

**Board of Supervisors Reorganization Meeting
Tuesday, January 2, 2024, 7:00 P.M.**

Attendance: Supervisors Elaine DiMonte, Ricki Stumpo, Raymond McKay.
Public in attendance: 1

1. **Call to Order:** DiMonte called the meeting to order at 7:00 p.m.
2. **Sunshine Announcements:** On December 27, 2023, Board met with Treasurer and Staff regarding bookkeeping tasks.
3. **Announcements:** no announcements.
4. **Public Comment on Non-agenda Items:** Linda Moore commented on the West Creek Road Project set to begin tomorrow. She expressed that there is minimal information by way of project details on the Township website. She reviewed pages she printed from the website. She offered that she had to search the site to find the information and felt that it would be advantageous to post information on the front page of the website. DiMonte responded that as new notifications are published, notices from the previous session are visible further down the page. While the West Creek Road Project affects 40 or so people, management of the Project notifications will be reviewed for placement. Moore also commented that an email she received regarding tree clearing references a detour route but the detour route is not identified. She voiced concern that postal and package deliveries as well as trash pickup will be delayed during the road closure from 9:00 a.m. to 3:00 p.m. as the detour route is not published. DiMonte and McKay noted the detour route is part of a recorded easement as previously discussed and stated that there is no connection to Lian Drive. DiMonte will ask Township personnel to regroup with regard to publishing notices.
5. **Reorganization of the Board of Supervisors:** DiMonte nominated McKay as Temporary Chair and Susan Simone as Temporary Secretary of the Board of Supervisors; Stumpo seconded, motion carried. McKay nominated DiMonte as Chair of the Board of Supervisors; Stumpo seconded, motion carried. DiMonte nominated Stumpo as Vice Chair of the Board of Supervisors; McKay seconded; motion carried.
6. **Miscellaneous Appointments and Appointment of Employees:** Stumpo moved, DiMonte seconded to appoint the following Township Personnel at a pay rate consistent with the 2024 Township Budget: Susan Simone as Township Secretary; Peter R. Barsz, CPA, CGMA, Barsz, Gowie, Amon & Fultz, to serve as Township Treasurer; Aleida Diaz Assistant Secretary; Mark Knightly as Public Works Director and Roadmaster; Mike Cialini, Ron Miller, and Ben Aponte as Public Works Crew Members; motion carried. 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. Stumpo moved, McKay 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; motion carried. Stumpo moved, DiMonte seconded to appoint Susan Simone, as the PMRS - Pension Plan Administrator with a term to expire December 31, 2024 or until a replacement is named; motion carried. Board noted for the record confirmation of appointments as Township representatives to the

following Library Boards of Trustees: Karen Meyers, West Chester Public Library; Brad Peiper, Kennett Library and Resource Center. Stumpo moved, McKay seconded to obtain a Treasurer's Bond in the amount of \$2.6 million; motion carried. Board noted for the record renewal of the Independent Contractor Agreement for Constable Services provided by Michael Balsama, Constable. Board noted for the record confirmation of the appointment of Alan Davis as the Resident-Representative to the Kennett Fire and Regional EMS Commission in accordance with the September 11, 2017 Public Meeting Minutes. Ray McKay is the Supervisor representative.

- 7. Appointment of Township Representatives:** McKay moved, DiMonte seconded to appoint the following Township Representatives with terms to expire December 31, 2024 or as noted or until a replacement is named and in accordance with current fee specifications and agreements: Gary Summers as Chair of the Vacancy Board with a term to expire on December 31, 2024 or until a replacement is named; Sarah Mims as Township representative for the Scenic Byways Commission with a term to expire on December 31, 2024 or until a replacement is named; Susan Simone as Township representative to the County Tax Collection Committee with a term to expire on December 31, 2024 or until a replacement is named; motion carried. Board recognized that the Kennett Area Regional Planning Commission has not met for many years and directed the Secretary to work with the Treasurer to process the PA Treasury Unclaimed Property Notice to disburse the KARPC bank account representing dues paid by the participating municipalities.
- 8. Zoning Hearing Board:** DiMonte moved, Stumpo seconded, to reappoint David Ziegler with a term to expire December 31, 2026; motion carried. Board notes for the record the following previously appointed Zoning Hearing Board members and terms: James Noon, Jr. and Nathan Wilson with terms to expire December 31, 2025; and Georgia Brutscher as Alternate Member with a term to expire December 31, 2025.
- 9. Appointment of Planning Commission:** DiMonte moved, Stumpo seconded, to reappoint Matthias Murphy and Robert Miller with terms to expire December 31, 2028 or until replacements are named; motion carried. Board noted for the record the following previously appointed Planning Commission members and terms: Sean Rafferty and John Hess - terms to expire December 31, 2026; Mickey Bailey - term to expire December 31, 2025; Gary Summers - term to expire December 31, 2024; Paul Cardell - *term to expire* December 31, 2025.
- 10. Appointments to Township Committees and Other Positions:** Stumpo moved, McKay seconded, to table the appointment of Director of the Parks and Recreation Department; motion carried. Stumpo moved, DiMonte seconded to appoint the following residents to the Parks, Recreation and Trails Committee: Jesse Noa, Chair, Janet Fassbender, Vice Chair, Jordan Gushurst, Tom Bierl, Josh Burry, Brittan Anderson; motion carried. Stumpo moved, McKay 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; 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; motion carried. Stumpo moved, DiMonte seconded, to confirm the appoint of the following individuals to the Deer Management Committee: Brandon Brown, Chair, Kevin Gosselin, Vice Chair, Blake Aponte, Brett Brown, Don Lane, James Ron Lane, Randy Hutchinson, Ron Miller, William Brown, III, William Brown, Jr.; motion carried. Committees may elect a chair and vice chair and notify the Assistant Secretary accordingly.
- 11.** Stumpo moved, DiMonte seconded, to appoint the following individuals to a Uniform Construction Code Board of Appeals: Peggy Conaway, Mark Thompson, and Anthony Diver; motion carried.

12. Appointment of Consultants: McKay moved, DiMonte seconded, to appoint the following consultants with terms to expire January 6, 2025 or as noted or until a replacement is named and in accordance with current fee specifications and agreements: Unruh, Turner, Burke and Frees, as Township Solicitor; Edward Foley, Esquire, as Solicitor for the Zoning Hearing Board; Robert C. Jefferson, IV, as Alternate Solicitor for the Zoning Hearing; Kristin Camp, Esquire as 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; McCormick Taylor for Municipal Engineering Services; Gilmore & Associates, Inc., for Municipal Engineering Services; Pennoni for Municipal Engineering Services; Castle Valley Consultants, Inc. to provide professional Water and Wastewater Engineering/Planning Consulting and to serve as Zoning/Code Enforcement Officer and Flood Plain Manager for 2024 in accordance with the General Contract Conditions; 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 2024; Brutscher, Foley, Milliner, Land & Kelly, LLP to serve as Solicitor for the UCC Appeal Board; motion carried. Board confirmed that BBD, LLP was previously appointed by Resolution during the December 18, 2023 Board Meeting to audit the fiscal year 2023 township books.

McKay noted the appointed municipal engineers are specialists appointed to see through specific tasks requested by the Township. He also noted that the appointment of BBD, LLP is the first appointment of a different auditing firm in about 10 years.

13. Other Appointments: DiMonte moved, Stumpo seconded, to appoint the following agencies to provide professional services with terms to expire January 6, 2025 or as noted or until a replacement is named: USI Insurance Group 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. 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 property taxes.

14. DiMonte moved, McKay seconded, to establish mileage reimbursement for 2024 at the IRS approved rate as may be amended from time to time; motion carried.

15. DiMonte moved, Stumpo seconded, to appoint McKay as a voting delegate to the Conventions sponsored by the Pennsylvania State Association of Township Supervisors and the Chester County Association of Township Officials; motion carried.

16. Township Holidays and Public Meetings: Stumpo moved, McKay seconded, to establish 2024 holidays for the Township as follows: New Year's Day - January 1st; Dr. Martin Luther King, Jr. Day - January 15th; Presidents' Day - February 19th; Memorial Day - May 27th; Juneteenth - June 19th; Independence Day - July 4th; Labor Day - September 2nd; Election Day - November 5th; Veterans Day - November 11th; Thanksgiving - November 28th and 29th; Christmas - December 25th; motion carried.

Board discussed the public meeting start time. MOTION: Stumpo moved, DiMonte seconded, to change the start time for the Board of Supervisors Public Meetings to 6:30 p.m.; motion carried.

Stumpo moved, DiMonte 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: January 22nd, April 22nd, May 20th, July 22nd, September 23rd, December 16th; 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; Zoning Hearing Board - 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.; motion carried.

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

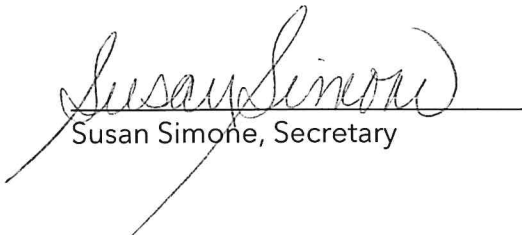
18. Resolutions:

- (a) Resolution 2024-1: DiMonte moved, Stumpo seconded, to adopt Resolution 2024-1 establishing fire protection and emergency services in the Township including recognizing Avondale State Police Barracks as the police protection for the Township; motion carried.
- (b) Resolution 2024-2: DiMonte moved, Stumpo seconded, to adopt Resolution 2024-2 in accordance with the Second Class Township Code establishing depositories for Township Funds; motion carried.
- (c) Resolution 2024-3: DiMonte moved, McKay seconded, to adopt Resolution 2024-3 establishing an omnibus fee schedule for 2024; motion carried.

19. Meeting Minutes:

- (a) December 18, 2023: following discussion Board agreed to defer approval of the Minutes pending review of the public comments by the County Prison Warden.
- (b) December 27, 2023: DiMonte moved, McKay seconded, to approve the December 27th Special Meeting Minutes as submitted; motion carried.

20. Adjournment: at 7:29 P.M. DiMonte moved, McKay seconded, to adjourn the meeting; motion carried.


Susan Simone, Secretary


Elaine DiMonte, Chairwoman