

East Norriton Township – Reorganization Meeting
January 5, 2015

The Reorganization Meeting of the Board of Supervisors of East Norriton Township was called to order by the temporary Chairman, Township Solicitor, Alyson McDonald at 7:00 p.m. on Monday, January 5, 2015, at the Township Municipal Building.

The first order of business was the election of the Chairman of the Board of Supervisors for the year 2015. Mrs. Howell nominated Harris Dainoff as the Chairman of the Board of Supervisors. The nomination was seconded by Mr. Zurzola. Mr. Zurzola made a motion to close the nominations. The motion was seconded by Mr. Alfarano. After requesting any comments and there being none, the motion was approved unanimously. Mr. Alfarano made a motion to appoint Harris Dainoff as the Chairman of the Board of Supervisors for 2015. The motion was seconded by Mrs. Salamone. After requesting any comments and there being none, the motion was approved unanimously.

Mr. Dainoff then assumed his position as Chairman of the Board of Supervisors and asked for a nomination for Vice Chairman of the Board of Supervisors for the year 2015. Chairman Dainoff nominated John Zurzola as the Vice Chairman of the Board of Supervisors. The nomination was seconded by Mr. Alfarano. Mrs. Howell made a motion to close the nominations. The motion was seconded by Mrs. Salamone. After requesting any comments and there being none, the motion was approved unanimously. Mrs. Howell made a motion to appoint John Zurzola as the Vice Chairman of the Board of Supervisors for 2015. The motion was seconded by Mrs. Salamone. After requesting any comments and there being none, the motion was approved unanimously.

Supervisors present were Harris A. Dainoff, John A. Zurzola, Tina Howell, Marc A. Alfarano and Angelina Salamone.

After roll call, Mr. Alfarano offered a prayer and the Pledge of Allegiance was then recited by all in attendance.

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Chairman Dainoff announced that the Board of Supervisors met earlier this evening in Executive Session to discuss matters of litigation and personnel.

Chairman Dainoff introduced the next item on the item on the agenda, Appointment of Township Manager/Secretary/Treasurer. Mr. Zurzola made a motion to appoint Donald Delamater as the Township Manager/Secretary/Treasurer. The motion was seconded by Mr. Alfarano. After requesting any comments and there being none, the motion was approved unanimously.

Mr. Zurzola introduced the next item on the agenda, Appointment of Operating Officials for 2015. Mr. Zurzola read the list of officials: Deputy Tax Collector - Township Manager & Finance Department Personnel; Public Safety Director/Police Chief - Karyl Kates; Lieutenant – Brandon Pasquale; Police Detectives -David Boyer, Anthony Caso and Michael Henricks; Assistant Township Manager/Parks and Recreation Director - Larry Brown; Finance Director - Eric Traub; Director of Planning and Code Enforcement/Zoning Officer/Building Code Official - Bryan Bortnichak; Code Enforcement Officers - Joseph Perkins and Joseph Catagnus; Fire Marshal and Emergency Management Coordinator - Frank Ludwig; Public Works Director/Staff Engineer - Doug Jones; Assistant Fire Marshal/Fire Fighter - Joe Perkins and Deputy Fire Marshal – James Staufenberg. Mr. Zurzola made a motion to appoint the operating officials for 2015 as read. The motion was seconded by Mrs. Howell. After requesting any comments and there being none, the motion was approved unanimously.

Chairman Dainoff introduced the next item on the agenda, Appointment of the Township Auditor - Resolution No. 2653. Township Manager, Donald Delamater read Resolution No. 2653 into the record appointing the certified public accounting firm of Barbacane, Thornton & Company LLP to audit the accounts of the Township of East Norriton and the Township Officers for the fiscal year 2015 and their compensation is set at the sum of eighteen thousand dollars. Mr. Zurzola made a motion to approve

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Resolution No. 2653. The motion was seconded by Mr. Alfarano. After requesting any comments and there being none, the motion was approved unanimously.

Chairman Dainoff introduced the next item on the agenda, Appointment of Township Solicitor and fix the compensation. Mr. Zurzola made a motion appointing the firm of Friedman Schuman as the Township Solicitor for 2015 and fixing the compensation per the firm's letter dated November 7, 2014. The motion was seconded by Mr. Alfarano. After requesting any comments and there being none, the motion was approved unanimously.

Chairman Dainoff introduced the next item on the agenda, Appointment of Special Legal Counsel (Lien Filings) and fix the compensation. Mr. Zurzola made a motion appointing the firm of Rudolph Clarke, LLC as Special Legal Counsel (Lien Filings) for 2015 and fixing the compensation as per the firm's letter dated December 1, 2014. The motion was seconded by Mrs. Howell. After requesting any comments and there being none, the motion was approved unanimously.

Chairman Dainoff introduced the next item on the agenda, Appointment of Township Consulting Engineer and fix the compensation. Mr. Zurzola made a motion appointing the firm of Remington & Vernick Engineers as the Township Consulting Engineer for 2015 and fixing the compensation as per the firm's letter dated December 15, 2014. The motion was seconded by Mrs. Salamone. After requesting any comments and there being none, the motion was approved unanimously.

Chairman Dainoff introduced the next item on the agenda, Appointment of Township Sanitary Sewer Engineer and fix the compensation. Mr. Zurzola made a motion appointing the firm of Carroll Engineering Corporation as the Township Sanitary Sewer Engineer for 2015 and fixing the compensation as per the firm's letter dated November 25, 2014. The motion was seconded by Mr. Alfarano. After requesting any comments and there being none, the motion was approved unanimously.

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Chairman Dainoff introduced the next item on the agenda, Appointment of Township Planning Consultant and fix the compensation. Mr. Zurzola made a motion appointing the firm of T & M Associates as the Township Planning Consultant for 2015 and fixing the compensation as per the firm's letter received December 17, 2014. The motion was seconded by Mrs. Salamone. After requesting any comments and there being none, the motion was approved unanimously.

Chairman Dainoff introduced the next item on the agenda, Appointment of Township Traffic Consultant and fix the compensation. Mr. Zurzola made a motion appointing the firm of T & M Associates as the Township Traffic Consultant for 2015 and fixing the compensation as per the firm's letter received December 17, 2014. The motion was seconded by Mrs. Howell. After requesting any comments and there being none, the motion was approved unanimously.

Chairman Dainoff introduced the next item on the agenda, Appointment of Township Labor Attorney and fix the compensation. Mr. Zurzola made a motion appointing the firm of Obermayer Rebmann Maxwell & Hippel LLP as the Township Labor Attorney for 2015 and fixing the compensation per the firm's letter dated November 14, 2014. The motion was seconded by Mr. Alfarano. After requesting any comments and there being none, the motion was approved unanimously.

Chairman Dainoff introduced the next item on the agenda, Appointment of Township Actuary and fix the compensation. Mr. Zurzola made a motion appointing the firm of Conrad Siegel, Inc. as the Township Actuary for 2015 and fixing the compensation as per the firm's letter dated November 13, 2014. The motion was seconded by Mrs. Howell. After requesting any comments and there being none, the motion was approved unanimously.

Chairman Dainoff introduced the next item on the agenda, Appointment of Township GIS Consultant and fix the compensation. Mr. Zurzola made a motion

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appointing the firm of Carrigan Geo Services Inc. as the Township GIS Consultant for 2015 and fixing the compensation as per their letter dated December 1, 2014. The motion was seconded by Mr. Alfarano. After requesting any comments and there being none, the motion was approved unanimously.

Chairman Dainoff introduced the next item on the agenda, Appointment of Township Building Inspector. Mr. Zurzola made a motion appointing the firm of Remington & Vernick Engineers as the Township Building Inspector fixing compensation per the current agreement. The motion was seconded by Mrs. Howell. After requesting any comments and there being none the motion was approved unanimously.

Chairman Dainoff introduced the next item on the agenda, Appointment of Members to the Township's Boards and Commissions.

Mr. Zurzola made a motion to reappoint Phyllis McQuirns for the Vacancy Board for a term of one year expiring on December 31, 2015. The motion was seconded by Mr. Alfarano. After requesting any comments and there being none, the motion was approved unanimously.

Mr. Zurzola made a motion to approve Resolution No. 2654 appointing Vincent Gillen for the Zoning Hearing Board for a term of three years expiring on December 31, 2017. The motion was seconded by Mrs. Howell. After requesting any comments and there being none, the motion was approved 4 – 0, with Mrs. Salamone abstaining from the vote.

Mr. Zurzola made a motion to reappoint John Kolb and Robert Schottmiller to the Planning Commission for a term of four years each expiring on December 31, 2018. The motion was seconded by Mrs. Alfarano. After requesting any comment and there being none, the motion was approved unanimously.

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Mr. Zurzola made a motion to reappoint Donald D. Delamater to the East Norriton – Plymouth – Whitpain Joint Sewer Authority for a term of five years expiring on December 31, 2019. The motion was seconded by Mrs. Salamone. After requesting any comments and there being none, the motion was approved unanimously.

Mr. Zurzola made a motion to reappoint James Serratore, Joseph Tarantino, Keith Tornetta, Anthony Taormina, George Schools and Peter Cusamano to the Traffic Advisory Committee for a one year term each expiring December 31, 2015. The motion was seconded by Mr. Alfarano. After requesting any comments and there being none, the motion was approved unanimously.

Mrs. Howell made a motion to reappoint Diana Cassel and Frank Brouse to the East Norriton Township Historical Advisory Commission for a term of five years each expiring on December 31, 2019. The motion was seconded by Mr. Zurzola. After requesting any comments and there being none, the motion was approved unanimously.

Mr. Zurzola made a motion to table the appointment to the East Norriton Township Industrial Development Authority for a five year term expiring December 31, 2019. The motion was seconded by Mrs. Howell. After requesting any comments and there being none, the motion was approved unanimously.

Mr. Zurzola made a motion to reappoint Don Benn to the East Norriton Township Human Relations Commission for a four year term expiring December 31, 2018. The motion was seconded by Mrs. Salamone. After requesting any comments and there being none, the motion was approved unanimously.

Chairman Dainoff introduced the next item on the agenda, Appointing and Reaffirming a Building Code Board of Appeals – Resolution No. 2655. Code Enforcement/Zoning Director, Bryan Bortnichak reviewed Resolution No. 2655. Mr. Zurzola made a motion to approve Resolution No. 2655 appointing and reaffirming a

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Building Code Board of Appeals. The motion was seconded by Mrs. Howell. After requesting any comments and there being none, the motion was approved unanimously.

Chairman Dainoff introduced the next item on the agenda, East Norriton Township Zoning Hearing Board Solicitor Compensation. Mr. Zurzola made a motion fixing the compensation at an hourly rate of \$165.00 per the Township's current Zoning Hearing Board Solicitor's, Rudolph Clarke, LLC's letter dated December 1, 2014. The motion was seconded by Mrs. Howell. After requesting any comments and there being none, the motion was approved unanimously.

Chairman Dainoff introduced the next item on the agenda, Appointment of Retirement Benefits Advisory Board. Mrs. Salamone made a motion to appoint the following members to the Retirement Benefits Advisory Board: A) Mr. John Zurzola, a member of the Board of Supervisors, who will serve as Chairman of the Retirement Benefits Advisory Board; B) Donald Delamater, the Township Manager, who will serve as the Chief Administrative Officer of the Pension Funds; C) Larry Brown, the Assistant Township Manager, who will also serve as Secretary to the Advisory Board; D) Eric Traub who will represent the Non-Uniformed Employees, and, E) David McDermott who will represent the Uniformed Employees. The motion was seconded by Mr. Alfarano. After requesting any comments and there being none, the motion was approved unanimously.

Chairman Dainoff introduced the next item on the agenda, Appointment of Open Records Officers. Mr. Zurzola made a motion to appoint Police Chief, Karyl Kates as the Open Records Officer for all police records and Township Manager, Donald Delamater as the Open Records Officer for all other records requests. The motion was seconded by Mrs. Howell. After requesting any comments and there being none, the motion was approved unanimously.

Chairman Dainoff introduced the next item on the agenda, Appointment of Earned Income Tax Committee Delegates. Mr. Zurzola made a motion to appoint, Finance

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Director, Eric Traub as the Primary Voting Delegate, Township Manager, Donald Delamater as the First Alternate Voting Delegate and Assistant Township Manager, Larry Brown as the Second Alternate Voting Delegate. The motion was seconded by Mrs. Salamone. After requesting any comments and there being none, the motion was approved unanimously.

Chairman Dainoff introduced the next item on the agenda, Fix the Treasurer's Bond. Township Manager, Donald Delamater reviewed the proposed increase of the treasurer's bond effective with the renewal date of March 31, 2015. Mr. Zurzola made a motion to fix the Treasurer's Bond at \$2,000,000.00 on the renewal date of March 31, 2015. The motion was seconded by Mrs. Salamone. After requesting any comments and there being none, the motion was approved unanimously.

Chairman Dainoff introduced the next item on the agenda, Set Regular and Special Meeting dates for 2015. Township Manager, Donald Delamater read the following dates: the Board of Supervisors Regular Meeting dates as follows: Tuesday, February 24, 2015, Tuesday, March 24, 2015, Tuesday, April 28, 2015, Tuesday, May 26, 2015, Tuesday, June 23, 2015, Tuesday, July 28, 2015, Tuesday, August 25, 2015, Tuesday, September 29, 2015, Tuesday, October 27, 2015, Tuesday, November 17, 2015 and Tuesday, December 8, 2015. The 2016 Reorganization Meeting will be held on Monday, January 4, 2016, beginning at 7:00 p.m. Special Meeting of the Board of Supervisors of East Norriton Township will be held on an as needed basis and will be advertised separately. The Zoning Hearing Board will meet on the second Tuesday of each month at 7:00 p.m. prevailing time, except for the December meeting to be held on Tuesday, December 15, 2015. The Planning Commission will meet on the third Wednesday of each month at 7:00 p.m., prevailing time. The Township Historical Advisory Commission will meet on the fourth Monday bimonthly January thru November beginning at 6:30 p.m. prevailing time, except for the May meeting to be held on Monday, May 18, 2015. Mrs. Howell made a motion to approve the 2015 meeting dates as read. The motion was seconded by Mr. Zurzola.

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After requesting any comments and there being none, the motion was approved unanimously.

Chairman Dainoff introduced the next item on the agenda, Set Holidays for 2015. Township Manager, Donald Delamater read the Holidays for 2015 as follows: Monday, January 19, 2015 - Martin Luther King Day, Monday, February 16, 2015 - Presidents Day, Friday, April 3, 2015 - Good Friday, Monday, May 25, 2015 - Memorial Day, Friday, July 3, 2015 - Independence Day, Monday, September 7, 2015 - Labor Day, Monday October 12, 2015 - Columbus Day, Wednesday, November 11, 2015 - Veterans Day, Thursday, November 26, 2015 Thanksgiving Day, Friday, November 27, 2015 Day after Thanksgiving, Thursday, December 24, 2015 - Christmas Eve (floating holiday), Friday, December 25, 2015 - Christmas Day and Friday, January 1, 2016 - New Year's Day. Mr. Zurzola made a motion to approve the Holidays for 2015 as read. The motion was seconded by Mrs. Salamone. After requesting any comments and there being none, the motion was approved unanimously.

Chairman Dainoff introduced the next item on the agenda, Designation of Banks. Mr. Zurzola made a motion that all the banks in the Commonwealth are eligible as the Township depository. The motion was seconded by Mrs. Howell. After requesting any comments and there being none, the motion was approved unanimously.

Chairman Dainoff introduced the next item on the agenda, Prepayment of Expenses Authorization. Mr. Zurzola made a motion to to authorize the prepayment of invoices, payroll and utility bills as approved by the Township Treasurer. The motion was seconded by Mrs. Salamone. After requesting any comments and there being none, the motion was approved unanimously.

Chairman Dainoff introduced the next item on the agenda, Resolution No. 2656 – Township Fee Schedule Update and Affirmation. Code Enforcement/Zoning Director, Bryan Bortnichak reviewed Resolution No. 2656 amending the Township's fee schedule.

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Mr. Zurzola made a motion to approve Resolution No. 2656. The motion was seconded by Mr. Alfarano. After requesting any comments and there being none, the motion was approved unanimously.

Chairman Dainoff introduced the next item on the agenda, Set Compensation for the Board of Supervisors for 2015. Mr. Zurzola made a motion that the compensation of the Supervisors be set in accordance with the previously approved Ordinance No. 362. The motion was seconded by Mrs. Howell. After requesting any comments and there being none, the motion was approved unanimously.

Chairman Dainoff introduced the next item on the agenda, Certify Delegates to the State Association's Annual Conference. Mr. Zurzola made a motion to designate the Supervisors and Manager as delegates to the 2015 PSATS Annual Conference and to appoint Chairman Harris Dainoff to serve as the voting delegate for East Norriton Township. The motion was seconded by Mrs. Howell. After requesting any comments and there being none, the motion was approved unanimously.

There being no other business to come before the Board, Chairman Dainoff asked if there were any citizens who wished to speak, there were none.

Mr. Zurzola made a motion to adjourn the meeting at 7:33 p.m. The motion was seconded by Mrs. Howell. After requesting any comments and there being none, the motion was approved unanimously.



A handwritten signature in black ink, appearing to read "Donald D. Delamater", written over a horizontal line.

Donald D. Delamater
Secretary