

**Upper Makefield Township Board of Supervisors**  
**January 4, 2016 Reorganization Meeting Minutes**

The January 4, 2016 reorganization meeting of the Upper Makefield Township Board of Supervisors was called to order by Supervisor Tom Cino at 8:00 p.m. In attendance were the following members of the Board of Supervisors: Member Tom Cino, Member Diana Nolan, Member Dan Rattigan, Member Mary Ryan and Member Mike Tierney. Also in attendance were Interim Township Manager David R. Nyman, Township Solicitor Mary Eberle, Esq., Planning & Zoning Director Dave Kuhns and Chief Mark Schmidt.

There were also members of the public and representatives of the press present.

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Mr. Cino led in the recitation of the Pledge of Allegiance which was followed by a moment of silence.

**ADMINISTRATION OF OATHS OF OFFICE** – The Honorable Mick Petrucci administered the Oaths of Office to newly elected officials Supervisor Tom Cino, Supervisor Diana Nolan, Auditor Vic Ameye and Auditor Larry A. Breeden.

**RE-ORGANIZATION OF THE BOARD**

**Appointment of Interim Chairman**

A motion was made by Mr. Cino and seconded by Mr. Rattigan to appoint Ms. Eberle as Interim Chairman. Motion carried by a unanimous vote.

**Election of Chairman**

Ms. Eberle then accepted nominations for Chairman. A motion was made by Ms. Ryan and seconded by Mr. Cino to elect Mr. Rattigan as Chairman. Motion carried by a 4 to 1 vote with Mr. Tierney voting in opposition.

Mr. Rattigan presided over the meeting from this point.

**Election of Vice Chairman**

A motion was made by Ms. Ryan and seconded by Mr. Rattigan to elect Mr. Cino as Vice Chairman. Motion carried by a unanimous vote.

**Appointment of Township Treasurer & Set Treasurer's Bond  
(Bond currently set at \$1,000,000)**

A motion was made by Mr. Rattigan and seconded by Mr. Cino to appoint Ms. Ryan as Township Treasurer and to set the bond for Township Treasurer at \$1,000,000. Motion carried by a 4 to 1 vote with Mr. Tierney voting in opposition.

**BOARD OF SUPERVISORS – LIAISON APPOINTMENTS**

A motion was made by Mr. Cino and seconded by Mr. Rattigan to appoint Ms. Ryan as the liaison to the Upper Makefield Township Planning Commission. Motion carried by a 4 to 1 vote with Mr. Tierney voting in opposition.

A motion was made by Ms. Ryan and seconded by Mr. Rattigan to appoint Mr. Cino as the liaison to the Park & Recreation Board. Motion carried by a unanimous vote.

A motion was made by Ms. Ryan and seconded by Mr. Cino to appoint Ms. Nolan as the liaison to the Historical Advisory Commission. Motion carried by a unanimous vote.

A motion was made by Ms. Ryan and seconded by Mr. Cino to appoint Ms. Nolan as the liaison to the Historic Architectural Review Board. Motion carried by a unanimous vote.

A motion was made by Mr. Rattigan and seconded by Ms. Ryan to appoint Cino as the liaison to the Fire Company. Motion carried by a unanimous vote.

A motion was made by Mr. Cino and seconded by Ms. Ryan to appoint Mr. Rattigan as the liaison to the Police Department. Motion carried by a 4 to 1 vote with Mr. Tierney voting in opposition.

A motion was made by Mr. Cino and seconded by Ms. Ryan to appoint Mr. Rattigan as the liaison to the Council Rock School Board. Motion carried by a unanimous vote.

A motion was made by Ms. Ryan and seconded by Mr. Rattigan to appoint Ms. Nolan as the liaison to the Open Space/Environmental Advisory Committee. Motion carried by a 4 to 1 vote with Mr. Cino voting in opposition.

A motion was made by Ms. Ryan and seconded by Rattigan to appoint Mr. Cino as the liaison to the Financial Advisory Committee. Motion carried by a unanimous vote.

A motion was made by Mr. Cino and seconded by Ms. Ryan to appoint Mr. Rattigan as the liaison to the Non-Uniform Employees. Motion carried by a unanimous vote.

A motion was made by Mr. Cino and seconded by Mr. Rattigan to appoint Mr. Tierney as the liaison to the National Veterans' Cemetery. Motion carried by a unanimous vote.

A motion was made by Mr. Cino and seconded by Mr. Rattigan to appoint Ms. Ryan as the liaison to Public Works. Motion carried by a 4 to 1 vote with Mr. Tierney voting in opposition.

A motion was made by Mr. Cino and seconded by Ms. Nolan to appoint Mr. Tierney as the liaison to Emergency Management. Motion carried by a unanimous vote.

A motion was made by Mr. Cino and seconded by Ms. Nolan to appoint Mr. Rattigan as the liaison to the Jointure. Motion carried by a unanimous vote.

A motion was made by Mr. Cino and seconded by Ms. Ryan to appoint Mr. Rattigan as the PSATS 2016 Voting Delegate. Motion carried by a unanimous vote.

A motion was made by Ms. Nolan and seconded by Mr. Cino to appoint Mr. Tierney as the liaison to the Agricultural Security Advisory Board. Motion carried by a unanimous vote.

A motion was made by Mr. Rattigan and seconded by Ms. Ryan to appoint Mr. Cino as the liaison to the Investment Committee. Motion carried by a unanimous vote.

### **DEPOSITORY APPOINTMENTS**

A motion was made by Mr. Cino and was seconded by Ms. Ryan to authorize that Township funds be deposited with First Bank of Newtown as follows: Concentration Account, Payroll Account, Disbursement Account, Building Construction Fund, Heritage Hills Water and Sewer Fund, Liquid Fuels Fund, Park & Rec 3 Year Cap Fund, Open Space Fund, Capital Reserve Fund, Tree Fund, Grading Escrow Fund, Fire Fund, Park & Rec Fund, Operation & Maintenance Agreement Fund,

Revolutionary Run Emergency Services Fund, Riparian Buffer & Restoration Fund, Dutchess Farm Sewer Fund, Heritage Hills Water & Sewer Capital Reserve Fund, Dutchess Farm Sewer Capital Reserve Fund, Enclave Water & Sewer Fund. Motion carried on a unanimous vote.

### **SET MILEAGE RATE FOR 2016**

A motion was made by Ms. Ryan and seconded by Mr. Rattigan to set the mileage rate for 2016 at \$0.54 per mile. Motion carried on unanimous vote.

### **NEWSPAPER/MEETING DATES**

A motion was made by Ms. Ryan and seconded by Ms. Nolan to establish the following: Legal notices be placed in the *Advance*, the *Bucks County Courier Times* or the *Philadelphia Inquirer* and establish the first and third Tuesdays as meeting days for the Board of Supervisors. Motion carried by a unanimous vote.

### **BOARD APPOINTMENTS**

A motion was made by Mr. Cino and seconded by Ms. Ryan to appoint Kathleen Pisauro and Ken Rubin to the Planning Commission for a term that expires on 12/31/19. Motion carried by a unanimous vote.

A motion was made by Ms. Ryan and seconded by Mr. Cino to appoint Karen Traina to the Joint Planning Commission for a term that expires on 12/31/17. Motion carried by a unanimous vote.

A motion was made by Ms. Ryan and seconded by Mr. Cino to appoint Ron Smolow to the Zoning Hearing Board for a term that expires on 12/31/20. Motion carried by a unanimous vote.

A motion was made by Mr. Cino and seconded by Ms. Ryan to appoint Frank Trenga to the Cable Advisory Board for a term that expires on 12/31/17. Motion carried by a 4 to 1 vote with Mr. Tierney voting in opposition.

A motion was made by Ms. Ryan and seconded by Mr. Cino to appoint William Kennedy to the Council Rock Senior Center Board for a term that expires on 12/31/16. Motion carried by a unanimous vote.

A motion was made by Mr. Cino and seconded by Ms. Ryan to appoint Catherine Magliocchetti to the Environmental Advisory Council for a term that expires on 12/31/18. Motion carried by a 4 to 1 vote with Mr. Tierney voting in opposition.

A motion was made by Ms. Ryan and seconded by Mr. Cino to appoint Kyle Dudley to the Environmental Advisory Council for a term that expires on 12/31/18. Motion carried by a unanimous vote.

A motion was made by Ms. Ryan and seconded by Mr. Cino to appoint Catherine Magliocchetti to the Park and Recreation Board for a term that expires on 12/31/20. Motion carried by a 4 to 1 vote with Mr. Tierney voting in opposition.

A motion was made by Mr. Cino and seconded by Ms. Ryan to appoint Joe Linus as Vacancy Board Chair for a term that expires on 12/31/16. Motion carried by a 4 to 1 vote with Mr. Tierney voting in opposition.

A motion was made by Mr. Rattigan and seconded by Ms. Nolan to appoint Harold Tamburro to the Financial Advisory Committee for a term that expires on 12/31/18. Motion carried by a unanimous vote.

A motion was made by Ms. Ryan and seconded by Mr. Rattigan to appoint Mr. Cino as BOS Member to the Investment Committee for a term that expires on 12/31/16. Motion carried by a unanimous vote.

A motion was made by Mr. Cino and seconded by Ms. Ryan to appoint Patricia Haines as PBA Member to the Investment Committee for a term that expires on 12/31/17. Motion carried by a unanimous vote.

A motion was made by Mr. Cino and seconded by Ms. Ryan to appoint the Township Manager, Jim Pascale, to the Investment Committee for a term that expires on 12/31/18. Motion carried by a unanimous vote.

#### **APPOINTMENT OF CONSULTANTS**

A motion was made by Ms. Rattigan and seconded by Ms. Ryan to appoint Mary Eberle, Esquire of Grim, Biehn & Thatcher as Township Solicitor. Motion carried by a unanimous vote.

A motion was made by Ms. Ryan and seconded by Cino to appoint Larry Young, P.E. of Tri-State Engineers and Land Surveyors, Inc. as Township Engineer. Mr. Tierney questioned the change expressing support for retaining Gilmore and Associates. Mr. Rattigan stated that Larry Young has extensive knowledge of several significant projects currently before the Township. Motion carried by a 3 to 1 vote with Mr. Tierney voting in opposition and Ms. Nolan abstaining because she did not have experience with either firm as a newly elected supervisor.

A motion was made by Ms. Ryan and seconded by Mr. Cino to appoint Tom Zarko, P.E. from CKS Engineers, Inc. as Township Water and Sewer Engineer. Motion carried by a 4 to 1 vote with Mr. Tierney voting in opposition.

A motion was made by Mr. Cino and seconded by Ms. Ryan to appoint Ryan Cassidy, Esquire from Eckert, Seamans as Township Labor Counsel. Motion carried by a 4 to 1 vote with Mr. Tierney voting in opposition.

#### **APPROVAL OF MINUTES AND BILLS**

A motion was made by Ms. Ryan and was seconded by Mr. Cino to approve the December 15, 2015 Board of Supervisors meeting minutes. Motion carried by unanimous vote.

A motion was made by Mr. Rattigan and seconded by Ms. Ryan to approve the January 4, 2016 Bills Payable List in the amount of \$40,279.71. Motion carried on a unanimous vote.

#### **INTERIM MANAGER'S REPORT**

##### **Township Manager Agreement**

Mr. Nyman noted that the Township Manager Agreement is in Board packets. Mr. Rattigan provided background on Jim Pascale, noting his extensive experience in municipal government. A motion was made by Mr. Cino and seconded by Mr. Tierney to approve the Township Manager Agreement with Jim Pascale. Motion carried by a unanimous vote.

**Appointment of Right to Know Officer and Township Secretary**

A motion was made by Ms. Ryan and seconded by Ms. Nolan to appoint Jim Pascale as the Right-to-Know Officer and Township Secretary. Motion carried by a unanimous vote.

**Interim Manager Transition Agreement**

Following discussion, a motion was made by Mr. Cino and seconded by Ms. Ryan to approve the Interim Manager Transition Agreement, not to exceed 60 days. Motion carried by a unanimous vote.

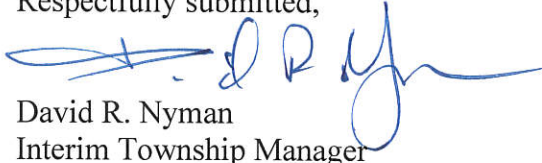
**PUBLIC COMMENT**

Ellen Lane Novitz, Washington Crossing, wished all a Happy New Year, welcomed new Supervisor Diana Nolan and reminded Mr. Nyman that she had requested hard copies of leaf collection information.

**ADJOURNMENT**

A motion was made by Ms. Ryan and seconded by Ms. Nolan to adjourn the meeting at 8:36 p.m. Motion carried on unanimous vote.

Respectfully submitted,



David R. Nyman  
Interim Township Manager  
Approved: January 19, 2016

**JANUARY 2016 GENERAL FUND BILLS - 1/4/16**

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
400.210	Associated Imaging Solutions	\$185.34	copier charges
400.460	BJ's Wholesale Club	\$25.00	renew annual membership
410.460	" "	\$25.00	" "
400.460	Cardmember Service	\$71.02	award
407.319	" "	\$110.98	online backup
410.210	" "	\$335.57	supplies
409.321	Comcast	\$325.41	phone service/internet service PD
409.321	Comcast	\$155.45	phone service/internet service PW
409.373	Commonwealth of Pennsylvania - USTIF	\$123.75	Underground Storage Tank Indemnification Fund
409.373	Cooper Pest Solutions	\$39.00	exterior program
409.140	Coverall	\$1,060.00	cleaning service
410.314	Eckert Seamans Cherin & Mellott	\$2,935.30	legal fees
400.460	GFOA-PA	\$75.00	annual membership renewal Gov't. Finance Officers PA
414ZHB	McNamara, Bolla & Panzer	\$76.00	legal fees - ZHB
400.210	Newtown Office Supply	\$245.55	office supplies
410.210	" "	\$194.10	" "
438.460	" "	\$43.38	" "
409.373	PA DEP	\$50.00	storage tank registration/permit
409.361	PECO	\$880.22	electric - Admin. Bldg.
409.361	PECO	\$1,330.40	electric - PD Bldg.
409.215	Ready Refresh	\$36.45	drinking water for Twp. buildings
400.374	SafeChoice	\$155.00	reinstall software after computer rebuild
407.319	Ron Skotleski Video Productions	\$400.00	producer fee BoS Mtg. 12/15/15
409.215	Smith's Yardville Supply	\$22.99	LED lights
409.373	" "	\$8.09	bldg. maint.
488	Standard Insurance	\$655.42	add/life insurance premium
488A	" "	\$1,499.79	std insurance premium
488B	" "	\$879.57	ltd insurance premium
409.230	Superior Plus Energy	\$452.92	propane
410.231	" "	\$1,435.37	unleaded gasoline
409.373	Trammel Testing	\$350.00	Facility Operations Inspection (diesel)
409.341	U. S. Postal Service	\$225.00	annual renewal standard mail permit
409.321	Verizon Wireless	\$1,054.06	mobile phone service
410.541	" "	\$26.63	" "
409.373	Waste Management	\$318.96	trash collection/recycling
	<b>TOTAL</b>	<b>\$15,806.72</b>	

\*\*FOR BOARD APPROVAL

JANUARY 2016 PARK & REC BILLS - 1/4/16

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
452.250	PECO	\$69.61	electric
452.250	PECO	\$31.66	electric
452.250	PECO	\$78.72	electric
452.250	Waste Management	\$223.29	trash coll./recyc.
	<b>TOTAL</b>	<b>\$403.28</b>	

\*\*PAID INTERIMLY

JANUARY 2016 WATER & SEWER BILLS - 1/4/16

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
429.371	Eurofins QC	\$251.00	testing
429.372	PECO	\$116.45	electric
429.372	PECO	\$139.98	electric
429.372	PECO	\$2,092.20	electric
429.372	PECO	\$1,508.78	electric
429.372	PECO	\$138.29	electric
429.210	USA BlueBook	\$350.26	supplies
429.421	Verizon	\$40.58	phone
429.421	Verizon	\$111.40	phone
	<b>TOTAL</b>	<b>\$4,748.94</b>	

\*\*PAID INTERIMLY



**JANUARY 2016 INTERIM BILLS - 1/4/16**

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
409.373	DeFrehn Roofing	\$795.00	roof repair - PD Bldg. - 1/3 deposit
400.460	General Code	\$2,983.25	codified ordinances updates - final payment
414.460	" "	\$2,983.25	" "
407.319	Learned Associates	\$3,000.00	website development, content, linking to eNews
430.371	T & T Tree Service	\$2,745.00	pruning/removal of trees Twp. roads
	<b>TOTAL</b>	<b>\$12,506.50</b>	

\*PREVIOUSLY APPROVED BY BOARD

JANUARY 2016 DUTCHESS FARM BILLS - 1/4/16

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
429.371	Eurofins QC	\$562.00	testing
429.372	PECO	\$1,392.30	electric
	<b>TOTAL</b>	<b>\$1,954.30</b>	

\*\*PAID INTERIMLY

JANUARY 2016 REV RUN EMERGENCY SERVICES - 1/4/16

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
411	OxySure System	\$4,787.93	** AED's
	<b>TOTAL</b>	<b>\$4,787.93</b>	

\*\*PAID INTERIMLY

JANUARY 2016 ENCLAVE BILLS - 1/4/16

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
429.210	Home Depot	\$72.04	supplies
	<b>TOTAL</b>	<b>\$72.04</b>	

\*\*PAID INTERIMLY