

#01-2021
January 4, 2021

The reorganization meeting of the Whitpain Township Board of Supervisors was held Monday, January 4, 2021 virtually via Zoom. Supervisors Michele Minnick, Kimberly J. Koch, Frederick R. Conner, Jr., Jeffrey Campolongo and Joyce Keller were present. Also in attendance were Township Solicitor Alexander M. Glassman, Esq., Township Manager Roman M. Pronczak, P.E., Assistant Township Manager David J. Mrochko, Police Chief Kenneth Lawson, Finance Director Christine M. Bauman, Fire Marshal and Emergency Management Coordinator David M. Camarda, Township Engineer James E. Blanch, P.E., Code Enforcement Officer Michael E. McAndrew, 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 were six members of the public in attendance.

Mrs. Leininger gave an overview of the meeting proceedings through Zoom, and then turned the meeting over to Township Manager Roman Pronczak. Mr. Pronczak welcomed everyone and led the Pledge of Allegiance. After taking rollcall, Mr. Pronczak noted the next order of business is to nominate a Chair for the reorganization meeting. Supervisor Conner nominated Michele Minnick as temporary Chair to begin the reorganization meeting. The nomination was seconded by Supervisor Keller. With no comments from the Board or audience, a roll-call vote was taken by Mr. Pronczak: Supervisor Minnick, aye; Supervisor Koch, aye; Supervisor Conner, aye; Supervisor Campolongo, aye and Supervisor Keller, aye. Mr. Pronczak turned the meeting over to Chair Minnick for the reorganization. Supervisor Conner nominated Michele Minnick to continue as Chair for 2021. Supervisor Koch seconded the motion. There were no comments from the Board or the public. A roll-call vote was taken: Supervisor Koch, aye; Supervisor Conner, aye; Supervisor Campolongo, aye; Supervisor Keller, aye. Chair Minnick thanked her colleagues for their confidence in her. Nominations continued with Chair Minnick nominating Supervisor Koch as Vice-Chair. This was seconded by Supervisor Keller. With no comments, a roll-call vote was taken: Supervisor Koch, aye; Supervisor Conner, aye; Supervisor Campolongo, aye; Supervisor Keller, aye and Chair Minnick also voted in favor. The motion carried. Supervisor Keller nominated Supervisor Conner to continue as Secretary. This was seconded by Vice-Chair Koch. With no comments, a roll-call vote was taken: Vice-Chair Koch, aye; Supervisor Conner, aye; Supervisor Campolongo, aye; Supervisor Keller, aye and Chair Minnick also voted in favor. The motion carried. Vice-Chair Koch nominated Supervisor Campolongo as Treasurer. This was seconded by Supervisor Conner. With no comments, a roll-call vote was taken: Vice-Chair Koch, aye; Supervisor Conner, aye; Supervisor Campolongo, aye; Supervisor Keller, aye and Chair Minnick also voted in favor. The motion carried. Vice-Chair Koch nominated Supervisor Keller as Assistant Secretary. This was seconded by Supervisor Campolongo. With no comments, a roll-call vote was taken: Vice-Chair Koch, aye; Supervisor Conner, aye; Supervisor Campolongo, aye; Supervisor Keller, aye and Chair Minnick also voted in favor. The motion carried.

A motion was made by Supervisor Conner, duly seconded by Supervisor Campolongo to approve the Consent Agenda as follows:

- a., c. Board Appointments for 2021 with rates of service:

Michael P. Clarke, Esq. and

Alexander M. Glassman, Esq. Township Solicitors at the rate of \$175/hr.
Kelly S. Sullivan, Esq., Solicitor for Personnel Matters at the rate of \$285/hr.
Robert D. Fox, Esq., Solicitor for Environmental Matters at the rate of \$695/hr.
Robert Adshead, Esq., Board of Appeals Solicitor at the rate of \$150/hr.
E. Van Rieker, Planning Consultant at the rate of \$95/hr.
Alfred S. Ciottoni, P.E., Sewer Consulting Engineer at the rate of \$149/hr.
Casey A. Moore, P.E., Traffic Engineering Consultant at the rate of \$210/hr.

- b., c. Confirming 2021 appointment by the Zoning Hearing Board:

Robert Adshead, Esq., Zoning Hearing Board and Board of Appeals Solicitor at the rate of \$150/hr.

- d. Appoint and reappoint terms of office on Township Boards and Commissions with terms expiring December 31, as follows:

William Lutz (5 years) to the Board of Appeals, 2025
Charles Christine (5 years) to the Park & Open Space Board, 2025
Marshall Bleefeld (5 years) to the Park & Open Space Board, 2025
Cathy McGowan (4 years) to the Planning Commission, 2024
Vince Marrocco (5 years) to the Shade Tree Commission, 2025
Kathryn Schilling (5 years) to the Zoning Hearing Board, 2025
Robert Brunner (5 years) to the
East Norriton-Plymouth-Whitpain Joint Sewer Authority, 2025
Jennifer Pulini (3 years) to the Wissahickon Library Board, 2023
Scott M. Badami as Vacancy Board Chair for 2021

- e. Accept the resignation of Shannon Cunningham, elected auditor.
- f. Accept the resignation of Meredith Joseph from the Shade Tree Commission.
- g. Authorize the five (5) present members of the Board of Supervisors, Township Manager and Director of Finance to sign all Whitpain Township fund checks.
- h. Authorize the Township Manager and Director of Finance to sign payroll checks, and authorizing payroll checks to be paid in 2021 without monthly motion.

- i. 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.)
- j. Set the Treasurer's Bond for 2021 at \$1,000,000.
- k. Authorize the Director of Finance to transfer funds among the various Township accounts.
- l. Disburse and replenish petty cash funds for select departments for the year 2021, as follows:
 - Finance \$500
 - Police \$500
 - Public Works \$250
 - Parks & Rec \$250

In the event of an emergency, the Township Manager is authorized to temporarily increase petty cash funds at his discretion.

- m. Name TD Bank and PLGIT as depositories for Township funds for 2021, fulfilling the requirements of the Township's investment policy for investment of Township funds.
- n. Set the 2021 mileage reimbursement rate at \$.56 per mile for use of personal vehicles for Township business.
- o. 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.
- p. Pass Resolution Nos. 1415-1419, Declarations of Emergency of January 1, 8, 15, 22 and 29.

- q. Supervisors schedule meetings for 2021 as follows:

Tuesday, January 19 – Business Meeting – 7 p.m.
Tuesday, February 2 – Work Session – 6 p.m.
Tuesday, February 16 – Business Meeting – 6 p.m.
Tuesday, March 2 – Work Session – 6 p.m.
Tuesday, March 16 – Business Meeting – 6 p.m.
Tuesday April 6 – Work Session – 6 p.m.
Tuesday, April 20 – Business Meeting – 6 p.m.
Tuesday, May 4 – Work Session – 6 p.m.
Wednesday, May 19 – Business Meeting – 6 p.m.
Tuesday, June 1 – Work Session – 6 p.m.
Tuesday, June 15 – Business Meeting – 6 p.m.
Tuesday, July 6 – Work Session – 6 p.m.
Tuesday, July 20 – Business Meeting – 6 p.m.
Tuesday, August 3 – Work Session – 6 p.m.
Tuesday, August 17 – Business Meeting – 6 p.m.
Thursday, September 9 – Work Session – 6 p.m.
Tuesday, September 21 – Business Meeting – 6 p.m.
Tuesday, October 5 – Work Session – 6 p.m.
Tuesday, October 19 – Business Meeting – 6 p.m.
Wednesday, November 3 – Work Session – 6 p.m.
Tuesday, November 16 – Business Meeting – 6 p.m.
Tuesday, December 7 – Work Session – 6 p.m.
Tuesday, December 21 – Business Meeting – 6 p.m.

- r. Schedule the following as Township holidays for employees in 2021:

New Year's Day, January 1; Martin Luther King Day, January 18; Presidents' Day, February 15; Memorial Day, May 31; Juneteenth, June 18; Independence Day, July 5; Labor Day, September 6; Veteran's Day, November 11; Thanksgiving Day, November 25; Friday following Thanksgiving Day; Christmas Eve – ½ day, December 23; Christmas Day, December 24; New Year's Eve – ½ day, December 30 and New Year's Day (2022), December 31.

Police receive holiday hours per contract.

- s. 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, 2020 through December 31, 2022, with annual fees per letter dated December 15, 2020.
- t. Approve the preliminary December 2020 Voucher List totaling \$742,248.28, check sequence #71917 through #72144.

Chair Minnick called for any discussion. Supervisor Conner offered thanks and appreciation to Ms. Cunningham for her service, and to Ms. Joseph for her years of service as an active member of the Shade Tree Commission. Her creativity and attendance at meetings contributed to its many successes, and he asked that the Board recognize her service. Chair Minnick concurred. There were no public comments, and a roll-call vote was taken: Vice-Chair Koch, aye; Supervisor Conner, aye; Supervisor Campolongo, aye; Supervisor Keller, aye and Chair Minnick also voted in favor. The motion carried.

The next agenda item is a consideration for appointments to the Human Relations Commission (HRC). The Board formed a subcommittee and Chair Minnick asked if they have nominations for consideration for (2) three-year terms, (1) two-year term and (1) one-year term. A motion was made by Supervisor Campolongo, seconded by Vice-Chair Koch to make appointments to the Human Relations Commission as follows:

Faith Hightower for a term of three years expiring December 31, 2023
Shannon Cunningham for a term of three years expiring December 31, 2023
Alissa Carpenter for a term of two years expiring December 31, 2022
Scott Badami for a term of one year expiring December 31, 2021

Chair Minnick called for any Board comments. Supervisor Conner asked if the unanimous recommendations are those of the subcommittee who performed the interviews, and this was confirmed. He also asked about alternate member appointments and the status of that. Mr. Pronczak said an ordinance is scheduled to be considered on January 19th, and if enacted will allow for an alternate member. Although Supervisor Conner did not support establishing the Commission, the fact that we have one should be representative of the entire Township, and because he was unaware of the interviews of some of the candidates, he will abstain from the vote. It is his hope that the Commission will never have to meet and wishes everyone luck. Supervisor Campolongo added that the candidates are diversified and qualified and fairly represent the Township. Vice-Chair Koch said there were many unique, dedicated individuals interested in the positions. Those who have been appointed will be an excellent team as they work to help, if they ever need to meet, but also to plan further engagement for our community. Chair Minnick called for any further comments. Supervisor Conner thanked the Supervisors for their comments and asked how many were interviewed and the response was seven. Supervisor Campolongo noted that the great work that happens in subcommittees is sometimes not shared from that level, and he will make a concentrated effort to be more communicative. Vice-Chair Koch agreed that as a team of five, we must continue to trust the work of one another. Supervisor Conner agreed that it has been a bit of a challenge since the subcommittee system was instituted, and communicating decision-making is difficult, particularly with the constraints of COVID where we do not meet in person. Chair Minnick agreed, particularly regarding the constraints and thanked all for their comments. There were no additional Board comments, and no public comment was made. Chair Minnick called a roll-call vote: Vice-Chair Koch, aye; Supervisor Conner, abstain; Supervisor Campolongo, aye; Supervisor Keller, aye, and Chair Minnick also voted in favor. The motion passed with a 4-0 vote in favor and one abstention.

A motion was made by Supervisor Keller, duly seconded by Vice-Chair Koch to appoint Melissa Chargel to fulfill the vacancy for the position of auditor with a term ending December 31, 2021. Chair Minnick called for any comments. Supervisor Conner noted the precedent that has been set to make vacancies known, and said he is aware of two letters of interest in the position, as well as his understanding of Ms. Cunningham's resignation so she could be appointed to the HRC. Supervisor Conner also noted that he does not know either of the two people who expressed interest in the position, and for that reason will abstain from the vote. Chair Minnick called for any other comment from the Board or the public. There were no additional comments, and a roll-call vote was taken: Vice-Chair Koch, aye; Supervisor Conner, abstain; Supervisor Campolongo, aye; Supervisor Keller, aye and Chair Minnick also voted in favor. The motion passed with a 4-0 vote in favor and one abstention.

A motion was made by Vice-Chair Koch, duly seconded by Supervisor Campolongo to certify Jeffrey Campolongo and Joyce M. Keller as delegates to the 2021 Pennsylvania State Association of Township Supervisors' Annual Convention in Hershey, April 18th to 21st, with Mrs. Keller as the voting delegate. Chair Minnick called for any discussion. Supervisor Campolongo asked about attending the Board of Supervisors' meeting scheduled for April 20th when they will be at the PSATS Convention. Chair Minnick commented that in the past, Supervisors drove back for the live meeting. We may still be meeting virtually at that time. There were no additional questions from the Board or public and a roll-call vote was taken: Vice-Chair Koch, aye; Supervisor Conner, aye; Supervisor Campolongo, aye; Supervisor Keller, aye, and Chair Minnick also voted in favor. The motion carried.

Chair Minnick made the following announcements:

- The elected Township Board of Auditors will hold its organization meeting on Tuesday, January 5, 2021 at 5 p.m.
- Christmas trees will be collected for recycling Tuesday and Wednesday, January 5 and 6, 2021 and Tuesday and Wednesday, January 19 and 20, 2021, along with the monthly leaf waste material. 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 Tuesday night for Wednesday's pick up.

She then turned the meeting over to Vice-Chair Koch.

Vice-Chair Koch called for any public comment. Shannon Cunningham of 599 Village Circle addressed a concern that was made earlier in discussions regarding appointments. She appreciated being appointed as an auditor last year, though she resigned in light of her application for the HRC seat. It was her understanding that she could only serve in one capacity, and she feels passionately about being on the HRC. Supervisor Conner thanked her and said he did recall her disclosing that. Vice-Chair Koch called for any additional public comment. Newly appointed auditor Melissa Chargel of 1440 Penllyn-Blue Bell Pike introduced herself. Supervisor Conner wished her the best as an auditor and

appreciated her stepping forward to serve the community in this fashion. There was no further public comment, and the meeting was returned to Chair Minnick.

Chair Minnick asked if the Board had any old or new business to discuss. Supervisor Campolongo offered special thanks to the Public Works Department for their work during the two recent storms, and to Tom Farzetta for keeping the Board updated. He additionally commended the Centre Square Fire Company for their response to the fire at Lai Lai Gardens. Five companies responded to a fire that was not large but caused significant damage. There were no injuries to civilians or first responders.

With no further business to discuss, Supervisor Conner moved to adjourn the meeting at 5:40 p.m., seconded by Supervisor Campolongo.

Respectfully submitted,



Frederick R. Conner, Jr., Secretary

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