

TOWNSHIP OF LOWER MAKEFIELD  
BOARD OF SUPERVISORS  
MINUTES – APRIL 2, 2025

The regular meeting of the Board of Supervisors of the Township of Lower Makefield was held in the Municipal Building on April 2, 2025. Mr. Grenier called the meeting to order at 7:35 p.m. and called the Roll.

Those present:

Board of Supervisors:        Daniel Grenier, Chair  
   John B. Lewis, Vice Chair  
   Matt Ross, Treasurer  
   Suzanne Blundi, Supervisor

Others:                             David W. Kratzer, Jr., Township Manager  
   Maureen Burke-Carlton, Township Solicitor

Absent:                             James McCartney, Secretary Board of Supervisors

COMMUNITY ANNOUNCEMENTS

Mr. Grenier stated during this portion of the Agenda residents and youth organizations may call in to make a special announcement or may contact the Township at [admin@lmt.org](mailto:admin@lmt.org) to request a special announcement be added to the Agenda. There was no one wishing to make a special announcement at this time.

Mr. Grenier stated the Yardley Farmers Market will be at the Community Center the first and third Saturdays of every month until April, 2025 from 10:00 a.m. to 12:00 p.m.

Mr. Grenier stated the Environmental Advisory Council will be hosting a Rain Garden Lecture Presentation by Geoff Goll on Saturday, April 12, 2025 from 10:00 a.m. to 11:00 a.m. at the Township Building. for more information or to view the flyer you can check out the Township Calendar on the Township Website at [lmt.org](http://lmt.org).

Mr. Grenier invited everyone to attend the Ribbon Cutting Ceremony sponsored by SofSurfaces for the basketball courts and playground at Memorial Park, 1950 Woodside Road on Thursday, April 17, 2025 at 2:00 p.m. There will

be a food truck, music and various basketball drills. For more information you can check out the calendar on [lmt.org](http://lmt.org).

Mr. Grenier stated the Kim Rock Group will be sponsoring a Free Community Shredding Event at the Pool parking lot, 1050 Edgewood Road, on Saturday, April 26, 2025 from 9:00 a.m. to Noon. For more information or to register check out the event on the Township Website calendar on [lmt.org](http://lmt.org).

Mr. Grenier stated Lower Makefield Township is hosting their Annual Arbor Day Celebration this year on Sunday, April 27, 2025 with a tree planting recognition ceremony at 10:00 a.m. at the corner of Edgewood Road and Oxford Valley Road. A reception will follow at the LMT Township Building.

Mr. Grenier invited everyone to attend the Earth Day Open House at the Five Mile Woods, 1305 Big Oak Road, on April 27, 2025 from Noon to 4:00 p.m. The Lower Makefield Community Fund is generously donating 500 pollinator plant plugs so come and pick up your free plants and support our local pollinators.

Mr. Grenier stated the Environmental Advisory Council along with Bird Town Pennsylvania are hosting an Aark in the Park Event on Saturday, May 3 from 10:00 a.m. to 11:00 a.m. at Memorial Park, 1950 Woodside Road. For more information or to view the flyer you can check out the Township Calendar on the Township Website at [lmt.org](http://lmt.org).

Mr. Grenier stated the Environmental Advisory Council is hosting their Styrofoam Collection Event on Saturday, May 17, 2025 from 10:00 a.m. to Noon at the Township Building. Along with your clean white Styrofoam, you can also bring natural corks, cleaned pill bottles with tops, and batteries. If you have any questions, you can check out the calendar on the Township Website at [lmt.org](http://lmt.org) or reach out to the Township at [admin@lmt.org](mailto:admin@lmt.org).

#### PUBLIC COMMENT ON NON-AGENDA ITEMS

Mr. Marty Birkhofer, 75 Lavender Drive, stated his home is in the Carriages section of Regency at Yardley. He stated a number of his neighbors are here this evening to make the Board aware, in advance of any Construction Permit Application, of their objection to the proposed development of 136 Old Oxford Valley Road, which is a 3 and a half acre tract of C-3 Zoned land abutting a number of their homes on Lavender Drive, Cyprus Way, and Fern Drive.

Mr. Birkhofer stated the proposal to build 15 to 16 age-restricted townhomes on the property is moving through the review process. He stated they understand the difficulty the Board of Supervisors has managing the finances of the Township and the opportunity for increased tax revenue that this proposal presents; however they strongly believe that the potential for a relatively small financial gain from taxes should be carefully weighed against the potential for losses by the residents and community at large through a reduction in their quality of life and property values.

Mr. Birkhofer stated they understand that the development will require at least two Variances, and they are concerned that any precedent in this regard will diminish the quality of housing to be built and negatively impact their property values. He stated based on research they have done, they also believe that the property is historically-significant and needs to be considered in determining the final disposition of the land and the existing farmhouse. He stated they also have major concerns about the ability to manage stormwater run-off resulting from development of the tract adding that those on Lavender Drive particularly already experience substantial accumulation of standing water behind their homes following even a modest rainfall. He stated throughout the Carriages, the detention and retention basins fill quickly and drain extremely slowly if at all after a rain. He stated the addition of more impervious surface is not going to help matters. He stated they expect that the Township engineer will carefully review any stormwater engineering plan brought forth by the developer to insure that it anticipates revisions as they occur to the Stormwater Management Ordinances currently being contemplated in the Township.

Mr. Birkhofer stated they feel that this property should be preserved by the Township as open space. He stated the southern part of the Township is greatly underserved in terms of available open space, and the three and a half acre parcel abuts an open space area owned by the Township making it an attractive acquisition target. He stated the historic nature of the property further enhances the attractiveness of the opportunity.

Mr. Birkhofer stated he and others will provide written copies of everything they say tonight as well as illustrative photographs of the groundwater complaints.

Mr. Grenier stated this proposed development will be on the Zoning Hearing Board Agenda on April 15 at 7:30 p.m. and those interested should voice their opinions in front of that Board. He stated he believes the Township solicitor will be participating on behalf of the Township at that meeting.



Mr. Jack Cullen, 99 Lavender Drive, spoke on the historical significance of the Satterthwaite family and their land. He stated he will provide two photographs. He reviewed the history of the ownership of the three and a half acres being discussed starting with William Penn in 1690 and including William Satterthwaite, Sr. who purchased it in 1764. He stated the existing house was built in 1786; and according to Dr. Helen Heinz, was the Satterthwaite family's main homestead. He reviewed what the Satterthwaite family did for Lower Makefield Township and also their importance in the founding of American Quakerism. He reviewed the criteria set by the National Secretary of the Interior for a property to be considered historically significant; and he feels this property meets two of the criteria. He stated they feel that the best use of the parcel is for the Township to purchase the land through Open Space and have it dedicated to and in appreciation of the Satterthwaite family's significant contributions to the Township, the County, the Commonwealth, and the Country; and that it be memorized with a monument or a plaque to be placed on the three and a half acres.

Mr. Cullen stated in August, 2009, the LMT Open Space Plan Update was adopted by the Board of Supervisors; and this specific parcel was identified on Page 76 as being rated A1 by both the Environmental Advisory Council and the Township engineer. He stated it was identified as a high-priority property and among the most vulnerable to development. He stated it was also considered among the most beneficial properties for the Township to acquire based on ecological value, proximity to existing green open space, and aesthetics. He stated in 2009, tax dollars helped pay for the Open Space Plan Update that is still in effect. He stated in 2024, the vote passed for \$15 million in additional open space purchases. He stated the LMT Open Space Plan supports his belief and action by the Board of Supervisors is long overdue.

Mr. Hasib Abdur-Rahman, representing the Zubaida Foundation, stated since they opened in 2005 they have been supportive of the Township Police. He stated he set up a meeting with the new Chief of Police for next week. He thanked all the Police Officers as well as the Police support staff.

Mr. Abdul Qadeer, President of the Zubaida Foundation, stated he is proud of the impact his organization has had in fostering unity, service, and compassion within the community. He congratulated Police Chief Kelly on his appointment. He stated Zubaida Foundation will assist any way they can.

SWEARING IN OF LOWER MAKEFIELD TOWNSHIP'S NEW POLICE CHIEF,  
JOSEPH D. KELLY, III

Mr. Grenier stated the Board is very pleased to have Chief Kelly join Lower Makefield. He reviewed his extensive experience, commitment to community engagement, Departmental accountability, fiscal responsibility, and data-driven policing.

Mr. Grenier swore in Joseph D. Kelly III as Police Chief.

Chief Kelly thanked the Board of Supervisors for their faith in him, his family and friends, the members of the Yardley Borough Police Department where he served the last ten years, and his new family in the Lower Makefield Township Police Department. He stated the officers patrol twenty-four hours a day to make Lower Makefield a safe place. He particularly thanked the Lower Makefield Command Staff for their leadership. He stated he looks forward to guiding the Police Department into the future.

PRESENTATION HONORING HEROIC EFFORTS AT THE FEBRUARY 4, 2025  
LOWER MAKEFIELD TOWNSHIP HOUSE FIRE

Mr. Grenier reviewed the details of a house fire on February 4 on Farmview Drive in the Township. Mr. Keith West and Mr. Randy Mount, who were working in the area, were awarded the Lifesaving Award for rescuing the male occupant of the house; and Firefighters Michael Bradshaw and Quentin Jones were awarded the Lifesaving Award for rescuing the female occupant of the house. The Newtown Fire Company was also recognized for their assistance to the Township.

PRESENTATION OF AUDITED FINANCIAL STATEMENT FOR THE YEAR ENDED  
DECEMBER 31, 2023

Mr. Tim Mirra, Zelenkofske Axelrod, and Ms. Mega Bhandary, LMT CFO, were present. Mr. Mirra stated the Audit is in the review stage, and they anticipate issuing it within the next few days. He stated they are expressing an unmodified opinion on the Township's Financial Statements for 2023 which means that based on their procedures, the Financial Statements are fairly presented in all material respects in accordance with accounting principles generally accepted in the United States of America. He stated they did identify some items related to bank reconciliation and financial reporting as it relates to the Township's Golf



Fund, and they will be providing a management letter regarding those items. He stated Ms. Bhandary and her team are aware of these items, and they are actively addressing those items in 2024. He stated based on those discussions, once they get to the 2024 Audit, he does not anticipate that those will be an issue.

Mr. Mirra stated the Governmental Activities of the Township end of the year had a Net Position balance of \$100 million, which is comprised of Net Investment and Capital Assets of \$80.9 million, Restricted Net Position of \$7 million, and Unrestricted Net Position of \$12.1 million. He stated this is a \$.5 million decrease from the prior year. He stated the restricted \$7 million is restricted for the Special Revenue Funds. Mr. Mirra stated the business-type activities, which is the consolidation of the Sewer, Pool, and Golf Funds end of the year had a Net Position of \$17.5 million. The \$17.5 million is comprised of Net Investment and Capital Assets of \$14.3 million and Unrestricted Net Position of \$3.2 million. He stated this is a \$2.8 million decrease from the prior year, and the majority of the decrease is the result of the spending down of the Sewer proceeds that are still residing in the Sewer Fund.

Mr. Mirra stated the General Fund is the main Operating Fund of the Township. He stated the General Fund end of the year balance was \$3.6 million, which is a decrease of \$1.1 million from the prior year. The \$3.6 million is comprised of non-spendable Fund Balance, essentially pre-paid Assets, and un-assigned Fund Balance for the remaining. He stated total Revenues for the year were \$14.6 million which is \$622,000 over Budget, and Total Expenditures for the year were \$16.3 million which is \$200,000 under Budget. Excess Revenues over Expenditures for the year is a deficit of \$1.7 million. He stated this is prior to the transfer in of \$655,000 from the Golf Fund so the \$1.7 million would go down.

Mr. Mirra stated the Sewer Fund ended the year with a Net Position of \$3.3 million; and all of that \$3.3 million is un-assigned. Change in Net Position had a decrease of \$2.3 million in Net Position for that Fund during the year which made up most of the \$2.6 for the Business-type Funds. He stated the Fund ended the year with total Revenues of \$300,000 which is mainly investment returns. Total expenses were \$2.6 million.

Mr. Mirra stated the Community Pool Fund ended the year with a total Net Position of \$361,000, which is comprised of Net Investment and Capital Assets of \$753,000 and an un-assigned Net Position deficit of \$392,000. He stated there was a change in Net Position, which is a decrease of \$425,000. He stated the Fund ended the year with total Revenues of \$1.1 million and

Expenses of \$1.5 million. He stated this also includes depreciation expenses, which is a non-cash transaction; but for reporting purposes in accordance with GAAP, that does get included there.

The Golf Course Fund ended the year with a Net Position of \$13.8 million, which was comprised of Net Investment and Capital Assets of \$13.5 million and un-assigned Fund Balance of \$231,000. The year over year change in Net Position was a decrease of \$73,000. The Fund had Revenues of about \$4.1 million during the year and Expenses and Transfers of about \$4.1 million.

Mr. Lewis asked if they sampled InterFund Transfers in the Audit, and Mr. Mirra stated they viewed the InterFund Transfers and saw that they balanced out. Mr. Lewis asked Mr. Mirra if he noticed any Contingent Liabilities that the Board has not previously discussed or disclosed, and Mr. Mirra stated there were none that he is aware of. Mr. Lewis asked Mr. Mirra if he is comfortable with the Balance Sheet, and he asked if there is any immediate risk to the long-term safety of the residents of the Township financially. Mr. Mirra stated he is comfortable with the Balance Sheet, and there do not appear to be any issues. Mr. Lewis asked Mr. Mirra if he is happy with the funding of our Pension liabilities based on what he has seen with peer Municipalities. Mr. Mirra stated the Township's entity-wide Net Position is close to \$100 million. He stated his firm focuses on local Government and non-profits across the State, and most entities they see are sitting with a deficit.

Mr. Lewis stated he understands that Ms. Bhandary is already working on the Golf accounting procedures and the bank reconciliation outlined by the auditor. Ms. Bhandary stated in 2023, there was a little difference; and they will take care of that in 2024/2025. She stated for 2025, everything is clean from a bank reconciliation standpoint. She stated with regard to Golf, they will double check 2024 given the findings in 2023 to see if the same thing occurred. She added it was more from a financial standpoint as to how things were journal entered and posted, and there was no negligence from the Golf side. Ms. Bhandary stated they will meet with the Golf team this week to make sure they continue to be on track.

Ms. Blundi asked if this will be on the Township Website; and Ms. Bhandary stated this can be put on the Website, and once the Financial Statement is ready within the next few days, that will also be put on the Website.



Mr. Grenier asked at the status of the 2024 Audit, and Mr. Mirra stated they have set up the ShareFile for 2024 with Ms. Bhandary and have communicated what they will need. He stated Ms. Bhandary and her team will begin uploading information to the ShareFile, and his firm will start on it as soon as they can recognizing that this is their busy season.

#### CONSENT AGENDA ITEMS

Mr. Lewis moved, Mr. Ross seconded and it was unanimously carried to approve the following Consent Agenda Items:

Approved the Minutes for the March 19, 2025 meeting  
Approved the Warrant List dated April 2, 2025 in the amount of \$534,634.03 (as attached to the Minutes)  
Approved authorizing the full release of Financial Security for Regency at Yardley-Phases 6 and 7  
Approved acknowledging Lower Makefield Township Volunteer Fire Police Members  
Approved Authorizing the advertisement of the solicitation of Bids for the Slate Hill Cemetery Headstone Restoration Project

#### ENGINEER'S REPORT

The Board received the Engineer's Report in their packet and had no questions or comments at this time.

#### MANAGER'S REPORT

##### Acknowledgement of Tree City USA Designation

Mr. Kratzer stated the Board of Supervisors was briefed on this previously by the Environmental Advisory Council, and the Board had authorized submission of an Application for the Township to be designated as a Tree City which is a National program that recognizes communities that invest in trees. He stated they wanted to acknowledge the work of the Township staff and the community volunteers who made this a priority for the Township. We received the designation and will continue to do the work relating to maintaining suburban forestry in the Township.



PUBLIC WORKS

Approve Award of Engineering, Bidding, and Construction Management/Inspection Services Relating to the 2025 Road Program

Mr. Fuller stated RFPs were solicited from four engineering firms, and the staff recommends proceeding with Pennoni & Associates at a cost of \$55,650.

Ms. Blundi moved and Mr. Lewis seconded to approve award of Engineering, Bidding, and Construction Management/Inspection Services to relating to the 2025 Road Program to Pennoni & Associates at a cost of \$55,650.

Mr. Grenier asked Mr. Fuller if he is comfortable with the terms, conditions, and the Contract as written, and Mr. Fuller stated he is. Mr. Fuller stated most of the firms show the Design Bid as a lump sum fixed price, but construction admin/inspection is always an estimate depending on how construction goes. He stated no matter the scenario they went with, they would still be under all of the other respondents in terms of total cost. Mr. Grenier asked the range of the proposals. Mr. Fuller stated the low Bid was \$55,650, and the others were \$75,000, \$90,000, and \$170,000.

Ms. Blundi stated Pennoni will be new to the Road Program, and she asked that they be advised that the engineers have been asked to look at roads that would benefit from the use of placement of reflectors. Mr. Fuller stated once the award is approved, they will meet with Pennoni for a pre-design meeting and advise them what we are used to seeing from the engineers in design.

Motion carried unanimously.

Discussion of Authorizing the Advertisement of the Solicitation of Bids for Traffic Signal Maintenance for 2025-27

Mr. Kratzer stated this item was worded incorrectly on the Agenda as the Board had already approved authorizing advertisement as a Consent Agenda item, and the purpose of this being on the Agenda tonight was to award the Contract. Ms. Carlton stated in an abundance of caution she would recommend that this item be deferred. Mr. Fuller stated the Contract was written to start in May so the Board could approve this at the next meeting. Mr. Fuller stated Armour & Sons, who has been doing our signal maintenance and repairs, was the only respondent.

Ms. Blundi asked Mr. Fuller about the status of the repaving of Woodside Road and elimination of the bumps. Mr. Fuller stated the Joint Toll Bridge Commission understands that they need to get this done.

#### SOLICITOR'S REPORT

Ms. Carlton stated the Board met in Executive Session prior to the meeting and discussed an employment matter, various Real Estate matters, and a number of litigation matters.

Ms. Carlton stated the Stormwater Management Ordinance will be submitted for advertising this week, will be properly advertised, and will be before the Board for a vote at their meeting on April 16. She stated she hopes to meet soon with the Farmland Preservation Corp. soon to discuss issues related to Patterson Farm.

#### ADDITIONAL PUBLIC COMMENT ON NON-AGENDA ITEMS

There was no one from the public wishing to speak at this time.

There being no further business, the meeting was adjourned at 8:35 p.m.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'D. Grenier', is written over a horizontal line.

Daniel Grenier, Chair