

**SOLEBURY TOWNSHIP BOARD OF SUPERVISORS**

September 11, 2018 – 7:00 P.M.

**Solebury Township Hall**

**WORK SESSION MINUTES**

Attendance: Mark Baum Baicker, Chair, Kevin Morrissey, Vice-Chair, Robert McEwan, Noel Barrett, Dennis H. Carney, Township Manager, and Catherine Cataldi, Secretary. Jordan Yeager, Solicitor was also in attendance  
John S. Francis via conference call

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

Audio recording device was then turned on.

**II. Announcements**

Executive Session

The Board announced an executive session held on September 11, 2018, prior to the meeting, dealing with Personnel and Legal Issues.

**III. Topics of Discussion**

Ordinance Process/SALDO/TNC Guidelines

Mr. Yeager went over the fundamentals and legal aspects of the ordinance process. He circulated land use and non-land use ordinance process and timing documents for the Board to use as a guideline. With Solebury Township being a second class Township there are specific provisions, including but not limited to: Sending the proposed ordinance amendments to the Solebury Township and the Bucks County Planning Commissions 30 days prior to enactment; Advertisement requirements; and an Ordinance must be enacted at a public hearing. Mr. Yeager circulated the Subdivision and Land Development Ordinance (SALDO) process to the Board. Mr. Yeager went over the Traditional Neighborhood Commercial (TNC) guidelines. Discussion ensued regarding procedures for: Zoning Ordinances; State mandated setbacks; and enforcements.

Sunshine Act/Right to Know

Mr. Yeager explained the purpose of the Sunshine Act is to have a good government of openness. When three or more members meet to discuss Solebury Township business it equals a quorum and falls under the Sunshine act. This includes but not limited to discussions made: in person; by phone; by email; by text; or by Facebook. Any action taken by the Board of Supervisors must be done in an advertised public meeting.

Mr. Yeager explained the purpose to the Right-to-Know is for the public to have the ability to access public record. This only applies to existing documents. Solebury Township has a Right-to-Know Officer that responds to the request within 5 days.

Solicitors Status Report

The Board members did not have any questions or concerns regarding the Solicitors Status Report.

Dog Day Care

Mr. Yeager clarified that the Omnibus Ordinance was enacted to put structure to something that the Township had no regulations against. Mr. Yeager presented the Board with a draft ordinance that addressed all the concerns addressed to the Board by residents. The Board agreed to send the Ordinance to the Solebury Township and the Bucks County Planning Commissions for review.

Sign Ordinance

The Board and Mr. Yeager held a discussion regarding the Sign Ordinance. As is, the Ordinance is hard to enforce. Mr. Yeager and his office reviewed the ordinance and notated amendments as a starting point. The Board is to give individual feedback regarding these notations. The process to update the sign ordinance will be long.

HARB Center Bridge

The Administration informed the Board that they were contacted by Larry Peseski, Historical Architectural Review Board (HARB), regarding the procedures to establish Center Bridge as part of the Historic District. Mr. Yeager and Mr. Carney provided the requirements to Mr. Peseski. No action has been requested.

Zoning Ordinance/SALDO – Electronic Format Only in 2019

Approximately 2 years ago the Administration Codified the Ordinance. The Codified Ordinance is available in electronic and paper form. The Board discussed going paperless due to the costs of updating the paper copies. The Board agreed to keep and update one paper copy of the Ordinance and electronic for the rest.

- IV. Additional Topics the Board wishes to discuss – No additional topics**
- V. Supervisors Comment – No Supervisor comment**
- VI. Public Comment – No public comment**
- VII. Adjournment**

**The meeting was adjourned at 11:02 a.m.**

Respectfully submitted,  
Catherine Cataldi  
Secretary