

**SKIPPACK TOWNSHIP BOARD OF SUPERVISORS  
JANUARY 7, 2013 ORGANIZATIONAL MEETING**

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**BOARD OF SUPERVISORS**

Mary Beth LaBelle	Present
William Parkins, Jr.	Present
Jeanene Friel	Present
Franco D'Angelo	Present
Paul Fox	via Phone

**TOWNSHIP STAFF**

Theodore Locker, Jr., Manager	Present
Jill Zimmerman, Esquire	Present
Tim Woodrow, PE	Present
Joseph Zadlo	Present

**I. RE-ORGANIZATION SESSION**

**ELECTION OF CHAIRPERSON:**

MR. PARKINS NOMINATED FRANCO D'ANGELO FOR CHAIRMAN NOMINATION. SECONDED BY MS. FRIEL. VOTE 5-0, MOTION CARRIED.

**ELECTION OF VICE CHAIRPERSON:**

MS. FRIEL NOMINATED MR. PARKINS FOR VICE CHAIR NOMINATION. SECONDED BY FRANCO D'ANGELO. VOTE 5-0, MOTION CARRIED.

**POSITION APPOINTMENTS**

**Manager:** **Theodore R. Locker, Jr.**

MOTION MADE BY MR. PARKINS TO APPOINT THEODORE R. LOCKER, JR., AS TOWNSHIP MANAGER. MOTION SECONDED BY MS. LABELLE. VOTE 5-0, MOTION CARRIED.

**Township Secretary:** **Theodore R. Locker, Jr.**

MOTION MADE BY MR. PARKINS TO APPOINT THEODORE R. LOCKER, JR. AS TOWNSHIP SECRETARY. MOTION SECONDED BY MS. LABELLE. VOTE 5-0, MOTION CARRIED.

**Township Treasurer:** **Jerry Kluka**

MOTION MADE BY MR. PARKINS TO APPOINT JERRY KLUKA AS TREASURER. MOTION SECONDED BY MS. LABELLE. VOTE 5-0, MOTION CARRIED.

**Assistant Secretary:** **Peggy White**

MOTION MADE BY MR. PARKINS TO APPOINT PEGGY WHITE AS ASSISTANT SECRETARY. MOTION SECONDED BY MS. LABELLE. VOTE 5-0, MOTION CARRIED.

**Zoning Officer:** **Theodore R. Locker, Jr.**

MOTION MADE BY MR. PARKINS TO APPOINT THEODORE R. LOCKER, JR. AS ZONING OFFICER. MOTION SECONDED BY MS. LABELLE. VOTE 5-0, MOTION CARRIED.

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**Code Enforcement Officer: Theodore R. Locker, Jr. and Pennoni Associates, Inc.**

MOTION MADE BY MR. PARKINS TO APPOINT THEODORE R. LOCKER, JR. AND PENNONI ASSOCIATES AS CODE ENFORCEMENT OFFICERS. MOTION SECONDED BY MS. LABELLE. VOTE 5-0, MOTION CARRIED.

**Parks and Recreation Director: Donna Deluca**

MOTION MADE BY MR. PARKINS TO APPOINT DONNA DELUCA AS PARKS AND RECREATION DIRECTOR. MOTION SECONDED BY MS. LABELLE. VOTE 5-0, MOTION CARRIED.

**Public Works Foreman: William Parkins, Jr.**

MOTION MADE BY MS. FRIEL TO APPOINT WILLIAM PARKINS, JR. AS PUBLIC WORKS FOREMAN. MOTION SECONDED BY MS. LABELLE. MR. PARKINS ABSTAINED. VOTE 3-0-1, MOTION CARRIED.

**Public Works Foreman Hourly Rate and Overtime Rate Recommendation:**

MOTION MADE BY MS FRIEL TO RECOMMEND THE HOURLY RATE OF \$33.15 AND OVERTIME HOURLY RATE OF \$49.72 FOR THE PUBLIC WORKS FOREMAN. MOTION SECONDED BY MS. LABELLE. MR. PARKINS ABSTAINED. VOTE 3-0-1, MOTION CARRIED.

**Fire Marshal: Josh Kratz**

MOTION MADE BY MR PARKINS TO APPOINT JOSH KRATZ AS FIRE MARSHAL. MOTION SECONDED BY MS. LABELLE. VOTE 5-0, MOTION CARRIED.

**Emergency Management Coordinator: Josh Kratz**

MOTION MADE BY MR. PARKINS TO APPOINT JOSH KRATZ AS EMERGENCY MANAGEMENT COORDINATOR. SECONDED BY MS. LABELLE. VOTE 5-0, MOTION CARRIED.

**Pension Administrator: Theodore R. Locker, Jr.**

MOTION MADE BY MR. PARKINS TO APPOINT THEODORE R. LOCKER, JR. AS PENSION ADMINISTRATOR. SECONDED BY MS. LABELLE. VOTE 5-0, MOTION CARRIED.

**BOARD APPOINTMENTS:**

**Vacancy Board Chairperson: 1-year term expiring December 31, 2013**

MOTION MADE BY MS. LABELLE TO APPOINT ANTHONY BUCCI AS VACANCY BOARD CHAIRMAN. MOTION SECONDED BY MR. PARKINS. VOTE 5-0, MOTION CARRIED.

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**Park Board: 5-year term expiring December 31, 2017 Ben Webb**  
MOTION MADE BY MS. LABELLE TO APPOINT BEN WEBB TO THE PARK BOARD. SECONDED BY MR. PARKINS. VOTE 5-0, MOTION CARRIED.

**4-year term expiring December 31, 2015 VACANCY**  
TABLED

**Planning Commission: 4-year term expiring December 31, 2016**  
MOTION MADE BY MS. LABELLE TO APPOINT TIM LANDMESSER TO THE PLANNING COMMISSION. MOTION SECONDED BY MR. PARKINS. VOTE 5-0, MOTION CARRIED.

**Zoning Hearing Board: Resolution No. 2012-01**  
MOTION MADE BY MS LABELLE TO ACKNOWLEDGE APPOINTEES FRED CHENDORAIN, JACK WHITE, THERESE A. GENTILE, WILLIAM WARD AND DIANE FISHER TO THE ZONING HEARING BOARD AS OUTLINED IN RESOLUTION NO. 2013-01. MOTION SECONDED BY MR. PARKINS. VOTE 5-0, MOTION CARRIED.

**North Penn Water Authority: 1 YEAR TERM EXPIRING DECEMBER 31, 2013**  
MOTION MADE BY MS. LABELLE TO APPOINT ROBERT FISHER TO THE NORTH PENN WATER AUTHORITY. MOTION SECONDED BY MR. PARKINS. VOTE 5-0, MOTION CARRIED.

**PROFESSIONAL APPOINTMENTS:**

**Solicitor: Resolution 2013-02**  
MOTION MADE BY MR. PARKINS TO APPOINT THE LAW OFFICES OF BARRY MILLER AS SOLICITOR. MOTION SECONDED BY MS. FRIEL. VOTE 5-0, MOTION CARRIED.

**Engineer: Resolution 2013-03**  
MOTION MADE BY MR. PARKINS TO APPOINT WOODROW & ASSOCIATES, INC. AS ENGINEER. MOTION SECONDED BY MS. FRIEL. VOTE 5-0, MOTION CARRIED.

**Traffic Engineer: Resolution 2013-04**  
MOTION MADE BY MR. PARKINS TO APPOINT TRAFFIC PLANNING & DESIGN, INC. AS TRAFFIC ENGINEER. MOTION SECONDED BY MS. FRIEL. VOTE 5-0, MOTION CARRIED.

**Planner: Resolution 2013-05**  
MOTION MADE BY MR. PARKINS TO APPOINT JOSEPH A. ZADLO, AIA AS PLANNER. MOTION SECONDED BY MS. FRIEL. VOTE 5-0, MOTION CARRIED.

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**Inspection Service: Resolution 2013-06**

MOTION MADE BY MR. PARKINS TO APPOINT PENNONI ASSOCIATES, INC. AS THE INSPECTION SERVICE. MOTION SECONDED BY MS. FRIEL. VOTE 5-0, MOTION CARRIED.

**Auditor/CPA : Resolution 2013-07**

MOTION MADE BY MR.PARKINS TO APPOINT MAILLE, FALCONIERO & COMPANY AS THE AUDITOR.MOTION SECONDED BY MS. FRIEL. VOTE 5-0, MOTION CARRIED.

**ZHB Solicitor Fee: Resolution 2013-08**

MOTION MADE BY MR. PARKINS TO ESTABLISH THE RATE OF \$125.00 PER HOUR FOR THE ZONING HEARING BOARD. MOTION SECONDED BY MS. FRIEL. VOTE 5-0, MOTION CARRIED.

**Depositories: Resolution 2013-09**

MOTION MADE BY MR. PARKINS TO APPOINT FIRST NIAGRA BANK & T.D.BANK AS DEPOSITORIES. MOTION SECONDED MS. FRIEL. VOTE 5-0, MOTION CARRIED.

**ESTABLISHMENTS:**

**2013 Tax Rates: Resolution 2013-10**

MOTION MADE BY MR. PARKINS TO ESTABLISH THE 2013 TAX RATES OUTLINED IN RESOLUTION NO. 2013-10.MOTION SECONDED BY MS. LABELLE. VOTE 5-0, MOTION CARRIED.

**Meeting Dates: Resolution 2013-11**

MOTION MADE BY MR.PARKINS TO ESTABLISH THE BOARD OF SUPERVISORS MEETINGS OUTLINED IN RESOLUTION NO. 2013-11.MOTION SECONDED BY MS. LABELLE. VOTE 4-0, MOTION CARRIED.

**Holiday Schedule: Resolution 2013-12**

MOTION MADE BY MR.PARKINS TO APPROVE THE HOLIDAY SCHEDULE OUTLINED IN RESOLUTION NO. 2013-12.MOTION SECONDED BY MS LABELLE VOTE 5-0, MOTION CARRIED.

**Fee Schedule: Resolution 2013-13**

MOTION MADE BY MR. PARKINS TO APPROVE FEE SCHEDULE OUTLINED IN RESOLUTION 2013-13.SECONDED BY MS. LABELLE. VOTE 5-0, MOTION CARRIED.

**LPVRSALiaison Resolution 2013-14**

MOTION MADE BY MR. PARKINS TO APPROVE PAUL SMITH AS LPVRSALIASION OUTLINED IN RESOLUTION 2013-14.SECONDED BY MS. LABELLE. VOTE 5-0, MOTION CARRIED.

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**Manager's Bond: \$100,000**

MOTION MADE BY MR. PARKINS TO APPROVE THE MANAGER'S BOND. MOTION SECONDED BY MS.LABELLE. VOTE 5-0, MOTION CARRIED.

**Treasurer's Bond: \$200,000**

MOTION MADE BY MR.PARKINS TO APPROVE THE TREASURER'S BOND. MOTION SECONDED BY MS.LABELLE. VOTE 5-0, MOTION CARRIED.

**Mileage Rate: \$.565per mile**

MOTION MADE BY MR. PARKINS TO SET THE MILEAGE REIMBURSEMENT RATE AT \$.565. MOTION SECONDED BY MS.LABELLE. VOTE 5-0, MOTION CARRIED.

**PSATS Annual Convention Delegates and One Voting Member:**

MOTION MADE BY MR. PARKINS FOR ALL FIVE SUPERVISORS, THE TOWNSHIP MANAGER, THE TAX COLLECTOR AND MR.FOX WHO IS THE VOTING DELEGATE TO ATTEND THE PSATS CONVENTION, LODGING, PLUS UP TO \$100.00 PER DAY PER PERSON FOR EXPENSES WILL BE PAID BY THE TOWNSHIP. MOTION SECONDED BY MS.LABELLE. VOTE 5-0, MOTION CARRIED.

**REGULAR MEETING:**

**II. PUBLIC COMMENT: NONE**

**III. APPROVAL OF THE DECEMBER 12, 2012 MINUTES:**

MOTION MADE BY MR.PARKINS TO APPROVE THE DECEMBER 12, 2012 MINUTES. MOTION SECONDED BY MS.LABELLE. VOTE 5-0, MOTION CARRIED.

**IV. CORRESPONDENCE:**

**V. ADMINISTRATIVE ACTIONS**

**A. Treasurer's Report as of December 31, 2012:**

MOTION MADE BY MR.PARKINS TO APPROVE THE TREASURER'S REPORT. MOTION SECONDED BY MS.FRIEL. VOTE 5-0, MOTION CARRIED.

**B. Interim Bills Paid on December 26, 2012:**

General Fund	= \$ 73,597.12
Sewer Fund	= \$ 1,496.46
Open Space Fund	= \$ 1,622.65

MOTION MADE BY MR. PARKINS TO APPROVE THE INTERIM BILLS PAID. MOTION SECONDED BY MS.FRIEL. VOTE 5-0, MOTION CARRIED.

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**B. Bills for Payment on January 7, 2013**

General Fund = \$ 17,077.64  
Sewer Fund = \$ 78,675.02  
Open Space Fund = \$ 1,029.21

MOTION MADE BY MR.PARKINS TO APPROVE THE BILLS PAID ON JANUARY 7, 2013. MOTION SECONDED BY MS.FRIEL. VOTE 5-0, MOTION CARRIED.

**VI. REPORTS:**

**A. Engineer:**

**B. Solicitor:**

**C. Planner:**

**1. B & E Energy Group – Payment #2 - \$7,830.00**

MOTION MADE BY MS. FRIEL TO APPROVE B&E ENERGY GROUP-PAYMENT #3-\$7,830.00.SECONDED BY MR. PARKINS. VOTE 5-0, MOTION CARRIED.

**2. Ram Construction – Payment #2- \$680.00**

MOTION MADE BY MS. FRIEL TO APPROVE RAM CONSTRUCTION-PAYMENT #2-\$680.00.SECONDED BY MR. PARKINS.VOTE 5-0, MOTION CARRIED.

**D. Manager:**

**1. LPVRSAs Rate Increase -** Mr. Locker informed the Board, LPVRSAs has increased sewer treatment charges \$10.00 annually and proposed Resolution 2013-15 passing an \$8.00 dollar increase along to the rate payers. This would result in a \$2.00 per quarter increase.

**VII. OLD BUSINESS:**

**VIII. NEW BUSINESS:** Ms. LaBelle questioned hiring a former intern for administrative position.

**IX. ADJOURNMENT:** The meeting was adjourned at 7:47 PM.