

**TINICUM TOWNSHIP BOARD OF SUPERVISORS
ORGANIZATIONAL MEETING AGENDA
JANUARY 6, 2014**

Pledge of Allegiance:

Chairperson:

_____, as temporary Chairperson nominates _____ for the permanent position of Chairperson for 2014.

Vice-Chairperson:

Motion by _____, seconded by _____, to appoint _____, as Vice-Chairperson for 2014.

Township Manager/Secretary:

Motion by _____, seconded by _____, to re-appoint Linda McNeill as Tinicum Township Manager and Secretary to the Board of Supervisors.

Township Treasurer:

Motion by __, seconded by __, to re-appoint Teresa Lewis as Tinicum Township Treasurer.

Treasurer's Bond:

Motion by _____, seconded by _____, that the Bond be set at \$650,000.00, with Aetna Casualty Corporation, with H.A. Thompson Company as broker.

Township Depository General Fund, State Fund, Capital & Equipment Fund:

Motion by _____, seconded by _____, that Univest and the PA Local Government Investment Trust shall be the depositories for the surplus funds of the Township, except in those instances where the Treasurer may obtain a better rate of interest for surplus funds of the Township.

Township Depository Open Space:

Motion by _____, seconded by _____, that TD Bank and the PA Local Government Investment Trust shall be the depositories for the open space surplus funds of the Township, except in those instances where the Treasurer may obtain a better rate of interest for surplus funds of the Township.

Solicitor for the Township and Planning Commission:

Motion by _____, seconded by _____, that Stephen Harris, be appointed as Solicitor for the Township and the Planning Commission, at the rate of \$150.00 per hour with the policy that he regularly attend the meetings of the Board of Supervisors, and that he is also on call for the Planning Commission.

Township Engineer:

Motion by _____, seconded by _____, that Tom Fountain, be re-appointed as Engineer for the Township and the Planning Commission, at the rate of \$92.00 per hour with the policy that he regularly attend the meetings of the Planning Commission, and that he is also on call for the Board of Supervisors.

Township Planning Consultant:

Motion by _____, seconded by _____, that Brandywine Conservancy be re-appointed as planning consultants, at their 2014 rates.

Township Consultant for Acquisitions, Easements, Stewardship Plans and Conservation Subdivision Review and Planning Services:

Motion by _____, seconded by _____, that Natural Lands Trust be re-appointed as Township consultants, at their 2014 rates.

Township Environmental Consultant:

Motion by ___, seconded by ___, that Princeton Hydro be re-appointed as planning consultants, at their 2014 rates.

Township Hydrogeologist:

Motion by ___, seconded by ___, that M²Associates, Matthew Mulhall, be appointed as the Township's consultants for hydrogeology, at the 2014 rates.

Resident Services:

Motion by ___, seconded by ___, to re-appoint Joan Tanner as the Township's Resident Services.

Earned Income Tax:

Motion by ___, seconded by ___, that Keystone Collections Group, pursuant to Act 32, Bucks County Tax Collections will collect the taxes for Tincum Township.

Admissions Tax Officers:

Motion by ___, seconded by ___, that the Palisades School District Tax Office will collect the Admissions Tax for Tincum Township.

Bucks County Tax Collection Committee (TCC):

Motion by ___, seconded by ___, to appoint _____ as the Delegate to the Bucks County TCC.
Motion by ___, seconded by ___, to appoint _____ as the Alternate to the Bucks County TCC.
The first meeting date for 2014 is January 28, 2014

Vacancy Board- Act 1069:

Motion by ___, seconded by ___, that the registered elector _____ be appointed to serve as Chairperson of the Vacancy Board.

Mileage Reimbursement:

Motion by ___, seconded by ___, that authorized personnel are to be reimbursed at 56 cents per mile, or at the rate as adjusted by the IRS for use of personal vehicles on Township business.

Tincum Township Emergency Management:

Motion by ___, seconded by ___, that William Cahill, be re-appointed as the Emergency Management Coordinator.

Police Chief:

Motion by ___, seconded by ___, that James Sabath be re-appointed as Police Chief of the Tincum Township Police Department.

Tincum Township Fire Police:

Motion by ___, seconded by ___, to re-appoint members of Delaware Valley and Ottsville Volunteer Fire Companies as Tincum Township Fire Police in accordance with the recommendations by Police Chief, James Sabath as follows: Barbara Eitemiller, William Hauschka, Jeffrey Lutz, Jason Moffett, Eric Voges, George Lovett, Frank Pool, Dawn Cifelli, and Doug Burmeister.

Police Department Coordinator:

Motion by ___, seconded by ___, that ___, be appointed as the Supervisor Liaison for the Police Department.

Public Works Department Coordinator:

Motion by ___, seconded by ___, that ___ be appointed as the Supervisor Liaison for the Public Works Department.

General Government Administration Coordinator:

Motion by ___, seconded by ___, that ___ be appointed as the Supervisor Liaison for the General Government Administration.

Hourly Rate for Supervisor:

Motion by ___, seconded by ___, to pay a Supervisor working on the Roads the rate of \$17.06/hour. To be confirmed at the Auditors' Special Meeting (1/07/14)

Public Works Department Employees:

Motion by ___, seconded by ___, to retain the present Public Works Department employees, namely Roger Margot, Robert Kallenbach, Calvin Trovinger and R. Douglas Skelton as Director of Public Works.

Rate of Pay for Contracted Services/Public Works Department:

Motion by ___, seconded by ___, to pay the sum of \$17.06/hour to a person providing contracted services during regular business hours and a rate of \$25.59 for evenings, weekends, holidays or after a work shift exceeds 8 hours.

Replacement Signs:

(This is for road signs that might get damaged or knocked down in accident, or due to vandalism.)

Motion by ___, seconded by ___, to set the cost of replacement signs as follows: Posts \$200.00; signs \$165.00 for a total of \$365.00.

Fee Schedule:

Motion by ___, seconded by ___, resolved that the 2014 fee schedule be adopted as indicated on the attached schedule in accordance with Resolution No. 01-06-14.1.

State Supervisors' Convention:

Motion by ___, seconded by ___, that the Township Delegate to the Annual Convention of Township Supervisors, to be held in Hershey on April 13th through April 15th shall be all three Supervisors or designees, and the Township Manager. _____ is the appointed voting delegate.

Tinicum Township Auditor:

Motion by ___, seconded by ___, to appoint Bee, Bergvall & Co as Auditors.

BCATO Convention:

Motion by ___, seconded by ___, that the Supervisors, Manager, Solicitor and Engineer are permitted to attend the BCATO Annual Convention, to be held February 22, 2014 at Spring Mill Manor.

Paying Bills:

Motion by ___, seconded by ___, that the Treasurer is directed to pay bills which would incur either a penalty or a discount and payroll up to \$50,000.00, without approval of the Board, and to transfer moneys from one fund to another within Township accounts.

Zoning Officer:

Motion by _____, seconded by _____, that Shawn McGlynn of Keystone Municipal Services, L.L.C. be re-appointed as Zoning Officer, at an hourly rate of \$65.00.

Motion by _____, seconded by _____, that Linda McNeill be re-appointed as Zoning Administrator.

Motion by _____, seconded by _____, to confer power and duties to administer and enforce the provisions of the Zoning Ordinance to both the Zoning Officer and Zoning Administrator.

Building Inspector:

Motion by _____, seconded by _____, to appoint Keystone Municipal Services, L.L.C. as the Building Inspector for Tincum Township and to administer the PA Uniform Construction Code, Act 45 of 1999, as amended from time to time, and its establishing minimum regulations governing the design, construction, alteration enlargement, repair, demolition, removal, conversion, use and maintenance of all buildings and structures, providing for the issuance of permits, collection of fees, making of inspection and prescribing penalties for the violation thereof; known as the Building Code.

Planning Commission:

Motion by ___, seconded by ___, to re-appoint Linda McNeill as the Secretary of the Planning Commission.

Motion by ___, seconded by ___, to re-appoint Vincent Dotti as a member of the Planning Commission.

Motion by ___, seconded by ___, to re-appoint Trevor McNeill as a member of the Planning Commission.

Motion by ___, seconded by ___, to re-appoint Nicholas Tscheschlog as a member of the Planning Commission.

Members are as follows: Damon Aherne 1/07/13-12/31/16, John Cole 1/03/12-12/31/15, Vincent Dotti 1/06/14-12/31/17, Laure Duval 1/03/11-12/31/14, Trevor McNeill 1/06/14-12/31/17, and Nicholas Tscheschlog 1/06/14-12/31/17. (1 Vacancy)

Meeting Dates: Generally the fourth Tuesday at 7:45 p.m. with two meetings in January. January 14th and 28th, February 25th, March 25th, April 22nd, May 27th, June 24th, July 22nd, August 26th, September 23rd, October 28th, November 25th, December 9th.

Work Sessions generally the second Tuesday at 7:45 p.m. February 11th, March 11th, April 8th, May 13th, September 9th, and October 14th.

Zoning Hearing Board:

Motion by ___, seconded by ___, to re-appoint William Altier as an Alternate of the Zoning Hearing Board.

Members are as follows: William Altier 1/06/14-12/31/16 Alternate, Greg Czura 1/03/12- 12/31/14, Eric Hinrichs 1/03/12- 12/31/14, and Terry Pratt 1/07/13-12/31/15 members.

Meeting dates: Generally the Second and Fourth Thursday as Hearings are required at 7:00 p.m.

One meeting in November and December. Hearing notices will be published.

January 9th and 23rd, February 13th and 27th, March 13th and 27th, April 10th and 24th, May 8th and 22nd, June 12th and 26th, July 10th and 24th, August 14th and 28th, September 11th and 25th, October 9th and 23rd, November 13th, December 11th.

Zoning Hearing Board Solicitor:

Motion by _____, seconded by _____, to affirm that the Zoning Hearing Board is authorized to spend up to \$140.00/hour for their Solicitor.

Historical Commission:

Motion by ____, seconded by ____, to re-appoint Janine Black to a three-year term as 1/06/14-12/31/16.
Motion by ____, seconded by ____, to re-appoint Ethan Perry to a three-year term as 1/06/14-12/31/16.
Members are as follows: Janine Black 1/16/14-12/31/16, Ethan Perry 01/06/14- 12/31/16, and Brian Murphy 1/07/13-12/31/15 and Stephen Victor 1/07/13 - 12/31/15. (2 Vacancies)
Generally the second Monday at 7:30 p.m.
Meeting Dates: January 13th, February 10th, March 10th, April 7th, May 12th, June 9th, July 14th, August 11th, September 8th, October 13th, November 10th, December 8th.

Environmental Advisory Committee:

Motion by ____, seconded by ____, to re-appoint Martie Kyde to a three-year term as 1/06/14-12/31/16.
Motion by ____, seconded by ____, to re-appoint Michael Zavoda to a three-year term as 1/06/14-12/31/16.
Motion by ____, seconded by ____, to appoint Amletto Pucci to a three-year term as 1/07/13-12/31/15.
Members are as follows: James Hetrick 1/07-12/31/15, Martie Kyde 1/06/14-12/31/16, Amletto Pucci 1/07/13-12/31/15, Robert Stanfield 1/03/12-12/31/14, Edythe Victor 1/07/13-12/31/15 and Michael Zavoda 01/06/14-12/31/16. (1 Vacancy)
Generally the third Monday at 7:30 p.m.
Meeting Dates: January 20th, February 17th, March 17th, April 21st, May 19th, June 16th, July 21st, August 18th, September 15th, October 20th, November 17th, December 15th.

Park and Recreation Board:

Members are as follows: Vicki Dexheimer 1/03/12-12/31/14, R. Douglas Hahn 1/07/13-12/31/15, Geoffrey Nye 1/3/12-12/31/14 and Phil Szymanowski 08/07/12-12/31/14. (1-3 vacancies Ordinance allows 5-7 members)
Generally the second Wednesday at 7:30 p.m.
Meeting Dates: January 8th, February 12th, March 12th, April 9th, May 14th, June 11th, July 9th, August 13th, September 10th, October 8th, November 12th, December 10th.

Land Preservation Committee

Motion by ____, seconded by ____, to appoint the following residents to an ad hoc Open Space Committee:
The following members have requested reappointment: Laure Duval, Marion Kyde, Norman MacArthur, Sally Mirick & Richard Rosamilia. Members are appointed annually. Resolution allows 5-7 members.
Generally the fourth Monday at 7:30 p.m. No meeting in May or December
Meeting dates: January 27th, February 24th, March 24th, April 28th, June 23rd, July 28th, August 25th, September 22nd, October 27th, November 24th

Joint Bridgeton, Nockamixon, Tinicum Ground Water Management Committee:

Motion by ____, seconded by ____, to re-appoint Robert Stanfield for 2014.
Motion by ____, seconded by ____, to re-appoint Vincent Dotti for 2014.
Generally the third Wednesday at 7:30 p.m.
Meeting dates: January 15th, February 19th, March 19th, April 16th, May 21st, June 18th, July 16th, August 20th, September 17th, October 15th, November 19th, December 17th.

Building Code Board of Appeals:

Motion by ____, seconded by ____, to re-appoint Christopher Weaver for 2014.
Motion by ____, seconded by ____, to re-appoint Kenneth Walton for 2014.
Motion by ____, seconded by ____, to re-appoint Joseph Billingham for 2014.
Hearings as required with Notices to be published.

Officer in Charge (O.I.C.) of Timber Harvesting:

Motion by _____, seconded by _____, to re-appoint Heather Gracie-Petty and Gracie & Harrigan, Far Hills, NJ as the Officers in Charge of Timber Harvesting.

Attendance Policy:

It shall be the policy of the Board of Supervisors that a member of any Township Board who fails to attend or participate via teleconference 50% of the meetings during the year will be taken off the Board, and it is unlikely someone will be re-appointed if they missed 50% of the meetings during their term.

Conclusion:

When a formal action is recorded in the Minutes, the vote in all cases shall be considered unanimous, unless a dissenting vote is cast. When a dissenting vote is cast, the entire vote shall be recorded in full.

Motion by _____, seconded by _____, to close the Organizational Meeting at _____ p.m.

REGULAR MEETING FOR BUSINESS

PUBLIC SESSION:

BUSINESS:

A. Old Business:

Conditional Use Decision Scott and Alexis Banis Property Owners and Equitable Owners Jonathon and Michele Monetti. Conditional Use approval was granted on December 17, 2013 in accordance with Section 808 of the Tincum Township Zoning Ordinance for the Replacement/Repair of the Sewage System for Tax Parcel No. 44-005-074 located at 478 Geigel Hill Road, Ottsville PA. The written decision has been drafted by Solicitor Stephen Harris and is being presented for the Board's review and signatures.

B. New Business:

Request from William Truscott, Arborist with Bartlett Tree Experts, to use Cafferty Road as a detour during the closure of River Road (Route 32) on January 22, 2014 from 9:00 a.m. to 3:00 p.m. while tree work is being performed at 513 River Road, Pipersville.

1) MINUTES:

Motion by _____, seconded by _____, to approve the Minutes of the Meeting of December 17, 2013 as written.

2) TREASURER'S REPORT & BUDGET RECAP:

The Treasurer's report and Budget recap for December 2012 will be presented on January 21, 2014.

3) PAYROLL REPORT:

Motion by _____, seconded by _____, to approve the Payroll Report for the period of December 14, 2013 through December 27, 2013.

4) DISBURSEMENTS:

Motion by _____, seconded by _____, to approve the below listed disbursements:

5) A. PLANNING:

B. SUBDIVISION:

6) ZONING:

7) POLICE:

8) PUBLIC WORKS:

Announcement:

The Public Works Director announces that any resident of the Township may bring their Christmas tree to the Township Building to be chipped free of charge.

9) ZONING HEARING BOARD:

10) MISCELLANEOUS:

A. Auditors' Organizational Meeting

The Auditors' Organizational Meeting will be held on Tuesday, January 7, 2014 at 10:00 a.m.

11) ADJOURNMENT:

Motion by _____, seconded by _____, to adjourn the meeting at _____p.m. The next regularly scheduled meeting is January 21, 2014 at 7:30 p.m. in the Township Building.