

## PLUMSTEAD TOWNSHIP BOARD OF SUPERVISORS

January 2, 2018

### Reorganization Meeting Minutes

The public meeting of the Plumstead Township Board of Supervisors was held on Tuesday, January 2, 2018 at 7:30 P.M. at the Plumstead Township Municipal Building, 5186 Stump Road, Plumsteadville, PA.

#### Present:

<b>Stacey Mulholland</b>	<b>Chair</b>
<b>Brian Trymbiski</b>	<b>Vice Chair</b>
<b>Nick Lykon</b>	<b>Secretary</b>
<b>Peter Busillo</b>	<b>Treasurer</b>
<b>Dan Hilferty</b>	<b>Asst. Secretary/Asst. Treasurer</b>
<b>Carolyn McCreary</b>	<b>Township Manager</b>
<b>Sean Gresh, Esq.</b>	<b>Township Solicitor</b>

The Honorable Jeffrey G. Trauger administered the oath of office to Mr. Busillo.

Mr. Hilferty called the meeting to order at 7:30 p.m. with a moment of silence followed by the Pledge of Allegiance.

**ANNOUNCEMENTS:** Auditors' Reorganization meeting is January 3. The Parks & Recreation Advisory Committee meets on January 8. The Board of Supervisors meeting scheduled for January 9 is cancelled. The EAC meets on January 10 at Hanusey Park. The Historic Advisory Committee meets on January 15. The Planning Commission meeting scheduled for January 18 is cancelled. The Board of Supervisors Worksession scheduled for January 25 is cancelled. Mr. Hilferty announced that the Township's "Giving Tree" in the lobby of the Township building had been decorated this holiday season with 147 items including hats, scarves, gloves and mittens, which will be delivered to Bucks County Children and Youth for distribution. He thanked all those who contributed.

**PUBLIC COMMENT:** None

#### **REORGANIZATION:**

##### **a. Election of Officers:**

- 1) Temporary Chairperson: Motion** by Mr. Hilferty, seconded by Mr. Lykon, to appoint Ms. Mulholland as Temporary Chairperson. With no additional comment, all voted in favor. Ms. Mulholland called the reorganization meeting to order.
- 2) Chairperson: Motion** by Mr. Trymbiski, seconded by Mr. Busillo, to nominate Ms. Mulholland as Chairperson. With no additional comment, all voted in favor.
- 3) Vice Chair: Motion** by Mr. Busillo, seconded by Mr. Lykon to nominate Mr. Trymbiski as Vice Chair. With no additional comment, the vote was 4-1 with Mr. Hilferty dissenting.

- 4) **Secretary: Motion** by Mr. Trymbiski, seconded by Mr. Busillo to nominate Mr. Lykon as Secretary. With no additional comment, all voted in favor.
  - 5) **Treasurer: Motion** by Mr. Trymbiski, seconded by Mr. Lykon to nominate Mr. Busillo as Treasurer. With no additional comment, all voted in favor.
  - 6) **Assistant Secretary/Treasurer: Motion** by Mr. Lykon, seconded by Ms. Mulholland to nominate Mr. Hilferty, as Assistant Secretary and Assistant Treasurer. With no additional comment, all voted in favor.
  - 7) **Assistant Secretary: Motion** by Mr. Trymbiski, seconded by Mr. Lykon to appoint Ms. McCreary as Assistant Secretary. With no additional comment, all voted in favor.
- b. **Professional Appointments – Motion** by Ms. Mulholland, seconded by Mr. Hilferty, to appoint the following professionals for 2018: Grim, Biehn & Thatcher as Township Solicitor, C. Robert Wynn Associates as Township Engineer, Gilmore & Associates as Water Engineer and Township Hydrogeologist, David Horner of Horner and Canter Associates as Traffic Engineer, Hanover Engineering as Wetlands Consultant, Stanley Stubbe as Lighting Consultant, Keystone Tree Experts as Township Arborist, Gilmore & Associates as Planning Consultant, Township Engineer, C. Robert Wynn, P.E. as Flood Plain Administrator, Dunlap & Associates as Township Auditor, Keystone Collections Group as Earned Income Tax Collector and Local Services Tax Collector, William Bolla, Esq. as Building Code of Appeals Solicitor, Keystone Municipal Services as Code Enforcement Officer for Building and Zoning, Code Inspections Inc. for electrical inspections, William Bolla, Esq. as Conflict Solicitor and Boucher & James as Conflict Engineer. Ms. Mulholland amended her motion to remove Boucher & James as Conflict Engineer and appoint Pennoni & Associates to replace them. **Motion** by Ms. Mulholland, seconded by Mr. Lykon to amend the original motion and appoint Pennoni & Associates as the Conflict Engineer. With no additional comment, all voted in favor.
- c. **Board Appointments – Motion** by Mr. Trymbiski, seconded by Mr. Lykon, to reappoint Marion Thatcher, Dave Bishop, Stacey Mulholland and appoint Nick Lykon to the Agricultural Advisory Committee. With no additional comment all voted in favor. **Motion** by Mr. Hilferty, seconded by Mr. Lykon to reappoint James Kettler to the Building Code of Appeals. With no additional comment, all voted in favor. **Motion** by Mr. Hilferty, seconded by Mr. Trymbiski, to reappoint Scott Fleischer, Brian DuBree, Mike Tuttle, Kevin Nugent, Chuck Pressler, Carolyn McCreary and Duane Hasenauer to the Emergency Management Services Committee. With no additional comment, all voted in favor. **Motion** by Mr. Hilferty, seconded by Mr. Lykon to reappoint Tovah Karl and Herb Hickmott to the EAC. With no additional comment, all voted in favor. **Motion** by Mr. Busillo, seconded by Mr. Lykon to reappoint Donna Destefano and Tim Counihan to the Parks & Recreation Advisory Committee. With no additional comment, all voted in favor. **Motion** by Mr. Lykon, seconded by Mr. Busillo to reappoint Chip Bunch and Gerry Farra to the Planning Commission. With no additional comment, all

- voted in favor. **Motion** by Mr. Trymbiski, seconded by Mr. Lykon to reappoint Herb Hickmott to the Tree Board. With no additional comment, all voted in favor. **Motion** by Mr. Trymbiski, seconded by Mr. Lykon to reappoint Heather Cevasco Platek as the Vacancy Board Chairperson. With no additional comment, all voted in favor. **Motion** by Mr. Hilferty, seconded by Mr. Busillo to reappoint David Brauer and Jerry Fox to the Veterans Ad Hoc Committee. With no additional comment, all voted in favor. **Motion** by Mr. Lykon, seconded by Mr. Busillo to reappoint Kathleen Emmons, Kathryn Graham, Jennifer Malone, Eric Nitschke and Stacey Mulholland to the Village Ad Hoc Committee. With no additional comment, all voted in favor. **Motion** by Mr. Hilferty, seconded by Mr. Busillo to reappoint Vince Formica to the Zoning Hearing Board. With no additional comment, all voted in favor. **Motion** by Mr. Hilferty, seconded by Mr. Trymbiski to appoint Frank Froio as an alternate to the Zoning Hearing Board. With no additional comment, the vote was 4-1 with Mr. Lykon dissenting. The Board spoke about the Trail Steering Subcommittee with Mr. Lykon asking that the Board reconsider assigning membership based on committee membership like the EAC and Planning Commission. Ms. McCreary stated this would be placed on the next public meeting agenda for discussion. Board consensus was to table any reappointments to this committee.
- d. **Resolution 2018-01 – Motion** by Mr. Hilferty, seconded Mr. Lykon, to adopt Resolution 2018-01, establishing employee wages, nonuniform contribution rate towards health insurance premiums, sick leave, vacation schedule, personal days, holiday schedule, Secretary/Treasurer/Manager bond rates; the IRS mileage reimbursement rate, as may be amended from time to time; Board of Supervisors meeting dates, Committee meeting dates and staff appointments. With no additional comment, all voted in favor.
  - e. **Resolution 2018-02 – Motion** by Mr. Hilferty, seconded by Mr. Trymbiski, to adopt Resolution 2018-02 requiring member contribution of 3.5% of their monthly gross income to the police pension plan for 2018 per the actuarial calculations and the current collective bargaining agreement. With no additional comment, all voted in favor.
  - f. **Township Depositories: Motion** by Mr. Hilferty, seconded by Ms. Mulholland to recognize the following as Township depositories: TD Bank, PLGIT, Huntingdon Valley Bank and the Haverford Trust. With no additional comment, the vote was 4-0 with Mr. Trymbiski abstaining as his line of work can involve business with PLGIT.
  - g. **PSATS Voting delegate – Motion** by Mr. Hilferty, seconded by Mr. Lykon naming Ms. Mulholland as the PSATS voting delegate. With no further discussion, all voted in favor.
  - h. **Supervisors’ Liaison Positions** – The Board discussed the committees they currently serve as liaison for, with Mr. Lykon recommending that Parks & recreation Coordinator serve as the liaison to the Committee instead of a Supervisor. He also indicated he would like to no longer be the liaison to the EAC, and not be a member of the Trail Steering Subcommittee. The assignments are as follows:

Mr. Hilferty – Veterans Ad Hoc Committee, Emergency Services Management Committee,

Ms. Mulholland – Village Ad Hoc Committee

Mr. Busillo – Emergency Services Management Committee, Veterans Ad Hoc Committee, EAC

Mr. Trymbiski – Police Pension Committee

**SOLICITOR’S REPORT:** Sean Gresh, Esq.

1. **Manager’s Employment Agreement:** Mr. Gresh advised that he had the agreement that had been previously approved by the Board for the Board Chair and Ms. McCreary’s signatures.

**ADMINISTRATIVE REPORT, Carolyn McCreary, Township Manager**

1. **Identity Theft Prevention Program:** Ms. McCreary presented Resolution 2018-03 which readopts the Identity Theft Protection Program required under the “Red Flag Rule” issued by a number of federal regulatory agencies. **Motion** by Mr. Hilferty, seconded by Mr. Busillo to adopt Resolution 2018-03. With no additional comment, all voted in favor.
2. **2018 Professional Fees:** Ms. McCreary presented a schedule of the proposed fees for each professional, which also showed the 2017 and the proposed 2018 rates. She noted that Mr. Magee, the Zoning Hearing Board Solicitor’s fee is included on the list because the fee requires Board approval. **Motion** by Mr. Hilferty, seconded by Mr. Lykon to approve the professional fees with the exception of Keystone Tree Experts until the Township Manager obtains an explanation for the increase from \$100/hour to \$150/hour. With no additional comment, all voted in favor.
3. **Part-Time Employees Holiday Pay:** Ms. McCreary sought Board approval to offer paid holiday to the two permanent part-time employees who each work 20 hours a week. She stated this would involve 10 holidays and would not affect the budget, as the employees work extra hours during pay periods where there are holidays to make up for the time lost when the office is closed. **Motion** by Mr. Trymbiski, seconded by Mr. Lykon to approve paid holidays for permanent part-time staff who work five days a week. With no additional comment, all voted in favor.

**PAYMENT OF BILLS:** Motion by Mr. Hilferty, seconded by Mr. Trymbiski, to approve payment of the 01/08/18 bills list and the addendums, subject to audit. With no additional comment, all voted in favor. The amounts reported on the bills list are as follows: General Fund - \$26,418.06 and addendum of \$57,156.44, Water Fund - \$20,521.69, Capital Reserve Fund - \$1,123.82, State Liquid Fuels Fund - \$14,546.16, Flood Mitigation Grant Fund - \$1,820.00, Developers Escrow Fund - \$3,048.13, Construction Escrow Fund – \$20,700.00, Zoning Hearing Board Escrow - \$80.00

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**APPROVAL OF MINUTES:** **Motion** by Mr. Hilferty, seconded by Ms. Mulholland to approve the minutes of December 18, 2017. With no additional comment, all voted in favor.

**ADJOURNMENT:** **Motion** by Mr. Hilferty, seconded by Mr. Trymbiski to adjourn at 8:10 p.m. With no additional comment, all voted in favor.

Respectfully submitted,

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Carolyn McCreary, Township Manager

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Date approved: