



SKIPPACK TOWNSHIP
BOARD OF SUPERVISORS

Meeting Minutes
December 11, 2024 – 7:00pm

BOARD OF SUPERVISORS

Paul Fox, Chairman Present
Nick Fountain, Vice Chair Present
Marian Ellis Present
Karen Lynch Present
Barbara McGinnis Present

TOWNSHIP STAFF

Alice Eastmure, Manager Present
Joseph Kuhls, Esq. Present
Tim Woodrow, PE Present
Jamie Magaziner, Planner Present

REGULAR MEETING:

I. ANNOUNCEMENT OF EXECUTIVE SESSION

Mr. Fox announced that the Board discussed personnel and potential land acquisition at an Executive Session prior to the meeting.

II. PUBLIC SAFETY REPORTS

- A. Skippack Fire Company Bi-Monthly Report – Skippack Fire Company Chief Haydn Marriott gave a report on calls from October through December. He noted that there were field fires due to the dry conditions.
- B. Skippack EMS Monthly Report – Skippack EMS Chief Dan Greco gave a report on calls for the month of November.

III. PUBLIC COMMENT

- A. Skippack Historical Society 2024 Presentation – SHS President Ben Webb provided an overview of the year and accomplishments for Skippack Historical Society.

Clint Buckwalter expressed appreciation for the Public Works leaf-blowing equipment and expressed concerns about the Palmer Park trail.

Cindi Veverka expressed concerns about the U.S. Postal delivery service in Skippack.

IV. APPROVAL OF MINUTES

- A. Motion made by Ms. McGinnis, seconded by Mr. Fountain, to approve the November 13, 2024, Board of Supervisors Meeting Minutes. All in favor, motion carried.

V. ADMINISTRATIVE ACTIONS

- A. Treasurer’s Report as of November 30, 2024 – Ms. Nonamaker noted that revenues are higher due to Earned Income Tax and Real Estate Transfer. Motion made by Ms. McGinnis, seconded by Mr. Fountain, to accept the Treasurer’s Report as of November 30, 2024. All in favor, motion carried.
 - 1. Consideration and potential action upon Resolution 2024-31 adopting the Skippack Township 2025 Budget for all funds.

Motion made by Ms. Lynch, seconded by Ms. McGinnis, to approve Resolution 2024-31 adopting the Skippack Township 2025 Budget for all funds. All in favor, motion carried.

2. Consideration and potential authorization to advertise the Elected Board of Auditor's Organization meeting on Tuesday, January 7, 2025, at 5:00pm. Motion made by Mr. Fountain, seconded by Ms. McGinnis to advertise the Elected Board of Auditor's Organization meeting on Tuesday, January 7, 2025, at 5:00pm. All in favor, motion carried.
3. Consideration and potential authorization to advertise the Board's intent to appoint Maille, LLP of Oaks, PA to replace the elected auditors and who will complete the Skippack Township 2024 Audit. Motion made by Mr. Fountain, seconded by Ms. McGinnis, to authorize advertisement of the Board's intent to appoint Maille, LLP of Oaks, PA to replace the elected auditors and who will complete the Skippack Township 2024 audit. All in favor, motion carried.

B. Approval of Bills Paid November 14 – December 10, 2024

General Fund	\$ 13,096.40
Open Space Fund	\$ 1,097.91
Sewer Fund	\$ 1,700.92

Motion made by Ms. McGinnis, seconded by Mr. Fountain, to approve the bills paid November 14 – December 10, 2024. All in favor, motion carried.

C. Bills to be Approved for Payment on December 11, 2024

General Fund	\$ 282,248.00
Open Space Fund	\$ 624,265.61
Sewer Fund	\$ 111,985.03
Wisner Trust	\$ 325.00

Ms. Nonamaker noted that the amount of bills for the Open Space Fund included payment for the Skippack Trail improvement project. There is an 18-month maintenance bond on the project for any repairs.

Motion made by Ms. McGinnis, seconded by Mr. Fountain to approve the bills for payment on December 11, 2024. All in favor, motion carried.

VI. PROFESSIONAL STAFF REPORTS

A. Township Engineer

1. Award bid for 2024-2025 Snow and Ice Removal – Mr. Woodrow shared that the low bidders for snow and ice removal were Strouse Landscaping for the Red Route (north of Route 73) and Terra Landscaping for the Blue Route (Southeast corridor closer to Lower Providence). Motion made by Ms. McGinnis, seconded by Ms. Lynch, to award the contract for 2024-2025 snow and ice removal for the Red Route to Strouse Landscaping and for the Blue Route to Terra Landscaping. All in favor, motion carried.
2. Consideration and potential approval of change orders in the amount of \$107,398.97 from Construction Masters Services for additional work on the

2024 Skippack Trail Improvement project – Mr. Woodrow noted that as work was being completed on the trail improvements, it made sense to continue the progress and take care of the vast majority of issues, such as cracks, while work crews were mobilized rather than waiting until a later time.

Motion made by Mr. Fountain, seconded by Ms. McGinnis, to approve change orders in the amount of \$107,398.97 from Construction Masters Services for additional work on the 2024 Skippack Trail Improvement project. All in favor, motion carried.

3. In accordance with the terms of the development agreements, the Board acknowledged that the following have been approved for escrow release:
 - Charterfield Landing (Mill Run), Escrow Release No. 1 in the amount of \$1,901,380.65. Balance to finish - \$2,851,007.78
 - RAM Construction, 1232 Cressman Road, Escrow Release No. 2 in the amount of \$13,840.30. Balance to finish - \$0 (Final Release).
 - MKS Property Management, 2039 Lucon Road, Escrow Release No. 3 in the amount of \$156,806.83. Balance to finish - \$0 (Final Release).

B. Township Solicitor

1. Consideration and potential authorization of Township Manager’s contract for Alice Eastmure – Mr. Kuhls noted that a manager’s agreement had been discussed in executive session, as authorized by Second Class Township code, for terms to January 5, 2026, as a current Board cannot bind future Board members. Mr. Fox commended Ms. Eastmure for her leadership and achievements in the past two years as Township Manager.
Motion made by Mr. Fountain, seconded by Ms. McGinnis, to authorize a Township Manager’s contract for Alice Eastmure. All in favor, motion carried.

C. Township Planner

1. Presentation to summarize Comprehensive Plan Community Engagement and review of next steps in Comprehensive Plan process – Ms. Magaziner shared a presentation with survey results from the Comprehensive Plan community engagement and SWOT analysis with community stakeholders.

D. Township Manager

1. Consideration and potential authorization to advertise the Board of Supervisors Organization meeting on Monday, January 6, 2025, at 7:00pm.
Motion made by Mr. Fountain, seconded by Ms. Lynch, to authorize the advertisement of the Board of Supervisors Organization meeting on Monday, January 6, 2025, at 7:00pm. All in favor, motion carried
2. Consideration and potential action upon contribution request letter from Victim Services Center of Montgomery County – after discussion, the Board agreed to table action until further research and review of the request.
3. Consideration and potential action upon sponsorship request letter from Farm, Home & Youth Foundation of Montgomery County - after discussion, the Board agreed to table action until further research and review of the request.

VII. OLD BUSINESS

There was no old business.

VIII. NEW BUSINESS

There was no new business at this time.

IX. COMMENTS FROM THE BOARD

Ms. Ellis expressed appreciation for the public who attend meetings and shared that she enjoyed her first year as a supervisor and that a lot was accomplished. She also shared that she, Chairman Fox and Skippack EMS President Barry Evans had met with Worcester Township to discuss funding. She noted that they seemed receptive and responsive, so they are hopeful for a good result after their Board meeting the next week.

Mr. Fountain expressed that he felt it was a good year for the Township and that a lot of good things were accomplished. He also thanked Chairman Fox for his leadership.

Ms. Lynch expressed appreciation to the Township residents, staff, and professional staff for the support in her first year as supervisor and that she enjoyed working together.

Ms. McGinnis wished everyone a blessed Christmas and New Year.

Mr. Fox thanked his fellow Board members for the support in his first year as Chairman.

X. ADJOURNMENT – The meeting was adjourned at 8:28pm.