

**SKIPPACK TOWNSHIP BOARD OF SUPERVISORS
JANUARY 4, 2021 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
Joseph Clement, Esq.	Present

7:30 PM

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

ELECTION OF VICE CHAIRPERSON: PAUL FOX

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

POSITION APPOINTMENTS:

Manager: Christopher Heleniak

MOTION MADE BY MR. FOUNTAIN TO APPOINT CHRISTOPHER HELENIAK AS TOWNSHIP MANAGER. MOTION SECONDED BY MS. MICHENER. 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 MR. FOUNTAIN 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.

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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. MOTION SECONDED BY MR FOUNTAIN. VOTE 5-0, MOTION CARRIED.

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. FOUNTAIN TO APPOINT WILLIAM PARKINS, JR. AS PUBLIC WORKS FOREMAN. MOTION SECONDED BY MR. FOX. VOTE 5-0.

Fire Marshal: Josh Kratz

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

Deputy Emergency Management Coordinator: Christopher Heleniak

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

Pension Administrator: Christopher Heleniak

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

BOARD APPOINTMENTS:

Elected Board of Auditors Vacancy

MOTION MADE BY MR. D'ANGELO TO APPOINT LUCINDA SASSAMAN TO FILL MR. LAPOTIN'S VACANT SEAT ON THE ELECTED BOARD OF AUDITORS. MOTION SECONDED BY MR. FOUNTAIN. VOTE 5-0, MOTION CARRIED.

Vacancy Board Chairperson: 1-year term expiring December 31, 2021 – Anthony Bucci

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

Planning Commission: One 5-year term expiring December 31, 2025 –

Timothy Landmesser

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

Zoning Hearing Board: One 5 year term expiring December 31, 2025 –

Jack White

MOTION MADE BY MR. FOUNTAIN TO APPOINT JACK WHITE TO THE ZONING HEARING BOARD. MOTION SECONDED BY MR. FOX. VOTE 5-0, MOTION CARRIED.

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Park Board: One 5 year term expiring December 31, 2025 – Mark Marino

MOTION MADE BY MR. D'ANGELO TO APPOINT MARK MARINO TO THE PARK BOARD. MOTION SECONDED BY MR. FOX. VOTE 5-0, MOTION CARRIED.

Park Board: One 5 year term expiring December 31, 2025 – Sam Engle

MOTION MADE BY MR. D'ANGELO TO APPOINT SAM ENGLE TO THE PARK BOARD. MOTION SECONDED BY MR. FOX. VOTE 5-0, MOTION CARRIED.

Zoning Hearing Board: Resolution No. 2021-01.

MOTION MADE BY MR. FOX TO APPROVE RESOLUTION 2021-01, 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 2021-02 Law Offices of Barry Miller, Esq.

MOTION MADE BY MR. FOX TO APPROVE RESOLUTION 2021-02, APPOINTING BARRY MILLER, ESQ. AS SKIPPACK TOWNSHIP SOLICITOR. MOTION SECONDED BY MR. FOUNTAIN. VOTE 5-0, MOTION CARRIED.

Engineer: Resolution 2021-03 Woodrow & Associates, Inc.

MOTION MADE BY MR. FOUNTAIN TO APPROVE RESOLUTION 2021-03, APPOINTING WOODROW & ASSOCIATES AS TOWNSHIP ENGINEER. MOTION SECONDED BY MR. FOX. VOTE 5-0, MOTION CARRIED.

Traffic Engineer: Resolution 2021-04 Traffic Planning & Design, Inc.

MOTION MADE BY MR. FOUNTAIN TO APPROVE RESOLUTION 2021-04, APPOINTING TRAFFIC, PLANNING & DESIGN, INC. AS TOWNSHIP TRAFFIC ENGINEER. MOTION SECONDED BY MR. FOX. VOTE 5-0, MOTION CARRIED.

Planner: Resolution 2021-05 Joseph A. Zadlo, AICP.

MOTION MADE BY MR. FOUNTAIN TO APPROVE RESOLUTION 2021-05, APPOINTING JOSEPH A. ZADLO AS TOWNSHIP PLANNER. MOTION SECONDED BY MR. FOX. VOTE 5-0, MOTION CARRIED.

Inspection Service: Resolution 2021-06 Pennoni Associates, Inc.

MOTION MADE BY MR. FOX TO APPROVE RESOLUTION 2021-06, APPOINTING PENNONI ASSOCIATES, INC. AS BUILDING INSPECTION SERVICE. MOTION SECONDED BY MR. FOUNTAIN. VOTE 5-0, MOTION CARRIED.

Auditor/CPA: Resolution 2021-07 Maillie, LLP.

MOTION MADE BY MR. FOX TO APPROVE RESOLUTION 2021-07, APPOINTING MAILLIE, LLP AS TOWNSHIP AUDITOR/CPA. MOTION SECONDED BY MR. FOUNTAIN. VOTE 5-0, MOTION CARRIED.

ZHB Solicitor Fee: Resolution 2021-09 Establish Rate of \$140.00 per hour

MOTION MADE BY MR. FOX TO APPROVE RESOLUTION 2021-08, APPROVING THE ZHB SOLICITOR FEE. MOTION SECONDED BY MR. FOUNTAIN. VOTE 5-0, MOTION CARRIED.

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Depositories: Resolution 2021-09 Key Bank, T.D. Bank & Uninvest Bank

MOTION MADE BY MR. FOUNTAIN TO APPROVE RESOLUTION 2021-09, APPOINTING KEY BANK, T.D. BANK AND UNIVEST BANK AS OFFICIAL DEPOSITORIES. MOTION SECONDED BY MR. FOX. VOTE 5-0, MOTION CARRIED.

ESTABLISHMENTS:

2021 Tax Rates: Resolution 2021-10

MOTION MADE BY MR. D'ANGELO TO APPROVE RESOLUTION 2021-10, SETTING THE 2021 TAX RATES. MOTION SECONDED BY MR. FOX. VOTE 5-0, MOTION CARRIED.

Meeting Dates: Resolution 2021-11

MOTION MADE BY MR.FOUNTAIN TO APPROVE RESOLUTION 2021-11, SETTING THE 2021 MEETING DATES. MOTION SECONDED BY MR. FOX. VOTE 5-0, MOTION CARRIED.

Holiday Schedule: Resolution 2021-12

MOTION MADE BY MR. D'ANGELO TO APPROVE RESOLUTION 2021-12, SETTING THE 2021 HOLIDAY SCHEDULE. MOTION SECONDED BY MR. FOUNTAIN. VOTE 5-0, MOTION CARRIED.

Code Official: Resolution 2021-13

MOTION MADE BY MR. FOX TO APPROVE RESOLUTION 2021-13, ADDITIONALLY APPOINTING CHRISTOPHER HELENIAK AS CODE OFFICIAL FOR 2021. MOTION SECONDED BY MR. FOUNTAIN. VOTE 5-0, MOTION CARRIED.

Manager's Bond: \$100,000

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

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

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

Mileage Rate:\$. 56 cents per mile

MOTION MADE BY MR. FOX TO APPROVE MILEAGE RATE \$.56 CENTS PER MILE. MOTION SECONDED BY MR. FOUNTAIN. 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.

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REGULAR MEETING:

I. ANNOUNCEMENT OF EXECUTIVE SESSION

Mr. D'Angelo announced that the Board held an Executive Session prior to the meeting to discuss litigation matters.

II. PUBLIC COMMENT

III. APPROVAL OF THE DECEMBER 9, 2020 MINUTES

MOTION MADE BY MR. FOX TO APPROVE THE DECEMBER 9, 2020 MINUTES. MOTION SECONDED BY MR. FOUNTAIN. ALL IN FAVOR, MOTION CARRIED.

IV. CORRESPONDENCE

A. Letter from Blue Comet Motorcycle Club Regarding 2021 Events

V. ADMINISTRATIVE ACTIONS

A. Treasurer's Report as of December 31, 2020

MOTION MADE BY MR. FOUNTAIN TO APPROVE THE TREASURER'S REPORT AS OF DECEMBER 31, 2020. MOTION SECONDED BY MR. FOX. ALL IN FAVOR, MOTION CARRIED.

B. Interim Bills Paid on December 24, 2020

General Fund	= \$52,502.29
Sewer Fund	= \$ 9,410.73
Open Space Fund	= \$ 6,238.90

MOTION MADE BY MR. D'ANGELO TO APPROVE INTERIM BILLS PAID ON DECEMBER 24, 2020. MOTION SECONDED BY MR. FOX. ALL IN FAVOR, MOTION CARRIED.

C. Bills for Payment on January 4, 2021

General Fund	= \$32,529.87
Sewer Fund	= \$99,083.42
Open Space Fund	= \$ 1,671.00

MOTION MADE BY MR. D'ANGELO TO APPROVE BILLS FOR PAYMENT ON JANUARY 4, 2021. MOTION SECONDED BY MR. FOX. ALL IN FAVOR, MOTION CARRIED.

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VI. REPORTS

A. Engineer

1. H&K Group – 2020 Road Improvement Project – Payment Request

MOTION MADE BY MR. FOX TO APPROVE H&K GROUP – 2020 ROAD IMPROVEMENT PROJECT – PAYMENT REQUEST IN THE AMOUNT OF \$411,803.00. MOTION SECONDED BY MR. FOUNTAIN. ALL IN FAVOR, MOTION CARRIED.

2. H&K Group – Route 113 Emergency Sewer Repair – Payment Request

MOTION MADE BY MR. FOX TO APPROVE H&K GROUP – ROUTE 113 EMERGENCY SEWER REPAIR – PAYMENT REQUEST IN THE AMOUNT OF \$16,307.00. MOTION SECONDED BY MR. FOUNTAIN. ALL IN FAVOR, MOTION CARRIED.

B. Solicitor

1. 4011 Heckler Road Sewer Connection Easement

MOTION MADE BY MR. FOX TO APPROVE THE EASEMENT FOR THE SEWER CONNECTION AT 4011 HECKLER ROAD. MOTION SECONDED BY MR. FOUNTAIN. ALL IN FAVOR, MOTION CARRIED.

2. Adelpia Gateway Pipeline

Mr. Clement gave an update on the litigation with Adelpia Gateway Pipeline.

MOTION MADE BY MR. D'ANGELO TO ENTER INTO AN AMENDED EASEMENT AGREEMENT FOR THE ADELPHIA GATEWAY PIPELINE IN EXCHANGE FOR A MONETARY SETTLEMENT TO THE TOWNSHIP. MOTION SECONDED BY MR. FOX. ALL IN FAVOR, MOTION CARRIED.

C. Planner

A. Lenape Park Pavilion

Mr. Zadlo gave the Supervisors an update on the Lenape Park Pavilion. There will be a pre-construction meeting held next week with the contractor.

D. Manager

VII. OLD BUSINESS

A. Fort Bevon Sewer Repairs

Mr. Woodrow gave the Supervisors an update on the project. The bids for the repair work will be issued next week for award at the Board's March meeting.

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VIII. NEW BUSINESS

IX. ADJOURNMENT

The meeting was adjourned at 8:04 P.M.