

**WORCESTER TOWNSHIP BOARD OF SUPERVISORS REORGANIZATION MEETING
WORCESTER TOWNSHIP COMMUNITY HALL
FAIRVIEW VILLAGE, WORCESTER, PA
MONDAY, JANUARY 4, 2016 – 11:00 AM**

CALL TO ORDER by Chairman Bustard at 11:00 AM

PLEDGE OF ALLEGIANCE

ATTENDANCE

PRESENT: ARTHUR C. BUSTARD [X]
SUSAN G. CAUGHLAN [X]
STEPHEN C. QUIGLEY [X]

INFORMATIONAL ITEMS

- Jim Garrity, Township Solicitor, announced the Board will meet in Executive Session at the conclusion of this morning's meeting to discuss a real estate matter and two personnel matters – the first regarding a benefit applicable to certain Township employees and the second regarding a personnel evaluation.
- Mr. Ryan provided an overview of the list of official and volunteer appointments, holiday and meeting schedule dates, and other establishments to be considered by the Members at this morning's meeting.

PUBLIC COMMENT

- Scott Misus, Worcester, commented on the Township funding a portion of the Hickory Hill Sewer Project, the video recording of Board meetings, and the trimming of street trees along Valley Forge Road at the Worcester Township Volunteer Fire Department, Township Building and Heebner Park.

OFFICIAL ACTION ITEMS

- a) appointment of a Temporary Chairman – Supervisor Quigley made a motion to appoint Chairman Bustard as Temporary Chairman. The motion was seconded by Supervisor Caughlan.

There was no public comment.

By unanimous vote the Board adopted the motion to approve.

- b) appointment of a Temporary Secretary – Supervisor Caughlan made a motion to appoint Tommy Ryan, Township Manager, as Temporary Secretary. The motion was seconded by Supervisor Quigley.

There was no public comment.

By unanimous vote the Board adopted the motion to approve.

- c) appointment of the Chair of the Board of Supervisors for 2016 – Supervisor Quigley made a motion to appoint Temporary Chairman Bustard as the Chair of the Board of Supervisors for 2016. There was no second to this motion.

Temporary Chairman Bustard made a motion to appoint Supervisor Caughlan as the Chair of the Board of Supervisors for 2016. The motion was seconded by Supervisor Caughlan.

There was no public comment.

By unanimous vote the Board adopted the motion to approve.

Chair Caughlan thanked Supervisor Bustard for his service as Chairman.

- d) appointment of the Vice Chair of the Board of Supervisors for 2016 – Supervisor Bustard made a motion to appoint Supervisor Quigley as the Vice Chair of the Board of Supervisors for 2016. The motion was seconded by Supervisor Caughlan.

There was no public comment.

By unanimous vote the Board adopted the motion to approve.

- e) appointment of officials – Supervisor Bustard made a motion to appoint the following official positions, as listed in the December 22, 2015 memo from Mr. Ryan to the Board of Supervisors:

1. Township Manager, Tommy Ryan
2. Secretary, Tommy Ryan
3. Zoning Officer, Tommy Ryan
4. Right To Know Officer, Tommy Ryan
5. Pension Plan Administrative Officer, Tommy Ryan
6. Assistant Township Manager, Amanda Zimmerman
7. Treasurer, Erica Lucey
8. Assistant Treasurer, Amanda Zimmerman
9. Assistant Zoning Officer, Kristen Marin
10. Assistant Zoning Officer, CKS, Inc.
11. Assistant Secretary, Laura Simpson
12. Public Works Director, Robert D’Hulster
13. Road Master, Robert D’Hulster
14. Fire Marshal, David Cornish
15. Building Code Official, Keystone Municipal Services, Inc.
16. Township Engineer, CKS, Inc.
17. Township Solicitor, Wisler Pearlstine, LLP

18. Township Auditor, Bee Bergvall & Co., P.C.
19. PSATS Convention Delegate, Arthur Bustard
20. PSATS Convention Delegate, Susan Caughlan
21. PSATS Convention Delegate, Stephen Quigley
22. PSATS Convention Voting Delegate, Arthur Bustard
23. Deputy Tax Collector, Laurie Augustine

The motion was seconded by Supervisor Quigley.

There was no public comment.

By unanimous vote the Board adopted the motion to approve.

- f) appointment of volunteers – Supervisor Bustard made a motion to appoint the following volunteer positions, as listed in the memo December 22, 2015 memo from Mr. Ryan to the Board of Supervisors:

1. Gordon Todd, to the position of Vacancy Board Chairman, for a one-year term to expire on December 31, 2016
2. Gordon Todd, to the position of Planning Commission Member, for a four-year term to expire on December 31, 2019
3. Anthony Sherr, to the position of Planning Commission Member, for a four-year term to expire on December 31, 2019
4. John D'Lauro, to the position of Zoning Hearing Board Member, for a three-year term to expire on December 31, 2018

The motion was seconded by Supervisor Quigley.

There was no public comment.

By unanimous vote the Board adopted the motion to approve.

- g) establishment of schedules – Supervisor Bustard made a motion to establish the following holiday and meeting schedules, as listed in the memo December 22, 2015 memo from Mr. Ryan to the Board of Supervisors:

1. holiday schedule (office observance dates)
 - a) President's Day (February 15)
 - b) Memorial Day (May 30)
 - c) Independence Day (July 4)
 - d) Labor Day (September 5)
 - e) Thanksgiving Day (November 24)
 - f) the day after Thanksgiving (November 25)
 - g) Christmas Eve Day (not applicable)
 - h) Christmas Day (December 26)
 - i) New Year's Eve Day (not applicable)
 - j) New Year's Day, (January 2, 2017)

2. meeting schedule
 - a) Board of Auditors 2016 Reorganization meeting, to be held January 5, at 8:30AM, at the Township Building, 1721 Valley Forge Road.
 - b) Board of Supervisors Work Sessions and Business Meetings, to be held on January 20, February 17, March 16, April 20, May 18, June 15, July 20, August 17, September 21, October 19, November 16 and December 21. The Work Sessions will start at 6:00PM and the Business Meetings will start at 7:30PM, and all meetings to be held at Worcester Township Community Hall, 1031 Valley Forge Road.
 - c) Planning Commission, to be held on January 28, February 25, March 24, April 28, May 26, June 23, July 28, August 25, September 22, October 27, November 10, and December 8, all meetings to start at 7:30PM, and all meetings to be held at Worcester Township Community Hall, 1031 Valley Forge Road.
 - d) Zoning Hearing Board meetings, to be held on January 26, February 23, March 22, April 26, May 24, June 28, July 26, August 23, September 27, October 25, November 22, and December 27, all meetings to start at 6:30PM, and all meetings to be held at Worcester Township Community Hall, 1031 Valley Forge Road.
 - e) Board of Supervisors 2017 Reorganization meeting, to be held on January 3, 2017 at 11AM, at the Worcester Township Community Hall, 1031 Valley Forge Road.

The motion was seconded by Supervisor Quigley.

There was no public comment.

By unanimous vote the Board adopted the motion to approve.

- h) other establishments – Supervisor Bustard made a motion to establish the following matters, as listed in the memo December 22, 2015 memo from Mr. Ryan to the Board of Supervisors:
 1. Township depositories – Pennsylvania Local Government Investment Trust, Ambler Savings Bank, First Niagara, and Uninvest-Union National Bank
 2. Treasurer’s Bond – to require the Treasurer to be bonded in the amount of \$10 million
 3. vehicle reimbursement rate – IRS-approved rate for miles driven for business purposes
 4. newspaper of record – *Times Herald*, Norristown

The motion was seconded by Supervisor Quigley.

There was no public comment.

By unanimous vote the Board adopted the motion to approve.

- i) Resolution 2016-01 – Worcester Volunteer Fire Department 2016 Activities – Supervisor Bustard made a motion to adopt Resolution 2016-01, to approve certain activities of the Worcester Volunteer Fire Department, as presented. The motion was seconded by Supervisor Quigley.

There was no public comment.

By unanimous vote the Board adopted the motion to approve.

- j) Resolution 2016-02 – 2016 Fee Schedule – Mr. Ryan provided an overview of the proposed fee schedule for 2016.

Supervisor Bustard made a motion to adopt Resolution 2016-02, to adopt the 2016 Fee Schedule, as presented. The motion was seconded by Supervisor Quigley.

Mr. Misus commented on a Township review procedure for considering fee waiver requests.

By unanimous vote the Board adopted the motion to approve.

- k) Resolution 2016-03 – Refuse & Recyclable Collection Times – Mr. Ryan noted that, per Township Code, if the Board wishes to establish times for the collection of refuse and recycling materials in the Township, this must be done by resolution.

Supervisor Bustard made a motion to adopt Resolution 2016-03, to establish times for the collection of refuse and recycling materials in the Township, as presented. The motion was seconded by Supervisor Quigley.

There was no public comment.

By unanimous vote the Board adopted the motion to approve.

OTHER BUSINESS

- Supervisor Bustard commented on a recently-adopted State Law that creates the position of Alternate Member to the Planning Commission. The Township Solicitor is reviewing this law, and the Members will discuss this matter at the January 20 Work Session.
- Supervisor Quigley commented on the Hickory Hill Sewer Project assessments.

ADJOURNMENT

There being no further business brought before the Board, Chair Caughlan adjourned the meeting at 11:25 AM.

Respectfully Submitted:

Tommy Ryan
Township Manager