

## WORK SESSION

January 5, 2015

A work session of the Whitpain Township Board of Supervisors was held on Monday, January 5, 2015 at the Whitpain Township Building, 960 Wentz Road, Blue Bell, PA at 7:30 p.m. for the purpose of reviewing the agenda of the January 5, 2015 Supervisors' meeting. Chairman Frederick R. Conner was present with Supervisors Adam D. Zucker, Anthony F. Greco, Melissa M. Weber, and Kenneth F. Wollman. Also present were Township Solicitor James J. Garrity, Esq., Township Manager Roman M. Pronczak, Township Engineer James E. Blanch, P.E., Assistant Township Manager David J. Mrochko, Director of Public Works Ronald J. Cione, Police Chief Mark A. Smith, Parks and Recreation Director Kurt W. Baker, Fire Marshal David M. Camarda, Director of Code Enforcement Michael McAndrew, and Director of Finance John Nagel.

The Supervisors reviewed the agenda discussing the nominations of Board positions, Mission Moment, Resolution Nos. 1065, 1066 and 1067, approval of the preliminary December 2014 Voucher List and the Board minutes of December 16, 2014, appointments for 2015 and corresponding rates for service, appointments and reappointments for terms of office on Township Boards and Commissions, authorization for check signatures and preparation of monthly checks based on the Voucher Lists, setting the Treasurer's Bond, setting petty cash funds for various departments, naming depositories for 2015, mileage reimbursement rate, sale of surplus equipment, schedule of Board meetings for 2015, schedule of holidays for 2015, the January Zoning Hearing Board cases and announcements related to the Board of Auditors meeting and the collection of Christmas trees.

After reviewing the agenda, Mr. Pronczak reminded the Board of Supervisors that State Senator Daylin Leach will be holding a town hall meeting at the Whitpain Township Building on February 26 at 6:00 p.m.

Mr. Pronczak continued the meeting by announcing that the 2015 Pennsylvania State Association of Township Supervisors, or PSATS, will be holding their annual conference from April 19 through April 22 in Harrisburg. Supervisor Weber is available to attend the conference along with Supervisor Wollman. Supervisor Weber will also act as the Township's voting delegate to the conference.

The next topic discussed was committee assignments for 2015. After reviewing a listing of proposed assignments, the Board of Supervisors agreed to the following:

<b>Committee</b>	<b>Date &amp; Time</b>	<b>Representatives</b>
Operations	6:00 p.m. 2 <sup>nd</sup> Thursday (Monthly)	Zucker & Wollman
Finance	8:00 a.m. 3 <sup>rd</sup> Tuesday (Monthly)	Conner & Weber
Personnel	As Needed	Zucker & Weber
Fire & Rescue Services	3:30 p.m. 2 <sup>nd</sup> Tuesday (Monthly)	Conner & Greco
Pension	8:00 a.m. 2 <sup>nd</sup> Tuesday (Quarterly)	Conner & Weber
West Ambler	4:00 p.m. 2 <sup>nd</sup> Tuesday (Quarterly)	Conner & Greco
Wissahickon Valley Boys & Girls Club	Monthly at various times	Conner & Greco
Wings Field	As Needed	Zucker & Wollman
Land Development	As Needed	Weber & One additional Board Member Based on Project
Manor House	9:30 a.m. 1 <sup>st</sup> Thursday (Quarterly)	Conner & Greco

At 7:45 p.m., the Supervisors adjourned the work session and met in executive session to discuss personnel and litigation matters. At 8:00 p.m., the Supervisors adjourned the executive session and left to attend the public meeting. When the public meeting ended, Supervisors met once again in executive session at 8:40 p.m. to continue the discussion on personnel and legal matters.

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David J. Mrochko  
Whitpain Township Assistant Manager

#01-2015  
January 5, 2015

The reorganization meeting of the Whitpain Township Board of Supervisors was held Monday, January 5, 2015 at the Whitpain Township Building, 960 Wentz Road, Blue Bell, PA. Supervisors Frederick R. Conner, Jr., Adam D. Zucker, Anthony F. Greco, Melissa M. Weber and Kenneth F. Wollman were present. Township Manager Roman M. Pronczak, P.E., Assistant Township Manager, David J. Mrochko, Solicitor James J. Garrity, Esq., Police Chief Mark A. Smith, Township Engineer James E. Blanch, P.E., Finance Director John B. Nagel, Code Enforcement Officer Michael E. McAndrew, Public Works Director Ronald J. Cione, Parks and Recreation Director Kurt W. Baker, Fire Marshal David M. Camarda and Recording Secretary Virginia Papale were also present. There were seven members of the public at the meeting.

Following the Pledge of Allegiance the meeting was called to order at 8 p.m. by Supervisor Conner. Mr. Conner welcomed everyone to the first meeting of 2015.

A motion was made by Mr. Zucker, duly seconded by Mrs. Weber and unanimously approved to reorganize the Board of Supervisors, nominating Frederick R. Conner, Jr. as Chairman. A motion was made by Mr. Greco, duly seconded by Mrs. Weber and unanimously approved to select Adam D. Zucker as Vice-Chairman. A motion was made by Mr. Zucker, duly seconded by Mrs. Weber and unanimously approved to reappoint Anthony F. Greco as Secretary. A motion was made by Mr. Greco, duly seconded by Mr. Zucker and unanimously approved to choose Melissa Murphy Weber as Treasurer. A motion was made by Mr. Zucker, duly seconded by Mr. Greco and unanimously approved to name Kenneth F. Wollman as Assistant Secretary.

Chairman Conner thanked his colleagues for the confidence placed in him, and is proud to continue to serve as Chairman, and privileged to lead the Township staff. The successful passage of the 2015 Budget without a tax increase is a testament to the hard work and efforts among all staff, committees and community structure.

As has become tradition, Mission Moments is held to recognize the Township and its organizations who are helping meet the Mission, Vision, Values focus. This evening we honor two institutions within the Township for many years of community service. Recent works benefitted the Police Department and the Township as a whole.

Upon motion by Mr. Greco, duly seconded by Mrs. Weber and unanimously approved, Resolution No. 1066 honoring Tiferet Bet Israel for the Christmas meals prepared for the Police and EMS Responders was presented to Mr. Scott Geller. Chief Smith stated that having been an officer for 36 years, working many holidays, the home-cooked meals and kind words go a long way. Chairman Conner asked Mr. Geller to pass on thanks to the congregation.

Upon motion by Mr. Zucker, duly seconded by Mrs. Weber and unanimously approved, Resolution No. 1067 honoring Grace Baptist Church for assistance in cleaning up after the Community Day celebration was presented to members of the Church. Ms. Betty Helpa said this participation is an example of "faith in action". Chief Smith said earlier in the year officers received hand-written notes with kind words, thoughts and prayers, which meant a lot to everyone. Mr. Baker added that the 12-15 participating members put in hours and hours of effort into cleaning up after the Community Festival, which was followed by sprucing up the trails around the park. It is a pleasure to work with them.

Chairman Conner invited the two groups, as stalwarts of the community, to participate in the Comprehensive Planning process. The next meeting is Wednesday, February 4<sup>th</sup> at the Community College.

A motion was made by Mr. Greco, duly seconded by Mr. Wollman to approve the preliminary December 2014 Voucher List totaling \$822,330.25, check sequence #53738 through #54093. Chairman Conner called for any discussion. There was none and the motion carried.

A motion was made by Mr. Zucker, duly seconded by Mrs. Weber to approve the minutes of the December 16, 2014 Board of Supervisors' meeting. Chairman Conner called for any discussion. There was none and the motion carried.

A motion was made by Mr. Zucker, duly seconded by Mr. Greco to appoint the following positions for 2015: James J. Garrity, Esq., Township Solicitor, Frank Bartle, Esq., Solicitor for the Zoning Hearing Board and Board of Appeals, Ryan J. Cassidy, Esq., Solicitor for Personnel Matters, and E. Van Rieker, Planning Consultant. Chairman Conner called for any discussion. There was none and the motion carried.

A motion was made by Mr. Greco, duly seconded by Mr. Wollman to approve the following rates for services for 2015: Township Solicitor at the rate of \$160/hr. (\$170/hr. for litigation matters), Zoning Hearing Board and Board of Appeals Solicitor at the rate of \$140/hr., Solicitor for Personnel Matters at the rate of \$260/hr., and Planning Consultant at the rate of \$95/hr. for all work in conjunction with the Township and Planning Commission, plus \$380 per Planning Commission meeting. Chairman Conner called for any discussion. There was none and the motion carried.

A motion was made by Mr. Greco, duly seconded by Mr. Zucker to appoint and reappoint terms of office on Township Boards and Commissions as follows:

Arthur Forbes for a five-year term on the Board of Appeals, Susan Mudambi for a five-year term on the Park & Open Space Board, John Casani for a five-year term on the Park & Open Space Board, Pat Foley for one year (the remainder of a five-year term) on the Park & Open Space Board, Kenneth Corti for a four-year term on the Planning Commission, Penny Gerber for a four-year term on the Planning Commission, and Jack O'Hara for a five-year term on the Zoning Hearing Board. Leigh P. Narducci was named

Vacancy Board Chairman for 2015. Chairman Conner called for any discussion. There was none and the motion carried.

A motion was made by Mr. Greco, duly seconded by Mr. Wollman to pass Resolution No. 1065 appointing Bernice E. Ford-White as Deputy Tax Collector. Chairman Conner noted that pursuant to Act 164 of 2014, this appointment is made as required, recognizing the long-term Deputy Tax Collector officially in this position. He also noted that Tax Collector Patty Nelson is here this evening to witness the official appointment. Chairman Conner asked for further comments or questions. There were none and the motion carried.

A motion was made by Mr. Greco, duly seconded by Mr. Zucker to authorize the five (5) present members of the Board of Supervisors, Township Manager and Director of Finance to sign all Whitpain Township fund checks. Chairman Conner called for any discussion. There was none and the motion carried.

A motion was made by Mrs. Weber, duly seconded by Mr. Zucker to authorize the Township Manager and Director of Finance to sign payroll checks and authorizing payroll checks to be paid in 2015 without monthly motion. Chairman Conner called for any discussion. There was none and the motion carried.

A motion was made by Mr. Greco, duly seconded by Mr. Wollman to authorize the Township Manager to prepare checks pending Board approval of the monthly voucher list, to be signed by authorized personnel when necessary to meet the Township's obligations. Chairman Conner called for any discussion. There was none and the motion carried.

A motion was made by Mr. Zucker, duly seconded by Mr. Greco to set the Treasurer's Bond for 2015 at \$1,000,000. Chairman Conner called for any discussion. There was none and the motion carried.

A motion was made by Mrs. Weber, duly seconded by Mr. Zucker to authorize the Director of Finance to transfer funds among the various Township accounts. Chairman Conner called for any discussion. There was none and the motion carried.

A motion was made by Mr. Greco, duly seconded by Mr. Wollman to disburse and replenish petty cash funds for select departments for the year 2015 as follows: Finance - \$500, Police - \$250, Public Works - \$250, and Parks & Recreation - \$250. In the event of an emergency, the Township Manager is authorized to temporarily increase petty cash funds at his discretion. Chairman Conner called for any discussion. There was none and the motion carried.

A motion was made by Mr. Zucker, duly seconded by Mrs. Weber to name TD Bank and PLGIT as depositories for Township funds for 2015, fulfilling the requirements of the Township's investment policy for investment of Township funds. Chairman Conner noted that we have established and written investment policies which will be

carried out at these institutions. He called for any further discussion. There was none and the motion carried.

A motion was made by Mr. Greco, duly seconded by Mr. Wollman to set the 2015 mileage reimbursement rate at \$.575 per mile for use of personal vehicles for Township business. Chairman Conner called for any discussion. There was none and the motion carried.

A confirming motion was made by Mr. Zucker, duly seconded by Mr. Greco to sell the following surplus equipment through Municibid, an on-line auction company: (lot) old gas powered equipment, (5) chainsaws, (5) trimmers and (3) leaf blowers; Miller 115v Wire Welder; Tire Bead Breaker Tool; (2) Flink under tailgate salt spreaders. Chairman Conner called for any discussion. There was none and the motion carried.

Upon motion made by Mr. Wollman, duly seconded by Mr. Greco and unanimously approved, the Supervisors' meetings for 2015 will be held the first and third Tuesday of each month with the following exceptions: due to the Primary and General Election days, the second meeting in May will be held Wednesday, May 20 and the first meeting in November will be held Wednesday, November 4. During the summer months, meetings will be held June 16, July 21 and August 18. All meetings will begin at 8 p.m. in the Township Administration Building. Work sessions to review the agenda will begin at 7:30 p.m. and will resume after the public meetings for discussion of any other issues before the Board. The work sessions are open to the public. Chairman Conner called for any discussion. There was none and the motion carried.

Upon motion made by Mr. Zucker, duly seconded by Mr. Greco and unanimously approved, the Supervisors scheduled the following as 2015 Township holidays for employees: New Year's Day – January 1, Martin Luther King Day – January 19, Presidents' Day – February 16, Memorial Day – May 25, Fourth of July – July 3, Labor Day – September 7, Veteran's Day – November 11, Thanksgiving Day and the day after – November 26 and 27, one-half day Christmas Eve – December 24, Christmas Day – December 25, and one-half day New Year's Eve – December 31. The police receive holiday hours per their contract. Chairman Conner called for any discussion. There was none and the motion carried.

A motion was made by Mr. Greco, duly seconded by Mr. Zucker to certify Supervisors Melissa Murphy Weber and Kenneth Wollman as delegates to the 2015 Pennsylvania State Association of Township Supervisors' Annual Convention in Hershey, Pennsylvania with Mrs. Weber as the voting delegate. Chairman Conner called for any discussion. There was none and the motion carried.

The Board did not take any action on the following Zoning Hearing Board cases scheduled to be heard on January 15, 2015:

#2031-15      William and Elizabeth McKeon

#2033-15 Christopher Allen

The Planning Commission will review these applications on Tuesday, January 13, 2015.

Chairman Conner made the following announcements:

*The elected Township Board of Auditors will hold its organization meeting on Tuesday, January 6, 2015 at 7 p.m. at the Township Building. Maillie, LLP will perform the actual work on the audit.*

*Christmas trees will be collected for recycling Wednesday, January 14, 2015 and Wednesday, January 28, 2015, along with the monthly leaf waste material. Trees must be free of any ornamentation, including tree bags, lights, tinsel, hooks, etc., or they will not be collected. Items should be placed at the curb Tuesday night for Wednesday's pick up.*

Chairman Conner turned the meeting over the Vice-Chairman Zucker for public comment. Vice-Chairman Zucker asked if anyone wished to make a comment. There were no comments. He asked if the Board had any old or new business to discuss. No further discussion was held. Vice-Chairman Zucker noted the Board met in executive session prior to the public meeting and will return to the executive session to continue to discuss legal and personnel matters.

There being no further business, Vice-Chairman Zucker moved to adjourn the meeting at 8:28 p.m.

Respectfully submitted,

Anthony F. Greco  
Secretary