

**WALLACE TOWNSHIP BOARD OF SUPERVISORS**  
**January 3, 2023**

The Organization Meeting of the Wallace Township Board of Supervisors was called to order on Thursday, January 3, 2023 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 D'Angelo moved to appoint Supervisor Moore 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 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 Seese nominated Supervisor Moore to serve as **Chair** of the Board of Supervisors. Supervisor D'Angelo seconded the nomination. There being no further discussion, Supervisor Moore was unanimously elected Chairperson for 2023.

Supervisor Seese nominated Supervisor D'Angelo to serve as **Vice-Chair** of the Board of Supervisors. Chairman Moore seconded the nomination. There being no further discussion, Supervisor D'Angelo was unanimously elected Vice Chair for 2023.

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

Chairman Moore moved to appoint Elise Grashof, as **Township Treasurer and Assistant Manager**. Supervisor Seese second the motion. There being no further discussion, the motion was unanimously approved.

Chairman Moore moved to appoint Tom Josiah to serve as the **Township's accounting consultant**, at a rate of \$120.00 per hour, to review the Township accounts as needed. Supervisor Seese seconded the motion, which was unanimously approved.

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

Chairman Moore moved to appoint Siana Law/Michael Crotty, Esquire as **Township Solicitor**, pursuant to the rate letter dated December 7, 2022. Supervisor Seese seconded the motion, which was unanimously approved.

Chairman Moore moved to appoint Castle Valley Consultants/Craig Kologie, as **Township Zoning Officer/Building Inspector and Building Code Official**, subject to CVC's rate letter of November 30, 2022. Supervisor Seese seconded the motion, which was unanimously approved.

Chairman Moore moved to appoint Castle Valley Consultants (and Dan O'Connell, P.E.), as **Township Engineer**, pursuant to the rate letter dated November 30, 2022. Supervisor D'Angelo seconded the motion, which was unanimously approved.

Chairman Moore moved to appoint Rob Jones as the **Vacancy Board** chair for a one (1) year term to expire on January 2, 2024. Supervisor Seese seconded the motion, which was unanimously approved.

Chairman Moore moved to appoint John Miller as the **alternate Vacancy Board** for a one (1) year term to expire on January 2, 2024. Supervisor D'Angelo seconded the motion. There being no further discussion, the motion was unanimously approved.

Chairman Moore moved to appoint Paul DeCarlo as **Township Emergency Management Coordinator** for 2023. Supervisor Seese seconded the motion, which was unanimously approved.

Chairman Moore moved to appoint Steve Senn as **Assistant Township Emergency Management Coordinator and Emergency Services Liaison** for 2023. Supervisor Seese seconded the motion, which was unanimously approved.

Chairman Moore moved to appoint Supervisor Seese as the **Township Roadmaster/Road Department Liaison** for 2023. Supervisor D'Angelo seconded the motion, which was unanimously approved.

Chairman Moore moved to appoint Supervisor D'Angelo as the **Township Park and Trails Liaison** for 2023. Supervisor Seese seconded the motion, which was unanimously approved.

Supervisor Seese moved to appoint Chairman Moore as the **Township Building and Grounds Liaison** for 2023. Supervisor D'Angelo seconded the motion, which was unanimously approved.

Chairman Moore moved to appoint Laura Braun and Mark Bainbridge to five (5) year terms to the **Park and Rec Board**. Supervisor Seese seconded the motion, which carried unanimously.

Supervisor D'Angelo moved to appoint Dorothy Kirk to a five (5) year term to the **Trails Preservation Board**. Supervisor Seese seconded the motion, which carried unanimously.

Chairman Moore moved to appoint Joe Lewis to a five (5) year term to the **Municipal Authority**. Supervisor D'Angelo seconded the motion, which carried unanimously.

Chairman Moore moved to appoint Bill Fenn to a five (5) year term to the **Planning Commission**. Supervisor Seese seconded the motion, which carried unanimously.

Chairman Moore moved to appoint Janet Grashof and Brendan Shea to five (5) year terms to the **Historical Commission**. Supervisor D'Angelo seconded the motion, which carried unanimously.

Chairman Moore moved to appoint John Miller as **Township Archivist** and **Digital Archivist** for a one (1) year term. Supervisor D'Angelo seconded the motion, which carried unanimously.

Chairman Moore moved to appoint PLGIT, Republic Bank, Mid Penn Bank and S&T Bank as **depositories for the Township**. Supervisor Seese seconded the motion. There being no further discussion, the motion was unanimously approved.

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

After discussion, Chairman Moore moved to establish the meeting schedule for 2023 as follows:

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|---|--|
| Board of Supervisors                      | 2 <sup>nd</sup> Thursday of each month @ 7:30 PM*  |
|   | 4 <sup>th</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                       | 3 <sup>rd</sup> Thursday of each month @ 6:30 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> Monday 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                 | 3 <sup>rd</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.

\*\* The meeting that would otherwise fall on Thanksgiving, November 23, 2023, will instead be held on Thursday, November 16, 2023.

All meetings of the above-referenced meetings will be held at the Wallace Township Building, 1250 Creek Road, Glenmoore, Pennsylvania 19343, with the exception of the Historical Commission meetings, which will be held at Indiantown School, 451 Fairview Rd, Glenmoore, PA 19343.

Supervisor Seese seconded the motion, which was unanimously approved.

Chairman 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. Supervisor Seese seconded the motion, which was unanimously approved.

Chairman Moore moved to establish the 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.

Chairman Moore moved to adopt Resolution 23-1, establishing a fee schedule related to the filing of applications for building permits and zoning permits in 2023, effective immediately. Supervisor Seese seconded the motion. It was noted that there will be revisions to certain of the fees, pursuant to the recommendation of the Township Engineer to be considered at an upcoming Board meeting. After discussion, the motion was unanimously approved.

Chairman Moore moved to adopt Resolution 23-2, establishing a fee schedule related to the filing of subdivision and land development applications in 2023. Supervisor Seese seconded the motion. There being no further discussion, the motion was unanimously approved.

Chairman Moore moved to adopt Resolution 23-3, establishing escrow fees related to the review of subdivision and land development plans in 2023. Supervisor D'Angelo seconded the motion. There being no further discussion, the motion was unanimously approved.

Chairman Moore moved to adopt Resolution 23-4 establishing boundaries for emergency services providers in Wallace Township. Supervisor Seese seconded the motion. There being no further discussion, the motion was unanimously approved.

Chairman Moore moved to adopt Resolution 23-5, establishing a fee schedule related to the filing of conditional use applications and zoning hearing board applications in 2023. Supervisor Seese seconded the motion. There being no further discussion, the motion was unanimously approved.

Chairman Moore moved to adopt Resolution 23-6, appointing and establishing Barbacane Thorton 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.

Chairman Moore moved to adopt Resolution 23-7, appointing Joseph DiGuglielmo for a full term to the Township Zoning Hearing Board. Supervisor Seese seconded the motion. There being no further discussion, the motion was unanimously approved.

Chairman Moore moved to approve the IRS mileage reimbursement rate at 65.5 cents per mile. Supervisor Seese seconded the motion. There being no further discussion, the motion was unanimously approved.

Chairman Moore moved to approve the 2023 bill to be sent to Devereux for fee-in-lieu of per the Conditional Use Agreement. Supervisor Seese seconded the motion. There being no further discussion, the motion was unanimously approved.

The organization meeting was adjourned at 9:22 a.m., immediately after which the regular portion of the meeting was convened.

## **Regular Meeting of the Wallace Township Board of Supervisors**

### **EXECUTIVE SESSIONS**

None.

### **MINUTES**

The minutes for the December 15, 2022, meeting were presented for review. Supervisor Seese moved that the minutes be approved as presented. Supervisor D'Angelo seconded the motion, which carried unanimously.

### **TREASURER'S REPORT**

The full Treasurer's Report will be presented for review at the Board's meeting scheduled for January 26<sup>th</sup>. In the meantime, Manager Randzin presented an interim report and various checks were presented for approval and ratification. After discussion, Chairman Moore moved that the Township approve and ratify: the payment in the amount of \$1,426 for the Treasurer's bond; the insurance premium in the amount of \$42,671; a check to the Chester County Conservation District for the Wagenseller Park NPDES permit application in the amount of \$443.75; a check to the Pennsylvania Townships Health Insurance Trust in the amount of \$2,367.72; a check for the Township's disability insurance in the amount of \$624.96; and a check to the District Court for enforcement citations in the amount of \$66.24. Supervisor Seese seconded the motion. In discussing the disability insurance payment, it was noted that the insurance carrier is back-charging the Township for past years when the employee was not listed on the policy (but for which there were no claims). A letter will be sent to protest those charges. After further discussion, the motion carried unanimously. Next, the December PLGIT statements were presented for approval and ratification. After review and discussion, Chairman Moore moved that the PLGIT statements in the total amount of \$7,300.95 be approved and ratified for payment. Supervisor D'Angelo seconded the motion, which carried unanimously.

### **POLICE REPORT**

No report.

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

No reports. It was noted that the GMFC did submit a request for one of its members, Lance Smith, to participate in an intensive ride along program with the Chester County Fire Marshal's office (for a period of three weeks). After discussion, Supervisor D'Angelo moved to authorize Mr. Smith to participate in the program. Supervisor Seese seconded the motion, which carried unanimously.

**EMC**

No report.

**PARK AND RECREATION BOARD**

No report.

**HISTORICAL COMMISSION/TOWNSHIP ARCHIVIST**

No report.

**TRAILS PRESERVATION BOARD**

No report.

**EAC**

No report.

**AUTHORITY**

No report.

**PLANNING COMMISSION**

| <b><u>Township<br/>Subdivision<br/>No.</u></b> | <b><u>Plan Name</u></b> | <b><u>Plan Submission Date</u></b> | <b><u>MPC Review Period</u></b>       |
|--|-------------------------|------------------------------------|---------------------------------------|
| 19-05  | Mila Woods (11 lots)    | 11/7/19                            | 2/10/2023 (90-day extension received) |

**NEW BUSINESS**

- 1) Ferguson Preserve – DeLuca/Keystone: Solicitor Crotty noted that the developer has submitted all of the required agreements, financial security and other information such that their plans are ready to be approved for release and recording. After discussion, Supervisor D'Angelo moved that the Township approve the execution of the Development Agreement, Financial Security Agreement and Stormwater Management Agreements associated with the Ferguson Preserve/DeLuca development. Supervisor Seese second the motion, which carried unanimously. Supervisor D'Angelo next moved that the Township approve the signature and release for recording of the land development plans. Supervisor Seese seconded the motion, which carried unanimously.

- 2) Snow Plowing Rate – Curtis: A discussion was held as to the appropriate rate for snow plowing done by part-time Public Works employee Zach Curtis. After discussion, Chairman Moore moved for Zach Curtis to be paid an hourly rate equivalent to non-CDL, part-time seasonal snow plowers, at \$20.00 per hour. Supervisor D'Angelo seconded the motion, which carried unanimously.
- 3) Township Building Cleaning Service: Manager Randzin presented a quote for a cleaning service for the Township building. After discussion, Chairman Moore moved to approve Robert McMahon Cleaning at a rate of \$100 per visit. Supervisor Seese seconded the motion, which carried unanimously.
- 4) January 26<sup>th</sup> Board of Supervisors Meeting: The morning meeting will be held to address bills and reports not provided at this meeting.

### **ROAD FOREMAN'S REPORT**

No report.

### **MANAGER'S REPORT**

Manager Randzin first noted congratulations to Supervisor D'Angelo for her recent recognition by the Chester County Water Resources Authority. Supervisor D'Angelo served on that Authority for more than 25 years. Next, Manager Randzin noted that Assistant Township Manager Elise Grashof has completed her probationary period. After discussion, Supervisor Seese moved to approve the permanent full-time status to Ms. Grashof. Chairman Moore seconded the motion, which carried unanimously.

### **PUBLIC COMMENT**

None.

### **ADJOURNMENT**

The meeting was adjourned at 9:45 a.m.

Respectfully submitted,

Betty Randzin  
Township Manager/Secretary