act and other similar acts by becoming a settlor of the Pennsylvania Local Government Investment Trust (the Trust) and entering into the Declaration of Trust, which is adopted by reference with the same effect as if it had been set out verbatim in this section and a copy of which shall be filed with the minutes of the meeting at which this Resolution was adopted.

Section 2. This Governmental Unit is authorized to purchase shares in the Trust from time to time with available funds, and to redeem some or all of those shares from time to time as funds are needed for other purposes, subject to the terms and restrictions of the Declaration of Trust referred to in Section 1. These actions are to be taken by the officers designated for this purpose, pursuant to general or specific instructions by the governing body of this Governmental Unit.

Section 3. The Trustees of the Trust are designated as having official custody of this Governmental Unit's funds which are invested by the purchase of shares in the Trust.

Section 4. As required by the Intergovernmental Cooperation Act the following matters are specifically found and determined:

- (a) The conditions of the agreement are set forth in the Declaration of Trust referred to in Section 1;
- (b) This Governmental Unit's participation in the Trust shall be terminable at any time by Resolution, subject to the terms and restrictions of the Declaration of Trust referred to in Section 1;
- (c) The Declaration of Trust and the purchase of its shares are for the purpose of investing this Governmental Unit's funds in obligations which are otherwise legal investments, as part of a pooled arrangement with other local governmental units, thereby achieving economic and other

advantages of pooled investments; and the powers and scope of authority delegated are set forth in the Declaration of Trust referred to in Section 1;

(d) It is not necessary to finance the agreement authorized herein from funds of this Governmental Unit except through the purchase of shares in the Trust;

(e) The Trust shall be managed by a Board of Trustees as set forth in the Declaration of Trust and the By-Laws provided for therein;


(f) Shares may be repurchased and redeemed from time to time as this Governmental Unit may determine to be necessary or appropriate to meet its cash investment requirements in accordance with the terms and restrictions of the Declaration of Trust referred to in Section 1 and;

(g) The Trust shall be empowered to enter into contracts for policies of group insurance and employee benefits, including social security, for its employees.

Section 5. This Resolution shall become effective at the earliest date permitted by law.

ENACTED and RESOLVED, this 4th day of April, 2023.

**SOLEBURY TOWNSHIP
BOARD OF SUPERVISORS**




Mark Baum Baicker, Chair

Hanna Howe, Vice-Chair

John S. Francis, Member



Robert A. McEwan, Member



Kevin Morrissey, Member

Attest:


Catherine Cataldi, Township Secretary

April 4, 2023

Date