



**Board of Supervisors Reorganization Meeting
Monday, January 4, 2021, 7:00 P.M.**

The implementation of the GoToMeeting Remote Platform for public meetings complies with the Disaster Emergency Orders and Proclamations issued by Governor Wolf to mitigate the spread of the COVID-19 Virus.

Attendance: physically present in the meeting room: Supervisors - Elaine DiMonte and Ray McKay. Supervisor Ricki Stump was not able to attend.

1. Call to Order and Pledge of Allegiance: DiMonte called the meeting to order at 7:00 p.m.

2. Sunshine Announcements: no Sunshine Announcements

3. Announcements: Supervisors announced a reminder to sign-up for Constant Contact email notices via the Township website.

4. Public Comment on Non-agenda items: none.

5. Reorganization of the Board of Supervisors:

- a. McKay 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, McKay seconded.
- c. McKay nominated DiMonte as Vice Chair of the Board of Supervisors, DiMonte seconded. In the absence of Stumpo, Vice Chair DiMonte ran the meeting.

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 2021 Township Budget: Susan Simone as Director of Administrative Services/Township Secretary; Peter R. Barsz, CPA, CGMA, 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 Crew Members.
- b. Board notes for the record that the receptionist position was not included in the 2021 budget.
- 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, 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.
- e. DiMonte moved, McKay seconded, to appoint Susan Simone, as the PMRS - Pension Plan Administrator with a term to expire December 31, 2021 or until a replacement is named.

- f. Board notes 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 and Chris Larsen, At-Large Board Member, Kennett Public Library.
- g. DiMonte moved, McKay seconded, that the Township obtain a Treasurer's Bond in the amount of \$2.6 million.
- h. Board noted for the record renewal of the Independent Contractor Agreement for Constable Services provided by Michael Balsama, 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.

7. Appointment of Township Representatives:

- a. DiMonte moved, McKay seconded, to appoint Supervisor Ricki Stumpo as representatives to the Kennett Area Regional Planning Commission, and Ray McKay as alternate representative with terms to expire on December 31, 2021 or until replacements are named.
- b. DiMonte moved, McKay seconded, to appoint Gary Summers as Chair of the Vacancy Board with a term to expire on December 31, 2021 or until a replacement is named.
- c. DiMonte moved, McKay seconded, to appoint Holly Manzone and Sarah Mims as Township representatives for the Scenic Byways Commission with terms to expire on December 31, 2021 or until replacements are named.
- d. DiMonte moved, McKay seconded, to appoint Susan Simone as Township representative to the County Tax Collection Committee with a term to expire on December 31, 2021 or until replacements are named.

8. Zoning Hearing Board: DiMonte moved, McKay seconded, to appoint David Ziegler with a term to expire December 31, 2024. Board notes for the record the following previously appointed Zoning Hearing Board members and terms: James Noon, Jr., and Nathan Wilson - terms to expire December 31, 2022. J. Paul Haldeman - serves as Alternate Member with a term to expire December 31, 2021.

9. Appointment of Planning Commission:

- a. DiMonte moved, McKay seconded, to appoint Paul Cardell to the Planning Commission with a term to expire December 31, 2025 or until a replacement is named.
- b. Board noted for the record the following previously appointed Planning Commission members and terms:
Mickey Bailey - term to expire December 31, 2021.
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.

10. Appointments to Township Committees and Other Positions:

- a. McKay moved, DiMonte seconded, to table the appointment of Director of the Parks and Recreation Department.
- b. McKay moved, DiMonte seconded, to appoint the following residents to the Parks, Recreation and Trails Committee: Chris Conaway, Janet Fassbender, Jesse Noa, Jordan Gushurst, Justin Colella, Judy Lovell, Tom Bierl.
- c. McKay moved, DiMonte seconded, to appoint the following individuals to the Historical Committee: Don McKay, Chair; Randy Mims, Sarah Mims, Pat Burnett, David Miller, Loralynne Yost, Barbara Holmes, Tony Mussachio; and to appoint the following as Resource Members - Alta Hoffman, and Doug Fearn.
- d. McKay moved, DiMonte 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.

- 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, 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.
- f. McKay moved, DiMonte seconded to appoint the following individuals to the Stream Team: Kathy Miller, Sarah Mims, Randy Mims, Bill Haaf, Carol Haaf, Bernadette Kegelman, Janet Fassbender, Jennifer Matkov,

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

11. McKay moved, DiMonte seconded, to appoint the following individuals to a Uniform Construction Code Board of Appeals: Peggy Conaway, Mark Thompson, & Anthony Diver.

12. Appointment of Consultants: McKay moved, DiMonte seconded, to appoint the following consultants with terms to expire January 3, 2022 or as noted or until a replacement is named:

- a. Unruh, Turner, Burke and Frees, as Solicitor for Pocopson Township in accordance with the fee specification letter dated December 2, 2020.
- b. Edward Foley, Esquire, as Solicitor for the Zoning Hearing Board in accordance with fee specification dated November 28, 2020.
- c. Anthony Verwey, Esquire, as Alternate Solicitor for the Zoning Hearing Board in accordance with the fee specification dated December 21, 2020.
- d. Kristin Camp, Esquire as Solicitor for the Planning Commission in accordance with the fee specification dated November 30, 2020.
- 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 November 1, 2019.
- f. United Inspection Agency as the Third Party Certified Electrical Inspector in accordance with the current fee specification schedule.
- g. McCormick Taylor as Township Engineer in accordance with the Fee Schedule dated December 8, 2020 for 2021 Professional Services.
- h. Gilmore & Associates, Inc., as Township Engineer in accordance with the fee specification dated December 15, 2020.
- i. Castle Valley Consultants, Inc. to provide professional Water and Wastewater Engineering/Planning Consulting and to serve as Zoning/Code Enforcement Officer for 2021 in accordance with the General Contract Conditions dated January 1, 2021.
- j. 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.
- 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 2020 submitted on December 1, 2020.
- l. Brutscher, Foley, Milliner, Land & Kelly, LLP to serve as Solicitor for the UCC Appeal Board in accordance with the correspondence November 28, 2020.
- m. Confirm that Barbacane, Thorton and Company was previously appointed to audit the fiscal year 2020 township books.

13. Other Appointments: DiMonte moved, McKay seconded, to appoint the following agencies to provide professional services with terms to expire January 3, 2022 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 as Tax Collector for the Township property taxes.

14. DiMonte moved, McKay seconded, to establish mileage reimbursement for 2021 at the IRS approved rate as may be amended from time to time.

15. Board agreed that DiMonte will serve as the voting delegate to the Conventions sponsored by the Pennsylvania State Association of Township Supervisors and the Chester County Associations of Township Officials.

16. Township Holidays and Meeting Dates: DiMonte moved, McKay seconded, to establish 2021 holidays for the Township and meeting schedule as follows:

New Year's Day - January 1 st	Labor Day - September 6 th
Martin Luther King, Jr. Day - January 18 th	Columbus Day - October 11 th
Presidents' Day - February 15 th	Veterans Day - November 11 th
Memorial Day - May 31 st	Thanksgiving - November 25 th and 26 th
Independence Day - July 5 th	Christmas - December 24 th

* Board of Supervisors will hold the public meeting on the last Monday of the month at 7:00 p.m. with exceptions as follows: May 17th, June 21st; August 23rd, November 22nd; December 13th.

* 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 January meeting is scheduled for January 6, 2021.

* Zoning Hearing Board - meets as needed and as advertised.

* Stream Team - meets as needed and 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. except for the November meeting which will be November 4th.

To mitigate the spread of COVID-19, all meetings are held virtually via the GoToMeeting Platform unless otherwise noted during the year.

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

Historical Committee - McKay

Parks, Recreation and Trails Committee - McKay

Planning Commission - DiMonte

Stream Team - Stumpo

Deer Management Committee - Stumpo

18. Resolutions:

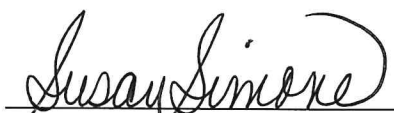
- a. Resolution 2021-1: DiMonte moved, McKay seconded, to adopt Resolution 2021-1 establishing boundaries for fire protection in the Township between Longwood Fire Company and Po-Mar-Lin Fire Company and designates Longwood Ambulance as the EMS provider to the Township and Avondale State Police Barracks as the police protection for the township.
- b. Resolution 2021-2: DiMonte moved, McKay seconded, to adopt Resolution 2021-2 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.
- c. Resolution 2021-3: DiMonte moved, McKay seconded, to adopt Resolution 2021-3 establishing an omnibus fee schedule for 2021.
- d. Resolution 2021-4: DiMonte moved, McKay seconded, to adopt Resolution 2021-4 adopting Act 537 Plan Update.

19. Treasurer's Warrants: DiMonte moved, McKay seconded, to approve the Bill Payment Lists for December 15, 2020 - January 4, 2021 recommended for payment by the Treasurer; General Fund: 16 bills totaling \$19,047.53; 9 debit card charges totaling \$1,031.58; Highway Aid: 3 bills totaling \$464.84; Parks, Recreation & Trails: 1 bill for \$147.44; Township Facilities: 1 bill for \$11,083.00.

20. Other Business: Supervisors recognized Peggy Lennon noting that this is her last public meeting for Pocopson Township. McKay thanked Peggy and noted that it has been a delight to work with her. She has been a tremendous help to McKay. Peggy thanked the Supervisors and added that it was a difficult decision to accept the opportunity in East Bradford Township. She hopes that the Board will extend an invitation for her to attend the open house for the new building.

21. Meeting Minutes: DiMonte moved, McKay seconded, to approve the December 15, 2020 meeting minutes as submitted.

22. Adjournment: At 7:30 P.M. DiMonte moved, McKay seconded, to adjourn the meeting.


Susan Simone, Secretary


Elaine DiMonte, Vice Chair