

**WORCESTER TOWNSHIP BOARD OF SUPERVISORS REORGANIZATION MEETING
WORCESTER TOWNSHIP COMMUNITY HALL
FAIRVIEW VILLAGE, WORCESTER, PA
MONDAY, JANUARY 7, 2019 – 11:00 AM**

CALL TO ORDER by Chair DeLello at 11:00 AM

PLEDGE OF ALLEGIANCE

ATTENDANCE

PRESENT: RICHARD DELELLO [X]
SUSAN CAUGHLAN [X]
STEPHEN QUIGLEY [X]

INFORMATIONAL ITEMS

- Tommy Ryan, Township Manager, noted the Board of Supervisors met in Executive Session following the December 19 Business Meeting to discuss a personnel matter. Mr. Ryan noted the Board of Supervisors will meet in Executive Session following this morning's meeting to discuss a matter of litigation, in specific Mollick v. Worcester Township, an appeal to the Pennsylvania Office of Open Records, docket #2018-2152.
- Mr. Ryan noted an additional item to the agenda to this morning's meeting, in specific a second public comment period to be conducted following Other Business.

PUBLIC COMMENT

- Wini Hayes, Worcester, commented on appointments to the Planning Commission and Zoning Hearing Board, volunteer recruitment efforts, volunteer assessment process and volunteer qualifications. Chair DeLello commented on volunteer recruitment announcements published in the Township newsletter and posted to the Township website.
- Michael Holsonback, Worcester, commented on his proposed re-appointment to the Planning Commission, and on his qualifications to serve on the Planning Commission.
- Jim Mollick, Worcester, commented on Center Point Village planning efforts, Planning Commission volunteer candidate qualifications, engineering services for the Planning Commission, the former Center Point Village Zoning Ordinance, utilization of Transfer Development Rights, the utilization of Transfer Development Rights at the Palmer property, and planners appointed to develop and assess the former Center Point Village Zoning Ordinance.
- Gordon Todd, Worcester, commented on Planning Commission volunteer candidate qualifications, and on appointments to the Planning Commission.

- Jay McKeever, Worcester, commented on the importance of the Planning Commission, and on his proposed appointment to the Planning Commission.
- Kim David, Worcester, commented on Planning Commission volunteer candidate qualifications.
- John Hobson, Worcester, commented on Township planning efforts, and on Planning Commission volunteer candidate qualifications.

OFFICIAL ACTION ITEMS

- a) Temporary Chair – Supervisor Quigley made a motion to appoint Chair DeLello to serve as Temporary Chair. The motion was seconded by Chair DeLello.

There was no public comment.

By unanimous vote the Board adopted the motion to approve.

- b) Temporary Secretary – Supervisor Quigley made a motion to appoint Mr. Ryan to serve as Temporary Secretary. The motion was seconded by Chair DeLello.

There was no public comment.

By unanimous vote the Board adopted the motion to approve.

- c) Chair of the Board of Supervisors – Supervisor Quigley made a motion to appoint Richard DeLello to serve as Chair of the Board of Supervisors for 2019. The motion was seconded by Chair DeLello.

There was no public comment.

By unanimous vote the Board adopted the motion to approve.

- d) Vice Chair of the Board of Supervisors – Supervisor Quigley made a motion to appoint Supervisor Caughlan to serve as Vice Chair of the Board of Supervisors for 2019. The motion was seconded by Chair DeLello.

There was no public comment.

By unanimous vote the Board adopted the motion to approve.

- e) official appointments – Supervisor Quigley requested the list of official appointments included in Mr. Ryan’s January 7, 2019 memo to the Board be revised to remove Item Q, Township Engineer, as to engineering services pertaining to certain stormwater management projects only.

Supervisor Quigley made a motion to approve the official appointments included in Mr. Ryan's January 7, 2019 memo to the Board, absent Item Q, Township Engineer, but only as to services provided by the Township Engineer that pertain to certain stormwater management projects.

Supervisor Quigley recommended Carroll Engineering be appointed to serve as Township Engineer for certain stormwater management projects.

Mr. Ryan noted proposed hourly rates for Carroll Engineering and CKS.

Supervisor Caughlan commented on Carroll Engineering's approach to stormwater management. Chair DeLello commented on the services and approaches Township consultants are expected to provide and adopt. Supervisor Caughlan commented on the review of Carroll Engineering's approach to stormwater management, and recommended appointment consideration be deferred to a future meeting. Supervisor Quigley commented on CKS and Carroll Engineering working together to address any required matters.

Mr. Ryan commented on CKS efforts to date regarding the Skippack Watershed Alliance and on the review of subdivision and land development applications. Mr. Ryan commented on the review of permit applications submitted under the recently-adopted stormwater management ordinance, and on services required to meet the Township's MS4 obligations.

The consensus of the Board was to consider appointing Carroll Engineering to review permit applications submitted under the recently-adopted stormwater management ordinance, and to provide services required to meet the Township's MS4 obligations. Mr. Quigley amended his motion to incorporate these two items only. The motion was seconded by Chair DeLello.

Ms. Hayes commented on information made available to each Member of the Board of Supervisors, and on the Members' appointment considerations. Chair DeLello noted Carroll Engineering had submitted a proposal to each Member of the Board of Supervisors. Mr. Todd commented on consultant cost. Bob Andorn, Worcester, commented on the consideration of proposed engineering services. Dr. Mollick commented on the consideration of proposed engineering services, Supervisor Caughlan consideration of the former Center Point Village Zoning Ordinance, consultant consideration of a municipality's values, Carroll Engineering's proposal to assess the former Center Point Village Zoning Ordinance, and the consideration of a consultant's value system.

By unanimous vote the Board adopted the motion to approve.

- f) holiday and meeting schedules– Supervisor Caughlan made a motion to establish the Township holiday and meeting schedules as listed in Mr. Ryan's January 7, 2019 memo to the Board. The motion was seconded by Supervisor Quigley.

There was no public comment.

By unanimous vote the Board adopted the motion to approve.

- g) Zoning Hearing Board appointment – Supervisor Caughlan made a motion to re-appoint John D’Lauro as a Member to the Worcester Township Zoning Hearing Board, a three-year term to expire on December 31, 2021. The motion was seconded by Supervisor Quigley.

There was no public comment.

By unanimous vote the Board adopted the motion to approve.

- h) Vacancy Board appointment – Supervisor Caughlan made a motion to re-appoint Gordon Todd as Chair to the Worcester Township Vacancy Board, a one-year term to expire on December 31, 2019. There was no second to the motion.

Supervisor Quigley made a motion to appoint Bob Andorn as Chair to the Worcester Township Vacancy Board, a one-year term to expire on December 31, 2019. The motion was seconded by Supervisor DeLello.

Ms. Hayes commented on the duties of the Vacancy Board, and on Mr. Todd serving as a member of the Vacancy Board. Mr. Ryan commented on the duties of the Vacancy Board, and on the membership of the Vacancy Board. Dr. Mollick commented on Vacancy Board responsibilities. Bob Brant, Township Solicitor, commented on Vacancy Board responsibilities.

By unanimous vote the Board adopted the motion to approve.

- i) Planning Commission appointment – Supervisor Caughlan made a motion to re-appoint Michael Holsonback as a Member to the Worcester Township Planning Commission, a four-year term to expire on December 31, 2022. The motion was seconded by Supervisor Quigley.

Dr. Mollick commented on the performance of the Planning Commission, planning efforts as to the former Center Point Village Zoning Ordinance, engineer services provided to the Planning Commission, Planning Commission membership diversity, Planning Commission Member qualifications, and communications between Members of the Planning Commission Board of Supervisors.

By unanimous vote the Board adopted the motion to approve.

- j) Planning Commission appointment – Supervisor Quigley made a motion to appoint Lee Koch as a Member to the Worcester Township Planning Commission, a four-year term to expire on December 31, 2022. The motion was seconded by Chair DeLello.

Supervisor Quigley commented on Mr. Koch’s qualifications.

Chair DeLello commented on Mr. Koch’s qualifications.

Supervisor Caughlan commented on potential conflicts of interest, and on the responsibility of the Planning Commission to review subdivision and land development applications.

Dr. Mollick commented on the assessment of volunteer candidates, Planning Commission Member conflicts, candidate volunteers' attendance at public meetings, Planning Commission Member qualifications, candidate volunteer assessment process, and on Mr. Koch's qualifications. Ms. Hayes commented on Planning Commission membership diversity, Planning Commission Member qualifications, and potential conflicts of interest.

Chair DeLello commented on Board review of Planning Commission efforts. Supervisor Caughlan commented on Mr. Koch serving as an Alternate Member of the Planning Commission.

Rob Hayes, Worcester, commented on member consideration of Mr. Koch's appointment to the Planning Commission, potential conflicts of interest, and on Mr. Koch's interest in serving on the Planning Commission.

The motion was approved 2-1, with Supervisor Caughlan voting no.

- k) other establishments – Supervisor Caughlan made a motion to set Township depositories, Treasurer and Assistant Treasurer bond amounts, vehicle reimbursement rate, and the newspaper of record, as noted in Mr. Ryan's January 7, 2019 memo to the Board. The motion was seconded by Supervisor Quigley.

Ms. Hayes commented on legal ad publication. Mr. Ryan commented on legal ad publication requirements and legal ad costs.

By unanimous vote the Board adopted the motion to approve.

- l) Resolution 2019-01 – Supervisor Caughlan made a motion approve Resolution 2019-01, to authorize certain activities supplemental conducted by the Worcester Township Volunteer Fire Department in 2019. The motion was seconded by Supervisor Quigley.

There was no public comment.

By unanimous vote the Board adopted the motion to approve.

- m) Resolution 2019-02 – Mr. Ryan provided an overview of the proposed fee schedule. Mr. Ryan noted municipalities are not permitted to set permit fees that generate revenue in excess of the cost to provide permit service. Mr. Ryan noted the proposed fees recapture approximately 95% of estimated permit service costs.

Supervisor Caughlan made a motion approve Resolution 2019-02, to adopt the 2019 Fee Schedule. The motion was seconded by Supervisor Quigley.

There was no public comment.

By unanimous vote the Board adopted the motion to approve.

Chair DeLello recessed the meeting at 12:51pm. Chair DeLello reconvened the meeting at 12:25pm.

- n) Resolution 2019-03 – Supervisor Caughlan made a motion approve Resolution 2019-03, to appoint Bee, Bergvall & Company as appointed Township Auditor. The motion was seconded by Supervisor Quigley.

There was no public comment.

By unanimous vote the Board adopted the motion to approve.

- o) Resolution 2019-04 – Supervisor Caughlan commented on the conduction of a Township Manager performance evaluation, and on the deferral of the Township Manager salary adjustment and employment agreement to a future meeting.

Supervisor Quigley commented on the Township Manager’s performance and his involvement with the Pennsylvania State Association of Township Supervisors’ educational program.

Chair DeLello commented on the conduction of a Township Manager performance evaluation. Mr. Brant commented on the Board conducting performance evaluations, and on the Board setting of employees’ compensation and benefits.

Supervisor Quigley made a motion approve Resolution 2019-04, to approve the salary of the Township Manager for 2019. The motion was seconded by Chair DeLello.

Dr. Mollick commented on Members’ consideration of the Township Manager compensation in previous years, Township Manager benefit costs, expenses billed by the previous Township Solicitor, and the Township Manager’s budget experience.

By unanimous vote the Board adopted the motion to approve.

- p) Resolution 2019-05 – Supervisor Caughlan made a motion approve Resolution 2019-05, to authorize the destruction of certain public records in accordance with Act 428 of 1968 and the *Municipal Records Manual*. The motion was seconded by Supervisor Quigley.

There was no public comment.

By unanimous vote the Board adopted the motion to approve.

- q) Resolution 2019-06 – Supervisor Caughlan made a motion to approve Resolution 2019-06, to appoint Jay McKeever as an Alternate Member to the Worcester Township Planning Commission, a four-year term to expire on December 31, 2022. There was no second to the motion.

- r) employment agreement – Supervisor Quigley made a motion to approve an employment agreement with the Township Manager. The motion was seconded by Chair DeLello.

Supervisor Caughlan commented on the term of the employment agreement with the Township Manager. Mr. Ryan noted municipal manager employment agreement term limit set forth by State Law.

Supervisor Caughlan commented on the number of days paid time off provided to the Township Manager. Mr. Ryan commented on the calculation of the number of days paid time off.

Supervisor Caughlan commented on severance compensation provided to the Township Manager. Mr. Ryan commented on the availability municipal manager positions, the review and appointment schedule and process for municipal managers.

Mr. Ryan commented the health insurance plan currently provided by the Township, and the Township Manager salary.

The motion was approved 2-1, with Supervisor Caughlan voting no.

OTHER BUSINESS

- There was no other business discussed at today's meeting.

PUBLIC COMMENT

- Dr. Mollick commented on the former Center Point Village Zoning Ordinance, "big box" store size, the size of the formerly-proposed commercial buildings at the Palmer property, local police coverage requirements, Skippack Pike and Valley Forge Road traffic volumes, traffic signal installation costs, improvements to the intersection of Skippack Pike and Valley Forge Road, and property owner responsibility to improve frontages to public roads.
- Mr. Hayes commented on "big box" store size.

ADJOURNMENT

There being no further business brought before the Board, Chair DeLello adjourned this Reorganization Meeting at 1:34 PM.

Respectfully Submitted:

Tommy Ryan
Township Manager