

Warrington



Township

852 EASTON ROAD, WARRINGTON, PA 18976
215-343-9350 ■ FAX 215-343-5944
www.warringtontownship.org

BOARD OF SUPERVISORS
JOHN R. PAUL, Chairperson
GERALD B. ANDERSON, Vice Chairperson
MARIANNE ACHENBACH, Secretary
MICHAEL W. LAMOND, JR., Asst Secretary
PAUL H. PLOTNICK, Member

TOWNSHIP MANAGER
TIMOTHY J. TIEPERMAN

September 13, 2011

MANAGERS REPORT

Consent Items

- a. Bid Award Recommendation – Plumbing and Fire Protection for Township Building.
- b. Bid Award Recommendation – Pre-Engineered Steel Building Shell.
- c. Utility Audit Reconsideration and Recommendations.
- d. Proposed Debt Management Policy (for action consideration at 9/27/11 regular meeting).
- e. Finance Software and Computer Upgrade Recommendations.
- f. 2011 Fee Schedule Amendments (Water/Sewer and Facility Rental).
- g. Appointment of Boards and Commissions.

CONSENT ITEM "A"

Warrington



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TOWNSHIP MANAGER
TIMOTHY J. TIEPERMAN

September 12, 2011

MEMO TO: BOARD OF SUPERVISORS
ATTN: TIMOTHY J. TIEPERMAN

FROM: ROY W. RIEDER 

RE: TOWNSHIP BUILDING LOWER LEVEL RENOVATION :
PLUMBING AND FIRE PROTECTION

Facts:

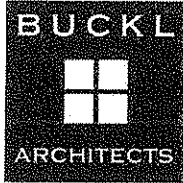
Warrington Township received two bids on August 31 for plumbing and fire protection associated with the lower level building renovation. All required documentation accompanied the bids. The two firms and their bid amounts are listed below:

| | |
|--------------------------------------|-------------|
| Chris Wolff Plumbing, Perkasio, PA | \$16,000.00 |
| Guy M. Cooper, Inc, Willow Grove, PA | \$17,500.00 |

Recommendation:

We recommend that the contract for plumbing and fire protection be awarded to Chris Wolff Plumbing for \$16,000, being the lowest responsive bidder conforming to all bid specifications.

Enclosure(s)



BUCKL ARCHITECTS, INC
4001 Freemansburg Avenue, Easton, PA 18045
BUCKLARCHITECTS.COM
Tel: 610.258.6657
Fax: 610.258.1305

Warrington Township Municipal Building Lower Level Renovation and HVAC Building Upgrade

Bid Recommendation Letter For the Re-Bid Plumbing and Fire Protection

September 8, 2011

Warrington Township
852 Easton Road
Warrington, PA 18976
Attn: Timothy J. Tieperman, Township Manager

RE: Warrington Township Municipal Building Lower Level Renovation and HVAC Building HVAC Upgrade

Dear Mr. Tieperman,

We have evaluated the Re-Bid Documents for the Plumbing and Fire Protection received on August 31, 2011 for the Warrington Township Municipal Building Lower Level Renovation and HVAC Building Upgrade.

I have listed the two bidders below and they are as follows:

Plumbing & Fire Protection Construction:

Two bids were received for this prime as shown below listed lowest to highest; (* Asterisk to note any discrepancies).

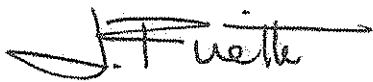
| <u>Name of Bidder</u> | <u>Amount of Bid</u> | <u>Notes:</u> |
|---|----------------------|---------------|
| Chris Wolff Plumbing, Inc Perkasie, PA | \$16,000.00 | Recommended |
| Guy M. Cooper Inc. Willow Grove, PA | \$17,500.00 | |

The low bid with all required bid submission forms was submitted by **Chris Wolff Plumbing, Inc.** in the amount of **\$16,000.00**. Our evaluation of the experience, reputation, and financial condition of **Chris Wolff Plumbing, Inc.** indicates that they are capable of completing the work required. Therefore, we recommend the award of a contract for construction of the Warrington Township Municipal Building Lower Level Renovation and HVAC Building Upgrade **Chris Wolff Plumbing, Inc.** in the amount of **\$16,000.00**.

Should you have any questions, please feel free to contact me directly.

Sincerely,

BUCKL ARCHITECTS



Joseph A. Firetto
Project Manager

CC: C. Odom – Buckl Architects
Roy Rieder – Warrington Township
File

CONSENT ITEM "B"

Warrington



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TOWNSHIP MANAGER
TIMOTHY J. TIEPERMAN

September 12, 2011

MEMO TO: BOARD OF SUPERVISORS
ATTN: TIMOTHY J. TIEPERMAN

FROM: ROY W. RIEDER, *RWR*

RE: DPW BUILDING SHELL AWARD

Facts:

1. Warrington Township received two bids to provide the pre-engineered DPW building shell and Salt/brine building. The two bidders were Magnum Construction and Hollenbach Construction. The base bid was to include a 24-gauge standing seam metal roof for each building. Alternates 1 and 2 were costs to provide the less expensive 24-gauge screw-down roof. The base bid for Magnum was \$518,400 and \$564,124 for Hollenbach as shown below:

| | |
|---------------------|------------------|
| Magnum DPW building | \$462,000.00 |
| Salt/brine building | <u>56,400.00</u> |
| Base bid | \$518,400.00 |
| Alternate 1 (add) | \$15,800.00 |
| Alternate 2 (add) | \$2,420.00 |

| | |
|-------------------------|--------------------|
| Hollenbach DPW building | \$486,394.00 |
| Salt/brine building | <u>\$77,730.00</u> |
| Base bid | \$564,124.00 |
| Alternate 1 (deduct) | \$7,834.00 |
| Alternate 2 (deduct) | \$2,352.00 |

2. When the architect saw that Magnum showed Alternates 1 and 2 to be additions rather than deductions, he contacted Magnum to ask about their bid. Magnum told the architect that their base bid included a screw-down roof and that Alternate 1 and 2 were price increases to provide colored roof panels. Magnum told the architect in writing, that they would provide standing seam roofs if they were paid the amounts shown in Alternates 1 and 2. The cost for both buildings would then be a total of \$536,400 as opposed to their bid of \$518,400 for the two building shells.

3. Hollenbach correctly bid a standing seam roof and included deducts for the less expensive screw-down roof.

Recommendation:

1. In view of the fact that Magnum did not bid on the building as specified in the bid documents, we recommend that the bid be awarded to Hollenbach for the base bid of \$564,124, being the lowest qualified bidder conforming to all bid specifications.

ebid exchange report
 Solicitation: Harrison Twp, Bucks County Re-Bid - New Pre-Fabricated Public Works Facility Building Shell
 Generated: 7/29/2011 10:13 AM Eastern

| Number | External Ref. Number | Description | Type | Unit of Measure | Quantity | Unit Price | Extended Bid | Comment |
|--------|----------------------|--|------|-----------------|----------|----------------|--------------|---------|
| 1 | | Base Bid for DPV Building Shell | BASE | Lump sum | 1.0000 | \$462,000.0000 | \$462,000.00 | |
| 2 | Alternate #1 | 24 Gauge PBR color roof panel for the DPV facility. In comment field, please indicate if this is an ADD or Deduct to the Base Bid | BASE | Lump sum | 1.0000 | \$15,580.0000 | \$15,580.00 | ADD |
| 3 | Alternate #2 | Base Bid for the Salt / Brine Building Shell | BASE | Lump sum | 1.0000 | \$56,480.0000 | \$56,480.00 | |
| 4 | Alternate #2 | 24 Gauge PBR color roof panel for the Salt / Brine Bldg's. In comment field, please indicate if this is an ADD or Deduct to the Base Bid | BASE | Lump sum | 1.0000 | \$2,420.0000 | \$2,420.00 | |

Magnum

CONFIDENTIAL

BASE BID ROOF
 24 GA PBR PANEL
 9 AL VBLWRE ROOF-
 (SCREW'D ON)

IF ALTERNATES ARE EXCEPT'D
 BIDDER WILL PROVIDE

STAND'S SBANDY-PAN'D ROOF
 W/INSUL'D R23 B.

INCLUDE'S ALTERNATES

\$ 530,400.00

| Number | External Ref. Number | Description | Type | Unit of Measure | Quantity | Unit Price | Extended Bid | Comment |
|--------|----------------------|--|------|-----------------|----------|----------------|--------------|---------|
| 1 | | Base bid for DPW Building Shell | BASE | Lump sum | 1.0000 | \$488,394.0000 | \$488,394.00 | |
| 2 | Alternate #1 | 24 Gauge PBR color roof panel for the DPW Facility. In comment field, please indicate if this is an ADD or Deduct to the Base bid | ADD | Lump sum | 1.0000 | \$7,834.0000 | \$7,834.00 | DEDUCT |
| 3 | | Base bid for the S&B / Bone Building Shell | BASE | Lump sum | 1.0000 | \$27,730.0000 | \$27,730.00 | |
| 4 | Alternate #2 | 24 Gauge PBR color roof panel for the S&B / Bone Bldg. In comment field, please indicate if this is an ADD or Deduct to the Base bid | ADD | Lump sum | 1.0000 | \$2,572.0000 | \$2,572.00 | DEDUCT |

Hollenbach

BASE: \$564,124.00

W/ DEDUCT = \$553,938.00
 LD CONFIRM ID.

* BASE BID FOR ROOF:
 24 GA. STYRDIG S&B MTL. ROOF (COLOR)
 W/ R38 INSULATION (PER SPEC.)

ATTACHED.

Magnum Inc

General Contractors

650 Catherine St.
Warminster PA 18974
215-957-7886 Fax 215 957-7889

September 8, 2011

Buckl Architects
4001 Freemansburg Avenue
Easton, PA 18045

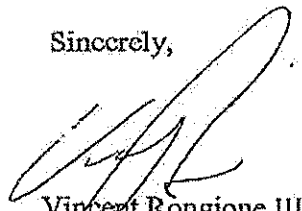
Attn: Mr. Joe Firetto

RE: Warrington Township Re-Bid for the New Prefabricated Public Works Facility Building
Shell

Dear Mr. Firetto

If awarded the above captioned project and both alternates 1 & 2 for the combined sum of \$536,400.00, Magnum Inc. will provide a Siliconized Polyester 24 Gauge Standing Seam Roof at no additional cost in place of the specified 24 Gauge PBR Colored Roof Panels in Alternate 1 and 2.

Sincerely,



Vincent Rongione III
President

CONSENT ITEM “C”

Warrington



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PAUL H. PLOTNICK, Member

TOWNSHIP MANAGER
TIMOTHY J. TIEPERMAN

August 30, 2011

MEMO TO: BOARD OF SUPERVISORS
ATTN: TIMOTHY J. TIEPERMAN, TOWNSHIP MANAGER

FROM: BARRY P. LUBER, CHIEF FINANCIAL OFFICER 

RE: UTILITY AUDIT – CONTRACT SELECTION PROCESS

Below is a summary of the process used to compare utility audit firms to determine which firms has the necessary qualifications and could best perform the work involved to afford the township the best opportunity in securing refunds and generating future savings on electric, gas, internet and telephone bills.

I selected two firms to speak with. Commercial Utility Consultants (CUC), which I recently hired to perform a utility audit in Caln Township, and Utility Refund Corporation (URC), which is represented by (independent contractor) Trish Grove, a township resident. I had no previous knowledge of this firm, or Trish Grove, but Trish had contacted the township in the past to explore the opportunity to perform a utility audit for the township.

I asked both firms to provide me with information about their companies. URC, which has been in business since 1997, represents itself as the largest utility refund company is headquartered in Dublin, Ohio and has three other offices around the country, the closest one being in New York City. CUC, which has been in business since 1975, has only one office, located in West Chester, PA. The contact at CUC is Martin Brown, Vice President of the firm, and he would actually be handing most of the work. Trish Grove is an independent contractor, who would have URC actually perform the work, and she would be the middleman.

I then asked both firms to provide me with a list of both other Pennsylvania Municipal clients and other Pennsylvania clients. It is extremely important for the selected firm to be knowledgeable with Pennsylvania Public Utility Commission tariffs and regulations, as this will be the key item that will determine if the township is being overcharged, or could be taking advantage of a different, lower cost rate structure. CUC had worked for many townships, Cities, and counties in the state, URC could not provide me with any Pennsylvania municipal clients, but did send me a letter of reference from a town in Ohio.

Both firms work on a contingency basis of 50%. They both will receive 50% of any refund checks and 50% of future savings.

Attached is a spreadsheet comparison of the two firms.

Summary

While it is desirable to give township residents and businesses the opportunity to work for the township, I don't believe it would be prudent to do so in this case. Commercial Utility Consultants clearly has much more experience in working with PA PUC tariffs and regulations and also with the different rate structures that are only provided to municipalities, authorities, etc. such as for street lighting, traffic signals, and pump stations.

Therefore I recommend the hiring of Commercial Utility Consultants to perform a utility audit for Warrington Township.

Utility Audit Firm Comparison

Commercial Utility Consultants -
West Chester PA

Utility Refund Corporation - Dublin OH

Pennsylvania Municipal Clients*

Pennsylvania Municipal Clients*

Bucks County

None provided

City of Philadelphia

City of Pittsburgh

Cain Township

Lackawana County

Bristol Township

Clinton County,

PA Other Clients*

PA Other Clients*

Connolly Container

Salvation Army of Philadelphia

Crown Cork & Seal

Keystone Helicopters

H.J. Heinz Co.

* The contractor awarded this contract must be familiar with tariffs of the Pennsylvania Public Utility Commission and the different rates that are available to a small number of customers for items such as street lights, traffic signals, pump station, etc. This I believe is the most critical element in deciding on which firm to award the contract to.

Business Inception
1975

Business Inception
1997

Local Representation

Marty Brown, our contact person is a principal in the firm

Local Representation

Trish Grove (a township resident) is an independent contractor

Price

Contingency basis
50% fee for refunds obtained
50% fee for future savings for 2 years

Price

Contingency basis
50% fee for refunds obtained
50% fee for future savings for 3 years

CONSENT ITEM "D"

Warrington



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PAUL H. PLOTNICK, Member

TOWNSHIP MANAGER
TIMOTHY J. TIEPERMAN

September 6, 2011,

MEMO TO: BOARD OF SUPERVISORS
ATTN: TIMOTHY J. TIEPERMAN, TOWNSHIP MANAGER

FROM: BARRY P. LUBER, CHIEF FINANCIAL OFFICER 

RE: **WARRINGTON TOWNSHIP DEBT MANAGEMENT POLICY**

For your consideration at the upcoming Board of Supervisor's meeting, I am enclosed a proposed Debt Management Policy for the Board's use in helping it decide when to issue debt and how the debt should be structured. A major benefit of having a strong debt policy relates directly to the Township's credit rating. An adopted policy, properly followed, may help enhance our bond ratings with the bond rating agencies, which could mean lower interest rates on any debt issued.

Although the policy covers many criteria for how and when to issue debt, the primary emphasis of the policy is to indicate that debt financing will only be used for capital improvement projects and major equipment purchases and not for operational expenditures. This is important because daily expenditures should not be financed with long term debt, but with current revenue sources. If long-term debt were used to finance current operations, this could have long-term negative effects as to the township's ability to pass a balanced budget without obligating future boards to spend money on assets which the township no longer has or benefits from.

A second important component of the policy indicates that the township will attempt to match the useful life of the asset or project completed with the term of the debt financing and that the repayment schedule will be level debt service payments to minimize the significant changes from year to year in overall debt repayments.

This policy was reviewed by Public Financial Management, Inc., the township's bond advisor on the last debt issue and comments made were incorporated into this policy.

WARRINGTON TOWNSHIP POLICY #2 DEBT MANAGEMENT POLICY

DEBT

The Township's Debt Management Policy statement sets forth guidelines for the financing of capital expenditures of the Township. It is the objective of the policy that (1) the Township obtains financing only when absolutely necessary, (2) the process for identifying the timing and the amount of debt financing be as efficient and open as possible, and (3) the most favorable interest rates and other related costs be obtained.

Debt financing is permitted to be issued or incurred under Commonwealth of Pennsylvania laws and shall only be used to purchase capital assets that will not be acquired from current resources. The payout schedule of any debt the Township issues shall not exceed the useful life of the asset or project; this allows for a close match between those who benefit from the asset and those who pay for it.

To enhance creditworthiness and prudent financial management, the Township is committed to capital project planning, intergovernmental cooperation and coordination, and long term financial planning. Evidence of this commitment to capital planning will be demonstrated through the adoption and periodic review of the Capital Reserve Funds (Water and Sewer, Fire, Park and Recreation and Capital Reserve Fund) and a cash flow analysis of these funds.

The Township Board of Supervisors reserves the right to amend this policy or waive any of its guidelines in order to address fiscal requirements and/or market conditions.

1. Use of Debt Financing

- a. Debt financing will not be used for any recurring purpose such as current operations or maintenance expenditures.
- b. The Township will invest bond or loan proceeds in investment instruments in accordance with the Second Class Township Code, designed to match the expected cash flow needs of the capital projects. Adherence to the requirements on arbitrage shall be followed including the federal spend down requirements.
- c. The Township will use debt financing only for one-time capital improvement projects and major equipment purchases under the following circumstances:
 - i. The project's useful life, or the projected useful life of the equipment, will be no less than ten years and, in aggregate, be equal to or exceed the term of the financing;
 - ii. There is anticipated to be revenue sufficient to service the debt, whether from anticipated annual revenue from the General Fund, Water and Sewer Fund, or other approved sources.

2. Structure and Term of Debt Financing

- a. Debt will be issued and structured to match projected capital cash flow needs, minimize the impact upon future budgetary revenue needs, and maintain a relatively rapid payment of principal.
- b. The Township will utilize borrowing terms of 20 years or less.
- c. General Obligation bonds will be the typical mode of long term debt financing, but bank loan or bond pool financing will be considered.
- d. Competitive sales of bonds will be generally preferred, depending upon market conditions.
- e. Bond issues will be structured to generally seek level debt service schedules so as to minimize significant changes from year to year in overall debt repayments.
- f. The typical structure of bonds will result in level or declining principal and interest (combined) payments over the term of the debt. There shall be no “balloon” payments due at the end of the term for long term debt.
- g. The Township will not use or issue interest rate derivatives or swap instruments.
- h. Principal payments will typically commence the calendar/fiscal year following the issuance of the bonds.
- i. The Township will be mindful of the potential benefits (from lower interest rates) of issuing “bank-qualified” bonds, and will pursue such benefits when practical.
- j. The Township will typically seek fixed rate financings, especially in times of stable credit markets, however, from time to time, variable rate financing will be considered.
- k. Call provisions will typically be included in new money bond issues. The call provisions will range between 5 year and 10 years.
- l. The Township will be mindful of its non-electoral debt limitations established by State law and endeavor to operate well within such limits at all times.
- m. The Township will seek to refund/refinance (current and/or advanced) its prior bond issues if favorable market conditions exist. A goal of achieving overall net present value savings of at least 3% will be a guiding benchmark.
- n. The sizing of any debt borrowing of the Township will be made after taking into consideration the probable timing and sizing of future borrowings so as to properly plan for future estimated capital cash flow needs.

3. Credit Ratings

- a. The Township recognizes the significant value of its bond credit ratings and will endeavor to protect this credit rating in all of its debt, budgetary and financial management undertakings.
- b. The Township will take all practical precautions to avoid any financial decision which will negatively impact its credit rating on existing or future debt issues.
- c. The Township will generally employ the external services of an independent financial advisor and bond counsel to assist in the preparation of any debt offerings
- d. The Township Manager and Chief Financial Officer (with the assistance of the Financial Advisor) shall be responsible for maintaining relationships with the rating agencies that assign ratings to the Township's debt. This effort will include representing the Township in meetings with and presentations to the rating agencies in conjunction with the Township's existing debt management program and any new debt issuance. The Township Manager and/or the Chief Financial Officer shall report to the Board of Supervisors on a monthly basis any communications with rating agencies that may affect the Township's credit rating.
- e. The Township will disclose all material facts relating to the Township in its Official Statements accompanying debt issuances, taking into account the guidance on disclosure recommended by the Government Accounting Standards Board (GASB), the National Federation of Municipal Analysts, and Generally Accepted Accounting Principles (GAAP).

4. Communication regarding Debt Management

- a. Good communication with bond credit rating agencies shall be maintained, and a policy of full and timely disclosure on every financial report and bond prospectus shall be followed.
- b. Forecasts of future debt issuance plans will be disclosed in all Official Statements and Township budgets.

5. The Township will comply with all ongoing "Continuing Disclosure" requirements.

CONSENT ITEM "E"

Warrington



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TOWNSHIP MANAGER
TIMOTHY J. TIEPERMAN

September 7, 2011

MEMO TO: BOARD OF SUPERVISORS

FROM:  TIMOTHY J. TIEPERMAN

RE: FINANCE SOFTWARE AND COMPUTER UPGRADE RECOMMENDATIONS

Staff is seeking the Board's consent to move forward with a comprehensive financial software and computer upgrade project. We have delayed moving forward with this project, pending a final decision on the financial software platform. This project entails four (4) components:

- A. New Finance Software
- B. Computer Hardware Upgrades
- C. Boardroom EOC Upgrades
- D. Virtualization Project

New Finance Software: After reviewing several financial software packages, conducting reference checks and receiving in-house demonstrations, we are recommending procuring Freedom Systems Financial Software. Freedom has over 200 Pennsylvania clients and offers a competitive COSTAR-priced product that will enable the Township to improve and centralize its method of financial reporting. The software is programmed in Microsoft Access and offers a full Windows environment in which to record and process all financial transactions. Its functionality extends to all areas of government, including utility billing and permit tracking. It will allow for Period 13 accounting and will not require the installation of any proprietary hardware. Our current Auditor, Maillie Falconiero, has worked with, and endorses this software as one that provides the necessary controls and audit trails for good accounting practices.

Computer Hardware Upgrades: In conjunction with this upgrade, we would like to begin replacing aging desktop computers throughout the Township. Our goal is to complete this in thirds over the next 3-4 years to stagger future replacement schedules. Our current systems are over 5 years old and the system warranties will be expiring soon. The plan would be to equip the new desktop units with Microsoft Office 2010 Professional software, which will include the Access database software on which the Freedom System will operate

Boardroom Media and EOC Upgrades: The Township currently has no facility that is fully equipped to house a functioning EOC center. During a prior upgrade project, we commissioned our IT professional to extend fiber optic wiring to the Board room to prepare it to serve as a future EOC Center. What the Boardroom requires now is a fully integrated projector and Smart Board and two (2) video screens to project critical images during an emergency. During non-emergencies, these video enhancements will allow for more professional presentations for public meetings.

Virtualization Project: The fourth component to this project is what's referred to as virtualization. For some time, our IT professionals have been encouraging us to consider "virtualizing" our existing network of servers to save energy and streamline costs. The virtualization process entails compressing and reducing our servers into fewer more efficient and more powerful units to power the Township's network. A full virtualization project will result in a projected savings of \$100,000 over the next five years. Our IT contractor will avail himself to explain this process further if the Board has any additional questions.

Recommendation

The total cost of this project for all four phases, outlined above, will be around \pm \$190,000 before the realized savings of virtualization. The projected savings from the virtualization project should cover most of the upgrade costs, exclusive of the finance software itself. Similar to our last IT upgrade, we are recommending financing this project through a 5 year lease purchase from TD Bank, which will run congruently with 5 year extended warranties.

To ensure a smooth transition for a January 1, 2012 implementation of the new software, we need to move before the end of September to begin the transition process.

CONSENT ITEM "F"

CONSENT ITEM "G"

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TOWNSHIP MANAGER
TIMOTHY J. TIEPERMAN

August 18, 2011

Mr. Curt Wise
2707 Harvard Drive
Warrington, PA 18976

RE: Position for Volunteer Boards and Commissions

Dear Mr. Wise:

This is to confirm your interview date with the Board of Supervisors to apply for the Communications Advisory Board.

Please be advised you are scheduled to meet with the Board of Supervisors on Tuesday, August 23, 2011 at 7:00 PM. The interview will take place at the Warrington Township Building located at 852 Easton Road in Warrington, PA.

Thank you very much for your interest in volunteering for the Township of Warrington.

Sincerely,

Barbara J. Livrone
Executive Assistant to the Township Manager
Warrington Township



WARRINGTON TOWNSHIP
VOLUNTEER BOARDS AND COMMISSIONS

APPLICATION

NAME: Curt Wise

HOME ADDRESS: 2707 Harvard Dr, Warrington, PA ZIP: 18976

HOME PHONE: 215-343-5749

WORK PHONE: 215-323-1009

CELL PHONE: 267-205-0518

EMAIL: cewise1@att.net

AREAS OF INTEREST:

BOARD OR COMMITTEE INTEREST (check all that apply)

- Bike and Hike Trails Committee (meets third Wednesday of month)
 Communications Advisory Bd. (fourth Monday, alternating months)
 Environmental Advisory Council (first Wednesday of month)
 Historic Commission/Historic Society (third Monday of month)
 Park and Recreation Board (fourth Thursday of month)
 Permanent Finance Committee (third Monday of month)
 Planning Commission (first and third Thursday of month)
 Veterans' Affairs Committee (last Monday of month)
 Zoning Hearing Board (fourth Monday of month)
 Open Space and Land Preservation Task Force

NOTE: A schedule of all Board and Committee meetings is available on the Township website: www.warringtontownship.org. Persons interested in membership are encouraged to attend these meetings prior to being interviewed by the Board of Supervisors.

Please submit this form with a copy of your resume to:
Barbara Livrone, Executive Assistant to the Township Manager
852 Easton Road
Warrington PA 18976
(215) 343-9350 x102 Email: blivrone@warringtontownship.org

CURT E. WISE

2707 Harvard Dr
Warrington, PA 18976

Residence: 215-491-1084
cewise1@att.net

Results-oriented professional with demonstrated leadership, technical and business development skills

PROFESSIONAL PROFILE

- Solid accomplishments in manufacturing, design, strategy, product development, and program management, enhanced by an MBA degree and BS degree in Electrical Engineering
- Strength in market and financial analysis, identifying strategic opportunities, developing business cases, and managing product development
- Tenacious and resourceful team player with strong ability to evaluate markets and execute to meet business goals
- Exceptional communication and interpersonal skills; easily develop rapport with customers and peers and interact with all levels of management

PROFESSIONAL EXPERIENCE

MOTOROLA CORPORATION – Horsham, PA

1/2008 - Present

Sr. Product Manager – Conditional Access Infrastructure and Licensing

- P&L management of conditional access product portfolio - drove replacement cycle on mature equipment resulting in 50% sales gain in 2nd half of 2010.
- Manage technology licensing portfolio – Negotiated new contracts and e-negotiated expiring technology contracts on substantially more favorable terms. Closed 7 contracts in 2010 so far resulting in a 150% revenue increase for 2010.
- Develop strategy, business case, revenue agreements, and manage development for conditional access hardware and software products.
- Manage product life cycle - reduced cost by \$2M by developing trade-in program to eliminate development to support obsolete hardware.

Semiconductor Category Manager

2006-2007

- Managed \$300M annual spend for semiconductors. Negotiated \$24M in cost reductions in 2007.
- Led supplier business relationships, developed supplier performance metrics, and held annual business reviews with key suppliers.
- Led strategic component team that developed strategic supplier partnerships for key components.
- Managed supplier relationships including negotiating hub agreements, payment terms, lead time, and supply agreements to assure supply continuity at minimum cost. Negotiated 15 supplier owned inventory contracts with extended payment terms saving \$15M annually.

ANALOG DEVICES CORPORATION – Wilmington, MA

1999 - 2006

Product Marketing Manager

Broadband products group, High Speed Signal Processing Division (2000 – 2006)

- Set strategic direction for linear and mixed-signal integrated circuits for emerging broadband communications markets. Developed products for wired and wireless broadband access and home networking markets that generated margins more than 10x development cost.
- Assessed market opportunities, developed strategic plans, wrote product definitions and business cases, secured management commitment, and managed product development projects from concept to release.
- Lead cross-functional product development teams. Released 5 products in 5 years, all met customer requirements and were developed within budget and on-time.
- Managed all aspects of mixed-signal front-end product portfolio including forecast, inventory, pricing profitability, and competitive position.
- Negotiated pricing, contracts, and developed strategic relationships. Secured multiple OEM accounts and marketing agreements that resulted in an 80% revenue increase in 2 years.

- Defined marketing communications objectives and developed marketing communications material. Developed the most successful direct mail campaign for Analog Devices in 2003, wrote articles and contributed to articles published in several industry publications.

Continued

CURT E. WISE

Page Two

Strategic Project Manager – Norwood, MA (1999 – 2000)

- Internal Strategy consultant - Analyzed product line business plans and prepared summary management reports. Compared business case projections with investment results.
- Teamed with product line management to explore new markets and new product opportunities. Led VOC and QFD based product definition efforts.
- Managed corporate product lifecycle initiative- identified obsolescence candidates, made the case, secured product line approval, and notified customers.
- Facilitated TQM teams including one that standardized and improved the performance of the product life cycle management process – improving notification by over 50% and reducing time required by 75%.

FORD MOTOR COMPANY

1990 - 1999

Product Design Engineer, Visteon – Dearborn, MI (1996 – 1999)

- Functioned as Program Manager and Design Engineer for body electronics control modules, selected for leadership role of Ford Escape body module program seen as pivotal to securing additional Mazda business.
- Conducted circuit design and computer simulation of embedded microprocessor-based automotive electronic control modules.
- Worked with system engineers to develop innovative ways to improve reliability and reduce cost.
- Achieved first-year capital savings of \$250,000 and reduced design cycle time through reuse of standard product designs.

Simultaneous Manufacturing Engineer, Automotive Components Division – Dearborn, MI (1995 - 1996)

- Liaised with design engineering and manufacturing site for automotive control modules.
- Managed technical launch functions for manufacturing facility and cost and feasibility studies in support of design engineering.
- Achieved savings of \$400,000 annually through implementation of test reduction and equipment efficiency proposals.

Project Team Leader, Ford Electronics and Refrigeration Corp. – Lansdale, PA (1993 - 1995)

- Managed capital projects of up to \$1 million with project responsibility from quote through acceptance.
- Identified project needs and recruited project team from internal resource pool.
- Recognized for performance with promotion to project leader in advance of company standards.

Manufacturing Engineer, Ford Electronics and Refrigeration Corporation – Lansdale, PA (1990 - 1993)

- Designed custom-automated functional test systems for manufacture of automotive audio, body control, and electronic engine control modules.
- Designed processes and managed technical support for new plant in Lisbon, Portugal.
- Utilized Basic and C programming languages to program automated test and manufacturing equipment.

EDUCATION

UNIVERSITY OF MICHIGAN SCHOOL OF BUSINESS ADMINISTRATION – Ann Arbor, MI
Master of Business Administration, 1998

THE PENNSYLVANIA STATE UNIVERSITY COLLEGE OF ENGINEERING – University Park, PA
Bachelor of Science in Electrical Engineering, 1990

Warrington



Township

852 EASTON ROAD, WARRINGTON, PA 18976
215-343-9350 ■ FAX 215-343-5944
www.warringtontownship.org

BOARD OF SUPERVISORS
JOHN R. PAUL, Chairperson
GERALD B. ANDERSON, Vice Chairperson
MARIANNE ACHENBACH, Secretary
MICHAEL W. LAMOND, JR. Asst. Secretary
PAUL H. PLOTNICK, Member

TOWNSHIP MANAGER
TIMOTHY J. TIEPERMAN

July 27, 2011

Joan DalFarra
1533 Hidden Court
Warrington, PA 18976

RE: **Position for Volunteer Boards and Commissions**

Dear Ms. DalFarra:

This is to confirm your interview date with the Board of Supervisors to apply for the Communications Advisory Board.

Please be advised you are scheduled to meet with the Board of Supervisors on Tuesday, August 9, 2011 at 7:00 PM. The interview will take place at the Warrington Township Building located at 852 Easton Road in Warrington, PA.

Thank you very much for your interest in volunteering for the Township of Warrington.

Sincerely,

A handwritten signature in black ink, appearing to read 'Barbara J. Lyrone'.

Barbara J. Lyrone
Executive Assistant to the Township Manager
Warrington Township



WARRINGTON TOWNSHIP
VOLUNTEER BOARDS AND COMMISSIONS

APPLICATION

NAME: Joan DalFarra
HOME ADDRESS: 1533 Hidden CT, Warrington ZIP 18976
HOME PHONE: 215-491-4169
WORK PHONE: 215-262-1762
CELL PHONE: 215-262-1762
EMAIL: joan.dalFarra @Comcast . net

AREAS OF INTEREST:

Helping Shape the Communications Strategy for the township and its residents. Background/Credentials are on resume.

BOARD OR COMMITTEE INTEREST (check all that apply)

- Bike and Hike Trails Committee (meets third Wednesday of month)
- Communications Advisory Bd. (fourth Monday, alternating months)
- Environmental Advisory Council (first Wednesday of month)
- Historic Commission/Historic Society (third Monday of month)
- Park and Recreation Board (fourth Thursday of month)
- Permanent Finance Committee (third Monday of month)
- Planning Commission (first and third Thursday of month)
- Veterans' Affairs Committee (last Monday of month)
- Zoning Hearing Board (fourth Monday of month)
- Open Space and Land Preservation Task Force

NOTE: A schedule of all Board and Committee meetings is available on the Township website: www.warringtontownship.org. Persons interested in membership are encouraged to attend these meetings prior to being interviewed by the Board of Supervisors.

Please submit this form with a copy of your resume to:
Barbara Livrone, Executive Assistant to the Township Manager
852 Easton Road
Warrington PA 18976
(215) 343-9350 x102 Email: blivrone@warringtontownship.org

Joan C. DalFarra

1533 Hidden Ct. ♦ Warrington, PA 18976 ♦ 215-262-1762 ♦ Joan.DalFarra@comcast.net

June 29, 2011

Barbara Livrone
Executive Assistance to the Township Manager
852 Easton Road
Warrington, PA 18976

Re: Letter of Interest for Communications Advisory Board Vacancy

Please accept this letter of interest as a formal request for consideration to fill the vacancy on Warrington Township's Communications Advisory Board.

I bring to Warrington Township more than 20 years of professional communications experience in the private and non-profit sectors and look forward to applying my skills and knowledge to the Communications Advisory Board.

My application and resume are attached for your review.

Assuming my application is accepted, I understand the next step is an interview with the board.

In appreciation,

Joan DalFarra

Enclosures: application and resume

Joan C. DalFarra

1533 Hidden Ct. ♦ Warrington, PA 18976 ♦ 215-262-1762 ♦ Joan.DalFarra@comcast.net

Experienced Communications Professional

- Accomplished professional whose career within leading organizations is distinguished by commended performance, promotional advancement, and awarded recognition.
- Comprehensive experience managing and writing persuasive requests for proposals (RFPs), requests for information (RFIs), and grant applications to businesses, governments, non-profits, and academic institutions. Applies skills to broad spectrum of industries including healthcare IT, insurance, financial services, education, and electronic media.
- Backed by strong credentials including a master's degree and comprehensive skills across a broad range of software, web, and database technologies.

PROFESSIONAL EXPERIENCE

MOBILEMD, INC. – Yardley, PA

6/10 to Present

Enterprise health information exchange (HIE) for hospitals, physicians, medical facilities, IDNs, IPAs & ACOs.

Director of Marketing & Communications, Sales & Marketing, 6/10 to Present

Manages all aspects of growing entrepreneurial company's marketing, proposal development, public relations, web content and analytics, advertising, events and trade shows, and leadership communication. Supports CEO, EVP of Sales & Marketing, and EVP of Corporate Development. *Key Results:*

- Leading project to convert inefficient, time-intensive cut-and-paste methodology of responding to RFPs/RFIs to SaaS proposal management platform as demand for large-scale proposals substantially increased.
- Redesigned and rewrote company website with priority go-live date of 6 weeks. Doubled monthly visitors in only 4 months attributable to effective brand marketing, strategic media relations, and targeted advertising.
- Produced cloud-based on-demand proposal template and sales toolkit for regional sales executives. Efforts decreased turnaround time of initial proposals to prospects and decreased requests for printed material.

GMAC MORTGAGE, LLC – Ft. Washington, PA

1/98 to 3/10

National mortgage originator and mortgage servicing company.

Manager Business Process, Default Claims Quality Control, 9/09 to 3/10

Sales, Marketing & Proposal Project Leader, Subservicing Business Development, 8/08 to 9/09

Marketing Research Analyst, Marketing & Communications, 9/02 to 5/07

Media Relations & Proposal Writer, Marketing & Communications, 1/98 to 9/02

Responsibilities included development of a new quality review department, proposal development, sales lead generation, marketing, media relations, web content management, and vendor management. *Key Results:*

- Authored high-priority RFP to service distressed mortgages on behalf of the U.S. Department of the Treasury, part of the \$700B Troubled Asset Relief Program (TARP) of 2008. Received monetary award and recognition from president and COO of GMAC Mortgage for expert handling of project.
- Developed new, customizable capabilities proposals for B2B prospects. Created sales toolkit for business development team and managed all RFPs and RFIs for multi-million dollar subservicing opportunities.
- Produced acquisition proposals for M&A teams to purchase or partner with businesses desirable to growth of enterprise. Well-known acquisitions include Argonaut Relocation Services, Better Homes & Gardens Real Estate Services, and Wells Fargo's \$34.5B mortgage portfolio.
- Helped launch marketing research department, delivering six-figure savings by bringing operation in-house and running one of the company's leanest and most effective business units.

PROFESSIONAL EXPERIENCE (CONTINUED)

AMERIHEALTH ADMINISTRATORS – Horsham, PA

10/07 to 8/08

Third party administrator (TPA) for employer groups; affiliate of Independence Blue Cross.

Supervisor Proposal Development, Marketing Services, 10/07 to 8/08

Managed production and conducted quality review of health, prescription, dental, vision, and consumer-directed health plan RFPs and RFIs to businesses, state and local governments, non-profits, and academic institutions. Maintained proposal tracking database and provided daily, weekly, and quarterly performance metrics across the organization. *Key Results:*

- Authored winning proposal for one of the largest self-insured employer groups in recent company history (a multi-year, \$2.4M per-year contract win).
- Directed creation of new student health insurance program proposal for local colleges and universities. The first college to receive the proposal accepted and enrolled its students in the plan.
- Reduced turnaround time of proposals by 20% while maintaining the same high volume (average of 16 large-scale proposals per month).

AETNA – Blue Bell, PA

3/93 to 1/98

The nation's leading healthcare, dental, and pharmacy insurance benefits company.

Proposal Writer, Proposal Department, 6/96 to 1/98

Grievance Analyst, Provider Relations, 3/93 to 6/96

Promoted to manage large-scale RFPs and RFIs, NCQA Medicare HEDIS surveys, and *Consumer Reports'* annual health insurance survey. Developed and maintained RFP response database for proposal staff, and served as the subject matter expert for the HMO, pharmacy, and dental plans. In previous positions, authored insurance claims processing instructions, provided in-depth review and analysis of member complaints, and served as contributing editor of the *Provider Report* and *Specialist Physician News*.

PR NEWSWIRE – Philadelphia, PA

2/91 to 3/93

Editor, Editorial Desk, 2/91 to 3/93

Disseminated news releases to the press and investor communities.

EDUCATION & CREDENTIALS

LA SALLE UNIVERSITY – Philadelphia, PA

MA in Professional Communication, 2003

Received University's Outstanding Graduate Award

TEMPLE UNIVERSITY – Philadelphia, PA

BA in Journalism, 1990

Licensure: Pennsylvania Property & Casualty (P&C) Series 16-06 (2010)

Affiliation: Association of Proposal Management Professionals (2011)

Volunteerism: Board Member/Grant Writer/PR Director, Warrington Youth Baseball (2007-2010)
Office Aide, Parish Religious Education Program, St. Robert Bellarmine (2001-2011)

TECHNOLOGY SUMMARY

Adobe (Acrobat X Pro, InDesign, Photoshop); Apple (Keynote, Numbers, Pages); Business Objects; Factiva; Marketrac; Fiserv LSP; Hoover's Level 3; MS Office (Word, Excel, Access, PowerPoint); Nexis; Omniture SiteCatalyst; ProQuest; Salesforce.com Administrator; SharePoint; SNL Financial; SurveyMonkey; and Vovici.



8.29.11

1. NON-COMPENSATORY APPOINTMENTS:

1.1. Bike and Hike Committee: Seven (7) member Board. Appointment of seven (7) members for a one (1) year term expiring on December 31, 2011.

- ✓ Paul Vollrath (term expired 12.31.11) (Appoint @ 1.03.11BOS)
- ✓ Sharon Kaszan (term expired 12.31.11) (Appoint @ 1.03.11BOS)
- ✓ Gerald Sapers (term expired 12.31.11) (Appoint @ 1.03.11BOS)
- ✓ Barbara Burdack (term expired 12.31.11) (Appoint @ 1.03.11BOS)
- ✓ Elmer O'Brien (term expired 12.31.11) (Appoint @ 1.03.11BOS)
- ✓ Barbara Coyle (term expired 12.31.11) (Appoint @ 1.03.11BOS)
- ✓ Justin Premick (term expires 12.31.11) (Appoint @ 1.03.11BOS)

1.2. Building Code Appeals Board: Five (5) member Board.

- ✓ Matthew Hallowell (term expired 12.31.14) (Appoint @ 1.4.10 BOS)
- ✓ Thomas Gockowski (term expires 12.31.11) (Appoint @ 1.2.07 BOS)
- ✓ William Graber, Jr. (term expires 12.31.15) (Appoint @ 1.3.11 BOS)
- ✓ Michael Silberman (term expires 12.31.13) (Appoint @ 1.5.09 BOS)
- ✓ Vacancy (term expires 12.31.12) (Appoint @ 9.28.10 BOS)
(replaces Johnnie Barton – remove 2.22.11 per phone call)

1.3. Communications Advisory Board: Five (5) member Board to serve three (3) year terms commencing 4.24.08. At the onset, appointment of (2) members for a three (3) year term expiring on December 31, 2010. Two (2) members shall be appointed to two (2) year terms and one (1) member to a one (1) year term.

- ✓ James Calore (term expired 12.31.11)(Appoint @ 8.24.10 BOS)
- ✓ Eric Van Zanten (term expired 12.31.11)(Appoint @ 1.03.11 BOS)
- ✓ Michael Starner (term expires 12.31.11)(Appoint @ 1.7.08 BOS)
- ✓ Vacancy (term expires 12.31.10)
(replaces Joseph Gaskill)
- ✓ Steven Filipe (term expires 12.31.11)(Appoint @ 5.11.10
BOS meeting.) Replaced Gay Currie (term
expired 12.31.11)

1.4. Environmental Advisory Council: Five (5) member Board plus two (2) liaison members to serve five (5) year terms. One (1) alternate. Initial appointment shall be staggered that the term of one (1) resident member shall expire each year. Terms of office for members of other Twp Boards/Commissions shall be at the discretion of the BOS, but generally shall not exceed the term of office for their other Board. (EAC approved 11.23.04) There are currently no vacancies.

- ✓ Fred Suffian (term expired 12.31.11) (Appoint @ 1.2.07 BOS)
- ✓ Ivy Ross (term expired 12.31.15) (Appoint @ 1.03.11 BOS)
- ✓ Todd Baratz (term expired 12.31.14) (Appoint @ 8.24.10BOS)
- ✓ Nicholas Weremeychik (term expires 12.31.12)
- ✓ Adele Weremeychik (term expires 12.31.13) (Appoint @ 1.5.09)

- ✓ Lynn Laurelli (Alternate) (term expires 12.31.15)(Appoint @1.3.11)
- ✓ Sami Serratore (Alternate)(term 2011/2012 School yr)
(Appoint@8.23.11 BOS)
- ✓ Doug Skinner(P/C) (term expired 12.31.12) (Replaced Fraser Wall)
- ✓ Mike Richino(P/R) (term expires 12.31.15) (Appoint @ 1.3.11 BOS)

1.5. Historic Commission: Seven (7) member Board. Term is for three (3) years. Original members serve three (3) years for three (3) members; two original (2) members serve for two (2) years and two (2) original members serve for one (1) year per Ordinance 98-O-8. There are currently two (2) vacancies.

- ✓ Ken Samen (term expired 12.31.12) (Appoint @ 8.24.10BOS)
- ✓ **Vacancy** (Scott Yates)(term expired 12.31.12) (Appoint @8 .24.10BOS)
- ✓ Stuart Cohen (term expired 12.31.12) (Appoint @ 8.24.10BOS)
- ✓ **Vacancy** (Joe Wright)(term expired 12.31.13) (Appoint @ 1.03.11BOS)
- ✓ Marycatherine Bigam (term expires 12.31.11) (Appoint @ 8.23.11 BOS)
(replaces Mary Roth)
- ✓ Gwyn P. Walton (term expires 12.31.13) (Appoint @ 2.22.11 BOS)
- ✓ Ann Grochowiak (term expires 12.31.11) (Appoint @ 8.23.11 BOS)

1.6. Open Space and Land Preservation Task Force: Seven (7) member Board for one (1) year term. Four (4) members are residents; (1) member from Environmental Advisory Council; one (1) member form Park and Recreation Board and one (1) member from Planning Commission.

- ✓ John F. McGowan (term expires 12.31.11)(Appoint @ 10.12.10)
- ✓ Kathryn Newcomb (term expires 12.31.11)(Appoint @ 10.12.10)
- ✓ William J. Roth, IV, CFA (term expires 12.31.11)(Appoint @
4.12.11 BOS)
(replaced Michael Sultanik)
- ✓ Robert Williamson (term expires 12.31.11)(Appoint @ 10.12.10)
- ✓ Joseph Balent (PC) (term expires 12.31.11)(Appoint @ 11.9.10)
- ✓ Ivy Ross (EAC) (term expires 12.31.11)(Appoint @ 11.9.10)
- ✓ Ruth Schemm (P/R) (term expires 12.31.11)(Appoint @ 11.9.10)

1.7. Park and Recreation Board: Appointment of seven (7) members Board for a five (5) year term.

- ✓ Lori Halber (term expired 12.31.11) (Appoint @ 1.2.07 BOS)
- ✓ Carol Rice (term expires 12.31.15) (Appoint @ 1.3.11 BOS)
- ✓ Robert McNulty, Jr. (term expires 12.31.13) (Appoint @ 1.7.08 BOS)
- ✓ Ruth Schemm (term expires 12.31.11)(Appoint @ 1.2.07 BOS)
- ✓ **Vacancy** (term expires 12.31.15)(Appoint @ _____ BOS)
(Replaces Bill Waterbury)
- ✓ Michael Richino (term expires 12.31.13) (Appoint @ 1.7.08 BOS)
- ✓ Richard Weiss (term expires 12.31.13) (Appoint @ 5.11.10 BOS)

1.8. Pension Board: Appointment of seven (7) members and one (1) alternate police for a one (1) year term expiring on December 31, 2010. One (1) member is the

Chairperson of the Board of Supervisors and one (1) member is from the Board of Supervisors.

- ✓ Kevin Peacock (term expired 12.31.11) (Approved @ 1.3.11 BOS)
- ✓ Sgt. Robert Meditz (elected by PBA for 2 year term) expires 12.31.13
- ✓ Timothy Tieperman (term expired 12.31.11)(Approved @ 1.3.11 BOS)
- ✓ Vivian Bell (term expired 12.31.11)(Approved @ 1.3.11 BOS)
- ✓ Larry Fallon (elected by PBA for 2 year term) (Alternate) (expires 12.31.13)
- ✓ Joseph Kirby (term expired 12.31.11)(Approved @ 1.3.11 BOS)
- ✓ Paul Plotnick (term expired 12.31.11)(Approved @1.3.11 BOS)

1.9. Permanent Finance Committee: Appointment of five (5) members for a three (3) year term. At onset, two (2) members shall be appointed to 3-year terms, two (2) members shall be appointed to 2-year terms & one (1) member shall be appointed to a 1-year term. Terms to commence Feb. 1, 2007. Upon expiration of initial terms, all members shall be subject to reappointment to a 3-year term.(Res.07-R-03,1.23.07)

- ✓ Michael Braun (term expired 12.31.12) (Appoint @ 8.24.10 BOS)
- ✓ James Furlong (term expired 12.31.12) (Appoint @ 8.24.10 BOS)
- ✓ Russ Bragg (term expires 12.31.11)(Appoint @ 1.5.09 BOS)
- ✓ John Heenan (term expires 12.31.11)(Appoint @ 1.5.09 BOS)
- ✓ Nicholas Braccia (term expires 12.31.11)(Appoint @ 5.11.10 BOS)

1.10. Planning Commission: Appointment of seven (7) members for a four (4) year term. Subsequent terms of the office shall be arranged so that no more than two (2) members shall be reappointed or replaced during any future calendar year.

- ✓ Shirley Yannich (term expired 12.31.13)(Appoint @ 1.4.10 BOS)
- ✓ Doug Skinner (term expires 12.31.12)(Appoint @1.5.09 BOS)
- ✓ Ted Piotrowicz (term expires 12.31.12)(Appoint @ 2.22.11 BOS)
- ✓ Fred R. Gaines (term expires 12.31.14)(Appoint @ 2.22.11 BOS)
- ✓ Madeline Sturm (term expires 12.31.14)(Appoint @ 1.03.11 BOS)
- ✓ Vacancy (term expires 12.31.13)(Appoint @7.27.10BOS)
- ✓ (replaces Michael Murphy)
- ✓ Joseph Balent (term expires 12.31.13)(Appoint @ 7.27.10 BOS)

1.11. TDR Review Board: Appointment of three (3) members for four (4) year terms. Two (2) members shall be appointed from current Planning Commission members and one (1) member from the Board of Supervisors. There are currently two (2) vacancies.

- ✓ Joseph Balent (term expired 12.31.13) (Appoint @ 8.24.10 BOS (replaced Doug Skinner)
- ✓ Madeline Sturm (term expired 12.31.12) (Appoint @ 11.9.10 BOS Filled vacancy.
- ✓ Paul Plotnick Member from BOS

1.12. Vacancy Board: Appointment of one (1) member to a one (1) year term.

- ✓ Dave Achenbach (term expires 12.31.11)(Approved @ 1.3.11 BOS)

1.13. Veterans' Affairs: Appointment of five (5) members for three (3) year term. At the onset, two (2) members shall be appointed to two (2) year terms and one (1) member shall be appointed to a one (1) year term. Upon expiration of initial terms, all prospective members shall be subject to reappointment to 3-year term. There are currently two (2) vacancies for alternate.

- ✓ Vacancy (G Regan) (term expired 12.31.12) (Appoint @ 8.24.10 BOS)
- ✓ CDR F. Todd Polinchock (term expired 12.31.13) (Appoint @ 5.10.11 BOS)
Replaces Joseph Fels (resigned 4.25.11)
- ✓ Vacancy (term expires 12.31.11)(Appoint @ 1.7.08 BOS)
(replaces Lt. Col. Andrew Lyons)
- ✓ Vacancy (R Stern) (term expires 12.31.11) (Appoint @ 1.7.08 BOS)
- ✓ Michael P. Walton (term expires 12.31.13) (Appoint @ 2.22.11 BOS)
- ✓ Peter Grochowiak (term expires 12.31.13)(Appoint @ 4.12.11 BOS)
- ✓ (replaces Maryann Scarpill)
- ✓ Honorary Member: William A. Grun (Appointed @ 5.24.11 BOS)
- ✓ Alternate Vacancy (term expires @ discretion of BOS)
- ✓ Alternate Vacancy (term expires @ discretion of BOS)

1.14. Zoning Hearing Board: Appointment of five (5) members to a five (5) year term. Terms shall be staggered so that one (1) member's term shall expire on December 31 of each year.

- ✓ Wayne Bullock (term expired 12.31.14)(Appoint @ 1.4.10)
- ✓ Frank Shelly (term expires 12.31.15)(Appoint @ 1.3.11 BOS)
- ✓ Janice Devito (term expires 12.31.13)(Appoint @ 1.5.09 BOS)
- ✓ Kevin Lawlor (term expires 12.31.12)(Appoint @ 1.7.08 BOS)
- ✓ Carol Facenda (term expires 12.31.11)
(Replaces Fred Gaines)
- ✓ Alternate Vacancy (term expires 12.31.12)