



SKIPPACK TOWNSHIP **BOARD OF SUPERVISORS**

Annual Organization Meeting Minutes

January 2, 2024 – 7:00pm

BOARD OF SUPERVISORS

Paul Fox, Chairman	Present
Nicholas 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

7:00pm – Mr. Fox, past Vice Chair, called the meeting to order and lead the Pledge of Allegiance.

APPOINTMENT OF TEMPORARY CHAIRPERSON

Mr. Kuhls assumed the role of temporary chairperson for the meeting.

OATHS OF OFFICE – ADAM KATZMAN, MAGESTERIAL DISTRICT JUSTICE

A swearing-in ceremony was held for Supervisors Marian Ellis, Nicholas Fountain (six-year term), Karen Lynch (two-year term) and Elected Auditor Deborah McCabe (six-year term).

RE-ORGANIZATION SESSION – Mr. Kuhls opened nominations for Chair and Vice Chair.

ELECTION OF CHAIRPERSON – PAUL FOX

Motion by Mr. Fountain, seconded by Ms. McGinnis to nominate Paul Fox for Chairman.

Motion by Mr. Fountain, seconded by Ms. McGinnis to close nominations.

All in favor, motion carried.

ELECTION OF VICE CHAIR – NICHOLAS FOUNTAIN

Motion by Ms. McGinnis, seconded by Mr. Fox to nominate Nicholas Fountain for Vice Chair.

Motion by Ms. Ellis, seconded by Ms. Lynch to nominate Karen Lynch for Vice Chair.

Motion by Mr. Fox, seconded by Ms. Ellis to close nominations.

All voted in favor of Mr. Fountain as Vice Chair.

POSITION APPOINTMENTS:

MANAGER – ALICE EASTMURE

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

SECRETARY – ALLISON LOUIS

Motion by Mr. Fox, seconded by Mr. Fountain, to appoint Allison Louis as Secretary. All in favor, motion carried.

TREASURER – ALICE EASTMURE

Motion by Mr. Fox, seconded by Mr. Fountain, to appoint Alice Eastmure as Treasurer. All in favor, motion carried.

ZONING OFFICER – TIM WOODROW, PE

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

CODE ENFORCEMENT OFFICERS – ALICE EASTMURE AND JOSH KRATZ

Motion by Mr. Fox, seconded by Ms. McGinnis, to appoint Alice Eastmure and Josh Kratz as Code Enforcement Officers. All in favor, motion carried.

PUBLIC WORKS FOREMAN – HAROLD BONENBERGER

Motion by Mr. Fox, seconded by Mr. Fountain, to appoint Harold Bonenberger as Public Works Foreman. All in favor, motion carried.

FIRE MARSHAL – JOSH KRATZ

Motion by Mr. Fox, seconded by Mr. Fountain, to appoint Josh Kratz as Fire Marshal. All in favor, motion carried.

EMERGENCY MANAGEMENT COORDINATOR – JOSH KRATZ

Motion by Mr. Fox, seconded by Ms. McGinnis, to appoint Josh Kratz as Emergency Management Coordinator. All in favor, motion carried.

PENSION ADMINISTRATOR – ALICE EASTMURE

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

BOARD APPOINTMENTS:

VACANCY BOARD CHAIRPERSON – ANTHONY BUCCI

Motion made by Mr. Fox, seconded by Mr. Fountain, to appoint Anthony Bucci as Vacancy Board Chairman, one-year term expiring December 31, 2024. All in favor, motion carried.

ZONING HEARING BOARD – MICHAEL WELLS

Motion made by Mr. Fox, seconded by Ms. McGinnis, to appoint Michael Wells to the Zoning Hearing Board, five-year term expiring December 31, 2028. All in favor, motion carried.

PLANNING COMMISSION – GERALD RADER

Motion made by Mr. Fox, seconded by Ms. McGinnis, to appoint Gerald Rader to the Planning Commission, four-year term expiring December 31, 2027. All in favor, motion carried.

RESOLUTION 2024-01 – REAPPOINTMENT OF ZONING HEARING BOARD MEMBERS

Motion made by Ms. McGinnis, seconded by Mr. Fountain, to reappoint Zoning Hearing Board member. All in favor, motion carried.

RESOLUTION 2024-02 – REAPPOINTMENT OF PLANNING COMMISSION MEMBERS
Motion made by Ms. Lynch, seconded by Ms. McGinnis, to reappoint Planning Commission members. All in favor, motion carried.

PROFESSIONAL APPOINTMENTS:

RESOLUTION 2024-03 – SOLICITOR – JOSEPH KUHL, ESQ.

Motion made by Mr. Fox, seconded by Ms. Ellis, to approve Resolution 2024-03 appointing Joseph Kuhls, Esq. as Township Solicitor. All in favor, motion carried.

RESOLUTION 2024-04 – ENGINEER – WOODROW & ASSOCIATES, INC.

Motion made by Mr. Fox, seconded by Mr. Fountain, to approve Resolution 2024-04 appointing Woodrow & Associates, Inc. as Township Engineer. All in favor, motion carried.

RESOLUTION 2024-05 – TRAFFIC ENGINEER – TRAFFIC PLANNING & DESIGN, INC.

Motion made by Mr. Fox, seconded by Mr. Fountain, to approve Resolution 2024-05 appointing Traffic Planning & Design, Inc. as Township Traffic Engineer. All in favor, motion carried.

RESOLUTION 2024-06 – PLANNER – PENNONI ASSOCIATES, INC.

Motion made by Mr. Fox, seconded by Ms. Lynch, to approve Resolution 2024-06 appointing Pennoni Associates, Inc. as Township Planner. All in favor, motion carried.

RESOLUTION 2024-07 – INSPECTION SERVICE – PENNONI ASSOCIATES, INC.

Motion made by Mr. Fox, seconded by Ms. Lynch, to approve Resolution 2024-07 appointing Pennoni Associates, Inc. as Building Inspection Service. All in favor, motion carried.

RESOLUTION 2024-08 – AUDITOR/CPA – MAILLIE, LLP

Motion made by Mr. Fox, seconded by Mr. Fountain, to approve Resolution 2024-08 appointing Maillie, LLP as Township Auditor/CPA. All in favor, motion carried.

RESOLUTION 2024-09 – ESTABLISH ZHB SOLICITOR FEE RATE OF \$145/HR.

Motion made by Mr. Fox, seconded by Mr. Fountain, to approve Resolution 2024-09 establishing the Zoning Hearing Board Solicitor Fee at a rate of \$145.00 per hour. All in favor, motion carried.

RESOLUTION 2024-10 – DEPOSITORIES – KEYBANK, TD BANK, AND UNIVEST

Motion made by Mr. Fox, seconded by Ms. Lynch, to approve Resolution 2024-10 appointing KeyBank, TD Bank and Uninvest as Official Depositories. All in favor, motion carried.

ESTABLISHMENTS:

RESOLUTION 2024-11 – TAX RATES

Motion made by Mr. Fox, seconded by Mr. Fountain, to approve Resolution 2024-11 setting the 2024 tax rates. All in favor, motion carried.

RESOLUTION 2024-12 – MEETING DATES

Motion made by Mr. Fox, seconded by Mr. Fountain, to approve Resolution 2024-12 setting the 2024 meeting dates. All in favor, motion carried.

RESOLUTION 2024-13 – HOLIDAY SCHEDULE

Motion made by Mr. Fox, seconded by Ms. McGinnis, to approve Resolution 2024-13 setting the 2024 holiday schedule. All in favor, motion carried.

RESOLUTION 2024-14 – CODE OFFICIAL – JOSH KRATZ

Motion made by Mr. Fox, seconded by Ms. McGinnis, to approve Resolution 2024-14 appointing Josh Kratz as Code Official. All in favor, motion carried.

RESOLUTION 2024-15 – FEE SCHEDULE

Motion made by Mr. Fountain, seconded by Ms. McGinnis, to approve Resolution 2024-15 setting the 2024 Fee Schedule. All in favor, motion carried.

MANAGER/TREASURER’S BOND – \$1,000,000

Motion made by Mr. Fox, 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 – \$0.67 PER MILE

Motion made by Mr. Fountain, seconded by Ms. McGinnis, to approve the mileage rate of \$0.67 per mile. All in favor, motion carried.

PSATS CONVENTION DELEGATES AND VOTING MEMBER – NICHOLAS FOUNTAIN

Motion made by Mr. Fox, seconded by Ms. McGinnis, to approve PSATS Annual Convention Delegates and Voting Member Nicholas Fountain. All in favor, motion carried.

REGULAR MEETING:

I. ANNOUNCEMENT OF EXECUTIVE SESSION

There was no Executive Session held prior to the Re-Organization meeting.

II. PUBLIC COMMENT

Carol Hendricks expressed congratulatory remarks to the new Supervisors.

Bob McCarthy from the Traditions HOA Board expressed concerns with the planned entrance and exits for the Airport development.

Joe Greene asked the Board what they hope to accomplish.

Ann McHale inquired about updates to the sewer.

Pat Bondi expressed concerns about his sewer project.

Justin Glennon expressed concerns about the recent Zoning Hearing Board decision on 505 Bridge Road (former site of the Gypsy Rose Hotel).

Tanya Kateusz expressed concerns about the Zoning Hearing Board decision on 505 Bridge Road. Ms. Kateusz also congratulated the new Supervisors and expressed concerns about the township website and land development projects.

Deborah McCabe thanked the Township for their resident survey and shared thoughts regarding an update to the Comprehensive Plan for the community.

Leslie Conner expressed concerns about hunting in Evansburg State Park.

III. APPROVAL OF THE DECEMBER 18, 2023 MINUTES

Motion made by Mr. Fountain, seconded by Ms. McGinnis, to approve the minutes from December 18, 2023. All in favor, motion carried.

IV. ADMINISTRATIVE ACTIONS

A. Treasurer's Report as of December 31, 2023

The final Treasurer's Report for December 2023 will be given at the February 14, 2024 meeting because statements for the month were not available at the time of the January 2 meeting.

B. Bills Paid December 1-31, 2023:

General Fund	\$ 302,985.75
Sewer Fund	\$ 117,909.71
OS Park/Rec Fund	\$ 9,163.64
Open Space Fund	\$ 16,527.03
All Other Funds	\$ 300.00

Motion made by Mr. Fox, seconded by Ms. McGinnis, to approve the bills paid December 1-31, 2023. All in favor, motion carried.

V. REPORTS

A. Engineer – no report.

B. Solicitor – no report.

C. Planner – no report.

D. Manager

1. Motion made by Mr. Fox, seconded by Mr. Fountain, to approve a Special Event Permit for the Million Dollar Bike Ride, charity cycling event for Orphan Disease Center on June 8, 2024, from 7:30am-4:30pm, passing through Skippack Township and other areas. All in favor, motion carried.

VI. OLD BUSINESS – none.

VII. NEW BUSINESS

Mr. Fox shared that a public meeting would be held on January 23 to discuss issues facing Skippack EMS and Skippack Fire Company. The township has invited representatives from the state, county, and surrounding areas to attend as well.

Ms. Lynch expressed that she would like to propose a second public meeting be held every month as a work session for the Board to deliberate on issues and ideas. She also

shared that she would like for the community to be involved in a discussion of goals and ideas for 2024 to set a course for the year ahead. Mr. Kuhls suggested that this discussion take place at the February meeting first to determine if a second meeting is needed.

Mr. Fox commented that the new Planner will be working on the Comprehensive Plan and strategic community input will be a part of that process.

VIII. ADJOURNMENT – The meeting was adjourned at 7:57pm.