

Upper Makefield Township Board of Supervisors December 18, 2012 Meeting Minutes

The December 18, 2012 public meeting of the Upper Makefield Township Board of Supervisors was called to order by Chair Dan Rattigan at 7:30 p.m. In attendance were the following members of the Board of Supervisors: Chair Dan Rattigan, Vice Chair Bud Baldwin, Treasurer Mary Ryan, Member Larry S. Breeden and Member Tom Cino. Also in attendance were Township Manager Sally Slook, Township Solicitor Mary Eberle, Esq., Township Engineer Doug Rossino, P.E., Director of Planning & Zoning Dave Kuhns, Chief Mark Schmidt and Interim Manager David Nyman.

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

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE:

Mr. Rattigan led in the recitation of the Pledge of Allegiance which was followed by a moment of silence for the victims and families affected by the Newtown, CT Massacre.

ANNOUNCEMENTS:

- Mr. Rattigan introduced new Township Manager Sally Slook. Ms. Slook thanked the Board for their confidence in hiring her and looks forward to working with the Board and serving the residents of Upper Makefield Township.
- Reorganization Meeting of the BOS is Monday, January 7 at 4 pm.
- Ms. Ryan reminded everyone that the Park & Recreation survey is available on the Township website and encouraged all to complete one.
- She also reminded everyone of the annual Crossing which takes place on Christmas Day at the Washington Crossing State Park.

SPECIAL ITEMS:

Dr. Everitt Binns shared a power point presentation outlining a proposal to develop a township-wide, comprehensive emergency services plan.

Ms. Ryan asked where else Dr. Binns had performed studies, to which he responded that he has worked in over a dozen communities.

Mr. Cino requested assurance that the study could be accomplished by May and wondered if the existing infrastructure would be taken into consideration, and Dr. Binns assured him they would.

Mr. Rattigan indicated the Board was seeking an evaluation of all EMS services with the desire to improve long-term service for our residents. He stressed that we need to understand the process and quality of service.

Mr. Breeden agreed that a study was a good idea.

Mary Lou Gaffney, Cabin Road, indicated that she had not been able to get liability insurance when she had attempted to serve as a volunteer, despite being a certified nurse.

Mr. Rattigan requested that Dr. Binns present a proposal at the Board's next meeting for consideration.

PUBLIC COMMENT:

Rob Kay, Township EMC and Upper Makefield Fire Company member, reminded all that the Fire Company's Annual Santa Run will be this coming Sunday, January 23rd with the Fire house open from 6:30 pm to 8:00 pm for pictures with Santa. Donations of food are being collected as well for the Pennel Food Pantry.

Dan Worden, Lurgan Road, shared a concern about an increase in the deer population leading to an increase in deer/automobile accidents involving deer. He noted two personal incidents and cited two

incidents involving Township police vehicles with several thousand dollars in damage. He reminded the Board that a previously funded program with Eccologix to cull the deer herd in the Township had been successful and questioned the need to return to providing something greater than the current all volunteer program. Staff was directed to contact Eccologix and request that they update the Board on their efforts and what further assistance they may be able to provide.

Ms. Eberle reminded the Board that they had recently renewed the current program with Eccologix. Mr. Breeden indicated that we should possibly look for other programs and will provide staff with contacts for them.

APPROVAL OF MINUTES AND BILLS PAYABLE:

A motion was made by Mr. Baldwin and was seconded by Ms. Ryan to approve the December 4, 2012 minutes. Motion carried by unanimous vote.

Mr. Rattigan indicated the bills for December 18, 2012 were in the Board's packets. A motion was made by Ms. Ryan and was seconded by Mr. Cino to approve the December 18, 2012 Bills Payable List in the amount of \$254,987.58. Following a question from Mr. Breeden concerning the GAI Consultants bill, the motion carried by a unanimous vote.

PLANNING AND ZONING ISSUES:

There were no Planning & Zoning issues.

SOLICITOR'S REPORT:

Ms. Eberle noted that the Solicitor's Report was in the Board's packets and requested an executive session following the meeting.

MANAGER'S REPORT:

Fund Balance Report

Ms. Slook provided highlights of the Fund Balance Report.

Appointment of Right-to-Know Officer and Township Secretary

Ms. Slook requested Board consideration of assigning the duties of the Right-to-Know-Officer and Township Secretary to her as the new manager. A motion was made by Mr. Baldwin and was seconded by Ms. Ryan to appoint Township Manager Sally Slook as the Upper Makefield Township Right-to-Know Officer and Township Secretary. Motion carried by unanimous vote.

Water Meter Replacement Update

Ms. Slook reported that water meter replacement project at Heritage Hills is complete, and she thanked the residents for their cooperation. She noted that the new meters could alert residents to system malfunctions and that such alerts would be forwarded to customers to have their systems repaired.

ENGINEER'S REPORT:

Engineer's Report

Mr. Rossino reviewed highlights of the Engineer's Report, noting that the light at Lindenhurst had been evaluated, needs a new sensor and that one is on order to be replaced imminently. He also noted that stormwater measures proposed for Lookout Park were being re-evaluated and would be implemented this spring.

BOARD AND COMMISSION REPORTS:

Mr. Rattigan announced that the following reports were included in the Board packets:

- Environmental Advisory Council – September 11, 2012
- Park and Recreation Board – October 8, 2012
- Planning Commission – October 24, 2012

DEPARTMENT REPORTS:

Planning and Zoning Department

Mr. Kuhns highlighted the monthly Planning and Zoning Department Report. He noted that a Phase I Environmental investigation is being conducted on the M&M Service Station site and the Township has still not received any official information regarding a proposed Dunkin Donuts in Washington Crossing.

Police Department

Chief Mark Schmidt highlighted the Police Department Report. He indicated that he had met with the interim superintendent of the National Cemetery regarding better coordination of events, suggesting consideration of additional on-site parking. He agrees that deer/vehicle incidents have increased. Mr. Breeden indicated that he has received a number of calls regarding the Newtown, CT incident asking what our police were doing to assist at our local school. Chief Schmidt assured him that a meeting with the building principal and emergency responders to review existing strategies was already being planned.

Mr. Rattigan announced that the following reports were included in the Board packets:

- Fire Department Report
- Fire Marshal Report
- Public Works Department Report

OLD BUSINESS:

Resolution No. 2012-12-18-01 – Adoption of 2013 Budget

Mr. Nyman provided a brief overview of the budget adoption process and reported that the 2013 budget has been properly advertised for consideration by the Board of Supervisors. He then read into the record Resolution No. 2012-12-18-01.

After discussion, a motion was made by Mr. Baldwin and seconded by Ms. Ryan to adopt Resolution No. 2012-12-18-01. Following comments by Mr. Breeden regarding his concern that the new truck and brine system included in this budget should be further reviewed before purchase, the motion was approved by a 4 to 1 vote, with Mr. Breeden voting no.

Mr. Breeden suggested that the purchase of the new dump truck and brine system be put on hold pending the development of a white paper study of various options including lease versus purchase, used versus new or repair versus replacement for the truck, and further investigation of the storage requirements; the availability of the equipment if housed in a neighboring township and any potential sharing arrangements for the brine system. Mr. Rattigan thanked Mr. Breeden for that thought.

Resolution No. 2012-12-18-02 – Tax Levy

Mr. Nyman provided an explanation of the Tax Levy resolution. After discussion, a motion was made

by Mr. Cino and was seconded by Ms. Ryan to approve Resolution No. 2012-12-18-02. The motion was approved by a 4 to 1 vote, with Mr. Breeden voting no.

Mr. Breeden moved that the June 2011 report on privatization of the Public Works Department be updated annually and be updated to include current information, including the proposed major expenditures for the new dump truck and brine system. The motion failed for lack of a second.

NEW BUSINESS:

There was no new business.

ADJOURNMENT:

A motion was made by Ms. Ryan and was seconded by Mr. Baldwin to adjourn the meeting into Executive Session at 8:20 p.m. Motion carried on unanimous vote.

Respectfully submitted,

David R. Nyman
Interim Township Manager
Approved: January 7, 2013

DECEMBER 2012 GENERAL FUND BILLS - 12/18/12

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
433	Armour & Sons Electric	\$37,841.82	repairs to TL poles reimbursed by insurance co.
410.238	Atlantic Tactical	\$164.97	pants
410.239A	Atlantic Tactical	\$9,407.00	guns
410.192	Bensalem Rescue Squad	\$25.00	first aid/cpr/aed cards from course
403.115	Berkheimer	\$23.75	tax collector
410.750	Cardinal Quakertown	\$1,039.94	camera equipment
400.374	CIT Technology	\$623.98	copier rental
400.312	CKS Engineers	\$324.00	engineering fees
409.140	CleanNet of Philadelphia	\$701.11	cleaning service
430.238	Clemens	\$127.50	uniform rental
414.141	Code Inspections	\$125.00	walk-through of twp. bldg. - ADA compliance
409.321	Comcast - Admin.	\$329.79	phone/long distance/internet
409.321	Comcast - PW	\$127.43	phone/long distance/internet
409.373	Cooper Pest Control	\$122.03	maintenance/exterior
414.460	County of Bucks - HHW	\$1,144.94	2012 annual HHW Collection Program
400.340	Courier Times	\$775.55	advertising
410.540-1	Creative Product Sourcing, Inc. - DARE	\$413.01	D.A.R.E. items
409.215	Deer Park	\$57.20	drinking water
487	DVHIT	\$45,585.92	health insurance
410.314	Eckert, Seamans, Cherin & Mellott	\$1,710.00	legal fees
409.373	Epic Systems Group	\$159.42	alarm monitoring Twp. and PD bldgs.
403.225	Nicholas Ettorre	\$528.40	October - November 2012 expenses
414.314A	GAI Consultants	\$2,351.80	noise impact study
411.212	Gall's	\$29.29	goggles
411.460	" "	\$85.00	dash-mount light
400.313	Gilmore & Associates	\$6,668.90	engineering fees
414.313A	" "	\$7,675.01	" "
409.373	Good Air Conditioning	\$417.72	heat issues twp. bldg./firehouse no heat water in tank
409.373	Gorski Trash Removal	\$270.00	trash collection/recycling
400.314	Grim, Biehn & Thatcher	\$5,394.00	legal fees
414.314A	" "	\$1,620.00	" "
414.314-2	" "	\$1,029.50	" "
409.230	ISObunkers	\$899.43	propane
409.373	Kencor	\$175.00	monthly elevator maintenance
410.374	Kerrigan's Sunoco	\$2,464.15	maintenance/repairs PD vehicles
403.115	Keystone Collections Group	\$4,139.39	tax collector
414.141	Keystone Municipal Services	\$915.00	inspection service
410.372	LICOM Communications	\$570.00	two-way radio license fees
414ZHB	McNamara, Bolla & Panzer	\$87.50	ZHB legal fees
400.210	Newtown Office Supply	\$75.48	office supplies
410.210	" "	\$447.45	" "
414.210	" "	\$165.43	" "
400.460	" "	\$18.00	nameplate for dais
409.215	" "	\$37.96	bldg. supplies
400.460	David Nyman	\$105.84	reimburse for expenses
409.321	PA One Call System	\$63.51	monthly activity fee
410.238	Red the Uniform Tailor	\$1,006.64	trousers/turtlenecks
410.231	Riggins	\$3,437.27	unleaded gasoline
407.319	Ron Skotleski Video Productions	\$400.00	producer fee - BoS Mtg. 12/4/12
409.215	Staples Advantage	\$103.73	bldg. supplies
411.212	Staples Credit	\$27.27	supplies

DECEMBER 2012 GENERAL FUND BILLS - 12/18/12

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
409.230	Superior Plus Energy Services	\$895.21	heating fuel
410.239A	Tanners Sports Center	\$182.09	ammunition
409.373	Townscapes	\$905.00	mowing/weeding/Fall Cleanup/tree & shrub pruning
409.341	U.S. Postal Service (CMRS - FP)	\$750.00	replenish postage meter
409.321	Verizon Wireless	\$1,051.42	mobile phone service
409.373	Warehouse Battery Outlet	\$11.95	battery for emergency exit sign
	TOTAL	\$145,833.70	

**FOR BOARD APPROVAL

*OVER BUDGET

DECEMBER 2012 LIQUID FUELS BILLS - 12/18/12

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
437.2	A&M Truck Tire Service	\$630.00	tires
433TL	Armour & Sons Electric	\$190.00	troubleshoot traffic light
437	Betts Equipment	\$61.23	equipment repairs
437	Colony Auto Parts	\$37.30	maint. items for leaf machine
437	Keith Comly	\$100.00	roll back towing service
432A	Eureka Stone Quarry	\$377.23	snow removal mtl.
438.245	" "	\$223.80	road maintenance mtl.
432S	Garden State Highway Products	\$1,117.62	signs/posts
437	Giles & Ransome	\$132.15	beacon for CAT
437	GTS-Welco	\$25.74	cylinder rental
432A	International Salt	\$4,569.60	bulk ice control
437	Kerrigan's Sunoco	\$470.68	vehicle repairs
437	Bill Marsh Ford	\$1,740.32	vehicle repairs
437	Paul B. Moyer and Sons	\$26.52	items to maintain leaf machine
434SL	PECO	\$138.51	electric - street lights
433TL	PECO	\$32.16	electric - traffic lights
437	R & S Equipment Repair	\$5,479.28	backhoe repair
437	Scrappy's Auto Service	\$150.00	towing - utility truck
437	Smith's Yardville Supply	\$41.61	shop supplies
437	Tanner's Lawn & Snow Equip.	\$63.90	chain/sharpen chains
437	Torodyne	\$97.50	Bobcat maint.
432	U.M.T. General Fund	\$694.05	reimburse G.F. for snow O/T
430.260	Warehouse Battery Outlet	\$173.85	rebuild battery packs/batteries
TOTAL		\$16,573.05	

*OVER BUDGET

**PAID INTERIMLY

DECEMBER 2012 PARK & REC BILLS - 12/18/12

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
452.250	Gorski Trash Removal	\$214.00	trash/recycling Br./LO
452.250	Hague Quality Water	\$525.00	inspect/svc. water treatment sys.
452.250	Private Utility Enterprises	\$404.95	potable water system testing
452.250	Staples	\$45.00	printing - survey
452.250	Townscapes	\$2,805.50	seed'g/aeration/lime/fert. Br.
	TOTAL	\$3,994.45	

**PAID INTERIMLY

DECEMBER 2012 WATER & SEWER BILLS - 12/18/12

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
429.313	CKS Engineers	\$1,495.47	engineering fees
429.740	" "	\$4,811.62	" "
429.373	Commonwealth of PA	\$500.00	NPDES Permit Gray Tract - annual fee
429.374	Pollardwater.com	\$1,214.80	hydrant equipment
429.100	Private Utility Enterprises	\$10,567.56	plant operator
429.371	QC Laboratories	\$130.00	testing
429.374	Smith's Yardville Supply	\$24.99	air hose for compressor
429.110	U.M.T. General Fund	\$29,750.00	reimburse G.F. for F.O. & Bkkpr time
429.110	U.M.T. General Fund	\$169.61	reimburse G.F. for postage
429.110	U.S. Postal Service	\$276.75	postage for 4th qtr. Water/sewer bill mailing
429.421	Verizon	35.63	phone
429.421	Verizon	\$34.60	phone
429.374	Witmer Public Safety Group	\$26.73	hydrostatic testing of SCBA Cylinder
	TOTAL	\$49,037.76	

**PAID INTERIMLY
 **OVER BUDGET/BOARD APPROVAL

DECEMBER 2012 OPEN SPACE BILLS - 12/18/12

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
400	Heritage Conservancy	\$22,500.00	Land Trust Beneficiary Stewardship
	TOTAL	\$22,500.00	

**PAID INTERIMLY
*OVER BUDGET

DECEMBER 2012 INTERIM BILLS - 12/18/12

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
410.238	All FT Police Officers	\$9,829.12	annual dry cleaning allowance
	TOTAL	\$9,829.12	

*PREVIOUSLY APPROVED BY BOARD

OCTOBER 2012 RIPARIAN RESTORATION & PRESERVATION FUND - 12/18/12

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
414.421	Grim, Biehn & Thatcher	\$116.00	legal fees
	TOTAL	\$116.00	

**PAID INTERIMLY

*OVER BUDGET

DECEMBER 2012 DUTCHESS FARM BILLS - 12/18/12

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
429.314	Grim, Biehn & Thatcher	\$29.00	legal fees
429.100	Private Utility Enterprises	\$3,341.40	plant operator
429.371	QC Laboratories	\$177.50	testing
429.110	U.M.T. General Fund	\$3,500.00	reimburse G.F. for F.O. & Bkkpr time
429.110	U.M.T. General Fund	\$13.75	reimburse G.F. for postage
429.110	U.M.T. Water & Sewer Fund	\$41.85	reimburse for quarterly billing postage
	TOTAL	\$7,103.50	

**PAID INTERIMLY

*/**OVER BUDGET/BOARD APPROVAL