

WALLACE TOWNSHIP BOARD OF SUPERVISORS
January 2, 2024

The Organization Meeting of the Wallace Township Board of Supervisors was called to order on Tuesday, January 2, 2024 at 9:00 AM in the Township Building by Supervisor Jones.

Supervisors present: Jeff Seese | Barbara Z. D'Angelo | Robert Jones

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 Jones 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 Seese moved to reappoint Elizabeth Randzin as **temporary Secretary** for purposes of the Organization meeting. Chairman Jones seconded the motion. There being no further discussion, the motion was unanimously approved.

Supervisor Seese nominated Supervisor Jones to serve as **Chair** of the Board of Supervisors. Supervisor D'Angelo seconded the nomination. There being no further discussion, Supervisor Jones was unanimously elected Chairperson for 2024.

Supervisor Seese nominated Supervisor D'Angelo to serve as **Vice-Chair** of the Board of Supervisors. Chairman Jones seconded the nomination. There being no further discussion, Supervisor D'Angelo was unanimously elected Vice Chairperson for 2024.

Chairman Jones moved to appoint Elizabeth Randzin as **Township Manager and Township Secretary** and Township Manager. Supervisor D'Angelo seconded the motion. There being no further discussion, the motion was unanimously approved as Township Secretary for 2024.

Chairman Jones 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 Jones moved to appoint Tom Josiah to serve as the **Township's accounting consultant**, at a rate of \$125.00 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 D'Angelo seconded the motion, which was unanimously.

Chairman Jones moved to appoint Siana Law/Michael Crotty, Esquire as **Township Solicitor**, pursuant to the rate letter dated November 21, 2023. Supervisor Seese seconded the motion. After some discussion, the motion was unanimously approved.

Chairman Jones 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 17, 2023. Supervisor D'Angelo seconded the motion. After some discussion, the motion was unanimously approved.

Chairman Jones moved to appoint Castle Valley Consultants (and Dan O'Connell, P.E.), as **Township Engineer**, pursuant to the rate letter dated November 17, 2023. Supervisor Seese seconded the motion. After some discussion, the motion was unanimously approved.

Chairman Jones moved to appoint William Moore as the **Vacancy Board** member for a one (1) year term to expire on January 6, 2025. Supervisor D'Angelo seconded the motion. There being no further discussion, the motion was unanimously approved.

Chairman Jones moved to appoint John Miller as the **alternate Vacancy Board** for a one (1) year term to expire on January 6, 2025. Supervisor Seese seconded the motion. There being no further discussion, the motion was unanimously approved.

Chairman Jones moved to appoint Paul DeCarlo as **Township Emergency Management Coordinator** for 2024. Supervisor Seese seconded the motion, which was unanimously approved.

Chairman Jones moved to appoint Steve Senn as **Assistant Township Emergency Management Coordinator** for 2024. Supervisor Seese seconded the motion, which was unanimously approved.

Chairman Jones moved to appoint Supervisor Seese as the Board's **Emergency Services Liaison** for 2024. Supervisor D'Angelo seconded the motion, which was unanimously approved.

Chairman Jones moved to appoint Supervisor Seese as the **Township Roadmaster/Road Department Liaison** for 2024. 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 2024. Supervisor Seese seconded the motion, which was unanimously approved.

Supervisor D'Angelo moved to appoint Chairman Jones as the **Township Building and Grounds Liaison** for 2024. Supervisor Seese 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) – Lora Casarella

Municipal Authority (5 year terms) – Barbara D'Angelo

Planning Commission (5 year terms) – Janet Grashof

William Moore

Historical Commission (5 year terms) – Bonnie Radford
John Miller
Jane Davidson – in memoriam

Township Digital Archivist (1 year term) – John Miller

Township Archivist (1 year term) – John Miller

Supervisor D'Angelo seconded the motion. After discussion, the motion was approved.

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

Chairman Jones 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.

Chairman Jones moved to establish the meeting schedule for 2024 as follows:

Board of Supervisors	2 nd Thursday of each month @ 7:00 PM
	4 th Thursday of each month @ 9:00 AM ^d
Planning Commission (Reg. Meeting)	2 nd Wednesday of each month @ 7:00 PM
Planning Commission (Work Session)	4 th Wednesday of each month @ 7:00 PM ^e
Municipal Authority	3 rd Thursday of each month @ 6:30 PM
Park & Recreation Board (Reg. Meeting)	1 st Wednesday of each month @ 7:00 PM ^{a, b}
Park & Recreation Board (Work Session)	3 rd Monday of each month @ 7:00 PM
Historical Commission (Reg. Meeting)	1 st Monday of each month @ 7:00 PM ^{a, c}
Historical Commission (Work Session)	2 nd Monday of each month @ 7:00 PM
Trails Preservation Board	3 rd 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

a. Except January.

b. Except July 3rd.

c. Except September. The Historical Commission meetings in September will be held on September 9th and 16th.

d. Except November, in which month, the Board's morning meeting will be held on November 21, 2024.

e. Except December.

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 regular meetings, which will be held at Indiantown School, 451 Fairview Rd, Glenmoore, PA 19343.

Supervisor Seese seconded the motion. There being no further discussion, the motion was unanimously approved.

Chairman 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, day after Thanksgiving, Christmas Eve and Christmas Day. Supervisor D'Angelo seconded the motion. After discussion, Supervisor Seese moved that the motion be amended to include the day after Independence Day. Supervisor D'Angelo seconded that motion, and both motions (as amended) were 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 Seese seconded the motion. After some discussion, the motion was approved.

Chairman Jones moved to adopt Resolution 24-1, establishing a fee schedule related to the filing of applications for building permits and zoning permits in 2024, effective immediately. Supervisor Seese seconded the motion. There being no further discussion, the motion was unanimously approved.

Chairman Jones moved to adopt Resolution 24-2, establishing a fee schedule related to the filing of subdivision and land development applications in 2024. Supervisor Seese seconded the motion. There being no further discussion, the motion was unanimously approved.

Chairman Jones moved to adopt Resolution 24-3, establishing escrow fees related to the review of subdivision and land development plans in 2024. Supervisor Seese seconded the motion. There being no further discussion, the motion was unanimously approved.

Chairman Jones moved to adopt Resolution 24-4 establishing boundaries for emergency services providers in Wallace Township. Supervisor D'Angelo seconded the motion. There being no further discussion, the motion was unanimously approved.

Chairman Jones moved to adopt Resolution 24-5, establishing a fee schedule related to the filing of conditional use applications and zoning hearing board applications in 2024. Supervisor Seese seconded the motion. There being no further discussion, the motion was unanimously approved.

Chairman Jones moved to adopt Resolution 24-6, 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 Jones moved to adopt Resolution 24-7, appointing Jason Trego to the Township Zoning Hearing Board position expiring December 31, 2026. Supervisor D'Angelo seconded the motion. There being no further discussion, the motion was unanimously approved.

Chairman Jones moved to approve the IRS mileage reimbursement rate at 67 cents per mile. Supervisor Seese seconded the motion. There being no further discussion, the motion was unanimously approved.

Chairman Jones moved to approve the 2024 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 9:18 AM, after which the regular meeting of the Board of Supervisors commenced:

EXECUTIVE SESSIONS

None.

MINUTES

The minutes for the December 14, 2023 meeting were presented for review. Supervisor D'Angelo moved that the minutes be approved as presented. Supervisor Seese seconded the motion, which carried unanimously.

TREASURER'S REPORT

None.

**WEST BRANDYWINE TOWNSHIP POLICE/GLEN MOORE FIRE COMPANY/
WESTWOOD & ELVERSON AMBULANCE**

No reports, although Battalion Chief Jason Brooks was present on behalf of the Uwchlan Ambulance Company. He noted that they responded to 5,200 calls in 2023, on par with the prior year.

EMERGENCY MANAGEMENT COORDINATOR

No report.

PARK AND REC BOARD

No report.

HISTORICAL COMMISSION/TOWNSHIP ARCHIVIST

No report.

TRAILS BOARD

No report.

EAC

No report.

PLANNING COMMISSION

Planning Commission Chairman Bill Moore was in attendance. No report.

<u>Township Subdivision No.</u>	<u>Plan Name</u>	<u>Plan Submission Date</u>	<u>MPC Review Periods</u>
19-05	Mila Woods (11 lots)	11/7/19	2/15/24

NEW BUSINESS

- 1) **Zoning Ordinance Amendment:** Solicitor Crotty noted that the ordinance draft has been prepared and is being submitted to the Township and County Planning Commissions. A hearing on it is not expected until March.
- 2) **Township Website:** Assistant Manager Elise Grashof provided an update on the new Township website, which is up and live. Work is still being done to automatically route traffic from the old website address to the new address.
- 3) **Snow Plowing Preparedness:** Road Foreman Steve Senn gave an update on the Department's preparations for the upcoming winter season. All trucks/plows have been serviced and are ready to go.
- 4) **Tree Limb at Highspire Sewage Treatment Plant:** Chairman Jones noted the large tree limb broken off of a tree near the treatment plant. The Road Foreman is in the process of getting quotes for its removal (as well as the removal of several dead poplar trees). The Township will look into splitting the costs among the Trust, the Authority and the Township.
- 5) **January Board Meetings:** After discussion, the next meeting of the Board of Supervisors will be its morning meeting on January 25th.

OLD BUSINESS

- 1) **Wagenseller Park:** An update was provided as to the status of the Wagenseller Park project. There have been stormwater issues with heavy rainstorms. Questions were also raised as to whether to set hours for the pickleball courts. A discussion was also held as to the status of Uhrig finishing out the park project contract requirements. A meeting will be set with them to discuss.

ROAD FOREMAN'S REPORT

Road Foreman Steve Senn noted that Zach will start his CDL training in February. Christmas tree pickup and drop off dates were announced. Also, Mr. Senn noted that a vendor has expressed a willingness to donate a new snack shack to GGS Glenmoore Girls Softball, which will be further explored.

MANAGER'S REPORT

None.

PUBLIC COMMENT

None.

ADJOURNMENT

The meeting was adjourned at 9:56 AM.

Respectfully submitted,

Betty Randzin
Township Manager/Secretary

FINAL