

**WALLACE TOWNSHIP BOARD OF SUPERVISORS
JANUARY 3, 2017**

The Organization Meeting of the Wallace Township Board of Supervisors was called to order on Tuesday, January 3, 2017 at 7:30 PM in the Township Building by Supervisor Moore.

Supervisors present: Barbara Z. D'Angelo | Robert D. Jones | 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 Moore moved to reappoint Elizabeth Randzin as temporary Secretary for purposes of the Organization meeting. Supervisor D'Angelo seconded the motion. There being no further discussion, the motion was unanimously approved.

Supervisor Moore nominated Supervisor Jones to serve as Chairperson of the Board of Supervisors. Supervisor D'Angelo seconded the nomination. There being no further discussion, Supervisor Jones was unanimously elected Chairperson for 2017.

Chairman Jones nominated Supervisor D'Angelo to serve as Vice Chairperson of the Board of Supervisors. Supervisor Moore seconded the nomination. There being no further discussion, Supervisor D'Angelo was unanimously elected Vice Chairperson for 2017.

Chairman 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.

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

Chairman 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 D'Angelo seconded the motion, which was unanimously approved.

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

Chairman Jones moved to appoint Siana, Bellwoar & McAndrew, LLP as Township Solicitor, pursuant to the rate letter dated December 5, 2016. Supervisor D'Angelo seconded the motion. After some discussion, the motion was unanimously approved.

Chairman 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 8, 2016. Supervisor D'Angelo seconded the motion. After some discussion, the motion was unanimously approved.

Chairman Jones moved to reappoint Castle Valley Consultants and Gary Weaver, P.E., as Township Engineer, pursuant to the rate letter dated December 8, 2016. Supervisor Moore seconded the motion. After some discussion, the motion was unanimously approved.

Chairman Jones moved to reappoint Natural Lands Trust and Anne Hutchinson as the Township's environmental planning consultant, pursuant to the rate letter dated December 2, 2016. Supervisor D'Angelo seconded the motion. After some discussion, the motion was unanimously approved.

Chairman Jones moved to appoint John Miller as the Vacancy Board chair for a one (1) year term to expire on January 2, 2018. Supervisor D'Angelo seconded the motion. There being no further discussion, the motion was unanimously approved.

Chairman Jones moved to appoint Jim Boyland as the alternate Vacancy Board member for a one (1) year term to expire on January 2, 2018. Supervisor Moore seconded the motion. There being no further discussion, the motion was unanimously approved.

Chairman Jones moved to appoint Mac Kirkpatrick as Township Emergency Management Coordinator for 2017. Supervisor Moore seconded the motion, which was unanimously approved.

Supervisor Moore moved to appoint Chairman Jones as Assistant Township Emergency Management Coordinator and Emergency Services Liaison for 2017. Supervisor D'Angelo seconded the motion, which was unanimously approved.

Supervisor Moore moved to appoint Chairman Jones as the Township Roadmaster/Road Department Liaison for 2017. Supervisor D'Angelo seconded the motion, which was unanimously approved.

Chairman Jones moved to appoint Supervisor D'Angelo as the Township Park and Trails Liaison for 2017. Supervisor Moore seconded the motion, which was unanimously approved.

Chairman Jones moved to appoint Supervisor Moore as the Township Building and Grounds Liaison for 2017. Supervisor D'Angelo seconded the motion, which was unanimously approved.

Chairman Jones moved to appoint the following volunteers to new terms as follows:

Park & Recreation Board (5 year terms) – Carol Zindel

- Trails Preservation Board (5 year terms) – Mary McCabe
- Municipal Authority (5 year terms) – Jason Trego
- Planning Commission (5 year terms) – Bruce Grant
- Historical Commission (5 year terms) – Janice Keith
- Township Digital Archivist (1 year term) – John Miller
- Township Archivists (1 year term) – John Miller and Sandy Brannan

Supervisor Moore seconded the motion, which was unanimously approved.

Chairman Jones moved to appoint Elizabeth Randzin as DARC representative for Wallace Township for year 2017. Supervisor Moore seconded the motion. After discussion, the motion was unanimously approved.

Chairman Jones moved to appoint DNB First as depository for the Township. Supervisor D'Angelo seconded the motion, which was unanimously approved.

Chairman Jones moved to set the amount of the Treasurer's Bond limit at \$2,000,000. Supervisor Moore seconded the motion. After some discussion as to the bond amount, the motion was unanimously approved.

Chairman Jones moved to establish the meeting schedule for 2017 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 (Regular Meeting)	1 st Wednesday of each month @ 7:30 PM*
Park & Recreation Board (Work Session)	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

*Except January.

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

Supervisor Moore seconded the motion, which was unanimously approved.

Chairman Jones moved to establish the Holiday Schedule for all employees to include New Year's Day (January 2nd observed), Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day. Supervisor D'Angelo seconded the motion, which was unanimously approved.

Chairman 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 Moore seconded the motion, which was unanimously approved.

Chairman Jones moved to adopt Resolution #17-1, establishing a fee schedule related to the filing of applications for building permits and zoning permits in 2017, effective immediately. Supervisor Moore seconded the motion, which was unanimously approved.

Chairman Jones moved to adopt Resolution #17-2, establishing a fee schedule related to the filing of subdivision and land development applications in 2017. Supervisor Moore seconded the motion, which was unanimously approved.

Chairman Jones moved to adopt Resolution #17-3, establishing escrow fees related to the review of subdivision and land development plans in 2017. Supervisor Moore seconded the motion, which was unanimously approved.

Chairman Jones moved to adopt Resolution #17-4 establishing boundaries for emergency services providers in Wallace Township. Supervisor Moore seconded the motion, which was unanimously approved.

Chairman Jones moved to adopt Resolution #17-5, establishing a fee schedule related to the filing of conditional use applications and zoning hearing board applications in 2017. Supervisor Moore seconded the motion, which was unanimously approved.

Chairman Jones moved to adopt Resolution #17-6, appointing and establishing Barbacane Thornton, CPA as Township Auditor pursuant to the Second Class Township Code. Supervisor D'Angelo seconded the motion, which was unanimously approved.

Chairman Jones moved to approve the IRS mileage reimbursement rate at 53.5 cents per mile. Supervisor D'Angelo seconded the motion, which was unanimously approved.

Chairman Jones moved to approve the 2017 bill to be sent to Devereux for fee-in-lieu of per the Conditional Use Agreement. Supervisor Moore seconded the motion, which was unanimously approved.

The organization meeting was adjourned at 7:44 PM.

REGULAR MEETING

Chairman Jones called the Regular Meeting of the Wallace Township Board of Supervisors to order on Tuesday, January 3, 2017, at 7:44 PM in the Township Building.

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

Solicitor: Michael G. Crotty, Esquire

EXECUTIVE SESSIONS

None.

CORRESPONDENCE

Ten pieces of correspondence were noted, which are available for review at the Township building.

MINUTES

The minutes for the December 1, 2016 meeting were presented for review. After discussion, Chairman Jones moved that the December 1st minutes be approved in the form as submitted. Supervisor Moore seconded the motion, which carried unanimously.

TREASURER'S REPORT

Manager/Treasurer Randzin presented the Treasurer's report. Twenty-five (25) invoices were presented, together with the December PLGIT payment for ratification. It was noted, however, that the list incorporated an invoice related to Potts School Road work performed by another municipality, which should be removed from the list as the Board does not authorize such a payment/contribution. After further discussion, Supervisor Moore moved that the Township approve the twenty-four remaining invoices on the bills list in the amount of \$37,283.46. Supervisor D'Angelo seconded the motion, which carried unanimously. Next, after Board review, Supervisor Moore moved that the Township approve and ratify the December PLGIT payment in the amount of \$16,365.51. Supervisor D'Angelo seconded the motion, which carried unanimously.

POLICE REPORT

Supervisor Jones presented the Pennsylvania State Police report. Fifty-six (56) incidents were noted for the month of December. The various categories of incidents were discussed, which included sixteen (16) patrol checks, three (3) requests for information, and various other referrals, 911 hang-ups and other responses. Chairman Jones inquired about whether the SPCA has or can provide an update on the animal cruelty incident (referred to it by the PSP). Manager/Treasurer Randzin will follow up with the SPCA to inquire.

Next, Lieutenant Kimes from the West Brandywine Township Police Department provided the WBTPD report. He introduced all of the Department officers who have and will continue to provide service to the Township. The Board thanked the officers for their service. Lt. Kimes further provided a year-end report, summarizing all of the services, incidents and traffic patrols conducted by the Department in 2016. For the month of December in particular, it issued 37 traffic citations and provided assistance with premises checks. Lastly, Lt. Kimes noted that the Department is looking forward to continuing its service to the Township in 2017 under the new agreement (addressed later in the meeting).

GLEN MOORE FIRE COMPANY/ WESTWOOD & ELVERSON AMBULANCE

Richard King provided his report as the outgoing president of the GMFC. He introduced the incoming president, Jeff Camp, and noted that the GMFC responded to twenty-eight (28) calls in December, twelve (12) of which were in the Township. He also noted that Mike King responded to a carbon monoxide incident in the Township (at a neighboring property) in December, and reminded all to install carbon monoxide detectors.

A representative from Westwood Ambulance was not present, but they submitted their report by email. It responded to 146 responses in December, 17 of which were in the Township. Its average response time (on scene) was 14 minutes.

A report was not received from the Elverson-Honey Brook Ambulance.

EMC

No report. Chairman Jones noted that he is scheduling a meeting with Lt. Kimes to discuss potential joint emergency management planning with West Brandywine Township.

DARC

No report was provided. A discussion ensued as to concerns with DARC management, the extent of Township resident usage and the value of the participation as it relates to cost. After discussion, the Board authorized Manager/Treasurer Randzin to issue a letter to DARC to re-confirm that it is not interested in participating and intends to withdraw.

PARK AND RECREATION BOARD

No report.

HISTORICAL COMMISSION/TOWNSHIP ARCHIVIST

No report.

TRAILS PRESERVATION BOARD

No report.

EAC

No report.

AUTHORITY

Supervisor D'Angelo noted that the Authority will hold its organization meeting next Tuesday.

PLANNING COMMISSION

Supervisor Moore noted that the Diament plan amendment has been presented for consideration. The Planning Commission has provided its recommendation, and a draft form of decision was prepared for the Board's consideration. After discussion, Chairman Jones moved that the Township approve the amendment to the Diament land development plans pursuant to the conditions and decision in the form as presented by the Township Solicitor. Supervisor D'Angelo seconded the motion, which carried unanimously.

ROAD FOREMAN

Steve Senn provided the Road Foreman's report. The department was involved in 1 salting/plowing event, performed repairs to stop signs, trucks, snow plows and other equipment, performed work on the fencing around the ice rink, and handled various other tasks. He and the Township Engineer also conducted a road survey and have prepared a chart to assess the anticipated roadwork priorities for 2017. A discussion took place as to the various road priorities. After discussion, Chairman Jones moved that the Road Foreman and Township Engineer work to prepare bid specifications for Chalfant Road, Walnut Bank Road, Andrews Lane, Marty Close Road and Park Lane. Supervisor Moore seconded the motion, which carried unanimously. Next, Mr. Senn noted that he obtained pricing for concrete bin blocks, for use at the maintenance building. The Board authorized him to move forward, with a price not to exceed \$1,000. Lastly, Mr. Senn noted that he will prepare a sign survey in the coming months.

NEW BUSINESS

- a. 2017 Police Agreement Ordinance: Solicitor Crotty noted that an ordinance to adopt the 2017 West Brandywine Township police coverage agreement discussed at prior Board meetings has been advertised and is ready for Board consideration. West Brandywine Township has already approved the agreement and ordinance. After discussion of the new scope of the services, Supervisor Moore moved that the Township approve Ordinance No. 161, to authorize the joint municipal police agreement with West Brandywine Township for 2017. Chairman Jones seconded the motion, which carried unanimously.
- b. PennDOT Liquid Fuels Online Reporting: Manager/Treasurer Randzin reported that PennDOT is no longer accepting paper submissions for liquid fuels reports. It will only accept online submissions going forward. In order to authorize the Township doing so, the PennDOT form of resolution was presented. After discussion, Supervisor Moore

moved that the Township approve Resolution 17-7, authorizing electronic liquid fuel report submissions to PennDOT. Chairman Jones seconded the motion, which carried unanimously.

- c. Chester County Hazard Mitigation Plan: The Board noted its continuing review of the plan. In its initial review, several errors were discovered (referencing the Township as having public water and no public sewer, for example). These corrections can be noted in any final decision on the issue by the Board. The Board's review is continuing.
- d. Designation of the Marsh Creek: The conservation group's request for support in upgrading the designation of the Marsh Creek was discussed. Supervisor D'Angelo noted that the upgrade (from HQ to EV) is unnecessary inasmuch as it is founded on the incorrect premise that the Marsh Creek is used as a public drinking water supply (which it is not). Chairman Jones and Supervisor Moore further noted their opposition to imposing unnecessary additional burdens on landowners in using their property.
- e. PSATS 95th Annual Conference: Manager/Treasurer Randzin noted that the Pennsylvania State Association of Township Supervisors will hold its annual convention in April. After discussion, Chairman Jones moved that the Board appoint Manager/Treasurer Randzin as its voting delegate, with Supervisor D'Angelo as the alternate voting delegate. Supervisor Moore seconded the motion, which carried unanimously.
- f. January 19, 2017 Meeting: Given the lack of agenda items, Chairman Jones moved that the Township cancel the January 19th meeting. Supervisor Moore seconded the motion, which carried unanimously.

OLD BUSINESS

- a. Indiantown Schoolhouse: Supervisor Moore provided an update on the Indiantown Schoolhouse repairs. A discussion on the heating system for the building was discussed. After discussion, the Board authorized the Township Engineer to work with the Road Foreman to prepare the floor area for concrete and remove any nonstructural obstructions.
- b. P3 Towers Update: Solicitor Crotty noted that the P3 Towers consultant is working to secure a lease with Verizon for the tower (which previously expressed interest).
- c. Treatment Plant Trail: Mr. Senn noted that a portion of the trail washed out with the heavy rains, which will be repaired. The landscaping and fencing were also discussed. The placement and type of landscaping will be reviewed to consider a visual buffer for neighboring property owners as well as to provide the appropriate separation from the spray fields.

OTHER REPORTS

- a. Township Building Sign: Manager/Treasurer Randzin inquired as to the potential of updating the Township building sign. She will solicit quotes to present to the Board at a future meeting.
- b. Xmas Tree Collection: Manager/Treasurer Randzin noted the possibility of the Township road crew picking up Christmas trees curbside, per inquiries of residents. After discussion, the Board authorized the road crew to do so on January 10th.
- c. Spring Bulk Trash Days: The dates for the spring bulk trash days were discussed, scheduled to be on April 21st and 22nd.
- d. Maintenance Garage Cameras: Steve Senn presented two quotes for cameras to be installed at the Maintenance garage. The type and placement of the cameras and equipment were discussed. The Board authorized the Road Foreman to purchase the needed wiring, with the type and placement of the cameras to be reviewed by Chairman Jones and Supervisor Moore.
- e. Building Security System: Manager/Treasurer Randzin noted the ongoing frustrations with the current security system at the Township building. The Board authorized her to solicit vendors for possible replacement.
- f. Pennsylvania Farm Show: Manager/Treasurer Randzin noted that the Pennsylvania Farm Show starts next Sunday, with the municipal officials' day on January 11th. After discussion, the Board authorized her, Supervisor D'Angelo and the public works department to attend.

Public Comment/Announcements

None.

Adjournment

Chairman Jones moved that the meeting be adjourned. The motion was seconded by Supervisor Moore, which carried unanimously. Meeting adjourned at 9:41 PM.

Respectfully submitted,

Betty Randzin
Manager/Secretary