

MINUTES of MEETING
Durham Township Board of Supervisors
Wednesday, November 09, 2016
Township Building Meeting Room

Present: **Supervisors:** Bartley E. Millett, Chairman
Richard M. Johnson, Vice Chairman
Kathleen A. Gentner, Member

Secretary: Joseph M. Kulick

Solicitor: Peter Nelson, Esquire

Zoning Officer: *(not in attendance)*

Road Master: Andy Volak

Absent: None

Meeting called to order by Chairman Bartley E. Millett at 7:35 PM. All in attendance stood and recited the Pledge of Allegiance to the American Flag.

Approval of Minutes from October 11, 2016 Regular Meeting

The Vice Chairman made a **motion** to approve the Minutes as submitted and the Chairman **seconded** the motion. A vote was taken and the **motion passed** unanimously. There were no further comments or questions.

Approval of Financial Report Ending October 31, 2016

The Vice Chairman made a **motion** to approve the Financial Report as submitted and the Chairman **seconded** the motion. A vote was taken and the **motion passed** unanimously. There were no further comments or questions.

2017 Draft Budget Presentation

The Chairman announced that the township has prepared the 2017 Draft Budget. He then passed the floor to Township Manager/ Bookkeeper Joe Kulick for a review. A budget work session was held on Thursday, November 03, 2016 at 10:00AM in the township building to review the first draft. Mr. Kulick read aloud the Budget Summary for both the General & State Funds. Member Kathy Gentner commented that a township of our size should not require a fulltime manager at a high rate of pay. The Vice Chairman agreed and the board discussed a possible time limit of thirty (30) hours per week. Township Auditor Lou Bucci suggested hiring a fulltime salaried person.

After a brief discussion a **motion** was made by the Chairman to go ahead and legally advertise the 2017 Budget and place it on the township office counter for twenty (20) plus days for interested parties to review as dictated by law. The Vice Chairman **seconded** the motion and all agreed. **Motion passed.** If no amendments are required it will be considered for adoption at the December 13, 2016 regular board meeting. There were no further motions, comments or questions.

Review & Approval of Accounts Payable for November 2016

The Vice Chairman made a **motion** to approve the Accounts Payable Report as submitted and the Chairman **seconded** the motion. A vote was taken and the **motion passed** unanimously. There were no further comments or questions.

Updates: None

New Business:

Recruitment of New Township Administrator/Secretary:

The Chairman announced that Joe Kulick will be relinquishing his position as township manager as of April 08, 2017 and will become the part-time township bookkeeper only for @ten (10) hours per week. Classified ads have been placed for the fulltime township administrator position with a deadline to apply by 12noon, Wednesday, November 23, 2016. A committee of Ken Klein, David Oleksa and Joe Kulick will review the applications and interview selected/qualified candidates. The remaining candidates, after the initial interview, will then be interviewed by the board of supervisors for possible appointment. There were no motions or further comments or questions.

Adoption of the 2016 Bucks County Hazard Mitigation Plan Update-Resolution 2016-02:

Emergency Management Coordinator Joe Kulick advised the board on the need to adopt a resolution approving the 2016 Bucks County Hazard Mitigation Plan Update. This plan has been under review for updating by the County and Township Emergency Management personnel for the past two (2) years and is now ready for implementation. It is basically a diagram of how to handle any given emergency/disaster that may occur in the county. Member Kathy Gentner noted that she has not had the proper time to review the 335 page document.

Since time is of the essence and adoption is required to be eligible for PEMA/FEMA emergency funding; the Vice Chairman made a **motion** to adopt Resolution 2016-02 accepting the 2016 Bucks County Hazard Mitigation Plan Update for Durham Township. The Chairman **seconded** the motion and all agreed. **Motion & Resolution 2016-02 passed.** There were no further motions, comments or questions.

2016/2017 Road Salt Bids; Formal Award:

Group Bid Solicitation by Bucks County Consortium Group Bid (31 Municipalities); purchase of @ 50,260 tons total; Low bid from Morton Salt, Inc. - \$56.13 per ton delivered (last year: \$63.97 ton)

- o Legally Advertised on 09-14 & 09-20-2016 in the Intelligencer & Courier Times
- o Sealed Bids Opened at Doylestown Borough Public Meeting on 10-17-2016
- o Durham Township ordered 136.42 tons of road salt last season (@100 tons in stock from prior season)

After a brief discussion, the board on a **motion** by the Vice Chairman and **seconded** by the Chairman and agreed to by all, the **motion passed** formally awarding the bid to Morton Salt. There were no further motions, comments or questions.

Old Business: None

Zoning & Building Report:

Township Manager Joe Kulick advised the board; building permits were issued to Kelly on Easton Road to upgrade their electrical service, Arnie Patterson on Old Furnace Road to extend the front porch & upgrade the electrical & add a second Bathroom on second floor. Thirteen (13) zoning permits (23 last year) & twenty (20) building permits (22 last year) issued year to date.

Zoning officer met with A. Kuelkucki who purchased the Schuck property on Red Bridge Road to discuss the addition of a new pole barn garage in the floodplain. Also, Ed met with resident Mark Woehrel of Island Road to review his preliminary plans for an in-law apartment above his garage. Since it is located in a floodplain, it would need to comply with strict FEMA floodplain requirements. There were no motions, comments or questions.

Public Works Report:

Road Master Andy Volak was present at the meeting and advised the board; routine maintenance on the equipment on an on-going basis, continued clean-up of leaves and replacement of stone alongside road gutters, installed new road markers (delineators), DT-2 plow repairs, installed several new road signs in Durham Hill Farms development, completed roadside mowing operations and cold patching potholes, graded the gravel roads, painted the parking lines at post office and in the process of repairing the broken insulated window at the post office. There were no motions, comments or questions.

Environmental Advisory Council Report: No Report

Planning Commission Report: No Report

Public Service Announcements: The Chairman announced:

Community Fire Company #1 Monthly Breakfast will be held on Sunday, November 20, 2016: 8:00AM to 12:00 Noon...
Order by Menu.

Durham Historical Society will hold its Annual Meeting on Tuesday, November 22, 2016 at 7:00PM here in the township building meeting room. All are welcome to attend!

Township Offices will be closed for Thanksgiving Holiday on Thursday, November 24th and Friday, November 25, 2016

Regional Monthly Recycling Day will be held on Saturday, December 03, 2016, 9:00AM to 12 Noon.

The Townships' Annual Holiday Coffee & Cake Party will be held directly after the abbreviated December 13, 2016 Board of Supervisors Meeting. Bring a delicacy! All are invited to attend.

Public Comments:

- Resident Sarah Snider commented on the Wild & Scenic Meeting
- Resident Erin Goga commented on who will fill the Emergency Management Coordinator position.

Close Meeting:

The Chairman made a **motion** to close the meeting and the Vice Chairman **seconded** the motion. **All agreed.** Meeting adjourned. There were no further comments or questions.

The meeting was adjourned at 8:35 PM.

APPROVED:

CHAIRMAN

VICE CHAIRMAN

MEMBER

Minutes Submitted by: Joseph M. Kulick, Manager/Secretary