

**Board of Supervisors Reorganization Meeting
Monday, January 3, 2022, 7:00 P.M.**

Attendance: Ricki Stumpo, Elaine DiMonte, Raymond McKay.
Public in attendance: 3

1. **Call to Order and Pledge of Allegiance:** Stumpo called the meeting to order at 7:00 p.m.
2. **Sunshine Announcements:** Board joined Township personnel for the Christmas luncheon on December 23rd.
3. **Announcements:** DiMonte reminded all to continue to encourage residents to sign-up for Constant Contact emails via the township website. She asked that the template be checked so that the emails are shown to be from Pocopson Township.
4. **Public Comment on Non-agenda items:** none.
5. **Reorganization of the Board of Supervisors:** DiMonte nominated McKay as Temporary Chair and Susan Simone as Temporary Secretary of the Board of Supervisors; so moved. McKay moved, Stumpo seconded, to nominate DiMonte as Chair of the Board of Supervisors; motion carried. McKay moved, DiMonte seconded, to nominate Stumpo as Vice Chair of the Board of Supervisors; motion carried.
6. **Miscellaneous Appointments and Appointment of Employees:**
 - a. DiMonte moved, McKay seconded to appoint the following Township Personnel at a pay rate consistent with the 2022 Township Budget: Susan Simone as Director of Administrative Services/Township Secretary; Peter R. Barsz, CPA, CGMA, as Township Treasurer; Aleida Diaz as Administrative Assistant; Mark Knightly as Public Works Director and Roadmaster; Mike Cialini, Ron Miller, and Ben Aponte as Public Works Crew Members.
 - b. Board noted for the record confirmation of Kevin Gosselin as Township Emergency Management Coordinator in accordance with the October 21, 2016 appointment by the Governor.
 - c. DiMonte moved, McKay seconded, to appoint Michael Balsama to serve as Fire Marshal effective immediately and to serve until such time that a replacement is named, with payment to be made in accordance with the Omnibus Fee Schedule.
 - d. DiMonte moved, McKay seconded, to appoint Susan Simone, as the PMRS - Pension Plan Administrator with a term to expire December 31, 2022 or until a replacement is named.
 - e. Board noted for the record confirmation of appointments as Township representatives to the following Library Board of Trustees: Kiran Rotkar, West Chester Public Library; Brad Peiper, Township Representative for Kennett Public Library.
 - f. DiMonte moved, Stumpo seconded, to obtain a Treasurer's Bond in the amount of \$2.6 million dollars.
 - g. Board noted for the record renewal of the Independent Contractor Agreement for Constable Services provided by Michael Balsama, Elected Constable.

- h. Board noted for the record confirmation of the appointment of Alan Davis as the Resident-Representative of the Kennett Fire and Regional EMS Commission in accordance with the September 11, 2017 Public Meeting Minutes.

7. Appointment of Township Representatives:

- a. The Kennett Area Regional Planning Commission (KARPC) - Board noted that this Commission has not met in many years. Stumpo reported that she was the last Commission Chair and was not able to boost attendance. She also noted that the current EMS Commission was formed by preliminary KARPC discussions and once it began to meet interest waned in KARPC. She is unaware of a municipal representative running KARPC at this time. DiMonte moved, McKay seconded, to appoint Stumpo to serve as the KARPC representative with a term to expire on December 31, 2022 or until a replacement is named; motion carried.
- b. McKay moved, Stumpo seconded, appoint Gary Summers as Chair of the Vacancy Board with a term to expire on December 31, 2022 or until a replacement is named; motion carried.
- c. McKay moved, DiMonte seconded, to appoint Sarah Mims as Township representative for the Scenic Byways Commission with a term to expire on December 31, 2022 or until a replacement is named; motion carried.
- d. McKay moved, DiMonte seconded, move, to appoint Susan Simone as Township representative to the County Tax Collection Committee with a term to expire on December 31, 2022 or until replacements are named; motion carried.

- 8. Zoning Hearing Board:** Stumpo moved, DiMonte seconded, to appoint J. Paul Haldeman with a term to expire December 31, 2025; motion carried. Board noted for the record the following previously appointed Zoning Hearing Board Members: James Noon, Jr. and Nathan Wilson, with terms to expire December 31, 2022; David Ziegler with a term to expire December 31, 2024. Board acknowledged receipt of word from Haldeman that he will be resigning in 2022. A notice to fill the vacancy will be posted for interested parties to apply.

- 9. Appointment of Planning Commission:** DiMonte moved, Stumpo seconded, to appoint Mickey Bailey to the Planning Commission with a term to expire December 31, 2025 or until a replacement is named; motion carried. Board noted for the record the following previously appointed Commissioners and their terms: Sean Rafferty and John Hess - terms to expire December 31, 2022; Matthias Murphy and Robert Miller - terms to expire December 31, 2023; Gary Summers - term to expire December 31, 2024; Paul Cardell - term to expire December 31, 2026.

10. Appointments to Township Committees and Other Positions:

- a. McKay moved, DiMonte seconded, move, to table the appointment of Director of the Parks and Recreation Department; motion carried.
- b. McKay moved, Stumpo seconded, to appoint the following residents to the Parks, Recreation and Trails Committee: Janet Fassbender, Jesse Noa, Jordan Gushurst, Judy Lovell, Tom Bierl; motion carried.
- c. McKay moved, DiMonte seconded, move, to appoint the following individuals to the Historical Committee: Don McKay, Chair; Randy Mims, Sarah Mims, Pat Burnett, David Miller, Lorallyne Yost, John Hedrick, Tony Mussachio; and to appoint the following as Resource Members - Alta Hoffman, and Doug Fearn; motion carried.
- d. McKay moved, Stumpo seconded, to appoint the following residents to the Agriculture Security Area (ASA) Committee: Becky Baily, Judy Cousins, George P. Wickersham, Jr., Brittany Venit, Jennifer Van Anda; motion carried.
- e. McKay moved, DiMonte seconded, to confirm the appointment of the following individuals to the Deer Management Committee: Don Lane, Blake Aponte, Brandon

J. Brown, Brett C. Brown, James Ron Lane, Kevin Gosselin, Randy L. Hutchinson, Ronald Blake Miller, Ronald L. Blevins, William H. Brown, Jr., William H. Brown, III; motion carried.

- f. McKay moved, Stumpo seconded, to appoint the following individuals to the Stream Team: Kathy Miller, Sarah Mims, Randy Mims, Bill Haaf, Carol Haaf, Bernadette Kegelmann, Janet Fassbender, Jennifer Matkov; motion carried.
- g. McKay moved, DiMonte seconded, to appoint the following individuals to the Energy Committee: Bill Haaf, Bernadette Kegelmann, Mike Magee, Don McKay, Kathy Miller, Sonal Sehgel, Nate Wilson; motion carried.

Committees may elect a chair and vice chair and notify the Secretary accordingly.

- 11. McKay moved, Stumpo seconded, to appoint the following individuals to the Uniform Construction Code Board of Appeals: Peggy Conaway, Mark Thompson, and Anthony Diver, motion carried.
- 12. **Appointment of Consultants:** Motion was carried when DiMonte moved, McKay seconded, to appoint the following consultants with terms to expire January 2, 2023 or as noted or until replacements are named -
 - a. Unruh, Turner, Burke and Frees, as Solicitor for Pocopson Township in accordance with the current fee specification;
 - b. Edward Foley, Esquire, as Solicitor for the Zoning Hearing Board in accordance with fee specification dated December 22, 2021;
 - d. Kristin Camp, Esquire as Solicitor for the Planning Commission in accordance with the fee specification dated September 24, 2021;
 - e. Keystone Municipal Services, Inc., as Building Inspector, Building Site Inspector, Soil and Erosion Control Inspector for building permit applications in accordance with the fee specification dated December 18, 2021;
 - f. United Inspection Agency as the Third Party Certified Electrical Inspector in accordance with the current fee specification schedule dated December 18, 2021.
 - g. McCormick Taylor as Township Engineer in accordance with the Fee Schedule dated December 18, 2020 for 2022 Professional Services;
 - h. Gilmore & Associates, Inc., as Township Engineer in accordance with the fee specification dated December 20, 2021;
 - i. Castle Valley Consultants, Inc. to provide professional Water and Wastewater Engineering/Planning Consulting and to serve as Zoning/Code Enforcement Officer and Flood Plain Manager for 2022 in accordance with the General Contract Conditions dated December 10, 2021;
 - j. Gary L. Burcham, Registered Landscape Architect, to provide services on an as needed and as requested basis in accordance with the current fee schedule;
 - k. Brandywine Conservancy to advise the Board of Supervisors on an as needed basis at the fees to be determined on a case-by-case basis in accordance with consultant rates for 2022;
 - l. Brutscher, Foley, Milliner, Land & Kelly, LLP to serve as Solicitor for the UCC Appeal Board in accordance with the correspondence December 22, 2021;
 - m. Anthony Verwey has served as Alternate Solicitor for the Zoning Hearing Board. He was elected Judge with the Court of Common Pleas of Chester County. Robert C. Jefferson, IV from Gawthrop Greenwood PC is available to serve. DiMonte moved, McKay seconded, to appoint Robert C. Jefferson, IV as Alternate Zoning Hearing Board Solicitor; motion carried.
 - n. Board confirmed that Barbacane, Thorton and Company was previously appointed to audit the fiscal year 2021 township books.

13. **Other Appointments:** Motion was carried when Stumpo moved, DiMonte seconded, to appoint the following agencies to provide professional services with terms to expire January 2, 2023 or as noted or until a replacement is named:
- Assured Partners as the insurance broker for the Township.
 - Keystone Collections Group as the Tax Collector for Earned Income and Net Profits Tax.
 - Berkheimer Tax Administrator, Inc. as Tax Collector for the Local Services Tax.
 - Chester County as Tax Collector for the Township property taxes.

Board acknowledged that Hal Hoffman was elected Tax Collector November 2, 2021. An Affidavit is on file Deputizing the County of Chester to collect Township property taxes.

14. Stumpo moved, McKay seconded to establish mileage reimbursement for 2022 at the IRS approved rate as may be amended from time to time; motion carried.

15. Stumpo moved, McKay seconded, to appoint DiMonte as the voting delegate to conventions sponsored by PSATS and the Chester County Association of Township Officials; motion carried.

16. **Township Holidays and Meeting Dates:** Motion was carried when McKay moved, Stumpo seconded, to establish 2022 holidays for the Township as follows:

New Year's Day - (observed) December 31 st	Labor Day - September 5 th
Martin Luther King, Jr. Day - January 17 th	Election Day - November 8 th
Presidents' Day - February 21 st	Veterans Day - November 11 th
Memorial Day - May 30 th	Thanksgiving - November 24 th & 25 th
Juneteenth (observed) - June 20 th	Christmas (observed) - December 26 th
Independence Day - July 4 th	

McKay noted for the record that the holidays are in line with the scheduled holidays for the County of Chester.

Prior to the motion, DiMonte asked for discussion regarding adjusting the start time for Board of Supervisor Public Meetings to 6:30 p.m. from the current 7:00 p.m. She noted that the request was made a few years ago for a 7:00 start time but the subsequent change has not garnered an increase in public attendance. Board agreed to keep the 7:00 p.m. start time for 2022. Motion was carried when McKay moved and Stumpo seconded, to establish the following meeting schedule: Board of Supervisors will hold the public meeting on the last Monday of the month at 7:00 p.m. with exceptions as follows: February 14th, May 23rd, August 22nd, October 24th, November 21st, December 19th; Board of Supervisors work sessions will be held at 6:30 p.m. on the Wednesday prior to the public meeting as needed; Planning Commission - *meets the 1st Wednesday of each month at 7:30 P.M.; the Planning Commission does not meet during August or December. The Commission will not meet in January. The first regular public meeting will be February 2nd*; Zoning Hearing Board - meets as needed and as advertised; Stream Team - meets as needed and as advertised; Energy Committee meets quarterly as advertised; Deer Management Committee meets as needed and as advertised; Historical Committee - *meets the 2nd Wednesday of each month at 7:30 P.M.*; Parks, Recreation & Trails Committee - *meets the 2nd Thursday of each month at 7:30 P.M.* Stumpo inquired as to why the Planning Commission will not meet in January. Secretary responded that they haven't any items for an agenda.

17. **Supervisor Liaisons to Township Committees, Departments, and Agencies:** following a discussion, the Board agreed to the following assignments:

- Agricultural Security Area - Ricki Stumpo
- Historical- Ray McKay
- Parks, Recreation and Trails - Ricki Stumpo

- d. Planning Commission - Elaine DiMonte
- e. Stream Team - Ricki Stumpo
- f. Energy Committee - Ray McKay
- g. Deer Management Committee - Elaine DiMonte
- h. Public Works/Roads - Ray McKay

Board agreed that McKay will continue to serve as the Supervisor Delegate for the EMS Commission and that Stumpo will serve as alternate. Board agreed that Stumpo will continue as the board liaison for the Friends of Barnard Station.

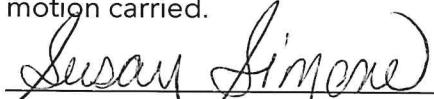
18. Resolutions:

- a. Resolution 2022-1: DiMonte moved, Stumpo seconded, to adopt Resolution 2022-1 establishing boundaries for fire protection in the Township between Longwood Fire Company and Po-Mar-Lin Fire Company and designates Longwood Ambulance as the EMS provider to the Township and Avondale State Police Barracks as the police protection for the township; motion carried.
- b. Resolution 2022-2: DiMonte moved, Stumpo seconded, to adopt Resolution 2022-2 in accordance with the Second-Class Township Code establishing the following depositories for Township Funds: BB&T Bank; Malvern Bank; Meridian Bank; PLGIT (Pennsylvania Local Government Investment Trust) for select investment accounts; WSFS Bank; motion carried.
- c. Resolution 2022-3: DiMonte moved, McKay seconded, to adopt Resolution 2022-3 establishing an omnibus fee schedule for 2022; motion carried.

20. Other Business: Carol Haaf, Hal Hoffman, and Don McKay provided the Board with an overview of the intention of Friends of Barnard Station ("FoBS") to apply for grants to rehabilitate the Barnard House. Because the Township is the owner of the Barnard House, the PA Museum and Historical Commission ("PMHC") requires the Board of Supervisors to approve the submission of grant applications. Haaf indicated that FoBS have communicated with Karen Arnold from PMHC to identify matching grant opportunities and that FoBS fundraising efforts are underway. DiMonte asked if the PMHC grant opportunities are feasible if FoBS does not have the matching funds in-hand. Haaf responded that there is latitude in the date certain that the funds are required to be in-hand, but if they are not successful in the fundraising then they would not be awarded the grant. Board agreed that the Township would be willing to discuss providing a donation to FoBS in the event they do not meet their benchmark for matching funds. Haaf also reported that a college history professor is assisting with the grant writing process because of the significant connection of the Barnard House with the Underground Railroad. Don McKay is providing assistance with various construction projects that are expected to be funded by FoBS. He reported that a number of preservationists and architects have been identified who are willing to provide assistance. Ray McKay commented that water infiltration continues to be an issue with the Barnard House, perhaps originating in the chimney. He noted that the Township Public Works Department is able to complete the work necessary to address the water infiltration as well as repairs to the soffit and roof. Don McKay identified electrical work, as well as carpentry and plastering as targeted tasks. Board expressed appreciation for FoBS efforts and agreed to support the group by authorizing and approving grant applications. Secretary suggested that the Board adopt a resolution stating the support as it relates to the PMHC grant. Everyone agreed that the work of FoBS is a positive message for the community confirming the commitment of the Township to preserve the Barnard House.

21. **Meeting Minutes:** DiMonte moved, Stumpo seconded, to approve the Meeting Minutes of December 13, 2021 as corrected; motion carried.

22. **Adjournment:** At 7:52 P.M. DiMonte moved, McKay seconded, to adjourn the meeting; motion carried.



Susan Simone, Secretary



Elaine DiMonte, Chairwoman