

**SKIPPACK TOWNSHIP BOARD OF SUPERVISORS
JANUARY 6, 2020 ORGANIZATIONAL MEETING**

BOARD OF SUPERVISORS

Franco D'Angelo-Chairman	Present
Paul Fox-Vice Chair	Present
Jeanene Michener	Present
Nicholas Fountain	Present
Tammy Dagostino	Present

TOWNSHIP STAFF

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

I. RE-ORGANIZATION SESSION:

APPOINTMENT OF TEMPORARY CHAIRPERSON

MR. MILLER OPENED THE MEETING AND ASSUMED THE ROLE OF TEMPORARY CHAIRPERSON AND OPENED NOMINATIONS FOR CHAIRPERSON.

ELECTION OF CHAIRPERSON: FRANCO D'ANGELO

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

ELECTION OF VICE CHAIRPERSON: PAUL FOX

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

POSITION APPOINTMENTS:

Manager: Christopher Heleniak

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

Secretary: Christopher Heleniak

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

Treasurer: Jerry Kluka

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

Assistant Secretary: Donna Ciliberto

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

Zoning Officer: Christopher Heleniak

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

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

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

**SKIPPACK TOWNSHIP BOARD OF SUPERVISORS
JANUARY 6, 2020 ORGANIZATIONAL MEETING**

Parks and Recreation Director: Meghan Straut

MOTION MADE BY MR. FOUNTAIN TO APPOINT MEGHAN STRAUT AS PARKS AND RECREATION DIRECTOR, MOTION SECONDED BY MR. FOX. VOTE 5-0, MOTION CARRIED.

Public Works Foreman: William Parkins, Jr.

MOTION MADE BY MR. D'ANGELO TO APPOINT WILLIAM PARKINS, JR. AS PUBLIC WORKS FOREMAN. MOTION SECONDED BY MS. MICHENER. VOTE 5-0.

Fire Marshal: Josh Kratz

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

Emergency Management Coordinator: Josh Kratz

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

BOARD APPOINTMENTS:

Vacancy Board Chairperson: 1-year term expiring December 31, 2020 – 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, 2024 –

Gerald Rader

MOTION MADE BY MS. MICHENER TO APPOINT GERALD RADER TO THE PLANNING COMMISSION. MOTION SECONDED BY MR. FOX. VOTE 5-0, MOTION CARRIED.

Zoning Hearing Board: One 5 year term expiring December 31, 2024 –

Therese Gentile

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

North Penn Water Authority Board: One 5 year term expiring December 31, 2024 – David Dedman

MOTION MADE BY MR. FOX TO APPOINT DAVID DEDMAN TO THE NORTH PENN WATER AUTHORITY BOARD. MOTION SECONDED BY MS. MICHENER. VOTE 5-0, MOTION CARRIED.

**SKIPPACK TOWNSHIP BOARD OF SUPERVISORS
JANUARY 6, 2020 ORGANIZATIONAL MEETING**

Zoning Hearing Board: Resolution No. 2020-01.

MOTION MADE BY MR. D'ANGELO TO APPROVE RESOLUTION 2020-01, 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 2020-02 Law Offices of Barry Miller, Esq.

MOTION MADE BY MR. FOX TO APPROVE RESOLUTION 2020-02, APPOINTING BARRY MILLER, ESQ. AS SKIPPACK TOWNSHIP SOLICITOR. MOTION SECONDED BY MR. FOUNTAIN. VOTE 5-0, MOTION CARRIED.

Engineer: Resolution 2020-03 Woodrow & Associates, Inc.

MOTION MADE BY MS. MICHENER TO APPROVE RESOLUTION 2020-03, APPOINTING WOODROW & ASSOCIATES AS TOWNSHIP ENGINEER. MOTION SECONDED BY MR. FOX. VOTE 5-0, MOTION CARRIED.

Traffic Engineer: Resolution 2020-04 Traffic Planning & Design, Inc.

MOTION MADE BY MR. FOX TO APPROVE RESOLUTION 2020-04, APPOINTING TRAFFIC, PLANNING & DESIGN, INC. AS TOWNSHIP TRAFFIC ENGINEER. MOTION SECONDED BY MR. FOUNTAIN. VOTE 5-0, MOTION CARRIED.

Planner: Resolution 2020-05 Joseph A. Zadlo, AICP.

MOTION MADE BY MR. FOX TO APPROVE RESOLUTION 2020-05, APPOINTING JOSEPH A. ZADLO AS TOWNSHIP PLANNER. MOTION SECONDED BY MS. MICHENER. VOTE 5-0, MOTION CARRIED.

Inspection Service: Resolution 2020-06 Pennoni Associates, Inc.

MOTION MADE BY MS. MICHENER TO APPROVE RESOLUTION 2020-06, APPOINTING PENNONI ASSOCIATES, INC. AS BUILDING INSPECTION SERVICE. MOTION SECONDED BY MR. FOX. VOTE 5-0, MOTION CARRIED.

Auditor/CPA: Resolution 2020-07 Maillie, LLP.

MOTION MADE BY MR. FOX TO APPROVE RESOLUTION 2020-07, APPOINTING MAILLIE, LLP AS TOWNSHIP AUDITOR/CPA. MOTION SECONDED BY MR. FOUNTAIN. VOTE 5-0, MOTION CARRIED.

ZHB Solicitor Fee: Resolution 2020-09 Establish Rate of \$140.00 per hour

MOTION MADE BY MS. MICHENER TO APPROVE RESOLUTION 2020-08, APPROVING THE ZHB SOLICITOR FEE. MOTION SECONDED BY MR. FOX. VOTE 5-0, MOTION CARRIED.

Depositories: Resolution 2020-09 Key Bank, T.D. Bank & Uninvest Bank

MOTION MADE BY MS. MICHENER TO APPROVE RESOLUTION 2020-09, APPOINTING KEY BANK, T.D. BANK AND UNIVEST BANK AS OFFICIAL DEPOSITORIES. MOTION SECONDED BY MR. FOX. VOTE 5-0, MOTION CARRIED.

**SKIPPACK TOWNSHIP BOARD OF SUPERVISORS
JANUARY 6, 2020 ORGANIZATIONAL MEETING**

ESTABLISHMENTS:

2020 Tax Rates: Resolution 2020-10

MOTION MADE BY MR. D'ANGELO TO APPROVE RESOLUTION 2020-10, SETTING THE 2020 TAX RATES. MOTION SECONDED BY MS. MICHENER. VOTE 5-0, MOTION CARRIED.

Meeting Dates: Resolution 2020-11

MOTION MADE BY MR.FOX TO APPROVE RESOLUTION 2020-11, SETTING THE 2020 MEETING DATES. MOTION SECONDED BY MS. MICHENER. VOTE 5-0, MOTION CARRIED.

Holiday Schedule: Resolution 2020-12

MOTION MADE BY MS. MICHENER TO APPROVE RESOLUTION 2020-12, SETTING THE 2020 HOLIDAY SCHEDULE. MOTION SECONDED BY MR. FOX. VOTE 5-0, MOTION CARRIED.

Code Official: Resolution 2020-13

MOTION MADE BY MR. D'ANGELO TO APPROVE RESOLUTION 2020-13, ADDITIONALLY APPOINTING CHRISTOPHER HELENIAK AS CODE OFFICIAL FOR 2020. MOTION SECONDED BY MR. FOX. VOTE 5-0, MOTION CARRIED.

Manager's Bond: \$100,000

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

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

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

Mileage Rate:\$. 575 cents per mile

MOTION MADE BY MR. D'ANGELO TO APPROVE MILEAGE RATE \$.575 CENTS PER MILE. MOTION SECONDED BY MR. FOX. VOTE 5-0, MOTION CARRIED.

PSATS Annual Convention Delegates and One Voting Member

MOTION MADE BY MR. FOX TO APPROVE PSATS ANNUAL CONVENTION DELEGATES AND VOTING MEMBER JEANENE MICHENER. MOTION 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 staffing and litigation matters.

III. PUBLIC COMMENT

- A. Tanya Kateuz (Landis Road) — Asked if there have been any changes regarding the airport plan and the Rosewood Circle plan. Mr. D'Angelo stated that we gave the airport developer feedback, but have not heard anything from them since.

**SKIPPACK TOWNSHIP BOARD OF SUPERVISORS
JANUARY 6, 2020 ORGANIZATIONAL MEETING**

IV. APPROVAL OF THE DECEMBER 11, 2019 MINUTES

MOTION MADE BY MS. MICHENER TO APPROVE THE DECEMBER 11, 2019 MINUTES. MOTION SECONDED BY MR. FOX. VOTE 5-0, MOTION CARRIED.

V. CORRESPONDENCE

VI. ADMINISTRATIVE ACTIONS:

A. Treasurer's Report as of December 31, 2019:

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

B. Interim Bills Paid on December 26, 2019:

General Fund	= \$ 49,464.32
Sewer Fund	= \$ 2,507.83
Open Space Fund	= \$ 2,257.81

MOTION MADE BY MR. D'ANGELO TO APPROVE THE INTERIM BILLS PAID ON DECEMBER 26, 2019. MOTION SECONDED BY MS. MICHENER. VOTE 5-0, MOTION CARRIED.

C. Bills for Payment on January 6, 2020:

General Fund	= \$ 52,917.66
Sewer Fund	= \$ 98,917.09
Open Space Fund	= \$ 780.30

MOTION MADE BY MR. D'ANGELO TO APPROVE THE BILLS PAID ON JANUARY 6, 2020. MOTION SECONDED BY MS. MICHENER. VOTE 5-0, MOTION CARRIED.

VII. REPORTS:

A. Engineer

1. RAM Construction – Palmer Park Parking Lots – Payment Request #2 - \$41,992.50

MOTION MADE BY MS. MICHENER TO APPROVE RAM CONSTRUCTION – PALMER PARK PARKING LOTS – PAYMENT REQUEST #2 - \$41,992.50. MOTION SECONDED BY MR. FOX. VOTE 5-0, MOTION CARRIED.

B. Solicitor

1. Mr. Miller welcomed Tammy Dagostino to the Board of Supervisors. He congratulated the Board of Supervisors for an exceptional year in 2019, and for Skippack being one of the best municipal governments in Pennsylvania. He further noted that the Board actually lowered taxes and obtained the highest possible credit rating in 2019.

C. Planner

**SKIPPACK TOWNSHIP BOARD OF SUPERVISORS
JANUARY 6, 2020 ORGANIZATIONAL MEETING**

D. Manager

VIII. OLD BUSINESS

IX. NEW BUSINESS

X. ADJOURNMENT: The meeting was adjourned at 7:48 PM.