

**WALLACE TOWNSHIP BOARD OF SUPERVISORS
JANUARY 6, 2020**

The Organization Meeting of the Wallace Township Board of Supervisors was called to order on Monday, January 6, 2020 at 9:00 AM in the Township Building by Supervisor Moore.

Supervisors present: Jeff Seese | Barbara Z. D'Angelo | William T. Moore

Engineer: Craig A. Kologie, AICP, Castle Valley Consultants

Solicitor: Michael G. Crotty, Esquire

PLEDGE OF ALLEGIANCE

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

ORGANIZATION

Supervisor Seese moved to appoint Supervisor Moore 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 appoint 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 D'Angelo to serve as **Chair** of the Board of Supervisors. Supervisor Seese seconded the nomination. There being no further discussion, Supervisor D'Angelo was unanimously elected Chairperson for 2020.

Supervisor Seese nominated Supervisor Moore to serve as **Vice-Chair** of the Board of Supervisors. Chairwoman D'Angelo seconded the nomination. There being no further discussion, Supervisor Moore was unanimously elected Vice Chairperson for 2020.

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

Supervisor Moore moved to appoint **Elizabeth Randzin** as Township Treasurer. Chairwoman D'Angelo second 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 Seese seconded the motion, which was unanimously approved.

Supervisor Moore moved to appoint Elizabeth Randzin as **Township Open Records Officer**. Chairwoman D'Angelo seconded the motion, which was unanimously.

Supervisor Moore moved to appoint Siana, Bellwoar & McAndrew, LLP as **Township Solicitor**, pursuant to the rate letter dated November 25, 2019. Supervisor Seese 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 11, 2019. Chairwoman D'Angelo 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 11, 2019. Supervisor Seese seconded the motion. After some discussion, the motion was unanimously approved.

Supervisor Moore moved to appoint Robert Jones as the **Vacancy Board** member for a one (1) year term to expire on January 4, 2021. Chairwoman D'Angelo seconded the motion. There being no further discussion, the motion was unanimously approved.

Supervisor Moore moved to appoint John Miller as the **alternate Vacancy Board member** for a one (1) year term to expire on January 4, 2021. Supervisor Seese seconded the motion. There being no further discussion, the motion was unanimously approved.

Supervisor Moore moved to appoint Mac Kirkpatrick as **Township Emergency Management Coordinator** for 2020. Supervisor Seese seconded the motion, which was unanimously approved.

Supervisor Seese moved to appoint Paul DiCarlo as **Assistant Township Emergency Management Coordinator and Emergency Services Liaison** for 2020. Supervisor Moore seconded the motion, which was unanimously approved.

Supervisor Moore moved to appoint Supervisor Seese as the **Township Emergency Services Liaison** for 2020. Chairwoman D'Angelo seconded the motion, which was unanimously approved.

Supervisor Moore moved to appoint Supervisor Seese as the **Township Roadmaster/Road Department Liaison** for 2020. Chairwoman D'Angelo seconded the motion, which was unanimously approved.

Supervisor Moore moved to appoint Chairwoman D'Angelo as the **Township Park and Trails Liaison** for 2020. Supervisor Seese seconded the motion, which was unanimously approved.

Supervisor Seese moved to appoint Supervisor Moore as the **Township Building and Grounds Liaison** for 2020. Chairwoman D'Angelo seconded the motion, which was unanimously approved.

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

- Park & Recreation Board (5 year terms) – Dana Daniele – thru 12/31/24
- Trails Preservation Board (5 year terms) – Dan Wager – thru 12/31/24
- Municipal Authority (5 year terms) – Jeff Seese – thru 12/31/24
- Zoning Hearing Board (5 year terms) – Joseph DiGuglielmo – thru 12/31/24
- Historical Commission (5 year terms) – Marta Weirick – thru 12/31/24
- Township Digital Archivist (1 year term) – John Miller – thru 12/31/20
- Township Archivist (1 year term) – John Miller – thru 12/31/20

Supervisor Seese seconded the motion. After discussion, the motion was approved.

Supervisor Moore moved to appoint DNB First and Republic Bank as depositories for the Township. Chairwoman D'Angelo seconded the motion. There being no further discussion, the motion was unanimously approved.

Supervisor Moore moved to set the amount of the Treasurer's Bond limit at \$2,000,000. Chairwoman D'Angelo seconded the motion. There being no further discussion, the motion was unanimously approved.

Supervisor Moore moved to establish the meeting schedule for 2020 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 @ 7:00 PM*
Park & Recreation Board (Work Session)	3 rd Monday of each month @ 7:00 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 Seese seconded the motion. There being no further discussion, the motion was unanimously approved.

Supervisor Moore 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 (July 3rd observed), Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve and Christmas Day. Supervisor Seese seconded the motion. There being no further discussion, the motion was unanimously approved.

Supervisor Moore 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 Seese seconded the motion. After some discussion, the motion was approved.

Supervisor Moore moved to adopt Resolution #20-1, establishing a fee schedule related to the filing of applications for building permits and zoning permits in 2020, effective immediately. Supervisor Seese seconded the motion. There being no further discussion, the motion was unanimously approved.

Supervisor Moore moved to adopt Resolution #20-2, establishing a fee schedule related to the filing of subdivision and land development applications in 2020. Supervisor Seese seconded the motion. There being no further discussion, the motion was unanimously approved.

Supervisor Moore moved to adopt Resolution #20-3, establishing escrow fees related to the review of subdivision and land development plans in 2020. Supervisor Seese seconded the motion. There being no further discussion, the motion was unanimously approved.

Supervisor Moore moved to adopt Resolution #20-4 establishing boundaries for emergency services providers in Wallace Township. Chairwoman D'Angelo seconded the motion. After discussion, the motion was unanimously approved.

Supervisor Moore moved to adopt Resolution #20-5, establishing a fee schedule related to the filing of conditional use applications and zoning hearing board applications in 2020. Supervisor Seese seconded the motion. After discussion, the motion was unanimously approved.

Supervisor Moore moved to adopt Resolution #20-6, appointing and establishing Barbacane Thornton, CPA as Township Auditor pursuant to the Second Class Township Code. Chairwoman D'Angelo seconded the motion. After discussion, the motion was unanimously approved.

Supervisor Moore moved to approve the IRS mileage reimbursement rate at 57.5 cents per mile. Supervisor Seese seconded the motion. There being no further discussion, the motion was unanimously approved.

Consideration of the 2020 bill to be sent to Devereux for fee-in-lieu of per the Conditional Use Agreement was tabled, after discussion concerning whether payment was made in 2019 and the appropriate level of payment to be considered, given the facility's heavy use of public services.

The organization meeting was adjourned at 9:24 AM, and the regular, business portion of the meeting commenced, as called to order by Chairwoman D'Angelo.

CORRESPONDENCE

None. Supervisor Moore announced that an executive session would be held immediately at the conclusion of the meeting in order to discuss personnel matters.

MINUTES

The minutes for the meeting held on December 19, 2019, were presented for review. After discussion, Supervisor Moore moved that the minutes be approved as presented. Chairwoman D'Angelo seconded the motion, which carried unanimously.

TREASURER'S REPORT

Manager/Treasurer Randzin provided the Treasurer's report. Sixteen (16) invoices/bills were presented for review in the amount of \$87,138.16. It was noted that the December PLGIT report/invoice has not yet been received. Presented also were requests for pre-approval payments (in the amounts greater than \$1,000 of \$1,488 (consisting of the annual PSATS dues), and amounts to pre-approve for PLGIT payment in the aggregate amount of \$922.78 (six (6) invoices)). With respect to the PSATS dues, a discussion was held as to the lack of a need for two of the additional magazine subscriptions (reducing the annual dues by \$72). A check payment for the PA Townships Health Insurance Cooperative Trust was also presented for approval and ratification, in the amount of \$2,189.58.

After discussion, Supervisor Moore moved that the sixteen (16) invoices on the bills list, in the amount designated above, be approved as presented. Chairwoman D'Angelo seconded the motion, which carried unanimously. Next, Chairwoman D'Angelo moved that the Township approve and ratify the payment to the PA Townships Health Insurance Cooperative Trust, in the amount of \$2,189.58, as presented. Supervisor Moore seconded the motion, which carried unanimously. Next, Supervisor Moore moved that the Township approve the invoice for payment with PLGIT in the amount over \$1,000, in the amount of \$1,416. Chairwoman D'Angelo seconded the motion, which carried unanimously. Next, Supervisor Moore moved that the Township pre-approve payment of the six (6) invoices on the list through the PLGIT card in the aggregate amount of \$922.78. Chairwoman D'Angelo seconded the motion, which carried unanimously.

POLICE REPORT

Lt. Kimes was present on behalf of the WBTPD and provided both its December and year-end report. The report is available upon request. In December, there were ten (10) traffic citations issued. The Department also handled a number of other matters, including one (1) assault (which was attributed to Devereux), four (4) child abuse investigations (three of which were attributed to Devereux), and two (2) missing persons/runaways (one of which was

attributed to Devereux). Lt. Kimes did note that there was a sex trafficking incident involving a minor, who was taken from the Township, which the FBI is investigating.

GLEN MOORE FIRE COMPANY/ WESTWOOD & ELVERSON AMBULANCE

No report was provided by the GMFC, but it was noted that the ambulance territories were adjusted by the Fire Chief, given the physical location of a Westwood ambulance in the Township, at the GMFC building. Response territories are expected to drop, given the proximity. Steve Jones of the Elverson Honey Brook Ambulance raised questions as to the issue, which were discussed. Otherwise, Steve Jones noted that Elverson/Honey Brook Ambulance responded to six (6) calls in December.

EMC

No report.

PARK AND RECREATION BOARD

No report.

HISTORICAL COMMISSION/TOWNSHIP ARCHIVIST

John Miller provided a brief report, noting that the classifications are done and will be transmitted shortly. A discussion was also held as to the upcoming talks/presentations by the Historical Commission. Township Manager/Treasurer Betty Randzin and John Miller will coordinate to get quotes for a projector for use on those and other presentations. With respect to his role as Township Archivist, the scanning of the records continues.

TRAILS PRESERVATION BOARD

No report. A meeting will be held tonight. The Board discussed potential trail crossings, and feedback to PennDOT regarding the same.

EAC

Tish Malloy was present. She noted that she has been appointed to the Chester County Pipeline Safety Advisory Board. The first meeting will be held in February. Tish further inquired as to the Township sponsoring and hosting a seminar on climate change on January 21st. A discussion on the request took place, with the Board noting that they are not comfortable with the event being hosted by the Township given that the subject area falls outside of the local regulatory jurisdiction, and instead appears to be focused on a national, politicized issue. In the context of the discussions, Chairwoman D'Angelo noted that she and the Township remain interested in planning for emergency tabletop exercises in March or April with all of the relevant emergency services stakeholders.

AUTHORITY

Chairwoman D'Angelo provided a brief report, noting that a meeting was held with the Department of Environmental Protection on spray field issues. The Authority engineer is preparing analyses and submissions regarding the issues raised by DEP.

PLANNING COMMISSION

Plan review periods are listed below, and further review by the Planning Commission is ongoing.

<u>Township Subdivision No.</u>	<u>Plan Name</u>	<u>Plan Submission Date</u>	<u>MPC Review Period</u>
19-01	Southdown/Heim Tract	6/6/19	3/20/20
19-03	Cesarz Subdivision	9/5/19	3/4/20
19-04	Brandolini/Greenfield	9/5/19	3/4/20
19-05	Mila Woods (11 lot)	11/7/19	2/5/20
20-01	Hannum Minor Subdivision	1/6/20	4/5/20

Given that the Mila Woods (11 lot) subdivision will expire before the next evening Board meeting, Supervisor Moore moved that the application be denied due to the outstanding items referenced in the Township Engineer's latest review letter, except to the extent that the applicant submits a plan review extension before February 4th. Chairwoman D'Angelo seconded the motion, which carried unanimously.

ROAD FOREMAN

No report.

NEW BUSINESS

- 1) Subdivision 20-01 (Hannum Minor Subdivision): Supervisor Moore moved that the Township accept for review the Hannum Minor Subdivision application. Chairwoman D'Angelo seconded the motion, which carried unanimously.

OLD BUSINESS

No report.

MANAGER'S REPORT

Township Manager/Treasurer Betty Randzin noted that the Christmas Tree collection would take place this week. Devereux also noted that its clothing donation drive is still ongoing. The Public Officials' Day at the PA Farm Show is scheduled for later this week. Lastly, the PSATS 2020 Conference was announced for May 3rd through 6th. After discussion, Chairwoman D'Angelo moved to authorize attendance at the PSATS conference by the Manager, Road

Department and Supervisors, with Township Manager/Treasurer Betty Randzin designated as the Township's voting delegate. Supervisor Seese seconded the motion, which carried unanimously.

PUBLIC COMMENT

None.

Adjournment

Chairwoman D'Angelo moved that the meeting be adjourned. The motion was seconded by Supervisor Moore, which carried unanimously. Meeting adjourned at 11:22 AM.

Respectfully submitted,

Betty Randzin
Township Manager/Secretary

FINAL