

**LOWER PROVIDENCE TOWNSHIP  
BOARD OF SUPERVISORS REORGANIZATION MEETING  
JANUARY 3, 2022**

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**Oaths of Office:**

- Supervisor Peter MacFarland was sworn in by Magisterial District Judge Cathleen Kelly Rebar
- Supervisor Dr. Janine Darby was sworn in by PA Commonwealth Court Judge Lori Dumas
- Auditor Kelbin Carolina was sworn in by Montgomery County Court of Common Pleas Judge Garrett Page
- Tax Collector Michael Deal was sworn in by Magisterial District Judge Cathleen Kelly Rebar

**Call to Order:** Gregg Schuster, Interim Township Manager, called the meeting to order at 6:15 p.m.

**Pledge of Allegiance**

**Roll Call:**

- a. The following members were in attendance: Supervisors Cara Coless, Janine Darby, Peter MacFarland, Gary Neights and Jason Sorgini.
- b. Also in attendance were: Gregg Schuster, Interim Township Manager; William Roth, Director of Special Projects and Technology; Michael Mrozinski, Community Development Director, and Police Chief Michael Jackson.

**1) Appointment of Temporary Chair**

- A) **MOTION:** Supervisor Coless made a motion to appoint Mr. Schuster as Temporary Chair. Supervisor Neights seconded the motion. The motion *passed* 5-0.

**2) Election of Chair**

- A) **NOMINATIONS:** Supervisors Coless and Darby nominated Gary Neights as Chairman. Supervisor Sorgini and MacFarland nominated Cara Coless.
- i) Gary Neights was elected chair with Supervisors Coless, Darby and Neights voting for Gary Neights and Supervisors MacFarland and Sorgini voting for Cara Coless.

**3) Election of Vice-Chair**

- A) **NOMINATIONS:** Supervisor Sorgini nominated Peter MacFarland. Supervisor MacFarland nominated Jason Sorgini. Supervisor Coless nominated Dr. Darby. Supervisor Darby nominated Cara Coless.
- i) A vote was taken on appointing Cara Coless as Vice Chair; all supervisors voted in favor.

**4) Appointment of Secretary**

- A) **MOTION:** Vice Chair Coless made a motion to appoint Denise Walsh as secretary. Supervisor Darby seconded the motion.
- i) There was no public comment.
  - ii) The motion *passed* 5-0.

**5) Appointment of Assistant Secretary**

- A) Chairman Neights recommended that appointment of assistant secretary, treasurer, and assistant treasurer be skipped until the meeting of January 20, 2022 when the new Township Manager will be on board.
- B) **MOTION:** Chairman Neights made a motion to skip items 5, 6, and 7, appointment of assistant secretary, treasurer, and assistant treasurer. Supervisor Coless seconded the motion.
- i) There was no public comment.
  - ii) The motion *passed* 5-0.

- 6) Appointment of Treasurer
  - A) Deferred until January 20, 2022.
- 7) Appointment of Assistant Treasurer
  - A) Deferred until January 20, 2022.
- 8) Appointment of Open Records Officer
  - A) **MOTION:** Chairman Neights made a motion to appoint Denise Walsh as the Open Records Officer. Supervisor Darby seconded the motion.
    - i) There was no public comment.
    - ii) The motion *passed* 5-0.
- 9) Chairman Neights and Vice Chair Coless offered remarks.
- 10) Appointment to Library Board of Trustees (two (2) three-year terms)
  - A) **NOMINATIONS:** Supervisors Sorgini and MacFarland nominated Brian McCarthy and Ben Simkins. Supervisor Darby and Vice Chair Coless nominated Patricia Fennell-Peaks and Ben Simkin.
  - B) **MOTION:** Supervisor Sorgini made a motion to appoint Brian McCarthy and Ben Simkin to the Library Board. Supervisor MacFarland seconded the motion. The motion *failed* 2-3, with Supervisors Darby, Coless and Neights opposing.
  - C) **MOTION:** Supervisor MacFarland made a motion to appoint James Regar to the Library Board. Supervisor Sorgini seconded the motion. The motion *failed* 2-3, with Supervisors Coless, Darby and Neights opposing.
  - D) **MOTION:** Supervisor Darby made a motion to appoint Ben Simkin and Patricia Fennell-Peaks to the Library Board.
    - i) Kelbin Carolina asked about the application process.
    - ii) The motion *passed* 3-2 with Supervisors MacFarland and Sorgini opposing.
- 11) Appointment to the Sewer Authority (One (1) five-year term)
  - A) **NOMINATIONS:** Supervisor Sorgini nominated Doug Hager. Supervisor Darby nominated Frank McDonough.
  - B) **MOTION:** Supervisor Sorgini made a motion to appoint Doug Hager to serve on the Sewer Authority. Supervisor MacFarland seconded the motion. The motion *failed* 2-3, with Supervisors Coless, Darby and Neights opposing.
  - C) **MOTION:** Supervisor Darby made a motion to appoint Frank McDonough to the Sewer Authority. Supervisor Coless seconded the motion.
    - i) There was no public comment.
    - ii) The motion *passed* 3-2, with Supervisors MacFarland and Sorgini opposing.
- 12) Appointment to Planning Commission (One (1) four-year term)
  - A) **NOMINATIONS:** Vice Chair Coless nominated Susan LaPenta.
  - B) **MOTION:** Supervisor Darby made a motion to reappoint Susan LaPenta to the Planning Commission. Supervisor Sorgini seconded the motion.
    - i) There was no public comment.
    - ii) The motion *passed* 5-0.
- 13) Appointment to Zoning Hearing Board by Resolution #2022-01 (One (1) five-year term)
  - A) **NOMINATIONS:** Vice Chair Coless nominated Zoning Hearing Board Alternate Randy Klein to move into the vacant position and appoint Terrance Barnes to the vacated alternate position. Supervisor MacFarland nominated Brian McCarthy.
  - B) **MOTION:** Supervisor Darby nominated Randy Klein to fill the one five-year term on the Zoning Hearing Board and Terrance Barnes to then fill the alternate position.

- i) Kathie Eskie asked if Chris Gerdes, an alternate on the Zoning Hearing Board, had applied.
- C) **MOTION:** Vice Chair Coless made a motion to table a vote on the appointment until the January 20 meeting and it could be determined if Mr. Gerdes was interested. Supervisor MacFarland seconded the motion.
  - i) There was no public comment.
  - ii) The motion *passed* 5-0.

**14) Appointment to Parks & Recreation Board (two (2) five-year terms)**

- A) **NOMINATIONS:** Supervisor MacFarland nominated Stephanie Padula. Supervisor Darby nominated Erin DiPaolo. Vice Chair Coless nominated Erin DiPaolo and Stephanie Padula.
- B) **MOTION:** Vice Chair Coless made a motion to reappoint Erin DiPaolo and appoint Stephanie Padula to the Parks & Recreation Board.
  - i) There was no public comment
  - ii) The motion *passed* 5-0.

**15) Appointment to Finance Committee (one (1) Four year term)**

- A) Chairman Neights noted that this was an informal committee that has been meeting infrequently and there is no obligation to fill the position. It was determined to discuss continuation of the committee and its mission at a later date.
- B) **MOTION:** Chairman Neights made a motion not to fill the Finance Committee vacancy. Supervisor MacFarland seconded the motion.
  - i) There was no public comment.
  - ii) The motion *passed* 5-0

**16) Appointment to Vacancy Board One (1) four-year term**

- A) **NOMINATIONS:** Supervisor MacFarland nominated Mike Comroe. Supervisor Darby nominated Dr. Jennifer Hahn.
- B) **MOTION:** Supervisor MacFarland made a motion to appoint Mike Comroe to the Vacancy Board. Supervisor Sorgini seconded the motion.
  - i) There was no public comment.
  - ii) The motion *was defeated* 2-3, with Supervisors Coless, Darby and Neights opposing.
- C) **MOTION:** Supervisor Darby made a motion to appoint Dr. Jennifer Hahn to the Vacancy Board. Vice Chair Coless seconded the motion.
  - i) Patrick Duffy asked if there was any legal conflict of interest with appointment of a sitting supervisor's wife.
  - ii) Kelbin Carolina spoke in favor of the appointment.
  - iii) Virtual attendee Laura W. spoke in favor of the appointment.
  - iv) The motion *passed* 3-2 with Supervisors MacFarland and Sorgini opposing.

**17) Appointment to UCC Board of Appeals (one (1) Three-year Term)**

- A) Chairman Neights recommended tabling the item and attempting to find someone with appropriate knowledge.
- B) Mr. Schuster explained that the UCC Appeals Board hears cases of those seeking variances or deviations from the building code. These are very rare and can be technical, making someone with a building background a good candidate.
- C) **MOTION:** Chairman Neights made a motion to table the appointment until the January 20 meeting. Supervisor Darby seconded the motion.
  - i) There was no public comment.
  - ii) The motion *passed* 3-2 with Supervisors MacFarland and Sorgini opposing.

**18) Environmental Advisory Board (one (1) three-year term)**

- A) **NOMINATIONS:** Vice Chair Coless nominated John Zollers and Doug White. Supervisors Sorgini nominated Leah Baird and John Zollers.
  - B) **MOTION:** Vice Chair Coless made a motion to reappoint John Zollers and appoint Doug White to the Environmental Advisory Board. Supervisor Darby seconded the motion.
    - i) There was no public comment.
    - ii) The motion *passed* 3-2 with Supervisors MacFarland and Sorgini opposing.
- 19) Appointment of Environmental Advisory Council Chair
- A) **NOMINATIONS:** Vice Chair Coless nominated Erin McCool. Supervisor Sorgini nominated Patrick Duffy.
  - B) **MOTION:** Vice Chair Coless made a motion to appoint Erin McCool as chair of the Environmental Advisory Council. Supervisor Darby seconded the motion.
    - i) There was no public comment.
    - ii) The motion *passed* 3-2 with Supervisors MacFarland and Sorgini opposing.
- 20) Appointment of Consulting Engineer and Fixing of Compensation
- A) **MOTION:** Supervisor MacFarland made a motion to reappoint Woodrow & Associates as the Township Consulting Engineer at a rate established in their correspondence (dated November 23, 2021.)
    - i) There was no public comment.
    - ii) The motion *passed* 5-0.
- 21) Appointment of Traffic Engineer and Fixing of Compensation
- A) **MOTION:** Supervisor Sorgini made a motion to reappoint McMahan & Associates, Inc. as the Township Traffic Engineer at a rate established in their correspondence (dated December 1, 2021).
    - i) There was no public comment.
    - ii) The motion *passed* 5-0.
- 22) Appointment of Landscape Architectural Consultant and Fixing of Compensation
- A) **MOTION:** Vice Chair Coless made a motion to reappoint Thomas Comitta Associates as the Township Landscape Architectural Consultant at a rate established in their correspondence (dated November 19, 2021). Supervisor Sorgini seconded the motion.
    - i) There was no public comment.
    - ii) The motion *passed* 5-0.
- 23) Appointment of Township Lighting Consultant and fixing of Compensation
- A) **MOTION:** Supervisor Sorgini made a motion to reappoint Ronald Smith as the Township Lighting Consultant at a rate established in his correspondence (dated November 18, 2021). Supervisor MacFarland seconded the motion.
    - i) There was no public comment.
    - ii) The motion *passed* 5-0.
- 24) Appointment of Actuary for Township Pension Plans, Township Employees' Pension Plans, Township Employees' Pension Plan and the Defined Contribution (401(a)) Plan and Fixing of Compensation
- A) **MOTION:** Vice Chair Coless made a motion to reappoint Charles Friedlander of Municipal Finance Partners as the Actuary for Township Pension Plans, Township Employees' Pension Plans, and the Defined Contribution (401(a)) Plan at a rate established in his correspondence (dated November 20, 2021). Supervisor Sorgini seconded the motion.
    - i) There was no public comment.
    - ii) The motion *passed* 5-0

**25) Appointment of Labor Attorney and Fixing of Compensation**

- A) **MOTION:** Supervisor Sorgini made a motion to reappoint Scott Blissman of Eckert, Seamans, Cherin & Mellot as Labor Attorney for 2022 at a rate established in his correspondence (dated November 17, 2021). Vice Chair Coless seconded the motion.
- i) There was no public comment.
  - ii) The motion *passed* 5-0.

**26) Appointment of Solicitor and Fixing of Compensation**

- A) Chairman Neights recommended reappointing the current solicitor, Grim, Biehn and Thatcher, until the next meeting of the Board on January 20. He said this would provide time to review proposals received from several firms.
- B) Kelbin Carolina and Joe Webster spoke about the proposal process.
- C) **MOTION:** Supervisor MacFarland made a motion that a reasonable number of interested and qualified firms be given an invitation by Township staff to submit proposals to include a five-year billing history from at least five municipalities. Supervisor Sorgini seconded the motion.
- i) It was noted that invitations should go out by January 11 and be due January 14, 2022.
  - ii) The motion *passed* 5-0.

**27) Fixing of Compensation for Zoning Hearing Board Solicitor**

- A) **MOTION:** Supervisor MacFarland made a motion to set compensation for the solicitor selected by the Zoning Hearing Board at the same rate as submitted by Miller, Turetsky, Rule and McLennan. Supervisor Coless seconded the motion.
- i) There was no public comment.
  - ii) The motion *passed* 5-0.

**28) Appointment of Board Liaisons**

- A) Chairman Neights made the following Board Liaison Appointments:
- i) Business Development Committee: Chairman Neights and Vice Chair Coless
  - ii) Comprehensive Plan Steering Committee: Vice Chair Coless and Supervisor MacFarland
  - iii) Emergency Services Committee: Supervisors Darby and Sorgini
  - iv) Environmental Advisory Council: Chairman Neights
  - v) Library Board: Supervisor Sorgini
  - vi) Parks & Recreation Board: Vice Chair Coless
  - vii) Pension Committee: Supervisor MacFarland
  - viii) Planning Commission: Vice Chair Coless
  - ix) Sewer Authority: Supervisor MacFarland
  - x) Zoning Hearing Board: Supervisor Darby

**29) Resolutions:** Mr. Schuster reviewed each resolution.

- A) Resolution No. 2022-02 authorizing the appropriate Township Officials to affix signatures on checks
- i) **MOTION:** Chairman Neights made a motion to adopt Resolution 2022-02 authorizing appropriate Township Officials to affix signatures on checks. Supervisor Sorgini seconded the motion. No public comment. The motion *passed* 5-0.
- B) Resolution No. 2022-03 designating depositories for Township funds.
- i) **MOTION:** Supervisor Sorgini made a motion to adopt Resolution 2022-03 designating depositories for Township funds. Vice Chair Coless seconded the motion. No public comment. The motion *passed* 5-0.

- C) Resolution No. 2022-04 establishing the amount of the Treasurer’s Bond at \$1,000,000.  
 i) **MOTION:** Chairman Neights made a motion to adopt Resolution 2022-04 to establish the amount of the Treasurer’s Bond at \$1,000,000. Supervisor Sorgini seconded the motion. No public comment. The motion *passed* 5-0.
- D) Resolution No. 2022-05 establishing the Police Officers contributions to the Police Pension Plan for the Year 2022.  
 i) **MOTION:** Vice Chair Coless made a motion to adopt Resolution 2022-05 establishing the Police Officers contributions to the Police Pension for the year 2022. Supervisor Sorgini seconded the motion. No public comment. The motion *passed* 5-0.
- E) Resolution No. 2022-06 establishing member contributions to the Employees’ Pension Fund for the Year 2022.  
 i) **MOTION:** Supervisor Sorgini made a motion to adopt Resolution 2022-06 establishing member contributions to the Employee Pension Fund for the year 2022. Chairman Neights seconded the motion. No public comment. The motion *passed* 5-0.
- F) Resolution No. 2022-07 Appointing the Certified Public Accounting Firm of BBD LLP to Serve as Auditors to Audit the Accounts of Lower Providence Township for Fiscal Year 2021.  
 i) **MOTION:** Vice Chair Coless made a motion to adopt Resolution 2022-07. Supervisor Sorgini seconded the motion. No public comment. The motion *passed* 5-0.
- 30) Certification of Delegates and Voting Delegate to PSATS Annual State Convention.  
 A) **MOTION:** Chairman Neights made a motion to approve all supervisors and the Township Manager as delegates to the PSATS Annual State Convention and nominate Vice Chair Coless as the PSATS Voting Delegate for 2022. Supervisor Sorgini seconded the motion. No public comment. The motion *passed* 5-0.
- 31) Approval and authorization to advertise 2022 meeting schedule.  
 A) **MOTION:** Chairman Neights made a motion to approve and authorize the advertisement of the 2022 meeting schedule as presented. Supervisor Darby seconded the motion. No public comment. The motion *passed* 5-0.
- 32) Township Manager Employment Agreement  
 A) Supervisor MacFarland made a motion to approve the employment agreement with E.J. Mentry for the position of Township Manager. Chairman Neights seconded the motion. No public comment. The motion *passed* 5-0.
- 33) Addendum to Interim Township Manager Agreement  
 A) Supervisor MacFarland made a motion to approve an addendum to the interim township manager’s agreement to provide for a transition period effective January 18, 2022. Supervisor Sorgini seconded the motion. No public comment. The motion *passed* 5-0.
- 34) Other Business:  
 None.
- 35) Interim Township Manager Remarks  
 A) Mr. Schuster thanked the supervisors and staff for their support.
- 36) Announcements  
 A) Supervisor Darby thanked the residents and stated she is looking forward to working on their behalf.  
 B) Upcoming meetings: EAC meets January 17 at 6:00 p.m. and the Comprehensive Plan Steering Committee meets January 18 at 7:00 p.m.
- 37) Courtesy of the Floor  
 Kathie Eskie commented on Chris Gerdes’ interest in the Zoning Hearing Board vacancy.

**38) Adjournment**

A) **MOTION:** Supervisor Sorgini made a motion to adjourn the meeting. Supervisor Darby seconded the motion. The motion *passed* 5-0. The meeting adjourned at 8:02 p.m.

Next Business Meeting: January 20, 2022  
February 3, 2022