

East Norriton Township – Reorganization Meeting  
January 4, 2016

The Reorganization Meeting of the Board of Supervisors of East Norriton Township was called to order by the temporary Chairman, Township Solicitor, Bob Careless at 7:00 p.m. on Monday, January 4, 2016, at the Township Municipal Building.

Montgomery County Court of Common Pleas Judge, Todd D. Eisenberg swore in newly reelected Supervisor, John Zurzola and newly elected Supervisor, Dennis DeSanto.

Assistant Township Manager, Larry Brown swore in newly elected Auditor, Susan Wendt.

The first order of business was the election of the Chair of the Board of Supervisors for the year 2016. Mr. Zurzola nominated Tina Howell as the Chairwoman of the Board of Supervisors. The nomination was seconded by Mr. DeSanto. After requesting any comments and there being none, the motion was approved unanimously.

Mrs. Howell then assumed her position as Chairwoman of the Board of Supervisors and asked for a nomination for Vice Chairman of the Board of Supervisors for the year 2016. Mrs. Salamone nominated Marc Alfarano as the Vice Chairman of the Board of Supervisors. The nomination was seconded by Mr. Zurzola. After requesting any comments and there being none, the motion was approved unanimously.

Supervisors present were Tina Howell, Marc Alfarano, John Zurzola, Dennis DeSanto and Angelina Salamone.

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

Chairwoman Howell announced that the Board of Supervisors met earlier this evening in Executive Session to discuss personnel issues and matters of potential litigation.

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Chairwoman Howell introduced the next 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. Alfarano introduced the next item on the agenda, Appointment of Operating Officials for 2016. Mr. Alfarano 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 - David Crist; 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 - Joseph Perkins and Deputy Fire Marshal - James Staufenberg. Mr. Alfarano made a motion to appoint the operating officials for 2016 as read. The motion was seconded by Mrs. Salamone. After requesting any comments and there being none, the motion was approved unanimously.

Chairwoman Howell introduced the next item on the agenda, Resolution No. 2675 - Appointment of the Township Auditor. Township Manager, Donald Delamater read Resolution No. 2675 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 2016 and their compensation is set at the sum of eighteen thousand five hundred dollars. Mr. Zurzola made a motion to approve Resolution No. 2675. The motion was seconded by Mr. Salamone. After requesting any comments and there being none, the motion was approved unanimously.

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Mr. Alfarano introduced the next item on the agenda, Appointment of Township Solicitor and fix the compensation. Mr. Alfarano made a motion appointing The Law Offices of Sean Kilkenny as the Township Solicitor for 2016 and fixing the compensation per the firm's letter dated December 22, 2015. The motion was seconded by Mr. Zurzola. After requesting any comments and there being none, the motion was approved unanimously.

Chairwoman Howell introduced the next item on the agenda, Appointment of Special Legal Counsel (Lien Filings) and fix the compensation. Chairwoman Howell made a motion appointing the firm of Rudolph Clarke, LLC as Special Legal Counsel (Lien Filings) for 2016 and fixing the compensation as per the firm's letter dated December 18, 2015. The motion was seconded by Mr. Zurzola. After requesting any comments and there being none, the motion was approved unanimously.

Mr. Alfarano 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 2016 and fixing the compensation as per the firm's letter dated December 4, 2015. The motion was seconded by Mr. Alfarano. After requesting any comments and there being none, the motion was approved unanimously.

Chairwoman Howell 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 2016 and fixing the compensation as per the firm's letter dated November 12, 2015. The motion was seconded by Mrs. Salamone. After requesting any comments and there being none, the motion was approved unanimously.

Mr. Alfarano introduced the next item on the agenda, Appointment of Township Planning Consultant and fix the compensation. Mr. Alfarano made a motion appointing

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the firm of T & M Associates as the Township Planning Consultant for 2016 and fixing the compensation as per the firm's letter dated December 17, 2015. The motion was seconded by Mr. Zurzola. After requesting any comments and there being none, the motion was approved unanimously.

Chairwoman Howell 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 2016 and fixing the compensation as per the firm's letter dated December 17, 2015. The motion was seconded by Mr. DeSanto. After requesting any comments and there being none, the motion was approved unanimously.

Mr. Alfarano introduced the next item on the agenda, Appointment of Township Labor Attorney and fix the compensation. Mr. Alfarano made a motion appointing the firm of Obermayer Rebmann Maxwell & Hippel LLP as the Township Labor Attorney for 2016 and fixing the compensation per the firm's letter dated December 9, 2015. The motion was seconded by Mr. Zurzola. After requesting any comments and there being none, the motion was approved unanimously.

Chairwoman Howell introduced the next item on the agenda, Appointment of Township Actuary and fix the compensation. Chairwoman Howell made a motion appointing the firm of Conrad Siegel, Inc. as the Township Actuary for 2016 and fixing the compensation as per the firm's letter dated December 9, 2015. The motion was seconded by Mr. Zurzola. After requesting any comments and there being none, the motion was approved unanimously.

Mr. Alfarano introduced the next item on the agenda, Appointment of Township GIS Consultant and fix the compensation. Mr. Alfarano made a motion appointing the firm of Carrigan Geo Services Inc. as the Township GIS Consultant for 2016 and fixing the compensation as per their letter received December 18, 2015. The motion was seconded

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

Chairwoman Howell introduced the next item on the agenda, Appointment of Township Building Inspector. Chairwoman Howell made a motion appointing the firm of Remington & Vernick Engineers as the Township Building Inspector fixing compensation per the current agreement dated February 11, 2013. The motion was seconded by Mr. DeSanto. After requesting any comments and there being none the motion was approved unanimously.

Mr. Alfarano introduced the next item on the agenda, Appointment of Members to the Township's Boards and Commissions:

Mr. Alfarano introduced the next item East Norriton Township Vacancy Board. Mr. Zurzola nominated Deborah Molnar for the Vacancy Board. Mr. Zurzola made a motion to close the nominations. The motion was seconded by Mr. DeSanto. Mr. Alfarano made a motion to appoint Deborah Molnar to the Vacancy Board for a term of one year expiring on December 31, 2016. The motion was seconded by Mr. Zurzola. After requesting any comments and there being none, the motion was approved unanimously.

Mr. Alfarano introduced the next item on the agenda, Resolution No. 2676 - East Norriton Township Zoning Hearing Board. Chairwoman Howell made a motion to approve Resolution No. 2676 and reappoint John Adam DiPietro to the Zoning Hearing Board for a term of three years expiring on December 31, 2018. The motion was seconded by Mr. Zurzola. After requesting any comments and there being none, the motion was approved unanimously.

Mr. Alfarano introduced the next item on the agenda, East Norriton Township Traffic Advisory Committee. Mr. Zurzola made a motion to reappoint James Serratore, Joseph Tarantino, Keith Tornetta, Anthony Taormina, George Schools and Peter

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Cusamano for a one year term each expiring December 31, 2016. The motion was seconded by Mr. DeSanto. Chairwoman Howell nominated John Freeman for a one year term expiring on December 31, 2016. The nomination was seconded by Mr. DeSanto. After requesting any comments and there being none, the motions were approved unanimously.

Mr. Alfarano introduced the next item on the agenda, Historical Advisory Commission. Mr. Alfarano made a motion to appoint Karl Wagner to the East Norriton Township Historical Advisory Commission for a balance of a five year term expiring on December 31, 2019. The motion was seconded by Chairwoman Howell. Chairwoman Howell made a motion to appoint Michael Martorelli to the East Norriton Township Historical Advisory Commission for a five year term expiring on December 31, 2020. The motion were seconded by Mr. Zurzola. After requesting any comments and there being none, the motions were approved unanimously.

Mr. Alfarano introduced the next item on the agenda, East Norriton Township Industrial Development Authority. Mr. Zurzola made a motion to reappoint Benjamin Gilbert and appoint George Schools to the East Norriton Township Industrial Development Authority each for a five year term expiring December 31, 2020 and John Freeman for the balance of a five year term expiring December 31, 2018 and Peter Cosumano for the balance of a five year term expiring December 31, 2019. The motion was seconded by Mr. Alfarano. After requesting any comments and there being none, the motion was approved unanimously.

Mr. Alfarano introduced the next item on the agenda, East Norriton Township Human Relations Commission. Chairwoman Howell made a motion to reappoint Patricia Fennell-Peaks and appoint Ellen Katz to the East Norriton Township Human Relations Commission for each a four year term expiring December 31, 2019. The motion was seconded by Mrs. Salamone. After requesting any comments and there being none, the motion was approved unanimously.

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Chairwoman Howell introduced the next item on the agenda, Resolution No. 2677 - Reaffirming a Building Code Board of Appeals. Township Manger, Donald Delamater reviewed and read into record Resolution No. 2677. Mr. Zurzola made a motion to approve Resolution No. 2677 reaffirming a Building Code Board of Appeals. The motion was seconded by Mr. Alfarano. After requesting any comments and there being none, the motion was approved unanimously.

Mr. Alfarano introduced the next item on the agenda, East Norriton Township Zoning Hearing Board Solicitor Compensation. Chairwoman Howell made a motion fixing the compensation per the letter dated December 10, 2015 from the offices of Rudolph Clarke, LLC. The motion was seconded by Mr. DeSanto. After requesting any comments and there being none, the motion was approved unanimously.

Chairwoman Howell introduced the next item on the agenda, Appointment of Retirement Benefits Advisory Board. Chairwoman Howell 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.

Mr. Alfarano introduced the next item on the agenda, Appointment of Open Records Officers. Mr. Alfarano 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. Salamone. After requesting any comments and there being none, the motion was approved unanimously.

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Chairwoman Howell introduced the next item on the agenda, Appointment of Earned Income Tax Committee Delegates. Chairwoman Howell made a motion to appoint, Finance Director, David Crist 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 Mr. DeSanto. After requesting any comments and there being none, the motion was approved unanimously.

Mr. Alfarano introduced the next item on the agenda, Fix the Treasure's Bond. Mr. Alfarano made a motion to fix the Treasurer's Bond at \$2,000,000.00. The motion was seconded by Mr. DeSanto. After requesting any comments and there being none, the motion was approved unanimously.

Chairwoman Howell introduced the next item on the agenda, Set Regular and Special Meeting dates for 2016. Chairwoman Howell read the following dates: the Board of Supervisors Regular Meeting dates as follows: Tuesday, February 23, 2016, Tuesday, March 22, 2016, Tuesday, April 26, 2016, Tuesday, May 24, 2016, Tuesday, June 28, 2016, Tuesday, July 26, 2016, Tuesday, August 23, 2016, Tuesday, September 27, 2016, Tuesday, October 25, 2016, Tuesday, November 15, 2016 and Tuesday, December 13, 2016. The 2017 Reorganization Meeting will be held on Tuesday, January 3, 2017, beginning at 7:00 p.m. Special Meetings 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 November meeting to be held on Tuesday, November 1, 2016 and the December meeting to be held on Tuesday, December 6, 2016. The Planning Commission will meet on the third Wednesday of each month at 7:00 p.m., prevailing time, expect the December meeting to be held on Tuesday, December 14, 2016. The Township Historical Advisory Commission will meet on the fourth Monday bimonthly January thru November beginning at 6:30 p.m. prevailing time. Chairwoman Howell made a motion to approve the 2016

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meeting dates as read. The motion was seconded by Mr. DeSanto. After requesting any comments and there being none, the motion was approved unanimously.

Mr. Alfarano introduced the next item on the agenda, Set Holidays for 2016. Mr. Alfarano read the Holidays for 2016 as follows: Monday, January 18, 2016 - Martin Luther King Day, Monday, February 15, 2016 - Presidents Day, Friday, March 25, 2016 - Good Friday, Monday, May 30, 2016 - Memorial Day, Monday, July 4, 2016 - Independence Day, Monday, September 5, 2016 - Labor Day, Monday October 10, 2016 - Columbus Day, Friday, November 11, 2016 - Veterans Day, Thursday, November 24, 2016 - Thanksgiving Day, Friday, November 25, 2016 - Day after Thanksgiving, Friday, December 23, 2016 - floating holiday, Monday, December 26, 2016 - Christmas Day observed and Monday, January 2, 2017 - New Year's Day observed. Mr. Alfarano made a motion to approve the holidays for 2016 as read. The motion was seconded by Mrs. Salamone. After requesting any comments and there being none, the motion was approved unanimously.

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

Mr. Alfarano introduced the next item on the agenda, Prepayment of Expenses Authorization. Mr. Alfarano 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 Mr. DeSanto. After requesting any comments and there being none, the motion was approved unanimously.

Chairwoman Howell introduced the next item on the agenda, Resolution No. 2678 – Township Fee Schedule Update and Affirmation. Code Enforcement/Zoning Director, Bryan Bortnichak reviewed Resolution No. 2678 amending the Township's fee schedule for various permits and services. Mr. Alfarano made a motion to approve Resolution No.

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2678. The motion was seconded by Mrs. Salamone. After requesting any comments and there being none, the motion was approved unanimously.

Mr. Alfarano introduced the next item on the agenda, Set Compensation for the Board of Supervisors for 2016. Mr. Alfarano 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. Salamone. After requesting any comments and there being none, the motion was approved unanimously.

Chairwoman Howell 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 2016 PSATS Annual Conference and to appoint a Supervisor to serve as the voting delegate for East Norriton Township. The motion was seconded by Mrs. Salamone. After requesting any comments and there being none, the motion was approved unanimously.

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

Mr. Zurzola made a motion to adjourn the meeting at 7:39 p.m. The motion was seconded by Mr. Alfarano. 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".

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Donald D. Delamater  
Secretary