

**Upper Makefield Township Board of Supervisors
January 6, 2020 Reorganization Meeting Minutes**

The January 6, 2020 reorganization meeting of the Upper Makefield Township Board of Supervisors was called to order by Mr. Cino at 7:30 p.m. In attendance were the following members of the Board of Supervisors: Member Tom Cino, Member Ed Ford and Member Diana Nolan. Also in attendance were Township Manager David R. Nyman, Assistant Township Manager Judy Caporiccio, Township Solicitor Mary Eberle, Esq., Planning & Zoning Director Dave Kuhns and Chief Mark Schmidt.

There were also members of the public 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 in memory of Congressman Mike Fitzpatrick.

ADMINISTRATION OF OATHS OF OFFICE – The Honorable Mick Petrucci

District Judge Mick Petrucci administered Oaths of Office to Elected Auditor Richard Krollman, Tax Collector Tom Merchant and Supervisor Timothy Thomas.

BOARD OF SUPERVISORS APPOINTMENT AND OATH OF OFFICE

A motion was made by Mr. Thomas and seconded by Ms. Nolan to appoint Karin Traina to fill the vacancy created by the resignation of Kristian Ballerini for a term which expires December 31, 2021. Motion carried by a unanimous vote.

Judge Petrucci then administered the Oath of Office to Karin Traina.

PUBLIC COMMENT

There was no public comment.

REORGANIZATION OF THE BOARD

Appointment of Interim Chair

A motion was made by Mr. Cino and seconded by Ms. Nolan to appoint Township Manager David Nyman as Interim Chair. Motion carried by a unanimous vote.

Election of Chair

Mr. Nyman then accepted nominations for Chair. A motion was made by Ms. Nolan and seconded by Mr. Thomas to nominate Mr. Cino as Chair. Motion carried by a unanimous vote. Mr. Cino presided over the meeting from this point.

Election of Vice Chair

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

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

A motion was made by Mr. Cino and seconded by Ms. Nolan to elect Mr. Thomas as Township Treasurer and to set the bond for Township Treasurer at \$1,000,000. Motion carried by unanimous vote.

APPOINTMENT OF TOWNSHIP MANAGER AND CONSULTANTS

A motion was made by Ms. Nolan and seconded by Ms. Traina 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 unanimous vote.

A motion was made by Ms. Nolan and seconded by Dr. Ford to appoint the Assistant Township Manager Judy Caporiccio as Assistant Right to Know Officer. Motion carried by unanimous vote.

A motion was made by Dr. Ford and seconded by Mr. Thomas to appoint Mary Eberle, Esquire of Grim, Biehn & Thatcher as Township Solicitor. Motion carried by unanimous vote.

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

A motion was made by Dr. Ford and seconded by Mr. Thomas 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 Dr. Ford to appoint Ryan Cassidy, Esquire from Eckert, Seamans as Township Labor Counsel. Motion carried by unanimous vote.

BOARD OF SUPERVISORS – LIAISON APPOINTMENTS

A motion was made by Mr. Cino and seconded by Dr. Ford to appoint Ms. Nolan as the Planning Commission liaison for 2020. Motion carried by a unanimous vote.

A motion was made by Mr. Cino and seconded by Mr. Thomas to appoint Mr. Cino as the Park & Recreation Board liaison for 2020. Motion carried by a unanimous vote.

A motion was made by Mr. Cino and seconded by Ms. Nolan to appoint Ms. Traina as the Historical Advisory Commission liaison for 2020. Motion carried by a unanimous vote.

A motion was made by Mr. Cino and seconded by Dr. Ford to appoint Ms. Traina as the Historic Architectural Review liaison for 2020. Motion carried by a unanimous vote.

A motion was made by Mr. Cino and seconded by Dr. Ford to appoint Mr. Cino as the Fire Company liaison for 2020. Motion carried by a unanimous vote.

A motion was made by Mr. Cino and seconded by Mr. Thomas to appoint Dr. Ford as the Police Department liaison for 2020. Motion carried by a unanimous vote.

A motion was made by Mr. Cino and seconded by Ms. Traina to appoint Mr. Thomas as the Council Rock School Board liaison for 2020. Motion carried by a unanimous vote.

A motion was made by Ms. Nolan and seconded by Mr. Cino to appoint Dr. Ford as the Environment Advisory Council/Open Space liaison for 2020. Motion carried by a unanimous vote.

A motion was made by Mr. Cino and seconded by Ms. Nolan to appoint Mr. Thomas as the Financial Advisory Committee liaison for 2020. Motion carried by a unanimous vote.

A motion was made by Mr. Cino and seconded by Mr. Thomas to appoint Mr. Cino as the Investment Committee liaison for 2020. Motion carried by a unanimous vote.

A motion was made by Mr. Cino and seconded by Ms. Traina to appoint Ms. Nolan as the Non-Uniformed Employee liaison for 2020. Motion carried by a unanimous vote.

A motion was made by Mr. Cino and seconded by Ms. Traina to appoint Mr. Thomas as the National Veterans Cemetery liaison for 2020. Motion carried by a unanimous vote.

A motion was made by Mr. Cino and seconded by Ms. Traina to appoint Ms. Nolan as the Public Works liaison for 2020. Motion carried by a unanimous vote.

A motion was made by Mr. Cino and seconded by Ms. Nolan to appoint Dr. Ford as the Emergency Management liaison for 2020. Motion carried by a unanimous vote.

A motion was made by Mr. Cino and seconded by Mr. Thomas to appoint Dr. Ford to the Agricultural Security Advisory Board as a voting member and Chair for 2020. Motion carried by a unanimous vote.

A motion was made by Mr. Cino and seconded by Ms. Nolan to appoint Mr. Cino as the Jointure Representative for 2020. Motion carried by a unanimous vote.

A motion was made by Mr. Cino and seconded by Mr. Thomas to appoint Ms. Nolan as the PSATS Voting Delegate for 2020. Motion carried by a unanimous vote.

FINANCIAL INSTITUTIONS

A motion was made by Ms. Nolan and was seconded by Ms. Traina to authorize that Township funds be deposited with First National Bank & Trust Co. of Newtown, Penn Community Bank, PLGIT (Pennsylvania Local Government Investment Trust), Huntington National Bank and Capital One. Motion carried by unanimous vote.

A motion was made by Ms. Nolan and seconded by Mr. Cino to set the mileage rate for 2020 at the IRS designated rate, currently 57.5.0 cents per mile. Motion carried by unanimous vote.

NEWSPAPER/MEETING DATES

A motion was made by Ms. Nolan and seconded by Dr. Ford to establish that Legal Notices be placed in the Advance, Courier Times or Philadelphia Inquirer. Motion carried by unanimous vote.

A motion was made by Ms. Nolan and seconded by Mr. Thomas to establish the first and third Tuesdays as meeting days for the Board of Supervisors in 2020 with the exceptions of Wednesday, November 4, 2020 due to Election Day. All meetings to be held at the Municipal Building beginning at 7:30 p.m. Motion carried by unanimous vote.

BOARD AND COMMISSION APPOINTMENTS

Mr. Cino read the names of volunteer reappointments to Township boards and committees with corresponding terms.

A motion was made by Ms. Traina and seconded by Mr. Thomas to reappoint Kathleen Pisauro to the Planning Commission For a term expires 12/31/23. Motion carried by a unanimous vote.

A motion was made by Dr. Ford and seconded by Ms. Traina to reappoint Bud Baldwin to the Environmental Advisory Council For a term expires 12/31/22. Motion carried by a unanimous vote.

A motion was made by Ms. Nolan and seconded by Mr. Cino to reappoint Keith Miller to the Environmental Advisory Council for a term expires 12/31/22. Motion carried by a unanimous vote.

A motion was made by Ms. Nolan and seconded by Mr. Thomas to reappoint Virginia Cleary to the Historical Advisory Commission For a term expires 12/31/24. Motion carried by a unanimous vote.

A motion was made by Dr. Ford and seconded by Mr. Thomas to reappoint William Kennedy to the Council Rock Senior Center Board for a term expires 12/31/20. Motion carried by a unanimous vote.

A motion was made by Ms. Nolan and seconded by Dr. Ford to reappoint Tom Merchant to the HARB for a term expires 12/31/24. Motion carried by a unanimous vote.

A motion was made by Ms. Nolan and seconded by Mr. Thomas to reappoint James Galvin to the HARB for a one-year term expires 12/31/20, per his request. Motion carried by a unanimous vote.

A motion was made by Ms. Nolan and seconded by Mr. Thomas to reappoint Eric Schaal to the Zoning Hearing Board for a term expires 12/31/24. Motion carried by a unanimous vote.

A motion was made by Ms. Nolan and seconded by Mr. Cino to reappoint Guy Polhemus to the Cable Advisory Board for a term expires 12/31/21. Motion carried by a unanimous vote.

A motion was made by Ms. Nolan and seconded by Mr. Thomas to reappoint Joe Linus as the Vacancy Board Chair For a term expires 12/31/20. Motion carried by a unanimous vote.

APPROVAL OF MINUTES AND BILLS

A motion was made by Ms. Nolan and was seconded by Dr. Ford to approve the December 17, 2019 Board of Supervisors meeting minutes. Motion carried by 3 to 0 vote with Mr. Thomas and Ms. Traina abstaining.

A motion was made by Ms. Nolan and seconded by Mr. Cino to approve the January 6, 2020 Bills Payable List in the amount of \$196,473.28. Motion carried on a unanimous vote.

SOLICITOR'S REPORT

Resolution No. 2020-01-06-01 – Curative Amendment Process

Ms. Eberle introduced the resolution specifying defects examined as part of the municipal curative amendment process. Discussion followed and a motion was made by Ms. Nolan and seconded by Ms. Traina to approve Resolution No. 2020-01-06-01. Motion carried by a unanimous vote.

MANAGER'S REPORT

Mr. Nyman provided an update of the municipal building renovation project noting that preparations have been underway during the last month, and staff have cleared equipment, files and work stations from the areas to be renovated. The project will begin January 7, 2020 and at that time, the front entrance to the building will be closed and entry will be from the rear parking lot.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

A motion was made by Ms. Nolan and seconded by Mr. Thomas to adjourn the meeting at 8:02 p.m. Motion carried by unanimous vote.

Respectfully submitted,



David R. Nyman
Township Manager

Approved: January 21, 2020