

Incorporated March 12, 1738

TINICUM TOWNSHIP

Bucks County

BOARD OF SUPERVISORS

163 Municipal Road
Pipersville, Pennsylvania 18947

Tinicum Township Board of Supervisors Organizational Meeting Agenda January 9, 2023

The Organizational Meeting of the Tinicum Township Board of Supervisors was brought to order at 7:32 pm, on Monday, January 9, 2023 by Richard Rosamilia, acting as Temporary Chairperson, followed by the Pledge of Allegiance. Supervisor Jim Helms was present with Township Manager Teri Lewis and Township Solicitor Steve Harris. Supervisor Breslin participated via Zoom. The meeting was live-streamed on Zoom.

Organization

Board of Supervisors Chairperson

Richard Rosamilia as temporary Chairperson nominated Jim Helms as Chairperson for 2023.

Motion to appoint Jim Helms as Chairperson of the Board of Supervisors for 2023.

Motion by: Rosamilia. Second by: Breslin. Voted upon and passed.

Board of Supervisors Vice-Chairperson

Helms as Chairperson nominated Eleanor Breslin as Vice-Chairperson for 2023.

Motion to appoint Eleanor Breslin as Vice-Chairperson of the Board of Supervisors.

Motion by: Helms. Second by: Rosamilia. Voted upon and passed.

Township Manager & Treasurer

Motion to reappoint Teri Lewis as Township Manager and Treasurer with authorization to pay employee benefit invoices electronically and report on disbursement lists.

Motion by: Helms. Second by: Breslin. Voted upon and passed.

Township Solicitor

Motion to reappoint Stephen Harris as Solicitor for the Township with the policy that he regularly attends the Township Board of Supervisor meetings and be on call to attend meetings at the request of the Supervisors.

Motion by: Helms. Second by: Rosamilia. Voted upon and passed.

Breslin asked the Board to consider requesting Requests For Qualifications/Proposals (RFQs/RFPs) from other solicitors to make sure the Township is getting the most advantageous legal representation for the Township. Helms said he would be agreeable to requesting RFQs for fee schedule check purposes or in the case Harris would retire, but for this year he was voting for Harris as the Township Solicitor. Harris stated that he had no plans to retire. Rosamilia said he would be open to RFPs from other solicitor in the future, but was voting for Harris as Township Solicitor at this meeting. Breslin asked if they could start this month. Lewis said that she must prepare for audit at the end of January and asked if she could begin the process in February. Helms agreed stating that they could use Penn Bid and to alleviate some of the burden from Lewis.

Rate of Pay for Contracted Services/ Public Works Department

Motion to pay the sum of \$25.65 per hour to a person providing contracted services (i.e., snow removal) during regular business hours and a rate of \$38.48 per hour for evenings, weekends, holidays, or after a work shift exceeding 8 hours.

Motion by: Helms. Second by: Breslin. Voted upon and passed.

Township Emergency Management

Motion to confirm reappointment of Bill Cahill as the Emergency Management Coordinator.

Motion by: Helms. Second by: Breslin. Voted upon and passed.

Township Zoning Officer

Motion to appoint Keystone Municipal Services, LLC as Township Zoning Officer and Wynn Associates as assistant Zoning Officer with the policy to be on call to attend meetings at the request of the Supervisors.

Motion by: Helms. Second by: Rosamilia. Voted upon and passed.

Motion to confer powers and duties to administer and enforce the provisions of the Zoning Ordinance to the Zoning Officer.

Motion by: Helms. Second by: Breslin. Voted upon and passed.

Building Inspector

Motion to appoint Keystone Municipal Services, LLC as the Building Inspector and to administer the PA Uniform Construction Code and the International Construction Code of 2018.

Motion by: Helms. Second by: Rosamilia. Voted upon and passed.

Township Engineer

Motion to appoint Wynn Associates as Township Engineer with the policy to be on call to attend meetings at the request of the Supervisors.

Motion by: Helms. Second by: Breslin. Voted upon and passed.

Flood Plain Administrator

Motion to appoint Wynn Associates as Flood Plain Administrator with the policy to be on call to attend meetings at the request of the Supervisors.

Motion by: Helms. Second by: Breslin. Voted upon and passed.

Consulting Township Planner

Motion to reappoint Thomas Kelso, Castle Valley Consultants, Inc. to provide professional civil, environmental, and planning services on an as-requested basis by the Township.

Motion by: Helms. Second by: Rosamilia. Voted upon and passed.

Consulting Water Planner

Motion to reappoint Matthew Mulhall, M2 Associates, to provide professional environmental and planning services on an as-requested basis by the Township.

Motion by: Helms. Second by: Breslin. Voted upon and passed.

Township Fire Police

Motion to reappoint members of Delaware Valley Volunteer Fire Company, Ottsville Volunteer Fire Company and Palisades Regional Volunteer Fire and Rescue Company as the Township Fire Police, in accordance with the recommendations of Police Chief Nicole Madden, as follows: Jeff Lutz, Janet Snyder, Jeff Stevens, Cory Ingram, Vicki Black, William Black, Doug Burmeister, Dawn Cifelli, Harold Haas, Bob Milligan, Michael Mulkeen, Dianne Rost Briener, Frank Snyder, Merlin Nallo and David Wolfinger.

Motion by: Helms. Second by: Rosamilia. Voted upon and passed.

Commercial Driver's License (CDL) Administrator

Motion to reappoint Police Chief Nicole Madden, or her designee, as CDL Administrator.

Motion by: Helms. Second by: Breslin. Voted upon and passed.

Treasurer's Bond

Motion to set the Treasurer's Bond at \$650,000.00 with Aetna Casualty Corporation and H.A. Thompson Company as broker.

Motion by: Helms. Second by: Rosamilia. Voted upon and passed.

Annual Audit

Motion to appoint Hutchinson, Gillahan and Freeh, PC Auditors to examine the books and perform the audit of Tincum Township for the fiscal year 2022.

Motion by: Helms. Second by: Breslin. Voted upon and passed.

Township Depository General Fund, State Fund, Capital & Equipment Fund, Escrow Fund and Park Fund

Motion to designate Univest Bank and Trust and the PA Local Government Investment Trust as the depositories for the funds of the Township, except in those instances where the Treasurer may obtain a better rate of interest.

Motion by: Helms. Second by: Rosamilia. Voted upon and passed.

Township Depository Open Space

Motion to engage TD Bank and the PA Local Government Investment Trust as the depositories for the Open Space surplus funds of the Township, except in those instances where the Treasurer may obtain a better rate of interest.

Motion by: Helms. Second by: Rosamilia. Voted upon and passed.

Real Estate Tax Millage Resolution 010923.01

Motion to approve Resolution 010923.01 confirming the Real Estate Tax millage for 2023.

Motion by: Helms. Second by: Breslin. Voted upon and passed.

Helms noted it was unchanged from 2022.

Earned Income Tax

Motion to engage Keystone Collections Group to collect the Earned Income Taxes for Tincum Township, pursuant to Act 32 Bucks County Tax Collections.

Motion by: Helms. Second by: Rosamilia. Voted upon and passed.

Admissions Tax Officers

Motion to authorize the Township Manager to collect the Admissions Tax for the Township.

Motion by: Helms. Second by: Breslin. Voted upon and passed.

Bucks County Tax Collection Committee

Motion to appoint Eleanor Breslin as Delegate and Richard Rosamilia as Alternate to the Bucks County Tax Collection Committee.

Motion by: Breslin. Second by: Rosamilia. Voted upon and passed.

Vacancy Board - Act 1069

Helms stated that the motion to appoint a chairperson of the Vacancy Board, pursuant to Act 1069, would be tabled to a future meeting date.

Mileage Reimbursement

Motion to reimburse authorized personnel for mileage at 62.5¢ cents per mile, or at the rate as adjusted by the IRS, for the use of personal vehicles for Township business.

Motion by: Helms. Second by: Breslin. Voted upon and passed.

2023 Fee Schedule Resolution 010923.02.

Motion to approve the 2023 Fee Schedule Resolution 010923.02.

Motion by: Helms. Second by: Breslin. Voted upon and passed.

Zoning Hearing Board [3-Year Term/ 3 Members & 1 Alternate]

Motion to reappoint Eric Hinrichs 12/31/25.

Motion by: Helms. Second by: Rosamilia. Voted upon and passed.

Current Zoning Hearing Board Members: Eric Hinrichs (12/31/25), Mike Zavoda (12/31/26) Tom Casola (12/31/23), and Joy Von Glueck as alternate (12/31/24).

Zoning Hearing Board Solicitor

Helms said the motion to reappoint Grim, Biehn & Thatcher, with Mary Eberle having the primary responsibility for representing the Zoning Hearing Board, would be tabled until the Zoning Hearing Board met and voted on the solicitor.

Planning Commission [4-Year Term/ 7 Members]

Motion to reappoint David Upmalis to the Planning Commission for a 4-year term expiring 12/31/26.

Motion by: Helms. Second by: Rosamilia. Voted upon and passed.

Current Planning Commission Members: John Cole (12/31/23), Neil Sullivan (12/31/23), Terry Johnston (12/31/2024), Carl Ruthardt (12/31/2024), Tim Cashman (12/31/2024), John Clement (12/31/25) and David Upmalis (12/31/26).

Building Code Board of Appeals [1-Year Term/3 Members]

Motion to reappoint Joe Billingham, Chris Weaver, and John Quinby to the Building Code Board of Appeals for 1-year terms expiring 12/31/23.

Motion by: Helms. Second by: Rosamilia. Voted upon and passed.

Historical Commission: [3-Year Term/7 Members]

Motion to reappoint Michael Kauffman for a 3-year term expiring 12/31/25.

Motion by: Helms. Second by: Breslin. Voted upon and passed.

Current Historical Commission Members: Ethan Perry (12/31/23), Janine Black (12/31/24), and Stephen Victor (12/31/25) and Michael Kauffman (12/31/25).

Joint Bridgeton Nockamixon Tinicum Ground Water Management Committee [1-Year Term/2 Members]

Motion to reappoint Riley Murphy and Carrie Manfrino to the Joint Bridgeton-Nockamixon-Tinicum Ground Water Management Committee for 1-year terms expiring 12/31/23.

Motion by: Helms. Second by: Rosamilia. Voted upon and passed.

Land Preservation Committee [1-Year Term/ 5-7 Members]

Motion to reappoint Rob Galdo, Mary Pucci, John Cole, John Quinby, and Luke Sorenson to the Land Preservation Committee for 1-year terms expiring 12/31/23.

Motion by: Helms. Second by: Breslin. Voted upon and passed.

Rosamilia recommended that the Board meet with the Committee in January to discuss Board expectations and project follow-up. Helms noted that there are two vacancies and anyone interested should contact Township Manager Lewis.

Lower Delaware Wild & Scenic River Management Council [1-Year Term]

Motion to reappoint Marion Kyde as the Township Representative to the Lower Delaware Wild & Scenic River Management Council for a 1-year term expiring 12/31/23.

Motion by: Helms. Second by: Rosamilia. Voted upon and passed.

Environmental Advisory Ad Hoc Committee [1-Year Term]

Motion to reappoint Marion Kyde, Sasha Hall, Cynthia Gasparre, Kim Rosamilia, Mikala Fasone, Riley Murphy for a 1-year term expiring 12/31/23.

Motion by: Helms. Second by: Rosamilia. Voted upon and passed.

Helms noted that there are two vacancies and anyone interested should contact Township Manager Lewis.

Communications/Newsletter Ad Hoc Committee [1Year Term]

Motion to reappoint Anita Nolan, Kris Becker, Patricia Leonhardt, Andre Becker and Ray Albergotti for a 1-year term expiring 12/31/23.

Motion by: Helms. Second by: Breslin. Voted upon and passed.

Park and Recreation Board [5-Year Term/ 7 Members]

Motion to reappoint Terry Johnston for a 5-year terms ending 12/31/27 and Phil Szymanowski for the balance of his term ending 12/31/24 to the Parks and Recreation Board for a 5-year term expiring 12/31/26.

Motion by: Helms. Second by: Rosamilia. Voted upon and passed.

Current Park and Recreation Board Members: Terry Johnston (12/31/27) Michelle Grundahl (12/31/23), Phillip Szymanowski 12/31/24, Michael Bernstein 12/31/27 Phillip Kain (12/31/27), Terry Johnston (12/31/27).

Attendance Policy

Motion that it shall be the policy of the Board of Supervisors that a member of any Township Committee or Board who fails to attend or participate via teleconference 50% of the meetings during the year will be removed from the Committee or Board.

Motion by: Helms. Second by: Breslin. Voted upon and passed.

Conclusion

Helms stated that when a formal action is recorded in the Minutes, the vote in all cases shall be considered unanimous, unless a dissenting vote is cast. When a dissenting vote is cast, the entire vote shall be recorded in full.

Adjournment

Motion to close the Organizational Meeting at 8:00 PM.

Motion by: Helms. Second by: Rosamilia. Voted upon and passed.

**Tinicum Township Board of Supervisors
Regular Meeting for Business Agenda
January 9, 2023**

Chairperson James Helms called the public meeting of the Tinicum Township Board of Supervisors to order at 8:01 PM. The meeting was live-streamed on Zoom.

A. Announcement

Executive Session

An Executive Session to discuss potential litigation was held prior to the meeting.

B. Emergency Services

The Board announced that the Emergency Management Notification and Resource Manual Promulgation for 2023 will be tabled until complete 2023 contact information and updates from various entities, such as fire chiefs, county EMAs, etc., has been received and incorporated.

C. Old Business

Codification

Motion to adjust the Zoning Ordinance codification, as recommended by the Bucks County Planning Commission in their review memorandum dated August 3, 2022, as follows: 1) Delete §709A.1 and §709.A.2 and renumber the sub-paragraphs accordingly; 2) delete §708.B.1.b; 3) Add the Tower Height, Airport, and Traditional Village Development Overlay Districts to Section 301; 4) include Ordinances 255 and 256 in the Codified Ordinance.

Motion by: Helms. Second by: Rosamilia. Voted upon and passed.

Headquarters Road Bridge Update

The Board stated that Wynn Assoc. had researched a temporary bridge vendor, but the company dealt with much larger structures than would be appropriate for the Headquarters Road Bridge, and it was concluded that vendor would not be a viable choice. The Board will continue to explore other vendors and provide further updates as they become available.

Tretton Land Development and Conditional Use

The Board stated that Tretton has extended the deadline for their Preliminary Land Development and Conditional Use Applications. The Planning Commission has scheduled another review on January 24, 2023. Board review has been rescheduled to February 21, 2023.

D. New Business

Welcome State Senator Jarret Coleman

The Board welcomed new PA State Senator, Jarret Coleman. His district office will be opening in Quakertown shortly.

Environmental Advisory Ad Hoc Committee Bluebird Project

The Board thanked Diane and David Allison for sharing their knowledge of native birds with the Environmental Advisory Ad Hoc Committee (EAC) and installing ten bluebird boxes at the Tinicum Community Park in Ottsville. Diane Allison will be giving a bluebird presentation on February 1st at 7:30 pm at the township building. The public is welcome.

The Board also thanked Boy Scouts Troop # 27 and their Troop Leader Brian Riexinger for helping to construct the bluebird houses and the EAC for leading the project.

2023 Monarch Pledge

The Board elected to sign the Monarch Pledge for a second year. The program educates the public and encourages protection/promotion of Monarch Butterflies through various projects, such as planting supportive habitats in Township parks and butterfly-friendly plant swaps events.

Motion to sign the Monarch Pledge.

Motion by: Helms. Second by: Breslin. Voted upon and passed.

Environmental Advisory Ad Hoc Committee (EAC) Discussion

Motion to authorize a milkweed plug planting project in coordination with the Monarch Pledge and to cover project shipping costs.

Motion by: Helms. Second by: Rosamilia. Voted upon and passed.

Cindi Gasparre, EAC member, asked the Board to recognize the committee as a standing committee. The EAC is currently an ad hoc committee. Harris said it would require an ordinance. Helms said that an ordinance should be drafted that provided a definition of the group responsibilities.

Planning Commission Recommendation to Amend Zoning Ordinance Use(s) E9 and Add New Section 700.1

John Cole, Planning Commission member, stated that these two new amendments would address Event Centers and the process for any new uses. Harris said that the districts would need to be amended for permitted uses and the ordinance that would need to be prepared and several specific sections throughout the Zoning Ordinance would need to be revised. He said that he would: 1) work with Cole to format the ordinance accordingly; 2) send it to the Planning Commission for review, and 3) send it to the Bucks County Planning Commission. Cole agreed it was a first step,

Motion to authorize Harris to review and complete the Zoning Ordinance Use(s) E9 and new section 700.1 draft.

Motion by: Helms. Second by: Breslin. Voted upon and passed.

Discussion of Planning Commission Secretary

Breslin said that last February the Planning Commission had asked the Board for a secretary to take minutes at their meetings. She said the Board posted on the Township website for a volunteer, but had not garnered any responses. Rosamilia asked if the PC intended to record the meeting and then have someone transcribe it into draft minutes for the PC to review, as is the process for the Board of Supervisor meeting minutes. He said that way the secretary would not have to attend every meeting. Cole said he would ask the PC if that would be a reasonable process.

Letter to Court Appointed Mediator for the Delaware RiverKeeper Versus the National Park Service

Harris said that on Friday, January 6, 2023, he received an email from the court appointed mediator in the Delaware RiverKeeper Network lawsuit against the National Park Service inviting Harris to attend a Zoom meeting on January 13, 2023, regarding the status of matters pertaining to the Headquarters Road Bridge. He said that the Township is not a party to the litigation and consequently it did not make sense to attend the meeting in person. Harris recommended he prepare a written statement of the Township's position for the Board to review and comment and then send to the mediator prior to the Friday meeting. The Board agreed and Harris stated that he would advise the mediator.

Motion to authorize Harris to draft a letter stating the Township’s position on the Headquarters Road Bridge for submission to the court appointed mediator in the Delaware RiverKeeper Network lawsuit against the National Park Service for the January 13, 2023 meeting.

Motion by: Helms. Second by: Rosamilia. Voted upon and passed.

E. Regular Business

Minutes:

Motion to approve the Minutes of the December 20, 2022 meeting as written.

Motion by: Helms. Second by: Breslin. Voted upon and passed.

Treasurer’s Report & Budget Recap:

The Treasurer’s Report and Budget Recap for December 2022 will be available at the January 17, 2023 meeting.

Payroll Report:

Motion to accept the Payroll Report for the period ending December 21, 2022 in the amount of \$36,268.09.

Motion by: Helms. Second by: Rosamilia. Voted upon and passed.

Disbursements:

Motion to approve the below listed disbursements.

Motion by: Helms. Second by: Rosamilia. Voted upon and passed.

General Fund	Amount	Memo
<i>2022 End of Year business</i>		
VISA	549.50	Employees Holiday Exp
DelGuerico’s Disposal Service	155.00	Trash & Recycle Disposal
D. Fleishman	116.00	reimbursement uniform expense
Concours Automotive	509.95	Police Vehicle
Commonwealth of Pa - Bureau of	96.54	Boiler Certificates inv 1188239
Commonwealth of Pa DEP	50.00	Tank Registration
Gatehouse Media (Intelligencer)	1,689.87	Advertising Public Notices
B. Jeannie Kauffman	250.00	Stenography Services
Merry Maids	115.00	Janitorial 12-12-22
Upper Black Eddy Fire Company	4,052.63	2022 Contribution
Point Pleasant Plumstead EMS	25,488.93	2022 Contribution
U.S. Bank Equipment Finance	259.15	Sharp Printer Lease 2023
Allied Administrators for Delta Dental	800.54	Allied Administrators for Delta Dental
Aflac Business Services	145.64	Employee Supplemental Ins
Hartford Insurance	530.66	Life /Disability Insurance
WEX, Inc	2,901.32	Police Fuel
<i>2023 Business</i>		
	Amount	Memo
Power DMS	1,470.34	Police Software
All Traffic Solutions Inc	20.00	replacement shield push lock
Delaware Valley Insurance Trust	12,299.50	Commercial Package Insurance
Staples Credit Plan	135.80	Police Supplies
Davidheiser's	115.00	Calibration Speed Timing Devices
Galls Parent Holdings	240.00	Police Uniform Supplies
All Traffic Solutions Inc	1,500.00	2023 Equip Mgt
Central Bucks Special Response Team	3,100.00	2023 membership
Crime Watch	552.00	Database Platform and storage
DelGuerico’s Disposal Service	310.00	DelGuerico’s Disposal Service
Wynn Associates	5,054.57	Engineering Services

Payroll Fund	Amount	Memo
Sure Payroll	35,616.58	Pay period end 12/29/22
Sure Payroll	328.41	Payroll Processing Services
Health Equity	48,000.00	Health Savings Transfer
State Fund	Amount	Memo
Campbell Paving	2,160.00	Repair of Durham/paving
H & K Materials	336.00	Asphalt patch
Suburban Propane	1,196.63	Diesel Fuel
Vanderlely's Truck Service	225.00	Fleet Parks
U.S. Municipal	3,733.16	Plow/Fleet Repair Parts
Capital & Equipment Fund	Amount	Memo
Univest Capital	12,403.18	Lease purchase replacement Police vehicle
Open Space Fund	Amount	Memo
Del Val Regional Finance	11,073.68	Open Space Bond Payment

F. Public Session

Resident Richard Balukas asked:

- When would the Township begin archiving the Zoom video Board of Supervisors on the website.
- If the Board could use some of the American Rescue Fund money for Zoom meeting training for Lewis.
- If the Board would pay \$50 a session to someone who is trained to run the BOS Zoom meeting in lieu of Lewis.
- If the Board could reach out to the Palisades School district or the scouts or have a tech committee to run the BOS Zoom meeting.
- If the Board would reconsider making the Zoom meetings interactive.
- If the Board would reconsider a Local Traffic Advisory Committee.
- If the Board would reconsider Board of Supervisor working sessions.

Response was as follows:

- Lewis said the intention is to begin archiving the Zoom BOS videos this month on Youtube.
- Rosamilia said that the Board is open to providing training for Lewis, but as Township Manager and along with managing the Township finances, Lewis' time is limited. He said that it takes some time to get the equipment set up and become accustomed to running it.
- Helms said that to have a trained professional come to run the Zoom equipment would be substantially more than \$50. Rosamilia said it would be closer to \$700.
- Helms said that once the video equipment is set-up permanently the process would improve. Lewis noted that supply chain issues had caused delays in obtaining the Zoom equipment earlier in the year and, in an effort to get the meetings online quickly, the Township had purchased more complicated equipment because that was what was available sooner.
- Rosamilia said that the Board would need to review rules for how an interactive Zoom process would work and that would take time and careful consideration.
- Rosamilia said he did not see a difference between the regular Board meetings and the working sessions in terms of the opportunities for the public to share their opinions.

Resident Cindi Gasparre said that Waste Management (WM) had dropped customers in the Upper Black Eddy area and that WM said that it was due to the Township.

Rosamilia responded that the issue was more likely that WM does not have a large number of customers in that area and that DelGuerico's is the main disposal service along with Whitetail.

Rosamilia said the Township should have a bid process and elect to have one firm responsible for the municipal trash disposal and recycling in the Township. He said the cost would be part of the real estate tax, which would also serve to discourage residents who burn their garbage rather than pay for a trash hauler. He said they could also request separate recycling trucks to encourage recycling. Rosamilia said that was something the EAC could research and Gasparee agreed.

Breslin said the Township should write a letter to the Bucks County Commissioners encouraging the County to apply for a DEP County grant that would fund a recycling coordinator and would put measures in place for recycling. Gasparre said that the EAC could also write a letter to the county.

Resident John Cole said it would reduce the wear on the roads in the township if there was only one trash hauler service.

G. Executive Session

Helms recessed the regular meeting at 8:57 PM to continue discussing a litigation matter. Helms reconvened the meeting at 9:17 PM.

H. Adjournment

Motion: to adjourn the meeting at 9:19 PM.
Motion by: Helms. Second by: Breslin.

The next meeting of the Board of Supervisors is scheduled for January 17, 2023 at 7:30 pm.

TINICUM TOWNSHIP BOARD OF SUPERVISORS



Jim Helms, Chairperson



Eleanor Breslin, Vice-Chairperson

Richard Rosamilia, Member