

**Upper Makefield Township Board of Supervisors
January 3, 2011 Meeting Minutes**

The January 3, 2011 reorganization meeting of the Upper Makefield Township Board of Supervisors was called to order by Supervisor Bud Baldwin at 7:36p.m. In attendance were the following members of the Board of Supervisors: Member Tom Cino and Member Mary Ryan. Member Dan Rattigan was absent. Also in attendance were Township Manager Stephanie Teoli, Township Solicitor Steve Moyer, Esq. and Township Engineer Larry Young, P.E.

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

RE-ORGANIZATION OF THE BOARD:

Appointment of Interim Chair

Mr. Baldwin turned the meeting over to Solicitor Moyer, who served as Interim Chair.

Election of Chairman

Mr. Moyer accepted nominations for Chairman. A motion was made by Ms. Ryan to appoint Mr. Baldwin as Chairman. The motion was seconded by Mr. Cino and carried on a unanimous vote.

Election of Vice Chairman

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

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

Mr. Baldwin made a motion to appoint Ms. Ryan as Township Treasurer and to set the Treasurer's Bond at \$1,000,000. The motion was seconded by Mr. Cino and carried on unanimous vote.

Appointment of Township Manager/Secretary

A motion was made by Ms. Ryan and was seconded by Mr. Baldwin to appoint Stephanie Teoli as Township Manager/Secretary. Motion carried on unanimous vote. Mr. Baldwin commented that the Board was pleased with the performance of the manager and looked forward to re-negotiating her Employment Agreement early in the year.

Appointment of Township Solicitor

A motion was made by Ms. Ryan and was seconded by Mr. Cino to appoint Grim, Biehn & Thatcher as Township Solicitor. Motion carried on a unanimous vote.

Appointment of Township Engineer

A motion was made by Ms. Ryan and was seconded by Mr. Cino to appoint Gilmore & Associates as Township Engineer. Motion carried on unanimous vote.

Township Water/Sewer Engineer

A motion was made by Ms. Ryan and was seconded by Mr. Cino to appoint CKS Engineers as Township Water/Sewer Engineer. Motion carried on unanimous vote.

DEPOSITORY APPOINTMENTS:

A motion was made by Mr. Baldwin and was seconded by Ms. Ryan to authorize that township funds be deposited with Citizens Bank, TD Bank and Smith Barney, as set forth below.

- A. **Citizens Bank:** 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
- B. **TD Bank:** Tree Fund, Grading Escrow Fund, Fire Fund, Cable TV Fund, Park & Rec Fund, Operation & Maintenance Agreement, Revolutionary Run Emergency Services, and Riparian Buffer & Restoration
- C. **Smith Barney:** Police & Non-Uniformed Pension Funds

Motion carried on a 2-0 vote with Mr. Cino abstaining.

Set Mileage Rate for 2009 – \$0.50 per mile

A motion was made by Ms. Ryan and was seconded by Mr. Cino to set the mileage rate for 2011 at \$0.50 per mile. Motion carried on unanimous vote.

ADOPTION OF CONSULTANT RATES:

A motion was made by Mr. Cino and was seconded by Ms. Ryan to set the 2011 rates as submitted in board packets for the consultants listed below:

Township Engineer - Larry Young, P.E. - Gilmore & Associates

Township Solicitor - John Rice, Esq. - Grim, Biehn, Thatcher

Township Water/Sewer Engineer – Tom Zarko, P.E. – CKS Engineers

Zoning Hearing Board Solicitor - William Bolla, Esq. – McNamara, Bolla, Williams & Panzer

Labor Counsel – Ryan Cassidy, Esq. – Reed Smith

Motion carried on a unanimous vote.

APPOINTMENT OF THIRD PARTY AGENCY FOR BUILDING INSPECTION SERVICES

A motion was made by Mr. Cino and was seconded by Ms. Ryan to appoint Keystone Municipal Services, Inc. to perform building inspections and plan review. Motion carried on a unanimous vote.

NEWSPAPERS/MEETING DATES/SALARIES/FEES:

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

- Legal Notices: Legal notices shall be placed in the *Advance*, the *Bucks County Courier Times* or the *Philadelphia Inquirer*.
- Meeting Dates: The first and third Wednesdays at 7:30 p.m. shall be meeting days/times for the Board of Supervisors.
- Salary Schedule: Establishment of the 2011 Salary Schedule.

Motion carried on a unanimous vote.

OLD BUSINESS:

There was no old business.

NEW BUSINESS:

Mr. Baldwin announced that after this meeting is adjourned, the Board will interview candidates for the vacancy created by John Silver's resignation.

PUBLIC COMMENT:

Dennis Heath, River Road, submitted questions that he suggested the Board should ask candidates.

ADJOURNMENT:

A motion was made by Mr. Cino and was seconded by Ms. Ryan to adjourn the meeting at 7:45 p.m. Motion carried on unanimous vote.

Approved: January 19, 2011