

**WALLACE TOWNSHIP BOARD OF SUPERVISORS
JANUARY 2, 2018**

The Organization Meeting of the Wallace Township Board of Supervisors was called to order on Tuesday, January 2, 2018 at 7:30 PM in the Township Building by Supervisor Jones.

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 D'Angelo to serve as Chairperson of the Board of Supervisors. Supervisor D'Angelo seconded the nomination. There being no further discussion, Supervisor D'Angelo was unanimously elected Chairperson for 2018.

Supervisor Jones nominated Supervisor Moore to serve as Vice Chairperson of the Board of Supervisors. Supervisor D'Angelo seconded the nomination. There being no further discussion, Supervisor Moore was unanimously elected Vice Chairperson for 2018.

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

Supervisor Moore moved to appoint Tom Josiah to serve as the Township's accounting consultant, at a rate of \$110.00 per hour, to review the Township accounts as needed. Supervisor Jones seconded the motion, which was unanimously approved.

Supervisor Jones moved to appoint Elizabeth Randzin as Township Open Records Officer. Supervisor D'Angelo 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, 2017. Supervisor D'Angelo seconded the motion. After some discussion, the motion was unanimously approved.

Supervisor Moore 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, 2017. Supervisor Jones seconded the motion. After some discussion, the motion was unanimously approved.

Supervisor Moore moved to reappoint Castle Valley Consultants and Gary Weaver, P.E., as Township Engineer, pursuant to the rate letter dated December 8, 2017. Supervisor Jones seconded the motion. After some discussion, the motion was unanimously approved.

Supervisor Jones moved to reappoint Natural Lands Trust and Ann Hutchinson as the Township's environmental planning consultant, pursuant to the rate letter dated December 11, 2017. Supervisor D'Angelo seconded the motion. After some discussion, the motion was unanimously approved.

Supervisor Jones moved to appoint John Miller as the Vacancy Board member for a one (1) year term to expire on January 7, 2019. 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 7, 2019. Supervisor Moore 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 2018. Supervisor D'Angelo seconded the motion, which was unanimously.

Supervisor Moore moved to appoint Supervisor Jones as Assistant Township Emergency Management Coordinator and Emergency Services Liaison for 2018. Supervisor D'Angelo seconded the motion, which was unanimously approved.

Supervisor Moore moved to appoint Supervisor Jones as the Township Roadmaster/Road Department Liaison for 2018. 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 2018. Supervisor Moore seconded the motion, which was unanimously approved.

Supervisor Jones moved to appoint Supervisor Moore as the Township Building and Grounds Liaison for 2018. Supervisor D'Angelo seconded the motion, which was unanimously approved.

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

Park & Recreation Board (5 year terms) – Mark Bainbridge

- Trails Preservation Board (5 year terms) – Dorothy Kirk
- Municipal Authority (5 year terms) – Joe Lewis
- Zoning Hearing Board (5 year terms) – Paul Higgins
- Planning Commission (5 year terms) – Bill Fenn position
- Historical Commission (5 year terms) – Janet Grashof
- Township Digital Archivist (1 year term) – John Miller
- Township Archivist (1 year term) – John Miller and Sandy Brannan
- Township Board of Auditors – John Thomas (4 year appointment position)

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

Supervisor Jones moved to appoint DNB First and Fulton Banks as depositories 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 \$2,000,000. 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 2018 as follows:

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| 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. 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, Christmas Eve and Christmas Day. Supervisor D'Angelo 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 #18-1, establishing a fee schedule related to the filing of applications for building permits and zoning permits in 2018, effective immediately. Supervisor D'Angelo seconded the motion. There being no further discussion, the motion was unanimously approved.

Supervisor Jones moved to adopt Resolution #18-2, establishing a fee schedule related to the filing of subdivision and land development applications in 2018. Supervisor Moore seconded the motion. There being no further discussion, the motion was unanimously approved.

Supervisor Jones moved to adopt Resolution #18-3, establishing escrow fees related to the review of subdivision and land development plans in 2018. Supervisor D'Angelo seconded the motion. There being no further discussion, the motion was unanimously approved.

Supervisor Jones moved to adopt Resolution #18-4 establishing boundaries for emergency services providers in Wallace Township. Supervisor Moore seconded the motion. There being no further discussion, the motion was unanimously approved.

Supervisor Moore moved to adopt Resolution #18-5, establishing a fee schedule related to the filing of conditional use applications and zoning hearing board applications in 2018. Supervisor Jones seconded the motion. There being no further discussion, the motion was unanimously approved.

Supervisor Moore moved to adopt Resolution #18-6, 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 Moore moved to approve the IRS mileage reimbursement rate at 54.5 cents per mile. Supervisor D'Angelo seconded the motion. There being no further discussion, the motion was unanimously approved.

Supervisor Moore moved to approve the 2018 bill to be sent to Devereux for fee-in-lieu of per the Conditional Use Agreement. Supervisor Jones seconded the motion. There being no further discussion, the motion was unanimously approved.

The organization portion of the meeting was adjourned at 7:47 PM.

REGULAR MEETING

Chairman D'Angelo called the Regular Meeting of the Wallace Township Board of Supervisors to order on Tuesday, January 2, 2018, at 7:47 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

Nineteen (19) pieces of correspondence were noted, which are available for review at the Township building.

MINUTES

The minutes for the December 7, 2017 meeting were presented for review. After discussion, Supervisor Jones moved that the December 7th 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. Twelve (12) invoices were presented, together with the December PLGIT payment for ratification. Following review and discussion, Supervisor Moore moved that the Township approve the twelve (12) invoices in the amount of \$40,208.17 on the bills list, as presented. Supervisor Jones seconded the motion, which carried unanimously. Next, Chairman D'Angelo moved that the Township approve and ratify the PLGIT payment, in the amount of \$8,994.79. Supervisor Jones seconded the motion, which carried unanimously. Lastly, Chairman D'Angelo moved that the Township approve and ratify the PMRS payment in the amount of \$2,982.75. Supervisor Jones seconded the motion, which carried unanimously.

POLICE REPORT

Lieutenant Kimes from the West Brandywine Township Police Department provided the WBTPD report. Fourteen (14) citations were issued for December, with a total of 197 calls for service. One (1) runaway from Devereux was noted (although it was clarified that the juvenile was being dropped off at the facility and left before he was admitted into Devereux. The quarterly meeting between the police, Township and Devereux is scheduled for January 3rd. Lt.

Kimes also summarized the calls and service for 2017. Next, the 2018 Police Services Contract was discussed. Solicitor Crotty noted that the ordinance to approve the new agreement was fully advertised and is ready for Board adoption. After discussion, Supervisor Jones moved that the Township approve Ordinance No. 166, establishing the Intermunicipal Services Agreement with West Brandywine Township for police services in 2018. Chairman D'Angelo seconded the motion, which carried unanimously.

WALLACE TRUST

Supervisor D'Angelo noted that the Trust grossed more than \$2,000 in donations from its first 5k run. Another 5k will be scheduled for 2018. Additionally, it was noted that the runner registration fees were directed to the Township. After discussion, Chairman D'Angelo moved that the Township transfer the runner registration fees, in the amount of \$935, to the Wallace Trust. Supervisor Jones seconded the motion, which carried unanimously.

ROAD FOREMAN

Steve Senn provided the Road Foreman's report. The department was involved in 3 salting/plowing events, performed repairs to trucks, snow plows and other equipment, and handled various other tasks. A new load of salt and anti-skid was received in preparation for the coming winter season. Christmas Tree drop offs will be accepted at the Township Maintenance Building on January 5th and 12th. Additionally, Mr. Senn noted issues with the existing gas pump. He obtained quotes for a replacement. After discussion, Supervisor Jones moved that the Township purchase the replacement gas pump from Northern Tool in the amount of \$1,279.79. Chairman D'Angelo seconded the motion, which carried unanimously.

TOWNSHIP BUILDINGS

A discussion was held as to the condition of and improvements to the various Township buildings. With respect to the Maintenance Building, the Board discussed a possible addition, a generator and insulation. Supervisor Jones noted that the security cameras for the Maintenance Building have been ordered. With respect to the Township building, the Board discussed removing the raised platform in the former meeting room, converting the area into more usable space, and the possibility of a generator.

Public Comment/Announcements

None.

Adjournment

Chairman D'Angelo moved that the meeting be adjourned. The motion was seconded by Supervisor Moore, which carried unanimously. Meeting adjourned at 9:05 PM.

Respectfully submitted,
Betty Randzin, Manager/Secretary