

WALLACE TOWNSHIP BOARD OF SUPERVISORS
January 6, 2025

The Organization Meeting of the Wallace Township Board of Supervisors was called to order on Monday, January 6, 2025, at 9:00 AM in the Township Building by Supervisor Jones.

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

Township Engineer: Craig Kologie, 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 Jones as **temporary Chair** to preside over the Organization meeting. Supervisor Jones 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 D'Angelo seconded the motion. There being no further discussion, the motion was unanimously approved.

Supervisor D'Angelo nominated Supervisor Jones to serve as **Chair** of the Board of Supervisors. Supervisor Jones seconded the nomination. There being no further discussion, Supervisor Jones was unanimously elected Chairperson for 2025.

Chairman Jones nominated Supervisor D'Angelo to serve as **Vice-Chair** of the Board of Supervisors. Supervisor D'Angelo seconded the nomination. There being no further discussion, Supervisor D'Angelo was unanimously elected Vice Chairperson for 2025.

Chairman Jones moved to appoint Elizabeth Randzin as **Township Manager and Township Secretary**. Supervisor D'Angelo seconded the motion. There being no further discussion, the motion was unanimously approved as Township Secretary and Manager for 2025.

Chairman Jones moved to appoint Elise Grashof, as **Township Treasurer and Assistant Manager**. Supervisor D'Angelo 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 \$130.00 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 15, 2024. Supervisor D'Angelo 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 4, 2024. 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 4, 2024. Supervisor D'Angelo 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 5, 2026. 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 5, 2026. Supervisor D'Angelo 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 2025. Supervisor D'Angelo seconded the motion, which was unanimously approved.

Chairman Jones moved to appoint Steve Senn as **Assistant Township Emergency Management Coordinator** for 2025. Supervisor D'Angelo seconded the motion, which was unanimously approved.

Chairman Jones moved to appoint Supervisor Seese as the Board's **Emergency Services Liaison** for 2025. 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 2025. 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 2025. Supervisor D'Angelo seconded the motion, which was unanimously approved.

Supervisor D'Angelo moved to appoint Chairman Jones as the **Township Building and Grounds Liaison** for 2025. Chairman Jones seconded the motion, which was unanimously approved.

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

Environmental Advisory Commission -- Chrissy Guyer

Municipal Authority (5 year terms) – Jeff Seese

Historical Commission (5 year terms) – Carl Weirick

Township Digital Archivist (1 year term) – John Miller

Township Archivist (1 year term) – John Miller position

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

Chairman Jones moved to appoint PLGIT, First Resource Bank, Fulton 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 D'Angelo seconded the motion. There being no further discussion, the motion was unanimously approved.

Chairman Jones moved to establish the meeting schedule for 2025 as follows:

Board of Supervisors	2 nd Thursday of each month @ 7:00 PM ^a
	4 th Thursday of each month @ 9:00 AM ^{c, 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
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
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, b}
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 September 1st.

c. Except November, in which month, the Board's morning meeting will be held on November 20, 2025.

d. Except December, which will be held at 9:00 am on December 18th.

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 D'Angelo 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 and the day after Christmas Day. Supervisor D'Angelo seconded the motion, which carried unanimously.

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

Chairman Jones moved to adopt Resolution 25-1, establishing a fee schedule related to the filing of applications for building permits and zoning permits in 2025, effective immediately. Supervisor D'Angelo seconded the motion. There being no further discussion, the motion was unanimously approved.

Chairman Jones moved to adopt Resolution 25-2, establishing a fee schedule related to the filing of subdivision and land development applications in 2025. Supervisor D'Angelo seconded the motion. There being no further discussion, the motion was unanimously approved.

Chairman Jones moved to adopt Resolution 25-3, establishing escrow fees related to the review of subdivision and land development plans in 2025. Supervisor D'Angelo seconded the motion. There being no further discussion, the motion was unanimously approved.

Chairman Jones moved to adopt Resolution 25-4 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 25-5, establishing a fee schedule related to the filing of conditional use applications and zoning hearing board applications in 2025. Supervisor D'Angelo seconded the motion. There being no further discussion, the motion was unanimously approved.

Chairman Jones moved to advertise the Board's intent to adopt a resolution for the appointment of Barbacane Thorton as Township Auditor pursuant to the Second-Class Township Code. Supervisor D'Angelo seconded the motion. The Resolution shall be considered at the Board's meeting on February 13, 2025. There being no further discussion, the motion was unanimously approved.

Chairman Jones moved to adopt Resolution 25-6, appointing Paul Higgins, Jr. to the Township Zoning Hearing Board position expiring December 31, 2027, and to reaffirm the past appointments of the other members and alternate members of the Zoning Hearing Board. 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 70 cents per mile. Supervisor D'Angelo seconded the motion. There being no further discussion, the motion was unanimously approved.

Chairman Jones moved to approve the 2025 bill to be sent to Devereux for fee-in-lieu of per the Conditional Use Agreement. Supervisor D'Angelo seconded the motion. There being no further discussion, the motion was unanimously approved.

The organization meeting was adjourned at 9:20 AM, after which the regular meeting of the Board of Supervisors commenced:

EXECUTIVE SESSIONS

None.

MINUTES

None.

TREASURER'S REPORT

A truncated form of the Treasurer's Report was presented for Board consideration. Chairman Jones moved that the Board approve the payment of ten (10) checks in the amount of \$53,455.33. Supervisor D'Angelo seconded the motion, which carried unanimously. Next, Chairman Jones moved that the Township authorize and approve the five (5) invoices to be paid on the PLGIT card, in the amount of \$1,201.06. Supervisor D'Angelo seconded the motion, which carried unanimously. Lastly, Chairman Jones moved that the Township approve and ratify the annual insurance premium in the amount of \$61,294. Supervisor D'Angelo seconded the motion, which carried unanimously.

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

Tabled.

EAC

Tish Malloy provided the EAC's report, noting that a video will be presented/shown by the EAC on February 18th. The EAC is otherwise looking forward to advancing the pollinator garden in April and another round of tree plantings in the fall. With respect to the pollinator garden, Chairman Jones moved to authorize Tish, the EAC or the Township up to \$500 toward the purchase of pollinator garden purchases. Supervisor D'Angelo seconded the motion, which carried unanimously.

TOWNSHIP BUSINESS

- 1) Employee Benefits: Manager Randzin presented the 2025 employee healthcare benefits package for review. It was prepared by she and the Road Foreman. After discussion, Chairman Jones moved that the Township designate James Hower as its 2025 employee benefits provider. Supervisor D'Angelo seconded the motion, which carried unanimously. Next, Chairman Jones moved that the Township approve the 2025 employee healthcare benefits package as provided. Supervisor D'Angelo seconded the motion, which carried unanimously.

PUBLIC COMMENT

None.

ADJOURNMENT

The meeting was adjourned at 9:45 AM.

Respectfully submitted,

Betty Randzin
Township Manager/Secretary