

**SKIPPACK TOWNSHIP BOARD OF SUPERVISORS
JANUARY 7, 2019 ORGANIZATIONAL MEETING**

BOARD OF SUPERVISORS

Franco D'Angelo-Chairman	Present
Paul Fox-Vice Chair	Present
William Parkins, Jr.	Present
Jeanene Michener	Present
Nicholas Fountain	Present

TOWNSHIP STAFF

Christopher Heleniak, Manager	Present
Barry Miller, Esq.	Present
Tim Woodrow, PE	Present
Joseph Zadlo, AICD	Present
Joseph Clement, Esq.	Present

I. RE-ORGANIZATION SESSION:

ELECTION OF CHAIRPERSON: FRANCO D'ANGELO

MR.FOX NOMINATED FRANCO D'ANGELO FOR CHAIRMAN. SECONDED BY MR.FOUNTAIN. VOTE 5-0, MOTION CARRIED.

ELECTION OF VICE CHAIRPERSON: PAUL FOX

MR.PARKINS NOMINATED PAUL FOX FOR VICE CHAIR. SECONDED BY MS. MICHENER. VOTE 5-0, MOTION CARRIED.

POSITION APPOINTMENTS:

Manager: Christopher Heleniak

MOTION MADE BY MR. FOX TO APPOINT CHRISTOPHER HELENIAK AS TOWNSHIP MANAGER. SECONDED BY MR. FOUNTAIN. VOTE 5-0, MOTION CARRIED.

Secretary: Christopher Heleniak

MOTION MADE BY MR. FOX TO APPOINT CHRISTOPHER HELENIAK AS TOWNSHIP SECRETARY. SECONDED BY MR. FOUNTAIN. VOTE 5-0, MOTION CARRIED.

Treasurer: Jerry Kluka

MOTION MADE BY MR. FOX TO APPOINT JERRY KLUKA AS TREASURER. SECONDED BY MR. FOUNTAIN. VOTE 5-0, MOTION CARRIED.

Assistant Secretary: Donna Ciliberto

MOTION MADE BY MR. FOX TO APPOINT DONNA CILIBERTO AS ASSISTANT SECRETARY. SECONDED BY MR FOUNTAIN. VOTE 5-0, MOTION CARRIED.

Zoning Officer: Christopher Heleniak

MOTION MADE BY MR. FOX TO APPOINT CHRISTOPHER HELENIAK AS ZONING OFFICER, SECONDED BY MR. FOUNTAIN. VOTE 5-0, MOTION CARRIED.

Code Enforcement Officer: Christopher Heleniak and Pennoni Associates, Inc.

MOTION MADE BY MR. FOX TO APPOINT CHRISTOPHER HELENIAK AND PENNONI ASSOCIATES INC. AS CODE ENFORCEMENT OFFICERS. SECONDED BY MR FOUNTAIN. VOTE 5-0, MOTION CARRIED.

Parks and Recreation Director: VACANT

TABLED.

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Public Works Foreman: William Parkins, Jr.

MOTION MADE BY MR. D'ANGELO TO APPOINT WILLIAM PARKINS, JR. AS PUBLIC WORKS FOREMAN. SECONDED BY MR. FOX. VOTE 4-0-1, MR. PARKINS ABSTAINED FROM VOTING. MOTION CARRIED.

Public Works Foreman Hourly Rate and Overtime Rate Recommendation - \$35.59 and Overtime-\$53.38.

MOTION MADE BY MR.D'ANGELO TO RECOMMEND APPROVAL OF THE HOURLY RATES OF \$35.59 PER HOUR AND \$53.38 PER HOUR OVERTIME FOR MR. PARKINS BY THE BOARD OF AUDITORS.MOTION SECONDED BY MR. FOX. THE PAY RATES WILL BE VOTED ON BY THE BOARD OF AUDITORS. VOTE 4-0-1, MR. PARKINS ABSTAINED FROM VOTING, MOTION CARRIED.

Fire Marshal &Emergency Management Coordinator: Josh Kratz

MOTION MADE BY MR. FOX TO APPOINT JOSH KRATZ AS FIRE MARSHAL & EMERGENCY MANAGEMENT COORDINATOR. SECONDED BY MR.FOUNTAIN. VOTE 5-0, MOTION CARRIED.

Deputy Emergency Management Coordinator: Christopher Heleniak

MOTION MADE BY MR. FOX TO APPOINT CHRISTOPHER HELENIAK AS DEPUTY EMERGENCY MANAGEMENT COORDINATOR. SECONDED BY MR. FOUNTAIN. VOTE 5-0, MOTION CARRIED.

Pension Administrator: Christopher Heleniak

MOTION MADE BY MR. FOX TO APPOINT CHRISTOPHER HELENIAK AS PENSION ADMINISTRATOR.BY MR. FOUNTAIN. VOTE 5-0, MOTION CARRIED.

BOARD APPOINTMENTS:

Vacancy Board Chairperson: 1-year term expiring December 31, 2019 – Anthony Bucci

MOTION MADE BY MR. D'ANGELO TO APPOINT ANTHONY BUCCI AS VACANCY BOARD CHAIRMAN. MOTION SECONDED BY MS. MICHENER. VOTE 5-0, MOTION CARRIED.

Planning Commission: One 5-year term expiring December 31, 2023 –

Brad DeForest

MOTION MADE BY MR.FOX TO APPOINT BRAD DEFOREST TO THE PLANNING COMMISSION. MOTION SECONDED BY MR.FOUNTAIN.VOTE 5-0, MOTION CARRIED.

Zoning Hearing Board: One 5 year terms expiring December 31, 2023 –

Michael Wells

MOTION MADE BY MS.MICHENER TO APPOINT MICHAEL WELLS TO THE ZONING HEARING BOARD. SECONDED BY MR.FOUNTAIN. VOTE 5-0, MOTION CARRIED.

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Zoning Hearing Board: Resolution No. 2019-01.

MOTION MADE BY MR. FOX TO APPROVE RESOLUTION 2019-01, ACKNOWLEDGING ZONING HEARING BOARD APPOINTEES FRED CHENDORAIN, JACK WHITE, THERESE A. GENTILE, DIANE FISHER AND MICHAEL WELLS. MOTION SECONDED BY MR. FOUNTAIN. VOTE 5-0, MOTION CARRIED.

PROFESSIONAL APPOINTMENTS:

Solicitor: Resolution 2019-02 Law Offices of Barry Miller, Esq.

MOTION MADE BY MR. D'ANGELO TO APPROVE RESOLUTION 2019-02, APPOINTING BARRY MILLER, ESQ. AS SKIPPACK TOWNSHIP SOLICITOR. SECOND BY MR. PARKINS. VOTE 5-0, MOTION CARRIED.

Engineer: Resolution 2019-03 Woodrow & Associates, Inc.

MOTION MADE BY MR. PARKINS TO APPROVE RESOLUTION 2019-03, APPOINTING WOODROW & ASSOCIATES AS TOWNSHIP ENGINEER. SECONDED BY MS. MICHENER. VOTE 5-0, MOTION CARRIED.

Traffic Engineer: Resolution 2019-04 Traffic Planning & Design, Inc.

MOTION MADE BY MR. FOX TO APPROVE RESOLUTION 2019-04, APPOINTING TRAFFIC, PLANNING & DESIGN, INC. AS TOWNSHIP TRAFFIC ENGINEER. SECONDED BY MR. FOUNTAIN. VOTE 5-0, MOTION CARRIED.

Planner: Resolution 2019-05 Joseph A. Zadlo, AICD.

MOTION MADE BY MR. PARKINS TO APPROVE RESOLUTION 2019-05, APPOINTING JOSEPH A. ZADLO AS TOWNSHIP PLANNER. SECONDED BY MS. MICHENER. VOTE 5-0, MOTION CARRIED.

Inspection Service: Resolution 2019-06 Pennoni Associates, Inc.

MOTION MADE BY MR. FOX TO APPROVE RESOLUTION 2019-06, APPOINTING PENNONI ASSOCIATES, INC. AS BUILDING INSPECTION SERVICE. SECONDED BY MR. FOUNTAIN. VOTE 5-0, MOTION CARRIED.

Auditor/CPA: Resolution 2019-07 Maillie, LLP.

MOTION MADE BY MR. D'ANGELO TO APPROVE RESOLUTION 2019-07, APPOINTING MAILLIE, LLP AS TOWNSHIP AUDITOR/CPA. SECONDED BY MR. FOX. VOTE 5-0, MOTION CARRIED.

ZHB Solicitor Fee: Resolution 2019-09 Establish Rate of \$130.00 per hour

MOTION MADE BY MR. FOX TO APPROVE RESOLUTION 2019-08, APPROVING THE ZHB SOLICITOR FEE. SECONDED BY MS. MICHENER. VOTE 5-0, MOTION CARRIED.

Depositories: Resolution 2019-09 Key Bank & T.D. Bank & Uninvest Bank

MOTION MADE BY MR. FOX TO APPROVE RESOLUTION 2019-09, APPOINTING KEY BANK, T.D. BANK AND UNIVEST BANK AS OFFICIAL DEPOSITORIES. SECONDED BY MR. FOUNTAIN. VOTE 5-0, MOTION CARRIED.

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ESTABLISHMENTS:

2019 Tax Rates: Resolution 2019-10

MOTION MADE BY MR. FOX TO APPROVE RESOLUTION 2019-10, SETTING THE 2019 TAX RATES. SECONDED BY MS. MICHENER. VOTE 5-0, MOTION CARRIED.

Meeting Dates: Resolution 2019-11

MOTION MADE BY MR.FOX TO APPROVE RESOLUTION 2019-11, SETTING THE 2019 MEETING DATES. SECONDED BY MS. MICHENER. VOTE 5-0, MOTION CARRIED.

Holiday Schedule: Resolution 2019-12

MOTION MADE BY MS. MICHENER TO APPROVE RESOLUTION 2019-12, SETTING THE 2019 HOLIDAY SCHEDULE. SECONDED BY MR. FOUNTAIN. VOTE 5-0, MOTION CARRIED.

Code Official: Resolution 2019-13

MOTION MADE BY MR.D'ANGELO TO APPROVE RESOLUTION 2019-13, ADDITIONALLY APPOINTING CHRISTOPHER HELENIAK AS CODE OFFICIAL FOR 2019. SECONDED BY MR. PARKINS. VOTE 5-0, MOTION CARRIED.

Manager's Bond: \$100,000

MOTION MADE BY MR. FOX TO APPROVE MANAGER'S BOND-\$100,000. SECONDED BY MS. MICHENER. VOTE 5-0, MOTION CARRIED.

Treasurer's Bond: \$1,000,000

MOTION MADE BY MS. MICHENER TO APPROVE TREASURER'S BOND-\$1,000,000. SECONDED BY MR. FOX. VOTE 5-0, MOTION CARRIED.

Mileage Rate: \$. 58 cents per mile

MOTION MADE BY MR. FOX TO APPROVE MILEAGE RATE \$.58 CENTS PER MILE.SECONDED BY MS. MICHENER. VOTE 5-0, MOTION CARRIED.

PSATS Annual Convention Delegates and One Voting Member

MOTION MADE BY MR. FOX TO APPROVE PSATS ANNUAL CONVENTION DELEGATE AND VOTING MEMBER JEANENE MICHENER. SECONDED BY MR. FOUNTAIN VOTE 5-0, MOTION CARRIED.

REGULAR MEETING

II. ACCOUNCEMENT OF EXECUTIVE SESSION

- A. Mr. D'Angelo announced an Executive Session was held prior to the meeting to discuss litigation matters.

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III. PUBLIC COMMENT

- A. David Adams, of Fort Bevon Rd – Questioned the new cluster development option and the need for .25 open space EIT Tax as a result of the new Zoning Ordinance change. Mr. Fox explained the implementation of the tax, and the need for the funds.
- B. David Wagoner, of Rosewood Circle – Expressed his desire for the access point of the new development to be from Mill Road and not Rosewood Circle. Thanked Mr. Heleniak for his email explaining the plan for the development approval process.
- C. Dale Bentley, of Rosewood Circle – Would like to meet with Mr. Woodrow to further discuss the development and the impacts it would have on the current residents. Mr. Woodrow stated he will contact Mr. Bentley to schedule a meeting.

IV. APPROVAL OF THE DECEMBER 12, 2018 MINUTES

MOTION MADE BY MR D'ANGELO TO APPROVE THE DECEMBER 12, 2018 MINUTES. MOTION SECONDED BY MR.PARKINS. VOTE 5-0, MOTION CARRIED.

V. CORRESPONDENCE

- A. Letter from Brown & Brown Insurance regarding Keystone Municipal Insurance Trust Dividend
- B. Letter from Skippack Group, L.L.C. regarding Biltmore Live/Work Units
- C. Letter from Skippack Historical Society thanking the Board for their Annual Support
- D. Letter from Visiting Nurse Association requesting continued financial support for 2019

VI. ADMINISTRATIVE ACTIONS:

A. Treasurer's Report as of December 31, 2018:

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

B. Interim Bills Paid on December 26, 2018:

General Fund	= \$ 70,760.47
Sewer Fund	= \$ 9,179.39
Open Space Fund	= \$ 2,522.94

MOTION MADE BY MS. MICHENER TO APPROVE THE INTERIM BILLS PAID ON DECEMBER 26, 2018. MOTION SECONDED BY MR.FOUNTAIN. VOTE 5-0, MOTION CARRIED.

C. Bills for Payment on January 7, 2019:

General Fund	= \$ 115,317.33
Sewer Fund	= \$ 101,128.57

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Open Space Fund = \$ 4,287.14

MOTION MADE BY MS. MICHENER TO APPROVE THE BILLS PAID ON JANUARY 7, 2019. MOTION SECONDED BY MR. FOUNTAIN. VOTE 5-0, MOTION CARRIED.

VII. REPORTS:

A. Engineer:

1. Collegetown Road Pedestrian Bridge

Mr. Woodrow stated his office is working on renewing the permits for the project and a design for the bridge.

2. Pedestrian Walking Trail Project

Mr. Woodrow stated the bids are due January 15th and should be awarded in February.

3. Meadow Glen

Mr. Woodrow and Mr. Clement met with the HOA and Toll Brothers to discuss outstanding issues and try to come to an agreement to resolve them.

B. Solicitor

1. Mr. Miller thanked the Supervisors for reappointing him, and commended them for lowering taxes for 2019.

C. Planner

1. Mr. Zadlo thanked the Supervisors for reappointing him.

D. Manager:

1. Authorization to issue RFP for Pension Services.

MOTION MADE BY MR. D'ANGELO TO AUTHORIZE ISSUING A RFP FOR PENSION SERVICES. SECONDED BY MR. FOX. VOTE 5-0. MOTION CARRIED.

VIII. OLD BUSINESS

A. Marino Holdings, LLC – 4097 Mill Road – Conditional Use

MR. CLEMENT READ OUT THE CONDITIONAL USE DECISION AND ORDER FOR THE TAGGART SUBDIVISION FOR THE BOARD OF SUPERVISORS' CONSIDERATION. MOTION MADE BY MR. PARKINS TO APPROVE THE CONDITIONAL USE DECISION AND ORDER FOR MARINO HOLDINGS LLC FOR 4097 MILL ROAD. MOTION SECONDED BY MS. MICHENER. VOTE 5-0, MOTION CARRIED.

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B. Robert Martino – 2019 Lucon Road – Waiver of Land Development
MOTION MADE BY MR. FOX TO APPROVE RESOLUTION 2019-14, GRANTING
A WAIVER OF LAND DEVELOPMENT FOR 2019 LUCON ROAD. MOTION
SECONDED BY MR.FOUNTAIN. VOTE 5-0, MOTION CARRIED.

IX. NEW BUSINESS

X. ADJOURNMENT: The meeting was adjourned at 8:02 PM.