

**Upper Makefield Township Board of Supervisors  
January 2, 2018 Reorganization Meeting Minutes**

The January 2, 2018 reorganization meeting of the Upper Makefield Township Board of Supervisors was called to order by Supervisor Tom Cino at 6:30 p.m. In attendance were the following members of the Board of Supervisors: Member Kris Ballerini, Member Tom Cino, Member Ed Ford, Member Diana Nolan, and Member Mike Tierney. Also in attendance were Assistant Township Manager Judy Caporiccio, Township Solicitor Mary Eberle, Esq., Planning & Zoning Director Dave Kuhns and Sergeant Patrick Durkin.

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**

Judge Mick Petrucci administered oaths of office to newly elected officials: Auditor Timothy J. Duffy, Tax Collector Nicholas J. Ettore; Supervisor Kristian Ballerini and Supervisor Edward J. Ford.

**RE-ORGANIZATION OF THE BOARD**

**Appointment of Interim Chair**

A motion was made by Ms. Nolan and seconded by Ms. Ballerini to appoint Ms. Eberle as Interim Chair. Motion carried by unanimous vote.

**Election of Chair**

Ms. Eberle then accepted nominations for Chair. A motion was made by Ms. Nolan and seconded by Ms. Ballerini to nominate Tom Cino as Chairman. With no additional nominations, the motion carried on a 4-1 vote, with Mr. Tierney voting in opposition.

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

**Election of Vice Chair**

A motion was made by Mr. Cino and seconded by Dr. Ford to elect Diana Nolan as Vice Chair. Motion carried by a unanimous vote.

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

Mr. Cino requested nominations for Treasurer. A motion was made by Ms. Nolan and seconded by Dr. Ford to appoint Mike Tierney as Township Treasurer and to set the bond for Township Treasurer at \$1,000,000. Motion carried by a unanimous vote.

**APPOINTMENT OF TOWNSHIP MANAGER AND CONSULTANTS**

A motion was made by Ms. Nolan and seconded by Dr. Ford to renew the Township Manager Agreement with David R. Nyman and to reappoint Mr. Nyman as Township Secretary and Right to Know Officer. Motion carried by a unanimous vote.

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

A motion was made by Mr. Cino and seconded by Ms. Ballerini to appoint Larry Young, P.E. of Tri-State Engineers and Land Surveyors, Inc. as Township Engineer. Motion carried by a unanimous vote.

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

A motion was made by Mr. Cino and seconded by Ms. Nolan to appoint Ryan Cassidy, Esquire from Eckert, Seamans as Township Labor Counsel. Motion carried by a unanimous vote.

**BOARD OF SUPERVISORS – LIAISON APPOINTMENTS**

A motion was made by Mr. Cino and seconded by Ms. Nolan to appoint Dr. Ford as liaison to the Planning Commission for 2018. Motion carried by a unanimous vote.

A motion was made by Mr. Cino and seconded by Ms. Nolan to appoint Mr. Cino as liaison to the Park and Recreation Board for 2018. Motion carried by a unanimous vote.

A motion was made by Mr. Cino and seconded by Ms. Nolan to appoint Ms. Ballerini as liaison to the Historical Advisory Commission for 2018. Motion carried by a unanimous vote.

A motion was made by Mr. Cino and seconded by Ms. Nolan to appoint Ms. Ballerini as liaison to the Historic Architectural Review Board for 2018. Motion carried by a unanimous vote.

A motion was made by Mr. Cino and seconded by Ms. Nolan to appoint Mr. Cino as liaison to the Fire Company for 2018. Motion carried by a unanimous vote.

A motion was made by Mr. Cino and seconded by Ms. Nolan to appoint Dr. Ford as liaison to the Police Department for 2018. Motion carried by a unanimous vote.

A motion was made by Mr. Cino and seconded by Ms. Nolan to appoint Ms. Ballerini as liaison to the Council Rock School Board for 2018. Motion carried by a unanimous vote.

A motion was made by Mr. Cino and seconded by Ms. Ballerini to appoint Ms. Nolan as liaison to the Environmental Advisory Council/Open Space for 2018. Motion carried by a unanimous vote.

A motion was made by Mr. Cino and seconded by Ms. Nolan to appoint Ms. Ballerini as liaison to the Financial Advisory Committee for 2018. Motion carried by a unanimous vote.

A motion was made by Mr. Cino and seconded by Ms. Nolan to appoint Dr. Ford as liaison to the Non-Uniformed Employees for 2018. Motion carried by a unanimous vote.

A motion was made by Mr. Cino and seconded by Ms. Nolan to appoint Mr. Tierney as liaison to the National Veterans' Cemetery for 2018. Motion carried by a unanimous vote.

A motion was made by Mr. Cino and seconded by Ms. Ballerini to appoint Ms. Nolan as liaison to the Public Works Department for 2018. Motion carried by a unanimous vote.

A motion was made by Mr. Cino and seconded by Dr. Ford to appoint Mr. Tierney as liaison to the Emergency Management Team for 2018. Motion carried by a unanimous vote.

A motion was made by Mr. Cino and seconded by Ms. Nolan to appoint Mr. Tierney as liaison to the Agricultural Security Board, serving as Chair and a voting member for 2018. Motion carried by a

unanimous vote.

A motion was made by Mr. Cino and seconded by Ms. Ballerini to appoint Mr. Cino as liaison to the Jointure for 2018. Motion carried by a unanimous vote.

A motion was made by Mr. Cino and seconded by Ms. Ballerini to appoint Ms. Nolan as the Voting Delegate to the PSATS Conference for 2018. Motion carried by a unanimous vote.

#### **DEPOSITORY APPOINTMENTS**

A motion was made by Ms. Nolan and was seconded by Ms. Ballerini to authorize that Township funds be deposited with First Bank of Newtown as follows: Concentration Account, Payroll Account, Disbursement Account, Building Construction Fund, Water and Sewer Fund, Water & Sewer Capital Reserve 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, Dutchess Farm Sewer Capital Reserve Fund, Enclave Water & Sewer Fund, Enclave Capital Reserve. Motion carried by unanimous vote.

#### **RESOLUTION NO. 2018-01-02 - AUTHORIZING BANK SIGNATURES**

A motion was made by Ms. Nolan and seconded by Ms. Ballerini to approve Resolution No. 2018-01-02 authorizing bank signatures. Motion carried by a unanimous vote.

#### **SET MILEAGE RATE FOR 2018**

A motion was made by Ms. Nolan and seconded by Ms. Ballerini to set the mileage rate for 2018 at 54.5 cents per mile. Motion carried by unanimous vote.

#### **NEWSPAPER/MEETING DATES**

A motion was made by Mr. Cino and seconded by Ms. Nolan to establish that legal notices be placed in the *Advance*, the *Bucks County Courier Times* or the *Philadelphia Inquirer* and on the Township website. Motion carried by unanimous vote.

A motion was made by Ms. Nolan and seconded by Ms. Ballerini to establish the first and third Tuesdays as meeting days for the Board of Supervisors in 2018 with the exceptions of Wednesday, May 16 and Wednesday, November 7 due to conflicts with Primary and General Election days and setting only one meeting in the month of July on July 17. Motion carried by a unanimous vote.

#### **BOARD APPOINTMENTS**

A motion was made by Mr. Cino and seconded by Ms. Nolan to reappoint Karin Traina to the Planning Commission for a term which expires 12/31/21. Motion carried by unanimous vote.

A motion was made by Mr. Cino and seconded by Ms. Ballerini to reappoint Maureen Ferrazzi to the Historical Advisory Commission for a term which expires 12/31/22. Motion carried by unanimous vote.

A motion was made by Mr. Cino and seconded by Ms. Nolan to reappoint David Kuhns to the Historical Architectural Review Board for a term which expires 12/31/22. Motion carried by unanimous vote.

A motion was made by Mr. Cino and seconded by Ms. Ballerini to reappoint Karin Traina to the Joint Planning Commission for a term which expires 12/31/19. Motion carried by a unanimous vote.

A motion was made by Mr. Cino and seconded by Ms. Nolan to reappoint Spencer Saunders to the Zoning Hearing Board for a term which expires 12/31/22. Motion carried by a unanimous vote.

A motion was made by Mr. Cino and seconded by Ms. Nolan to reappoint William Kennedy to the Council Rock Senior Center Board for a term which expires on 12/31/18. Motion carried by a unanimous vote.

A motion was made by Mr. Cino and seconded by Dr. Ford to reappoint Jack Wiseman to the Environmental Advisory Council for a term which expires 12/31/20. Motion carried by unanimous vote.

A motion was made by Mr. Cino and seconded by Dr. Ford to reappoint Nicole Khan to the Environmental Advisory Council for a term which expires 12/31/20. Motion carried by unanimous vote.

A motion was made by Mr. Cino and seconded by Ms. Nolan to reappoint Joe Linus as Vacancy Board Chair for a term which expires 12/31/18. Motion carried by a unanimous vote.

A motion was made by Mr. Cino and seconded by Ms. Nolan to reappoint Neil Werberig to the Investment Committee for a term which expires on 12/31/21. Motion carried by a unanimous vote.

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

A motion was made by Mr. Cino and was seconded by Ms. Nolan to approve the December 14, 2017 Board of Supervisors meeting minutes. Motion carried by 3-0-2 vote, with Ms. Ballerini and Dr. Ford abstaining.

A motion was made by Mr. Cino and seconded by Ms. Nolan to approve the January 2, 2018 Bills Payable List in the amount of \$50,309.35. Motion carried on a unanimous vote.

#### **ASSISTANT MANAGER'S REPORT**

##### **Accept Resignation of Public Works Department Part-Time Administrative Assistant**

A motion was made by Ms. Nolan and was seconded by Ms. Ballerini to accept the resignation of the part-time administrative assistant in the Public Works Department. Motion carried by a unanimous vote.

##### **Public Works Department Temporary Full-Time Laborer**

A motion was made by Ms. Nolan and was seconded by Ms. Ballerini to hire William Konowaluk as temporary full-time Public Works Laborer. Motion carried by a unanimous vote.

##### **Salt Barn Renovation Project-Payment Request #1 (Final)**

Ms. Caporiccio provided an overview of the project. A motion was then made by Ms. Nolan and seconded by Mr. Cino to approve Payment Request #1(Final) in the amount of \$49,643.59 to GL Callow Building. Motion carried by a unanimous vote.

#### **PUBLIC COMMENT**

There was no public comment.

**ADJOURNMENT**

A motion was made by Ms. Nolan and seconded by Ms. Ballerini to adjourn the meeting at 6:58 p.m. Motion carried by unanimous vote.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "David R. Nyman". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

David R. Nyman  
Township Manager

Approved: January 16, 2018

**JANUARY 2018 GENERAL FUND BILLS - 1/2/18**

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
409.321	Acteon	\$339.50	software assurance 12/28/17 - 12/31/18
409.321	Comcast	\$394.48	Admin. Bldg. internet/phone service
409.321	Comcast	\$365.39	P. D. Bldg. internet/phone service
409.321	Comcast	\$170.64	P. W. Bldg. internet/phone service
409.361	PECO	\$1,201.08	electric - Admin. Bldg.
409.361	PECO	\$1,265.58	electric - P. D. Bldg.
409.215	Ready Refresh	\$107.76	drinking water for Twp. Complex buildings
488	Standard Insurance	\$687.37	add/life insurance premium
488A	" "	\$1,629.02	std insurance premium
488B	" "	\$955.42	ltd insurance premium
409.321	Verizon Wireless	\$1,058.30	cellular charges
410.541	" "	\$26.76	" " - SRT
409.373	Waste Management	\$386.92	trash collection/recycling
	<b>TOTAL</b>	<b>\$8,588.22</b>	

\*\*FOR BOARD APPROVAL

## JANUARY 2018 LIQUID FUELS BILLS - 1/2/18

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
432A	Morton Salt	\$4,399.66	salt for roads
434SL	PECO	\$123.81	electric - street lighting
433TL	PECO	\$24.19	electric - traffic lighting
432	U. M. T. General Fund	\$3,250.04 **	reimburse GF for snow overtime
	<b>TOTAL</b>	<b>\$7,797.70</b>	

\*\*PAID INTERIMLY

**JANUARY 2018 PARK & REC BILLS - 1/2/18**

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
452.250	PECO	\$28.13	electric
452.250	PECO	\$55.33	electric
452.250	PECO	\$36.04	electric
	<b>TOTAL</b>	<b>\$119.50</b>	

**\*\*PAID INTERIMLY**



## JANUARY 2018 WATER & SEWER BILLS - 1/2/18

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
429.372	PECO	\$156.98	electric
429.372	PECO	\$220.37	electric
429.372	PECO	\$163.50	electric
429.372	PECO	\$2,260.96	electric
429.372	PECO	\$1,051.87	electric
429.372	PECO	\$585.81	electric
429.421	Verizon	\$43.10	phone
429.421	Verizon	\$118.88	phone
	<b>TOTAL</b>	<b>\$4,601.47</b>	

\*\*PAID INTERIMLY

## JANUARY 2018 INTERIM BILLS - 1/2/18

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
410.238	Atlantic Tactical	\$149.97	uniform pants - P. D.
410.239A	" "	\$7,614.00	weapons/accessories
410.238	Atlantic Tactical	\$287.80	vest carriers - Raza/Russi
414.141	Building Insp. Underwriters	\$5,287.50	inspection svc. Aug./Sept./Oct.
410.372C	Dell	\$2,909.52	computers/monitors - P. D.
410.192	Jeffrey Jumper	\$291.82	JNET Conference expenses
410.192	Richard Kraus	\$321.80	JNET Conference expenses
414.316	Newtown Area Joint Zoning	\$4,500.00	2017 Twp. assessment
410.192	Gerard Russi	\$298.33	reimburse for SWAT training exp.
430.371	Warwick Tree Service	\$1,800.00	maple tree removal Mt. Eyre & T-ville
	<b>TOTAL</b>	<b>\$23,460.74</b>	

\*PREVIOUSLY APPROVED BY BOARD

**JANUARY 2018 DUTCHESS FARM BILLS - 1/2/18**

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
429.372	PECO	\$1,272.89	electric
	<b>TOTAL</b>	<b>\$1,272.89</b>	

\*\*PAID INTERIMLY

# JANUARY 2018 WATER/SEWER CAPITAL RESERVE BILLS - 1/2/18

<u>Acct #</u>	<u>Company Name</u>	<u>Amount</u>	<u>Comments</u>
429.740	Corrosion Control Corp.	\$920.00	** year five work per contract specs.
<b>TOTAL</b>		<b>\$920.00</b>	

\*\*PAID INTERIMLY

## JANUARY 2018 ENCLAVE BILLS - 1/2/18

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
429.372	PECO	\$1,559.31	electric
429.372	PECO	\$80.40	electric
429.372	PECO	\$55.64	electric
429.372	U. M. T. Water & Sewer Fund	\$1,628.68	** reimb. W/S bill pd. from wrong fund
429.421	Verizon	\$52.52	phone
429.421	Verizon	\$52.29	phone
429.421	Verizon	\$119.99	internet
	<b>TOTAL</b>	<b>\$3,548.83</b>	

\*\*PAID INTERIMLY