



**Pocopson Township**  
Pocopson, Pennsylvania 19366  
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**Minutes of the Board of Supervisors Reorganization Meeting  
Monday, January 3, 2011, 7:30 P.M.**

In attendance: Stephen R. Conary, Laurressa J. McNemar, P.E., Georgia F. Brutscher.

**1. Call to Order:** Conary called the meeting to order at 7:30 p.m.

**2. Public Comment:** none.

**3. Reorganization of the Board of Supervisors:** Conary moved, Brutscher seconded to appoint McNemar as Temporary Chair and Susan Simone as Temporary Secretary of the Board of Supervisors. McNemar moved, Brutscher seconded, to appoint Conary as Chair of the Board of Supervisors. McNemar moved, Conary seconded, to appoint Brutscher as Vice Chair of the Board of Supervisors.

**4. Appointments and reorganization business:** Conary moved, Brutscher seconded, to appoint the following Township Personnel at a pay rate consistent with the 2011 Township Budget: Susan Simone as Township Administrative Secretary; Peggy Lennon as Township Treasurer; Mark Knightly as Public Works Director and as Roadmaster.

McNemar moved, Conary seconded, to appoint Peggy Lennon as the PMRS - Pension Plan Administrator with a term to expire December 31, 2011 or until a replacement is named. Brutscher moved, McNemar seconded, that the Township obtain a Treasurer's Bond in the amount of \$3,000,000.

Conary moved, McNemar seconded, to accept the resignation of Jamie Kiernan as an elected Auditor.

McNemar moved, Conary seconded, to appoint William D. Lane as Auditor to fill the vacancy with a term to expire December 31, 2011.

Conary moved, McNemar seconded, to appoint Georgia F. Brutscher as Pocopson Township's representative to the Kennett Area Regional Planning Commission and Bruce Yelton as the alternate representative, with terms to expire on December 31, 2011 or until replacements are named.

Brutscher moved, McNemar seconded, to appoint the following Township representatives, committee members, commissioners, and hearing board members and for the record to recognize previous appointments as noted:

Randall Mims as Chair of the Vacancy Board with his term to expire on December 31, 2011 or until a replacement is named.

George Zacharkiw as Township representative for the Scenic Byways Commission and Bruce Yelton as alternate representative with terms to expire on December 31, 2011 or until replacements are named.

James Noon, Jr., to the Zoning Hearing Board (ZHB) with a term to expire on December 31, 2013 or until a replacement is named.

Board noted for the record the following previously appointed Zoning Hearing Board members and terms:

<i>Robert Woodward</i>	<i>Term to expire December 31, 2011</i>
<i>Nathan Wilson</i>	<i>Term to expire December 31, 2012</i>

Steven Simonson and Robert Miller as members of the Planning Commission with their terms to expire December 31, 2014 or until replacements are named.

Board noted for the record the following previously appointed Planning Commission members and terms:

<i>Gary Summers</i>	<i>Term to expire December 31, 2011</i>
<i>Meg Johnson</i>	<i>Term to expire December 31, 2012</i>
<i>Robert J. Costello</i>	<i>Term to expire December 31, 2012</i>
<i>Suzanne Breiseth</i>	<i>Term to expire December 31, 2013</i>
<i>Sean Rafferty</i>	<i>Term to expire December 31, 2013</i>

Ezekiel C. Hubbard as the Director of the Parks and Recreation Department with a term to expire December 31, 2011 or until a replacement is named.

Board noted for the record the following previously appointed delegates to the Chester County Tax Collection Committee in accordance with TCC Bylaws and Township Resolution 2010-28:

<i>Primary delegate: Bruce Yelton</i>	<i>Term to expire December 31, 2011</i>
<i>First alternate delegates: Harold V. Hoffman, Jr.</i>	<i>Term to expire December 31, 2011</i>
<i>Second alternate delegate: Margaret Lennon</i>	<i>Term to expire December 31, 2011</i>

The following as members of the Parks, Recreation and Trails Committee:

Ezekiel Hubbard	Thomas Bierl
Chris Conaway	Joe Stumpo
Ricki Stumpo	

The following as members of the Historical Committee:

Sarah Mims	Barnard Bailly	Pat Burnett
Jean Conary	Mary Beth Drobish	Doug Fearn
Kris Firey-Poling	Alta Hoffman	Randy Mims
Dan O'Neill	Bill Sellers	Sue Woodward
Bruce Yelton		

The following as members of the Open Space Advisory Committee:

J. Paul Haldeman	Nancy Ercolani
Thomas Bierl	Linda Moore

Holly Manzone

The following as members of the Barnard House Steering Committee:

Georgia F. Brutscher	Alta Hoffman
Kris Firey-Poling	Mary Dugan – KURC*
Jean Conary	John O’Neal – KURC
Susan Simone	Rusty Jones – KURC

\* Kennett Underground Railroad Center

The following as members of the Agricultural Security Area Committee:

Becky Bailly	Judy Cousins
Andrew Elser	George P. Wickersham, Jr.

The following as members of the Founders Day Committee:

Beverly Bruns, Chair	Ricki Stumpo, Vice Chair	Ezekiel Hubbard
Suzanne Breiseth	Chris Conaway	Julianne Ruocco
Tom Godek	Bill Haaf	Jennifer Van Anda
Karen Myers	Danielle Lawrence	Jean Conary
Holly Manzone	Ryan McMahon	

The following as members of the Deer Management Committee:

Don Lane, Chair	William Brown	Brandon Brown
George Armington	Donna Armington	Vince Buckwash
James Jordan	Sue Forsmark	Jerry Kreider
Kevin Gosselin	Ron Blevins	Ron Lane
Ronald Urbine	Nancy Ercolani	Judy Cousins

The following as members of the Stream Team:

Bill Haaf	Lawrie Bolger	Jenel Edwards
Carol Haaf	Chuck Maston	Jennifer Matkof
Lauressa J. McNemar	Kathy Miller	the Mims Family
Tony Trease	Nate Wilson	

Conary moved, McNemar seconded, to appoint Brutscher as Supervisor Representative to the Agricultural Security Area Committee and Chair of the Barnard House Steering Committee.

Conary noted that with the exception of Founders Day Committee and Deer Management Committee, committees, planning commission, and zoning hearing board must elect a chair and vice chair and notify the Secretary accordingly. Board noted that the ZHB acts as a decision-making body for hearings in zoning matters and as such it is prudent to consider appointing an alternate member. Secretary is directed to research options for Township to do so.

The Board agreed to **table the following 2011 appointments:** Liaison to the Brandywine-Struble Greenway project and members of a Uniform Construction Code Board of Appeals.

Conary moved, Brutscher seconded, to appoint the following consultants with terms to expire January 2, 2012 or as noted or until a replacement is named:

Ross Unruh, Esquire, of Unruh, Turner, Burke and Frees, as Solicitor for Pocopson Township in accordance with the Professional Services Agreement dated January 3, 2011.

Fronefield Crawford, Jr., Esquire, as Solicitor for the Zoning Hearing Board in accordance with the 2011 Fee Schedule submitted January 3, 2011.

Keystone Municipal Services, Inc., as Building Inspector, Building Site Inspector, Soil and Erosion Control Inspector for building permit applications in accordance with the 2011 Fee Schedule submitted December 29, 2010.

James W. Hatfield, P.E., VanDemark & Lynch, Inc. as Township Engineer at the Fee Schedule submitted December 29, 2010 effective January 1, 2011.

Castle Valley Consultants, Inc. to provide professional, civil, environmental, planning and GIS services to the Township on an as requested basis at the hourly rate in accordance with the General Contract Conditions dated November 17, 2010.

Yerkes Associates, Inc., to provide zoning review and code enforcement services in accordance with Work Authorization W4920 dated November 1, 2010.

Gary L. Burcham, Registered Landscape Architect, to provide services on an as needed and as requested basis in accordance with the fees stated in the March 9, 2009 contract.

Brandywine Conservancy to advise the Board of Supervisors and the Open Space Advisory Board on an as needed basis at the fees to be determined on a case-by-case basis in accordance with consultant rates for 2011.

McNemar moved, Brutscher seconded, to appoint the following agencies and individuals to provide professional services with terms to expire January 2, 2012 or as noted or until a replacement is named:

Ezekiel C. Hubbard as the Emergency Management Coordinator and Lloyd Bankson Roach, Birmingham Township Emergency Management Coordinator as the Deputy Emergency Management Coordinator.

A representative of Longwood Fire Company to serve as Township Fire Marshal until such time that A.J. McCarthy is sworn in as Chief at which time Chief McCarthy will assume Township Fire Marshal responsibilities.

PIRMA 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.

Central Tax Bureau of PA, Inc. as Tax Collector for the Township property taxes.

Brutscher moved, Conary seconded, to establish mileage reimbursement for 2011 at the IRS approved rate of 51 cents per mile.

Brutscher moved, McNemar seconded, to appoint Conary a member of the Board of Supervisors, as the voting delegate to the Conventions sponsored by the Pennsylvania State Association of Township Supervisors and the Chester County Associations of Township Officials.

## **5. Township Meeting Dates:**

Conary moved, McNemar seconded, to establish 2011 holidays for the Township as follows:

New Year's Day (Observed Dec 31, 2010)	Martin Luther King, Jr. Day – Jan 17, 2011
Presidents' Day – Feb 21, 2011	Memorial Day – May 30, 2011
Independence Day – July 4, 2011	Labor Day – Sep 5, 2011
Thanksgiving Holiday – 11/24 & 11/25	Christmas Day (Observed Dec 26, 2011)

McNemar moved, Brutscher seconded, to establish the following meeting dates and times:

*Board of Supervisors* will meet on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month at 7:30 P.M.  
**with the exception of the November and December meetings which will be held on the first and third Mondays at 7:30 PM**

*Township Planning Commission* will meet on the 3<sup>rd</sup> Wednesday of each month except August at 7:30 P.M.

*Founders Day Committee* will meet on the 2<sup>nd</sup> Tuesday of each month at 7:30 P.M.

*Historical Committee* will meet on the 2<sup>nd</sup> Wednesday of each month at 7:30 P.M.

*Parks, Recreation and Trails Committee* will meet on the 2<sup>nd</sup> Thursday of each month at 7:30 P.M.

*Open Space Advisory Committee* will meet on Thursdays, as needed, at 4:00 P.M.

All meetings will be held at the Township Office at 740 Denton Hollow Road unless otherwise noted during the year.

**6. Supervisor Liaisons to Township Committees:** Following discussion, the Board agreed to the following assignments: *Open Space Advisory* – Conary; *Historical* – Brutscher; *Parks, Recreation and Trails* – McNemar; *Planning Commission* – McNemar; *Founders Day* – Brutscher.

## **7. Resolutions:**

**(a) Resolution 2011-1:** Brutscher moved, McNemar seconded, to adopt Resolution 2011-1 establishing boundaries for fire protection in the Township between Longwood Fire Company and PoMarLin 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.

**(b) Resolution 2011-2:** Conary moved, Brutscher seconded, to adopt Resolution 2011-2 establishing a schedule of fees for zoning and building permits, land development applications, engineering reviews, curative amendments and hearings and other fees and fines.

**(c) Resolution 2011-3:** Conary moved, Brutscher seconded, to adopt Resolution 2011-3 in accordance with the Second Class Township Code establishing the following depositories for Township Funds:

- 1N Bank (a division of Graystone Tower Bank);
- Meridian Bank; and
- PLGIT (Pennsylvania Local Government Investment Trust) for select investment accounts.

**(d) Resolution 2011-4:** Conary moved, Brutscher seconded, to adopt Resolution 2011-4 acknowledging and recognizing the exemplary volunteer efforts of Dale Stratton.

**8. Treasurer's Warrants:** Conary moved, Brutscher seconded, to approve the Bill Payment Lists for December 14, 2010 – January 3, 2011 recommended for payment by the Treasurer. **General Fund:** 6 bills paid totaling \$69,536.11; 6 debit card purchases totaling \$167.14. **Highway Aid:** 1 bill paid for \$2,976.96. **Parks, Recreation and Trails Account:** 2 bills totaling \$978.09.

Conary noted for the record that included in the General Fund invoices is a \$64,540.35 payment to New Holland Auto Group for a 2011 Ford F-550 truck. The Township authorized purchase of such a vehicle at the July 26, 2010 Board of Supervisor's meeting and acquired a vehicle on December 14, 2010 at a cost of \$64,650 (\$37,750 to New Holland Auto Group and \$26,900 to Lancaster Truck Bodies). The 2002 GMC truck replaced with the new vehicle, along with a spreader, was sold to Newlin Township for \$13,200 on December 15, 2010.

On December 17, 2010, the new vehicle suffered extensive fire damage. It has been "totaled" by the Township's property insurer. The Township received a check for \$64,157.90 on 12/30/2010 and purchased another Ford F-550 on 12/31/2010 for \$64,540.35 (as noted above).

**9. Other Business:** Secretary reported construction review fees were received by the Township for Overlook Look Circle Escrow Release #8 previously approved September 27, 2010. Board agreed to sign and distribute the release.

**Motion:** Conary moved, Brutscher seconded, to approve Overlook Circle Escrow Release #9 in the amount of \$37,647.99 upon receipt of \$623.71 paid directly to Pocopson Township for construction review services provided by VanDemark & Lynch, Inc. for the period July 2010 through January, 2011.

**10. Minutes of December 13, 2010:** Brutscher moved, McNemar seconded, to approve the Minutes of December 13, 2010 as revised.

**11. Adjournment:** At 8:30 P.M. Conary moved, McNemar seconded to adjourn the meeting.

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Susan E. Simone, Administrative Secretary

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Stephen R. Conary, Chair