

**LOWER PROVIDENCE TOWNSHIP  
BOARD OF SUPERVISORS REORGANIZATION MEETING  
JANUARY 3, 2023**

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*The Township Manager acted as temporary chair for the purpose of organization.*

**Call to Order:** Township Manager E.J. Mentry called the meeting to order at 6:30 p.m.

**Pledge of Allegiance**

**Protocol for Hybrid Meeting:** Mr. Mentry provided an overview of the protocols for public participation for members of the public attending the meeting virtually over Zoom.

**Announcement of Executive Session:** Prior to the meeting on January 3, 2023, an executive session was held to discuss personnel matters.

**Roll Call:**

The following members were in attendance: Supervisors Cara Coless, Janine Darby, Peter MacFarland, Gary Neights and Jason Sorgini. Also in attendance were: E.J. Mentry, Township Manager; Michael Clarke, Township Solicitor; Mike Mrozinski, Community Development Director; Rich Lafiata, Director of Finance; Police Chief Michael Jackson; and Student Representative Kaitlyn Phan.

**1) Nomination and Election of Chair**

A) **NOMINATIONS:** Supervisors Neights and Darby nominated Cara Coless for Chair.

i) Cara Coless was unanimously elected Chair.

**2) Election of Vice-Chair**

A) **NOMINATIONS:** Supervisors Neights and Coless nominated Dr. Janine Darby for Vice-Chair.

i) Supervisor Darby was unanimously elected Vice-Chair.

**3) Approval of Township Manager Employment Agreement Addendum**

i) **MOTION:** Supervisor MacFarland made a motion to approve the addendum to the Township Manager Employment Agreement, specifying the manager's salary for 2023. Supervisor Sorgini seconded the motion.

ii) There was no public comment.

iii) The motion *passed* 5-0.

**Administrative Appointments**

**4) Appointment of Secretary** - E.J. Mentry

**5) Assistant Secretary** - Denise Walsh

**6) Treasurer** - E.J. Mentry

**7) Assistant Treasurer** - Rich Lafiata

**8) Open Records Officer** - Denise Walsh

**9) Alternate Open Records Officer** - E.J. Mentry

**10) Police Department Open Records Officer** - Jill Sauermelch

**11) Deputy Fire Marshal / Assistant Emergency Management Coordinator** - Bill Hine

**12) Zoning Officer** - Mike Mrozinski

**13) Building Code Official - Brad Bollinger**

- i) **MOTION:** Supervisor Neights made a motion to approve the administrative appointments listed in Agenda Items 4 through 13. Chair Coless seconded the motion.
- ii) There was no public comment.
- iii) The motion *passed* 5-0.

**Board/Council/Commission Appointments**

***It was noted that all appointments are conditioned on the signing and submittal of the Township Ethics Verification Form.***

**14) Appointment to Library Board of Trustees (two (2) three-year terms)**

- A) **NOMINATIONS:** Supervisor Neights and Vice-Chair Darby nominated Karen Stine and Raji Venkatesan. Supervisors MacFarland and Sorgini nominated Gary Brown.
  - i) There was discussion about considering each appointment individually. Supervisor Neights and Darby agreed to amend their nomination to do so.
- B) **MOTION:** Supervisor Neights made a motion to appoint Karen Stine to the Library Board. Supervisor Darby seconded the motion.
  - i) There was no public comment.
  - ii) The motion *passed* 5-0.
- C) **MOTION:** Supervisor Neights, seconded by Vice-Chair Darby, made a motion to appoint Ravi Venkatesan to the Library Board.
  - i) There was no public comment.
  - ii) The motion passed 3-2, with Supervisors MacFarland and Sorgini opposing.
- D) With the two seats filled, there was no other vote.

**15) Appointment to the Sewer Authority (One (1) five-year term)**

- A) **MOTION:** Supervisor Sorgini made a motion to appoint Fred Walker to serve on the Sewer Authority. Supervisor MacFarland seconded the motion.
  - i) There was no public comment.
  - ii) The motion *passed* 5-0.

**16) Appointment to Planning Commission (Two (2) four-year term)**

- A) **MOTION:** Supervisor Sorgini made a motion to appoint Patrick Neary to the Planning Commission, seconded by Supervisor MacFarland.
  - i) There was no public comment.
  - ii) The motion *passed* 5-0.
- B) **MOTION:** Supervisor MacFarland made a motion to appoint Gary Brown to the Planning Commission. The motion failed for lack of a second.
- C) **MOTION:** Supervisor Neights made a motion to appoint Samantha Grant to the Planning Commission, seconded by Vice-Chair Darby.
  - i) There was no public comment.
  - ii) The motion *passed* 4-1 with Supervisor MacFarland opposing.

**17) Appointment to Zoning Hearing Board by Resolution #2023-01 (One (1) five-year term)**

- A) **NOMINATIONS:** Chair Coless recommended advancing Zoning Hearing Board alternate Randy Klein to regular membership for a full 5-year term.
- B) **MOTION:** Supervisor Neights, seconded by Chair Coless, made a motion to appoint Randy Klein to the Zoning Hearing Board for full membership for a five-year term.
  - i) There was no public comment.
  - ii) The motion *passed* 5-0.

- C) **MOTION:** Supervisor MacFarland made a motion to appoint Gary Brown to fill a five-year term as a Zoning Hearing Board alternate, seconded by Supervisor Nights.
  - i) There was no public comment.
  - ii) The motion *passed* 5-0.
- D) **MOTION:** Chair Coless, seconded by Supervisor Sorgini, made a motion to appoint Tejal Mehta to fill the unexpired Zoning Hearing Board alternate position vacated Randy Klein.
  - i) There was no public comment.
  - ii) The motion *passed* 5-0.
- E) **MOTION:** Supervisor Sorgini made a motion to approve Resolution 2023-01 approving the appointments to the Zoning Hearing Board. Supervisor Darby seconded the motion.
  - i) There was no public comment.
  - ii) The motion *passed* 5-0.
- 18) Appointment to Parks & Recreation Board (one (1) five-year terms)
  - A) **NOMINATIONS:** Supervisor Neights and Vice-Chair Darby nominated Kasey Walker. Supervisors MacFarland and Sorgini nominated Dr. Jeff Scott.
  - B) **MOTION:** Supervisor Neights made a motion to appoint Kasey Walker to the Parks and Recreation Board, seconded by Chair Coless.
    - i) There was no public comment
    - ii) The motion *passed* 3-2, with Supervisors MacFarland and Sorgini opposed.
    - iii) There was no other vote taken as the position was filled.
- 19) Appointment to Vacancy Board One (1) four-year term
  - A) **MOTION:** Vice-Chair Darby made a motion to appoint Jeanine Sheldon as Vacancy Board Chair. Supervisor Neights seconded the motion.
    - i) Mr. Mentry explained that in the event of an unexpected vacancy on the Board of Supervisors, the Board has 30 days to fill the position. If within that timeframe it cannot and there is a deadlock, the Vacancy Board Chair would step in.
    - ii) There was no public comment.
    - iii) The motion *passed* 5-0.
- 20) Appointment to UCC Board of Appeals (one (1) Three-year Term)
  - A) **MOTION:** Supervisor MacFarland made a motion to appoint Steve Gillan to the UCC Board of Appeals, seconded by Supervisor Sorgini.
    - i) There was no public comment.
    - ii) The motion *passed* 5-0.
- 21) Ordinance 675 amending Chapter 11A of the Lower Providence Township Code, Environmental Advisory Council ordinance regarding membership
  - A) Mr. Mentry explained that this agenda item had been tabled at a previous meeting because of an advertising error. The ordinance expands the membership of the council from 5 to 7 and changes the authority for selecting the chair from the Board of Supervisors to the EAC.
  - B) **MOTION:** Supervisor Neights made a motion to adopt Ordinance 675, seconded by Supervisor Sorgini.
  - C) There was no public comment.
  - D) The motion *passed* 5-0.
- 22) Environmental Advisory Board (two (2) three-year terms, one (1) term expiring in 2023, one (1) one-year term and one (1) two-year term
  - A) **NOMINATIONS:** Supervisor Neights nominated Laura Winslow to fill an unexpired term on the EAC.

- B) There was discussion regarding the reappointment of the two sitting members and deferring a vote on the other vacancies until a future meeting.
- C) Supervisor Neights withdrew his nomination.
- D) **MOTION:** Supervisor Neights made a motion to reappoint Erin McCool and Amber Minnick to the Environmental Advisory Council for three-year terms. Supervisor Darby seconded the motion.
  - i) There was no public comment.
  - ii) The motion *passed* 5-0.
  - iii) The remaining appointments were deferred.

### **Consultant Appointments**

Mr. Mentry reviewed the list of current consultants and noted that all had submitted fee schedules for 2023 with their hourly fees. The consultants considered for appointment are:

**23) Consulting Engineer** - Woodrow & Associates with Tim Woodrow as the engineer of record

**24) Traffic Engineer** - McMahon Associates with Casey Moore as the engineer of record

**25) Landscape Architectural Consultant** - Thomas Comitta Associates with Thomas Comitta as the LA of record

**26) Actuary for Township Pension Plans, Township Employees' Pension Plan and the Defined Contribution Plan** - Municipal Finance Partners, Charles Friedlander

**27) Labor Attorney** - Eckert, Seamans, Cherin & Mellot with Scott Blissman as the attorney of record

**28) Solicitor** - Rudolph Clarke LLC with Michael Clarke as the solicitor of record

A) **MOTION:** Supervisor Neights made a motion to approve the appointments listed in Agenda Items 23 through 28 in accordance with the fee schedules provided to the Board. Supervisor Sorgini seconded the motion.

- i) Supervisor MacFarland noted that there were no significant fee increases with the exception of the actuary whose increase was due to the actuarial valuation, which is done every two years, occurring in 2023.
- ii) There was no public comment.
- iii) The motion *passed* 5-0.

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

A) **MOTION:** Supervisor Sorgini 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, not to exceed \$20,000. Supervisor MacFarland seconded the motion.

- i) There was no public comment.
- ii) The motion *passed* 5-0.

**30) Appointment of Board Liaisons**

A) Chair Coless announced the following Board liaison appointments:

- i) Business Development Committee: Chair Coless and Supervisor MacFarland
- ii) Emergency Services Committee: Vice-Chair Darby and Supervisor Sorgini
- iii) Environmental Advisory Council: Supervisor Neights
- iv) Library Board: Supervisor Sorgini
- v) Parks & Recreation Board: Vice-Chair Darby
- vi) Pension Committee: Supervisors Neights and Sorgini
- vii) Planning Commission: Supervisor Neights
- viii) Sewer Authority: Supervisor Sorgini

- ix) Chair Coless recommended the formation of an Intermunicipal Consortium to meet once per quarter with neighboring municipalities attended by two supervisors on a rotating basis.

### 31) Resolutions

- A) Resolution No. 2023-02 authorizing the appropriate Township Officials to affix signatures on checks
  - i) **MOTION:** Supervisor MacFarland made a motion to adopt Resolution 2023-02 authorizing appropriate Township Officials to affix signatures on checks. Supervisor Sorgini seconded the motion.
  - ii) There was no public comment.
  - iii) The motion *passed* 5-0.
- B) Resolution No. 2023-03 designating depositories for Township funds
  - i) **MOTION:** Supervisor Sorgini made a motion to adopt Resolution 2023-03 designating depositories for Township funds. Vice Chair Darby seconded the motion.
  - ii) There was no public comment.
  - iii) The motion *passed* 5-0.
- C) Resolution No. 2023-04 establishing the amount of the Treasurer's and Assistant Treasurer's Bond at \$1,000,000 which will apply to the Township Manager-Secretary and Finance Director, respectively
  - i) **MOTION:** Supervisors Neights made a motion to adopt Resolution 2023-04 to establish the amount of the Treasurer's and Assistant Treasurer's Bond at \$1,000,000. Supervisor Sorgini seconded the motion.
  - ii) There was no public comment.
  - iii) The motion *passed* 5-0.
- D) Resolution No. 2023-05 establishing the Police Officers contributions to the Police Pension Plan for the Year 2023
  - i) **MOTION:** Supervisor Neights made a motion to adopt Resolution 2023-05 establishing the Police Officers contributions to the Police Pension for the year 2023. Supervisor Sorgini seconded the motion.
  - ii) Supervisors Neights confirmed that the amount is set by the collective bargaining agreement.
  - iii) There was no public comment.
  - iv) The motion *passed* 5-0.
- E) Resolution No. 2023-06 establishing member contributions to the Employees' Pension Fund for the Year 2023
  - i) **MOTION:** Supervisor Neights made a motion to adopt Resolution 2023-06 establishing member contributions to the Employee Pension Fund for the year 2023. Supervisor Sorgini seconded the motion.
  - ii) Supervisor Neights confirmed that the amount is set by the collective bargaining agreement.
  - iii) There was no public comment.
  - iv) The motion *passed* 5-0.
- F) Resolution No. 2023-07 Appointing the Certified Public Accounting Firm of BBD LLP to Serve as Auditors to Audit the Accounts of Lower Providence Township for Fiscal Year 2022
  - i) **MOTION:** Supervisor MacFarland made a motion to adopt Resolution 2023-07 appointing BBD LLP certified public accounts to audit the Township accounts for the fiscal year 2022. Supervisor Sorgini seconded the motion.
  - ii) There was no public comment.
  - iii) The motion *passed* 5-0.

- G) Resolution No. 2023-08 approving the 2023 Fee Schedule
- i) **MOTION:** Supervisor MacFarland made a motion, seconded by Vice-Chair Darby, to approve the 2023 fee schedule.
  - ii) Notable increases are the business registration fee from \$100 to \$150, the first increase since its inception in 2006, and summer camp fees which were raised primarily to address staffing issues.
  - iii) There was no public comment.
  - iv) The motion *passed* 5-0.
- H) Discussion of a resolution establishing roles, responsibilities and general code of conduct for the Board of Supervisors
- i) There was consensus that the draft resolution provided needed guidance and was a good overview of the expectations for board members.
  - ii) The supervisors were asked to provide comments and changes to the Chair and Manager; the revised draft will be given to Solicitor for review.

**32) Certification of Delegates and Voting Delegate to PSATS Annual State Convention**

- A) **MOTION:** Supervisor Sorgini made a motion to certify Chair Coless as the voting delegate and Mr. Mentry as the alternate for the 2023 PSATS Annual State Convention. Supervisor MacFarland seconded the motion.
- i) There was no public comment.
  - ii) The motion *passed* 5-0.

**33) Approval and authorization to advertise 2023 meeting schedule**

- A) **MOTION:** Supervisor MacFarland made a motion to approve and authorize advertisement of the 2023 meeting schedule as presented. Supervisor Sorgini seconded the motion.
- i) Supervisor Sorgini recommended moving the meeting scheduled for Dec. 7, which is the first day of Hanukkah, to Wednesday, Dec. 6.
  - ii) There was no public comment.
  - iii) The motion *passed* 5-0 with the schedule to include the date change.

**34) Other Business**

- A) Authorization to advertise for bids for installation of Accessible Pedestrian System (APS) at Ridge Pike/Parklane Drive
- i) **MOTION:** Supervisor Neights made a motion to advertise for bids for the APS system at Ridge Pike/Parklane Drive, seconded by Supervisor Sorgini.
  - ii) There was no public comment.
  - iii) The motion *passed* 5-0.
- B) Acceptance of retirement of Susan Law who left full-time employment with the Township on December 31, 2022.
- i) **MOTION:** Supervisor MacFarland made a motion to accept the retirement of Susan Law, seconded by Supervisor Neights.
  - ii) Supervisor MacFarland noted that Ms. Law's retirement, after many years of service, was accepted with gratitude and appreciation.
  - iii) There was no public comment.
  - iv) The motion *passed* 5-0.

**35) Announcements**

- A) Upcoming meetings:
- Parks & Recreation Board - Jan. 17 at 7:00 p.m.
  - Environmental Advisory Council - Jan. 23 at 7:00 p.m.

- Planning Commission - Jan.25 at 7:00 p.m.
  - Zoning Hearing Board - Jan.26 at 7:00 p.m.
- B) Chair Coless recommended continuing the Board's strategic planning sessions, with the public workshops convening after the adjournment of one or more future board meetings.
- i) Vice-Chair Darby noted feedback from the community is an important part of the planning sessions.

**36) Courtesy of the Floor – no public comment**

**37) Adjournment**

- A) **MOTION:** Vice-Chair Darby made a motion to adjourn the meeting. Supervisor Sorgini seconded the motion. The motion *passed* 5-0. The meeting adjourned at 7:55 p.m.

Next Business Meeting: January 19, 2023  
February 2, 2023