

**Upper Makefield Township Board of Supervisors
January 3, 2017 Reorganization Meeting Minutes**

The January 3, 2017 reorganization meeting of the Upper Makefield Township Board of Supervisors was called to order by Supervisor Dan Rattigan at 7:33 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 Kelly 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. Rattigan led in the recitation of the Pledge of Allegiance which was followed by a moment of silence.

RE-ORGANIZATION OF THE BOARD

Appointment of Interim Chair

A motion was made by Mr. Rattigan and seconded by Mr. Cino 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. Ryan and seconded by Mr. Cino to nominate Mr. Rattigan as Chairman. With no additional nominations, the motion carried by unanimous vote.

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

Election of Vice Chair

A motion was made by Ms. Ryan and seconded by Ms. Nolan to nominate Mr. Cino as Vice Chair. With no additional nominations, the motion carried by unanimous vote.

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

Mr. Rattigan requested nominations for Treasurer. A motion was made by Ms. Nolan 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 unanimous vote.

BOARD OF SUPERVISORS – LIAISON APPOINTMENTS

A motion was made by Mr. Cino and seconded by Ms. Nolan to establish the following liaison appointments for 2017:

- Planning Commission - Mary Ryan
- Park and Recreation Board - Tom Cino
- Historical Advisory Commission - Diana Nolan
- Historic Architectural Review Board - Diana Nolan
- Fire Company - Tom Cino
- Police Department - Dan Rattigan
- Council Rock School Board – Diana Nolan
- Open Space/Environmental Advisory Council - Diana Nolan
- Financial Advisory Committee - Tom Cino
- Investment Committee (voting member) - Tom Cino

Non-Uniformed Employees - Dan Rattigan
National Veterans' Cemetery - Mike Tierney
Public Works - Mary Ryan
Emergency Management - Mike Tierney
Jointure Representative - Dan Rattigan
Agricultural Security Advisory Board (voting member and Chair) - Mike Tierney
PSATS 2017 Voting Delegate -Dan Rattigan

Following discussion, consensus was to not appoint a liaison to the Council Rock Senior Center. The motion to establish the liaison appointments listed above was then carried by unanimous vote.

DEPOSITORY APPOINTMENTS

A motion was made by Ms. Nolan and was seconded by Mr. Cino 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.

SET MILEAGE RATE FOR 2017

A motion was made by Ms. Nolan and seconded by Ms. Ryan to set the mileage rate for 2017 at 53.5 cents per mile. Motion carried by unanimous vote.

NEWSPAPER/MEETING DATES

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

A motion was made by Ms. Nolan and seconded by Ms. Ryan to establish the first and third Tuesdays as meeting days for the Board of Supervisors in 2017, with no meeting on July 4th. Motion carried by a unanimous vote.

BOARD APPOINTMENTS

A motion was made by Mr. Cino and seconded by Ms. Ryan to reappoint Walt Wydro and Bud Baldwin to the Planning Commission for terms which expire 12/31/20. Motion carried by unanimous vote.

A motion was made by Ms. Ryan and seconded by Ms. Nolan to reappoint Diana Kelly to the Historical Advisory 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. Ryan to reappoint Walt Wydro to the Joint Planning Commission for a term which expires 12/31/18. Motion carried by a unanimous vote.

A motion was made by Ms. Ryan and seconded by Mr. Cino to reappoint Mark Zaharchuk to the Cable Advisory Board for a term which expires 12/31/18. Motion carried by unanimous vote.

A motion was made by Ms. Ryan and seconded by Ms. Nolan to reappoint William Kennedy to the Council Rock Senior Center Board for a term which expires on 12/31/17. Motion carried by a unanimous vote.

A motion was made by Ms. Nolan and seconded by Ms. Ryan to make the following reappointments to the Environmental Advisory Council for a terms which expire 12/31/19: Ed Ford, Bud Baldwin and Keith Miller. Motion carried by unanimous vote.

A motion was made by Mr. Cino and seconded by Ms. Ryan to reappoint Jim Pearsall and Bill Hoefler to the Park and Recreation Board for terms which expires 12/31/21. Motion carried by unanimous vote.

A motion was made by Mr. Cino and seconded by Ms. Ryan to reappoint Joe Linus as Vacancy Board Chair for a term which expires 12/31/17. Motion carried by a unanimous vote.

A motion was made by Mr. Cino and seconded by Ms. Ryan to reappoint Richard Krollman to the Financial Advisory Committee for a term which expires on 12/31/19. Motion carried by a unanimous vote.

A motion was made by Mr. Cino and seconded by Ms. Ryan to appoint the Interim Township Manager David Nyman to the Investment Committee for a term which expires on 12/31/19. Mr. Nyman clarified that should a permanent Township Manager be hired, that person would fill this position. Motion carried by a unanimous vote.

Ms. Ryan requested clarification regarding the filling of open Board/Commission positions. The consensus of the Board was to continue accepting applications and fill the positions through an interview and subsequent Board action.

APPOINTMENT OF CONSULTANTS

A motion was made by Ms. Ryan 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 Ms. Ryan and seconded by Ms. Nolan 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 Ms. Nolan and seconded by Ms. Ryan to appoint Tom Zarko, P.E. from CKS Engineers, Inc. as Township Water and Sewer Engineer. Motion carried by unanimous vote.

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

APPROVAL OF MINUTES AND BILLS

A motion was made by Ms. Nolan and seconded by Mr. Cino to approve the December 20, 2016 Board of Supervisors meeting minutes. Motion carried by unanimous vote.

A motion was made by Ms. Nolan and seconded by Mr. Cino to approve the January 3, 2017 Bills Payable List in the amount of \$123,135.95. Motion carried on a unanimous vote.

INTERIM MANAGER'S REPORT

Township Landscape Bids

Mr. Nyman provided an overview of the Township's Landscape Bids. Discussion followed and a motion was made by Ms. Nolan and seconded by Ms. Ryan to authorize advertisement of the 2017-18 landscape bid for both traditional and environmentally friendly options. Motion carried by unanimous vote.

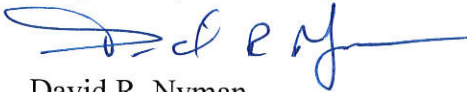
PUBLIC COMMENT

Guy Polhemus, Washington Crossing stated that the liaison appointments seem arbitrary. He asked what determined the size of the committees. Ms. Ryan stated that the HARB is established in accordance with State law requirements. Mr. Nyman will research the establishment of other Township boards/commissions.

ADJOURNMENT

A motion was made by Ms. Nolan and seconded by Ms. Ryan to adjourn the meeting at 7:56 p.m. Motion carried by unanimous vote.

Respectfully submitted,



David R. Nyman

Interim Township Manager

Approved: January 17, 2017

JANUARY 2017 GENERAL FUND BILLS - 1/3/17

ACCT #	COMPANY NAME	AMOUNT	COMMENTS
400.210	Associated Imaging Solutions	\$498.15	copier charges
400.210	BJ's Wholesale Club	\$25.00	annual membership
410.210	" "	\$25.00	" "
400.460	Bucks County Consortium	\$150.00	2017 membership dues
409.321	Comcast	\$387.99	phone service/internet service P. D. Bldg.
400.314	Eckert Seamans Cherin & Mellott	\$3,240.00	legal fees
410.314	" "	\$10,845.00	" "
400.460	GFOA PA	\$75.00	2017 membership dues renewal
414.315C	Gilmore & Associates	\$2,645.00	Stoopville Phase II engineering fees
414ZHB	High Swartz	\$2,375.00	legal fees - ZHB
411.460	IAAI	\$25.00	2017 Chapter dues
409.373	Jammer Doors	\$1,765.00	repairs to PW Garage door
410.314	The Kapoor Company	\$16,500.00	consulting fees - collective bargaining/arbitration PD
410.372C	PA Chiefs of Police Association	\$6,500.00	Livescan/CPIN maintenance fees for 2017
400.374	PA DEP	\$16.67	storage tank registration/permit - garage
409.361	PECO	\$1,001.84	electric - Admin. Bldg.
409.361	PECO	\$1,256.98	electric - PD Bldg.
400.460	PSATS	\$1,899.00	annual township dues
488	Standard Insurance	\$689.95	add/life insurance premium
488A	" "	\$1,581.89	std insurance premium
488B	" "	\$927.67	ltd insurance premium
400.210	Staples Business Advantage	\$63.12	office supplies
409.215	" "	\$351.02	bldg. supplies
409.341	U. S. Postal Service (CMRS - FP)	\$1,000.00	replenish postage meter
409.321	Verizon Wireless	\$788.77	mobile phone service
410.541	" "	\$26.69	" "
409.373	Waste Management	\$340.82	trash collection/recycling Twp. complex
	TOTAL	\$55,000.56	

**FOR BOARD APPROVAL

JANUARY 2017 PARK & REC BILLS - 1/3/17

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
452.249	PECO	\$15.70	electric
452.250	PECO	\$67.54	electric
452.250	PECO	\$87.31	electric
452.250	PECO	\$27.67	electric
452.250	Waste Management	\$269.86	trash collection/recycling parks
	TOTAL	\$468.08	

**PAID INTERIMLY

JANUARY 2017 WATER & SEWER BILLS - 1/3/17

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
429.371	Eurofins QC	\$157.00	testing
429.372	PECO	\$2,777.09	electric
429.372	PECO	\$1,438.25	electric
429.372	PECO	\$185.38	electric
429.372	PECO	\$149.11	electric
429.372	PECO	\$168.34	electric
429.371	M. J. Reider Associates	\$56.00	testing
429.419	Verizon	\$36.84	phone
429.420	Verizon	\$41.48	phone
429.421	Verizon	\$42.10	phone
429.421	Verizon	\$116.20	phone
	TOTAL	\$5,167.79	

**PAID INTERIMLY

JANUARY 2017 INTERIM BILLS - 1/3/17

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
430.371	T & T Tree Service	\$9,465.00	pruning/removal of trees Twp. roads
	U. M. T. Bldg. Constr. Fund	\$3,597.22	RE tax transfer
	U. M. T. Fire Fund	\$3,597.22	RE tax transfer
	U. M. T. Open Space Fund	\$41,443.93	RE tax transfer
	TOTAL	\$58,103.37	

*PREVIOUSLY APPROVED BY BOARD

JANUARY 2017 DUTCHESS FARM BILLS - 1/3/17

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
429.374	Grainger	\$186.54	maintenance
429.372	PECO	\$1,056.06	electric
429.371	M. J. Reider Associates	\$175.00	testing
429.210	USA BlueBook	\$334.22	supplies
429.421	Verizon	42.99	phone
	TOTAL	\$1,794.81	

**PAID INTERIMLY

JANUARY 2017 ENCLAVE BILLS - 1/3/17

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
429.371	Eurofins QC	\$15.00	testing
429.210	USA BlueBook	\$511.91	supplies
	TOTAL	\$526.91	

**PAID INTERIMLY