

**DRAFT MEETING MINUTES  
WORCESTER TOWNSHIP BOARD OF SUPERVISORS  
REORGANIZATION MEETING  
WORCESTER TOWNSHIP COMMUNITY HALL  
JANUARY 2, 2024 - 7:00 PM**

**CALL TO ORDER**

Chair DeLello called the meeting to order at 7:02PM.

**PLEDGE OF ALLEGIANCE**

**ATTENDANCE**

**INFORMATIONAL ITEMS**

The Township manager shared the meeting was being recorded for future video broadcast.

**PUBLIC COMMENT**

- A five minute per person limit for any items not listed on this agenda for official action.

**OFFICIAL ACTION ITEMS**

a) Temporary Chair

Supervisor Quigley motioned to nominate Rick DeLello as Temporary Chair. Supervisor Betz seconded the motion. There was no public comment. The motion carried unanimously.

b) Temporary Secretary

Supervisor Betz motioned to nominate Supervisor Quigley as Temporary Secretary. Supervisor DeLello seconded. There was no public comment. The motion carried unanimously.

c) Chair to the Board of Supervisors

Supervisor Quigley motioned to nominate Supervisor DeLello as Board Chair. Supervisor Betz seconded the motion. There was no public comment. The motion carried unanimously.

d) Vice Chair to the Board of Supervisors

Supervisor Quigley motioned to nominate Supervisor Betz as Board Vice-Chair. Supervisor DeLello seconded the motion. There was no public comment. The motion passed unanimously.

e) official appointments: (see below)

Chair DeLello noted that Supervisor Quigley was filling roles traditionally filled by the vacant Assistant Township manager. He shared the duties would be reassigned when the position was filled.

Supervisor Betz motioned to appoint officials as outlined in the Township managers memo dated December 29, 2023, (positions noted below).

- A motion to appoint official positions.
  - a. Township Manager, Sean Halbom
  - b. Assistant Township Manager, Vacant
  - c. Finance Director, Nicole Quagliariello
  - d. Public Works Director, Robert D’Hulster
  - e. Secretary, Sean Halbom
  - f. Assistant Secretary, Stephen Quigley
  - g. Treasurer, Nicole Quagliariello
  - h. Assistant Treasurer, Stephen Quigley
  - i. Right-To-Know Officer, Sean Halbom
  - j. Pension Plan Administrative Officer, Sean Halbom
  - k. Zoning Officer, Sean Halbom
  - l. Assistant Zoning Officer, CKS, Inc.
  - m. Fire Marshal, Andrew Raquet
  - n. Emergency Management Coordinator, John Kelly
  - o. Deputy Emergency Management Coordinator, Brian Newhall
  - p. Building Code Official, Keystone Municipal Services, Inc.
  - q. Township Engineer, CKS, Inc.
  - r. Township Traffic Engineer, McMahon Associates
  - s. Township Solicitor, Robert L. Brant & Associates
  - t. Township Open Space Consultants, Natural Lands
  - u. PSATS Convention Delegate, Rick DeLello
  - v. PSATS Convention Delegate, Lou Betz
  - w. PSATS Convention Delegate, Stephen Quigley
  - x. PSATS Convention Voting Delegate, Stephen Quigley
  - y. Delegate, Montgomery County Tax Collection Committee, Sean Halbom
  - z. Alternate Delegate, Montgomery County Tax Collection Committee, Stephen Quigley
  - aa. Alternate Delegate, Montgomery County Tax Collection Committee, Nicole Quagliariello
  - bb. Deputy Tax Collector, Laurie Augustine

Supervisor Quigley seconded the motion. There was no public comment. The motion passed unanimously.

- f) volunteer appointments, standing positions.

Chair DeLello summarized the duties of the Vacancy Board, which assists with the appointment of individuals to fill Board vacancies. Supervisor Betz motioned to approve the appointment of Dr. Jim Mollick. Supervisor Quigley seconded the motion.

Kim David offered public comment suggesting new individuals be considered for appointment. He suggested Bert Hynes. Supervisor Betz encouraged all interested applicants to submit their candidacy for review ahead of time.

Rick DeLello voted in favor of the motion; the motion passed unanimously.

Zoning Hearing Board – Michael Libor, Esq. (Term Expiring 12/31/2023), Bradford Smith (Alternate Member, Term expiring 12/31/2023) both Brad and Michael are seeking reappointment.

Supervisor Quigley voiced support for the reappointment of Mr. Smith and Mr. Libor given the ongoing litigation in the Zoning Hearing Board and motioned for their reappointment. Chair DeLello echoed his comments and seconded the motion. There was no public comment. Supervisor Betz complimented the Zoning Hearing Board members for their hard work and professionalism. By unanimous motion, Mr. Smith and Mr. Libor were reappointed to the Zoning Hearing Board.

Supervisor Betz motioned to reappoint members Bob Andorn and Tony Sherr to the Planning Commission. Supervisor Quigley seconded the motion. There was no public comment. The motion passed unanimously.

g) holiday and meeting schedules

The Township manager summarized the holiday schedule for 2024 and the Board of Supervisors meeting dates. Board meetings will be held on the third Wednesday of each month, with Business meetings taking place at 7:00PM and Work Sessions to begin at 6:30PM. Holiday closures include:

- i. Presidents' Day (February 19, 2024)
- ii. Memorial Day (May 27, 2024)
- iii. Independence Day (July 4, 2024)
- iv. Labor Day (September 2, 2024)
- v. Thanksgiving Day (November 28, 2024)
- vi. the day after Thanksgiving (November 29, 2024)
- vii. Christmas Eve Day\* (December 24, 2024)
- viii. Christmas Day (December 25, 2024)
- ix. New Year's Eve Day\* (December 31)
- x. New Year's Day, (January 1, 2025)

Supervisor Betz motioned to approve the holiday and meeting schedules as presented. Supervisor Quigley seconded the motion. There was no public comment. The motion passed unanimously.

h) other establishments

- A motion to set Township depositories, Treasurer and Assistant Treasurer bond amounts, vehicle reimbursement rate, and the newspaper of record.

The Township manager summarized the Township has not changed any financial institutions and that bond amounts for the Treasurer, Assistant Treasurer, and Manger remain the same. He shared the Newspaper of record remained the Norristown Times Herald, the IRS mileage rate would continue to be used by Worcester Township for reimbursement.

Supervisor Betz motioned to approve of the Township depositories, bond amounts, vehicle reimbursement rate, and newspaper of record, as presented. Supervisor Quigley seconded the motion. The motion carried unanimously.

i) Resolution 2024-01

- A resolution to authorize certain activities conducted by the Worcester Township Volunteer Fire Department.

Chair DeLello summarized the motion which authorized the regular activities planned by the Fire Department for the Year. Supervisor Betz motioned to approve Resolution 2024-01; Supervisor Quigley seconded. There was no public comment. The motion carried unanimously.

j) Resolution 2024-02

- A resolution to establish a fee schedule.

The Township manager summarized the Fee Schedule and shared the fees will not change this year. He shared the Fee schedule would be reviewed this year with the Township's Code Inspection contractor.

Supervisor Betz motioned to approve Resolution 2024-02; Supervisor Quigley seconded the motion. There was no public comment. The motion carried unanimously.

k) Resolution 2024-03

- A resolution to appoint the Township Auditor.

The Township manager shared that Bee, Bergvall, & Co. has again been identified as the Auditor. He shared that he had confirmed that new staff would be conducting the audit to ensure fresh eyes.

Supervisor Betz motioned to approve Resolution 2023-03; Supervisor Quigley seconded the motion. There was no public comment. The motion carried unanimously.

l) Resolution 2024-04

- A resolution to authorize the destruction of certain public records in accordance with Act 428 of 1968 and the *Municipal Records Manual*.

The Township manager summarized the resolution, which keeps the Township in compliance with the Municipal Records Manual, which makes recommendations for the retention length of specific records and documents. This ensures municipalities are aware of what records they do and do not have when receiving requests from the public.

Supervisor Betz motioned to approve Resolution 2024-04. Supervisor Quigley seconded the motion. There was no public comment. The motion carried unanimously.

m) Resolution 2024-05

- A resolution to establish emergency service response areas.

The Township manager provided background information about EMS coverage in the Township, which is serviced by multiple EMS departments. The Board discussed the issues with fundraising and subscription services with EMS providers. The Township manager explained that not all EMS providers will recognize each other's subscriptions, and that dispatching of EMS services is handled on an emergency basis. He reported that he has contacted Montgomery County to advocate for assistance with the matter.

Supervisor Betz motioned to pass Resolution 2024-05, Supervisor Quigley seconded the motion. There was no public comment. The motion passed unanimously.

## **OTHER BUSINESS**

Chair DeLello shared that the two School Board Liaisons were identified, and asked if the Board would be interested in extended an open invitation to attend a Board of Supervisors meeting. The Board agreed and the Township manager was asked to reach out to the Superintendent to relay the message.

Supervisor Quigley asked to return to Resolution 2024-04, Records Destruction. He called attention to line AL-24, which relates to Board meeting videos. He motioned not to destroy those records in the interest of keeping a permanent record.

Chair DeLello motioned to exclude line AL-24 from Resolution 2024-04 to exclude the destruction of meeting videos, Supervisor Quigley seconded the motion. The motion passed unanimously.

## **PUBLIC COMMENT**

Mr. Kim David thanked the Board for their efforts purchasing open space in 2023.

## **ADJOURNMENT**

The meeting was adjourned at 7:42PM.

### UPCOMING MEETINGS

Board of Auditors, Reorganization Meeting *	Wednesday, January 4	8:30 AM
Board of Supervisors, Business Meeting	Wednesday, January 18	7:30 PM
Zoning Hearing Board Meeting	Tuesday, January 24 <sup>th</sup>	6:30 PM
Planning Commission Meeting	Thursday, January 26 <sup>th</sup>	7:00 PM

*\* Meeting to be held at the Township Building, 1721 Valley Forge Road.*