

**Board of Supervisors Reorganization Meeting
Tuesday, January 3, 2023, 7:00 P.M.**

Attendance: Elaine DiMonte, Ricki Stumpo, Raymond McKay.

Public in attendance: 1

1. **Call to Order and Pledge of Allegiance:** DiMonte called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.
2. **Sunshine Announcements:** Board met with personnel on December 28, 2022 to complete annual performance evaluations.
3. **Announcements:** DiMonte noted to continue encouraging sign-ups for the Constant Contact platform via the township website. It was noted that all documents and requests for a Board of Supervisors agenda must be submitted to the Township Secretary no later than a week prior to public meeting.
4. **Public Comment on Non-agenda items:** noted for the record that in accordance with Resolution 2018-8, time allocation for individuals offering public comment shall be two minutes.
5. **Reorganization of the Board of Supervisors:** DiMonte nominated McKay as Temporary Chair and Susan Simone as Temporary Secretary of the Board of Supervisors, so moved. McKay moved, Stumpo seconded, to nominate DiMonte as Chair of the Board of Supervisors; motion carried. McKay moved, DiMonte seconded, to nominate Stumpo as Vice Chair of the Board of Supervisors; motion carried.
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 2023 Township Budget: Susan Simone, Township Secretary; Peter R. Barsz, CPA, CGMA, as Township Treasurer; Aleida Diaz, as Assistant Secretary; Mark Knightly, as Public Works Director and Roadmaster; Mike Cialini, Ron Miller, and Ben Aponte as Public Works Crew Members.
 - b. Board noted for the record confirmation of Kevin Gosselin as Township Emergency Management Coordinator in accordance with the October 21, 2016 appointment by the Governor.
 - c. DiMonte moved, Stumpo seconded, to appoint Michael Balsama to serve as Fire Marshal and to serve until such time that a replacement is named, with payment to be made in accordance with the Omnibus Fee Schedule.
 - d. DiMonte moved, Stumpo seconded, to appoint Susan Simone as the PMRS Pension Plan Administrator with a term to expire December 31, 2023 or until a replacement is named.
 - e. Board noted 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.
 - f. DiMonte moved, Stumpo seconded, to obtain a Treasurer's Bond in the amount of \$2.6 million dollars.

- g. Board noted for the record renewal of the Independent Contractor Agreement for Constable Services provided by Michael Balsama, Elected Constable.
- h. 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 and Supervisor Ray McKay as the Supervisor-Representative.

7. Appointment of Township Representatives:

- a. Kennett Area Regional Planning Commission (KARPC) – Board agreed to defer appointment until such time that the meetings resume.
- b. McKay moved, Stumpo seconded, to appoint Gary Summers as Chair of the Vacancy Board with a term to expire on December 31, 2023 or until a replacement is named.
- c. McKay moved, DiMonte seconded, to appoint Sarah Mims as Township Representative to the Scenic Byways Commission with a term to expire on December 31, 2023 or until a replacement is named.
- d. McKay moved, Stumpo seconded, to appoint Susan Simone as Township Representative to the County Tax Collection Committee with a term to expire on December 31, 2023 or until a replacement is named.

8. Zoning Hearing Board: Stumpo moved, DiMonte seconded, to appoint James Noon, Jr. and Nathan Wilson with terms to expire December 31, 2025; motion carried. Board noted for the record the following previously appointed Zoning Hearing Board members and terms: David Ziegler – term to expire December 31, 2023 and Georgia F. Brutscher – term to expire December 31, 2025.

9. Appointment of Planning Commission: Stumpo moved, McKay seconded, to appoint Sean Rafferty and John Hess to the Planning Commission with terms to expire December 31, 2026 or until replacements are named; motion carried. Board noted for the record the following previously appointed Planning Commission members and terms: Mickey Bailey – term to expire December 31, 2025; Matthias Murphy and Robert Miller – terms to expire December 31, 2023; Gary Summers – term to expire December 31, 2024; Paul Cardell – term to expire December 31, 2026.

10. Appointments to Township Committees and Other Positions:

- a. DiMonte moved, Stumpo seconded, to table the appointment of Director of the Parks and Recreation Department.
- b. DiMonte moved, McKay seconded, to appoint the following residents to the Parks, Recreation and Trails Committee: Janet Fassbender, Jesse Noa, Jordan Gushurst, Judy Lovell, Tom Bierl, Jae Winter, Josh Burry.
- c. DiMonte moved, Stumpo seconded, to appoint the following individuals to the Historical Committee: Don McKay, Chair; Randy Mims, Sarah Mims, Pat Burnett, David Miller, Loralynne Yost, John Hedrick, Tony Mussachio; and to appoint the following as Resource Members – Alta Hoffman and Doug Fearn.
- d. DiMonte moved, McKay seconded, to appoint the following residents to the Agriculture Security Area Committee: Becky Baily, Judy Cousins, George P. Wickersham, Jr., Brittany Venit, Jennifer Van Anda.
- e. DiMonte moved, Stumpo seconded, to confirm the appointment of the following individuals to the Deer Management Committee: Don Lane, Blake Aponte Miller, Brandon J. Brown, Brett C. Brown, Ron Lane, Kevin Gosselin, Randy L. Hutchinson, Ronald Miller, William H. Brown, Jr., William H. Brown, III, James White.
- f. Clean Stream Team Committee – Secretary indicated that the Committee has not met in quite some time. The Office has not received word from Committee members as to continuing. Board agreed to defer the appointment until such time that there is interest in scheduling committee meetings.

- g. Energy Committee – Board noted the resignation of Bill Haaf as Chair. DiMonte moved, McKay seconded, to appoint the following individuals to the Energy Committee – Bill Haaf, Bernadette Kegelmann, Mike Magee, Don McKay, Kathy Miller, Sonal Sehgel, and Nate Wilson, and asked that the reappointment letter include recognition of Bill Haaf’s work during his term as Chair.

McKay noted and Board agreed that the work of the committees is appreciated. Board agreed that they would like to have feedback and reporting from the committees if nothing more than a paragraph throughout the year. Committees may elect a chair and a vice chair and notify the Assistant Secretary accordingly.

- 11. DiMonte moved, McKay seconded, to appoint the following residents to a Uniform Construction Code Board of Appeals: Peggy Conaway, Mark Thompson, and Anthony Diver.
- 12. **Appointment of Consultants:** McKay moved, Stumpo seconded, to appoint the following consultants with terms to expire January 2, 2024 or as noted or until a replacement is named and in accordance with current fee specifications and agreements: Unruh, Turner, Burke and Frees as Solicitor; Edward Foley as Solicitor for the Zoning Hearing Board; Robert C. Jefferson, IV, as Alternate Solicitor for Zoning Hearing Board; Kristin Camp, Solicitor for the Planning Commission; Keystone Municipal Services, Inc., as Building Inspector, Building Site Inspector, Soil and Erosion Control Inspector for building permit applications; United Inspection Agency as the Third party Certified Electrical Inspector; Municipal Engineering Services – McCormick Taylor; Gilmore & Associates, Inc.; Pennoni; Castle Valley Consultants, Inc., to provide Water and Wastewater Engineering/Planning Consulting and to serve as Zoning/Code Enforcement Officer and Flood Plain Manager for 2023; 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 the consultant rates for 2023; Brutscher, Foley, Milliner, Land & Kelly, LLP to serve as Solicitor for the UCC Appeal Board.

Board confirmed that Barbacane, Thorton and Company was previously appointed to audit the fiscal year 2022 township books.

13. Other Appointments: Stumpo moved, McKay seconded, to appoint the following agencies to provide professional services with terms to expire January 2, 2024 or as noted or until a replacement is named:

- a. Assured Partners 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 Tax.

Board acknowledged that Hal Hoffman was elected Tax Collector November 2, 2021. An Affidavit is on file Deputizing the County of Chester to collect Township Real Estate Property Tax.

- 14. Stumpo moved, McKay seconded, to establish mileage reimbursement for 2023 at the IRS approved rate as may be amended from time to time.
- 15. Stumpo moved, McKay seconded, to appoint DiMonte, 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:** DiMonte moved, Stumpo seconded, to establish 2023 holidays for the Township as follows:

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| New Year's Day - (observed) January 2nd | Labor Day - September 4th |
| Martin Luther King, Jr. Day - January 16th | Election Day - November 7th |
| Presidents' Day - February 20th | Veterans Day - November 10th |
| Memorial Day - May 29th Juneteenth (observed) - June 19th Independence Day - July 4th | Thanksgiving - November 23rd and 24th Christmas (observed) - December 25th |

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 7:00 p.m. with exceptions as follows: January 23rd, February 13th, May 22nd, October 23rd, November 20th, December 18th
- * 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 Commission will not meet in January. The first regular public meeting will be February 1st.
- * Zoning Hearing Board - meets as needed and as advertised.
- * Energy Committee meets quarterly 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.

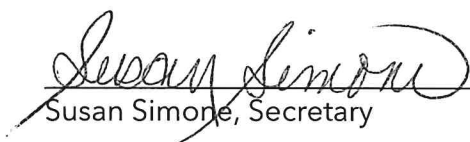
17. Supervisor Liaisons to Township Committees, Departments, and Agencies: following discussion, the Board agreed to the following assignments: Agricultura Security Area Committee - Stumpo; Historical Committee - McKay; Parks, Recreation and Trails Committee - Stumpo; Planning Commission - DiMonte; Energy Committee - DiMonte; Public Works/Roads - McKay.

18. Resolutions:

- a. Resolution 2023-1: DiMonte moved, Stumpo seconded; to adopt Resolution 2023-1 establishing fire protection in the Township by Longwood 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 2023-2: McKay moved, DiMonte seconded, to adopt Resolution 2023-2 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 2023-3: Stumpo moved, McKay seconded, to adopt Resolution 2023-3 establishing an omnibus fee schedule for 2023; motion carried.

19. Meeting Minutes: MOTION: DiMonte moved, McKay seconded, to approve the December 19, 2022 meeting minutes as correction; motion carried.

20. Adjournment: at 7:25 p.m., Stumpo moved, McKay seconded, to adjourn the meeting.


Susan Simone, Secretary


Elaine DiMonte, Chairwoman