

#01-2023
January 3, 2023

The reorganization meeting of the Whitpain Township Board of Supervisors was held at 6 p.m. Tuesday, January 3, 2023 in hybrid mode – in person and virtually via Zoom. Supervisors Kimberly J. Koch, Michele Minnick, Jeffrey Campolongo, Joyce Keller and Scott M. Badami were present. Also in attendance were Township Manager Roman M. Pronczak, P.E., Assistant Township Manager David J. Mrochko, Township Solicitor Gregory Heleniak, Esq., Police Chief Kenneth Lawson, Finance Director Christine M. Bauman, Fire Marshal David M. Camarda, Township Engineer James E. Blanch, P.E., Code Enforcement Officer Travis DeCaro, Public Works Director Thomas Farzetta, Parks and Recreation Director Kurt W. Baker, IT Director Nicole M. Leininger, Human Resources Director Kathleen Yackin and Recording Secretary Virginia Papale. There was one member of the public in attendance and four remote participants..

Supervisor Kimberly Koch welcomed everyone to the first meeting of 2023 and reminded all that we will continue to use the closed-captioning service that is autogenerated by Zoom. It is not 100% accurate and not the official minutes of the Board of Supervisors' meetings, as the written minutes are approved at a subsequent meeting of the Board. If anyone has questions regarding the closed-captioning service, please contact IT Director Nicole Leininger. She then asked everyone to stand for the Pledge of Allegiance.

Supervisor Koch noted that the meeting begins with a reorganization of the Board, and she called for nominations for a chair to begin the process. Supervisor Badami nominated Supervisor Campolongo as reorganization chair, which was seconded by Supervisor Koch. The Board approved the nomination. Supervisor Campolongo solicited nominations for the Chair. Supervisor Campolongo nominated Supervisor Scott Badami as Chair. This was seconded by Supervisor Koch. A roll call vote was taken and the nomination was approved with no comments. Prior to continuing with the elections, Chair Badami took a moment to acknowledge immediate past Chair Kim Koch, who is a leader with boundless energy and enthusiasm for all things Whitpain. The community has been fortunate to have her skillfulness over the last three years, including the last year as Chair. She has deep roots in the community that none of the other supervisors do. Chair Badami will rely on her vision and counsel as the Board works for the community throughout 2023. He thanked her for her work. Chair Badami then nominated Supervisor Koch as Vice Chair for 2023, seconded by Supervisor Campolongo. With no additional comments or nominations, Chair Badami took a roll call vote and the nomination was approved. Chair Badami asked for a nomination for Second Vice Chair. Vice Chair Koch nominated Supervisor Minnick as Second Vice Chair, seconded by Chair Badami. With no additional comments or nominations, a roll call vote was taken and the nomination was approved. Chair Badami called for a motion to nominate a Secretary. Supervisor Minnick nominated Supervisor Campolongo as Secretary, seconded by Chair Badami. With no additional nominations or comments, Chair Badami took a roll call vote and the nomination passed. Chair Badami nominated

Supervisor Keller for Treasurer. The nomination was seconded by Vice Chair Koch. With no additional comments, the nomination passed.

A motion was made by Supervisor Minnick, duly seconded by Vice Chair Koch to approve the Consent Agenda as follows:

a., c. Board appointments for 2023 with rates of service:

- Michael P. Clarke, Esq. and Alexander M. Glassman, Esq.,
Township Solicitors at the rate of \$195/hr.
- Melissa Atkins, Esq., Solicitor for Personnel Matters
at the rate of \$295/hr.
- Patrick M. Hitchens, Esq., Board of Appeals Solicitor
at the rate of \$175/hr.
- Robert D. Fox, Esq., Solicitor for Environmental Matters
at the rate of \$775/hr.
- Land Concepts, Planning Consultant at the rate of \$145/hr.
- Alfred S. Ciottoni, P.E., Sewer Consulting Engineer at the rate of
\$150/hr.
- McMahon Associates, Traffic Consulting Engineer on a monthly basis
at the rate of \$195/hr.

b., c. Board confirms the 2023 appointment by the Zoning Hearing Board:

- Patrick M. Hitchens, Esq., Zoning Hearing Board Solicitor at the
rate of \$175/hr.

d. Appoint and reappoint terms of office on Township Boards and Commissions as follows:

	TERM	EXPIRES	
		December 31	
Board of Appeals	5 years	2027	Jack Duddy
Human Relations Comm	3 years	2025	Stephen Odhiambo
Park & Open Space Bd	5 years	2027	Angela Prestia Dougherty
Park & Open Space Bd	5 years	2027	Jon N. Wallner
Planning Commission	4 years	2026	Kenneth Corti
Planning Commission	4 years	2026	Kurt Zintner
Shade Tree Commission	5 years	2027	Edgar David
Zoning Hearing Board	5 years	2027	Kyle Speece
Sewer Authority Rep	5 years	2027	David J. Mrochko
Vacancy Board Chair	1 year	2023	Susan Miller

- e. Elevate Victoria Hyczko to Alternate No. 1 and Chad D. Merriweather to Alternate No. 2 on the Park and Open Space Board with terms expiring December 31, 2025.
- f. Authorize the five (5) present members of the Board of Supervisors, Township Manager and Director of Finance to sign all Whitpain Township fund checks.
- g. Authorize the Township Manager and Director of Finance to sign payroll checks, and authorize payroll checks to be paid in 2023 without monthly motion.
- h. Authorize the Township Manager to prepare checks pending Board approval of the monthly voucher list. (To be signed by authorized personnel when necessary to meet the Township's obligations.)
- i. Set the Treasurer's Bond for 2023 at \$1,000,000.
- j. Authorize the Director of Finance to transfer funds among the various Township accounts.
- k. Disburse and replenish petty cash funds for select departments for the year 2023 as follows:

Finance	\$500	Public Works	\$250
Police	\$500	Parks & Rec	\$250
- l. Name TD Bank and PLGIT as depositories for Township funds for 2023, fulfilling the requirements of the Township's investment policy for investment of Township funds.
- m. Set the 2023 mileage reimbursement rate at \$.655 per mile for use of personal vehicles for Township business, as established by the IRS.
- n. Authorize the Chair and Secretary to sign on behalf of Whitpain Township all Declarations of Covenants, Easements and Restrictions Concerning Stormwater Facilities Agreement between individual property owners and Whitpain Township after the Township Engineer has approved the property owner's plans. These agreements address operations and maintenance responsibilities for on-site stormwater management systems that are to be installed on private property.

- o. Confirm the 2023 Committee Assignments for Operations and Policy (Supervisors Minnick and Badami), Finance and Pension (Supervisors Koch and Badami) and Emergency Services (Supervisors Campolongo and Keller).
- p. Name Board members as Supervisor Liaisons:
 - Joyce Keller to the Shade Tree Commission
 - Jeffrey Campolongo to the Human Relations Commission
 - Michele Minnick to the Environmental Advisory Council
- q. Authorize the Township Manager to sign an agreement with Maillie, LLP for an audit of the Township Financial statements for the years ending December 31, 2023 through December 31, 2025. The annual fee is \$35,000 for 2023, \$35,500 for 2024 and \$36,000 for 2025.
- r. Supervisors schedule meetings for 2023 as follows:
 - Tuesday, January 17 – Business Meeting – 6 p.m.
 - Tuesday, February 7 – Work Session – 6 p.m.
 - Tuesday, February 21 – Business Meeting – 6 p.m.
 - Tuesday, March 7 – Work Session – 6 p.m.
 - Tuesday, March 21 – Business Meeting – 6 p.m.
 - Tuesday April 4 – Work Session – 6 p.m.
 - Tuesday, April 18 – Business Meeting – 6 p.m.
 - Tuesday, May 2 – Work Session – 6 p.m.
 - Wednesday**, May 17 – Business Meeting – 6 p.m.
 - Tuesday, June 6 – Work Session – 6 p.m.
 - Tuesday, June 20 – Business Meeting – 6 p.m.
 - Wednesday**, July 5 – Work Session – 6 p.m.
 - Tuesday, July 18 – Business Meeting – 6 p.m.
 - Tuesday, August 1 – Work Session – 6 p.m.
 - Tuesday, August 15 – Business Meeting – 6 p.m.
 - Tuesday, September 5 – Work Session – 6 p.m.
 - Tuesday, September 19 – Business Meeting – 6 p.m.
 - Tuesday, October 3 – Work Session – 6 p.m.
 - Tuesday, October 17 – Business Meeting – 6 p.m.
 - Wednesday**, November 8 – Work Session – 6 p.m.
 - Tuesday, November 21 – Business Meeting – 6 p.m.
 - Tuesday, December 5 – Work Session – 6 p.m.
 - Tuesday, December 19 – Business Meeting – 6 p.m.

- s. Motion to schedule the following as Township 2023 holidays for employees:

New Year's Day – January 1 (celebrated 01/02/23)
Martin Luther King Day – January 16
Presidents' Day – February 20
Memorial Day – May 29
Juneteenth – June 19
Independence Day – July 4
Labor Day – September 4
Veteran's Day – November 10
Thanksgiving Day – November 23
Friday following Thanksgiving Day
Christmas Eve - ½ day – December 22
Christmas Day – December 25
New Year's Eve - ½ day – December 29

Note: Police – Receive holiday hours per contract.

Chair Badami called for any questions from the Board or the public. Supervisor Keller asked about the amount of the change in the mileage reimbursement rate from mid-year 2022. It is \$.03/mile additional. With no additional questions or comments, the motion carried.

A motion was made by Supervisor Minnick, duly seconded by Supervisor Campolongo to certify Joyce M. Keller and Jeffrey Campolongo as delegates to the 2023 Pennsylvania State Association of Township Supervisors' Annual Convention in Hershey, April 23 to 26, 2023 with Supervisor Keller as the voting delegate, and Supervisor Campolongo as the alternate delegate. Chair Badami called for any Board or public comment. Supervisor Keller thanked the Board and noted how much she enjoys the PSATS Conference. There were no additional comments and the motion carried.

A motion was made by Vice-Chair Koch, duly seconded by Supervisor Minnick to pass Resolution No. 1528 authorizing the Township Manager and Finance Director to maintain an account with TD Bank for the Whitpain Township Community Center. Chair Badami called for Board comment. There was none. He called for public comment. There was none. The motion carried.

A motion was made by Vice-Chair Koch, duly seconded by Supervisor Keller to approve Change Order No. 3 for the Pulaski Drive Bridge Replacement Project. The final total contract amount remains in the amount of \$1,388,769 to Lobar Site Development Corp. of Dillsburg, PA. Change Order No. 3 extends the contract time for completion of the project for an additional twenty-six calendar days to

January 23, 2023. Chair Badami called for any comments from the Board. There were none. He called for questions or comments from the public. There were none. The motion carried.

A motion was made by Supervisor Minnick, duly seconded by Supervisor Campolongo to approve the preliminary December 2022 Voucher List totaling \$1,093,231.16, check sequence #77532 through #77831. Chair Badami called for any questions or comments from the Board or the public. There were none and the motion carried.

Chair Badami made the following announcements:

- The elected Township Board of Auditors will hold its organization meeting on Wednesday, January 4, 2023 at 5 p.m. in the Township building.
- Christmas trees will be collected for recycling Monday and Wednesday, January 9 and 11, 2023 and also Monday and Wednesday, January 23 and 25, 2023 along with the monthly leaf waste material. Monday collections are made south of Skippack Pike, and Wednesday collections are made north of Skippack Pike.

Christmas trees must be free of any ornamentation, including tree bags, lights, tinsel, hooks, etc., or they will not be collected. Please have your items out at the curb the night before your scheduled pickup.

Chair Badami turned the meeting over to Vice-Chair Koch to conduct the public comment portion of the meeting. Vice-Chair Koch called for any public comment. There was none and the meeting was returned to Chair Badami who asked for any closing comments from the Board. Supervisor Keller wanted to confirm that the auditors' meeting will not interfere with the Shade Tree Commission meeting scheduled for 5:30 p.m. Mr. Pronczak said it would not. Chair Badami noted that last year it was his honor and privilege to join this Board. He is grateful to the community for their support, and to his colleagues for their support in electing him Chair. He looks forward to working with each of them, as well as the Township team. We collectively share one overriding role, and that is to do what is in the best interests of our Township. This will not change in 2023. He looks forward to working with everyone.

With no further business to discuss, Supervisor Minnick moved to adjourn the meeting at 6:20 p.m., seconded by Supervisor Campolongo.

Respectfully submitted,

A handwritten signature in blue ink, consisting of several overlapping loops and a vertical line, positioned over the typed name and title.

Jeffrey Campolongo
Secretary

/v