



Pocopson Township

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Board of Supervisors Reorganization Meeting Monday, January 6, 2014, 7:30 P.M.

In attendance: Ricki Stumpo, Georgia F. Brutscher, Matt Read.

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

2. Oaths of Office: Secretary submitted completed Oaths of Office to the Board for the following newly-elected Township officials: Matthew J. Read, Supervisor; Kirk Hoffman, Tax Collector; newly **appointed** Township Auditor – A. Dale Stratton.

3. Public Comment: no public comment.

4. Reorganization of the Board of Supervisors: Stumpo nominated Brutscher as Temporary Chair and Susan Simone as Temporary Secretary of the Board of Supervisors. Read nominated Stumpo as Chair of the Board of Supervisors. Stumpo nominated Brutscher as Vice Chair of the Board of Supervisors.

5. Appointment of Employees: Brutscher moved, Read seconded, to appoint the following Township Personnel at a pay rate consistent with the 2014 Township Budget: Susan Simone as Township 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.

Brutscher moved, Read seconded, to appoint Ricki Stumpo as Receptionist at a pay to be determined by the Board of Auditors; motion carried.

Brutscher moved, Read seconded, to appoint Richard Jensen as Zoning and Code Enforcement Officer at the rate approved in November 2011; motion carried.

Brutscher moved, Read seconded, to appoint Richard Jensen as Fire Marshall with a term to expire December 31, 2014 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.**

Brutscher moved, Read seconded, to appoint Peggy Lennon as the PMRS - Pension Plan Administrator with a term to expire December 31, 2014 or until a replacement is named; motion carried.

Brutscher moved, Read seconded, that the Township obtain a Treasurer's Bond in the amount of \$2.6 million; motion carried.

6. Appointment of Township Representatives: Brutscher moved, Read seconded, to appoint Ricki Stumpo as Pocopson Township's representative to the Kennett Area Regional Planning Commission (KARPC) with a term to expire on December 31, 2014 or until a replacement is named; motion carried.

Board tabled the appointment of an alternate representative to KARPC.

Brutscher moved, Read seconded, to appoint Gary Summers as Chair of the Vacancy Board with a term to expire on December 31, 2014 or until a replacement is named; motion carried.

Brutscher moved, Read seconded, to appoint George Zacharkiw as Township representative for the Scenic Byways Commission with a term to expire on December 31, 2014 or until a replacement is named; motion carried.

Board tabled the appointment of an alternate to the Scenic Byways Commission.

Brutscher moved, Read seconded, to appoint Peggy Lennon as Township representative and Carol Haaf as alternate representative to the County Tax Collection Committee with terms to expire on December 31, 2014 or until replacements are named; motion carried.

7. Zoning Hearing Board: Brutscher moved, Read seconded, to appoint Nathan Wilson and James Noon, Jr., to the Zoning Hearing Board with terms to expire December 31, 2016 or until replacements are named; motion carried.

Board notes for the record the following previously appointed Zoning Hearing Board members and terms: Robert Woodward – Term to expire December 31, 2014; J. Paul Haldeman – Alternate – Term to expire December 31, 2014.

8. Appointment of Planning Commission: Brutscher moved, Read seconded, to appoint Suzanne Breiseth and Sean Rafferty to the Planning Commission with terms to expire December 31, 2017 or until replacements are named; motion carried.

Board noted for the record the following previously appointed Planning Commission members and terms: Steven Simonson and Robert Miller - Terms to expire December 31, 2014; Gary Summers – Term to expire December 31, 2015; Meg Johnson, Mickey Bailey, and Barney Leonard – Terms to expire December 31, 2016.

9. Appointments to Township Committees and Other Positions: Brutscher moved, Read seconded, to table the appointment of Director of the Parks and Recreation Department; motion carried.

Brutscher moved, Read seconded, to appoint the following residents to the **Parks, Recreation and Trails Committee:** Thomas Bierl, Chris Conaway, Joe Stumpo, David Willey, Sean Kennedy, Kara Ditty-Bovard; motion carried.

Brutscher moved, Read seconded, to appoint the following Township residents to the **Historical Committee:** Pat Burnett, Jean Conary, Mary Beth Drobish, Doug Fearn, Kris Firey-Poling, Carol Haaf, Alta Hoffman, Barbara Holmes, Randy Mims, Sarah Mims, Dan O'Neill, Sue Woodward, Becky Kennedy; motion carried.

Stumpo moved, Read 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.

Read recognized Colleen McKinney and Christine Hagen and thanked them for attending, noting that both have agreed to Chair the **Founders Day Committee for 2014**. A list of Founders Day Committee members will be presented to the Board in February.

Read moved, Brutscher seconded, to appoint the following residents to the **Deer Management Committee:** Don Lane, Brett Brown, George Armington, Jamie White, Jim White, William Brown, Ron Miller, Blake Miller, Bryan Altland, Jerry Kreider, Kevin Gosselin, Brandon Brown, Ron Lane, William Brown, III, Mike Cialini; motion carried.

Read moved, Brutscher seconded, to appoint the following residents to the **Stream Team**: Kathy Miller, Sarah Mims, Randy Mims, Bill Haaf, Carol Haaf, Bernadette Kegelmann, Jennifer Matkov, Nate Wilson, Kara Ditty-Bovard; motion carried.

Stumpo moved, Read seconded, to appoint the following residents to the **Barnard House Steering Committee**: Georgia F. Brutscher, Jean Conary, Carol Haaf, Alta Hoffman, Rusty Jones, KURC, John O'Neal, KURC, Marlene Drewes, KURC, Karen Marshall, KURC, Steve Conary, Susan Simone, Dennis Melton, Lauressa McNemar, Richard Jensen; motion carried.

Stumpo noted that with the exception of the Deer Management Committee, committees, planning commission, and zoning hearing board must elect a chair and vice chair and notify the Secretary accordingly. A resident in attendance requested info regarding the Deer Management Committee. Board indicated that it manages organized hunts on Township land and coordinates approvals to hunt on private land within the Township.

10. Uniform Construction Code Board of Appeals: Brutscher moved, Read seconded, to appoint the following residents to a Uniform Construction Code Board of Appeals: Peggy Conaway, Mark Thompson, Anthony Diver; motion carried.

11. Appointment of Comprehensive Plan Task Force: Read moved, Brutscher seconded, to appoint the following individuals to serve on the **Comprehensive Plan Task Force**: Suzy Breiseth, Steve Simonson, Meg Johnson, Barney Leonard, Don Lane, Jeff Randall and Kathy Miller with Ricki Stumpo to serve as Board of Supervisors Representative. Following discussion, Summers and Baily were not reappointed. Motion carried.

12. Appointment of Consultants: Brutscher moved, Read seconded, to appoint the following **consultants** with terms to expire January 5, 2015 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 fee specification dated December 6, 2013.

Fronefield Crawford, Jr., Esquire, as Solicitor for the Zoning Hearing Board in accordance with fee specification dated December 17, 2013.

Keystone Municipal Services, Inc., as Building Inspector, Building Site Inspector, Soil and Erosion Control Inspector for building permit applications in accordance with the 2014 Fee Schedule submitted December 13, 2013 effective January 1, 2014.

James W. Hatfield, P.E., VanDemark & Lynch, Inc. as Township Engineer at the Fee Schedule submitted January 6, 2014, effective January 1, 2014.

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 18, 2013.

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 on an as needed basis at the fee to be determined on a case-by-case basis in accordance with consultant rates for 2014.

Motion carried.

Board tabled appointment of a Solicitor for the Planning Commission. Board noted that **Barbacane, Thorton and Company** to audit the fiscal year 2013 township books.

13. Other Appointments: Brutscher moved, Read seconded, to appoint the following agencies to provide professional services with terms to expire January 5, 2015 or as noted or until replacements are named:

Francis Hall Insurance & Risk Management Services as the insurance broker for the Township with a term to expire January 5, 2015 or until a replacement is named.
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.
Motion carried.

14. IRS Mileage Rate: Brutscher moved, Read seconded, to establish mileage reimbursement for 2014 at the IRS approved rate as may be amended from time to time; motion carried.

15. Voting Delegate: Brutscher moved, Stumpo seconded, to appoint Matt Read, 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; motion carried.

16. Township Holidays and Meeting Dates: Brutscher moved, Read seconded, to establish 2014 holidays for the Township as follows:

New Year's Day – Jan 1, 2014	Martin Luther King, Jr. Day – Jan 20, 2014
Presidents' Day – Feb 17, 2014	Memorial Day – May 26, 2014
Independence Day – July 4, 2014	Labor Day – September 1, 2014
Thanksgiving Holiday – 11/27 & 11/28	Christmas Observance – 12/25 & 12/26

Motion carried.

Brutscher moved, Read seconded, to establish the following meeting dates and times:
Board of Supervisors – the 2nd and 4th Mondays of each month at 7:30 P.M. except as follows which represents one monthly meeting: May 12th and August 18th. The Board will meet on December 8th and December 15th; Planning Commission – the 3rd Wednesday of each month at 7:30 P.M. with no meeting during August or December; Historical Committee – the 2nd Wednesday of each month at 7:30 P.M.; Parks, Recreation and Trails Committee – the 2nd Thursday of each month at 7:30 P.M.; motion carried.

The meeting dates and times for the **Founders Day Committee** and for the **Stream Team** to be determined. All meetings are held at the Township Office at 740 Denton Hollow Road unless otherwise noted during the year.

Stumpo moved, Brutscher seconded, to cancel the regular meeting for the Board of Supervisors on January 13th; motion unanimously approved.

17. Supervisor Liaisons to Township Committees: Following discussion, the Board agreed to the following assignments: Historical Committee – Stumpo and Read; Parks, Recreation and Trails Committee – Stumpo; Planning Commission – Brutscher; Agricultural Security Area Committee – Brutscher; Stream Team – Read; Barnard House

Steering Committee – Read; Deer Management Committee – Read; Comprehensive Plan Task Force –Stumpo.

18. Resolutions:

(a) Resolution 2014-1: Brutscher moved, Read seconded, to adopt Resolution 2014-1 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 2014-2: Brutscher moved, Read seconded, to adopt Resolution 2014-2 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 2014-3: Read moved, Brutscher seconded, to adopt Resolution 2014-3 establishing an omnibus fee schedule for 2014; motion carried.

19. Treasurer's Warrants: Read moved, Brutscher seconded, to approve the Bill Payment Lists for December 31, 2013 to January 6, 2014 recommended for payment by the Treasurer; **General Fund:** 7 bills paid totaling \$4,560.08. There were no debit card charges during this period. **Escrow Fund:** 1 bill paid for \$457.66; **Highway Aid Fund:** 2 bills paid totaling \$110.07; motion unanimously approved.

20. Other Business:

a. KARPC Meeting Announcement – Stumpo noted that KARPC will be meeting on January 21st at New Garden Township Municipal Building.,

b. Zoning Hearing Board Application 1880 Unionville-Wawaset Road Corn Maze/Haunted Woods – Stumpo noted a request for representatives of Pocopson Township, including Township Solicitor and Zoning Officer, to meet with similar representatives from Newlin Township to address issues and concerns regarding the annual Halloween event. The Board will meet in Executive Session to discuss.

21. Special Meeting Minutes of December 30, 2013: Brutscher moved, Stumpo seconded, to approve the Special Meeting Minutes of December 30, 2013; motion carried.

22. Adjournment: At 8:12 P.M. Brutscher moved, Stumpo seconded, to adjourn the meeting; motion carried. The meeting was reopened at 8:13 P.M. by Stumpo to recognize Pennsylvania State Representative Steve Barrar who attended this evening's meeting. On behalf of the Board, she thanked Barrar for his support for Township initiatives and noted appreciation for his continued attendance at Township events. At 8:15 P.M. Read moved, Stumpo seconded, to adjourn the meeting; motion carried.

Susan Simone, Administrative Secretary

Ricki Stumpo, Chair