

**SKIPPACK TOWNSHIP BOARD OF SUPERVISORS
JANUARY 3, 2023 ORGANIZATIONAL MEETING**

BOARD OF SUPERVISORS

Franco D'Angelo-Chairman	Present
Paul Fox-Vice Chair	Present
Nicholas Fountain	Present
Benjamin Webb	Present
Barbara McGinnis	Present

TOWNSHIP STAFF

Alice Eastmure, Manager	Present
Barry Miller, Esq.	Present
Tim Woodrow, PE	Not Present
Joseph Zadlo, AICP	Not Present
Joseph Kuhls, Esq.	Not Present

7:30 PM

Prior to the start of the Reorganization Session, personnel matters were discussed.

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

ELECTION OF VICE CHAIRPERSON: PAUL FOX

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

POSITION APPOINTMENTS:

Manager: Alice Eastmure

MOTION MADE BY MS. MCGINNIS TO APPOINT ALICEEASTMURE AS TOWNSHIP MANAGER. MOTION SECONDED BY MR. FOUNTAIN. VOTE 5-0, MOTION CARRIED.

Secretary: Alice Eastmure

MOTION MADE BY MS. MCGINNIS TO APPOINT ALICEEASTMURE AS TOWNSHIP SECRETARY. MOTION SECONDED BY MR. FOX. VOTE 5-0, MOTION CARRIED.

Treasurer: Jerry Kluka

MOTION MADE BY MR. FOUNTAIN TO APPOINT JERRY KLUKA AS TREASURER. MOTION SECONDED BY MR. FOX. 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: Timothy Woodrow

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

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Code Enforcement Officer: Alice Eastmure and Pennoni Associates, Inc.

MOTION MADE BY MS. MCGINNIS TO APPOINT ALICE EASTMURE AND PENNONI ASSOCIATES INC. AS CODE ENFORCEMENT OFFICERS. MOTION SECONDED BY MR FOX. VOTE 5-0, MOTION CARRIED.

Parks and Recreation: Laura Mistysyn

MOTION MADE BY MR. FOUNTAIN TO APPOINT LAURA MISTYSYN AS PARKS AND RECREATION, 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. FOUNTAIN TO APPOINT JOSH KRATZ AS FIRE MARSHAL. MOTION SECONDED BY MR. FOX. VOTE 5-0, MOTION CARRIED.

Emergency Management Coordinator: Josh Kratz

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

Pension Administrator: Alice Eastmure

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

BOARD APPOINTMENTS:

Vacancy Board Chairperson: 1-year term expiring December 31, 2023 – Anthony Bucci

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

Zoning Hearing Board: One 5 year term expiring December 31, 2027 –

Diane Fisher

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

Park Board: Two 5 year term expiring December 31, 2026 – Robert Repash and Dale Tyczka

MOTION MADE BY MR. D'ANGELO TO APPOINT ROBERT REPASH AND DALE TYCZKA TO THE PARK BOARD. MOTION SECONDED BY MR. FOX. VOTE 5-0, MOTION CARRIED.

Lower Perkiomen Valley Sewer Authority Board Liaison: One 5 year term expiring 2028- Barbara McGinnis

MOTION MADE BY MR. WEBB TO APPOINT BARBARA MCGINNIS TO THE LPVSA BOARD. MOTION SECONDED BY MR. FOX. VOTE 5-0, MOTION CARRIED

Zoning Hearing Board: Resolution No. 2023-01.

MOTION MADE BY MS. MCGINNIS TO APPROVE RESOLUTION 2022-01, 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.

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PROFESSIONAL APPOINTMENTS:

Solicitor: Resolution 2023-02 Law Offices of Barry Miller, Esq.

MOTION MADE BY MR. FOUNTAIN TO APPROVE RESOLUTION 2023-02, APPOINTING BARRY MILLER, ESQ. AS SKIPPACK TOWNSHIP SOLICITOR. MOTION SECONDED BY MS. MCGINNIS. VOTE 5-0, MOTION CARRIED.

Special Counsel: Resolution 2023-02 Joseph Kuhls, Esq.

MOTION MADE BY MR. FOX TO APPROVE RESOLUTION 2023-03, APPOINTING JOSEPH KUHL, ESQ. AS SKIPPACK TOWNSHIP SOLICITOR-SPECIAL COUNSEL. MOTION SECONDED BY MS. MCGINNIS. VOTE 5-0, MOTION CARRIED.

Engineer: Resolution 2023-04 Woodrow & Associates, Inc.

MOTION MADE BY MR. WEBB TO APPROVE RESOLUTION 2023-04, APPOINTING WOODROW & ASSOCIATES AS TOWNSHIP ENGINEER. MOTION SECONDED BY MR. FOUNTAIN. VOTE 5-0, MOTION CARRIED.

Traffic Engineer: Resolution 2023-05 Traffic Planning & Design, Inc.

MOTION MADE BY MR. FOUNTAIN TO APPROVE RESOLUTION 2023-05, APPOINTING TRAFFIC, PLANNING & DESIGN, INC. AS TOWNSHIP TRAFFIC ENGINEER. MOTION SECONDED BY MS. MCGINNIS. VOTE 5-0, MOTION CARRIED.

Inspection Service: Resolution 2023-06 Pennoni Associates, Inc.

MOTION MADE BY MR. FOUNTAIN TO APPROVE RESOLUTION 2023-06, APPOINTING PENNONI ASSOCIATES, INC. AS BUILDING INSPECTION SERVICE. MOTION SECONDED BY MR. WEBB. VOTE 5-0, MOTION CARRIED.

Planner: Resolution 2023-07 Joseph A. Zadlo, AICP.

MOTION MADE BY MR. D'ANGELO TO APPROVE RESOLUTION 2023-07, APPOINTING JOSEPH A. ZADLO AS TOWNSHIP PLANNER. MOTION SECONDED BY MR. FOUNTAIN. VOTE 5-0, MOTION CARRIED.

Auditor/CPA: Resolution 2023-08 Maillie, LLP.

MOTION MADE BY MR. FOUNTAIN TO APPROVE RESOLUTION 2023-08, APPOINTING MAILLIE, LLP AS TOWNSHIP AUDITOR/CPA. MOTION SECONDED BY MS. MCGINNIS. VOTE 5-0, MOTION CARRIED.

ZHB Solicitor Fee: Resolution 2023-09 Establish Rate of \$140.00 per hour

MOTION MADE BY MR. FOUNTAIN TO APPROVE RESOLUTION 2023-09, APPROVING THE ZHB SOLICITOR FEE. MOTION SECONDED BY MR. WEBB. VOTE 5-0, MOTION CARRIED.

Depositories: Resolution 2023-10 Key Bank, T.D. Bank & Uninvest Bank

MOTION MADE BY MR. FOUNTAIN TO APPROVE RESOLUTION 2023-10, APPOINTING KEY BANK, T.D. BANK AND UNIVEST BANK AS OFFICIAL DEPOSITORIES. MOTION SECONDED BY MS. MCGINNIS. VOTE 5-0, MOTION CARRIED.

ESTABLISHMENTS:

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2023 Tax Rates: Resolution 2023-11

MOTION MADE BY MR. D'ANGELO TO APPROVE RESOLUTION 2023-11, SETTING THE 2023 TAX RATES. MOTION SECONDED BY MR. FOUNTAIN. VOTE 5-0, MOTION CARRIED.

Meeting Dates: Resolution 2023-12

MOTION MADE BY MR. FOUNTAIN TO APPROVE RESOLUTION 2023-12, SETTING THE 2022 MEETING DATES. MOTION SECONDED BY MR. WEBB. VOTE 5-0, MOTION CARRIED.

Holiday Schedule: Resolution 2023-13

MOTION MADE BY MR. WEBB TO APPROVE RESOLUTION 2023-13, SETTING THE 2023 HOLIDAY SCHEDULE. MOTION SECONDED BY MR. FOUNTAIN. VOTE 5-0, MOTION CARRIED.

Fee Schedule: Resolution 2023-14

MOTION MADE BY MR. D'ANGELO TO APPROVE RESOLUTION 2023-14, APPROVING THE 2023 FEE SCHEDULE. MOTION SECONDED BY MR. FOUNTAIN. VOTE 5-0, MOTION CARRIED.

Code Official: Resolution 2023-15

MOTION MADE BY MR. FOUNTAIN TO APPROVE RESOLUTION 2023-15, ADDITIONALLY APPOINTING CHRISTOPHER HELENIK AS CODE OFFICIAL FOR 2022. MOTION SECONDED BY MS. MCGINNIS. VOTE 5-0, MOTION CARRIED.

Manager's Bond: \$100,000

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

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

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

Mileage Rate: \$.655 cents per mile

MOTION MADE BY MR. FOUNTAIN TO APPROVE MILEAGE RATE \$.655 CENTS PER MILE. MOTION SECONDED BY MS. MCGINNIS. 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 NICHOLAS FOUNTAIN. MOTION SECONDED BY MS. MCGINNIS VOTE 5-0, MOTION CARRIED.

REGULAR MEETING:

I. ANNOUNCEMENT OF EXECUTIVE SESSION

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

II. PUBLIC COMMENT

A. Debbie McCabe – Asked about the process to be considered for a Board position. Mr. D'angelo replied for interest to open appointed positions contact the office and

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let them know or send a letter. For elected positions these open seats must be on ballot and go through the electoral process. If an elected position becomes open during a term the board can appoint someone to fill that position until the next election cycle.

Nikki Mendel- Asked about the website and why the meeting was not on calendar. Confused about the website. Stating it was not listed. Mr. D'Angelo stated it must be posted or we couldn't have the meeting. Mr. Fox asked if this was last month November meeting we had to reschedule because posting was not on 24 hours prior. Ms. Eastmure stated that the meeting is posted under the Board of Supervisors it may not hit the actual calendar but all meetings are posted.

Nikki Mendel- Still has confusion with the direction from the last two meetings regarding the process of allowing her home to have the stucco removed and siding put on. She said she went to Reeves Miller regarding the process and he said that after the names are obtained the BOS can still not approve. Mr. D'Angelo has offered her a meeting with Mr. Joe Kuhls to try to clarify the process and some of the questions Nikki is asking we can't answer without counsel. Mr. Fox replied that this is a topic that shouldn't be in public comment as this time is for comments not resolving issues per say.

Cathy Lessage- Website should have a place where open positions either for elected or appointed should be posted.

III. APPROVAL OF THE DECEMBER 14, 2022 MINUTES

MOTION MADE BY MR. FOUNTAIN TO APPROVE THE DECEMBER 14, 2022 MINUTES. MOTION SECONDED BY MR. WEBB. ALL IN FAVOR, MOTION CARRIED.

IV. CORRESPONDENCE

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V. ADMINISTRATIVE ACTIONS

A. Treasurer's Report as of December 31, 2022

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

B. Interim Bills Paid on December 23, 2022

General Fund = \$41,636.99
Sewer Fund = \$ 2,525.08
Open Space Fund = \$ 817.02

MOTION MADE BY MR. D'ANGELO TO APPROVE INTERIM BILLS PAID ON DECEMBER 23, 2022. MOTION SECONDED BY MR. FOUNTAIN. ALL IN FAVOR, MOTION CARRIED.

C. Bills for Payment on January 3, 2023

General Fund = \$ 22,030.27
Sewer Fund = \$ 2,319.00
Open Space Fund = \$ 4,557.54

MOTION MADE BY MR. D'ANGELO TO APPROVE BILLS FOR PAYMENT ON JANUARY 3, 2023. MOTION SECONDED BY MR. FOUNTAIN. ALL IN FAVOR, MOTION CARRIED.

VI. REPORTS

A. Engineer

B. Solicitor

C. Planner

D. Manager- Escrow Release for The Knolls at Skippack-4446 Skippack Pike Based on Woodrow and Associates professional review of the current status of completion, they find sufficient work has been completed to make the third escrow release in the amount of \$70,139.75

VII. OLD BUSINESS

VIII. NEW BUSINESS

IX. ADJOURNMENT

The meeting was adjourned at 8:58 P.M.