

**TOWNSHIP OF FALLS  
BOARD OF SUPERVISORS MEETING**

**ROLL CALL:**

<b>JEFFRY E. DENCE, CHAIRMAN</b>	<b>PRESENT (REMOTE)</b>
<b>ERIN M. MULLEN, VICE-CHAIRPERSON</b>	<b>PRESENT</b>
<b>BRIAN M. GALLOWAY, SECRETARY</b>	<b>ABSENT</b>
<b>JEFFREY M. BORASKI, SUPERVISOR</b>	<b>ABSENT</b>
<b>JOHN W. PALMER, SUPERVISOR</b>	<b>PRESENT</b>

The meeting commenced at 7:05 p.m. with roll call and pledge to the flag. All Board members were present with the exception of Member Boraski and Member Galloway. Also present were Township Manager/Chief Code Enforcement Officer & Zoning Officer Matthew Takita, Township Solicitor Michael Clarke, Township Solicitor Lauren Gallagher, and Township Engineer Joe Jones. Member Mullen said they will only be addressing agenda items 1, 2, 3, 4, 5, 30, 31 and 32 and then recessing the meeting until next Monday, June 30, 2025 at 7:00 p.m. We apologize for any inconvenience.

**ITEM # 1 EXECUTIVE SESSION**

There was no Executive Session to report on.

**ITEM # 2 PUBLIC COMMENT – FIVE MINUTE LIMIT PER PERSON  
FORTY-FIVE MINUTE MAXIMUM**

Mr. Don Mack (Waste Management) presented an update on where they stand with the new cart deliveries. They have distributed the carts and now they are swapping out the containers. If residents want a smaller container or an additional container, please continue to call the 800 number. For yard waste, there are select dates when they will collect yard waste and the dates will be posted on the Township website. If there is any yard waste to be collected, it should be bagged and placed in the cart. Waste Management is not open on July 4<sup>th</sup>. They marked the first day of service with the new carts as June 28<sup>th</sup>. But it will actually be the 30<sup>th</sup>. Ms. Toni Battiste said some residents are asking for the smaller carts, have called the 800 number and are being told to leave the carts out and Waste Management will collect them. She has done this for three weeks. They haven't collected them and they haven't brought the smaller cart. Mr. Mack said for any residents experiencing an issue, he can take their names and addresses to make sure the issue is resolved.

Ms. Toni Battiste asked if the bills for Recon Construction, All States Mechanical, QPI, etc are all scheduled payments. Do we have a list of how many payments they are supposed to get? Manager Takita said they are scheduled payments. There is an identifying number of payments based on the month and they are tracked. Mr. Clarke said it is based on the work they are doing during that given month and then they submit an invoice for the work. Ms. Battiste asked if the bills for Jones Engineering are paid from the Township funds or are



they paid by fees. Member Mullen said it depends. Sometimes they are escrow payments from developers and since he is also the Township Engineer, he bills us directly. Mr. Clarke said all applicants who are doing land development in the Township are required to post a professional services escrow to pay legal fees, engineering fees and inspection fees. Ms. Battiste said she appreciates the police directing traffic where the traffic lights are out. It would be much safer for them if they had some portable light or battery, especially when it is dark. Sometimes it is tough to see them. Ms. Battiste asked if the agenda item 3 appointment is contingent on the results of item 5. Mr. Clarke said the investigation has already been completed so that item is not contingent. This is for payment for the background check. Ms. Battiste said for these meetings when someone calls in and you go back to listen to the recording, you cannot hear the person who called in. It is dead space.

**ITEM # 3    MOTION TO APPOINT JOHN SHEPHERD AS TOWNSHIP  
MANAGER**

Member Mullen said this agenda item is to hire John Shepherd as our next Manager for Falls Township. Member Mullen wanted to take a moment to thank Manager Takita for his dedication and hard work since becoming Township Manager in 2019. He was the Zoning Officer and Chief Code Enforcement Manager in 2019 when the Manager left for another position. Manager Takita was named Interim Manager and jumped right in to make sure the business of the Township was being attended to. Manager Takita helped guide the Township through the pandemic and took on the very large task of the Township building renovation. Manager Takita originally agreed to be the Interim Manager in 2019 and his work as Manager, Zoning Officer and Chief Code Enforcement Officer increased. He decided he wanted to focus his time and energy on Zoning and Code. We thank Manager Takita for his dedication and look forward to continuing to work with him. The process to find a new Manager began late last year when we hired Rich Manfredi of Manfredi Consulting to help conduct the search. Mr. Manfredi is a former Township Manager in Abington Township, the Borough of Conshohocken and Warminster Township among other municipalities. Applications were received from 16 individuals and of those, Mr. Manfredi conducted initial screening interviews with seven candidates. Two were offered interviews with the Board of Supervisors. While both were outstanding candidates and possessed the qualifications, experience and demeanor to lead the Township, the Board decided to offer the position to John Shepherd and we are happy he said yes. Mr. Shepherd comes to us from the Township of Roxbury, NJ where he has served as Township Manager since 2017. Prior to the Roxbury position, Mr. Shepherd was the Township Manager in North Huntingdon Township in West Moreland County. He served as North Huntingdon's Manager for nearly 20 years. Mr. Shepherd is a Credentialed Manager and has worked in municipal government as Manager, Assistant Manager, Director of Planning and other positions for over 35 years. Mr. John Shepherd is here tonight with his wife Laura. After the Board takes the vote, Member Mullen will ask Mr. Shepherd to come up to introduce himself and say a few words. Member Palmer moved to appoint Mr. John Shepherd as the Township Manager; Chairman Dence seconded the motion; all board members were in favor. (3-0)

**ITEM # 4    MOTION TO APPROVE EMPLOYMENT AGREEMENT BETWEEN  
JOHN SHEPHERD AND FALLS TOWNSHIP**

Member Palmer moved to approve the employment agreement between John Shepherd and Falls Township; Chairman Dence seconded the motion; all board members were in favor.  
(3-0)

**ITEM # 5    MOTION TO APPROVE PROPOSAL OF STRATEGIC  
INVESTIGATIVE RESOURCES, LLC FOR EXECUTIVE  
BACKGROUND INVESTIGATION**

Member Palmer moved to approve the proposal of Strategic Investigative Resources, LLC for Executive Background Investigation; Chairman Dence seconded the motion; all board members were in favor. (3-0)

Mr. Shepherd said he appreciates the opportunity from the Board of Supervisors, the staff and the residents of Falls Township. There are a lot of challenges and opportunities in Falls Township and he is looking forward to being here. Where he is currently working, he has some professional notice that he has given them, but he is looking forward to being here in the interim and will be learning as much as he can. He looks forward to jumping right into the budget season. Mr. Shepherd thanked everyone and looks forward to working in Falls Township.

**ITEM # 6    CONSIDERATION OF APPROVAL HIRING POLICE OFFICER  
SEAN PERRY**

There was no action on this agenda item.

**ITEM # 7    AMAROK LLC – CONDITIONAL USE HEARING – 100 RIVER  
ROAD – TMP # 13-051-001-032**

There was no action on this agenda item.

**ITEM # 8    LEVITTOWN LANES – ALLEN AND MARY ELLA EPISCOPO –  
PRELIMINARY/FINAL LAND DEVELOPMENT – TMP # 13-019-167,  
13-019-169 AND 13-168-001 – 8815 & 8821 NEW FALLS ROAD**

There was no action on this agenda item.



**ITEM # 9    CONSIDERATION OF APPROVAL FOR CERTIFICATE OF APPROPRIATENESS – 133 YARDLEY AVENUE – TMP # 13-032-040  
ERECT GARAGE WITH PINE BOARD AND BATTON SIDING WITH A STEEL BLACK ROOF**

There was no action on this agenda item.

**ITEM # 10    CONSIDERATION OF APPROVAL FOR CERTIFICATE OF APPROPRIATENESS – 2 MEETINGHOUSE SQUARE – TMP # 13-020-319 REPLACE CEDAR ROOF WITH CEDAR ROOF**

There was no action on this agenda item.

**ITEM # 11    CONSIDERATION OF APPROVAL FOR CERTIFICATE OF APPROPRIATENESS – 37 MAIN STREET – TMP # 13-020-277 – REMOVE EXISTING CONCRETE WALKWAY, PATIO AND SOLID WOOD FENCE, REPLACE WITH PAVING STONES, RETENTION WALL AND NEW 6 FT. SHADOW BOX WOOD FENCE**

There was no action on this agenda item.

**ITEM # 12    CONSIDERATION OF APPROVAL FOR CHANGE ORDER #16, 17 & 18 FOR RYCON CONSTRUCTION, INC. FOR TOWNSHIP MUNICIPAL BUILDING RENOVATION PROJECT**

There was no action on this agenda item.

**ITEM # 13    CONSIDERATION OF APPROVAL FOR CHANGE ORDER #7 FOR QPI ELECTRICAL CO., FOR THE TOWNSHIP MUNICIPAL BUILDING RENOVATION PROJECT**

There was no action on this agenda item.

**ITEM # 14    CONSIDERATION OF APPROVAL FOR CHANGE ORDER #5 FOR MYCO MECHANICAL, INC FOR THE TOWNSHIP MUNICIPAL BUILDING RENOVATION PROJECT**

There was no action on this agenda item.

**ITEM # 15    CONSIDERATION OF APPROVAL FOR CHANGE ORDER #3 FOR ALLSTATES MECHANICAL LTD FOR THE TOWNSHIP MUNICIPAL BUILDING RENOVATION PROJECT**

There was no action on this agenda item.

**ITEM # 16 CONSIDERATION OF APPROVAL FOR CHANGE ORDER #5 FOR  
RONCO TECHNOLOGY SOLUTIONS, LLC FOR THE TOWNSHIP  
MUNICIPAL BUILDING RENOVATON PROJECT**

There was no action on this agenda item.

**ITEM # 17 CONSIDERATION OF APPROVAL FOR CHANGE ORDER #2 FOR  
GRACE CONSTRUCTION FOR THE TOWNSHIP MUNICIPAL  
BUILDING RENOVATION PROJECT**

There was no action on this agenda item.

**ITEM # 18 CONSIDERATION OF APPROVAL FOR CHANGE ORDER FOR  
THE 2025 LANDSCAPING BID**

There was no action on this agenda item.

**ITEM # 19 CONSIDERATION OF THE 2025 DIESEL AND UNLEADED FUEL  
BIDS FOR FALLS TOWNSHIP**

There was no action on this agenda item.

**ITEM # 20 CONSIDERATION OF APPROVAL FOR SURPLUS VEHICLE BIDS**

There was no action on this agenda item.

**ITEM # 21 CONSIDERATION OF APPROVAL OF PROCLAMATION FOR  
DISABILITY PRIDE MONTH**

There was no action on this agenda item.

**ITEM # 22 CONSIDERATION OF APPROVAL FOR THE ENVIRONMENTAL  
POLICY FROM CRUM & FORSTER SPECIALTY INSURANCE  
COMPANY**

There was no action on this agenda item.

**ITEM # 23 CONSIDERATION OF APPROVAL FOR THE FLOOD INSURANCE  
POLICY FROM TOKIO MARINE SPECIALTY**

There was no action on this agenda item.

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**ITEM # 24 CONSIDERATION OF APPROVAL FOR THE CYBER RISK  
COVERAGE POLICY FROM TRAVELERS**

There was no action on this agenda item.

**ITEM # 25 CONSIDERATION OF APPROVAL FOR VALLEY DAY SCHOOL  
LEASE AGREEMENT**

There was no action on this agenda item.

**ITEM # 26 CONSIDERATION OF APPOINTMENT TO THE CABLE ADVISORY  
BOARD, DISABLED PERSONS ADVISORY BOARD,  
ENVIRONMENTAL ADVISORY BOARD, HISTORICAL  
ARCHITECTURAL REVIEW BOARD, HISTORIC PRESERVATION  
COMMISSION, NEIGHBORHOOD TRAFFIC ADVISORY  
COMMITTEE, PARKS & RECREATION BOARD, PLANNING  
COMMISSION, POLICE PENSION COMMITTEE, SHADE TREE  
COMMISSION AND ZONING HEARING BOARD**

There was no action on this agenda item.

**ITEM # 27 CONSIDERATION OF APPROVAL FOR ESCROW RELEASE**

There was no action on this agenda item.

**ITEM # 28 MINUTES – MAY 21, 2025 AND JUNE 10, 2025**

There was no action on this agenda item.

**ITEM # 29 ENGINEERS REPORT**

There was no action on this agenda item.

**ITEM # 30 BILL LIST**

Member Palmer moved to approve the bill list in the amount of \$4,581,836.19, the Campbell Durrant, P.C. bill list in the amount of \$19,034.29 and the Jones Engineering Associates bill list in the amount of \$326,849.45; Member Mullen seconded the motion; all board members were in favor. (3-0) Mr. Clarke said so it is clear for the record, Chairman Dence normally abstains on the Jones Engineering Associates bill list because of a previously announced and disclosed conflict. The law is clear that when a member would need to abstain on a matter but then business could not be transacted because there has to be three votes to pass anything, as long as that member disclosed what that conflict is, they can



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vote on this. The Board went into recess at 7:22 p.m. and the meeting will be reconvened on Monday, June 30, 2025 at 7:00 p.m.

**ITEM # 31 CAMPBELL DURRANT, P.C. BILL LIST**

See agenda item # 30.

**ITEM # 32 JONES ENGINEERING ASSOCIATES BILL LIST**

See agenda item # 30.

**ITEM # 33 MANAGER COMMENT**

There was no action on this agenda item.

**ITEM # 34 BOARD COMMENT**

There was no action on this agenda item.



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Brian Galloway, Secretary

