



# James R. Majewski

## PE, PP, CFM

### EDUCATION

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**Penn State University**  
B.S. Civil Engineering - 1985

### LICENSES

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**Professional Engineer**  
Pennsylvania

**Professional Planner**  
New Jersey

**Certified Floodplain Manager**

### PROFESSIONAL AFFILIATIONS

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**American Society of Civil Engineers**

**Association of State Floodplain Managers**

### CONTACT

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Lmt.org

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### WORK EXPERIENCE

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**Lower Makefield Township**  
**Director of Planning and Zoning**  
2017 to present

Responsible for the overall supervision of the Planning and Zoning Department and administration of all phases of community development, including development of land use policies & regulations, and enforcement of the Township's Zoning Ordinances & Regulations, Subdivision & Land Development Ordinances and the Township Building Codes.

Responsibilities include processing of community development applications, public meeting attendance, long range capital improvement planning, review and drafting of proposed ordinance revisions, administration of floodplain management duties and Community Rating System & MS4 permit compliance.

### PRIOR WORK EXPERIENCE

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**Pennsylvania Department of General Services**  
**Design Manager, Public Works, Bureau of Pre-Construction**

**Remington, Vernick & Beach Engineers**  
**Municipal Engineer**

**CMX/Schoor DePalma**  
**Senior Project Manager**

**Pickering, Corts & Summerson**  
**Municipal Engineer**

**Crest Engineering Associates**  
**Project Engineer**

## PLANNING

- Responsible for the processing of all community development applications; including Building, Zoning, Subdivision & Land Development, Conditional Use, Special Exception, Variance, and Validity Challenges filed in the Township. This encompasses review of applications, preparation of meeting schedules & agendas, attendance & testimony at required meetings, and monitoring compliance with UCC & MPC regulatory timeframes.
- Develop strategies to promote economic and community development or efficient land use consistent with community goals and the Comprehensive Master Plan. Review grant opportunities to help implement these plans.
- Evaluate adequacy of community facilities in meeting current and projected needs. Recommends priorities, schedules, and funding sources to implement public improvements plan, monitors bidding process, and verifies contract expenditures and compliance.
- Work with Township staff and consultants in regional program areas relating to community development, natural/environmental resources planning, transportation planning, hazard mitigation, and floodplain management, including the review and adoption process for the Bucks County 2021 Hazard Mitigation Plan, and the 2019 Lower Makefield Township Comprehensive Plan.
- Responsible for ensuring ordinance compliance for all floodplain management activities; including provide information & public education, review of floodplain permit applications, development proposals, Elevation Certificates and Substantial Improvement & Substantial Damage assessments, inspect permitted floodplain development, prepare DCED annual report and Community Rating System reports.
- Oversee all construction activities working closely with the Township Engineer, Solicitor, Planner and Building Code Official to ensure compliance with all development standards.
- Oversee the activities of the Planning Commission, Zoning Hearing Board and Historical Architectural Review Board and other Township advisory boards and commissions in their advisory duties to the Board of Supervisors.
- Provide code interpretations and participate in meetings with citizens, property owners, engineers, architects, attorneys & developers to explain applicable codes, requirements, processes and procedures.
- Oversee the activities of the Building Code Official; including assist in the conduct of field investigations of potential violations, issue warnings, and testify at court hearings, if necessary.
- Conduct public presentations on the Delaware River South Act 167 Watershed Plan, FEMA Floodplain Mapping and Ordinance Updates, Neshaminy Creek Act 167 Watershed Plan, NPDES MS4 Stormwater Program, Low Impact Development (LID), etc. to the Boards of Supervisors and Township Advisory Boards.

## PROJECT MANAGEMENT

- Review proposals from design professionals, establish design submission schedule milestones, and coordinate with Township staff to ensure a complete design review. Schedule and conduct pre-application meetings with design professionals, review agencies and Township staff. Monitor project designs to keep the project within the established budget, including pro-actively engaging the Project Team whenever the need arises to provide a viable scope of work. Assist legal counsel with identifying and obtaining any and all utility and/or real estate agreements before final design approval.
- Coordinate the construction bidding and contract award process to ensure an efficient transition of projects from design to construction in accordance with applicable procurement laws and policy.
- Coordinate public bid process, conduct pre-bid meetings, respond to all bidder inquiries, prepare bid addenda to clarify scope of work and requirements, attend bid opening, review bids for compliance with all applicable procurement laws and policy, prepare bid tabulation, and make award/rejection recommendation.
- Coordinate review of all final contract documents, insurances, bonds, assurances, and certifications for compliance with all regulations prior to final execution of contracts.
- Coordinate pre-construction meetings to review project duties from commencement to project closeout with design professionals, contractors, inspectors, building code officials, and utility & outside agency representatives.
- Coordinate final inspection with engineers at the end of project to develop punch list of items that are deficient, and prepare report of corrective actions to be taken to ensure that the project is fully complete.
- Coordinate processing of all final paperwork, submitted maintenance bonds, project release letters and final payment to contractor. Submit all information to funding agency for grant closeout. Coordinate on-site inspections during the maintenance period to assure that all work remains in acceptable, and coordinate correction of any deficiencies.