



## Board of Supervisors Organizational Meeting Minutes Monday, January 5, 2015, 7:30 P.M.

Supervisors in attendance: Barney Leonard, Georgia F. Brutscher, Ricki Stumpo.

Public in attendance: 2

1. **Call to Order:** Leonard called the meeting to order at 7:30 p.m. and led the Pledge of Allegiance.
2. **Oaths of Office:** Secretary acknowledged for submission to the Board, oaths of office for the following appointed Township Officials appointed in 2014: Auditor - Elizabeth Borel; Supervisor - Barney Leonard.
3. **Announcements:** Brutscher and Leonard along with Township Consultants, met with PennDOT on December 29, 2014, to discuss the status of the highway occupancy permit for the Wawaset Road Park Grant Project. Board noted receiving favorable comments about the completed Route 52 Roundabout and read aloud an email received from Joe Kepics. Brutscher noted that the Board should send a letter to former Supervisor Steve Conary acknowledging his efforts to complete the project.
4. **Public Comment:** no public comment.
5. **Reorganization of the Board of Supervisors:** Stumpo nominated Brutscher as Temporary Chair and Susan Simone as Temporary Secretary of the Board of Supervisors. Brutscher nominated Leonard as Chair of the Board of Supervisors for 2015. Leonard nominated Brutscher as Vice Chair of the Board of Supervisors for 2015. Nominations were unanimously approved.
6. **Appointments of Employees:**
  - a. Brutscher moved, Stumpo seconded, to appoint the following Township Personnel at a pay rate consistent with the 2015 Township Budget: Susan Simone as Administrative Secretary; Peggy Lennon as Township Treasurer; Mark Knightly as Public Works Director and Roadmaster; Mike Cialini and Ron Miller as Public Works Crew Members; motion carried.
  - b. Brutscher moved, Leonard seconded, to appoint Ricki Stumpo as Receptionist at a pay to be determined by the Board of Auditors; motion carried.
  - c. Brutscher moved, Stumpo seconded, to appoint Richard Jensen as Zoning and Code Enforcement Officer and Alternate Building Inspector at the rate approved in November 2011; motion carried.
  - d. Stumpo moved, Brutscher seconded, to appoint Richard Jensen as Fire Marshal with a term to expire December 31, 2015 or until a replacement is named; motion carried. Board noted for the record the appointment of Richard Jensen as Emergency Management Coordinator until a successor is named by the Governor.
  - e. Stumpo moved, Brutscher seconded, to appoint Peggy Lennon as the PMRS - Pension Plan Administrator with a term to expire December 31, 2015 or until a replacement is named; motion carried.
  - f. Stumpo moved, Leonard seconded, that the Township obtain a Treasurer's Bond in the amount of \$2.6 million; motion carried.

7. **Appointment of Representatives:**
  - a. Brutscher moved, Leonard seconded, to appoint Supervisor Stumpo and Planning Commissioner Rob Miller as Pocopson Township's representatives to the Kennett Area Regional Planning Commission, with terms to expire on December 31, 2015 or until replacements are named; motion carried.
  - b. Leonard moved, Stumpo seconded, to appoint Gary Summers as Chair of the Vacancy Board with a term to expire on December 31, 2015, or until a replacement is named; motion carried.
  - c. Brutscher moved, Leonard seconded, to appoint George Zacharkiw and Holly Manzone as representatives for the Scenic Byways Commission with terms to expire on December 31, 2015, or until replacements are named; motion carried.
  - d. Stumpo moved, Leonard seconded, to appoint Peggy Lennon as representative and Carol Haaf as alternate representative to the County Tax Collection Committee with terms to expire on December 31, 2015, or until replacements are named; motion carried.
8. **Zoning Hearing Board:** Stumpo moved, Brutscher seconded, to appoint J. Paul Haldeman as Board Member and Robert Woodward as Alternate to the Zoning Hearing Board with terms to expire December 31, 2017 or until replacements are named; motion carried. Board notes for the record the previously appointed Zoning Hearing Board members and terms: Nathan Wilson, term to expire December 31, 2016; James Noon, Jr., term to expire December 31, 2016.
9. **Planning Commission:** Stumpo moved, Leonard seconded, to appoint Robert Miller to the Planning Commission with a term to expire December 31, 2018 or until a replacement is named; motion carried. Board noted for the record the previously appointed Commissioners and their terms: Suzanne Breiseth and Sean Rafferty, terms to expire December 31, 2017; Gary Summers, term to expire December 31, 2015; Meg Johnson and Mickey Bailey, terms to expire December 31, 2016.
10. **Uniform Construction Code Board of Appeals:** Brutscher moved, Stumpo seconded to reappoint the following individuals with terms to expire December 31, 2015 or until replacements are named: Peggy Conaway, Mark Thompson, and Anthony Diver; motion carried.
11. **Appointment of Committees:**
  - a. Stumpo moved, Leonard seconded, to table the appointment of Director of the Parks and Recreation Department; motion carried.
  - b. Stumpo moved, Leonard seconded, to appoint the following residents to the Parks, Recreation and Trails Committee: Thomas Bierl, Chris Conaway, Joe Stumpo, Matthew Seidenberg; motion carried.
  - c. Brutscher moved, Stumpo seconded, to appoint the following Township residents to the Historical Committee: Pat Burnett, Jean Conary, Kris Firey-Poling, Alta Hoffman, Barbara Holmes, Randy Mims, Sarah Mims, Dan O'Neill, Donald McKay; motion carried.
  - d. Stumpo moved, Leonard seconded, to appoint the following residents to the Agriculture Security Area Committee: Georgia F. Brutscher, Becky Baily, Judy Cousins, Andy Elser, George P. Wickersham, Jr.; motion carried.
  - e. Stumpo moved, Brutscher seconded, to appoint the following individuals to the Founders Day Committee: Colleen McKinney, Christine Hagen, Karen Cresta, Judy Lovell, Katee Mojica-Boyle, Mary Veale; motion carried.
  - f. Brutscher moved, Leonard seconded, to confirm the appointment of the following individuals to the Deer Management Committee: Don Lane, Chairman, Albert Cialini, Blake Miller, Brandon J. Brown, Brett C. Brown, Bryan Altland, George Armington, James Ron Lane, James W. White, Jr., James W. White, Jerry D. Kreider,

Kevin Gosselin, Michael Cialini, Randy L. Hutchinson, Ronald Blake Miller, Ronald L. Blevins, William H. Brown, Jr., William H Brown, III; motion carried.

- g. Brutscher moved, Stumpo seconded, to appoint the following individuals to the Stream Team: Kathy Miller, Sarah Mims, Randy Mims, Bill Haaf, Carol Haaf, Bernadette Kegelmann, Jennifer Matkov; motion carried.
- h. Brutscher moved, Stumpo seconded, to appoint the following individuals to the Barnard House Steering Committee: Georgia F. Brutscher, Jean Conary, Carol Haaf, Alta Hoffman, John O'Neal, KURC, Steve Conary, Susan Simone, Dennis Melton, Laressa McNemar, Richard Jensen; motion carried. Board acknowledged Karen Marshall, Heritage Preservation Coordinator, Chester County Planning Commission, as an advisor to the Committee.

Leonard noted that with the exception of the Deer Management Committee, all committees and the planning commission and the zoning hearing board must elect a chair and a vice chair and notify the Administrative Secretary accordingly.

**12. Appointment of Consultants:** Brutscher moved, Stumpo seconded, to appoint the following consultants with terms to expire January 4, 2016 or as noted or until a replacement is named:

- a. Ross Unruh, Esquire, Unruh, Turner, Burke & Frees, as Township Solicitor in accordance with the fee specification dated December 31, 2014;
- b. Fronfield Crawford, Esquire, as Solicitor for the Zoning Hearing Board in accordance with the fee specification dated December 31, 2014;
- c. Kristin Camp, Esquire, as Solicitor for the Planning Commission in accordance with the Representation Conditions dated December 30, 2014;
- d. Keystone Municipal Services, Inc., as Building Inspector, Building Site Inspector, Soil and Erosion Control Inspector for building permit applications in accordance with the Fee Schedule submitted December 13, 2013, effective January 1, 2015;
- e. United Inspection Agency as the Third Party Certified Electrical Inspector in accordance with the fee scheduled submitted on December 8, 2014;
- f. James W. Hatfield, P.E., VanDemark & Lynch, Inc., as Engineer Consultant at the Fee Schedule dated December 22, 2014, effective January 1, 2015, for the following projects: Winterwood, The Preserve at Chadds Ford, and Scaleby Farm, as well as any project for which the Township has received a prepaid engineering fee in accordance with a professional services authorization signed by the Applicant, or until such time that the Board agrees to name a replacement;
- g. McCormick Taylor as Township Engineer in accordance with the 2015 Fee Schedule effective January 1, 2015;
- h. Gilmore & Associates, Inc., as Alternate Township Engineer at the rates in accordance with the General Contract Conditions dated December 30, 2014;
- i. 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 December 5, 2014;
- j. Gary L. Burcham, Registered Landscape Architect, to provide services on an as needed and as requested basis in accordance with the fees state in the March 9, 2009 contract;
- 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 2015;

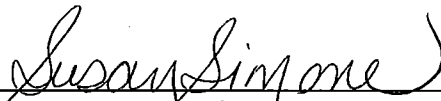
Motion carried. Board noted that Barbacane, Thornton and Company will audit the fiscal 2014 Township books.

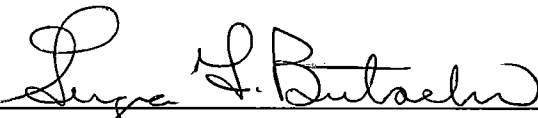
13. **Other Appointments:** Stumpo moved, Leonard seconded, to appoint the following agencies to provide professional services with terms to expire January 4, 2016 or as noted or until a replacement is named:
  - a. Francis Hall Insurance & Risk Management Services as the insurance broker for the Township;
  - b. Keystone Collections Group as the Tax Collector for Earned Income and Net Profits Tax;
  - c. Berkheimer Tax Administrator, Inc., as Tax Collector for the Local Services Tax;
  - d. Chester County Tax Collector for the Township Property Tax;

Motion carried.

14. **IRS Mileage Rate:** Stumpo moved, Brutscher seconded, to establish mileage reimbursement for 2015 at the IRS approved rate as may be amended from time to time; motion carried.
15. **Voting Delegate:** Brutscher moved, Stumpo seconded, to appoint Barney Leonard, 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 Association of Township Officials.
16. **Township Holidays and Meeting Dates:** Board noted all meetings are held in the Township Administration Building at 740 Denton Hollow Road, and begin at 7:30 p.m. unless otherwise advertised. Brutscher moved, Stumpo seconded, to establish 2015 holidays for the Township as follows: New Year's Day - Jan 1; Martin Luther King, Jr. Day - Jan 19; Presidents' Day - Feb 16; Memorial Day - May 25; Independence Day - July 3; Labor Day - September 7; Thanksgiving Holiday - 11/26 & 11/27; Christmas Observance - December 25; motion carried. Stumpo moved, Brutscher seconded, to establish the following meeting dates: Board of Supervisors the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month except as follows which represents one monthly meeting: May 11<sup>th</sup>, August 17<sup>th</sup>, and December 14<sup>th</sup>; Planning Commission the 3<sup>rd</sup> Wednesday of the month with no meeting during August or December; Historical Committee the 2<sup>nd</sup> Wednesday of the month; Parks, Recreation and Trails Committee the 2<sup>nd</sup> Thursday of the month; the following Committees to meet as needed and as advertised - Founders Day, Stream Team, Deer Management, Barnard House Steering; motion carried.
17. **Supervisor Liaisons and Ambassador Visits:** Following discussion, the Board agreed to the following assignments: Liaisons - Leonard/Historical and Stream Team; Stumpo/Parks, Recreation and Trails, Planning Commission, PennDOT Highway Projects, Public Works/Roads, Founders Day; Brutscher/Agriculture Security Area, Barnard House Steering. Ambassador assignments - Leonard/Avondale State Police, Po-Mar-Lin Fire Company, Bayard Taylor Memorial Library, Chester County Commissioners, Brandywine Valley Association; Stumpo/Pocopson Home, Longwood Fire Company, West Chester Public Library; Brutscher/Chester County Prison, Chester County Youth Center.
18. **Resolutions:**
  - a. Resolution 2015-1: Brutscher moved, Stumpo seconded, to adopt Resolution 2015-1 establishing boundaries for fire protection in the Township between Longwood Fire Company and Po-Mar-Lin Fire Company and designating Longwood Ambulance as the EMS provider and Avondale State Police Barracks as police protection; motion carried.
  - b. Resolution 2015-2: Stumpo moved, Brutscher seconded, to adopt Resolution 2015-2 in accordance with the Second Class Township Code establishing the following depositories for Township Funds: Susquehanna Bank, Meridian Bank, PLGIT (Pennsylvania Local Government Investment Trust) for select investment accounts; and WSFS Bank; motion carried.

- c. Resolution 2015-3: Stumpo moved, Leonard seconded, to adopt Resolution 2015-3 establishing an Omnibus Fee Schedule for 2015; motion carried.
19. **Treasurer's Warrants:** Stumpo moved, Brutscher seconded, to approve the Bill Payment Lists for December 16, 2014 - January 5, 2015 recommended for payment by the Treasurer; **General Fund:** 12 bills paid totaling \$25,435.45; 6 debit card charges totaling \$313.66; **Escrow Aid:** 2 bills paid totaling \$2,579.40; **Highway Aid:** 4 bills paid totaling \$3,178.16; **Parks, Rec & Trails:** 1 bill paid for \$29.95; **Township Facilities:** 2 bills paid totaling \$490.50; motion unanimously approved.
20. **Other Business:**
- a. The Preserve at Chadds Ford Offer of Dedication - Board acknowledged receipt of a third offer of dedication submitted by Toll Brothers, Inc. **MOTION:** Brutscher moved, Stumpo seconded, to ratify authorizing the Township Administrative Secretary to contact Township Consultants to inspect public improvements and to submit recommendations to accept or reject, in whole or in part, the third offer of dedication; motion carried.
- b. Wawaset Road Park Grant - no action taken regarding request for amendment to professional services authorization.
21. **Approval of Meeting Minutes:** Stumpo moved, Brutscher seconded, to approve the Meeting Minutes dated December 15, 2014; motion carried.
22. **Adjournment:** At 8:09 p.m., Stumpo moved, Brutscher seconded, to adjourn the meeting; motion carried.

  
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Susan Simone, Administrative Secretary

  
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Georgia B. Brutscher, Vice Chairman