



**SKIPPACK TOWNSHIP**  
**BOARD OF SUPERVISORS**

Meeting Minutes  
January 6, 2025 – 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	Not Present
Matt Wanamaker, Planner	Not Present

7:00pm – Mr. Fox, past Chairman, called the meeting to order and led the Pledge of Allegiance, followed by roll call.

**RE-ORGANIZATION SESSION:**

**APPOINTMENT OF TEMPORARY CHAIRPERSON** – Mr. Kuhls assumed the role of temporary chairperson and opened nominations for Board of Supervisors Chairperson.

**ELECTION OF CHAIRPERSON – PAUL FOX**

Motion made by Ms. McGinnis, seconded by Mr. Fountain, to nominate Paul Fox as Chairman. Motion made by Mr. Fountain, seconded by Ms. Lynch, to close nominations. All in favor of Paul Fox as Chairman, motion carried.

**ELECTION OF VICE CHAIRPERSON – NICK FOUNTAIN**

Mr. Fox assumed the role of Chairman and opened nominations for Board of Supervisors Vice Chair. Motion made by Ms. McGinnis, seconded by Mr. Fox, to nominate Nick Fountain as Vice Chair. Motion made by Ms. Ellis, seconded by Mr. Fox, to close nominations. All in favor of Nick Fountain as Vice Chair, motion carried.

**POSITION APPOINTMENTS:**

**MANAGER – ALICE EASTMURE**

Motion made by Mr. Fountain, seconded by Ms. McGinnis, to appoint Alice Eastmure as Township Manager. All in favor, motion carried.

**SECRETARY – ALICE EASTMURE**

Motion made by Mr. Fountain, seconded by Ms. McGinnis, to appoint Alice Eastmure as Secretary. All in favor, motion carried.

**ASSISTANT SECRETARY – ALLISON LOUIS**

Motion made by Mr. Fountain, seconded by Ms. Lynch, to appoint Allison Louis as Assistant Secretary. All in favor, motion carried.

TREASURER – TRACY NONAMAKER

Motion made by Mr. Fountain, seconded by Ms. McGinnis, to appoint Tracy Nonamaker as Treasurer. All in favor, motion carried.

ZONING OFFICER – TIM WOODROW, PE

Motion made by Ms. McGinnis, seconded by Mr. Fountain, to appoint Tim Woodrow, PE as Zoning Officer. All in favor, motion carried.

CODE ENFORCEMENT OFFICERS – PENNONI, ALICE EASTMURE, AND HAROLD BONENBERGER

Motion made by Mr. Fountain, seconded by Ms. McGinnis, to appoint Pennoni, Alice Eastmure and Harold Bonenberger as Code Enforcement Officers. All in favor, motion carried.

PUBLIC WORKS FOREMAN – HAROLD BONENBERGER

Motion made by Ms. Lynch, seconded by Ms. Ellis, to appoint Harold Bonenberger as Public Works Foreman. All in favor, motion carried.

FIRE MARSHALS – CHRIS DOLAN AND JAMES HERB

Motion made by Ms. McGinnis, seconded by Mr. Fountain, to appoint Chris Dolan and James Herb as Fire Marshals. All in favor, motion carried.

EMERGENCY MANAGEMENT COORDINATORS – JAMES HERB AND JOSH KRATZ

Motion made by Ms. McGinnis, seconded by Mr. Fountain, to appoint James Herb and Josh Kratz as Emergency Management Coordinators. All in favor, motion carried.

PENSION ADMINISTRATOR – ALICE EASTMURE

Motion made by Ms. McGinnis, seconded by Mr. Fountain, to appoint Alice Eastmure as Pension Administrator. All in favor, motion carried.

OPEN RECORDS OFFICER – ALICE EASTMURE

Motion made by Mr. Fountain, seconded by Ms. McGinnis, to appoint Alice Eastmure as Open Records Officer. All in favor, motion carried.

**BOARD APPOINTMENTS:**

VACANCY BOARD CHAIRPERSON – ANTHONY BUCCI

Motion made by Mr. Fountain, seconded by Ms. McGinnis, to appoint Anthony Bucci as Vacancy Board Chairman for a one-year term expiring December 31, 2025. All in favor, motion carried.

ZONING HEARING BOARD – THERESE GENTILE

Motion made by Ms. Lynch, seconded by Ms. Ellis, to appoint Therese Gentile to the Zoning Hearing Board for a five-year term expiring December 31, 2029. All in favor, motion carried.

**PLANNING COMMISSION – TIMOTHY LANDMESSER**

Motion made by Mr. Fountain, seconded by Ms. McGinnis, to appoint Tim Landmesser to the Planning Commission for a four-year term expiring December 31, 2028. All in favor, motion carried.

**NORTH PENN WATER AUTHORITY REPRESENTATIVE – FRANCO D’ANGELO**

Motion made by Mr. Fox, seconded by Ms. McGinnis, to appoint Franco D’Angelo as North Penn Water Authority Representative for a five-year term expiring December 31, 2029. All in favor, motion carried.

**RESOLUTION 2025-01 – REAPPOINTMENT OF ZONING HEARING BOARD MEMBERS**

Motion made by Ms. Lynch, seconded by Mr. Fountain, to approve Resolution 2025-01 reappointing the Zoning Hearing Board members. All in favor, motion carried.

**RESOLUTION 2025-02 – REAPPOINTMENT OF PLANNING COMMISSION MEMBERS**

Motion made by Ms. McGinnis, seconded by Mr. Fountain, to approve Resolution 2025-02 reappointing the Planning Commission members. All in favor, motion carried.

**RESOLUTION 2025-03 – REAPPOINTMENT OF RECREATION BOARD MEMBERS**

Motion made by Ms. McGinnis, seconded by Mr. Fountain, to approve Resolution 2025-03 reappointing the Recreation Board Committee members. All in favor, motion carried.

**PROFESSIONAL APPOINTMENTS**

**RESOLUTION 2025-04 – ENGINEER – WOODROW & ASSOCIATES, INC.**

Motion made by Ms. McGinnis, seconded by Mr. Fountain, to approve Resolution 2025-04 appointing Woodrow & Associates, Inc. as Township Engineer. All in favor, motion carried.

**RESOLUTION 2025-05 – SOLICITOR – JOSEPH KUHL, ESQ.**

Motion made by Ms. McGinnis, seconded by Ms. Ellis, to approve Resolution 2025-05 appointing Joseph Kuhls, Esq. as Township Solicitor. All in favor, motion carried.

**RESOLUTION 2025-06 – TRAFFIC ENGINEER – TRAFFIC PLANNING & DESIGN, INC.**

Motion made by Ms. McGinnis, seconded by Ms. Lynch, to approve Resolution 2025-06 appointing Traffic Planning & Design, Inc. as Township Traffic Engineer. All in favor, motion carried.

**RESOLUTION 2025-07 – PLANNER – PENNONI ASSOCIATES, INC.**

Motion made by Ms. Ellis, seconded by Ms. McGinnis, to approve Resolution 2025-07 appointing Pennoni Associates, Inc. as Township Planner. All in favor, motion carried.

**RESOLUTION 2025-08 – INSPECTION SERVICE – PENNONI/BIU, INC.**

Motion made by Ms. McGinnis, seconded by Mr. Fountain, to approve Resolution 2025-08 appointing Pennoni, Inc./BIU, Inc. as Building Inspection Service. All in favor, motion carried.

**RESOLUTION 2025-09 – AUDITOR/CPA – MAILLIE, LLP**

Motion made by Ms. Lynch, seconded by Mr. Fountain, to approve Resolution 2025-09 appointing Maillie, LLP as Township Auditor/CPA. All in favor, motion carried.

**RESOLUTION 2025-10 – ESTABLISH ZHB SOLICITOR FEE RATE OF \$145**

Motion made by Ms. Lynch, seconded by Ms. McGinnis, to approve Resolution 2025-10 establishing the Zoning Hearing Board Solicitor Fee at \$145. All in favor, motion carried.

**RESOLUTION 2025-11 – DEPOSITORIES – KEY BANK, PLGIT, UNIVEST & UNIVEST INVESTMENTS**

Motion made by Ms. McGinnis, seconded by Ms. Ellis, to approve Resolution 2025-11 appointing Key Bank, PLGIT, Uninvest and Uninvest Investments as Official Depositories. All in favor, motion carried.

**ESTABLISHMENTS**

**RESOLUTION 2025-12 – TAX RATES**

Motion made by Mr. Fountain, seconded by Ms. McGinnis, to approve Resolution 2025-12 setting the 2025 tax rates. All in favor, motion carried.

**RESOLUTION 2025-13 – MEETING DATES**

Motion made by Ms. McGinnis, seconded by Ms. Ellis, to approve Resolution 2025-13 setting the 2025 meeting dates. All in favor, motion carried.

**RESOLUTION 2025-14 – HOLIDAY SCHEDULE**

Motion made by Ms. McGinnis, seconded by Mr. Fountain, to approve Resolution 2025-14 setting the 2025 holiday schedule. All in favor, motion carried.

**RESOLUTION 2025-15 – CODE ENFORCEMENT OFFICIALS – ALICE EASTMURE, HAROLD BONENBERGER, CHRIS DOLAN AND JAMES HERB**

Motion made by Ms. Lynch, seconded by Ms. Ellis, to approve Resolution 2025-15 appointing Alice Eastmure, Harold Bonenberger, Chris Dolan and James Herb as Code Enforcement Officials. All in favor, motion carried.

**RESOLUTION 2025-16 – FEE SCHEDULE**

Motion made by Ms. McGinnis, seconded by Ms. Lynch, to approve Resolution 2025-16 setting the 2025 Fee Schedule. All in favor, motion carried.

**MANAGER & TREASURER’S BOND – \$1,000,000**

Motion made by Ms. McGinnis, seconded by Mr. Fountain, to approve the Manager/Treasurer’s Bond in the amount of \$1,000,000. All in favor, motion carried.

**MILEAGE RATE - \$0.70 PER MILE (IRS rate)**

Motion made by Ms. Lynch, seconded by Mr. Fountain, to approve the mileage rate of \$0.70 per mile. All in favor, motion carried.

**PSATS CONVENTION DELEGATES AND VOTING MEMBER – MARIAN ELLIS**

Motion made by Mr. Fox, seconded by Mr. Fountain, to appoint Marian Ellis as the PSATS Convention Delegate and Voting Member. All in favor, motion carried.

**REGULAR MEETING:**

**I. ANNOUNCEMENT OF EXECUTIVE SESSION**

There was no Executive Session held prior to the meeting.

**II. PUBLIC SAFETY REPORTS**

A. Skippack EMS Monthly Report – SEMS Chief Barry Evans provided a report of calls responded to in December 2024.

B. Prison update – Chief Evans gave an update on payment from the state for calls that SEMS responded to at SCI Phoenix.

**III. PUBLIC COMMENT**

Ray Bracken and Roberta Bracken wished the supervisors and staff Happy New Year.

**IV. APPROVAL OF MINUTES** – December 11, 2024, Board of Supervisors Meeting  
Motion made by Mr. Fountain, seconded by Ms. McGinnis, to approve the minutes of December 11, 2024, Board of Supervisors meeting. All in favor, motion carried.

**V. ADMINISTRATIVE ACTIONS**

A. Treasurer’s Report as of December 31, 2024 – Ms. Nonamaker shared that there was no report and the Treasurer’s Report would be on next month’s agenda.

B. Approval of Bills Paid December 12, 2024 – January 3, 2025

General Fund           \$ 77,510.13

Open Space Fund       \$ 80,784.11

Sewer Fund             \$ 3,014.23

Motion made by Ms. Ellis, seconded by Ms. Lynch, to approve the bills paid December 12 – January 3, 2025. All in favor, motion carried.

C. Bills to be Approved for Payment on January 6, 2025

General Fund           \$ 78,759.39

Open Space Fund       \$ 4,860.01

Sewer Fund             \$ 113,404.24

Motion made by Ms. Ellis, seconded by Ms. Lynch, to approve the bills for payment on January 6, 2025. All in favor, motion carried.

**VI. PROFESSIONAL STAFF REPORTS**

A. Township Engineer – no report.

B. Township Solicitor – no report.

C. Township Planner – no report.

D. Township Manager – Resolution 2025-17 America 250 PA  
Motion made by Ms. McGinnis, seconded by Ms. Ellis, to approve Resolution 2025-17 America 250 PA to celebrate, coordinate, educate, and engage all citizens of the Commonwealth in review of the history that Pennsylvania played throughout the 250 years.

**VII. OLD BUSINESS** – Ms. Lynch inquired about donation requests presented at the December 2024 meeting and requested they be on the February 12, 2025, meeting agenda for consideration.

**VIII. NEW BUSINESS** – none.

**IX. COMMENTS FROM THE BOARD**

Ms. Ellis confirmed that she would still be the Board liaison to Skippack Emergency Medical Services for 2025 and asked if there was an update from Worcester Township regarding funding for Skippack EMS. Ms. Ellis noted that all Township boards and commissions should have a requirement that members not miss three consecutive meetings.

Mr. Fountain shared that he had reached out to Senator Pennycuick’s office and a colleague that works for Governor Shapiro regarding payment from SCI Phoenix to Skippack EMS. He shared that he was anticipating a call from both the next day.

Ms. McGinnis shared a letter from the 1<sup>st</sup> Troop Philadelphia City Calvary thanking her for her support for their 250<sup>th</sup> birthday celebration. Ms. McGinnis provides rescue and rehab horses to the Calvary and teaches military men to ride the horses for parades and to be in the Calvary. Ms. Lynch thanked Ms. McGinnis for sharing.

Mr. Fox thanked the Skippack Township Public Works crew for a wonderful job on snow removal on the last winter storm.

Ms. Eastmure added that new playground equipment had been installed at Church Road Park, replacing the old equipment. A rock-climbing structure is expected to arrive in spring, but the rest of the new equipment has been in use by constituents.

**X. ADJOURNMENT** – the meeting was adjourned at 7:58pm.