

**Towamencin Township  
Board of Supervisors  
Reorganization/Work Session Meeting  
January 6, 2025**

**Present:**

H. Charles Wilson, III  
Laura C. Smith  
Joyce F. Snyder  
Kristin Warner  
Kofi Osei

**Staff:**

David Kraynik, Township Manager  
Robert Iannozzi, Esq., Township Solicitor  
Clayton Reed, IT Director  
Timothy Troxel, Chief of Police

**Absent:**

Chairman Wilson called the meeting to order at 7:06 pm and led the assemblage in the Pledge of Allegiance.

**Election of Officers**

Mr. Wilson turned the meeting over to Township Solicitor Robert Iannozzi to act as temporary Chairman for the election of Board Officers for 2025.

**Chairman**

Solicitor Iannozzi called for nominations for Chairman for 2025. Supervisor Smith nominated H. Charles Wilson, III for Chairman. There were no other nominations. Mr. Iannozzi called for a vote on the nomination of H. Charles Wilson, III as Chairman for 2025.

On a motion by Supervisor Smith, seconded by Supervisor Warner, the Board appointed H. Charles Wilson, III, as Chairman of the Board of Supervisors for 2025.

Voting Yes: H. Charles Wilson, III, Laura Smith, Kristin Warner, Joyce F. Snyder, Kofi Osei  
Voting No: N/A  
Abstaining: N/A  
Absent: N/A

Solicitor Iannozzi turned the meeting over to Chairman Wilson for the remainder of the meeting.

**Vice Chair**

Chairman Wilson called for nominations for Vice Chair for 2025. Supervisor Warner nominated Laura Smith as Vice Chair. There were no other nominations. Chairman Wilson called for a vote on the nomination of Laura Smith as Vice Chair for 2025.

On a motion by Supervisor Warner, seconded by Supervisor Snyder, the Board appointed Laura Smith as Vice-Chair of the Board of Supervisors for 2025.

Voting Yes: H. Charles Wilson, III, Laura Smith, Kristin Warner, Joyce F. Snyder, Kofi Osei  
Voting No: N/A  
Abstaining: N/A  
Absent: N/A

#### Secretary

Chairman Wilson called for nominations for Secretary for 2025. Supervisor Smith nominated Joyce F. Snyder as Secretary. There were no other nominations. Chairman Wilson called for a vote on the nomination of Joyce F. Snyder as Secretary for 2025.

On a motion by Supervisor Smith, seconded by Supervisor Warner, the Board appointed Joyce F. Snyder as Secretary of the Board of Supervisors for 2025.

Voting Yes: H. Charles Wilson, III, Laura Smith, Kristin Warner, Joyce F. Snyder, Kofi Osei  
Voting No: N/A  
Abstaining: N/A  
Absent: N/A

#### Treasurer

Chairman Wilson called for nominations for Treasurer for 2025. Supervisor Smith nominated Supervisor Warner as Treasurer. There were no other nominations. Chairman Wilson called for a vote on the nomination of Kristin Warner as Treasurer for 2025.

On a motion by Supervisor Smith, seconded by Supervisor Snyder, the Board appointed Supervisor Warner as Treasurer of the Board of Supervisors for 2025.

Voting Yes: H. Charles Wilson, III, Laura Smith, Kristin Warner, Joyce F. Snyder, Kofi Osei  
Voting No: N/A  
Abstaining: N/A  
Absent: N/A

#### Assistant Secretary & Assistant Treasurer

Chairman Wilson called for nominations for Assistant Secretary & Assistant Treasurer for 2025.

Supervisor Smith nominated Kofi Osei as Assistant Secretary and Assistant Treasurer. There were no other nominations. Chairman Wilson called for a vote on the nomination of Kofi Osei as Assistant Secretary and Assistant Treasurer for 2025.

On a motion by Supervisor Smith, seconded by Supervisor Snyder, the Board appointed Supervisor Osei as Assistant Secretary & Assistant Treasurer of the Board of Supervisors for 2025.

Voting Yes: H. Charles Wilson, III, Laura Smith, Kristin Warner, Joyce F. Snyder, Kofi Osei  
Voting No: N/A  
Abstaining: N/A  
Absent: N/A

**Opening Comments**

- The meeting is being provided via Zoom for residents unable to attend in person but wish to view and hear the meeting live remotely. Public comments submitted by 4:30 pm on the day of the meeting will be read at the start of the meeting. For those physically present, public comment will be available at the beginning of the meeting.
- Tonight’s meeting is being consolidated to include reorganization and work session agenda items.
- The Township Elected Auditors will hold their Reorganization meeting tomorrow, Wednesday, January 7, at 5 pm.
- Our Public Works Department is performing Christmas tree pickups. Pickups will continue a Monday/Friday schedule through January 31 except Monday, January 20th. Be sure to place your tree at the curb prior to 7 am on these designated days.

**Public Comments**

None

**Appointments**

On a motion by Supervisor Smith, seconded by Supervisor Warner, the Board made the following contractual appointments with compensation:

Township Manager	David G. Kraynik
Township Engineer	CKS Engineers, Mary Stover
Sewage Enforcement Officer	Gilmore & Associates, Inc.
Pension Administrator	David G. Kraynik
Appointed Auditors	Maillie, LLP
Zoning Officer	Will Brugger
Building Code Official	Keystone Municipal Services LLC.
Fire Marshal	William Oettinger
Traffic Engineer	Bowman Consulting Group
Sewer Engineer	Gilmore & Associates, Inc.
Emergency Management Coordinator	William Oettinger
Special Projects Coordinator	Dennis Carney

Voting Yes: H. Charles Wilson, III, Laura Smith, Kristin Warner, Joyce F. Snyder, Kofi Osei

Voting No: N/A  
Abstaining: N/A  
Absent: N/A

Supervisor Osei requested that the Board exclude the Solicitor from this group appointment and call a separate vote for the Township Solicitor.

On a motion by Supervisor Smith, seconded by Supervisor Warner, the Board appointed Hamburg, Rubin, Mullin, Maxwell & Lupin, PC as Township Solicitor.

Voting Yes: H. Charles Wilson, III, Laura Smith, Kristin Warner, Joyce F. Snyder  
Voting No: Kofi Osei  
Abstaining: N/A  
Absent: N/A

The Board made the following appointments without compensation:

The Board appoints H. Charles Wilson, III and Kristin Warner to the Police and Non-Uniform Pension Committees (Trustees), terms to expire December 31, 2025.

The Board appoints H. Charles Wilson, III and Kristin Warner to the Finance Committee, terms to expire December 31, 2025.

The Board appoints Kofi Osei to the Northern Montgomery County Recycling Commission (NMCRC), term to expire December 31, 2025.

On a motion by Supervisor Snyder, seconded by Supervisor Smith, the Board made the above appointments.

Voting Yes: H. Charles Wilson, III, Laura Smith, Kristin Warner, Joyce F. Snyder, Kofi Osei  
Voting No: N/A  
Abstaining: N/A  
Absent: N/A

**Certification of Delegate to “PSATS” Annual Convention**

Supervisor Snyder nominated Laura Smith for Certification as Delegate to the Pennsylvania State Association of Township Supervisors (“PSATS”) Annual Convention for 2025.

On a motion by Supervisor Snyder, seconded by Supervisor Warner, the Board appointed Laura Smith as delegate to the PSATS Annual Convention.

Voting Yes: H. Charles Wilson, III, Laura Smith, Kristin Warner, Joyce F. Snyder, Kofi Osei  
Voting No: N/A  
Abstaining: N/A  
Absent: N/A

**Resolution 25-01: Reappointment of Emergency Management Coordinator**

The Township shall make an appointment for the position of Emergency Management Coordinator for 2025, via resolution.

On a motion by Supervisor Smith, seconded by Supervisor Osei, the Board appointed William Oettinger as the Emergency Management Coordinator.

Voting Yes: H. Charles Wilson, III, Laura Smith, Kristin Warner, Joyce F. Snyder, Kofi Osei  
Voting No: N/A  
Abstaining: N/A  
Absent: N/A

**Resolution 25-02: Reappointment of Towamencin Municipal Authority Member**

The Township shall make an appointment for the position of Towamencin Municipal Authority Member for 2025, via resolution.

On a motion by Supervisor Warner, seconded by Supervisor Smith, the Board appointed John E. Minihan to the Towamencin Municipal Authority, for a term ending December 31, 2029.

Voting Yes: H. Charles Wilson, III, Laura Smith, Kristin Warner, Joyce F. Snyder, Kofi Osei  
Voting No: N/A  
Abstaining: N/A  
Absent: N/A

**Resolution 25-03: Reappointment of Zoning Hearing Board**

The Pennsylvania Municipalities Planning Code requires that members of the Towamencin Township Zoning Hearing Board be appointed by resolution of the Board of Supervisors.

On a motion by Supervisor Smith, seconded by Supervisor Warner, the Board appointed Robert M. Sabanas to the Zoning Hearing Board, for a term ending December 31, 2027.

Voting Yes: H. Charles Wilson, III, Laura Smith, Kristin Warner, Joyce F. Snyder, Kofi Osei  
Voting No: N/A  
Abstaining: N/A  
Absent: N/A

**Resolution 25-04: 2025 Reappointment of Citizens Committees**

Several volunteer committee members had expiring terms ending on December 31, 2024. Township staff reached out to those with expiring terms to confirm their interest in being reappointed. The following is a list of committee members who confirmed their interest in continuing to serve for another term. The Board made the following appointments:

Agricultural Security Advisory Committee, terms expiring December 31, 2025 - Allen Brady and Holly Bechtel

Emergency Operations Committee, term expiring December 31, 2027 – Charles Shaw

Environmental Advisory Council, terms expiring December 31, 2027 – Joseph Meehan and Kelly Bonsignore

Open Space & Parks Advisory Committee, terms expiring December 31, 2027 – Rich Costlow, David Sponseller, and Todd Fisher

Planning Commission, terms to expire December 31, 2027 – Brett MacKay and Dennis McGeehan

Special Events Advisory Committee, terms to expire December 31, 2027 – Jonathan Ditzler, Audrey Ditzler, and Susan Taylor

Towamencin Authority, terms to expire December 31, 2029 – Patirica Younce, Laura Smith

Traffic Impact Fee Advisory Committee, terms expiring December 31, 2025- David Oglevee, and Chris Canavan

Veterans Memorial Committee, terms to expire December 31, 2027 – Barry Kenyon, Bill Dauphine, Robert Dell, and Chet Ruminski

On a motion by Supervisor Warner, seconded by Supervisor Smith, the Board made the above appointments.

Voting Yes: H. Charles Wilson, III, Laura Smith, Kristin Warner, Joyce F. Snyder, Kofi Osei  
Voting No: N/A  
Abstaining: N/A  
Absent: N/A

**Resolution 25-05: Designating a Depository**

The Pennsylvania 2<sup>nd</sup> Class Township Code directs that the Township must designate a depository for Township Funds. Approval of this resolution will appoint Uninvest National Bank & Trust Co., and the Pennsylvania Local Government Investment Trust (PLGIT), as the official depositories of Township Funds for the year 2025. In addition, the resolution permits the following individuals to sign all drafts and/or checks drawn from Township accounts as officers of Towamencin Township: David G. Kraynik, Laura Smith, H. Charles Wilson, III, Kristin Warner, Joyce Snyder and Kofi Osei.

On a motion by Supervisor Smith, seconded by Supervisor Snyder, the Board adopted Resolution 25-05, designating the Township 2025 depositories and account signers.

Voting Yes: H. Charles Wilson, III, Laura Smith, Kristin Warner, Joyce F. Snyder, Kofi Osei  
Voting No: N/A  
Abstaining: N/A  
Absent: N/A

**Resolution 25-06: 2025 Meeting Schedule**

This resolution notes the 2025 dates for Board of Supervisors meetings. The meetings will start at 7:00 p.m. in the Meeting Hall, located at 1090 Troxel Road, unless otherwise noted.

On a motion by Supervisor Smith, seconded by Supervisor Osei, the Board adopted Resolution 25-06, establishing the Board's 2025 Meeting Schedule.

Voting Yes: H. Charles Wilson, III, Laura Smith, Kristin Warner, Joyce F. Snyder, Kofi Osei  
Voting No: N/A  
Abstaining: N/A  
Absent: N/A

**Resolution 25-07: 2025 Holiday Schedule**

This resolution notes the 2025 paid holidays for full-time employees, in accordance with the list of holidays prescribed annually by resolution at the Reorganization Meeting each January.

On a motion by Supervisor Smith, seconded by Supervisor Snyder, the Board adopted Resolution 25-07, establishing the 2025 Holiday Schedule.

Voting Yes: H. Charles Wilson, III, Laura Smith, Kristin Warner, Joyce F. Snyder, Kofi Osei  
Voting No: N/A  
Abstaining: N/A  
Absent: N/A

**Resolution 25-08: Appointment of Auditors – Maillie LLP**

The Pennsylvania Second Class Township Code provides that the Board of Supervisors, at its annual organization meeting in January, may appoint a firm of certified or competent public accountants to make an examination of all the accounts of the Township for the fiscal year. Approval of this resolution will appoint Maillie, LLP as the Township's independent certified public account to audit the fiscal affairs of the Township for the year ending December 31, 2024.

On a motion by Supervisor Smith, seconded by Supervisor Warner, the Board adopted Resolution 25-08, appointing Maillie LLP as the Township's independent auditors for the 2024 financial statement audit.

Voting Yes: H. Charles Wilson, III, Laura Smith, Kristin Warner, Joyce F. Snyder, Kofi Osei  
Voting No: N/A  
Abstaining: N/A  
Absent: N/A

**Resolution 25-09: Delegates to Montgomery County Tax Collection Committee**

The PA ACT 32 of 2009 505(b) requires the governing bodies of School Districts, Townships, Boroughs and Cities to appoint one voting delegate and one or more alternate delegates as their Tax Collector Committee (TCC) representatives. The purpose of this resolution is to appoint the

required delegates. The following individuals are being considered as TCC delegates for Towamencin Township:

1. Primary Voting Delegate: H. Charles Wilson, III
2. Alternate Voting Delegate: Kristin Warner

On a motion by Supervisor Snyder, seconded by Supervisor Smith, the Board adopted Resolution 25-09, appointing H. Charles Wilson, III and Kristin Warner as delegates to the Montgomery County Tax Collection Committee.

Voting Yes: H. Charles Wilson, III, Laura Smith, Kristin Warner, Joyce F. Snyder, Kofi Osei  
Voting No: N/A  
Abstaining: N/A  
Absent: N/A

### **Approval of Minutes**

On a motion by Supervisor Smith, seconded by Supervisor Snyder, the Board approved the December 11, 2024 meeting minutes.

Voting Yes: H. Charles Wilson, III, Laura Smith, Kristin Warner, Joyce F. Snyder, Kofi Osei  
Voting No: N/A  
Abstaining: N/A  
Absent: N/A

### **Zoning, Subdivision and Land Development**

#### **Resolution 25-10: Waiver of Land Development for the Goddard School**

At the December 11 meeting, the Board directed the Township Solicitor to draft a Waiver of Land Development Resolution for an application to convert the vacant Rite Aid building, located at 1360 Valley Forge Road, into a Goddard School, which is a new use of the property.

On a motion by Supervisor Smith, seconded by Supervisor Snyder, the Board approved Resolution 25-10, Waiver of Land Development for the Goddard School.

Voting Yes: H. Charles Wilson, III, Laura Smith, Kristin Warner, Joyce F. Snyder, Kofi Osei  
Voting No: N/A  
Abstaining: N/A  
Absent: N/A

#### **Consider Extension Request: Conditional Use Approval Belfair Square**

At the January 24, 2024, meeting, the Board of Supervisors approved the Conditional Use Order for Caracausa Acquisitions, LP (Belfair Square). The Conditional Use permits the construction of 16 townhomes (Use R-5 - Townhouse Dwelling) with a carport in the Residential Business and Professional (RBP) Overlay Zoning District subject to the condition that the development and use



of the subject property be in accordance with the testimony and exhibits presented. The applicant has requested an extension of the Conditional Use approval to coincide with the land development approvals that run through January 24, 2029.

Developer David Caracausa shared his rationale behind the request, noting the current marketplace and interest rates have not changed significantly and he did not anticipate much change to justify shorter extensions. The Board discussed various timeframes for extensions and project updates.

On a motion by Supervisor Smith, seconded by Supervisor Osei, the Board approved the Conditional Use Order extension request to January 24, 2029, with the caveat that Mr. Caracausa will provide an update to the Board at a July, 2025 meeting.

Voting Yes: H. Charles Wilson, III, Laura Smith, Kristin Warner, Kofi Osei  
Voting No: Joyce F. Snyder  
Abstaining: N/A  
Absent: N/A

**Old Business**

None

**New Business**

**Consider Proposal – Consumption Billing Concept Study**

The Sewer Advisory Committee requested the Township’s Sewer Engineer submit a proposal to complete a cursory study of consumption versus flat rate billing for residential sewer service. The study would be based on the 2023 sewer budget and available 2023 North Penn Water Authority water consumption records. The study will consider the following: % of sewer expenses associated with flows versus fixed costs, comparison of sample bills for various levels of consumption, and the impact of various fixed fee service charges as a component of consumption billing. Gilmore & Associates, Inc. has submitted a proposal for completing the study for a not to exceed fee of \$5,000.

On a motion by Supervisor Smith, seconded by Supervisor Warner, the Board approved Gilmore & Associates, Inc.’s proposal to complete a consumption vs. flat rate billing study.

Voting Yes: H. Charles Wilson, III, Laura Smith, Kristin Warner, Joyce F. Snyder, Kofi Osei  
Voting No: N/A  
Abstaining: N/A  
Absent: N/A

**Warrant List: December 2024 (2 of 2)**

The December (2 of 2) warrant list was presented for approval. On a motion by Supervisor Snyder, seconded by Supervisor Smith, the Board approved the warrant list in the amount of \$849,754.55.

Voting Yes: H. Charles Wilson, III, Laura Smith, Kristin Warner, Joyce F. Snyder, Kofi Osei  
Voting No: N/A  
Abstaining: N/A  
Absent: N/A

### **Public Works Report**

The Public Works Committee meets monthly to scope projects and identify efficiencies related to Township infrastructure, properties, and equipment. The Committee met on December 19; Supervisor Smith provided the Committee's report, summarizing the following topics:

- Weikel Road Project
- Central Drive Storm Sewer Repairs
- 2024 Road Paving & ADA Ramp Project
- Green Lane Park Soccer Fields
- Welsh/Orvilla Road Intersection Improvement Project
- Forty Foot Road/Newbury Way/PSDC Traffic Signal
- SR1001 (Allentown Road) PennDOT Safety Improvements
- Comprehensive Plan
- MS4 Permit Requirements
- Butch Clemens Park Pickleball Courts Concept Plan
- Streetlight at Susan Drive and Keeler Road
- Restricting Truck Traffic on Old Forty Foot Road
- Traffic Impact Fee Study
- Speeding Concerns – Traffic Calming
- Grant Updates
- Green Lane & Liberty Bell – Stop Sign Request
- Proposed 2026 Paving Program
- Truck Brake Retarder Prohibition
- Tennis-Lukens Cemetery – Headstone Restoration
- SR 1058 HT4 Project along SR63 Update
- Sumneytown Pike & Valley Forge Road Intersection

### **Acceptance of Donation – Public Works Department**

The Public Works Department received a donation of Wawa gift cards from a park patron, totaling \$300, for installing and maintaining the holiday lights displays, and other park improvements. The Board must consider acceptance of these gifts in accordance with the Township's donation policy.

On a motion by Supervisor Smith, seconded by Supervisor Warner, the Board approved acceptance of the Public Works donation.

Voting Yes: H. Charles Wilson, III, Laura Smith, Kristin Warner, Joyce F. Snyder, Kofi Osei  
Voting No: N/A  
Abstaining: N/A

Absent: N/A

**Consider Cancelling January 8<sup>th</sup> Board of Supervisors Meeting**

The Board should consider whether to cancel the January 8<sup>th</sup> meeting, as regular business was incorporated into this evening's agenda.

On a motion by Supervisor Smith, seconded by Supervisor Warner, the Board approved cancelling their January 8<sup>th</sup> Meeting.

Voting Yes: H. Charles Wilson, III, Laura Smith, Kristin Warner, Joyce F. Snyder, Kofi Osei  
Voting No: N/A  
Abstaining: N/A  
Absent: N/A

**Additional Business**

Supervisor Osei shared his plan for his second year as supervisor. He referenced accounts of conversations he had with the Township's State Senator - about what could be done to prevent the sewer sale. He felt the information he was given was misguided. He drew parallels in sewer sale messaging from the State Senator and the Township Solicitor. It is his belief that the Township Solicitor does not serve the Township, but rather the Board Chairman, which is why he voted no to his reappointment. He shared his feelings about Chairman Wilson, especially his handling of the sewer sale and questioned the explanation provided for why the Township exited the sale.

There being no additional business, the meeting was adjourned at 7:51 pm.

Respectfully submitted,



Colleen Ehrle  
Director of Administration