

**WALLACE TOWNSHIP BOARD OF SUPERVISORS  
JANUARY 4, 2021**

The Organization Meeting of the Wallace Township Board of Supervisors was called to order on Monday, January 4, 2021 at 9:00 AM in the Township Building by Supervisor D'Angelo, in person with participation allowed by Zoom.

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 Moore moved to appoint Supervisor D'Angelo as **temporary Chair** to preside over the Organization meeting. Supervisor Seese 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 serve as **Chair** of the Board of Supervisors for 2021. Supervisor Seese seconded the nomination. There being no further discussion, Supervisor D'Angelo was unanimously elected Chairperson for 2021.

Supervisor Moore nominated Supervisor Seese to serve as **Vice-Chair** of the Board of Supervisors for 2021. Chair D'Angelo seconded the nomination. There being no further discussion, Supervisor Seese was unanimously elected Vice Chairperson for 2021.

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 **Peter Barz, CPA** of Barz, Gowie, Amon and Fultz, per their rate proposal of December 31, 2020, as Township Treasurer. Supervisor Seese 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. Chair D'Angelo seconded the motion, which was unanimously approved.

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

Supervisor Moore moved to appoint Siana Law, LLP as **Township Solicitor**, pursuant to the rate letter dated December 1, 2020. 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 8, 2020. Supervisor Seese seconded the motion. After some discussion, the motion was unanimously approved.

Supervisor Moore moved to appoint Castle Valley Consultants and Gary Weaver, P.E., as **Township Engineer**, pursuant to the rate letter dated December 8, 2020. 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 3, 2022. Supervisor Seese 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**, effective upon the unavailability or incapacity of the Vacancy Board member only, for a one (1) year term to expire on January 3, 2022. Supervisor Seese seconded the motion. There being no further discussion, the motion was unanimously approved.

Supervisor Seese moved to appoint Paul DeCarlo as **Township Emergency Management Coordinator** for 2021. Chair D'Angelo seconded the motion, which was unanimously approved.

Chair D'Angelo moved to appoint Steve Senn as **Assistant Township Emergency Management Coordinator and Emergency Services Liaison** for 2021. Supervisor Seese seconded the motion, which was unanimously approved.

Supervisor Moore moved to appoint Supervisor Seese as the **Township Roadmaster/Road Department Liaison** for 2021. Chair D'Angelo seconded the motion, which was unanimously approved.

Supervisor Moore moved to appoint Chair D'Angelo as the **Township Park and Trails Liaison** for 2021. Supervisor Seese seconded the motion, which was unanimously approved.

Chair D'Angelo moved to appoint Supervisor Moore as the **Township Building and Grounds Liaison** for 2021. Supervisor Seese seconded the motion, which was unanimously approved.

Chair D'Angelo moved to appoint the following volunteers to new terms as follows:

Trails Preservation Board (5 year terms) – Mary Wasko

Zoning Hearing Board (5 year terms) – Joseph Lewis

Historical Commission (5 year terms) – Marcia Zinkel

Township Digital Archivist (1 year term) – John Miller

Township Archivist (1 year term) – John Miller

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

Chair D'Angelo moved to appoint Republic Bank, Mid Penn Bank and S&T Bank as depositories for the Township. Supervisor Moore 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. Chair D'Angelo seconded the motion. There being no further discussion, the motion was unanimously approved.

Supervisor Moore moved to establish the meeting schedule for 2021 as follows:

Board of Supervisors	1 <sup>st</sup> Thursday of each month @ 7:30 PM*
	3 <sup>rd</sup> Thursday of each month @ 9:00 AM
Planning Commission (Regular Meeting)	2 <sup>nd</sup> Wednesday of each month @ 7:30 PM
Planning Commission (Work Session)	4 <sup>th</sup> Wednesday of each month @ 7:30 PM
Municipal Authority	2 <sup>nd</sup> Tuesday of each month @ 7:00 PM
Park & Recreation Board (Regular Meeting)	1 <sup>st</sup> Wednesday of each month @ 7:00 PM*
Park & Recreation Board (Work Session)	3 <sup>rd</sup> Wednesday of each month @ 7:00 PM
Historical Commission (Regular Meeting)	2 <sup>nd</sup> Monday of each month @ 7:00 PM
Historical Commission (Work Session)	3 <sup>rd</sup> Monday of each month @ 7:00 PM
Trails Preservation Board	1 <sup>st</sup> Monday of each month @ 7:00 PM*
Environmental Advisory Council	3 <sup>rd</sup> 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.

Chair D'Angelo 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, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve and Christmas Day. Chair D'Angelo 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 #21-1, establishing a fee schedule related to the filing of applications for building permits and zoning permits in 2021, effective immediately. Supervisor Seese seconded the motion. There being no further discussion, the motion was unanimously approved.

Supervisor Moore moved to adopt Resolution #21-2, establishing a fee schedule related to the filing of subdivision and land development applications in 2021. Chair D'Angelo seconded the motion. It was noted that certain of the fees were slightly adjusted given the costs of administering the same. All are in line with neighboring municipalities. There being no further discussion, the motion was unanimously approved.

Supervisor Moore moved to adopt Resolution #21-3, establishing escrow fees related to the review of subdivision and land development plans in 2021. Supervisor Seese seconded the motion. There being no further discussion, the motion was unanimously approved.

Supervisor Moore moved to adopt Resolution #21-4 establishing boundaries for emergency services providers in Wallace Township. Chair D'Angelo seconded the motion. A discussion took place as to the EMS-designated areas and modification due to the anticipated permanent location for Westwood Ambulance. There being no further discussion, the motion was unanimously approved.

Supervisor Moore moved to adopt Resolution #21-5, establishing a fee schedule related to the filing of conditional use applications and zoning hearing board applications in 2021. Supervisor Seese seconded the motion. There being no further discussion, the motion was unanimously approved.

Chair D'Angelo moved to adopt Resolution #21-6, appointing and establishing Barbacane Thornton, CPA as Township Auditor pursuant to the Second Class Township Code. Supervisor Moore seconded the motion. In the discussion, the Board noted its disappointment at the untimeliness of Barbacane preparing last year's audit. Supervisor Moore noted that, if the 2020 audit is not completed by June, he expects to select a new independent auditor next year and any invoices after that date would be in question. There being no further discussion, the motion was unanimously approved.

Supervisor Moore moved to approve the IRS mileage reimbursement rate at 56 cents per mile. Supervisor Seese seconded the motion. There being no further discussion, the motion was unanimously approved.

Supervisor Moore moved to approve the 2021 bill to be sent to Devereux for fee-in-lieu of per the Conditional Use Agreement, in the amount of \$40,000. Chair D'Angelo seconded the motion. Supervisor Moore noted that the Township has not received the 2020 payment to date, and requested that the Manager reach out to Devereux to pursue the same. There being no further discussion, the motion was unanimously approved.

The organization meeting was adjourned at 10:04 AM, immediately followed by the regular meeting.

## **MINUTES**

The minutes for the meeting held on December 3, 2020, were presented for review. After discussion, Supervisor Moore moved that the minutes be approved as presented. Chair D'Angelo seconded the motion, which carried unanimously.

## **TREASURER'S REPORT**

Manager/Treasurer Randzin provided the Treasurer's report. Twenty (20) invoices were on the list of those authorized to be paid by check. A discussion took place about the Barbacane Thornton invoices and the dissatisfaction with its 2020 performance. After further discussion, Chair D'Angelo moved that the twenty (20) invoices be approved in the amount of \$78,920.74. Supervisor Seese seconded the motion, which carried unanimously. Next, a discussion was held on the invoices to be authorized for payment with the PLGIT card. Fourteen (14) invoices were presented for payment on the PLGIT card, in the amount of \$3,545.28. After discussion, Supervisor Seese moved that the fourteen (14) listed invoices be approved for payment. Chair D'Angelo seconded the motion, which carried unanimously. Lastly, the December PLGIT statements were presented for ratification. A large portion of the statements was attributed to the Am Trust Workers' Comp premium and payment toward the ZHB Solicitor's invoice. After discussion, Supervisor Moore moved that the December PLGIT statements be approved and ratified in the total amount of \$43,227.30. Supervisor Moore seconded the motion, which carried unanimously.

## **GLEN MOORE FIRE COMPANY/ WESTWOOD & ELVERSON AMBULANCE**

Supervisor Seese provided an update on the status of the Westwood ambulance agreement and Westwood/West Brandywine's efforts to finalize the substation. Additional discussion also took place about the rationale for the areas attributed to the different ambulance providers. Supervisor Seese will follow up with the County as to it memorializing the new areas.

## **ROAD FOREMAN'S REPORT**

Road Foreman Steve Senn provided an update on the activities of the Department (ranging from vehicle repairs to snow plowing). The list of seasonal snow plowers remains in place.

## **ADJOURNMENT**

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

Respectfully submitted,

Betty Randzin  
Township Manager/Secretary

**FINAL**