

LOWER SALFORD TOWNSHIP
BOARD OF SUPERVISORS
REORGANIZATION MEETING MINUTES
January 2, 2024

The Reorganization Meeting of the Lower Salford Township Board of Supervisors was called to order at 7:30 p.m. by the Township Manager, Joseph S. Czajkowski. Present were Supervisors Keith Bergman, Chris Canavan, Kevin Shelly, Dave Scheuren and Kent Krauss. Also present were Assistant to the Township Manager, Holly Hosterman; Building and Zoning Officer, Michael Beuke; and Township Solicitor, Jim Garrity.

Mr. Czajkowski led everyone in the Pledge of Allegiance.

Public Discussion Period

There was no public comment.

Reorganization of Board

Temporary Chairman Czajkowski asked for nominations for Chairman of the Board of Supervisors for the 2024 calendar year. Supervisor Canavan nominated Supervisor Bergman, which was seconded by Supervisor Scheuren. Temporary Chairman Czajkowski called for a vote to name Supervisor Bergman Chairman. Vote was unanimous in favor and Supervisor Bergman was elected Chairman.

Mr. Czajkowski then opened the nominations for the position of Vice-Chairman for the 2024 calendar year. Supervisor Krauss nominated Supervisor Chris Canavan as Vice Chairman. Supervisor Scheuren seconded. The vote was unanimous in favor and Supervisor Canavan was elected Vice Chairman.

Agenda Items 6 through 22

Chairman Bergman made a motion to approve agenda items 6 through 22 as listed below. Supervisor Canavan seconded the motion, and items 6 through 22 were approved by a unanimous vote.

5. Motion for the appointment of the following for 2024:
 - Solicitor - Law Firm of Wisler, Pearlstine, LLP.
 - Consulting Engineers – CKS Engineering
 - Traffic Engineers – Bowman
 - Township Manager - Joseph S. Czajkowski
 - Secretary-Treasurer - Joseph S. Czajkowski
 - Assistant to the Township Manager – Holly Hosterman
 - Zoning Officer/Building Official – Michael Beuke
 - Building Inspector/Fire Safety Inspector – Keystone Municipal Services
 - Solicitor for Zoning Hearing Board- Marc Jonas, Esquire
 - Solicitor for UCC Appeals Board – The Law Offices of Robert Brant and Assoc.
 - Independent Auditor – Maillie, LLP
 - Pension Actuary – Conrad Siegel

6. Motion to appoint individuals to fill positions on the various Township Commissions and Boards listed below:
 - A) Planning Commission (4-year term)

- 1. Julia Farrell Hurley – 4-year term ending 12/31/27
- B) Zoning Hearing Board (3-year term)
 - 1. Mark Fennell– 3-year term ending 12/31/26
- C) Park Board (5-year term)
 - 1. Kent Krauss – 5-year term ending 12/31/28
 - 2. Jan Johnson – 5-year term ending 12/31/2028
- D) Communications Committee (3-year term)
 - 1. Jean Campbell - 3-year term ending 12/31/2026
 - 2. Terri Ehrhart - 3-year term ending 12/31/2026
- E) Lower Salford Township Authority (5-year term)
 - 1. David Spause – 5-year term ending 12/31/28
- F) Indian Valley Regional Planning Commission (annual appointment)
 - 1. Keith Bergman
 - 2. John Kennedy
- G) Recreation Authority (5-year term)
 - 1. Keith Bergman – 5-year term ending 12/31/28
- H) Industrial Development Authority (5-year term)
 - 1. RuthE Potter – 5-year term ending 12/31/28
- I) UCC Appeals Board – (5-year term)
 - 1. Donald Carney – term ending 12/31/28
- J) Police Committee – (3-year term)
 - 1. Paul Ehrhart - term ending 12/31/2026

- 7. Motion to appoint Douglas Gifford to the Vacancy Board for 2024. (The Vacancy Board consists of the Board of Supervisors and one registered voter. The purpose of this Board is to fill an elected office left vacant through disability or resignation.)
- 8. Motion to appoint Holly Hosterman to the Northern Montgomery County Recycling Committee.
- 9. Motion to appoint Don Lynch as Fire Marshal and Ryan Nase, Deputy Fire Marshal for 2024.
- 10. Motion to reappoint Fire Police presently active for the year 2024.
- 11. Motion to reappoint Thomas Medwid Emergency Operations Coordinator and to reappoint Cory Moyer, Vince Medveckus and Elliot Towles as Deputy Emergency Operations Coordinators for the year 2024.
- 12. Motion to appoint Kevin Shelly as voting delegate at the State Association of Township Supervisors Convention.
- 13. Motion re-enacting and re-imposing the Earned Income Tax for 2024 and further that Berkheimer Associates is recognized as Earned Income Tax Collector as designated by the Montgomery County Tax Collection Committee pursuant to Act 32.
- 14. Motion designating Harleysville Savings Bank as primary depository for Township funds for 2024.

15. Motion designating PLGIT as depository for Recycling Fund and various maintenance agreements, TD Bank for developer escrow funds and Harleysville Savings Bank for golf course funds
16. Motion designating Univest as Investment Management Agency for the Lower Salford Township Police Pension Fund and also the Non-Uniformed Employees & Township Authority Pension Fund.
17. Motion Confirming the IRS Standard Mileage Reimbursement rate of 67 cents per mile
18. Motion to appoint Mallie, LLP as the Township Independent Auditor for the 2023 audit.
19. Motion to recommend to the Board of Auditors that the Treasurer's Bond be set in the amount of \$3,500,000 for 2024.
20. Motion to accept the 2024 Budget figures for both Police and Non-Uniformed pensions as calculated by the Actuary and included in the budget.
21. Motion to approve all wages and pay ranges for Township employees as designated in the Budget for 2024.
22. Motion of Board of Supervisors to appoint a committee consisting of the Manager and his designate to open and read sealed bids other than at a Board of Supervisors meeting.
23. A. Motion designating the first Wednesday of the month as the regular public meeting of the Board of Supervisors to begin at 7:30 p.m.

Supervisor Canavan moved to adopt the meeting schedule. Supervisor Scheuren seconded the motion. The motion passed unanimously.

B. A motion designating a public work session will be held the day prior to the Board meeting, in addition to the third Wednesday of each month (excluding July and August third Wednesday meetings, which are cancelled) beginning at 7:30 a.m.

Supervisor Shelly made a request that the Board consider changing the time of the work session to the evening, noting that he did a survey of Montgomery County municipalities, and we were the only municipality to hold our meetings in the morning. Supervisor Canavan said that he felt that the morning meetings gave residents the opportunity to attend a meeting either in the morning or in the evening at our regular Board meeting. Supervisor Shelly asked if the Board would consider allowing participants who zoom into the meeting the opportunity to interact with the Board. Supervisor Canavan asked that a public comment section be added to the work session agendas.

Supervisor Canavan made a motion to approve the work session meeting schedule as posted. Supervisor Scheuren seconded the motion. The motion passed 4 to 1 (Supervisor Shelly voting no).

24. Announcement that monthly meetings of Township advisory boards and committees for the year 2024 will be held in-person at the Township Building, 379 Main Street, Harleysville, PA as follows:

- Planning Commission - 4th Wednesday - 7:30 p.m.*
- Zoning Hearing Board - as advertised
- UCC Appeals Board – as advertised
- Lower Salford Industrial Development Authority – as advertised
- Park Board - 4th Tuesday - 7:00 p.m.**
- Recreation Authority – 4th Thursday – 7:00 p.m. ***
- Police Committee – 2nd Thursday (odd numbered months) – 1:00 p.m.
- Communications Committee – 3rd Wednesday of each month at 7:30 p.m.
- Sewer Authority - 3rd Tuesday - 7:30 p.m.****
- Board of Auditors - reorganization meeting January 7th at 1:00 p.m.
- Indian Valley Regional Planning Commission at Franconia Township, 671 Allentown Road – Fourth Tuesday of every month beginning in January at 7:00 p.m.

* with the exception of the July and August meetings and the November and December meetings to be combined and held on December 11.

** with the exception of the May, August, November and December meetings which are cancelled.

*** with the exception of the January and November meetings, which are cancelled. The December meeting will be held on December 12.

**** The Authority will conduct workshop meetings at 7:00 a.m. on the first Wednesday of every month at its offices at 57 Main Street, with the exception of the January and July meetings which are cancelled.

25. Announcement that non-uniformed employee holidays for 2024 are as follows: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Election Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day (after 12:00 noon), Christmas Day, Birthday and 7 personal days which include 3 days for death in the family. (Police Department Holidays as per collective bargaining agreement.)

26. Consent Agenda:

Supervisor Canavan moved to approve the consent agenda; including December 6, 2023 meeting minutes, monthly bills and December 2023 Treasurers Report as posted. Supervisor Scheuren seconded the motion. The motion passed unanimously.

27. Committee Reports

- Park Board – Mrs. Hosterman stated that the next Park Board meeting was scheduled for January 23rd at 7:00 pm. Mrs. Hosterman said that there would be a sports organization stakeholders meeting on January 6th to discuss the new processes put in place for 2024.
- Zoning Hearing Board – Mr. Beuke stated that there were no applications before the Zoning Hearing Board for the month of January.
- Fire Chief – No Report
- FVMR – No report
- Recreation Authority – Chairman Bergman noted that the 2024 budget was approved in December. He said that the course did very well in 2023.

- Communications Committee – Supervisor Shelly reported that the Committees next meeting on January 17th at 7:30pm. Supervisor Shelly said that the Committee was working on updating the new resident information brochure.

28. New Business –

- A) Resolution 2024-01 Tuttle Subdivision – 785 Cressman Road – Preliminary/Final Subdivision Approval – Supervisor Shelly asked the Township Engineer if there were any issues with sightlines because of the trees? Mrs. Fountain said that there was not. Supervisor Shelly asked if there would be adequate access for fire vehicles. Mrs. Fountain said that that is required by ordinance, and they will have to conform. Supervisor Canavan moved to adopt Resolution 2024-01. Supervisor Krauss seconded the motion. The motion passed unanimously.
- B) Resolution 2024-02 – A Resolution Amending and Establishing the Fee Schedule for Certain Services Rendered by the Lower Salford Township - Supervisor Canavan moved to adopt Resolution 2024-02. Supervisor Scheuren seconded the motion.
- C) Resolution 2024-03 – A Resolution Setting the Police Department Contribution to the Pension Fund – Supervisor Canavan moved to adopt Resolution 2024-03. Supervisor Scheuren seconded the motion. The motion passed unanimously.
- D) Ordinance 2024-01 – RO Residential Office District Amendments – Authorization to Advertise – Supervisor Shelly said that he felt that making changes to ordinance in this way was not appropriate, noting that other ordinances, such as the sign ordinance passed in 2020, would be affected by this change. He said that he felt that a comprehensive update to the ordinance should be conducted by an outside agency. Supervisor Canavan moved to authorize the advertisement of Ordinance 2024-01. Supervisor Scheuren seconded the motion. The motion passed 4 to1 with Supervisor Shelly voting no. Supervisor Shelly asked that his statement be attached to the minutes (see attached).

PUBLIC COMMENT – There was no public comment.

Chairman Bergman said that the Board would be going into executive session to discuss a real estate matter.

There being no additional business, Mr. Garrity motioned to adjourn at 7:50pm

Respectfully Submitted,

Joseph S. Czajkowski
Township Manager/Secretary

