

**SKIPPACK TOWNSHIP BOARD OF SUPERVISORS
JANUARY 2, 2018 ORGANIZATIONAL MEETING**

BOARD OF SUPERVISORS

Franco D'Angelo-Chairman	Present
Paul Fox-Vice Chair	Present
William Parkins, Jr.	Present
Jeanene Michener	Present
Nicholas Fountain	Present

TOWNSHIP STAFF

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

I. RE-ORGANIZATION SESSION:

ELECTION OF CHAIRPERSON: FRANCO D'ANGELO

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

ELECTION OF VICE CHAIRPERSON: PAUL FOX

MR.D'ANGELO NOMINATED PAUL FOX FOR VICE CHAIR. SECONDED BY MR. PARKINS. VOTE 5-0, MOTION CARRIED.

POSITION APPOINTMENTS:

Manager: Christopher Heleniak

MOTION MADE BY MR. FOX TO APPROVE CHRISTOPHER HELENIAK AS TOWNSHIP MANAGER SECONDED BY MR. PARKINS. VOTE 5-0, MOTION CARRIED.

Secretary: Christopher Heleniak

MOTION MADE BY MR. FOX TO APPROVE CHRISTOPHER HELENIAK AS TOWNSHIP SECRETARY. SECONDED BY MS. MICHENER. VOTE 5-0, MOTION CARRIED.

Treasurer: Jerry Kluka

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

Assistant Secretary: Peggy White

MOTION MADE BY MS. MICHENER TO APPROVE PEGGY WHITE AS ASSISTANT SECRETARY. SECONDED BY MR FOX. VOTE 5-0, MOTION CARRIED.

Zoning Officer: Christopher Heleniak

MOTION MADE BY MS. MICHENER TO APPROVE CHRISTOPHER HELENIAK AS ZONING OFFICER, SECONDED BY MR. FOX. VOTE 5-0, MOTION CARRIED.

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

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

Parks and Recreation Director: Donna Ciliberto

MOTION MADE BY MR. FOX TO APPROVE DONNA CILIBERTO AS PARKS AND RECREATION DIRECTOR. SECONDED BY MS. MICHENER. VOTE 5-0, MOTION CARRIED.

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Fire Marshal & Emergency Management Coordinator: Josh Kratz

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

Deputy Emergency Management Coordinator: Christopher Heleniak

MOTION MADE BY MR. D'ANGELO TO APPROVE CHRISTOPHER HELENIAK AS DEPUTY EMERGENCY MANAGEMENT COORDINATOR. SECONDED BY MR. PARKINS. VOTE 5-0, MOTION CARRIED.

Pension Administrator: Christopher Heleniak

MOTION MADE BY MR. FOX TO APPROVE CHRISTOPHER HELENIAK AS PENSION ADMINISTRATOR. BY MR. PARKINS. VOTE 5-0, MOTION CARRIED.

Public Works Foreman: William Parkins, Jr.

MOTION MADE BY MR. D'ANGELO TO APPROVE WILLIAM PARKINS, JR. AS PUBLIC WORKS FOREMAN. SECONDED BY MR. FOX. VOTE 4-0-1, MR. PARKINS ABSTAINED FROM VOTING. MOTION CARRIED.

Public Works Foreman Hourly Rate and Overtime Rate Recommendation - \$35.59 and Overtime-\$53.38.

MOTION MADE BY MR. D'ANGELO TO APPROVE WILLIAMS PARKINS, JR. AS PUBLIC WORKS FORMAN AND RECOMMEND APPROVAL OF THE HOURLY RATES BY THE BOARD OF AUDITORS. MOTION SECONDED BY MR. FOX. THE PAY RATES WILL BE VOTED ON BY THE BOARD OF AUDITORS. VOTE 4-0, MR. PARKINS ABSTAINED FROM VOTING, MOTION CARRIED.

BOARD APPOINTMENTS:

Vacancy Board Chairperson: 1-year term expiring December 31, 2018 – 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.

Park Board: One 5-year Term expiring December 31, 2022- Dale Tyczka

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

Park Board: One 5-year term expiring December 31, 2022 – Ben Webb

MOTION MADE BY MR. D'ANGELO TO APPOINT BEN WEBB TO THE PARK BOARD. SECONDED BY MR. FOUNTAIN. VOTE 5-0, MOTION CARRIED.

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Planning Commission: One 4-year term expiring December 31, 2021 –

Harry Greco

MOTION MADE BY MR.D' ANGELO TO APPOINT HARRY GRECO TO THE PLANNING COMMISSION. MOTION SECONDED BY MR.FOX.VOTE 5-0, MOTION CARRIED.

Planning Commission: One 4-year term expiring December 31, 2021-

Luke Dielsi

MOTION MADE BY MR.D'ANGELO TO APPROVE LUKE DIELSI TO THE PLANNING COMMISSION. MOTION SECONDED BY MR. FOX. VOTE 5-0, MOTION CARRIED.

Zoning Hearing Board: One 5 year terms expiring December 31, 2022 –

Diane Fisher

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

Zoning Hearing Board: Resolution No. 2018-01.

MOTION MADE BY MR FOX TO ACKNOWLEDGE APPOINTEES FRED CHENDORAIN, JACK WHITE, THERESE A. GENTILE, DIANE FISHER AND ROBIN CUSHMAN TO THE ZONING HEARING BOARD AS OUTLINED IN RESOLUTION NO. 2018-01.MOTION SECONDED BY MS. MICHENER.VOTE 5-0, MOTION CARRIED.

PROFESSIONAL APPOINTMENTS:

Solicitor: Resolution 2018-02 Law Offices of Barry Miller, Esq.

MOTION MADE BY MR. FOX TO APPOINT BARRY MILLER, ESQ. AS SKIPPACK TOWNSHIP SOLICITOR. SECOND BY MS.MICHENER. VOTE 5-0, MOTION CARRIED.

Engineer: Resolution 2018-03 Woodrow & Associates, Inc.

MOTION MADE BY MR.FOX TO APPOINT WOODROW & ASSOCIATES AS TOWNSHIP ENGINEER. SECONDED BY MS.MICHENER. VOTE 5-0, MOTION CARRIED.

Traffic Engineer: Resolution 2018-04 Traffic Planning & Design, Inc.

MOTION MADE BY MR.FOX TO APPOINT TRAFFIC, PLANNING & DESIGN, INC.AS TOWNSHIP TRAFFIC ENGINEER.SECONDED BY MS.MICHENER. VOTE 5-0, MOTION CARRIED.

Planner: Resolution 2018-05 Joseph A. Zadlo, AIA.

MOTION MADE BY MR. FOX TO APPOINT JOSEPH A. ZADLO AS TOWNSHIP PLANNER. SECONDED BY MS.MICHENER. VOTE 5-0, MOTION CARRIED.

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Inspection Service: Resolution 2018-06 Pennoni Associates, Inc.

MOTION MADE BY MR. FOX TO APPOINT PENNONI ASSOCIATES, INC. AS BUIDLING INSPECTION SERVICE.SECONDED BY MS. MICHENER. VOTE 5-0, MOTION CARRIED.

Auditor/CPA : Resolution 2018-07 Maille, LLP.

MOTION MADE BY MR. FOX TO APPOINT MAILLE, LLP AS TOWNSHIP AUDITOR/CPA. SECONDED BY MS.MICHENER. VOTE 5-0, MOTION CARRIED.

ZHB Solicitor Fee: Resolution 2018-08 Establish Rate of \$130.00 per hour

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

Depositories: Resolution 2018-09 Key Bank & T.D. Bank & Uninvest Bank

MOTION MADE BY MR. FOX TO APPOINT KEY BANK, T.D. BANK AND UNIVEST BANK AS OFFICIAL DEPOSITORIES. SECONDED BY MR.PARKINS. VOTE 5-0, MOTION CARRIED.

ESTABLISHMENTS:

2017 Tax Rates: Resolution 2018-10

MOTION MADE BY MR. FOX TO APPROVE RESOLUTION 2018-10. SECONDED BY MR. PARKINS. VOTE 5-0, MOTION CARRIED.

Meeting Dates: Resolution 2018-11

MOTION MADE BY MR.FOX TO APPROVE RESOLUTION 2018-11. SECONDED BY MR. PARKINS.

Holiday Schedule: Resolution 2018-12

MOTION MADE BY MR. FOX TO APPROVE RESOLUTION 2018-12. SECONDED BY MR. PARKINS. VOTE 5-0, MOTION CARRIED.

Code Official: Resolution 2018-13

MOTION MADE BY MR.D'ANGELO TO APPROVE RESOLUTION 2018-13. SECONDED BY MR. PARKINS. VOTE 5-0, MOTION CARRIED.

LPVRSALiaison: Barbara McGinnis

MOTION MADE BYMR. D'ANGELO TO APPROVE RESOLUTION 2018-14.SECONDED BY MR. PARKINS.VOTE 5-0, MOTION CARRIED.

Manager's Bond: \$100,000

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

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

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

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Mileage Rate: \$. 545 cents per mile

MOTION MADE BY MR. PARKINS TO APPROVE MILEAGE RATE \$.545 CENTS PER MILE. SECONDED BY MR. FOX. VOTE 5-0, MOTION CARRIED.

PSATS Annual Convention Delegates and One Voting Member

MOTION MADE BY MR. PARKINS TO APPROVE PSATS ANNUAL CONVENTION DELEGATES AND VOTING MEMBER JEANENE MICHENER. SECONDED BY MR. FOX VOTE 5-0, MOTION CARRIED.

REGULAR MEETING

II. PUBLIC COMMENT

III. APPROVAL OF THE DECEMBER 13, 2017 MINUTES

MOTION MADE BY MR. D'ANGELO TO APPROVE THE DECEMBER 13, 2017 MINUTES. MOTION SECONDED BY MR. FOX. VOTE 5-0, MOTION CARRIED.

IV. CORRESPONDENCE

V. ADMINISTRATIVE ACTIONS:

A. Treasurer's Report as of December 31, 2017:

MOTION MADE BY MR. D'ANGELO TO APPROVE THE TREASURER'S REPORT. MOTION SECONDED BY MR. FOX. VOTE 5-0, MOTION CARRIED.

B. Interim Bills Paid on December 27, 2017:

General Fund	= \$ 30,176.85
Sewer Fund	= \$ 2,351.12
Open Space Fund	= \$ 975.43

MOTION MADE BY MR. PARKINS TO APPROVE THE INTERIM BILLS PAID ON DECEMBER 27, 2017. MOTION SECONDED BY MR. FOX. VOTE 5-0, MOTION CARRIED.

C. Bills for Payment on January 2, 2018:

General Fund	= \$ 44,784.70
Sewer Fund	= \$ 3,903.46
Open Space Fund	= \$ 2,244.50

MOTION MADE BY MR. PARKINS TO APPROVE THE BILLS PAID ON JANUARY 2, 2018. MOTION SECONDED BY MR. FOX. VOTE 5-0, MOTION CARRIED.

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VI. REPORTS:

A. Engineer:

- 1. Meadow Glen at Skippack, Phase 3, Escrow Release #6-
\$69,568.50.**

MOTION MADE BY MR. FOX TO APPROVE MEADOW GLEN PHASE 3 ESCROW RELEASE #6-\$69,568.50.MOTION SECONDED BY MR. PARKINS. VOTE 5-0, MOTION CARRIED.

- 2. Biltmore Townhouses:**

Mr. Woodrow gave an update on the townhouses in Biltmore.

B. Solicitor

C. Planner

D. Manager:

- 1. Special Event Permit- Million Dollar Bike Race-May 20, 2018.**

MOTION MADE BY MR. FOX TO APPROVE MILLION DOLLAR BIKE RACE- MAY 20, 2018. SECONDED BY MS.MICHENER, VOTE 5-0, MOTION CARRIED.

- 2. Board Resignations-**

Darrin Boorse and Alex Jablovkov resigned from the Park Board.
Robin Cushman resigned from the Zoning Hearing Board.

VII. OLD BUSINESS

VIII. NEW BUSINESS: Park Board / Zoning Hearing Board Appointees

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

MOTION MADE BY MR. D'ANGELO TO APPOINT MICHAEL WELLS TO THE ZONING HEARING BOARD. SECONDED BY MR. FOX. VOTE 5-0, MOTION CARRIED.

IX. ADJOURNMENT: The meeting was adjourned at 7:46 PM.