

EDGMONT TOWNSHIP
BOARD OF SUPERVISORS
Organization Meeting Minutes
January 4, 2010
5:00 P.M.

Oaths of Office: Prior to the start of the meeting, the Honorable Judge Leon Hunter III was on hand to preside over the Oaths of Office for newly elected, re-elected, and appointed officials. The following officials were sworn in by Judge Hunter: Joseph Conan (Supervisor); Samantha Reiner (Township Manager, Secretary, Treasurer); Sheri Richards (Auditor); William Bates (Constable); and Veronica Bates (Tax Collector).

1. Open Meeting & Pledge of Allegiance: Mr. Gravina called the meeting to order at 5:10 p.m. with the Pledge of Allegiance. In attendance were Ronald Gravina, Chairman; Joseph Conan, Vice-Chairman; Wm. "Chip" Mackrides, Member; Kenneth Kynett, Esq., Township Solicitor; Samantha Reiner, Township Manager; and Christopher Bashore, Assistant to the Township Manager. There were three (3) guests.
2. Public Comment: There was no public comment at this time.
3. Proof of Publication: Mrs. Reiner presented a Proof of Publication, which indicated that the Organizational Meeting for Edgmont Township was advertised in the December 2, 2009 edition of the Delaware County Daily Times.
4. Old Business: There were no Old Business items to discuss.
5. Bill List: Mr. Gravina noted that there were two (2) bill lists pending approval: one for bills through December 31, 2009 and one for payroll for the period of January 1, 2010 through January 15, 2010. The bill list totaled \$16,283.82 and the payroll list totaled 7,725.32.

Mr. Gravina made a motion to approve the bill list and the payroll list as presented. Mr. Conan seconded the motion. There was no further discussion and the motion to approve the bill list as presented passed unanimously.

6. New Business:

a. Temporary Appointments:

Temporary Chairman of the Board of Supervisors – Mr. Conan: Mr. Gravina made a motion to appointment Joseph Conan as the Temporary Chairman of the Board of Supervisors. Mr. Mackrides seconded the motion. There was no further discussion and the motion appointing Mr. Conan as the Temporary Chairman passed unanimously.

b. Temporary Secretary – Christopher Bashore: Mr. Gravina made a motion to appoint Christopher Bashore as the Temporary Secretary to the Board of Supervisors. Mr. Mackrides seconded the motion. There was no further discussion and the motion appointing Mr. Bashore as the Temporary Secretary passed unanimously.

c. Slate of Appointments

Chairman of the Board of Supervisors – Mr. Conan made a motion to appoint Ronald Gravina as the Chairman of the Board of Supervisors. Mr. Mackrides seconded the motion. There was no further discussion and the motion appointing Mr. Gravina as the Chairman of the Board of Supervisors passed unanimously.

Vice-Chairman of the Board of Supervisors – Mr. Gravina made a motion to appoint Joseph Conan as the Vice-Chairman of the Board of Supervisors. Mr. Mackrides seconded the motion. There was no further discussion and the motion appointing Mr. Conan as the Vice-Chairman of the Board of Supervisors passed unanimously.

Appointment of Township Officials:

Mr. Gravina made a motion, seconded by Mr. Mackrides, to appoint the following individuals as Township officials:

Township Manager, Emergency Management Coordinator, Township Secretary and Treasurer, Township Zoning Officer, Township Building Code Official, Secretary to the Board of Supervisors and Planning Commission, Township Open Records Officer – Samantha Reiner

Township Construction Code Official, Building and Plumbing Inspector and Plan Reviewer – Stuart Pollock

Township Electrical Official: (Consultant and plan review) United Inspection Agency

Alternate Township Construction Code Officials: Susan Sharp and Richard Jenson

Township Fire Officials – Richard Jenson and Stuart Pollock

Chairman of the Vacancy Board – Lynmar Brock

Roadmaster – Samantha Reiner

Fire Police – Randy Bates, Harry Salter, Ronald Gravina, Curt Roerhig, and Susan Smith

There was no further discussion and the motion appointing the Township officials passed unanimously.

Appoint of Municipal Professionals:

Mr. Gravina made a motion, seconded by Mr. Conan, to appoint the following municipal professionals:

Township Solicitor – Kenneth Kynett, Esq.

Alternate Township and Planning Commission Solicitor – David Malman, Esq.

Alternate Township Conflict Solicitor – Michael Puppio, Esq.

Zoning Hearing Board Solicitor – Adam Matlawski, Esq. of the law firm McNichol, Byrne, & Matlawski

Alternate Zoning Hearing Board Solicitor – Stephen Polaha, Esq.

Township Engineer – Michael Conrad, P.E. of Yerkes Associates

Alternate Township Engineer – James MacCombie Associates

Township Planner – Thomas Comitta, AICP of Thomas Comitta Associates, Inc. & Brandywine Conservancy

Township Traffic Engineer – Andreas Heinrich, P.E. of Heinrich & Klein Associates, Inc.

Township Sewage Enforcement Officer – Stuart Pollock, SEO

Alternate Township Sewage Enforcement Officer – John Ibach of Kelly Engineers

Mr. Gravina noted that the Township will continue to use Thomas Comitta Associates as the Township Land Planner as discussion continues with Brandywine Conservancy. There was no further discussion and the motion appointing municipal professionals passed unanimously.

Township Employee Appointments:

Mr. Gravina made a motion, seconded by Mr. Conan, to appoint the following Township employees:

- Building Department Administrator, Assistant Zoning Officer, and Assistant Building Code Official – Susan Sharp
- Code Compliance Officer – Stuart Pollock
- Assistant Code Compliance Officers – Samantha Reiner, Susan Sharp, and Christopher Bashore
- Assistant to the Township Manager – Christopher Bashore
- Council of Government Representative – Samantha Reiner
- Delegate to the PSATS Annual Convention – Samantha Reiner

There was no further discussion and the motion approving the appointments passed unanimously.

- d. Set Bond Limits: Mr. Gravina made a motion to set the Township Treasurer’s bond limit at \$500,000 and the Township Tax Collector’s Bond Limit at \$163,253.82 for the year 2010. Mr. Mackrides seconded the motion. There was no further discussion and the motion setting bond limits for 2010 passed unanimously.
- e. Committees & Boards: Mr. Gravina made a motion, seconded by Mr. Conan, to appoint the following individuals to Township Committees and Boards:

Committees & Boards:	<u>Terms</u>
• <u>Energy Committee</u> : Samantha Reiner, David Jarjisian, Dale Wenegal, Ken Kynett, Esquire, Ronald Gravina and/or Joseph Conan, Chip Miller Randy Bates	1 yr
• <u>Ordinance Committee</u> : Samantha Reiner, Ronald Gravina and/or Joseph Conan, Ed Theurkauff, Ken Kynett, David Malman, Chip Miller	1 yr
• <u>Zoning Hearing Board</u> – Neal Wasserstein Jan. 2010-Dec. 2012	3 yr
• <u>Alt. Zoning Hearing Board Member</u> – Kevin Coyne January 2010 –December 2012	3 yr
• <u>Sewage Task Force</u> – 1 year term – Ed Walker, Emil Costagliola	1 yr
• <u>Land Planning Committee</u> – Ron Gravina, Chip Miller, Mike Conrad, Thomas Comitta Associates and Samantha Reiner	1 yr

Mr. Mackrides voted “No” to the motion, objecting to the fact that Kevin Coyne was not reappointed as a full member of the Zoning Hearing Board member. There was no further discussion and the motion appointing the Township Committees and Boards passed with two (2) “Yes” votes and one (1) “No” vote.

- f. Township Holidays for 2010: Mr. Gravina made a motion, seconded by Mr. Conan, to approve the following Township holidays for 2010:

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|-----------|---------|----------------|
| 1. Friday | Jan. 1 | New Year’s Day |
| 2. Monday | Jan. 18 | MLK, Jr. Day |
| 3. Monday | Feb. 15 | Presidents Day |

4.	Friday	Apr. 2	Good Friday
5.	Monday	May 31	Memorial Day
6.	Monday	July 5	Independence Day
7.	Monday	Sept. 6	Labor Day
8.	Thursday	Nov. 25	Thanksgiving Day
9.	Friday	Nov. 26	Day after Thanksgiving
10.	Friday	Dec. 24	Christmas Eve
11.	Friday	Dec. 31	New Year's Eve

There was no further discussion and the motion approving the Township holidays passed unanimously.

g. 2009 Meeting Dates:

Mr. Gravina made a motion, seconded by Mr. Conan, to approve the following meeting dates for the Board of Supervisors, Planning Commission, and Zoning Hearing Board, as well as the quarterly joint work sessions between the Board and the Planning Commission:

Board of Supervisors: The Board of Supervisors will meet on the third (3rd) Wednesday of each month, with a work session at 6:30 p.m. and the regular meeting beginning at 7:30 p.m., on the following dates:

January 20, 2010
February 17, 2010
March 17, 2010
April 21, 2010
May 19, 2010
June 16, 2010
July 21, 2010
August 18, 2010
September 15, 2010
October 20, 2010
November 17, 2010
December 15, 2010

Planning Commission: The Planning Commission will meet on the fourth (4th) Monday of every month, with the exceptions of May and November where they will meet on the third (3rd) Monday and December where they will meet on the second (2nd) Monday, with a work session at 6:30 p.m. and the regular meeting beginning at 7:00 p.m. on the following dates:

January 25, 2010
February 22, 2010
March 22, 2010
April 26, 2010
May 24, 2010
June 28, 2010
July 26, 2010
August 23, 2010
September 27, 2010

October 25, 2010
November 15, 2010 3rd Monday
December 13, 2010 2nd Monday

BOS/PC Quarterly Work Sessions @ 5:30 p.m.: The Board of Supervisors and the Planning Commission will meet for their joint quarterly work sessions on the following dates:

February 17, 2010
May 24, 2010
August 18, 2010
November 15, 2010

Zoning Hearing Board: The Zoning Hearing Board will meet on the fourth (4th) Tuesday of every month at 7:00 p.m. on the following dates:

January 26, 2010
February 23, 2010
March 23, 2010
April 27, 2010
May 25, 2010
June 22, 2010
July 27, 2010
August 24, 2010
September 28, 2010
October 26, 2010
November 23, 2010
December 28, 2010

There was no further discussion and the motion approving the meeting dates passed unanimously.

- h. Insurance: Mr. Gravina made a motion, seconded by Mr. Conan, to recognize the following firms as the insurance providers for the Township:
- Insurance – Brokerage Professionals as Insurance Agent thru April (the Township's policy renews in May and the agent could change).
 - Carrier for Township's Commercial Package – American Automobile Insurance Company
 - Worker's Compensation Insurance Coverage – Companion Property & Casualty

Mr. Gravina stated that he would like to review insurance rates and investigate new carriers for the Township's insurance prior to the policy being renewed in May. There was no further discussion and the motion recognizing the insurance providers for the Township passed unanimously.

- i. Resolutions 10-01 thru 10-07: Mr. Gravina made a motion, seconded by Mr. Conan, to approve the following Resolutions:

- 10-01 – Manager’s Compensation
- 10-02 – Selecting banks
- 10-03 – Fee schedule for the Township Professionals
- 10-04 – Certified Public Accountants
- 10-05 – Mileage reimbursement
- 10-06 – Deputy Tax Collector
- 10-07 – Minimum Municipal Obligation for Pension Plan

Mr. Gravina noted that the 2010 Budget indicated a 2% pay increase for certain employees, but this be evaluated in August. Presently, those employees paychecks will reflect 2009 pay. There was no further discussion and the motion approving Resolutions 10-01 through 10-07 passed unanimously.

7. Miscellaneous:

a. SPCA Contract: Mr. Kynett summarized his memo of December 10, 2009 regarding the initial contract offered by the Delaware County SPCA. The costs outlined in the contract were \$116 per live animal and \$20 per dead animal brought to the SPCA. Mrs. Reiner, in conjunction with Mr. Kynett, revised the contract, had it executed by the Township, and returned it to the SPCA. The SPCA has since declined the contract as revised. Mr. Kynett stated that he could not recommend that the Township sign the contract, which among other things, allowed anyone other than the appointed Animal Control Officer to obligate the Township to incur fees for stray animals, to obligate the Township for veterinary fees for stray animals and which obligated the Township to pay boarding fees for stray animals involved in legal manners until those matters have been resolved. He also felt that many of the other provisions were not sufficiently clear as to their full operation. He suggested that the Township consider the following alternatives:

- Eliminate the Animal Control Officer and turn over the duties of collecting stray animals to the PA Dog Warden;
- Continue to pursue solutions with the Delaware County COG;
- Contact the Chester County SPCA and find out if they will accept animals from Edgmont Township and on what basis;
- As a last resort, sign the contract with the knowledge that is terminable with 30 days notice.

Mr. Kynett stated that he did not question the rates proposed by the SPCA and felt based on the Township’s history, there may not be a great financial risk placed on the Township if the contract is signed due the low instances of stray animals in the community. There is, however, the risk of animals being counted as coming from the Township because of the multiple post offices that are in the community. Mrs. Reiner stated that when an animal is dropped off at the SPCA, there is a form that must be completed, but, having seen the forms, often, a large amount of pertinent information is missing. Many people are confused as to “municipality.”

Mr. Gravina stated that he was uncomfortable signing an open-ended contract. Mr. Mackrides suggested using a veterinarian for boarding purposes and see if one could perform the services offered by the SPCA.

Mr. Gravina made a motion to execute the contract with Delaware County SPCA conditioned on the Township Solicitor continuing to investigate the legality of the contract and to continue discussion with the SPCA to find an amicable solution. The SPCA must understand the duties the Township officials have to the taxpayers of the community, as well as the regulations of the Second Class Township Code, with reference to financial obligations and payment processes. Mr. Mackrides seconded the motion.

Upon review, it was discovered that the Delaware County SPCA failed to execute the contract prior to submitting it to the Township for approval. Mr. Gravina amended his motion to only sign the contract once it has been executed by the SPCA. Mr. Mackrides seconded the amended motion. There was no further discussion and the motion to execute the contract with conditions passed unanimously.

- b. Slitting Mill Road: Mrs. Reiner stated that she received an e-mail from a resident on Keswick Drive who was concerned about sedimentation on his property at the corner of Slitting Mill Road and Keswick Drive. Mr. Gravina stated that there has been no recent development along Slitting Mill Road in Edgmont Township that would impact the resident's property and result in sedimentation build-up. Mrs. Reiner and Mr. Kynett will draft a response.
 - c. Clear Wire Communications – 1010 Gradyville Road: Mrs. Reiner stated that plans for recording for this project were received by the Township in November. The plans were submitted to the Township Engineer for review, at which time it was discovered that the height of the proposed array was increased from 171 ft. to 171.5 ft. Mr. Conrad reviewed the plans with James Koppenhaver, P.E., to verify that the tower was structurally sound to support the array at an increased height. Through communication with American Tower, it was discovered that the tower could support the array at the new height. A review letter outlining the issue was signed by Mr. Conrad and Mr. Koppenhaver. The Board stated that they had no issues and the plans were signed by the Township to be released for recording by the applicant.
8. Adjournment: At 6:07 p.m., Mr. Gravina made a motion adjourn the meeting. Mr. Conan seconded the motion. There was no further discussion and the motion adjourning the meeting passed unanimously.

Respectfully submitted,

Samantha Reiner, Secretary
Township Manager