

PLUMSTEAD TOWNSHIP BOARD OF SUPERVISORS

January 3, 2017

Reorganization Meeting Minutes

The public meeting of the Plumstead Township Board of Supervisors was held on Tuesday, January 3, 2017 at 7:30 P.M. at the Plumstead Township Municipal Building, 5186 Stump Road, Plumsteadville, PA.

Present:

Dan Hilferty

Stacey Mulholland

Nick Lykon

Brian Trymbiski

Frank Froio

Carolyn McCreary

Sean Gresh, Esq.

Chair

Vice Chair

Secretary

Treasurer

Asst. Secretary/Treasurer

Township Manager

Township Solicitor

Chairman 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 4. The Plumsteadville Village Ad Hoc Committee meets on January 5. The Parks & Recreation Advisory Committee meets on January 9. The Planning Commission meets on January 19. The Board of Supervisors meeting scheduled for January 10 is cancelled. Ms. McCreary announced that the Township's pajama program held in partnership with Circa Classics had received 986 items including 374 pairs of pajamas. She also noted that the "Giving Tree" in the lobby of the Township building had been decorated with 175 items including hats, scarves, gloves and mittens which will be delivered to Bucks County Children and Youth for distribution.

PUBLIC COMMENT: None

REORGANIZATION:

a. Election of Officers:

- 1) Temporary Chairperson: Motion** by Mr. Froio, 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. Froio, seconded by Ms. Mulholland, to nominate Mr. Hilferty as Chairman. With no additional comment, all voted in favor.
- 3) Vice Chair: Motion** by Mr. Lykon, seconded by Mr. Froio to nominate Ms. Mulholland as Vice Chair. With no additional comment, all voted in favor.
- 4) Secretary: Motion** by Mr. Froio, seconded by Mr. Trymbiski to nominate Mr. Lykon as Secretary. With no additional comment, all voted in favor.
- 5) Treasurer: Motion** by Mr. Lykon, seconded by Mr. Froio to nominate Mr. Trymbiski as Treasurer. With no additional comment, all voted in favor.

- 6) Assistant Secretary/Treasurer: Motion** by Ms. Mulholland, seconded by Mr. Trymbiski to nominate Mr. Froio, as Assistant Secretary and Assistant Treasurer. With no additional comment, all voted in favor.
- 7) Assistant Secretary: Motion** by Mr. Froio, seconded by Ms. Mulholland to appoint Ms. McCreary as Assistant Secretary. With no additional comment, all voted in favor. Ms. Mulholland turned the meeting over to the Chairman.
- b. Professional Appointments – Motion** by Mr. Froio, seconded by Ms. Mulholland, to appoint the following professionals for 2017: 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, Carter van Dyke 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, and Boucher & James as Conflict Engineer. Mr. Froio suggested making Mr. Bolla the Conflict Solicitor in addition to the Solicitor for the Building Code of Appeals to memorialize the action of the Board to hire him to represent the Township before the Zoning Hearing Board concerning the proposed Wawa in Fountainville. Mr. Trymbiski recommended that the Board appoint Gilmore & Associates to replace Carter van Dyke Associates as the Township’s Planning Consultant, citing the interviews held by the Board last year, the depth of staff that the firm has, and their recent hiring of a new planner. He also recommended appointing Gilmore & Associates to replace Horner and Canter Associates as the Township’s Traffic Engineer, noting that last year the Township Manager had stated there was a delay in receiving work during a plan review process. Mr. Froio and Ms. Mulholland spoke against replacing the traffic engineer, citing his knowledge of the Township’s issues and past projects because of his tenure. Mr. Lykon opposed appointing Boucher & James as the conflict engineer. **Motion** by Mr. Froio, seconded by Ms. Mulholland to amend the original motion and appoint William Bolla, Esq. as Conflict Solicitor and Gilmore & Associates as the Township Planning Consultant. With no additional comment, the vote was 3-2 with Mr. Lykon and Mr. Trymbiski dissenting.
- c. Board Appointments – Motion** by Mr. Froio, seconded by Ms. Mulholland, to reappoint Marion Thatcher, Dave Bishop, Stacey Mulholland and Frank Froio to the Agricultural Advisory Committee. With no additional comment all voted in favor. **Motion** by Mr. Froio, seconded by MS. Mulholland to reappoint Gerit Lewisch to the Building Code of Appeals. With no additional comment, all voted in favor. **Motion** by Ms. Mulholland seconded by Mr. Trymbiski, to reappoint Thomas Lurz, to the EAC. With no additional comment, all voted in favor.

- Motion** by Mr. Lykon, seconded by Trymbiski to reappoint Peter Fernandez and Mike Snyder to the Parks & Recreation Advisory Committee. With no additional comment, the vote was 4-1 with Mr. Froio dissenting. **Motion** by Mr. Froio, seconded by Mr. Trymbiski to reappoint Herb Hickmott to the Tree Board. With no additional comment, all voted in favor. **Motion** by Mr. Froio, seconded by Mr. Trymbiski to reappoint Heather Cevasco as the Vacancy Board Chairperson. With no additional comment, all voted in favor. **Motion** by Ms. Mulholland, seconded by Mr. Froio to reappoint Andrew Jarin to the Zoning Hearing Board and Lawrence Weintraub as the Alternate for the Zoning Hearing Board. With no additional comment, all voted in favor. **Motion** by Mr. Froio, seconded by Ms. Mulholland to reappoint Jerry Fox and David Brauer to the Veterans Ad Hoc Committee. With no additional comment, all voted in favor. **Motion** by Mr. Froio, seconded by Ms. Mulholland to reappoint Scott Fleischer, Brian DuBree, Mike Tuttle, Duane Hasenauer, Carolyn McCreary and Dan Hilferty to the Emergency Services Management Committee. With no additional comment, all voted in favor. **Motion** by Mr. Froio, seconded by Mr. Trymbiski to reappoint Kathleen Emmons, Kathryn Graham, Jennifer Malone, Eric Nitschke and Stacey Mulholland to the Village Ad Hoc Committee. Mr. Lykon asked if the Committee had considered quarterly meetings, with Ms. Mulholland stating she would bring this up with the Committee as she is sensitive to the other members' professional and personal commitments. With no additional comment, all voted in favor. **Motion** by Mr. Lykon, seconded by Mr. Trymbiski to reappoint Jennifer Rudich, Michael McColligan, Kin Hartranft, Andrew Thomas, Donald Veix, Peter Fernandez and Nick Lykon to the Trail Steering Subcommittee. Ms. McCreary stated that a resolution is on the agenda to officially establish this committee in similar format to other recently formed committees, noting this came one came out of the Parks & Recreation Committee which is solely advisory. With no additional comment, all voted in favor.
- d. **Resolution 2017-01 – Motion** by Mr. Froio, seconded Ms. Mulholland, to adopt Resolution 2017-01, 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 2017-02 – Motion** by Mr. Froio, seconded by Mr. Lykon, to adopt Resolution 2017-02 requiring member contribution of 3.5% of their monthly gross income to the police pension plan for 2017 per the actuarial calculations and the current collective bargaining agreement. With no additional comment, all voted in favor.
- f. **Township Depositories: Motion** by Mr. Trymbiski, seconded by Mr. Lykon to recognize the following as Township depositories: TD Bank, PLGIT, Huntingdon Valley Bank and the Haverford Trust. With no additional comment, all voted in favor.

- g. PSATS Voting delegate – Motion** by Mr. Froio, seconded by Mr. Hilferty, naming Ms. Mulholland as the PSATS voting delegate. With no further discussion, all voted in favor.
- h. Supervisors’ Liaison Positions** – The Board identified their areas of interest for the year. The areas of interest are as follows: Mr. Hilferty – Veterans Ad Hoc Committee and Emergency Services Management Committee, Ms. Mulholland – Village Ad Hoc Committee, Mr. Froio – Police and Public Works Departments, Mr. Lykon – Parks & Recreation, the EAC and Trails, Mr. Trymbiski – Police Pension and Planning Commission

SOLICITOR’S REPORT: None

ADMINISTRATIVE REPORT, Carolyn McCreary, Township Manager

- 1. Identity Theft Prevention Program:** Ms. McCreary presented Resolution 2017-03 which readopts the Identity Theft Protection Program required under the “Red Flag Rule” issued by a number of federal regulatory agencies. **Motion** by Mr. Froio, seconded by Ms. Mulholland to adopt Resolution 2017-03. With no additional comment, all voted in favor.
- 2. 2017 Professional Fees:** Ms. McCreary presented a schedule of the proposed fees for each professional, which also showed the 2016 and the proposed 2017 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. Froio, seconded by Ms. Mulholland to approve the professional fees with the addition of William Bolla, Esq. as Conflict Solicitor, removing the fees of Carter van Dyke Associates, amending the fee schedule of Gilmore & Associates to include their appointment as Township Planning Consultant. With no additional comment, the vote was 3-2 with Mr. Lykon and Mr. Trymbiski dissenting.
- 3. Bucks County Consortium Bid:** Ms. McCreary presented the results of the Consortium bid for road salt, which Doylestown Borough took the lead in requesting. She stated that Morton Salt, Inc. was the lowest responsible bidder with pricing of \$56.13 per ton (delivered) and \$56.00 per ton (picked up). **Motion** by Ms. Mulholland, seconded by Mr. Trymbiski to award the bid to Morton Salt, Inc. With no additional comment, the vote was 4-0 with Mr. Lykon abstaining, as he does business with this vendor.
- 4. Police Billable Overtime Rate:** Ms. McCreary advised the Board that Chief Hasenauer had recalculated the rate that should be charged to third-parties who request Police services for events, and is recommending the rate be increased from \$75.00/hour to \$76.00/hr. **Motion** by Mr. Froio, seconded by Mr. Trymbiski to set the Police rate at \$76.00/hour. With no additional comment, all voted in favor.
- 5. Tax Collector Compensation:** Ms. McCreary advised the Board that she had met with Sherry Labs to discuss her request for compensation, noting it must be in place for the next term of office by February. She reviewed the information provided by Ms. Labs to support her request and outline the compensation and amount of tax bills processed. Mr. Trymbiski asked how this new rate would

- affect the 2017 budget and Ms. McCreary noted that because of interim tax bills varying from year to year this line has not always been predictable. **Motion** by Mr. Lykon, seconded by Mr. Froio to approve the compensation for the Tax Collector for the years 2018 thru 2021 as follows: \$2.90 per bill in 2018, \$2.95 per bill in 2019, \$3.00 per bill in 2020 and \$3.05 per bill in 2021 with \$3.35 being paid for each interim bill and fees charged that are incurred relating to bank charges for returned checks and tax certification fee of \$20.00. With no additional comment, all voted in favor.
- 6. Trail Steering Subcommittee:** Ms. McCreary presented Resolution 2017-04 for consideration, which if adopted would formally establish the Trail Steering Subcommittee in the same manner as other recently formed advisory committees. **Motion** by Mr. Lykon, seconded by Mr. Froio to adopt Resolution 2017-04. With no additional comment, all voted in favor. **Motion** by Mr. Lykon, seconded by Mr. Froio to appoint Peter Fernandez as Chair based on the recommendation of the Committee. With no additional comment, all voted in favor.
- 7. Boy Scouts Fee Waiver:** Ms. McCreary advised the Board that she received a letter from the Scout Executive for the Boy Scouts of America Washington Crossing Council, seeking waiver of the \$457.00 fee for a building permit issued for Camp Ockanickon. She noted that in order to not delay the work, the Boy Scouts had paid for the permit and the Board had waived fees in the past. **Motion** by Mr. Lykon, seconded by Mr. Froio to waive the fee and refund the money. With no additional comment, all voted in favor.
- 8. Parks & Recreation Programming:** Ms. McCreary provided the Board with a list of planned and proposed programming for 2017, noting that online registration would begin shortly for the cupcake decorating class. She also distributed a proposed survey seeking residents' feedback about programs being considered, costs of the programs and best days and time of day to offer programs for adults and children. Mr. Trymbiski expressed concern about a proposed financial seminar, noting that others have discontinued them because of concerns about liability. Board consensus and the Solicitor's opinion was that a program could be offered with the financial advisor renting the building and promoting the seminar with the Township only providing the venue.
- 9. Grant Notices:** Ms. McCreary informed the Board that the Township had received notification from the PA Department of Conservation and Natural Resources (DCNR) that it had been awarded a \$150,000 grant for the Gardenville Fields project. She also advised that she received notice concerning the parkland acquisition grant submitted and while it is considered a High Value Project the letter stated that funds are not immediately available and/or there are issues that need to be resolved prior to potentially awarding a grant. She advised she would contact DCNR for more details.

PAYMENT OF BILLS: Motion by Mr. Trymbiski, seconded by Ms. Mulholland, to approve payment of the 01/03/17 bills list, subject to audit. With no additional comment, all voted in favor. The amounts reported on the bills list are as follows: General Fund -

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\$76,374.04, Water Fund - \$29,399.21, Local Services Tax Fund - \$9,916.32, Open Space Fund - \$585.00, State Liquid Fuels Fund - \$5,443.55, Developers Escrow Fund - \$25,096.87, Zoning Hearing Board Escrow - \$2,985.41

APPROVAL OF MINUTES: **Motion** by Mr. Trymbiski, seconded by Ms. Mulholland to approve the minutes of December 13, 2016. With no additional comment, the vote was 4-0 with Mr. Froio abstaining, as he was not in attendance. The meeting scheduled for December 27 had been cancelled.

ADJOURNMENT: **Motion** by Mr. Lykon, seconded by Mr. Froio to adjourn at 9:15 p.m. With no additional comment, all voted in favor.

Respectfully submitted,

Carolyn McCreary, Township Manager

Date approved: