

**Tinicum Township Board of Supervisors  
Organizational Meeting Agenda  
January 3, 2017**

**Pledge of Allegiance:**

Chairperson

Rosamilia, as temporary Chairperson nominated \_\_\_\_\_, as Chairperson.

Vice-Chairperson

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint \_\_\_\_\_, as Vice-Chairperson.

Police Department Liaison

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint \_\_\_\_\_ as the Police Supervisor Liaison.

Public Works Department Liaison

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint \_\_\_\_\_ as the Public Works Supervisor Liaison.

Office Administration Liaison

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint \_\_\_\_\_ as the Office Administration Supervisor Liaison.

Township Manager

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint \_\_\_\_\_ as Township Manager.

Township Treasurer

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to re-appoint Teresa Lewis, as Township Treasurer.

Township Resident Services Coordinator

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to re-appoint C. Capozzi as Township Resident Services Coordinator.

Township Office Administrator

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint James Sabath as Township Office Administrator as well as continued duties as Township Police Chief.

Solicitor for the Township and Planning Commission

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, that Stephen Harris, be re-appointed as Solicitor for the Township and Planning Commission, at the rate of \$150 per hour with the policy that he regularly attend the BOS meetings and be on call for the Planning Commission at the request of the BOS.

Township Engineer

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, that Tom Fountain, be re-appointed as Township Engineer and Planning Commission at the rate of \$90 per hour with the policy that he be on call to attend meetings at the request of the BOS.

Township Emergency Management

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, that James Sabath, is re-appointed as the Emergency Management Coordinator.

Rate of Pay for Contracted Services/ PW Department

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to pay the sum of \$21.52 per hour to a person providing contracted services during regular business hours and a rate of \$32.28 per hour for evenings, weekends, holidays or after a work shift exceeding 8 hours.

Replacement Signs

(For road signs that get damaged or knocked down due to accident or vandalism)

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to set the cost of replacement signs as follows: posts \$200 and signs \$165 for a total of \$365.

Township Zoning Officer

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to re-appoint Tracy Tackett of Tackett Planning, Inc. as Township Zoning Officer at the rate of \$70 per hour, with the policy that she be on call to attend meetings at the request of the BOS.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to confer power and duties to administer and enforce the provisions of the Zoning Ordinance to the Zoning Officer.

Township Planner

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to re-appoint Tracy Tackett of Tackett Planning, Inc. as Township Planner at the rate of \$85 per hour, with the policy that she be on call to attend meetings at the request of the BOS.

Building Inspector

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint Keystone Municipal Services, LLC as the Building Inspector and to administer the PA Uniform Construction Code, Act 45 of 2009, 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 inspections and prescribing penalties for the violation thereof; known as the Building Code, at the rate of \$65 per hour.

Township Fire Police

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to re-appoint members of Del Val and Ottsville Volunteer Fire Companies as the Township Fire Police in accordance with the recommendations by Police Chief James Sabath as follows: Jeff Lutz, Bill Hauschka, Janet Snyder, Doug Burmeister, Dawn Cifelli, Jim Keogh, George Lovett, Bob Milligan and Frank Pool.

Treasurer's Bond

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Bond be set at \$650,000 with Aetna Casualty Corporation and H.A. Thompson Company as broker.

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

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, that Uninvest 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.

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.

Earned Income Tax

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

Admissions Tax Officers

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

Bucks County Tax Collection Committee (TCC)

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint \_\_\_\_\_ as the Delegate to the TCC.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint \_\_\_\_\_ as the Alternate to the TCC.

The first meeting date is Tuesday, January 31, 2017.

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 53.5 cents per mile, or at the rate as adjusted by the IRS for use of personal vehicles on Township business.

Fee Schedule

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, resolved that the 2017 Fee Schedule be adopted as in Resolution No. 01-03-17.1.

Planning Commission

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint \_\_\_\_\_ as a member of the PC for a 4 year term.

Current members- Tom Casola 4-1-14 to 12-31-17, John Cole 1-4-16 to 12-31-19, Vincent Dotti 1-6-14 to 12-31-17, Laure Duval 1-3-15 to 12-31-18 and Trevor McNeill 1-6-14 to 12-31-17.

Meeting Dates: January 10<sup>th</sup> and 24<sup>th</sup>, February 28<sup>th</sup>, March 28<sup>th</sup>, April 25<sup>th</sup>, May 23<sup>rd</sup>, June 27<sup>th</sup>, July 25<sup>th</sup>, August 22<sup>nd</sup>, September 26<sup>th</sup>, October 24<sup>th</sup>, November 28<sup>th</sup>, December 12<sup>th</sup>.

Work session dates: February 14<sup>th</sup>, March 14<sup>th</sup>, April 11<sup>th</sup>, May 9<sup>th</sup>, September 12<sup>th</sup>, and October 10<sup>th</sup>

Zoning Hearing Board

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to re-appoint Greg Czura as a member of the ZHB for a 2 year term.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to re-appoint Mike Zavoda as an alternate to the ZHB for a 2 year term.

Current Members- Eric Hinrichs 1-5-15 to 12-31-17 and Gary Pearson 12-31-18

Hearings as required with notices to be published.

Zoning Hearing Board Solicitor

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint Brim, Biehn & Thatcher, with Mary Eberle having primary responsibility for representing the ZHB at a rate of \$140 per hour.

Historical Commission

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to re-appoint Janine Black as a member of the Historical Commission for a 2 year term.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to re-appoint Ethan Perry as a member of the Historical Commission for a 2 year term.

Current Members- Stephen Victor 1-4-16 to 12-31-18

Meeting Dates: January 9<sup>th</sup>, April 10<sup>th</sup>, July 10<sup>th</sup>, and October 9<sup>th</sup>

#### Park and Recreation Board

Current Members- Vicki Dexheimer 2018, Ted Leister 2017, Phil Szymanowski 2018

Meeting Dates: January 11<sup>th</sup>, February 8<sup>th</sup>, March 8<sup>th</sup>, April 12<sup>th</sup>, May 10<sup>th</sup>, June 14<sup>th</sup>, July 12<sup>th</sup>, August 9<sup>th</sup>, September 13<sup>th</sup>, October 11<sup>th</sup>, November 8<sup>th</sup>, December 13<sup>th</sup>

#### Land Preservation Committee

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to re-appoint Bill Ballantine, Martie Kyde, Norm MacArthur, Sally Mirick and John Quinby as Members of the LPC for a 1 year term.

Meeting Dates: January 23<sup>rd</sup>, February 27<sup>th</sup>, March 27<sup>th</sup>, April 24<sup>th</sup>, June 26<sup>th</sup>, July 24<sup>th</sup>, August 28<sup>th</sup>, September 25<sup>th</sup>, October 23<sup>th</sup>, November 27<sup>th</sup>

#### Joint Bridgeton, Nockamixon, Tinicum Ground Water Management Committee

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to re-appoint Bob Stanfield as a member for 2017.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to re-appoint Joan Ramage- MacDonald as a member for 2017.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to re-appoint Riley Murphy as a member for 2017.

Meeting Dates: January 4<sup>th</sup> and January 18<sup>th</sup>, February 15<sup>th</sup>, March 15<sup>th</sup>, April 19<sup>th</sup>, May 17<sup>th</sup>, June 21<sup>st</sup>, July 19<sup>th</sup>, August 16<sup>th</sup>, September 20<sup>th</sup>, October 18<sup>th</sup>, November 15<sup>th</sup>, December 20<sup>th</sup>

#### Building Code Board of Appeals

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to re-appoint Chris Weaver, Kenneth Walton and Joe Billingham for 2017.

Hearings as required with notices to be published.

#### Attendance Policy

It shall be the policy of the BOS that a member of any Township Committee or 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 \_\_\_\_\_pm.

#### **Regular Meeting for Business**

**A. Emergency Services**

**B. Public Comment Session**

**C. Old Business**

Advertised Speed Limit Ordinance Creating a Speed Limit of 30mph on Durham Road.

**D. New Business**

#### 2017 Emergency Operation Plan

Distribution of Manuals & Signatures on Promulgation

**1) Minutes:** Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Minutes of the December 20th, 2016 Meeting as written.

**2) Treasurer’s Report & Budget Recap:** The Treasurer’s Report and Budget Recap for December 2016 will be available at the January 17, 2017 meeting.

**3) Payroll Report:** Motion by \_\_\_\_\_ seconded by \_\_\_\_\_, to accept the Payroll Report for the period ending December 23, 2016 in the amount of \$ 28,561.82.

**4) Disbursements:** Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the below listed disbursements.

Preliminary List – Items may be added as necessary

<b>General Fund</b>	<b>Amount</b>	<b>Memo</b>
Mark Compas	\$217.88	dry cleaning reimbursement 2016
James Sabath	\$108.70	dry cleaning reimbursement 2016
Matthew Phelan	\$387.95	dry cleaning reimbursement
Justin Gerding	\$46.00	dry cleaning reimbursement
Earth Link	\$23.95	- Police Web Page - January
VISA	\$70.51	Police Supplies
PA Dept of Envir Protection	\$50.00	Storage Tank Registration 2017
Service Electric Telephone	\$369.85	Telephone Service Oct
Service Electric Telephone	\$369.85	Telephone Service Nov
PSATS	\$100.00	PSATS CDL membership fees 2017
Nicholas Shaw & Son	\$81.20	Appreciation Plaque
United Healthcare Insurance Company	\$5,062.05	Non Uniform Health Insurance - Jan 2017
Courier Times, Inc.	\$757.96	Advertising
Aflac Business Services	\$280.04	Aflac Business Services
Doug Skelton	\$120.72	refund - Aflac
Brandt, Jeremy R.	\$126.60	contracted snow removal assistance 12/17
Wehrung's	\$265.84	Building Maintenance Supplies
Blanchard	\$137.54	replacement for check 14007 / lost destroyed
Nicole Madden Mead	\$379.80	dry cleaning reimbursement 2016
Merry Maids	\$725.00	Cleaning Services (5) November December
Keystone Municipal Services Inc	\$1,088.75	Building Insp & Reviews 12-5 thru 12/16
Hartford Life Insurance	\$171.00	Life Insurance - All
Verizonwireless	\$234.25	Police Wireless
Cress Gas Co	\$485.30	Propane - Gas Heat Public Works
Internal Revenue Service	\$2,184.98	FICA tax employer match
<b>Payroll Fund</b>	<b>Amount</b>	<b>Memo</b>
Payroll for period ending	\$22,542.63	paychecks
Internal Revenue Service	\$5,695.00	FICA tax withheld
Pa Dept of Revenue	\$876.84	State tax withheld
<b>State Fund</b>	<b>Amount</b>	<b>Memo</b>
NYCO Corp	\$65.31	Public Works Supplies
Blue Tarp Financial, Inc	\$495.86	Northern Tool hydraulic parts

Vanderlely's Truck Sales & Serv	\$4,415.37	Public Works vehicle repair supplies
Suburban Propane	\$1,205.07	Deisel Fuel Purchases
Ottsville Truck Center	\$800.00	Ottsville Truck Center
Interstate Battery System	\$230.77	Battery- L8000
Wehrung's	\$157.00	Public Works Supplies
Tractor Supply	\$148.51	Public Works Supplies/Hardware
<b>Open Space Tax Fund</b>	<b>Amount</b>	<b>Memo</b>
Delaware Valley Regional Finance	\$13,487.48	Bond Payment
<b>Open Space Project Fund</b>	<b>Amount</b>	<b>Memo</b>
Tohickon Settlement Services	\$91,754.70	Conservation Easement

**5) A. Planning**

**B. Subdivision & Land Development**

**6) Zoning**

**7) Police**

**8) Public Works**

**9) Conditional Use**

**10) Miscellaneous/Public Comment**

*Auditors' Organizational Meeting will be held on Wednesday, Jan 4<sup>th</sup> at 7:30pm.*

**11) Adjournment:** Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to adjourn the meeting at \_\_\_\_\_ pm.

*The next meeting of the Board of Supervisors is scheduled for January 17, 2017 at 7:30 pm.*