

TOWNSHIP OF LOWER MAKEFIELD  
BOARD OF SUPERVISORS  
REORGANIZATION MEETING AGENDA  
MINUTES – JANUARY 5, 2026

The Reorganization Meeting of the Board of Supervisors of the Township of Lower Makefield was held in the Municipal Building on January 5, 2026. Mr. Grenier called the meeting to order at 7:36 p.m. and called the Roll.

Those present:

Board of Supervisors:        Matt Ross, Chair  
                                      John B. Lewis, Vice Chair  
                                      Judi Reiss, Secretary  
                                      Colin Coyle, Treasurer  
                                      Daniel Grenier, Supervisor

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

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.

Mr. Grenier reminded that the 2025-2026 Deer Hunting Season is ongoing. All areas being hunted are properly posted. If you have any questions or concerns, you can reach out to the Township at [admin@lmt.org](mailto:admin@lmt.org).

Mr. Grenier stated the Yardley Farmers Market will be at the Community Center, 1550 Oxford Valley Road, the first and third Saturdays of every month until April, 2026 from 9 a.m. to Noon.

Mr. Grenier stated the Lower Makefield Township Police Department invites you to apply to the Citizens Police Academy, a free, inter-active program for LMT residents ages 18 and older that gives community members a hands-on look at modern policing in Lower Makefield Township. For more information and how to apply visit the Police Department's Facebook page.

Mr. Grenier stated the Lower Makefield Township Environmental Advisory Council is hosting their first Styrofoam collection event for 2026 on January 10 from 10 a.m. to Noon in the Township Building parking lot. For more information go to the Calendar on the Township Website at [lmt.org](http://lmt.org).

Mr. Grenier stated Lower Makefield Township will be hosting an American Red Cross Blood Drive on Friday, January 30 from Noon to 5 p.m. in the main meeting room at the Township Building. To sign up or get more information log onto [RedCrossBlood.org](http://RedCrossBlood.org) and enter Sponsor Code LowerMakefield.

Mr. Grenier stated the Kiwanis Club Washington Crossing Yardley invites the public to an exciting evening of Bag Bingo on February 13, 2026 at St. Ignatius Church in Yardley, PA. Doors open at 6:30 p.m. and Bingo starts promptly at 7:30 p.m. The event will feature 12 thrilling rounds of Bingo where players have the opportunity to win luxury, designer handbags. All proceeds from the event will go toward helping underserved families and children in our community. Additional information and registration details can be found at [washingtoncrossingyardleykiwanis.org](http://washingtoncrossingyardleykiwanis.org).

Mr. Grenier announced the recent passing of Township resident Robert Abrams who was a frequent commenter at Lower Makefield and other local meetings. Mr. Grenier reviewed Mr. Abram's background. A moment of silence was held in his memory.

#### OATH OF OFFICE – SUPERVISOR – COLIN COYLE

The Oath of Office as Supervisor was administered to Colin Coyle.

#### OATH OF OFFICE – SUPERVISOR – JUDI REISS

The Oath of Office as Supervisor was administered to Judi Reiss

#### OATH OF OFFICE – ELECTED AUDITOR – KEITH DOSSANTOS

The Oath of Office as Auditor was administered to Keith DosSantos.

The meeting was turned over to Chair Pro Tem – Maureen Carlton, Township Solicitor.

Ms. Carlton stated the newly-constituted Board of Supervisors will meet in Executive Session immediately following the Reorganization Meeting to discuss matters concerning employment, litigation, and Real Estate.

#### ELECTION OF CHAIR OF THE BOARD OF SUPERVISORS FOR 2026

Mr. Lewis moved and Mr. Grenier seconded to nominate Matt Ross as Chair of the Board of Supervisors for 2026. Motion to elect Matt Ross as Chair carried unanimously.

The meeting was turned over to Mr. Ross.

#### REMARKS BY THE NEW CHAIR

Mr. Ross thanked the Board for electing him as Chair. He stated the Board will work to accomplish a lot in 2026.

#### ELECTION OF OTHER BOARD OFFICERS

##### Select Vice Chair of the Board of Supervisors for 2026

Mr. Grenier moved, Mr. Ross seconded and it was unanimously carried to elect Mr. Lewis as Vice Chair of the Board of Supervisors for 2026.

##### Select a Secretary of the Board of Supervisors for 2026

Mr. Grenier moved, Mr. Lewis seconded and it was unanimously carried to elect Ms. Reiss as Secretary of the Board of Supervisors for 2026.

##### Select a Treasurer of the Board of Supervisors for 2026

Mr. Lewis moved, Ms. Reiss seconded and it was unanimously carried to elect Mr. Coyle as Treasurer of the Board of Supervisors for 2026.

Select an Assistant Secretary/Treasurer for 2026

Mr. Lewis moved, Ms. Reiss seconded and it was unanimously carried to elect Mr. Kratzer as Assistant Secretary/Treasurer for 2026.

ANNOUNCEMENT OF SUPERVISOR LIAISON ASSIGNMENTS FOR 2026 BY THE CHAIR

Mr. Ross announced the following Supervisor Liaison Assignments for 2026:

Mr. Grenier – Board of Auditors, Emergency Management, Zoning Hearing Board

Mr. Lewis – Planning Commission, Citizens Traffic Commission, Electricity Reliability Committee, Electronic Media Advisory Committee

Mr. Ross – Board of Appeals, Environmental Advisory Council, Disability Advisory Board

Ms. Reiss – Park & Recreation Board, Trenton-Mercer Airport Review Panel, Golf Committee

Mr. Coyle – Farmland Preservation, Patterson Farm Master Plan Implementation Committee, Historical Architectural Review Board, Historical Commission, Human Relations Commission

APPOINT CHAIR OF THE LOWER MAKEFIELD TOWNSHIP VACANCY BOARD

Mr. Grenier moved, Mr. Lewis seconded and it was unanimously carried to appoint Adrian Costello as Chair of the Lower Makefield Township Vacancy Board.

TOWNSHIP MANAGER

Ratify and Confirm the Continued Validity of the Employment Agreement Between the Township and the Township Manager and Provide for a 3.9% Annual Increase in Base Salary Consistent with the Adopted 2026 Budget and the Rate of Increase Provided to Other Township Non-Uniform Employees

Mr. Grenier moved, Mr. Lewis seconded and it was unanimously carried to ratify and confirm the continued validity of the Employment Agreement between the



Township and the Township Manager and provide for a 3.9% annual increase in base salary consistent with the adopted 2026 Budget and the rate of increase provided to other Township non-uniform employees.

#### PROFESSIONAL SERVICES

##### Appointment of the Township Solicitor for 2026

Mr. Lewis moved, Mr. Grenier seconded and it was unanimously carried to appoint Maureen Carlton of Curtin & Heefner as Township solicitor for 2026.

##### Appointment of Engineers for 2026 as follows:

1. Township Engineer – Mr. Grenier moved and Mr. Lewis seconded to appoint HRG as Township engineer for 2026. Motion carried with Ms. Reiss opposed.
2. Traffic Engineer – Mr. Coyle moved, Ms. Reiss seconded and it was unanimously carried to appoint Pennoni and SAFE Highway as the Township traffic engineers for 2026.
3. Interim Sanitary Sewer Engineer – Mr. Lewis moved and Mr. Coyle seconded to appoint Ebert Engineering on an interim basis as the sanitary sewer engineer.

Mr. Grenier stated Ebert Engineering is currently our interim sanitary sewer engineer since after many years, they are still processing the final Permits for the Sewer sale. He stated they also do our Sewer Lateral Inspections. He asked if we could RFP the lateral side and move that forward with a new sewer engineer soon, and Mr. Kratzer stated they can do that if that is the Board's direction.

Motion carried unanimously.

ESTABLISH THE AMOUNT OF THE TREASURER'S BOND AT \$2,000,000.00

Mr. Grenier moved, Mr. Lewis seconded and it was unanimously carried to establish the amount of the Treasurer's Bond at \$2,000,000.00.

ESTABLISH THE AMOUNT OF THE ASSISTANT TREASURER'S BOND AT \$2,000,000.00

Mr. Grenier moved, Mr. Lewis seconded and it was unanimously carried to establish the amount of the Assistance Treasurer's Bond at \$2,000,000.00

APPROVAL OF THE 2026 TOWNSHIP FEE SCHEDULE

Mr. Grenier moved, Mr. Lewis seconded and it was unanimously carried to approve the 2026 Township Fee Schedule.

APPROVAL OF OFFICIAL DEPOSITORIES OF TOWNSHIP FUNDS

Mr. Grenier moved, Mr. Lewis seconded and it was unanimously carried to approve the official depositories of Township Funds being Penn Community Bank, Santander, Uninvest, PLGIT, and PNC.

APPROVE CERTIFYING VOTING DELEGATE TO ATTEND THE 2026 PSATS' EDUCATIONAL CONFERENCE, APRIL 19-22, 2026

Mr. Lewis moved, Ms. Reiss seconded and it was unanimously carried to certify Matt Ross as the Voting Delegate to attend the 2026 PSATS' Educational Conference, April 19-22, 2026.

APPROVE APPOINTMENT OF THE AT-LARGE DIRECTOR TO THE LOWER MAKEFIELD TOWNSHIP COMMUNITY FOUNDATION, INC.

Mr. Grenier moved, Mr. Lewis seconded and it was unanimously carried to appoint Alison Stewart as the At-Large Director to the Lower Makefield Township Community Foundation, Inc.

January 5, 2026

Board of Supervisors – page 7 of 7

PUBLIC COMMENT

There was no one wishing to make public comment at this time.

There being no further business, Mr. Lewis moved, Mr. Grenier seconded and it was unanimously carried to adjourn the meeting at 8:00 p.m.

Respectfully Submitted,



Judi Reiss, Secretary

