

**WALLACE TOWNSHIP BOARD OF SUPERVISORS
JANUARY 4, 2016**

The Organization Meeting of the Wallace Township Board of Supervisors was called to order on Monday, January 4, 2016 at 7:30 PM in the Township Building by Supervisor D'Angelo.

Supervisors present: Robert D. Jones
Barbara Z. D'Angelo
William T. Moore

Solicitor: Michael G. Crotty, Esquire

PLEDGE OF ALLEGIANCE

The Supervisors began the meeting by reciting the Pledge of Allegiance.

ORGANIZATION

Supervisor Moore moved to appoint Supervisor Jones as temporary Chair to preside over the Organization meeting. Supervisor D'Angelo seconded the motion. There being no further discussion, the motion was unanimously approved.

Supervisor Jones moved to reappoint Elizabeth Randzin as temporary Secretary for purposes of the Organization meeting. Supervisor Moore seconded the motion. There being no further discussion, the motion was unanimously approved.

Supervisor Jones nominated Supervisor Moore to serve as Chairperson of the Board of Supervisors. Supervisor D'Angelo seconded the nomination. There being no further discussion, Supervisor Moore was unanimously elected Chairperson for 2016.

Supervisor Moore nominated Supervisor Jones to serve as Vice Chairperson of the Board of Supervisors. Supervisor D'Angelo seconded the nomination. There being no further discussion, Supervisor Jones was unanimously elected Vice Chairperson for 2016.

Supervisor Jones moved to appoint Elizabeth Randzin as Township Secretary and Township Manager. Supervisor Moore seconded the motion. There being no further discussion, the motion was unanimously approved.

Supervisor Jones moved to appoint Elizabeth Randzin as Township Treasurer. Supervisor Moore second the motion. There being no further discussion, the motion was unanimously approved.

Supervisor Jones moved to appoint Tom Josiah to serve as the Township's accounting consultant, at a rate of \$105.00 per hour, to review the Township accounts as needed. Supervisor Moore seconded the motion, which was unanimously approved.

Supervisor Jones moved to appoint Elizabeth Randzin as Township Open Records Officer. Supervisor Moore seconded the motion, which was unanimously.

Supervisor Jones moved to appoint Siana, Bellwoar & McAndrew, LLP as Township Solicitor, pursuant to the rate letter dated December 8, 2015. Supervisor D'Angelo seconded the motion. After some discussion, the motion was unanimously approved.

Supervisor Jones moved to appoint Castle Valley Consultants, as Township Zoning Officer/Building Inspector and Building Code Official, subject to CVC's rate letter of December 10, 2015. Supervisor D'Angelo seconded the motion. After some discussion, the motion was unanimously approved.

Supervisor Jones moved to reappoint Castle Valley Consultants and Gary Weaver, P.E., as Township Engineer, pursuant to the rate letter dated December 10, 2015. Supervisor Moore seconded the motion. After some discussion, the motion was unanimously approved.

Supervisor Jones moved to reappoint Natural Lands Trust and Anne Hutchinson as the Township's environmental planning consultant, pursuant to the rate letter dated December 10, 2015. Supervisor D'Angelo seconded the motion. After some discussion, the motion was unanimously approved.

Supervisor Jones moved to appoint Bryan McDonough as the Vacancy Board member for a one (1) year term to expire on January 2, 2017. Supervisor Moore seconded the motion. There being no further discussion, the motion was unanimously approved.

Supervisor Jones moved to appoint Jim Boyland as the alternate Vacancy Board member for a one (1) year term to expire on January 2, 2017. Supervisor D'Angelo seconded the motion. There being no further discussion, the motion was unanimously approved.

Supervisor Jones moved to appoint Mac Kirkpatrick as Township Emergency Management Coordinator for 2016. Supervisor D'Angelo seconded the motion, which was unanimously.

A discussion was held as to re-establishing an appointment of an individual as an Assistant Emergency Management Coordinator. Supervisor Moore then moved to appoint Supervisor Jones to serve as Assistant Emergency Management Coordinator, Township Roadmaster/Road Department Liaison and Emergency Services Liaison for 2016. Supervisor D'Angelo seconded the motion, which was unanimously approved.

Supervisor Jones moved to appoint Supervisor D'Angelo as the Township Park and Trails Liaison for 2016. Chairman Moore seconded the motion, which was unanimously approved.

Supervisor Jones moved to appoint Supervisor Moore as the Township Building and Grounds Liaison for 2016. Supervisor D'Angelo seconded the motion, which was unanimously approved.

Next, appointments to the various boards and commissions were discussed. With respect to the Glenmoore Village Enhancement Committee, Supervisor Jones noted that the Committee had been formed to explore sidewalks and walkways through the Village, the review of which has

been completed. The GMVEC later became involved in various other positive projects, such as the loop trail and the ice rink. Ultimately, however, each of these projects (beyond the initial purpose of exploring the pedestrian walkways) is subsumed within the role of other boards and commissions in the Township. So as to not infringe on their various areas of focus, the Board noted their inclination to not renew those GMVEC appointments for 2016. Thanks were given to each of the members for their contributions and a letter will be issued by the Township to note its gratitude and the various other ways in which the members can continue to volunteer at the Township. After the conclusion of the discussion, Supervisor Jones moved to appoint the following volunteers to new terms as follows:

Park & Recreation Board (5 year term) –	Michelle Cleaver
Zoning Hearing Board (5 year term) –	Tom Cooke
Trails Preservation Board (5 year term) –	Mary Wasko
Planning Commission (5 year term) –	Jim Mackrell
Historical Commission (5 year term) –	Marcia Zinkel
Township Archivist (1 year term) –	Sandy Brennan
Township Digital Archivist (1 year term) –	John Miller

Supervisor Moore seconded the motion. After discussion, the motion was unanimously approved.

Supervisor Jones moved to appoint Elizabeth Randzin as DARC representative for Wallace Township for year 2016. Supervisor D'Angelo seconded the motion. There being no further discussion, the motion was unanimously approved.

Supervisor Jones moved to appoint DNB First as depository for the Township. Supervisor D'Angelo seconded the motion. There being no further discussion, the motion was unanimously approved.

Supervisor Jones moved to set the amount of the Treasurer's Bond limit at \$1,000,000. Supervisor D'Angelo seconded the motion. There being no further discussion, the motion was unanimously approved.

Supervisor Jones moved to establish the meeting schedule for 2016 as follows:

Board of Supervisors	1 st Thursday of each month @ 7:30 PM
	3 rd Thursday of each month @ 9:00 AM
Planning Commission (Regular Meeting)	2 nd Wednesday of each month @ 7:30 PM
Planning Commission (Work Session)	4 th Wednesday of each month @ 7:30 PM
Municipal Authority	2 nd Tuesday of each month @ 7:00 PM
Park & Recreation Board (Work session)	1 st Wednesday of each month @ 7:30 PM

Park & Recreation Board (Regular Meeting)	3 rd Monday of each month @ 7:30 PM
Historical Commission (Regular Meeting)	4 th Monday of each month @ 7:00 PM
Historical Commission (Work Session)	3 rd Monday of each month @ 7:00 PM
Trails Preservation Board	2 nd Monday of each month @ 7:00 PM
Environmental Advisory Council	3 rd Tuesday of each month @ 7:00 PM
Zoning Hearing Board	Meets upon application

All meetings of the above-referenced meetings will be held at the Wallace Township Building, 1250 Creek Road, Glenmoore, Pennsylvania 19343.

Supervisor D'Angelo seconded the motion. There being no further discussion, the motion was unanimously approved.

Supervisor Jones moved to establish the Holiday Schedule for all employees to include New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day (December 23rd observed). Supervisor Moore seconded the motion. There being no further discussion, the motion was unanimously approved.

Supervisor Jones moved to establish Township office hours for 12:00 p.m. until 4:00 p.m. on Monday, Wednesday and Friday, and from 8:00 a.m. until 12:00 p.m. on Tuesday and Thursday. Supervisor D'Angelo seconded the motion. After some discussion, the motion was approved.

Supervisor Jones moved to adopt Resolution #16-1, establishing a fee schedule related to the filing of applications for building permits and zoning permits in 2016, effective immediately. Supervisor D'Angelo seconded the motion. There being no further discussion, the motion was unanimously approved.

Supervisor Jones moved to adopt Resolution #16-2, establishing a fee schedule related to the filing of subdivision and land development applications in 2016. Supervisor D'Angelo seconded the motion. There being no further discussion, the motion was unanimously approved.

Supervisor Jones moved to adopt Resolution #16-3, establishing escrow fees related to the review of subdivision and land development plans in 2016. Supervisor D'Angelo seconded the motion. There being no further discussion, the motion was unanimously approved.

Supervisor Jones moved to adopt Resolution #16-4 establishing boundaries for emergency services providers in Wallace Township. Supervisor D'Angelo seconded the motion. There being no further discussion, the motion was unanimously approved.

Supervisor Jones moved to adopt Resolution #16-5, establishing a fee schedule related to the filing of conditional use applications and zoning hearing board applications in 2016. Supervisor D'Angelo seconded the motion. There being no further discussion, the motion was unanimously approved.

Supervisor Jones moved to adopt Resolution #16-6, appointing and establishing Barbacane Thornton, CPA as Township Auditor pursuant to the Second Class Township Code. Supervisor

D'Angelo seconded the motion. There being no further discussion, the motion was unanimously approved.

Supervisor Jones moved to approve the IRS mileage reimbursement rate at 54.0 cents per mile. Supervisor D'Angelo seconded the motion. There being no further discussion, the motion was unanimously approved.

Supervisor Jones moved to approve the 2016 bill to be sent to Devereux for fee-in-lieu of per the Conditional Use Agreement. Supervisor D'Angelo seconded the motion. There being no further discussion, the motion was unanimously approved.

The organization meeting was adjourned at 7:52 PM.

REGULAR MEETING

Chairman Moore called the Regular Meeting of the Wallace Township Board of Supervisors to order on Monday, January 4, 2016, at 7:52 PM in the Township Building.

Supervisors present: William T. Moore
Robert D. Jones
Barbara Z. D'Angelo

Solicitor: Michael G. Crotty, Esquire

EXECUTIVE SESSIONS

None.

CORRESPONDENCE

None.

MINUTES

The minutes for the December 3 and December 17, 2015 meetings were presented for review. After discussion, Supervisor Jones moved that the December 3rd and 17th minutes be approved in the form as submitted. Supervisor D'Angelo seconded the motion, which carried unanimously.

TREASURER'S REPORT

The Treasurer's report was tabled until the Board's January 21, 2016 meeting.

POLICE REPORT

Supervisor Jones presented the Pennsylvania State Police report. Forty-five (45) incidents were noted for the month of December. The various categories of incidents were discussed. Thereafter, a discussion also took place as to the police services to be contracted by the West Brandywine Township Police Department. Solicitor Crotty noted that an ordinance to approve an agreement for such services has been advertised. However, the PSP representative has forwarded suggestions as to modifications to the arrangement. Those suggestions have been implemented and incorporated into the draft agreement and ordinance. Pursuant to the draft agreement (to be approved), the West Brandywine Township Police Department will provide traffic safety patrols for certain hours during each week. The PSP will remain as the designated primary responder for criminal matters, but the Township would also agree to reimburse WBT PD as to those incidents for which it is called to respond until the PSP arrives on scene. Overall, it is expected that the arrangement will increase the safety of the residents and augment the PSP patrols with additional traffic enforcement. Supervisor Jones introduced Lt. Jeff Kimes of the WBT PD, who will be the officer managing the services from West Brandywine Township. After discussion, Supervisor Jones moved that the Township authorize the advertisement of a notice for the revised police services agreement for consideration of approval on the Board meeting on January 21st, and to authorize the WBT to paint any necessary traffic enforcement lines on the roadways within the Township. Supervisor D'Angelo seconded the motion, which carried unanimously.

GLEN MOORE FIRE COMPANY/ WESTWOOD & ELVERSON AMBULANCE

GMFC Chief Mike King was in attendance and noted that its report would be provided before the Board's next meeting. He also noted that the GMFC installed two new additional officers, Jason Trego and Tom Trego.

EMC

Mac Kirkpatrick was in attendance, but had no report. He inquired as to timbering on the Greenfield property (for which a permit had been received). After discussion, Supervisor Jones requested that Manager/Treasurer Randzin provide the Board with a copy of the list of permits that the Township provides each month to the County as well as the timber plans/sketches that are received.

DARC

No report.

PARK AND RECREATION BOARD

No report.

HISTORICAL COMMISSION/TOWNSHIP ARCHIVIST

No report.

TRAILS PRESERVATION BOARD

No report.

EAC

No report.

AUTHORITY

Supervisor Jones raised the question as to whether signage should be incorporated along the loop trail to address unleashed dogs. Nearby residents have started to raise complaints about dog waste and off-leash dogs along the trail. The Board was in agreement that dogs should remain under the owner's control at all times and that owners should clean up after their pets as a courtesy to other residents using the trail. Mike King was requested to provide quotes for signage and dog waste/bag stations for possible installation. The Board next discussed a landscaping plan prepared by the Township Engineer for the loop trail. After discussion, Supervisor Jones moved to authorize the Township Engineer to prepare materials so that the Township can solicit phone quotes for the fence (round, rough cut poles and wire as fencing) and the landscaping for the area identified as Landscape Area 4 on the plan (with a 1 year plant warranty). Chairman Moore seconded the motion, which carried unanimously.

PLANNING COMMISSION

No report.

OLD BUSINESS

- a. Wagenseller Park: Solicitor Crotty presented draft rules for the use of the temporary ice rink to be installed in Wagenseller Park. Various aspects of the rules were discussed and revisions will be incorporated for further consideration by the Board at an upcoming meeting.
- b. Eagle Scout Projects: Chairman Moore provided an update on the Scout project at Burgess Park, and Manager/Treasurer Randzin noted that the Township was contacted by another Scout about a possible garden project.

NEW BUSINESS

- a. Burgess Park/Hannum Woods – Camping Request: Chairman Moore noted that a request was received by the Boy Scouts to camp in Burgess Park/Hannum Woods in February.

Solicitor Crotty noted that, given that the Boy Scout organization has made the request, the Scout Troop leader need only sign the required application form.

- b. Benefits: Manager/Treasurer Randzin noted that the quotes for health care in 2015 had been received. Insurance costs will increase approximately 11%, and Jake would need to be added into the Plan. After discussion, Supervisor Jones moved that the Township approve and authorize the continued participation in the platinum plus health care plan at a cost of \$2,051.05 as well as to add Jake into the Plan for a cost of \$438.36 per month. Supervisor D'Angelo seconded the motion, which carried unanimously.

Public Comment/Announcements

- a. Mike King noted that he and Jake are scheduled to take the EMT certification course in February.
- b. Chairman Moore announced that Christmas tree drop offs will be accepted from January 4 through January 8, 7:00 a.m. through 3:00 p.m., and January 9, from 9 a.m. to noon. No wreaths or pine roping is allowed.

Adjournment

Chairman Moore moved that the meeting be adjourned. The motion was seconded by Supervisor Jones, which carried unanimously. Meeting adjourned at 8:56 PM.

Respectfully submitted,

Betty Randzin
Manager/Secretary