

**WHITPAIN TOWNSHIP
BOARD OF SUPERVISORS' AGENDA #01-2026
JANUARY 5, 2026
6:00 PM**

Please click the link below to join the webinar:

https://us02web.zoom.us/webinar/register/WN_U-H7Hf5JRLevgwQDpg-Cfw

Please note that the meetings can be viewed remotely; however, anyone wishing to make public comment or ask questions must appear at the meetings in person.

1. Salute to the Flag.
2. Oaths of Office administered by the Honorable Daniel G. Ronca

Kimberly J. Klauder, Supervisor
Robert A. Brunner, Supervisor
Melissa C. Wanczyk, Tax Collector
Melvin Williams Sr., Auditor
Angel Luis Lozada, Auditor

3. Supervisors elect:

Chair	_____
Vice Chair	_____
Secretary	_____
Treasurer	_____
Assistant Secretary	_____

4. Consent Agenda:

- a. Board of Supervisors appoint for 2026:

Township Solicitor	Michael P. Clarke, Esq.
Clarke Gallagher Barbiero	Alexander M. Glassman, Esq.
Amuso & Glassman Law	Gregory R. Heleniak, Esq.

Solicitor - Personnel Matters	Thomas Hearn, Esq.
Obermayer Rebmann Maxwell & Hippel LLP	

Solicitor - Environmental Issues	Robert D. Fox, Esq.
Manko Gold Katcher Fox LLP	

Board of Appeals Solicitor	Patrick M. Hitchens, Esq.
Law Office of Kilkenny Law	

Planning Consultant	<i>LandConcepts</i>
Sewer Consulting Engineer SC Engineers	Alfred S. Ciottoni, P.E.
Traffic Engineering Consultants	Bowman Consulting Group

b. Board of Supervisors confirm 2026 appointment by Zoning Hearing Board:

Zoning Hearing Board Solicitor	Patrick M. Hitchens, Esq.
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c. Motion to approve the following rates of service for 2026:

Township Solicitor	\$220/hr.
Township Solicitor – Developer's Rate	\$275/hr.
Zoning Hearing Board Solicitor	\$185/hr.
Board of Appeals Solicitor	\$185/hr.
Solicitor for Personnel Matters	\$305/hr.
Solicitor for Environmental Matters	\$775/hr.
Planning Consultant	\$145/hr.
Sewer Consulting Engineer	\$167/hr.
Traffic Engineering Consultant	\$225/hr.

d. Supervisors appoint and re-appoint terms of office on Township Boards and Commissions as follows:

TERM	EXPIRES
December 31:	

Arts & Culture Comm	3 years	2028	Heather Dougherty
Board of Appeals	5 years	2030	William Lutz
EAC	3 years	2028	Susan Royer
	3 years	2028	Ruth Chang
Human Relations Comm	3 years	2028	Kathryn Cacciamani
Park & Open Space	5 years	2030	William Armstrong
	5 years	2030	Alexander Simon
Planning Commission	4 years	2029	John Miller
	4 years	2029	Joe Habboush
Alternate No. 1	4 years	2029	Peter Kreher
Alternate No. 2	4 years	2029	Lewis Silver
Sewer Authority Rep.	5 years	2030	Robert Brunner
Shade Tree Commission	5 years	2030	Vince Marrocco
Alternate No. 3	4 years	2029	Allison Pearce
Zoning Hearing Board	5 years	2030	Amy McAndrew
Vacancy Board Chair	1 year	2026	Susan Miller

e. Motion to extend the Township Manager's employment agreement for a two-year term expiring December 31, 2027.

- f. Motion to 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. Motion to authorize the Township Manager, and Director of Finance to sign payroll checks, and authorize payroll checks to be paid in 2026 without monthly motion.
- h. Motion to 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. Motion to set the Treasurer's Bond for 2026 at \$1,000,000.
- j. Motion to authorize the Director of Finance to transfer funds among the various Township accounts.
- k. Motion to disburse and replenish petty cash funds for select departments for the year 2026, as follows:

Finance	\$425	Public Works	\$250
Police	\$250		

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

- l. Motion to name TD Bank, Univest Financial Corporation and PLGIT as depositories for Township funds for 2026, fulfilling the requirements of the Township's investment policy for investment of Township funds.
- m. Motion to set the 2026 mileage reimbursement rate at 72.5 cents per mile for use of personal vehicles for Township business.
- n. Motion to authorize the Chairman 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. Motion to approve the 2026 Committee Assignment for Finance and Pension (Supervisors _____ and _____).

p. Motion to name Board members as Supervisor Liaisons:

- _____ to the Human Relations Commission
- _____ to the Environmental Advisory Council
- _____ to the Shade Tree Commission
- _____ to the Arts & Culture Commission
- _____ to the Park & Open Space Board

q. Motion to schedule the Board of Supervisors' meetings for 2026 as follows:

Tuesday, January 20 – Business Meeting – 6 p.m.
Tuesday, February 3 – Work Session – 6 p.m.
Tuesday, February 17 – Business Meeting – 6 p.m.
Tuesday, March 3 – Work Session – 6 p.m.
Tuesday, March 17 – Business Meeting – 6 p.m.
Tuesday April 7 – Work Session – 6 p.m.
Tuesday, April 21 – Business Meeting – 6 p.m.
Tuesday, May 5 – Work Session – 6 p.m.
Wednesday, May 20 – Business Meeting – 6 p.m.
Tuesday, June 2 – Work Session – 6 p.m.
Tuesday, June 16 – Business Meeting – 6 p.m.
Tuesday, July 7 – Work Session – 6 p.m.
Tuesday, July 21 – Business Meeting – 6 p.m.
Tuesday, August 4 – Work Session – 6 p.m.
Tuesday, August 18 – Business Meeting – 6 p.m.
Tuesday, September 1 – Work Session – 6 p.m.
Tuesday, September 15 – Business Meeting – 6 p.m.
Tuesday, October 6 – Work Session – 6 p.m.
Tuesday, October 20 – Business Meeting – 6 p.m.
Wednesday, November 4 – Work Session – 6 p.m.
Tuesday, November 17 – Business Meeting – 6 p.m.
Tuesday, December 1 – Work Session – 6 p.m.
Tuesday, December 15 – Business Meeting – 6 p.m.

r. Motion to schedule the following as Township 2026 holidays for employees:

New Year's Day – January 1
Martin Luther King Jr. Day – January 19
Presidents' Day – February 16
Memorial Day – May 25
Juneteenth – June 19
Independence Day – July 3
Labor Day – September 7
Veteran's Day – November 11

Thanksgiving Day – November 26
Friday following Thanksgiving Day – November 27
Christmas Eve - ½ day – December 24
Christmas Day – December 25
New Year's Eve - ½ day – December 31

Note: Police – Receive holiday hours per contract.

5. Motion to certify _____ and _____ as delegates to the 2026 Pennsylvania State Association of Township Supervisors' Annual Convention in Hershey, April 19 to 22, 2026 with _____ as the voting delegate, and _____ as the alternate delegate.
6. Motion to approve the preliminary December 2025 Voucher List totaling \$4,304,247.42, check sequence #86174 through #86457.
7. As advertised, the Board to consider Ordinance No. 429, an Ordinance amending the Code of The Township of Whitpain at Part II [General Legislation], Chapter 129 [Subdivision and Land Development], to update the Township's traffic impact fee.
8. Does the Board of Supervisors wish to take any action on the following Zoning Hearing Board cases scheduled for January 15, 2026?

2464-25 – Hargobind Blue Bell Inc. for property located at 1790 Swede Road, Blue Bell, PA, requests the following variances from the Whitpain Township Zoning Ordinance to convert existing service bays into additional convenience store use: (1) a special exception under Section 160-119.R(9) to permit convenience store use; and (2) a variance from Section 160-192.B(2)(q) to permit 14 parking spaces where 26 parking spaces are required. This Property is located in the C-Commercial Zoning District.

2475-25 – Michael Kouyoumdjian for the property located at 1916 Lasalle Road, Blue Bell, PA 19422 requests the following variances from the Whitpain Township Zoning Code to construct a side addition: (1) a variance from Section 160-34 to permit an aggregate side yard of 50 ft where a minimum of 60 ft is required; and (2) a variance from Section 160-203 to permit the addition to encroach into the side yard setback. The property is located in the R-2 Residential Zoning District.

2476-25 – Jon Suh and The Reign Church for the property located at 1750 Walton Road, Ambler, PA 19002 requests a special exception under 160-102.E(1) of the Whitpain Township Zoning

Code to permit the existing building to be used for religious and educational uses. The property is located in the A-R Zoning District.

2477-25 – Estabrek and Balsam Habboush for the property located at 1167 Fairview Avenue, Blue Bell, PA 19422 requests the following zoning relief from the Whitpain Township Zoning Code to construct a single-family house: (1) a special exception under 160-17 to permit side yard setbacks of 12 ft and 18 ft; and (2) a variance from Section 160-203 to permit the new house to encroach into the side yard setback. This property is located in the R-1 Residence Zoning District.

2478-25 – Kristin Baird and Anthony Oruska for the property located at 580 School Road, Blue Bell, PA 19422 requests the following variances from the Whitpain Township Zoning Code to replace an existing detached garage with a new garage with attic storage: (1) a variance from Section 160-21 to permit a side yard setback of 13 ft where 18 ft is required based on a mid-span roof height of 13.5 ft; and (2) a variance from Section 160-203 to permit the detached garage to encroach into the side yard setback. This property is located in the R-1 Residence Zoning District.

2479-25 – Jeff McDaniel for the property located at 974 Greenbriar Drive, Blue Bell, PA 19422 request the following variances from the Whitpain Township Zoning Code to construct a detached garage: (1) a variance from Section 160-21 to permit the garage to be located in a front yard along Greenbriar Drive; and (2) a variance from Section 160-204.D to permit the garage to be located 5 ft from the principal building where a minimum of 10 ft is required. This property is located in the R-1 Residence Zoning District and is a corner property.

2480-25 – Steve and Lisa Frey for the property located at 1634 Arch Street Road, Blue Bell, PA 19422 request the following variances from the Whitpain Township Zoning Code to construct an addition to an existing detached garage: (1) a variance from Section 160-21 to permit the garage to be located outside of the rear yard; and (2) a variance from Section 160-204.D to permit the garage to be located less than 10 ft from the principal building. This property is located in the R-1 Residence Zoning District and is a corner property.

9. ANNOUNCEMENTS

- a. The elected Board of Auditors will hold its organization meeting on Tuesday, January 6, 2026 at 5:30 p.m.
- b. Christmas trees will be collected for recycling Mondays, January 12 and 26, 2026 for residents on the south side of Skippack Pike, and Wednesdays, January 14 and 28, 2026 for residents on the north side of Skippack Pike, along with the monthly leaf waste material.
- c. 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.

10. Public Comment.

11. Old Business/New Business/Closing Comments (Supervisors).