



Whitemarsh TOWNSHIP

616 GERMANTOWN PIKE – LAFAYETTE HILL, PA 19444-1821
TEL: 610-825-3535 FAX: 610-825-9416
www.whitemarshtwp.org

BOARD of SUPERVISORS

Laura Boyle Nester– Chair
Fran McCusker– Vice Chair
Michael Drossner
Vincent Manuele
Jacy Toll

Richard L. Mellor, Jr.
Township Manager

WHITEMARSH TOWNSHIP BOARD OF SUPERVISORS

ANNUAL REORGANIZATION MEETING OF JANUARY 3, 2022 AT 8:00 PM

The Whitemarsh Township Board of Supervisors will hold their annual Re-organization meeting on Monday, January 3, 2022 at 8:00 p.m. Due to the COVID 19 health pandemic, this meeting will be available both in person at the Township Building and virtual via Zoom. Below you will find instructions on how to access and participate in the Zoom meeting:

- **Meeting Date:** Monday, January 3, 2022
- **Meeting Time:** 8:00 PM
- **Meeting URL:** <https://us02web.zoom.us/j/83769126202>
- **Meeting via Zoom App:** if you have the Zoom App on your smartphone, tablet, or computer, open the program, click join a meeting, and enter the Meeting ID: 837 6912 6202
- **Meeting dial in number (no video):** 1-646-558-8656
- **Meeting ID number (to be entered when prompted):** 837 6912 6202

Public comment can be submitted by email to Township Manager Rick Mellor, rmellor@whitemarshtwp.org, via the Zoom chat button or in-person during the meeting. In all cases you will need to provide your name and address for the public record.

Persons with a disability who wish to participate in the public hearing and require an auxiliary aid, service or other accommodation to participate in the hearing should contact Whitemarsh Township at 484-594-2601.

**WHITEMARSH TOWNSHIP BOARD OF SUPERVISORS
ANNUAL ORGANIZATIONAL MEETING
JANUARY 3, 2022
8:00 PM**

BOYLE-NESTER ____ MANUELE ____ McCUSKER ____ TOLL ____ TURENNE ____

Oath of Office for newly elected Supervisors

PLEDGE OF ALLEGIANCE

Selection of Temporary Chair

Selection of Temporary Secretary

Election of Chair

Election of Vice-Chair

CALL TO ORDER and ANNOUNCEMENTS

APPOINTMENTS

- Township Manager and Secretary
- Finance Director and Treasurer
- Assistant Secretary
- Chief of Police
- Zoning Officer
- Township Solicitor
- Township Engineer
- Vacancy Board Members
- Various Board, Commission & Committee Member
Consider Reappointment of Existing Members

PUBLIC HEARINGS

APPROVAL OF MINUTES

BOARD PUBLIC DISCUSSION ITEMS

CONSIDER ACTION ITEMS

Ordinances

Resolutions

- Consider Annual Emergency Operation Plan Promulgation
Emergency Operations Plan (EOP) for Whitemarsh Township
- Consider Establishing Board of Supervisors Meeting Schedule and Format
Township meetings for 2022
- Consider Establishing Travel and Business Expense Policy
Expense reimbursement policies
- Consider Establishing Holidays for Non-uniformed, Non-union Township Employees
Holidays for non-uniformed, non-union Township employees

Motions

- Consider Selection of Township Depositories
Approving bank(s) and other institutions for the deposit of Township funds.

Consider Selection of Auditing Services
Approving Accounting Firm for Financial Audit
Consider Authorizing Solicitor's Appearance at the Zoning Hearing Board
Represent Zoning Officer in ZHB #2021-60; Joseph DePaul/4022 Joshua Road

PUBLIC COMMENT PERIOD

BOARD MEMBER COMMENTS

ANNOUNCE EXECUTIVE SESSION

ADJOURNMENT

PUBLIC PARTICIPATION INFORMATION

1. Public meetings of the Board shall follow a prescribed agenda, which will be available to the general public two days preceding the meeting.
2. If members of the public wish the Board to address a specific item at a public meeting, a written request to the Township Manager shall be submitted by noon on Friday of the week before the meeting. The written request shall specify the item or items the individual desires to be addressed.
3. The Board may consider other matters for the agenda as they see fit.
4. The Board will entertain Public Comment at either the beginning of the meeting or prior to specific action items during the meeting, at the discretion of the Chair. Individuals must advise the Chair of their desire to offer such comment.
5. A Public Comment period will be provided at the conclusion of a meeting for input on any subject.
6. The Board Chair shall preside over Public Comments and may within their discretion:
 - a. Recognize individuals wishing to offer comment.
 - b. Require identification of such persons.
 - c. Allocate total available Public Comment time among all individuals wishing to comment.
 - d. Allocate up to a five (5) minute maximum for each individual to offer Public Comment at a meeting, Township Staff shall time comments and shall announce, "one minute remaining" and "time expired" to the Chair.
 - e. Rule out of order scandalous, impertinent and redundant comment or any comment the discernible purpose of which is to disrupt or prevent the conduct of the business of the meeting including the questioning of, or polling of, or debating with, individual members of the Board.

REAPPOINTMENT LIST 2021

REQUESTED REAPPOINTMENT

NAME	BOARD OR COMMISSION	TERM	TERM ENDING
James F. Behr	Zoning Hearing Board	5 year	12/31/2026
Randi Rubin Goldstein	Zoning Hearing Board (alternate)	3 year	12/31/2024
Robert Dambman	Planning Commission	4 Year	12/31/2025
Scott Quitel	Planning Commission	4 Year	12/31/2025
Stephen J. Ziegler	Shade Tree Commission	5 year	12/31/2026
Jori Broad	Whitemarsh Authority	5 year	12/31/2026
Cathy Levin	WJML	3 year	12/31/2024
Kenneth Parsons	HARB	4 year	12/31/2025
Gerald Rafter	HARB	4 year	12/31/2025
Eileen Behr	Emergency Services Board	3 year	12/31/2024
John Lukens	Emergency Services Board	3 year	12/31/2024
Chad Waters	Emergency Services Board	3 year	12/31/2024
Debra Harris	Environmental Advisory Board	3 year	12/31/2024
Leia Heritage	Environmental Advisory Board	3 year	12/31/2024
Mark Cratin	MCAB	3 year	12/31/2024
Ryan Hurley	MCAB	3 year	12/31/2024
Jennifer Etkin	Human Relation Commission	3 year	12/31/2024

RESOLUTION # 2022

ANNUAL EMERGENCY OPERATION PLAN PROMULGATION

WHEREAS, the Emergency Operation Plan for Whitemarsh Township is developed for response to emergencies and disasters; and

WHEREAS, the Emergency Operations Plan is required to be drafted, maintained, and adopted by Whitemarsh Township pursuant to the Pennsylvania Management Services Code.

NOW, THEREFORE, we, the undersigned Supervisors of Whitemarsh Township, adopt the Emergency Operation Plan of Whitemarsh Township.

RESOLVED, THIS 3rd DAY OF January, 2022.

ATTEST:

WHITEMARSH TOWNSHIP
BOARD OF SUPERVISORS

RICHARD L. MELLOR, JR
TOWNSHIP MANAGER

BOARD OF SUPERVISORS

WHITEMARSH TOWNSHIP

RESOLUTION

WHEREAS, the Township of Whitemarsh is a Home Rule Municipality governed by a Charter and an Administrative Code, effective January 3, 1983, and

WHEREAS, the Township of Whitemarsh Board of Supervisors is required by Charter and the Administrative Code to protect and promote the right of the citizens of Whitemarsh to participate in a positive and constructive manner in the government of the Township.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors establish the following format for public participation at its meetings during the year 2022.

PUBLIC MEETING FORMAT

1. Public meetings of the Board of Supervisors (“Board”) shall follow a prescribed agenda, which will be available to the general public two days preceding the meeting.
2. The Board may consider other matters for the agenda as they see fit.
3. The Board will entertain Public Comment at either the beginning of the meeting or prior to specific action items during the meeting, at the discretion of the Chair. Individuals must advise the Chair of their desire to offer such comment.
4. A Public Comment period will be provided at the conclusion of a meeting for input on any subject.
5. The Board Chair shall preside over Public Comments and may within their discretion:
 - a. Recognize individuals wishing to offer comment.
 - b. Require identification of such persons.
 - c. Allocate total available Public Comment time among all individuals wishing to comment.

- d. Allocate up to a five (5) minute maximum for each individual to offer Public Comment at a meeting, Township Staff shall time comments and shall announce, “one minute remaining” and “time expired” to the Chair.
- e. Rule out of order scandalous, impertinent and redundant comment or any comment the discernible purpose of which is to disrupt or prevent the conduct of the business of the meeting including the questioning of, or polling of, or debating with, individual members of the Board.

MEETING SCHEDULE

For the 2022 year the Board of Supervisors Public Meetings shall be held at 7:00 PM on the 2nd and 4th Thursday of each month. If meetings are held via ZOOM due to the COVID 19 pandemic, meetings will begin at 6:00PM. ZOOM instructions for attending the meeting will be posted on the Township website. Additionally, four Departmental Work Shop Meetings shall be held at 6:00 PM on [1] Thursday, February 3rd ; [2] Thursday, May 5TH; [3] Thursday, August 4TH; and [4] Thursday November 3rd . The Chair may call additional Special Meetings in accordance with Section 213 of the Township Charter. The Board of Supervisors may consider and act upon township business at each above-advertised Public Meeting.

RESOLVED, this 3rd day of January, 2022.

ATTEST:

WHITEMARSH TOWNSHIP
BOARD OF SUPERVISORS

Richard L. Mellor, Jr.
Secretary

Chair

WHITEMARSH TOWNSHIP

RESOLUTION #2022-

WHEREAS, it is the Policy of the Board of Supervisors to permit employee Travel and Business Expense in conjunction with the performance of their job duties for Whitemarsh Township;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Whitemarsh Township the following Travel and Vehicle Expense Policy is established for all employees of the Township of Whitemarsh for 2022.

1. All travel outside the greater Whitemarsh area must be authorized by the Township Manager. (Greater Whitemarsh Area encompasses a 25 mile radius). Travel expenses projected to cost more than \$500 must receive prior approval of the Board of Supervisors or Township Manager
2. Travel within the state must be by automobile, unless otherwise authorized by the Township Manager.
3. Air and rail travel reimbursement will be based on coach fare. Receipt will be required.
4. Travel when using one's personal vehicle, will be reimbursed at a rate of 58.5 cents per mile, plus the cost of tolls and parking. A Mileage Record Form shall be completed and attached to a "Travel Expense Voucher" for all mileage reimbursement requests.
5. Hotel/Motel expenses will be reimbursed, based on the cost of a single room/one person. Receipt will be required.
6. Meal expenses must be accompanied by receipt. Meal expenses in excess of \$20.00 for breakfast, \$25.00 for lunch, and \$30.00 for dinner, plus tips, will not be reimbursed unless accompanied by a written explanation.
7. Out of town breakfast expenses will not be reimbursed unless the trip commences before 7:00 A.M. Dinner expenses will not be reimbursed unless the trip concludes after 7:00 P.M.
8. Taxi and other public transportation expenses will be reimbursed at actual cost.
9. Registration and other related fees may be paid in advance through the normal purchase order procedure.

10. Cash advances received by an employee as a cash advance becomes the employee's property. The employee thus owes the Township an equivalent amount and its loss for any reason becomes the employee's responsibility. Employees will be required to repay any amount not accounted for as a proper expense. For this reason, the amount of each requested cash advance should be no greater than will reasonably be required for the indicated purpose. A cash advance will be issued no earlier than two business days prior to the authorized travel. Cash advances should be settled within a week after a trip is completed. No additional advance or travel expense will be made while one is outstanding.
11. Travel expense shall be recorded by the employee on a voucher form titled "Travel Expense Voucher" and approved by the Township Manager.
12. All such vouchers shall be made available to the Board of Supervisors in the roll of accounts.

RESOLVED, this 3rd day of January, 2022.

ATTEST:

WHITEMARSH TOWNSHIP
BOARD OF SUPERVISORS

Richard L. Mellor, Jr.
Secretary

Chair

RESOLUTION NO.

WHEREAS, the Board of Supervisors of Whitemarsh Township established a Personnel Manual for the Employees of Whitemarsh Township and

WHEREAS, the Personnel Manual for Whitemarsh Township Employees provides for 11 Holidays each year (12 Holidays in Presidential Election years).

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of Whitemarsh Township establishes the Employee Holiday schedule for 2022 as listed below.

1. New Year's Day
2. Martin Luther King's Birthday
3. President's Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Presidential Election Day (not valid for 2021)
8. Veteran's Day
9. Thanksgiving Day
10. Friday after Thanksgiving Day
11. Christmas Day
12. Floating Holiday

RESOLVED this 3rd day of January, 2022.

ATTEST

WHITEMARSH TOWNSHIP
BOARD OF SUPERVISORS

Richard L. Mellor, Jr.
Secretary

Chair

WHITEMARSH TOWNSHIP

TO: Board of Supervisors
Rick L Mellor, Jr., Township Manager

FROM: Kevin S. Barron, Finance Director

SUBJECT: Reorganization Meeting – Proposed Appointments for 2022

DATE: January 3, 2022

CC: Sean Halbom, Assistant Township Manager

Bank Depositories:

- TD Bank: general checking, interest bearing accounts, direct deposit, automated clearing house services and lock box processing
- Pennsylvania Local Government Trust: interest bearing accounts
- Pennsylvania Treasury INVEST Department: interest bearing accounts
- Santander Bank: Purchase of Certificates of Deposit
- Great Eastern Management, Inc: Purchase of Certificates of Deposit
- Wells Fargo Advisors: Purchase of Certificates of Deposit
- TruMark Financial: Purchase of Certificates of Deposit

Auditors:

- Township Financial Auditor: Zelenkofske Axelrod LLC
- Township Business Tax Compliance Auditor: RSM McGladrey
- Township Business Tax Conflict Compliance Auditor: McCarthy & Co.

Outside Tax Collectors

- Business Tax Collector: Tri-State
- Earned Income, Open Space Earned Income and Local Service Tax: H. A. Berkheimer Co.

Police Pension Plan Consultants:

- Actuary: Conrad Siegel Actuaries;
- Investment Advisor: PFM Advisors;
- Securities Custodial Services: PNC Bank.

Non-Uniform Employees Retirement Savings Plan

- Manager and Custodian: Nationwide and RBC Wealth Management

WHITEMARSH TOWNSHIP

To: Board of Supervisors
Richard L. Mellor, Jr., Township Manager

From: Kevin S. Barron, Finance Director

Subject: Township Auditor

Date: December 23, 2021

cc: Sean Halbom, Assistant Township Manager

After looking over the audits proposal I would like to make the recommendation to go with Zienkofske Axelrod LLC. I have checked the references, and everyone had nothing but good things to say about the firm

Township audit = 22,500

Library Audit – 6,300

Barren Hill = 5,900

Spring Mill = 5,900

Whitemarsh Ambulance = 6,000

Single Audit (if needed) = 3,500

Kevin S. Barron
Finance Director
616 Germantown Pike
Lafayette Hill, PA 19444
Phone: 484-594-2601
Email: kbarron@whitemarshtwp.org