

**UPPER HANOVER TOWNSHIP
BOARD OF SUPERVISORS
ORGANIZATION MEETING MINUTES
TUESDAY, JANUARY 3, 2023
7:00 P.M.**

I. 2022 Chairman Steven R. Rothenberger called the meeting to order at 7:00 PM at the Township Building, 1704 Pillsbury Road, East Greenville, PA 18041 and led in The Salute to the Flag.

II. Roll Call

Mrs. Diehl - *Present*
Mr. Fiorito - *Present*
Mr. Laessig - *Present*
Mr. Rothenberger - *Present*
Mr. Woodward – *Present*

Also present was Township Manager Anne Klepfer. Solicitor Bresnan and Township Engineer Peter Eisenbrown were not in attendance.

III. Citizen Comments regarding items not on the agenda – *None.*

IV. Appointment of Chairman Pro Tem – *Mrs. Klepfer was asked to serve as Chairman Pro Tem.*

V. Election of Officers

- A. Chairman – *Steven R. Rothenberger, Nominated by Tim Woodward, seconded by Stefan Laessig*
- B. Vice-Chairman – *Ben Fiorito, Nominated by Tim Woodward, seconded by Dorothy Diehl*
- C. Assistant Secretary – *Dorothy Diehl, Nominated by Stefan Laessig, seconded by Tim Woodward*
- D. Assistant Treasurer – *Ben Fiorito, Nominated by Stefan Laessig, seconded by Steven Rothenberger*

There were no other nominations. Motion to approve the above slate of Officers by Tim Woodward, seconded by Stefan Laessig and approved 5-0.

VI. Board, Commission, Authority Appointments

- A. **VACANT**, Planning Commission, Term: 1/1/23-12/31/26 - **Tabled**
- B. **VACANT**, Upper Hanover Authority, Term: 1/1/23-12/31/27 - **Tabled**
- C. William Fenley, Zoning Hearing Board, Term: 1/1/23-12/31/25

- D. Mary Kershner, Zoning Hearing Board, Term: 1/1/23-12/31/25
- E. George Long, Vacancy Board, Term: 1/1/23-12/31/23
- F. **VACANT**, Industrial Development Authority, Term:1/1/23-12/31/27 - **Tabled**
- G. Steven Rothenberger, Township Representative, Regional Planning Commission, Term: 1/1/23-12/31/23
- H. Timothy Woodward, Township Alternate Representative, Regional Planning Commission Alternate, Term: 1/1/23-12/31/23
- I. **VACANT**, PC Representative, Regional Planning Commission, Term: 1/1/23-12/31/23 - **Tabled**
- J. Sharon Bastone – PC Alternate, Regional Planning Commission, Term: 1/1/23-12/31/23
- K. Greg Albanese, Historical Committee, Term: 1/1/23-12/31/25
- L. Jim Friedman, Historical Committee, Term: 1/1/25-12/31/25
- M. Thomas Henry, Historical Committee, Term: 1/1/23-12/31/25
- N. Kim Jacobs, Historical Committee, Term: 1/1/23-12/31/25
- O. Marlene Bieler, Parks & Recreation Committee, Term:1/1/23-12/31/25
- P. Georgine Burg, Parks & Recreation Committee, Term: 1/1/23-12/31/25
- Q. Melanie Miller, Parks & Recreation Committee, Term: 1/1/23-12/31/25
- R. William Gillespie, Building Code Board of Appeals, Term: 1/1/23-12/31/23
- S. David Grubb, Building Code Board of Appeals, Term: 1/1/23-12/31/23
- T. Trevor Smith, Building Code Board of Appeals, Term: 1/1/23-12/31/23
- U. Becky Putera, U.P.V. Library Representative, Term: 1/1/23-12/31/23

*Chairman Rothenberger asked for a motion to approve appointments listed in paragraphs C-E, G-H, and J-U. **Motion** was made by Ben, **seconded** by Dorothy Diehl and **approved 5-0**. The Board discussed asking all four candidates for Planning Commission to attend a meeting before the Board fills the Planning Commission Vacancy.*

VII. Other Appointments

- A. Township Secretary/Treasurer – Anne W. Klepfer, Term: 1/1/23-12/31/23
- B. Open Records Officer – Anne W. Klepfer, Term: 1/1/23-12/31/23
- C. Montgomery County Tax Committee Representative – Anne Klepfer, Term: 1/1/23-12/31/23
- D. Road Department Supervisor – Jayme Benfield, Term: 1/1/23-12/31/23
- E. Asst. Open Records Officer – Debbie Ervin, Term: 1/2/23-12/31/23
- F. Township Engineer & Zoning Officer – LTL Consultants, Ltd., Term: 1/1/23-12/31/23 in accordance with 2023 proposed rates.
- G. Township Solicitor – Joseph E. Bresnan, Esquire, Term: 1/1/23-12/31/23 in accordance with 2023 proposed rates
- H. Special Engineering Consultant – Gilmore and Associates, Term: 1/1/23-12/31/23 in accordance with the 2023 proposed rates

- I. Traffic Engineer – McMahon Associates, Term: 1/1/23-12/31/23 in accordance with the 2023 proposed rates.
- J. Emergency Mgmt. Coordinator/Fire Marshal – Shawn Shade, Term: 1/1/23-12/31/23
- K. Asst. Emergency Mgmt. Coordinator – James Fry, Term: 1/1/23-12/31/23
- L. Building Inspector – LTL Consultants, Ltd., Term: 1/1/23-12/31/23
- M. Sewage Enforcement Officer – Montgomery County Health Department, Term: 1/1/23-12/31/23
- N. Pension Plan Trustees – Dottie Diehl, Stefan Laessig and Anne W. Klepfer, Term: 1/1/23-12/31/23

*Stefan Laessig moved to appoint Anne W. Klepfer the Township Secretary Treasurer, the Open Records Officer, and the Montgomery County Tax Committee Representative. The motion was **seconded** by Dorothy Diehl and **approved 5-0**.*

*Tim Woodward moved to appoint Jayme Benfield as Road Department Supervisor and Debbie Ervin as Assistant Open Records Officer. The motion was **seconded** by Dorothy Diehl and **approved 5-0**.*

*Tim Woodward moved to approve the Appointments listed above in items F through N. The motion was **seconded** by Ben Fiorito and was **approved 5-0**.*

VIII. Bank Depositories, Authorized Signatures and Treasurer’s Bond

- A. Bank Depositories:
 - 1. Quakertown National Bank (QNB)
 - 2. PA Local Government Investment Trust
 - 3. Univest Bank
 - 4. Embassy Bank

*Dorothy Diehl moved to authorize the financial institutions listed above as official bank depositories of Upper Hanover Township and to authorize the Chairman, Vice-Chairman/Assistant Treasurer, Secretary-Treasurer, Asst. Secretary as signatories (any two signatures accepted). The motion was **seconded** by Ben Fiorito and **approved 5-0**.*

- B. Treasurer’s Bond - \$1,000,000 – Selective Insurance Company

*Ben Fiorito moved to authorize the Treasurer’s Bond in the amount of \$1,000,000.00. Motion **seconded** by Tim Woodward and **approved 5-0**.*

- IX. 2023 Fee Schedule – Resolution #2023-01: **Motion to Approve** by Dorothy Diehl, **seconded** by Stefan Laessig and **approved 5-0**.

- X. Recognizing William Kalb - Resolution # 2023-02: **Motion** by Stefan Laessig to adopt Resolution #2023-02, **seconded** by Dorothy Diehl and **approved 5-0**.
- XI. Recognizing George Bonekemper – Resolution #2023-03: **Motion** by Stefan Laessig to adopt Resolution #2023-03, **seconded** by Dorothy Diehl and **approved 5-0**.
- XII. 2023 Holiday Schedule. **Motion** to approve by Stefan Laessig, **seconded** by Ben Fiorito and **approved 5-0**.
- XIII. 2023 Vacation Schedule. **Motion** to approve by Tim Woodward, **seconded** by Stefan Laessig and **approved 5-0**.
- XIV. 2023 Mileage Rate – Resolution #2023-04. **Motion** to adopt Resolution #2023-04 by Stefan Laessig, **seconded** by Dorothy Diehl and **approved 5-0**.
- XV. 2023 Health Insurance Co-Pay – Resolution #2023-05. **Motion** to adopt Resolution #2023-05 by Dorothy Diehl, **seconded** by Tim Woodward and **approved 5-0**.
- XVI. New Business - *None*
- XVII. Old Business - *None*
- XVIII. Board of Supervisors Comments – *None*
- XIX. Adjournment. Stefan Laessig **moved** to adjourn the meeting at 7:25 PM, **seconded** by Tim Woodward and **approved 5-0**.

Respectfully submitted,


Anne W. Klepfer, Secretary