

SOLEBURY TOWNSHIP BOARD OF SUPERVISORS
December 10, 2024 – 6:00 P.M.
Solebury Township Hall/Virtual - Hybrid Meeting
MEETING MINUTES

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

The recording device was turned on.

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

II. Approval of Bills Payable – December 5, 2024

Res. 2024-186 – Upon a motion by Ms. Howe, seconded by Mr. Morrissey, the list of Bills Payable dated December 5, 2024 was unanimously approved as prepared and posted.

III. Approval of Meeting Minutes – November 19, 2024 Meeting Minutes

Res. 2024-187 – Upon a motion by Mr. Morrissey, seconded by Ms. Howe, the Minutes of the November 19, 2024 meeting were unanimously approved as prepared and posted.

IV. Announcements / Resignations / Appointments

Executive Session

Mr. Baum Baicker announced that an Executive Session was held November 25, 2024 dealing with property acquisition; December 4, 2024 dealing with Personnel Matters; and December 10, 2024, prior to the meeting, dealing with Personnel, Legal, Property Acquisition and Zoning Matters.

V. Supervisor Comment

- Mr. Baum Baicker expressed gratitude to Feeney’s Nursery for donating trees to be planted in Aquetong Spring Park, with a few being planted at the Pat Livezey Park, Laurel Park and Sугan properties.

VI. Budget

2025 Budget – Authorization to Adopt

The Board approved the advertisement of the 2025 Budget at the November 7, 2024 Board of Supervisors’ budget meeting.

Highlights of the budget are listed below:

- The budget is presented with 1.1 mill tax increase in 2025. The increase is requested to establish a volunteer fire fighter stipend program, and to assist Township volunteer fire companies and emergency services organizations with their future capital funding programs and annual operating costs.
- Total real estate tax millage for 2025 is at 25.9102

Res. 2024-188 – Upon a motion by Mr. Baum Baicker, seconded by Mr. Morrissey, it was unanimously agreed to adopt the 2025 Budget.

Tax Levy Resolution

Res.2024-189 – Upon a motion by Mr. Baum Baicker, seconded by Ms. Howe, it was unanimously agreed to adopt a Resolution of the Board of Supervisors of Solebury Township, Bucks County, Pennsylvania, fixing the Tax Levy Rates for the Year 2025 as follows: General Fund Tax 8.4500 mils; Fire Tax Fund 2.5000 mils; Library Fund Tax .5410 mils; Debt Service Fund Tax 13.1290 mils; and EMS Fund Tax 1.2902 mils, for a total of 25.9102 mils.

VII. New Business

2024 Budget Amendment No. 2

Solebury Township Budget Amendment – In accordance with the Second-Class Township Code, Section 3202(f), Township Administration recommends that the Board approve the proposed budget amendment as detailed in the attached *2024 Solebury Township Budget Amendment No. 2* document. The summary of proposed changes will affect the following Township Funds:

- General Fund – Increase of \$91,578 to Reserve Balance
- Liquid Fuels Fund – Decrease of \$2,500 to Reserve Balance
- Capital Equipment Fund – Decrease of \$10,000 to Reserve Balance
- Land Preservation Fund - Decrease of \$5,000 to Reserve Balance
- Library Fund - Decrease of \$5,000 to Reserve Balance

Res.2024-190 - Upon a motion by Ms. Howe, seconded by Mr. Morrissey, it was unanimously agreed to approve the 2024 Budget Amendment No. 2 as documented.

Ratify Police Collection Bargaining Agreement 2025-2028

Res. 2024-191 – Upon a motion by Mr. Baum Baicker, seconded by Ms. Howe, it was unanimously agreed to authorize the execution of the Collective Bargaining Agreement between Solebury Township and Solebury Township Police Benevolent Association covering the contract period of January 1, 2015 through December 31, 2028.

Sustainability Consultant – Authorization to Appoint

Two proposals were received for Sustainability Consultant for the Environmental Advisory Council / Sustainability Sub Committee. The Environmental Advisory Council reviewed the proposals at their November 12, 2024 meeting.

Upon a motion by Ms. Pendleton, and seconded by Ms. Litwin, it was endorsed by the Environmental Advisory Council (EAC) to recommend to the Board of Supervisors that EvolveEA be appointed as the Sustainability Consultant as outlined in the Sustainability Consultant Request for Proposal (RFP).

Shannon Pendleton, Jeanne Litwin, Timothy Marsh and Kate Robeson-Grubb presented the Sustainability Consultant Proposal Review presentation (copy of which is attached).

Res. 2024-192 – Upon a motion by Ms. Howe, seconded by Mr. Francis it was unanimously agreed to appoint EvolveEA as the Sustainability Consultant as outlined in the Sustainability Consultant Request for Proposal.

Gateway Trail III Project – Ply-Mar Construction Company, Inc. – Change Order No. 2

The contractor submitted a change order request for expenses associated with the Gateway Trail, which included signing and pavement markings at the Lower York Road and Kitchens Lane/W. Bridge Street intersection.

Bowman, Township Engineer reviewed the change order request, coordinated with Wynn Associates, Ply-Mar Construction Co., Inc., and Armour & Sons, Inc. on these items and recommended approval of Change Order 2.

Res. 2024-193 – Upon a motion by Mr. Morrissey, seconded by Ms. Howe, it was unanimously agreed to approve Change Order No. 2.

VIII. Public Comment

The Board expressed gratitude to Township Administration, Police and Public Works for all their work throughout 2024.

IX. Adjournment

The meeting was adjourned at 6:31 pm.

Respectfully submitted,
Catherine Cataldi, Secretary

RESOLUTION NO 2024-189
A RESOLUTION OF THE BOARD OF SUPERVISORS OF SOLEBURY TOWNSHIP, BUCKS COUNTY,
PENNSYLVANIA, FIXING THE TAX LEVY RATES FOR THE YEAR 2025

Res. 2024-189 – Upon a motion by Mr. Baum Baicker, seconded by Ms. Howe, it was unanimously agreed to set the 2025 tax levy as follows: General Fund Tax 8.4500 mils; Fire Fund Tax 2.5000 mils; Library Fund Tax .5410; Debt Service Fund Tax 13.1290 mils; and EMS Fund Tax 1.2902 mils, for a total of 25.9102 mils.

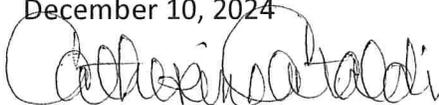
Voted in Favor: Mr. Baum Baicker, Ms. Howe, Mr. Morrissey, Mr. Francis and Ms. Cheever

Absent:

Opposed:

Abstaining:

December 10, 2024



Catherine Cataldi

Secretary



Sustainability Consultant Proposal Recommendation

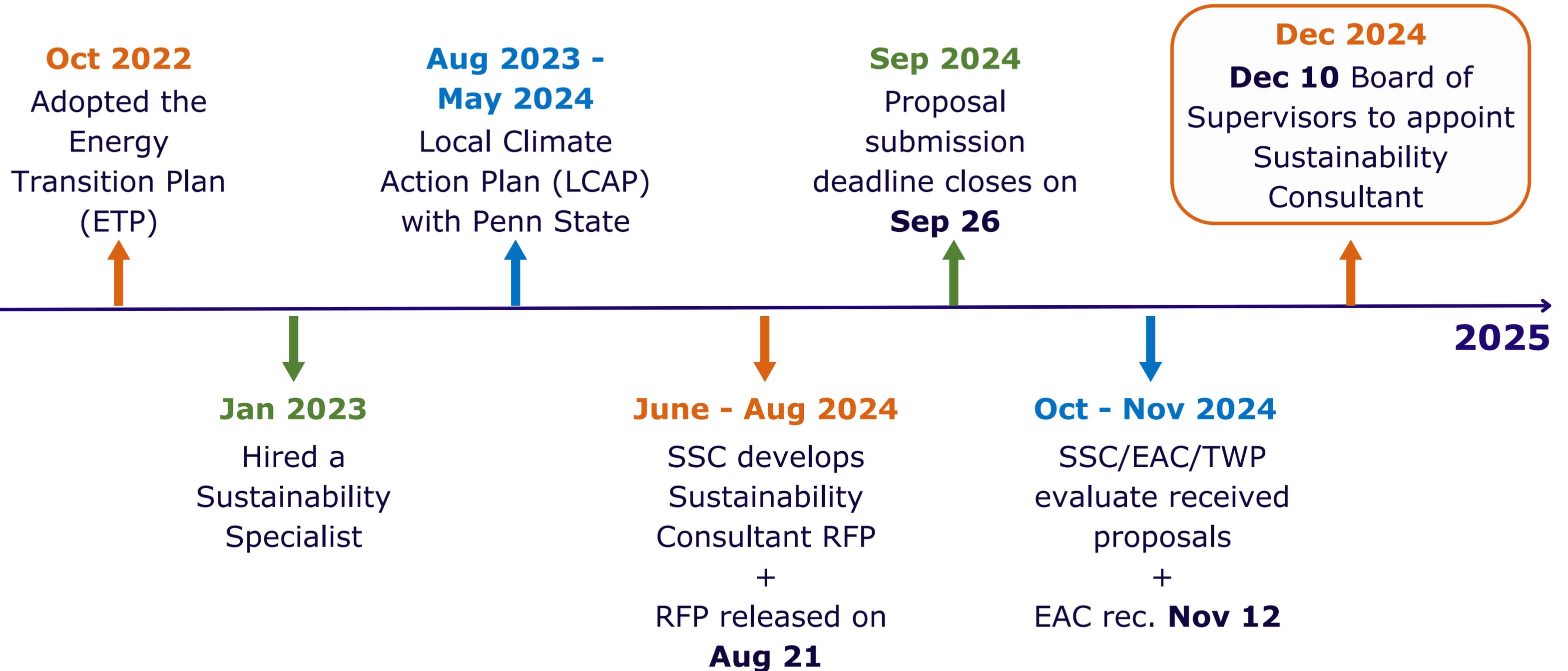


Executive Summary

Solebury Township seeks to hire a **Sustainability Consultant** to help build on the momentum of our sustainability achievements thus far, and to implement and track the **Energy Transition Plan** and **Ready for 100 goals** while also building community capacity so that residents may participate and contribute to the effort.

The Sustainability Consultant will work closely with the **Township Manager**, the **Sustainability Specialist**, and the **Sustainability Subcommittee (SSC)** to achieve these goals in-tandem with the Board of Supervisors, internal Township Committees, and its team of external consultants.

Timeline



Desired Outcome



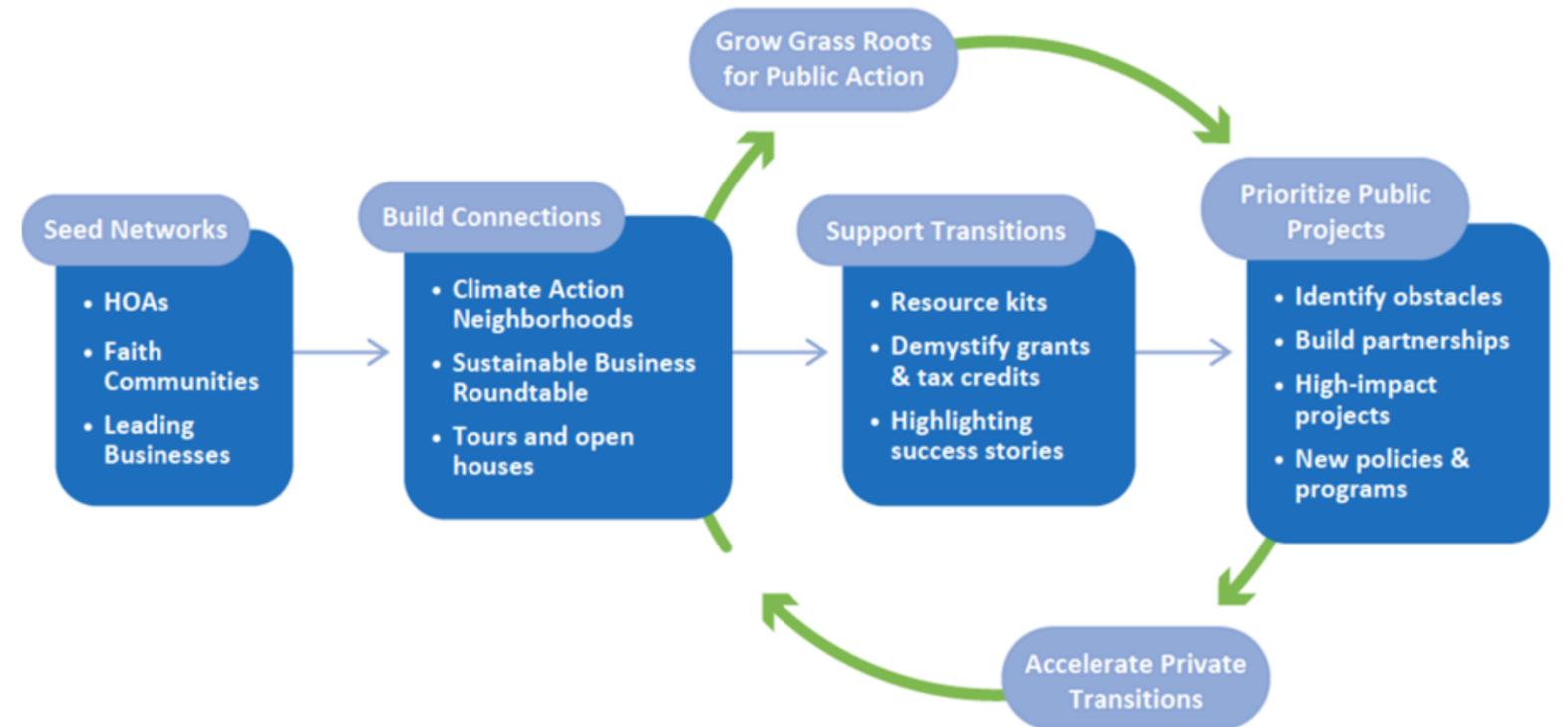
evolve
environment :: architecture

It is the hope of the Sustainability Subcommittee (SSC), the Environmental Advisory Council (EAC), and Township Administration that the Board of Supervisors kindly consider appointing EvolveEA to the position Sustainability Consultant as outlined in the Request for Proposal (RFP) developed by the Sustainability Subcommittee (SSC).

Work Flow + Timeline + Deliverables + Cost

CLEAR CLIMATE STRATEGIES

Element	Milestone	Timeline (2025)
Building a Community of Action	Leaders identified for first Climate Action Neighborhoods and Sustainable Business Network.	Feb
	Resource Kit materials reviewed with Solebury EAC.	Mar
	Workshop content for Community Energy Series reviewed with Solebury EAC.	Mar
	First Climate Action Neighborhood and Sustainable Business Network meetings are convened.	Apr
	Three Community Energy Series workshops hosted.	Apr-Sep
	Stakeholder feedback report reviewed with EAC and shared with Solebury community.	Oct
Partnerships for Public Impact	Implementation projects selected through dialogue with EAC and feedback from Community Energy Series.	Sep
	Key partners identified for implementation projects.	Oct
	Roadmaps published for each implementation project, including estimated costs, greenhouse gas reductions, and funding models.	Dec
Measuring What Matters	Energy and greenhouse gas calculators prepared for community progress indicators (EV registration, solar installations, IRA utilization).	May
	Dashboards and data maps published for 2024 baseline community progress indicators.	Oct
	Community energy survey reviewed with EAC and distributed to stakeholders.	Apr
Synthesis	Draft Work Plan reviewed, including suggested updates to the Climate Action Neighborhood model and next implementation projects.	Nov
	Final Work Plan published, incorporating revisions from EAC.	Jan, 2026



Category	Amount (\$)
Personell	49,080
Mileage	4,154
Communications & Graphic Design	3,000
Total Direct	56,234
Indirect @ 12%	6,748
Total Contract	62,982

Work Flow + Timeline + Deliverables + Cost



evolve
environment :: architecture

PHASE ONE Energy Transition Workplan

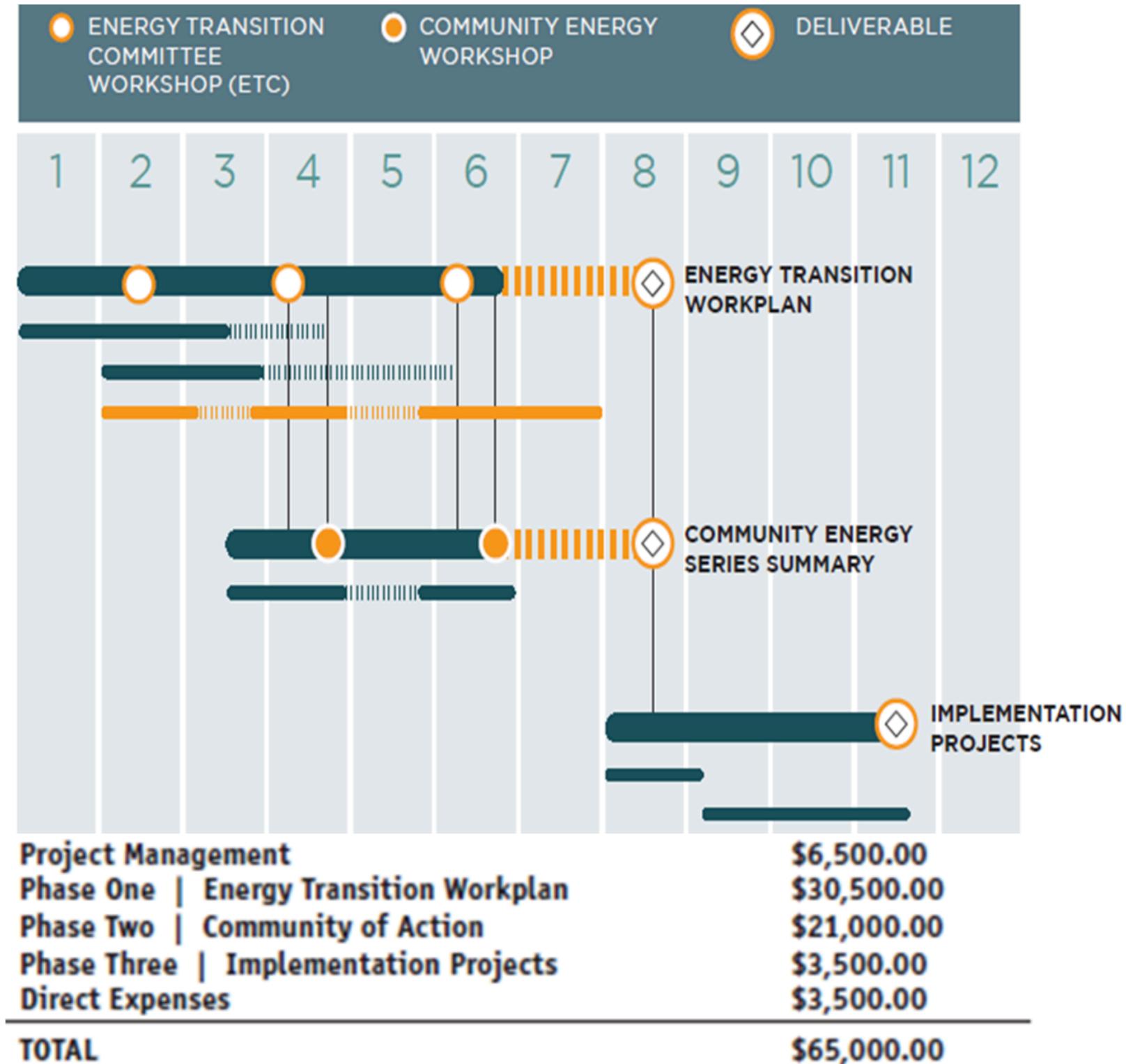
Context Analysis
Township Capacity & Resource Assessment
Workplan Development (incl. ETCs 1, 2, & 3)

PHASE TWO Community of Action

Community Energy Series (incl. Wrkshps 1 & 2)

PHASE THREE Implementation Projects

Project Selection
Project Advisement & Support



Evaluation

- Clear Climate Strategies
- EvolveEA
- Both Scored Equally

Experience

Demonstrates **EXPERIENCE** in sustainability consulting through staff **QUALIFICATIONS** (on a scale of 1-5): *

1 2 3 4 5

Team Staff are Not Qualified Team Staff are Highly Qualified

Demonstrates **EXPERIENCE** in sustainability consulting through provided **CASE STUDIES** (on a scale of 1-5): *

1 2 3 4 5

No Relevant Case-Studies Provided Provides Several Relevant Case-Studies

Demonstrates **EXPERIENCE** in sustainability consulting through **CLIENT REFERENCES** (on a scale of 1-5): *

1 2 3 4 5

No Client References Provided Provides Several Client References

Subject-Matter Expertise

Demonstrates **ESG EXPERTISE** in **ENVIRONMENTAL**: *

1 2 3 4 5

No Expertise High Level of Expertise

Demonstrates **ESG EXPERTISE** in **SOCIAL**: *

1 2 3 4 5

No Expertise High level of Expertise

Demonstrates **ESG EXPERTISE** in **GOVERNANCE**: *

1 2 3 4 5

No Expertise High Level of Expertise

General

Proposed Methodology + Approach: *

Demonstrates understanding of our sustainability goals and detailed approach to the scope of work (SOW)

- Determine feasible solutions to transition community energy usage to 100% clean, renewable electricity ...
- Propose projects, metrics, and budgets related to ETP strategies and initiatives for internal review.
- Conduct community engagement and educational activities to foster support and inclusive decision mak...

Timeline - evaluate if the proposed timeline is reasonable for the amount of work that will be done. *

1 2 3 4 5

Unreasonable Very Reasonable

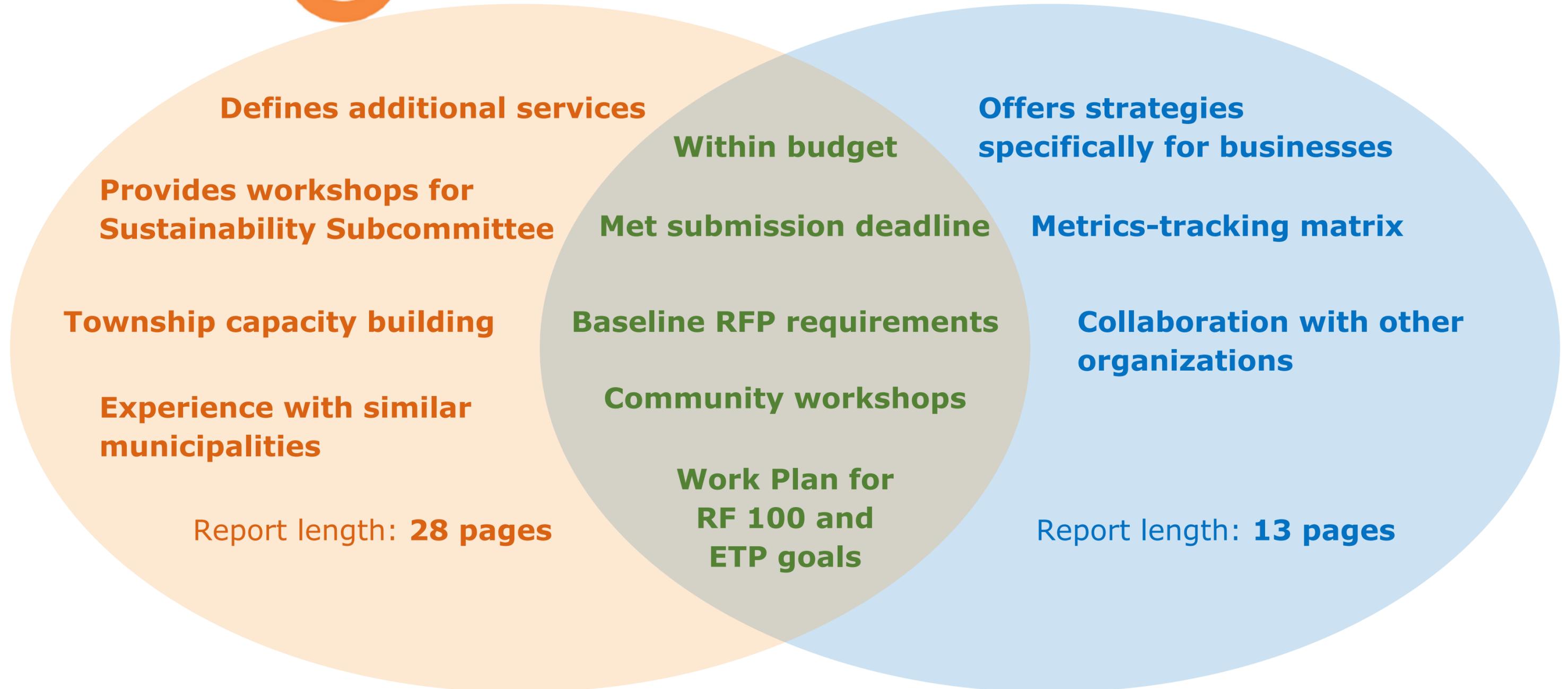
Cost-Effectiveness - evaluate if the budget approach is cost effective. *

1 2 3 4 5

Not Cost-Effective Very Cost-Effective

Similarities & Differences

- Clear Climate Strategies
- EvolveEA
- Both Scored Equally



Findings

Highlights

Clear Climate Strategies proposed a strong metrics-tracking matrix and “Climate Action Neighborhoods”.

EvolveEA proposed robust engagement strategies for both the public and the Project Management Team (PMT). Also included a list of additional services that may be added if desired.

Both candidates scored equally in several categories.

Conclusion

Overall, both candidates demonstrated working and subject matter expertise--all are undoubtedly experts in their field.

However, EvolveEA demonstrated a better understanding of Solebury Township’s needs, available resources, and as a community while remaining within the budget allowance as listed in the RFP. Therefore, the SSC, EAC, and Township Administration recommend EvolveEA for appointment.

Questions?