

**Board of Supervisors Reorganization Meeting
Monday, January 6, 2020, 6:30 P.M.**

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

1. Stumpo called the meeting to order at 6:30 p.m. and led the Pledge of Allegiance.
2. **Oaths of Office:** Secretary acknowledged submission of the Oaths of Office for the Township Officials elected or appointed in 2019: Auditor – Mary Joyce Wertz; Supervisor – Raymond L. McKay.
3. **Sunshine Announcements:** no sunshine announcements.
4. **Announcements:** no announcements.
5. **Public Comment on Non-agenda Items:** no public comment non-agenda items.
6. **Reorganization of the Board of Supervisors:**
 - a. Stumpo nominated DiMonte as Temporary Chair and Susan Simone as Temporary Secretary of the Board of Supervisors;
 - b. DiMonte nominated Stumpo as Chair of the Board of Supervisors;
 - c. Stumpo nominated DiMonte as Vice Chair of the Board of Supervisors.
7. **Miscellaneous Appointments and Appointment of Employees:**
 - a. DiMonte moved to appoint the following Township Personnel at a pay rate consistent with the 2020 Township Budget: Susan Simone as Township Administrative Secretary; Peggy Lennon as Township Treasurer; Jennifer Seifert as Administrative Assistant; Mark Knightly as Public Works Director and Roadmaster; Mike Cialini, Ron Miller, and Ben Aponte as Public Works Personnel; McKay seconded; motion carried.
 - b. DiMonte moved to appoint Ricki Stumpo as Receptionist at a pay to be determined by the Board of Auditors; McKay seconded; motion carried.
 - c. Board notes **for the record** confirmation of Kevin Gosselin as Township Emergency Management Coordinator in accordance with the October 21, 2016 appointment by the Governor.
 - d. DiMonte moved 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; McKay seconded; motion carried.
 - e. DiMonte moved to appoint Peggy Lennon as the PMRS - Pension Plan Administrator with a term to expire December 31, 2020 or until a replacement is named; McKay seconded; motion carried.
 - f. Board notes **for the record** confirmation of appointments as Township representatives to the following Library Board of Trustees: Scott Kirkland, West Chester Public Library; Brad Peiper, Township Representative for Kennett Public Library and Chris Larsen, At-Large Board Member, Kennett Public Library.
 - g. DiMonte moved, that the Township obtain a Treasurer's Bond in the amount of \$2.6 million; McKay seconded; motion carried.
 - h. Board notes for the record renewal of the Independent Contractor Agreement for Constable Services provided by Michael Balsama, Elected Constable.

- i. 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.
8. **Appointment of Township Representatives:** DiMonte moved to appoint the following Township Representatives with terms to expire January 4, 2021 or as noted or until a replacement is named: Ricki Stumpo as representative to the Kennett Area Regional Planning Commission, and Ray McKay as alternate representative; Gary Summers as Chair of the Vacancy Board with a term to expire on December 31, 2020 or until a replacement is named; Holly Manzone as Township representative for the Scenic Byways Commission with a term to expire on December 31, 2020 or until a replacement is named; Ray McKay as the Township Representative for the Brandywine Battlefield Taskforce; Peggy Lennon as Township representative to the County Tax Collection Committee with a term to expire on December 31, 2020 or until a replacement is named; McKay seconded; motion carried.
9. **Appointment of Zoning Hearing Board:** McKay moved to appoint Nathan Wilson and James Noon, Jr., to the Zoning Hearing Board with terms to expire December 31, 2022; DiMonte seconded; motion carried. Board notes for the record the following previously appointed Zoning Hearing Board members and terms: *David Ziegler - Term to expire December 31, 2020, serves as Alternate Member; J. Paul Haldeman - Term to expire December 31, 2021.*
10. **Appointment of Planning Commission:** McKay moved to appoint Gary Summers to the Planning Commission with a term to expire December 31, 2023 or until a replacement is named; DiMonte seconded; motion carried. Board notes for the record the following previously appointed Commissioners and terms: *Mickey Bailey - term to expire December 31, 2021; Sean Rafferty and John Hess - Terms to expire December 31, 2022; Paul Cardell - term to expire December 31, 2020; Matthias Murphy and Robert Miller - terms to expire 12/31/2023.*
11. **Appointments to Township Committees and Other Positions:** Stumpo moved, DiMonte seconded, to table the appointment of Director of the Parks and Recreation Department; motion carried. Stumpo moved, McKay seconded, to appoint the following residents to the Parks, Recreation and Trails Committee ("PRT") - Chris Conaway, Janet Fassbender, Jesse Noa, Jordan Gushurst, Leah Luo, Justin Colella, Judy Lovell, Tom Bierl; motion carried. Stumpo moved, McKay seconded, to appoint the following individuals to the Historical Committee - Don McKay, Chairman; Randy Mims, Sarah Mims, Pat Burnett, David Miller, Loralynne Yost, Barbara Holmes, and Tony Mussachio; and to appoint the following as Resource Members - Alta Hoffman and Doug Fearn; motion carried. Stumpo moved, McKay 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, and Ricki Stumpo to serve as Chairman in accordance with ASA legal guidelines; motion carried. Stumpo moved, McKay seconded, to appoint the following individuals to the Deer Management Committee - Don Lane, Blake Aponte, Brandon J. Brown, Brett C. Brown, George Armington, James Ron Lane, James W. White, Jr., Kevin Gosselin, Randy L. Hutchinson, Ronald Blake Miller, Ronald L. Blevins, William H. Brown, Jr., William H. Brown, III; motion carried. Stumpo moved, McKay seconded, to appoint the following individuals to the Clean Stream Team - Kathy Miller, Sarah Mims, Randy Mims, Bill Haaf, Carol Haaf, Bernadette Kegelmann, Janet Fassbender, Jennifer Matkov; motion carried. Committees may elect a chair and vice chair and notify the Township Secretary accordingly. Stumpo moved, McKay seconded, to appoint the following residents to a Uniform Construction Code Building Codes Appeals Board - Peggy Conaway, Mark Thompson, and Anthony Diver; motion carried.
12. **Appointment of Consultants:** DiMonte moved, McKay seconded, to appoint the following consultants with terms to expire January 4, 2021 or as noted or until a replacement is named: Unruh, Turner, Burke and Frees, as Solicitor for Pocopson Township in accordance

with the fee specification letter dated November 15, 2019; Edward Foley, as Solicitor for the Zoning Hearing Board in accordance with fee specification dated November 9, 2019; Anthony Verwey, as Alternate Solicitor for the Zoning Hearing Board in accordance with the fee specification dated November 13, 2019; Kristin Camp, as Solicitor for the Planning Commission in accordance with the fee specification dated October 23, 2019; 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 November 1, 2019; United Inspection Agency as the Third Party Certified Electrical Inspector in accordance with the current fee specification schedule; McCormick Taylor as Township Engineer in accordance with the Fee Schedule dated December 2, 2019 for 2020 Professional Services; Gilmore & Associates, Inc., as Township Engineer in accordance with the fee specification dated November 13, 2019; Castle Valley Consultants, Inc. to provide professional Water and Wastewater Engineering/Planning Consulting and to serve as Zoning/Code Enforcement Officer for 2020 in accordance with the General Contract Conditions dated January 1, 2020; 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 fees to be determined on a case-by-case basis in accordance with consultant rates for 2020 submitted on December 13, 2019; Brutscher, Foley, Milliner, Land & Kelly, LLP to serve as Solicitor for the UCC Building Codes Appeals Board in accordance with the letter dated November 9, 2019; motion carried. The Board confirmed that Barbacane, Thorton and Company was previously appointed to audit the fiscal year 2019 township books.

13. **Other Appointments:** McKay moved, DiMonte seconded, to appoint the following agencies to provide professional services with terms to expire January 4, 2021 or as noted or until a replacement is named: Francis Hall Insurance & Risk Managements Services 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; motion carried.
14. Stumpo moved, McKay seconded to establish mileage reimbursement for 2020 at the IRS approved rate as may be amended from time to time; motion carried.
15. Stumpo moved, DiMonte seconded, to appoint Ray McKay as the voting delegate to the Conventions sponsored by Pennsylvania State Association of Township Supervisors and the Chester County Associations of Township Officials; motion carried.
16. **Township Holidays and Meeting Dates:** DiMonte moved, Stumpo seconded, to establish 2020 holidays for the Township as follows: New Year's Day January 1st; Martin Luther King, Jr. Day January 20th; Presidents' Day February 17th; Primary Election Day April 28th; Memorial Day May 25th; Independence Day July 3rd; Labor Day September 7th; Columbus Day October 12th; Election Day November 3rd; Veteran's Day November 11th; Thanksgiving November 26th and 27th; Christmas December 24th and 25th; motion carried. DiMonte moved, McKay seconded, to establish the following **meeting schedule** - Board of Supervisors will hold the public meeting on the last Monday of the month at 6:30 p.m. with exceptions as follows March 23rd, May 18th, June 22nd, August 24, September 21st, November 23rd, and December 14th; Board Work Sessions will be held at 6:30 p.m. on the Wednesday prior to the public meeting as needed; Planning Commission meets the first Wednesday of the month with no August or December meeting; Historical Committee meets the second Wednesday and PRT Committee on the second Thursday; all other Committees meet as needed and advertised; **DISCUSSION** - McKay moved to amend the motion with a meeting time of 7:00 p.m. as a courtesy to allow attendees the convenience of time to interact with family and attend the public meeting. DiMonte expressed that there's been no impact on the 6:30 p.m. start time and that a review of the attendance

record indicates that overall, public attendance is driven by agenda items. Stumpo noted no significant change in attendance based on the meeting start time. VOTE - Stumpo and DiMonte vote yes on the original motion and no on the amendment to 7:00 p.m.; McKay votes no on the original motion and yes on the amendment; motion carried to hold public meetings as announced with a meeting start time of 6:30 p.m. All meetings are held at the Township Office at 740 Denton Hollow Road unless otherwise noted during the year.

17. **Supervisor Liaisons to Township Committees, Departments, and Agencies:** following discussion, the Board agreed to the following assignments - Stumpo will serve as liaison for the PRT Committee and the Planning Commission; McKay will serve as liaison for the Historical Committee, Deer Management Committee, and Public Works/Roads; DiMonte will serve as liaison for the Clean Stream Team and will continue to serve as facilities liaison for the new township building project.

18. **Resolutions:**

a. Resolution 2020-1: Stumpo moved, McKay seconded, to adopt Resolution 2020-1 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 2020-2: DiMonte moved, McKay seconded, to adopt Resolution 2020-2 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; and WSFS Bank; motion carried.

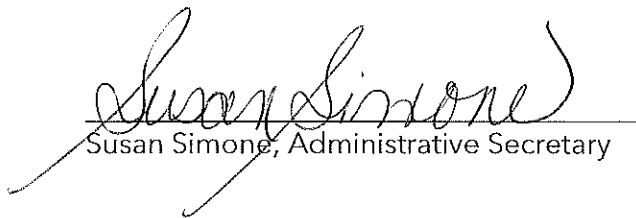
c. Resolution 2020-3: McKay moved, Stumpo seconded, to adopt Resolution 2020-3 establishing an omnibus fee schedule for 2020; motion carried.

d. Resolution 2020-4: McKay moved, DiMonte seconded, to adopt Resolution 2020-4 appointing Charles Benzel as auditor to serve a 2-year term and to stand for election for a 4-year term on the next Municipal Election Ballot; motion carried.

20. **Treasurer's Warrants:** Stumpo moved, McKay seconded, to approve the Bill Payment Lists for December 17, 2019 - January 6, 2020 recommended for payment by the Treasurer; General Fund: 18 bills totaling \$14,047.22; 4 debit card charges totaling \$696.50; Highway Aid: 2 bills totaling \$1,004.59; Parks, Rec & Trails: 1 bill for \$366.31; Township Facilities: 2 bills totaling \$29,340.79; motion unanimously approved. DiMonte reviewed the warrant list with McKay. She explained that the Board appreciates the protocol in place whereby the Treasurer provides the Board with the warrant list in advance of the meeting. This allows an opportunity for the Board to review the individual line items.

21. **Meeting Minutes:** Stumpo moved, McKay seconded, to approve the meeting minutes dated December 16, 2019 as submitted; motion carried.

22. **Adjournment:** At 6:58 p.m., McKay moved, DiMonte seconded, to adjourn the meeting; motion carried.


Susan Simone, Administrative Secretary


Ricki Stumpo, Chairman