

Upper Makefield Township Board of Supervisors
January 6, 2014 Reorganization Meeting Minutes

The January 6, 2014 reorganization meeting of the Upper Makefield Township Board of Supervisors was called to order by Mr. Rattigan at 7:30 p.m. In attendance were the following members of the Board of Supervisors: Member Larry S. Breeden, Member Tom Cino, Member Dan Rattigan, Member Mary Ryan and Member Mike Tierney. Also in attendance were Township Manager Sally Slook, Township Solicitor Mary Eberle, Esq. and Township Engineer Larry Young, P.E., Planning & Zoning Director Dave Kuhns and Chief Mark Schmidt.

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.

ADMINISTRATION OF OATHS OF OFFICE

The Honorable James McMaster administered the Oaths of Office to Supervisor Mike Tierney, Auditor Howard Nenner and Tax Collector Nick Ettorre.

RE-ORGANIZATION OF THE BOARD

Appointment of Interim Chairman

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

Election of Chairman

Mr. Cino then accepted nominations for Chairman. A motion was made by Mr. Rattigan and seconded by Mr. Tierney to appoint Mr. Cino as Chairman. Motion carried on unanimous vote.

Mr. Cino presided over the meeting from this point further.

Election of Vice Chairman

Mr. Breeden accepted nominations for Vice Chairman. A motion was made by Mr. Rattigan and seconded by Ms. Ryan to appoint Mr. Breeden as Vice Chairman. Motion carried on unanimous vote.

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

Mr. Cino accepted nominations for Treasurer. A motion was made by Mr. Rattigan and seconded by Mr. Breeden to appoint Ms. Ryan as Township Treasurer. Motion carried on unanimous vote.

A motion was made by Mr. Breeden and seconded by Mr. Rattigan to set the bond for Township Treasurer at \$1,000,000. Motion carried by a unanimous vote.

BOARD OF SUPERVISORS – LIAISON APPOINTMENTS

A motion was made by Mr. Rattigan and seconded by Mr. Ryan to appoint Ms. Ryan as the liaison to the Upper Makefield Township Planning Commission. Motion carried by a unanimous vote.

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. Rattigan to appoint Mr. Breeden 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. Rattigan to appoint Mr. Breeden as the liaison to the Historic Architectural Review Board. Motion carried by a unanimous vote.

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

A motion was made by Mr. Rattigan and seconded by Mr. Breeden to appoint Mr. Tierney as the liaison to the Police Department. 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 Council Rock School Board. Motion carried by a unanimous vote.

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

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

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

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

A motion was made by Mr. Rattigan and seconded by Ms. Ryan 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 Mr. Tierney to appoint Mr. Breeden as the liaison to the Capital Improvements Oversight Committee. Motion carried by a unanimous vote.

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

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

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

A motion was made by Ms. Ryan and seconded by Mr. Rattigan to appoint Mr. Breeden as the liaison to the PSATs 2014 Voting Delegate. Motion carried by a unanimous vote.

DEPOSITORY APPOINTMENTS

A motion was made by Ms. Ryan and was seconded by Mr. Rattigan to authorize that township funds be deposited with First National Bank of Newtown as follows: Concentration Account, Payroll Account, Disbursement Account, Building Construction Fund, 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, Revolutionary Run Emergency Services, Riparian Buffer & Restoration and Dutchess Farm.

Motion carried on a unanimous vote.

Set Mileage Rate for 2014 – \$0.56 per mile

A motion was made by Ms. Ryan and seconded by Mr. Rattigan to set the mileage rate for 2014 at \$0.56 per mile. Motion carried on unanimous vote.

NEWSPAPER/MEETING DATES

A motion was made by Mr. Ryan and seconded by Mr. Rattigan to establish the following:

- Legal Notices: Legal notices be placed in the *Advance*, the *Bucks County Courier Times* or the *Philadelphia Inquirer*

A motion was made by Mr. Ryan and seconded by Mr. Rattigan to establish the following:

- Meeting Dates: The first and third Tuesdays shall be meeting days for the Board of Supervisors

BOARD APPOINTMENTS

Vacancy Board Chair

A motion was made by Mr. Breeden and was seconded by Mr. Tierney to appoint Dave Rosser as Vacancy Board Chair for a one-year term which expires December 31, 2014. There was discussion concerning volunteer interviews, and the motion failed 2-3, with Mr. Cino, Mr. Rattigan and Ms. Ryan voting no. A motion was then made by Ms. Ryan and was second by Mr. Rattigan to reappoint Bill Gunser as Vacancy Board Chair for a one-year term which expires December 31, 2014. Motion carried by a 3 – 2 vote with Mr. Breeden and Mr. Tierney voting no.

Mr. Breeden made a motion that was seconded by Mr. Tierney that all current volunteer board and committee holders remain in place until the first meeting in February. Mr. Cino asked if waiting to make appointments until February would cause any legal problems. Ms Eberle's opinion was that because there is no language in the MPC specific to this particular issue, she recommended making the appointment to the Zoning Hearing Board. The other volunteer board appointments can wait until February.

Mr. Breeden amended his motion which was seconded by Mr. Tierney to exclude the Zoning Hearing Board. Motion carried 3 – 2, with Ms. Ryan and Mr. Rattigan voting no.

Ms. Ryan made a motion to interview Mr. Kreider for the Zoning Hearing Board position. The motion was seconded by Mr. Cino. Motion carried 3 – 2 with Mr. Breeden and Mr. Tierney voting no.

NEW BUSINESS

A motion was made by Mr. Breeden and was seconded by Mr. Rattigan to approve the December 17, 2013 Board of Supervisors meeting minutes. Ms. Ryan and Mr. Tierney abstained since they were not at the last meeting. Motion carried by unanimous vote.

Ms. Slook read into the record the bills for January 6, 2014. A motion was made by Ms. Ryan and seconded by Mr. Tierney to approve the January 6, 2014 Bills Payable List in the amount of \$278,929.58. Motion carried on a unanimous vote.

Mr. Breeden inquired about a township policy regarding employee parties. He then made a motion to permit employee use of the public meeting room and requiring employees to pay out-of-pocket expenses. Motion failed for lack of a second.

PLANNING AND ZONING

Scipione Zoning Hearing Board Application, 737 Tower View Drive

Mr. Kuhns provided an overview of the application requesting relief to construct a garage in the side yard setback. Discussion followed and the board decided to take no action at this time.

SOLICITOR'S REPORT

Township Manager's Employment Agreement

Ms. Eberle presented the agreement. A motion was made by Mr. Rattigan and was seconded by Ms. Ryan to approve the Township Manager's Employment Agreement. Motion carried by a unanimous vote. Mr. Breeden wanted to confirm that Township Manager is an at-will employee, which Ms. Eberle did confirm. Ms. Ryan discussed goal setting for the Manager and discussion followed.

Execute Agreement of Sale for Conservation Easement

Ms. Eberle presented the Agreement for sale of a conservation easement. Mr. Cino explained that it was an agreement for the sale of a conservation easement, which needed to be approved by the Board for the property on 326 Stoneybrook Road, Newtown, PA 18940.

Discussion followed and a motion was made by Mr. Breeden and seconded by Ms. Ryan to authorize the Township Manager to execute the Agreement of Sale for the Conservation Easement for \$500,000.00. Motion carried by unanimous vote.

MANAGER'S REPORT

Resolution No. 2014-01-06-01 – Disposition of Records

Ms. Slook introduced Resolution No. 2014-01-06-01 providing for the destruction of documents according to the Municipal Records Act. After discussion, a motion was made by Mr. Breeden and seconded by Mr. Tierney to approve Resolution No. 2014-01-06-01 as amended with the removal of the bills income and bank statements for 2005 and 2006. Motion carried by a unanimous vote.

ENGINEER'S REPORT

Titus Single Family Dwelling, 2840 Windybush Road Escrow Release

Lot #2 – Alden Family Limited Partnership Subdivision

Mr. Young provided an overview of the project and recommended approval of the Escrow Release in the amount of \$10,032.06. After brief discussion, a motion was made by Ms. Ryan and was seconded by Mr. Rattigan to approve the Titus Single Family Dwelling Escrow Release in the amount of 10,032.06. Motion carried by a unanimous vote.

PUBLIC COMMENT

There were no comments from the public

Mr. Breeden read from his Mission Statement that he will continue fiscal responsibility, accountability and transparency to the residents of Upper Makefield.

ADJOURNMENT

A motion was made by Mr. Rattigan and seconded by Ms. Ryan to adjourn the meeting at 8:45 p.m. Motion carried on unanimous vote.

Approved: February 4, 2014

JANUARY 2014 GENERAL FUND BILLS - 1/6/14

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
400.460	APMM	\$165.00	twp. Manager membership renewal
400.210	Associated Imaging Solutions	\$138.00	copier charges
400.460	Bucks County Consortium	\$150.00	2014 membership dues
400.460	Cardmember Service - First Nat'l Bank	\$256.97	sympathy/supervisor gift
410.460	" "	\$11.50	train fare to conference
407.319	" "	\$269.97	annual renewal SSL for Exchange Server
409.373	Clemens	\$18.10	floor mat rental
430.238	" "	\$132.00	uniforms
409.321	Comcast - PD	\$319.80	phone/long distance/internet
400.374	Commonwealth of PA	\$536.25	UST Indemnification Fund - underground storage
409.373	Cooper Pest Solutions	\$39.00	pest control - exterior
487	DVHIT	\$48,767.84	health insurance
400.314	Eckert Seamans Cherin & Mellott	\$4,766.33	legal fees
410.460	FBI - LEEDA	\$50.00	2014 annual dues
400.460	GFOA-PA	\$75.00	2014 dues
400.374	HPT Systems	\$810.00	troubleshoot computer crash/renewal settings SSL
400.210	Newtown Office Supply	\$61.34	office supplies
410.210	" "	\$157.09	" "
414.210	" "	\$71.73	" "
409.215	Office Basics	\$39.80	bidg. supplies
409.373	PA DEP	\$50.00	storage tank reg./permit - diesel
409.361	PECO	\$1,166.90	electric - Twp. Complex
409.361	PECO	\$1,452.58	electric - PD Bldg.
438.490	PSATS	\$1,942.00	annual dues
438.460	PSATS CDL Program	\$60.00	drug testing
410.210	Pennsylvania Chiefs of Police Association	\$125.00	membership renewal through 1/1/15
410.540-3	Petty Cash - Police Department	\$32.84	reimburse petty cash
410.192	" "	\$49.50	" "
410.239A	" "	\$81.15	" "
410.460	" "	\$12.89	" "
438.460	Petty Cash - Public Works	\$90.05	reimburse petty cash
410.231	Riggins	\$2,473.78	unleaded gasoline
430.231	" "	\$2,375.69	diesel
400.210	SafeChoice	\$297.50	blank check stock/W-2 forms/1099 forms
410.238	Samzie's	\$17.00	belt
431	Scotts All Season	\$2,070.00	snow plowing services 12/10/13, 12/15/13
407.319	Ron Skotleski Video Productions	\$400.00	BoS Meeting broadcast 12/18/13
409.215	Smith's Yardville Supply	\$21.98	batteries
488	Standard Insurance	\$720.89	add/life insurance premium
488A	" "	\$1,508.81	std insurance premium
488B	" "	\$884.89	ltd insurance premium
400.210	Staples Advantage	\$35.99	office supplies
414.210	" "	\$121.78	" "
410.462	D. Stedman	\$188.44	drug/alcohol testing
409.230	Superior Plus Energy	\$1,373.16	propane
409.341	U.S. Postal Service	\$200.00	annual presorted permit fee
409.321	Verizon Wireless	\$1,185.01	mobile phone service
410.541	" "	\$26.19	" "
452.373	W.D.B. Lawn & Garden Services	\$1,440.00	snow/ice removal Streetscape
409.373	Waste Management	\$270.00	trash removal/recycling
414.322	Richard J. Zober	\$468.00	refund unused escrow balance
TOTAL		\$77,977.74	

**FOR BOARD APPROVAL

JANUARY 2014 LIQUID FUELS BILLS - 1/6/14

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
437	Cardmember Services	\$56.95	tire repair/decals
432A	International Salt	\$8,981.35	bulk ice control
432	U.M.T. General Fund	\$1,170.97 **	reimburse for snow O/T
	TOTAL	\$10,209.27	

**PAID INTERIMLY

JANUARY 2014 PARK & REC BILLS - 1/6/14

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
452.250	PECO	\$31.04	electric
452.250	PECO	\$71.01	electric
452.250	PECO	\$52.80	electric
452.250	Private Utility Enterprises	\$169.82	winterize parks
452.250	Waste Management	\$214.00	trash/recycling parks
	TOTAL	\$538.67	

**PAID INTERIMLY

JANUARY 2014 WATER & SEWER BILLS - 1/6/14

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>		<u>COMMENTS</u>
429.740	KRS Services	\$4,994.00	**	install Aerator Drive Unit/adjustments
429.372	PECO	\$109.35		electric
429.372	PECO	\$199.22		electric
429.372	PECO	\$322.58		electric
429.372	PECO	\$1,623.38		electric
429.372	PECO	\$2,105.90		electric
429.100	Private Utility Enterprises	\$11,181.57		plant operator
429.110	Staples Advantage	\$18.40		paper for water bills
429.421	Verizon	\$35.93		phone
429.421	Verizon	\$35.93		phone
429.421	Verizon	\$31.57		phone
429.421	Verizon	\$107.52		phone
429.740	Xylem Water Solutions U.S.A.	\$5,255.50	**	mixer
	TOTAL	\$26,020.85		

**PAID INTERIMLY

JANUARY 2014 TREE FUND - 1/6/14

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
409	Elaine/Charles Dougherty	\$200.00	UMTree Grant reimbursement
	TOTAL	\$200.00	

**PAID INTERIMLY

JANUARY 2014 INTERIM BILLS - 1/6/14

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
400.460	Colonial Farms Gourmet Foods	\$297.04	holiday luncheon
409.750A	Dell	\$899.52	computer/monitor
409.373	Good Air Conditioning & Heating	\$1,000.00	deposit - repair PD bldg. heat sys.
TOTAL		\$2,196.56	

*PREVIOUSLY APPROVED BY BOARD

JANUARY 2014 DUTCHESS FARM BILLS - 1/6/14

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
429.100	Private Utility Enterprises	\$2,638.65	plant operator
429.740	Xylem Water Solutions U.S.A.	\$5,286.50 **	mixer
	TOTAL	\$7,925.15	

**PAID INTERIMLY

JANUARY 2014 CAPITAL RESERVE BILLS - 1/6/14

<u>Acct #</u>	<u>Company Name</u>	<u>Amount</u>	<u>Comments</u>
430.750	County of Bucks	\$153,861.34	mandated radios
	TOTAL	\$153,861.34	

****PAID INTERIMLY**