

**Towamencin Township  
Board of Supervisors  
Reorganization Meeting  
January 3, 2022  
7:00 PM**

**Present:**

H. Charles Wilson, III  
Laura Smith  
Joyce F. Snyder  
Kristin Warner

**Staff:**

Donald D. Delamater, Township Manager  
Jack Dooley, Esq., Township Solicitor  
Clayton Reed, IT Manager  
Timothy Troxel, Chief of Police

**Present Remotely:**

Richard Marino  
Colleen Ehrle, Assistant to Township Manager

**Absent:**

The meeting was called to order at 7:03 pm and the assemblage recited the Pledge of Allegiance.

Supervisor Wilson made the following announcements:

- The Board will meet on Wednesday, January 12<sup>th</sup>, to conduct regular business.
- The Township Elected Auditors will hold their Reorganization Meeting on Tuesday, January 4<sup>th</sup>, at 5:00 pm.

**Election of Officers**

Mr. Wilson turned the chair over to Township Solicitor John Dooley to act as temporary Chairman for the election of Board Officers for 2022.

**Chairman**

Solicitor Dooley called for nominations for Chairman for 2022. Ms. Smith nominated H. Charles Wilson, III for Chairman. There were no other nominations. Mr. Dooley called for a vote on the nomination of H. Charles Wilson, III as Chairman for 2022.

Voting Yes: H. Charles Wilson, III, Laura Smith, Richard Marino, Kristin Warner, Joyce F. Snyder

Voting No: N/A

Abstaining: N/A

Absent: N/A

By a vote of five to zero, Supervisor Wilson was elected Chairman for 2022.

Vice Chairman

Mr. Dooley called for nominations for Vice Chairman for 2022. Ms. Smith nominated Richard Marino as Vice Chairman. There were no other nominations. Mr. Dooley called for a vote on the nomination of Richard Marino as Vice Chairman for 2022.

Voting Yes: H. Charles Wilson, III, Laura Smith, Richard Marino, Kristin Warner, Joyce F. Snyder

Voting No: N/A

Abstaining: N/A

Absent: N/A

By a vote of five to zero, Supervisor Marino was elected Vice Chairman for 2022.

Treasurer

Mr. Dooley called for nominations for Treasurer for 2022. Mr. Littley nominated Kristin Warner as Treasurer. There were no other nominations. Mr. Dooley called for a vote on the nomination of Kristin Warner as Treasurer for 2022.

Voting Yes: H. Charles Wilson, III, Laura Smith, Richard Marino, Kristin Warner, Joyce F. Snyder

Voting No: N/A

Abstaining: N/A

Absent: N/A

By a vote of five to zero, Supervisor Warner was elected Treasurer for 2022.

Secretary

Mr. Dooley called for nominations for Secretary for 2022. Mr. Wilson nominated Laura C. Smith as Secretary. There were no other nominations. Mr. Dooley called for a vote on the nomination of Laura C. Smith as Secretary for 2022.

Voting Yes: H. Charles Wilson, III, Laura Smith, Richard Marino, Kristin Warner, Joyce F. Snyder

Voting No: N/A

Abstaining: N/A

Absent: N/A

By a vote of five to zero, Supervisor Smith was elected Secretary for 2022.

Assistant Secretary & Assistant Treasurer

Mr. Dooley called for nominations for Assistant Secretary & Assistant Treasurer for 2022.

Ms. Smith nominated Joyce F. Snyder as Assistant Secretary and Assistant Treasurer. There were no other nominations. Mr. Dooley called for a vote on the nomination of Joyce F. Snyder as Assistant Secretary and Assistant Treasurer for 2022.

Voting Yes: H. Charles Wilson, III, Laura Smith, Richard Marino, Kristin Warner, Joyce F. Snyder  
Voting No: N/A  
Abstaining: N/A  
Absent: N/A

By a vote of five to zero, Supervisor Snyder was elected Assistant Secretary and Assistant Treasurer for 2022.

#### Certification of Delegate to “PSATS” Annual Convention

Mr. Wilson nominated Laura C. Smith for Certification as Delegate to the Pennsylvania State Association of Township Supervisors (“PSATS”) Annual Convention for 2022.

Voting Yes: H. Charles Wilson, III, Laura Smith, Richard Marino, Kristin Warner, Joyce F. Snyder  
Voting No: N/A  
Abstaining: N/A  
Absent: N/A

By a vote of five to zero, Supervisor Smith was elected as delegate to the PSATS Annual Convention.

With the conclusion of the election of Board Officers, Mr. Dooley turned the chair over to Mr. Wilson for the remainder of the meeting.

#### Public Comments

None

#### Appointments

On a motion by Supervisor Smith, seconded by Supervisor Snyder, the Board made the following contractual appointments with compensation:

Township Manager	Donald D. Delamater
Township Solicitor	Dischell, Bartle & Dooley
Township Engineer	CKS Engineers
Sewage Enforcement Officer	Gilmore Associates
Pension Administrator	Donald D. Delamater
Appointed Auditors	Maillie, LLP
Zoning Officer	Jennifer Guckin
Building Code Official	Keystone Municipal Services, Inc.

Traffic Engineer  
Sewer Engineer  
Emergency Management Coordinator

McMahon Associates  
Gilmore Associates  
Daniel M. Littley, Jr.

Voting Yes: H. Charles Wilson, III, Laura Smith, Richard Marino, Kristin Warner, Joyce F. Snyder  
Voting No: N/A  
Abstaining: N/A  
Absent: N/A

The Board made the following appointments without compensation:

The Board appointed Chris Doerr as Deputy Emergency Management Coordinator, term to expire December 31, 2022.

The Board appointed Kenneth Finger to the Vacancy Board, term to expire December 31, 2022.

The Board appoints H. Charles Wilson, III and Kristin Warner to the Police and Non-Uniform Pension Committees (Trustees), terms to expire December 31, 2022.

The Board appointed Joyce F. Snyder to the Northern Montgomery County Recycling Commission (NMCRC), term to expire December 31, 2022.

The Board appointed Andrew Gerth as the Deputy Fire Marshall, term to expire December 31, 2022.

On a motion by Supervisor Smith, seconded by Supervisor Warner, the Board made the above appointments.

Voting Yes: H. Charles Wilson, III, Laura Smith, Richard Marino, Kristin Warner, Joyce F. Snyder  
Voting No: N/A  
Abstaining: N/A  
Absent: N/A

Chairman Wilson noted there are a number of vacancies on several committees and those interested should submit the provided volunteer forms on the website.

The Board also made the following appointments to volunteer on various committees and boards:

Agricultural Security Area Committee, term to expire December 31, 2022 – Bill Seipt  
Economic Development Committee, term to expire December 31, 2024 – Patricia Younce  
Emergency Operations Committee, terms to expire December 31, 2024 – Charles Shaw  
Environmental Advisory Council, term to expire December 31, 2024 – Joseph Meehan

On a motion by Supervisor Smith, seconded by Supervisor Snyder, the Board made the above appointments.

Voting Yes: H. Charles Wilson, III, Laura Smith, Richard Marino, Kristin Warner, Joyce F. Snyder  
Voting No: N/A  
Abstaining: N/A  
Absent: N/A

The Board also made the following appointments to volunteer on various committees and boards:

Open Space and Parks Advisory Committee, terms expiring December 31, 2024 – Richard Costlow, David Sponseller and Todd Fisher

Planning Commission, terms to expire December 31, 2025 – Douglas Leach, Edward Buonocore, and Nancy Becker

Recreation and Special Events Advisory Committee, terms to expire December 31, 2024 – Susan Taylor and Curt Johnston

Strategic Planning Committee, term to expire December 31, 2022 – Charles Shaw

Technology Assessment and Innovation Committee, term to expire December 31, 2024 - Carl Grula

Towamencin Authority, term to expire December 31, 2025 – Daniel G. Bell

On a motion by Supervisor Smith, seconded by Supervisor Warner, the Board made the above appointments.

Voting Yes: H. Charles Wilson, III, Laura Smith, Richard Marino, Kristin Warner, Joyce F. Snyder  
Voting No: N/A  
Abstaining: N/A  
Absent: N/A

The Board also made the following appointments to volunteer on various committees and boards:

Towamencin Municipal Authority, term to expire December 31, 2026 - H. Charles Wilson, III

Towamencin Township Infrastructure Authority, term to expire December 31, 2026 - Daniel M. Little, Jr.

Traffic Impact Fee Advisory Committee, terms expiring December 31, 2022 - David Stouffer, David Oglevee, Christopher Canavan and Brian Kuhn

Veterans Memorial Committee, terms to expire December 31, 2024 - Chet Ruminski, Barry Kenyon, and Robert Dell

On a motion by Supervisor Smith, seconded by Supervisor Snyder, the Board made the above appointments.

Voting Yes: H. Charles Wilson, III, Laura Smith, Richard Marino, Kristin Warner, Joyce F. Snyder  
Voting No: N/A  
Abstaining: N/A  
Absent: N/A

**Resolution 22-01: Appointment to Zoning Hearing Board**

The Pennsylvania Municipalities Planning Code requires that members of the Towamencin Township Zoning Hearing Board be appointed by written resolution of the Board of Supervisors. The Township has one (1) member up for reappointment in 2022. Therefore, the Board will consider this appointment by resolution.

On a motion by Supervisor Smith, seconded by Supervisor Warner, the Board appointed Robert M. Sabanas to the Zoning Hearing Board.

Voting Yes: H. Charles Wilson, III, Laura Smith, Richard Marino, Kristin Warner, Joyce F. Snyder  
Voting No: N/A  
Abstaining: N/A  
Absent: N/A

**Resolution 22-02: Designating a Depository**

The Pennsylvania 2<sup>nd</sup> Class Township Code directs that the Township must designate a depository for Township Funds. Approval of this resolution will appoint Uninvest National Bank & Trust Co., TD Bank, Meridian Bank, the Pennsylvania Local Government Investment Trust (PLGIT), and WSFS Bank as the official depositories of Township Funds for the year 2022. In addition, the resolution permits the following individuals to sign all drafts and/or checks drawn from Township accounts as signed officers of Towamencin Township: Donald D. Delamater, Laura Smith, H. Charles Wilson, III, Richard Marino, Kristin Warner and Joyce Snyder.

On a motion by Supervisor Smith, seconded by Supervisor Snyder, the Board adopted Resolution 22-02, designating the Township 2022 depositories and account signers.

Voting Yes: H. Charles Wilson, III, Laura Smith, Richard Marino, Kristin Warner, Joyce F. Snyder  
Voting No: N/A  
Abstaining: N/A  
Absent: N/A

**Resolution 22-03: 2022 Meeting Schedule**

This resolution indicates the dates that the Board of Supervisors will meet during 2022. The meetings will start at 7:00 p.m. in the Municipal Complex Meeting Hall at 1090 Troxel Road, unless otherwise noted.

On a motion by Supervisor Snyder, seconded by Supervisor Smith, the Board adopted Resolution 22-03, establishing the Board's 2022 Meeting Schedule.

Voting Yes: H. Charles Wilson, III, Laura Smith, Richard Marino, Kristin Warner, Joyce F. Snyder  
Voting No: N/A  
Abstaining: N/A  
Absent: N/A

**Resolution 22-04: 2022 Holiday Schedule**

This resolution indicates the paid holidays for full-time employees through 2022, in accordance with the list of holidays prescribed annually by resolution of the Board of Supervisors at the Reorganization Meeting each January.

On a motion by Supervisor Smith, seconded by Supervisor Warner, the Board adopted Resolution 22-04, establishing the 2022 Holiday Schedule.

Voting Yes: H. Charles Wilson, III, Laura Smith, Richard Marino, Kristin Warner, Joyce F. Snyder  
Voting No: N/A  
Abstaining: N/A  
Absent: N/A

**Resolution 22-05: Appointment of Auditors – Maillie LLP**

The Pennsylvania Second Class Township Code provides that the Board of Supervisors, at its annual organization meeting in January, may appoint a firm of certified or competent public accountants to make an examination of all the accounts of the Township for the fiscal year. Approval of this resolution will appoint Maillie, LLP as the Township's independent certified public account to audit the fiscal affairs of the Township for the year ending December 31, 2021.

On a motion by Supervisor Warner, seconded by Supervisor Smith, the Board adopted Resolution 22-05, appointing Maillie LLP as the Township's independent auditors for the 2021 financial statement audit.

Voting Yes: H. Charles Wilson, III, Laura Smith, Richard Marino, Kristin Warner, Joyce F. Snyder  
Voting No: N/A  
Abstaining: N/A  
Absent: N/A

**Warrant List: December 2021 (2 of 2)**

The December (2 of 2) warrant list was presented for approval. On a motion by Supervisor Smith, seconded by Supervisor Snyder, the Board approved the warrant list in the amount of \$283,371.38.

Voting Yes: H. Charles Wilson, III, Laura Smith, Richard Marino, Kristin Warner, Joyce F. Snyder  
Voting No: N/A  
Abstaining: N/A  
Absent: N/A

Supervisors Smith and Wilson both welcomed new Supervisors Snyder and Warner, noting they look forward to working with them.

The meeting adjourned at 7:24 pm.

Respectfully submitted,



Colleen Ehrle

Assistant to the Township Manager