

**SKIPPACK TOWNSHIP BOARD OF SUPERVISORS  
JANUARY 3, 2022 ORGANIZATIONAL MEETING**

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**BOARD OF SUPERVISORS**

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

**TOWNSHIP STAFF**

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

**7:30 PM**

Prior to the start of the Reorganization Session, a swearing-in ceremony was held for Auditors Bohdan Marchuk and Tom Biggar and Supervisor Barbara McGinnis.

**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: Christopher Heleniak**

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

**Secretary: Christopher Heleniak**

MOTION MADE BY MR. FOUNTAIN TO APPOINT CHRISTOPHER HELENIAK 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: Christopher Heleniak**

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

**Parks and Recreation: Cortney Marengo**

MOTION MADE BY MR. FOUNTAIN TO APPOINT CORTNEY MARENGO 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.

**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:**

**Vacancy Board Chairperson: 1-year term expiring December 31, 2022 – Anthony Bucci**

MOTION MADE BY MR. D'ANGELO TO APPOINT ANTHONY BUCCI AS VACANCY BOARD CHAIRMAN. MOTION SECONDED BY MS. MCGINNIS. VOTE 5-0, MOTION CARRIED.

**Zoning Hearing Board: One 5 year term expiring December 31, 2026 –**

**Fred Chendorain**

MOTION MADE BY MR. WEBB TO APPOINT FRED CHENDORAIN TO THE ZONING HEARING BOARD. MOTION SECONDED BY MS. MCGINNIS. VOTE 5-0, MOTION CARRIED.

**Park Board: One 5 year term expiring December 31, 2026 – Rob Battisto**

MOTION MADE BY MR. FOUNTAIN TO APPOINT ROB BATTISTO TO THE PARK BOARD. MOTION SECONDED BY MS. MCGINNIS. VOTE 5-0, MOTION CARRIED.

**Park Board: One 1 year term expiring December 31, 2022**

TABLED

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**Zoning Hearing Board: Resolution No. 2022-01.**

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.

**PROFESSIONAL APPOINTMENTS:**

**Solicitor: Resolution 2022-02 Law Offices of Barry Miller, Esq.**

MOTION MADE BY MR. FOUNTAIN TO APPROVE RESOLUTION 2022-02, APPOINTING BARRY MILLER, ESQ. AS SKIPPACK TOWNSHIP SOLICITOR. MOTION SECONDED BY MS. MCGINNIS. VOTE 5-0, MOTION CARRIED.

**Engineer: Resolution 2022-03 Woodrow & Associates, Inc.**

MOTION MADE BY MR. WEBB TO APPROVE RESOLUTION 2022-03, APPOINTING WOODROW & ASSOCIATES AS TOWNSHIP ENGINEER. MOTION SECONDED BY MR. FOUNTAIN. VOTE 5-0, MOTION CARRIED.

**Traffic Engineer: Resolution 2022-04 Traffic Planning & Design, Inc.**

MOTION MADE BY MR. FOUNTAIN TO APPROVE RESOLUTION 2022-04, APPOINTING TRAFFIC, PLANNING & DESIGN, INC. AS TOWNSHIP TRAFFIC ENGINEER. MOTION SECONDED BY MS. MCGINNIS. VOTE 5-0, MOTION CARRIED.

**Planner: Resolution 2022-05 Joseph A. Zadlo, AICP.**

MOTION MADE BY MR. D'ANGELO TO APPROVE RESOLUTION 2022-05, APPOINTING JOSEPH A. ZADLO AS TOWNSHIP PLANNER. MOTION SECONDED BY MR. FOUNTAIN. VOTE 5-0, MOTION CARRIED.

**Inspection Service: Resolution 2022-06 Pennoni Associates, Inc.**

MOTION MADE BY MR. FOUNTAIN TO APPROVE RESOLUTION 2022-06, APPOINTING PENNONI ASSOCIATES, INC. AS BUILDING INSPECTION SERVICE. MOTION SECONDED BY MR. WEBB. VOTE 5-0, MOTION CARRIED.

**Auditor/CPA: Resolution 2022-07 Maillie, LLP.**

MOTION MADE BY MR. FOUNTAIN TO APPROVE RESOLUTION 2022-07, APPOINTING MAILLIE, LLP AS TOWNSHIP AUDITOR/CPA. MOTION SECONDED BY MS. MCGINNIS. VOTE 5-0, MOTION CARRIED.

**ZHB Solicitor Fee: Resolution 2022-08 Establish Rate of \$140.00 per hour**

MOTION MADE BY MR. FOUNTAIN TO APPROVE RESOLUTION 2022-08, APPROVING THE ZHB SOLICITOR FEE. MOTION SECONDED BY MR. WEBB. VOTE 5-0, MOTION CARRIED.

**Depositories: Resolution 2022-09 Key Bank, T.D. Bank & Uninvest Bank**

MOTION MADE BY MR. FOUNTAIN TO APPROVE RESOLUTION 2022-09, APPOINTING KEY BANK, T.D. BANK AND UNIVEST BANK AS OFFICIAL DEPOSITORIES. MOTION SECONDED BY MS. MCGINNIS. VOTE 5-0, MOTION CARRIED.

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**ESTABLISHMENTS:**

**2022 Tax Rates: Resolution 2022-10**

MOTION MADE BY MR. D'ANGELO TO APPROVE RESOLUTION 2022-10, SETTING THE 2022 TAX RATES. MOTION SECONDED BY MR. FOUNTAIN. VOTE 5-0, MOTION CARRIED.

**Meeting Dates: Resolution 2022-11**

MOTION MADE BY MR.FOUNTAIN TO APPROVE RESOLUTION 2022-11, SETTING THE 2022 MEETING DATES. MOTION SECONDED BY MR. WEBB. VOTE 5-0, MOTION CARRIED.

**Holiday Schedule: Resolution 2022-12**

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

**Code Official: Resolution 2022-13**

MOTION MADE BY MR. FOUNTAIN TO APPROVE RESOLUTION 2022-13, ADDITIONALLY APPOINTING CHRISTOPHER HELENIAK AS CODE OFFICIAL FOR 2022. MOTION SECONDED BY MS. MCGINNIS. VOTE 5-0, MOTION CARRIED.

**Fee Schedule: Resolution 2022-14**

MOTION MADE BY MR. D'ANGELO TO APPROVE RESOLUTION 2022-14, APPROVING THE 2022 FEE SCHEDULE. MOTION SECONDED BY MR. FOUNTAIN. 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:\$.585 cents per mile**

MOTION MADE BY MR. FOUNTAIN TO APPROVE MILEAGE RATE \$.585 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. FOUNTAIN TO APPROVE PSATS ANNUAL CONVENTION DELEGATES AND VOTING MEMBER BARBARA MCGINNIS. MOTION SECONDED BY MR. WEBB 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.

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**II. PUBLIC COMMENT**

- A. Karen Lynch – Serenity Street – Questioned whether there would be a second supervisors meeting in January. Mr. D’Angelo stated that tonight would be the only meeting in January.

**III. APPROVAL OF THE DECEMBER 8, 2021 MINUTES**

MOTION MADE BY MR. FOUNTAIN TO APPROVE THE DECEMBER 8, 2021 MINUTES. MOTION SECONDED BY MR. WEBB. ALL IN FAVOR, MOTION CARRIED.

**IV. CORRESPONDENCE**

**V. ADMINISTRATIVE ACTIONS**

**A. Treasurer’s Report as of December 31, 2021**

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 24, 2021**

<b>General Fund</b>	<b>= \$60,048.56</b>
<b>Sewer Fund</b>	<b>= \$ 3,286.03</b>
<b>Open Space Fund</b>	<b>= \$ 2,569.87</b>

MOTION MADE BY MR. D’ANGELO TO APPROVE INTERIM BILLS PAID ON DECEMBER 24, 2021. MOTION SECONDED BY MR. FOUNTAIN. ALL IN FAVOR, MOTION CARRIED.

**C. Bills for Payment on January 3, 2022**

<b>General Fund</b>	<b>= \$ 2,627.41</b>
<b>Sewer Fund</b>	<b>= \$ 0.00</b>
<b>Open Space Fund</b>	<b>= \$ 537.72</b>

MOTION MADE BY MR. D’ANGELO TO APPROVE BILLS FOR PAYMENT ON JANUARY 3, 2022. MOTION SECONDED BY MR. FOUNTAIN. ALL IN FAVOR, MOTION CARRIED.

**VI. REPORTS**

**A. Engineer**

**1. AJ Jurich – Fair Hills Community – Sewer Lateral Repair Project – Final Payment Request**

MOTION MADE BY MR. FOUNTAIN TO APPROVE AJ JURICH – FAIR HILLS COMMUNITY – SEWER LATERAL REPAIR PROJECT FINAL PAYMENT REQUEST IN

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THE AMOUNT OF \$17,948.61. MOTION SECONDED BY MS. MCGINNIS. ALL IN FAVOR, MOTION CARRIED.

**2. Meadow Glen at Skippack – Phase 3 – Escrow Release #9**

Debbie McCabe – Questioned the ability to pave the roads in Meadow Glen but not in the Fair Hills Community. Also questioned the final checklist process with Toll Brothers. Mr. Woodrow stated that Toll Brothers had a different paving contractor and they were available to pave in November when the weather still permitted. He also stated that the Township is still working with Toll Brothers and the HOA on the final checklist and that he believe the remaining escrow funds are sufficient to address the remaining items on the list.

MOTION MADE BY MR. FOUNTAIN TO APPROVE MEADOW GLEN AT SKIPPACK – PHASE 3 – ESCROW RELEASE #9 IN THE AMOUNT OF \$254,951.72. MOTION SECONDED BY MR. WEBB. ALL IN FAVOR, MOTION CARRIED.

**3. Palmer Park Tennis/Pickleball Project – Change Orders #1 & 2 and Final Payment Request**

MOTION MADE BY MR. D'ANGELO TO APPROVE THE PALMER PARK TENNIS/PICKLEBALL PROJECT – CHANGE ORDERS #1 & 2 AND FINAL PAYMENT REQUEST FOR A TOTAL AMOUNT OF \$24,682.00. MOTION SECONDED BY MR. FOUNTAIN. ALL IN FAVOR, MOTION CARRIED.

**B. Solicitor**

Mr. Miller welcomed Ms. McGinnis to the Board and Mr. Kuhls to the Township team.

**C. Planner**

**D. Manager**

**VII. OLD BUSINESS**

**VIII. NEW BUSINESS**

**IX. ADJOURNMENT**

The meeting was adjourned at 7:49 P.M.