

**Upper Makefield Township Board of Supervisors**  
**January 4, 2021 Reorganization Meeting Minutes**

The January 4, 2021 virtual 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: Tom Cino, Ed Ford, Diana Nolan, Karin Traina and Tim Thomas. Also in attendance were Township Manager David R. Nyman and Assistant Township Manager Judy Caporiccio

**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.

Mr. Cino announced that Township offices are currently open by appointment only due to COVID. Call the Township at 215-968-3340 or check the Staff Directory at [UpperMakefield.org](http://UpperMakefield.org) to make an appointment.

**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 Mr. Thomas 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 Ms. Traina 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 Mr. Thomas 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. Traina, seconded by Dr. Ford and approved unanimously to maintain status quo for the following appointments:

Township Manager/Township Secretary/Right to Know Officer – David R. Nyman  
Assistant Right to Know Officer - Judy Caporiccio  
Township Solicitor - Mary Eberle, Esq., Grim, Biehn & Thatcher  
Township Engineer - Larry Young, P.E., Tri-State Engineers and Land Surveyors, Inc.  
Township Water and Sewer Engineer - Tom Zarko, P.E., CKS Engineers, Inc.  
Township Labor Counsel - Ryan Cassidy, Esq., Eckert, Seamans

**BOARD OF SUPERVISORS – LIAISON APPOINTMENTS**

A motion was made by Ms. Nolan and seconded by Mr. Thomas to maintain the previous liaison appointments as listed below with the exception of Ms. Traina serving as Planning Commission liaison for 2021. Motion carried by unanimous vote.

Planning Commission - Karin Traina  
Park & Recreation Board – Tom Cino  
Historical Advisory Commission – Karin Traina  
Historic Architectural Review - Karin Traina  
Fire Company – Tom Cino  
Police Department – Ed Ford  
Council Rock School Board – Tim Thomas  
Environment Advisory Council/Open Space – Ed Ford  
Financial Advisory Committee – Tim Thomas  
Investment Committee – Tom Cino  
Non-Uniformed Employees – Diana Nolan  
National Veterans Cemetery – Tim Thomas  
Public Works – Diana Nolan  
Emergency Management – Ed Ford  
Agricultural Security Advisory Board (voting member and Chair) – Ed Ford  
Jointure Representative – Tom Cino  
PSATS 2021 Voting Delegate – Diana Nolan

**FINANCIAL INSTITUTIONS**

A motion was made by Ms. Nolan and 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 Mr. Thomas and seconded by Ms. Nolan to set the mileage rate for 2021 at the IRS designated rate of 56.0 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. Traina and seconded by Ms. Nolan to establish the first and third Tuesdays as meeting days for the Board of Supervisors in 2021 with the exceptions of Wednesday, May 19 and Wednesday, November 3, 2021 due to Election Day. All meetings to be held at the Municipal Building beginning at 7:30 p.m. unless otherwise posted. Motion carried by unanimous vote.

**BOARD AND COMMISSION APPOINTMENTS**

A motion was made by Mr. Thomas and seconded by Dr. Ford to reappoint Bud Baldwin to the Planning Commission for a term which expires 12/31/24. Motion carried by unanimous vote.

A motion was made by Ms. Nolan and seconded by Dr. Ford to reappoint Nicole Khan to the Environmental Advisory Council for a term which expires 12/31/23. Motion carried by unanimous vote.

A motion was made by Mr. Thomas and seconded by Dr. Ford to reappoint Jack Wiseman to the Environmental Advisory Council for a term which expires 12/31/23. Motion carried by unanimous vote.

A motion was made by Dr. Ford and seconded by Mr. Thomas to reappoint Ellen Goldblatt to the Historical Advisory Commission for a term which expires 12/31/25. Motion carried by unanimous vote.

A motion was made by Ms. Nolan and seconded by Mr. Thomas to reappoint William Kennedy to the Council Rock Senior Center Board for a term which expires 12/31/21. Motion carried by unanimous vote.

A motion was made by Mr. Thomas and seconded by Dr. Ford to reappoint Peter Gilles to the HARB for a term which expires 12/31/25. Motion carried by 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 which expires 12/31/21. Motion carried by unanimous vote.

A motion was made by Mr. Thomas and seconded by Ms. Nolan to reappoint Ron Smolow to the Zoning Hearing Board for a term which expires 12/31/25. Motion carried by unanimous vote.

A motion was made by Ms. Traina and seconded by Dr. Ford to reappoint Carolyn Dorph to the Financial Advisory Board for a term which expires 12/31/23. Motion carried by unanimous vote.

A motion was made by Mr. Thomas and seconded by Ms. Nolan to reappoint Jason Yager to the Financial Advisory Board for a term which expires 12/31/23. Motion carried by unanimous vote.

A motion was made by Ms. Nolan and seconded by Ms. Traina to reappoint Marc Zaharchuk to the Cable Advisory Board for a term which expires 12/31/22. Motion carried by unanimous vote.

A motion was made by Mr. Thomas and seconded by Ms. Traina to reappoint Joe Linus as the Vacancy Board Chair for a term which expires 12/31/21. Motion carried by unanimous vote.

A motion was made by Ms. Nolan and seconded by Dr. Ford to reappoint Nate Semmel to the Investment Committee for a term which expires 12/31/24. Motion carried by unanimous vote.

A motion was made by Mr. Thomas and seconded by Ms. Nolan to appoint Joel Petty to the Building Code of Appeals for a term which expires 12/31/24. Motion carried by a 4-0-1 vote with Ms. Traina abstaining.

A motion was made by Ms. Nolan and seconded by Mr. Thomas to appoint Peter Gilles to the Building Code of Appeals for a term expires 12/31/23. Motion carried by a unanimous vote.

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

A motion was made by Dr. Ford and was seconded by Ms. Traina to approve the December 15, 2020 Board of Supervisors meeting minutes. Motion carried by unanimous vote.

A motion was made by Mr. Thomas and seconded by Dr. Ford to approve the January 4, 2021 Bills Payable List in the amount of \$62,570.75. Motion carried by unanimous vote.

**MANAGER'S REPORT**

**Thompson Mill Road Drainage Project – Pay Request #2 (Final)**

Mr. Nyman provided an overview of the project and recommended approval of Payment Request #2 (Final). A motion was made by Dr. Ford and seconded by Ms. Traina to approve Payment Request #2 (Final) in the amount of \$15,266.90. Motion carried by unanimous vote.

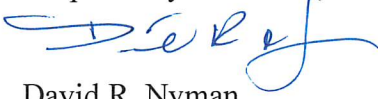
**PUBLIC COMMENT**

There was no public comment.

**ADJOURNMENT**

A motion was made by Mr. Thomas and seconded by Ms. Nolan to adjourn the meeting at 7:51 p.m. Motion carried by unanimous vote.

Respectfully submitted,



David R. Nyman  
Township Manager  
Approved: January 19, 2021