

#01-2022  
January 3, 2022

The reorganization meeting of the Whitpain Township Board of Supervisors was held at 6 p.m. Monday, January 3, 2022 in hybrid mode – in person and virtually via Zoom. Supervisors Michele Minnick, Kimberly J. Koch, Jeffrey Campolongo, Joyce Keller and Supervisor-elect Scott M. Badami were present. Also in attendance were Township Manager Roman M. Pronczak, P.E., Assistant Township Manager David J. Mrochko, Township Solicitor Alexander M. Glassman, Esq., Police Chief Kenneth Lawson, Finance Director Christine M. Bauman, Fire Marshal David M. Camarda, Township Engineer James E. Blanch, P.E., Code Enforcement Officer Michael E. McAndrew, Public Works Director Thomas Farzetta, Parks and Recreation Director Kurt W. Baker, IT Director Nicole M. Leininger, Human Resources Director Kathleen Yackin and Recording Secretary Virginia Papale. There were 20 members of the public in attendance and 14 participating remotely.

Supervisor Michele Minnick reminded everyone that we will continue to use the closed-captioning service that it autogenerated by Zoom. It is not 100% accurate and not the official minutes of the Board of Supervisors' meetings, as the written minutes are approved at a subsequent meeting of the Board. If anyone has questions regarding the closed-captioning service, please contact IT Director Nicole Leininger. She then asked everyone to stand for the Pledge of Allegiance.

Supervisor Minnick introduced The Honorable Suzan Leonard who administered the Oath of Office to Supervisor Joyce M. Keller, Supervisor Scott M. Badami, Tax Collector Melissa Wanczyk, Auditor Robert Brunner and Auditor Melissa Chargel.

Supervisor Minnick took a roll-call vote for attendance. She then asked for nomination of a temporary Chair to begin the reorganization meeting. Supervisor Koch nominated Supervisor Campolongo; this was seconded by Supervisor Badami and with no comments from the Board or the public, a roll-call vote was taken: Supervisor Koch, aye; Supervisor Campolongo, aye; Supervisor Keller, aye; Supervisor Badami, aye and Supervisor Minnick also voted in favor.

Supervisor Campolongo thanked all who were sworn in this evening and called for a nomination for Chair. Supervisor Minnick nominated Kimberly Koch as Chair. This was seconded by Supervisor Campolongo. With no other nominations or comments from the Board or the public, a roll-call vote was taken: Supervisor Minnick, aye; Supervisor Koch, aye; Supervisor Keller, aye; Supervisor Badami, aye and Supervisor Campolongo also voted in favor. The meeting was turned over to Chair Koch.

Chair Koch thanked Supervisor Campolongo and the members of the Board for entrusting her to this position. It was an honor to watch and learn from Supervisor Minnick. Chair Koch nominated Michele Minnick as Vice-Chair. This was seconded by Supervisor Campolongo. With no comments from the Board or the public, a roll-call vote was taken: Supervisor Campolongo, aye; Supervisor Keller, aye; Supervisor Badami, aye; Supervisor Minnick, aye and Chair Koch also voted in favor.

Chair Koch called for a nomination for Secretary. Supervisor Keller nominated Jeff Campolongo as Secretary. Vice-Chair Minnick seconded the nomination. With no comments by the Board or the public, a roll-call vote was taken: Vice-Chair Minnick, aye; Supervisor Keller, aye; Supervisor Badami, aye; Supervisor Campolongo, aye and Chair Koch also voted in favor.

Chair Koch called for a nomination for Treasurer. Supervisor Badami nominated Joyce Keller as Treasurer. Chair Koch seconded the nomination. There were no comments or questions by the Board or the public. Chair Koch took a roll-call vote: Vice-Chair Minnick, aye; Supervisor Campolongo, aye; Supervisor Badami, aye; Supervisor Keller, aye and Chair Koch also voted in favor.

Chair Koch called for a nomination for Assistant Secretary. Supervisor Campolongo nominated Scott Badami as Assistant Secretary. Supervisor Keller seconded the nomination. There were no comments by the Board or the public. Chair Koch took a roll-call vote: Vice-Chair Minnick, aye; Supervisor Campolongo, aye; Supervisor Keller, aye; Supervisor Badami, aye and Chair Koch also voted in favor.

Chair Koch read through the Consent Agenda and announced that the Board accepts the resignations of Kathryn Schilling and Harry Phifer from the Zoning Hearing Board, as well as Marshall Bleefeld from the Park and Open Space Board.

A motion was made by Vice-Chair Minnick, duly seconded by Supervisor Keller to approve the Consent Agenda as follows:

a., c. Board appointments for 2022 with rates of service:

Michael P. Clarke, Esq. and Alexander M. Glassman, Esq.,  
Township Solicitors at the rate of \$185/hr.

Melissa Atkins, Esq., Solicitor for Personnel Matters  
at the rate of \$295/hr.

Robert D. Fox, Esq., Solicitor for Environmental Matters  
at the rate of \$695/hr.

Land Concepts, Planning Consultant at the rate of \$125/hr.

Alfred S. Ciottoni, P.E., Sewer Consulting Engineer at the rate of \$155/hr.

Casey A. Moore, P.E., Traffic Consulting Engineer at the rate of \$195/hr.

b., c. Board confirms the 2022 appointment by the Zoning Hearing Board:

Robert Adshead, Esq., Zoning Hearing Board Solicitor and  
Board of Appeals Solicitor at the rate of \$150/hr.

e. Extend the Township Manager's employment agreement for a two-year term expiring December 31, 2023.

- f. Authorize the five (5) present members of the Board of Supervisors, Township Manager and Director of Finance to sign all Whitpain Township fund checks.
- g. Authorize the Township Manager and Director of Finance to sign payroll checks and authorizing payroll checks to be paid in 2022 without monthly motion.
- h. Authorize the Township Manager to prepare checks pending Board approval of the monthly voucher list. (To be signed by authorized personnel when necessary to meet the Township's obligations.)
- i. Set the Treasurer's Bond for 2022 at \$1,000,000.
- j. Authorize the Director of Finance to transfer funds among the various Township accounts.
- k. Disburse and replenish petty cash funds for select departments for the year 2022, as follows:

Finance	\$500
Police	\$500
Public Works	\$250
Parks & Rec	\$250

In the event of an emergency, the Township Manager is authorized to temporarily increase petty cash funds at his discretion.

- l. Name TD Bank and PLGIT as depositories for Township funds for 2022, fulfilling the requirements of the Township's investment policy for investment of Township funds.
- m. Set the 2022 mileage reimbursement rate at \$.585 per mile for use of personal vehicles for Township business.
- n. Authorize the Chair and Secretary to sign on behalf of Whitpain Township all Declarations of Covenants, Easements and Restrictions Concerning Stormwater Facilities Agreement between individual property owners and Whitpain Township after the Township Engineer has approved the property owner's plans. These agreements address operations and maintenance responsibilities for on-site stormwater management systems that are to be installed on private property.

- o. Confirm the approval of the 2022 Committee Assignments for Operations and Policy (Supervisors Minnick and Badami), Finance and Pension (Supervisors Koch and Badami), Human Relations Commission (Supervisors Badami and Campolongo) and Emergency Services (Supervisors Campolongo and Keller).

- p. Supervisors schedule meetings for 2022 as follows:

Tuesday, January 18 – Business Meeting – 6 p.m.  
Tuesday, February 1 – Work Session – 6 p.m.  
Tuesday, February 15 – Business Meeting – 6 p.m.  
Tuesday, March 1 – Work Session – 6 p.m.  
Tuesday, March 15 – Business Meeting – 6 p.m.  
Tuesday April 5 – Work Session – 6 p.m.  
Tuesday, April 19 – Business Meeting – 6 p.m.  
Tuesday, May 3 – Work Session – 6 p.m.  
**Wednesday**, May 18 – Business Meeting – 6 p.m.  
Tuesday, June 7 – Work Session – 6 p.m.  
Tuesday, June 21 – Business Meeting – 6 p.m.  
Tuesday, July 5 – Work Session – 6 p.m.  
Tuesday, July 19 – Business Meeting – 6 p.m.  
Tuesday, August 2 – Work Session – 6 p.m.  
Tuesday, August 16 – Business Meeting – 6 p.m.  
Tuesday, September 6 – Work Session – 6 p.m.  
Tuesday, September 20 – Business Meeting – 6 p.m.  
**Thursday**, October 6 – Work Session – 6 p.m.  
Tuesday, October 18 – Business Meeting – 6 p.m.  
Tuesday, November 1 – Work Session – 6 p.m.  
Tuesday, November 15 – Business Meeting – 6 p.m.  
Tuesday, December 6 – Work Session – 6 p.m.  
Tuesday, December 20 – Business Meeting – 6 p.m.

- q. Supervisors schedule the following as the Township 2022 holidays for employees:

New Year's Day – January 1 (celebrated 12/31/21); Martin Luther King Day – January 17; Presidents' Day – February 21; Memorial Day – May 30; Juneteenth – June 20; Independence Day – July 4; Labor Day – September 5; Veteran's Day – November 11; Thanksgiving Day – November 24; Friday following Thanksgiving Day; Christmas Eve - ½ day - December 23; Christmas Day – December 26; New Year's Eve - ½ day – December 30

Note: Police – Receive holiday hours per contract.

Chair Koch called for any questions from the Board or the public. There were none and Chair Koch called a roll-call vote: Supervisor Minnick, aye; Supervisor Campolongo, aye; Supervisor Keller, aye; Supervisor Badami, aye and Chair Koch also voted in favor. The motion carried.

A motion was made by Vice-Chair Minnick, duly seconded by Supervisor Campolongo to certify Joyce M. Keller and Scott M. Badami as delegates to the 2022 Pennsylvania State Association of Township Supervisors' Annual Convention in Hershey, April 24 to 27, 2022, with Supervisor Keller as the voting delegate, and Supervisor Badami as the alternate. Chair Koch called for any discussion. There was none. Chair Koch called a roll-call vote: Supervisor Minnick, aye; Supervisor Campolongo, aye; Supervisor Keller, aye; Supervisor Badami, aye and Chair Koch also voted in favor. The motion carried.

A motion was made by Vice-Chair Minnick, duly seconded by Chair Koch to authorize the Solicitor to prepare a "Ready for 100" resolution, setting goals to be 100% carbon emissions free. Chair Koch called for any discussion. Supervisor Keller asked if there will be information for the Board and the public regarding this resolution. Solicitor Glassman explained that several municipalities have entered into this Ready for 100 program over the last few years. It is an aspirational program where by 2040, they would like to be greener in how they are using their township resources, including vehicles, improvements, etc. It is not a public mandate, but how the townships will be engaging in energy conservation. Supervisor Keller noted that when she met with Mr. Baker and Mr. Farzetta to go over their budgets, they have been and continue to work to replace vehicles and other equipment with hybrids or more efficient means of operation. She applauds the Township for moving forward before knowing of this. Vice-Chair Minnick mentioned that she and Mr. Pronczak talked about having a meeting to enlighten the public on remedies and initiatives that have already taken place in the Township, including lighting and motion sensors. We can work toward publicizing that information. Chair Koch confirmed that this is a motion to authorize the Solicitor to draft the resolution, an aspirational one for the Township to do its part in fighting climate change, but it is not a mandate. She asked for public comment. There was none. Chair Koch then called a roll-call vote: Supervisor Minnick, aye; Supervisor Campolongo, aye; Supervisor Keller, aye; Supervisor Badami, aye and Chair Koch also voted in favor. The motion carried.

A motion was made by Vice-Chair Minnick, duly seconded by Supervisor Campolongo to authorize the Solicitor to prepare a Responsible Contractor's Ordinance, or RCO, to cover public project construction, renovation, operation and maintenance. Chair Koch called for any questions. Supervisor Keller asked the Solicitor to explain this ordinance. Solicitor Glassman said that contracts that will be awarded by the Township will include contractors who have proper qualifications for plumbing, mechanical and HVAC work. It assures the Township that the contractors are experienced in these types of work prior to working on a Township contract. Supervisor Keller asked Mr. Pronczak if we have a similar program in place. Mr. Pronczak responded that we do not have this requirement, though we have other requirements where on certain contracts we have to pay prevailing wage, but not this. It is something we reviewed with the Operations Committee and will work with staff, as well as the Solicitor in drafting the ordinance. Solicitor Glassman added there is other

information the Board will have to provide, such as a dollar threshold that would apply. The prequalification aspect will allow contractors to enter a seamless bidding process. Chair Koch confirmed that the purpose of the proposed ordinance is to ensure responsibility, requiring Township projects to be completed by properly trained professionals to make sure our projects are completed safely, timely and cost-efficiently. There were no additional questions from the Board or the public, and Chair Koch called a roll-call vote: Supervisor Minnick, aye; Supervisor Campolongo, aye; Supervisor Keller, aye; Supervisor Badami, aye and Chair Koch also voted in favor. The motion carried.

The Board took no action on the following Zoning Hearing Board cases scheduled to be heard January 20<sup>th</sup>. They will revisit the applications at the January 18<sup>th</sup> meeting, at which time the Board will have the benefit of the Planning Commission recommendations.

- #2304-21 Vince Sherman and Tamarina Love
- #2305-21 Vincent and Tracy Marrocco
- #2306-21 Niel Tagliamonte
- #2307-21 Normandy Development, LP

Chair Koch made the following announcements:

- The elected Township Board of Auditors will hold its organization meeting on Tuesday, January 4, 2022 at 5 p.m.
- Christmas trees will be collected for recycling Tuesday and Wednesday, January 11 and 12, 2022 and also Tuesday and Wednesday, January 25 and 26, 2022 along with the monthly leaf waste material. Tuesday collections are made south of Skippack Pike, and Wednesday collections are made north of Skippack Pike. Christmas trees must be free of any ornamentation, including tree bags, lights, tinsel, hooks, etc., or they will not be collected. Please have your items out at the curb the night before your scheduled pickup.

Mr. Pronczak asked that the Board revisit Item 4(d) of the Consent Agenda, as the listing in the agenda did not include the names of those being appointed. Chair Koch asked Supervisor Campolongo to make the nominations, as he is a member of the Boards and Commissions Selection Committee.

Supervisor Campolongo nominated the following:

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|--|----------------------|
| Board of Appeals, 5-year term expiring 12/31/26    | Paul Walsack         |
| Human Relations, 3-year term expiring 12/31/24     | Nicola Serianni      |
| Park & Open Space, 5-year term expiring 12/31/26   | Christopher Cimini   |
| Park & Open Space, 5-year term expiring 12/31/26   | Brian Heljenek       |
| Park & Open Space, 4-year term expiring 12/31/25   | Alex Simon (vacancy) |
| Planning Commission, 4-year term expiring 12/31/25 | John O'Hara          |
| Planning Commission, 4-year term expiring 12/31/25 | Joe Habboush         |

Planning Commission, 4-year term expiring 12/31/25	John Miller (alt. #1)
Planning Commission, 4-year term expiring 12/31/25	Peter Kreher (alt. #2)
Planning Commission, 4-year term expiring 12/31/25	Lewis Silver (alt. #3)
Shade Tree Commission, 5-year term expiring 12/31/26	Andrew Meehan
Zoning Hearing Board, 5-year term expiring 12/31/26	Marie Golson
Zoning Hearing Board, 2-year term expiring 12/31/23	Dana DiSandro (vacancy)
Wissahickon Library Board, 3-year term expiring 12/31/24	Juan Varleta
Vacancy Board Chair, one-year term expiring 12/31/22	Susan Miller

A motion was made by Supervisor Badami, duly seconded by Supervisor Minnick to appoint and reappoint the terms of office on the Township Boards and Commissions as nominated. Chair Koch called for any discussion. Supervisor Campolongo expressed happiness at having a wonderful group of interested individuals to fill the vacancies. We appreciate all of those who have moved on from their positions. There was no further comment, and Chair Koch called a roll-call vote: Supervisor Minnick, aye; Supervisor Campolongo, aye; Supervisor Keller, aye; Supervisor Badami, aye, and Chair Koch also voted in favor. The motion carried.

Chair Koch turned the meeting over to Vice-Chair Minnick to conduct the public comment portion of the meeting. Vice-Chair Minnick called for any public comment. There was none and the meeting was returned to Chair Koch who asked for any closing comments from the Board.

Vice-Chair Minnick welcomed Supervisor Keller back, and also congratulated Supervisor Badami. She looks forward to working with them. She wished Supervisor Campolongo a speedy recovery. Supervisor Badami noted that this is the honor of his professional life, to join the Board and he looks forward to working with his colleagues and staff to make a difference in the community. Supervisor Keller also thanked everyone, and also thanked Bob Brunner for being on the team. She is honored to be working with everyone. There is a lot of great work and opportunity ahead. Supervisor Campolongo echoed all of the sentiments shared, and also offered congratulations to Solicitor Glassman and his family on the birth of twin boys. Lastly, he asked that everyone take the pandemic seriously. Even with a mild case, he has experienced all of the symptoms even after being vaccinated and boosted. The variant is spreading quickly. Take it seriously.

With no further business to discuss, Supervisor Keller moved to adjourn the meeting at 6:35 p.m., seconded by Supervisor Minnick.

Respectfully submitted,



Jeffrey Campolongo  
Secretary