



Board of Supervisors Reorganization Meeting  
Monday, January 4, 2016, 7:30 P.M.

Supervisors in attendance: Ricki Stumpo, Elaine DiMonte, Alice J. Balsama.

Public in attendance: 8

1. **Call to Order:** Stumpo called the meeting to order at 7:30 p.m. and led the Pledge of Allegiance.
2. **Oaths of Office:** Secretary acknowledged for submission to the Board, Oaths of Office received for the following officials elected in 2015: Auditor - Justin Colella and Timothy Connolly; Supervisors - Alice Balsama and Elaine DiMonte; and for the following appointee - Kirk Hoffman, Tax Collector.
3. **Announcements:** no announcements.
4. **Public Comment:** Terry Gumper asked if the Board acted on terminating the contract for plowing a private road. Barbara Holmes asked the status of the review of her CV and her offer to serve as Barnard House Project Manager and the submission of her name to the Kennett Library Board to serve as Township representative. Newly-elected Supervisors indicated that they have not yet had the opportunity to review the request, but they appreciate Ms. Holmes sharing the information which they will review. Sarah Mims commented that the newly installed guiderail on Denton Hollow Road seemingly makes the road to appear narrower and thereby slowing the speed of vehicles. Randy Mims commented that aesthetically the guiderail is fine. Sean Rafferty and Randy Mims offered welcoming comments to the newly-elected Supervisors and stated that they are willing to help the Board.
5. **Reorganization of the Board of Supervisors:** MOTION: Stumpo nominated Balsama as Temporary Chair and Susan Simone as Temporary Secretary of the Board of Supervisors; DiMonte seconded, motion carried. MOTION: DiMonte nominated Stumpo as Chair of the Board of Supervisors, Balsama seconded; motion carried. MOTION: Balsama nominated DiMonte as Vice Chair of the Board of Supervisors, Stumpo seconded; motion carried.
6. **Appointment of Employees (motions carried as follows):**
  - a. Balsama moved, DiMonte seconded, to appoint the following Township Personnel at a pay rate consistent with the 2016 Township Budget: Susan Simone as Township Administrative Secretary; Peggy Lennon as Township Treasurer; Mark Knightly as Public Works Director and Roadmaster; Mike Cialini, Ron Miller, James Knightly as Public Works Crew Members.
  - b. Balsama moved, DiMonte seconded, to appoint Ricki Stumpo as Receptionist at a pay to be determined by the Board of Auditors.
  - c. Board noted for the record the appointment of Craig Kologie, Castle Valley Consultants, Inc., as zoning and code official in accordance with the proposal dated November 4, 2015 for the period November 27, 2015 to February 1, 2016.
  - d. Board noted for the record that the Fire Marshal position is vacant.

- e. Board noted for the record that the Emergency Management Coordinator position is vacant. Appointments are made by the Governor.
  - f. DiMonte moved, Balsama seconded, to appoint Peggy Lennon as the PMRS - Pension Plan Administrator with a term to expire December 31, 2016 or until a replacement is named.
  - g. Balsama moved, DiMonte seconded, that the Township obtain a Treasurer's Bond in the amount of \$2.6 million.
7. Appointment of Township Representatives (motions carried as follows):
- a. DiMonte moved, Balsama seconded, to appoint Supervisor Ricki Stumpo and Planning Commissioner Rob Miller Pocopson Township's representatives to the Kennett Area Regional Planning Commission, with terms to expire on December 31, 2016 or until replacements are named.
  - b. Balsama moved, DiMonte seconded, to appoint Gary Summers as Chair of the Vacancy Board with a term to expire on December 31, 2016 or until a replacement is named.
  - c. DiMonte moved, Balsama seconded, to appoint George Zacharkiw and Holly Manzone as Township representatives for the Scenic Byways Commission with terms to expire on December 31, 2016 or until replacements are named.
  - d. Balsama moved, DiMonte 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, 2016 or until replacements are named.
8. Appointment of Zoning Hearing Board: MOTION: DiMonte moved, Balsama seconded, to appoint J. Paul Haldeman as Board Member and Robert Woodward as Alternate to the Zoning Hearing Board with terms to expire December 31, 2017 or until replacements are named; motion carried. Board notes for the record the following previously appointed Zoning Hearing Board members and terms: *Nathan Wilson - Term to expire December 31, 2016; James Noon, Jr. - Term to expire December 31, 2016.*
9. Appointment of Planning Commission: MOTION: Balsama moved, DiMonte seconded to appoint Gary Summers to the Planning Commission with a term to expire December 31, 2019 or until a replacement is named; motion carried. Board noted for the record the following previously appointed Planning Commission members and terms: *Suzanne Breiseth and Sean Rafferty - Terms to expire December 31, 2017; Meg Johnson and Mickey Bailey - Terms to expire December 31, 2016; Robert Miller - Term to expire December 31, 2018.*
10. Appointments to Township Committees and Other Positions (motions carried as follows):
- a. DiMonte moved, Balsama seconded, to table the appointment of Director of the Parks and Recreation Department.
  - b. Balsama moved, DiMonte seconded, to appoint the following residents to the Parks, Recreation and Trails Committee: Justin Colella, Thomas Bierl, Chris Conaway, and Matthew Seidenberg.
  - c. DiMonte moved, Balsama seconded, to appoint the following Township residents to the Historical Committee: Pat Burnett, Jeff Taylor, Kris Firey-Poling, Alta Hoffman, Barbara Holmes, Randy Mims, Sarah Mims, Dan O'Neill, Donald McKay; and to appoint the following as Resource Members - Mary Beth Drobish, Doug Fearn, Sue Woodward. During Public Comment on the Motion, Randy Mims suggested a review of the Bylaws for the Historical Committee with an eye toward modifying the minimum attendance requirements.
  - d. Balsama moved, DiMonte seconded, to appoint the following residents to the Agriculture Security Area Advisory Committee: Becky Baily, Judy Cousins, Andy Elser, George P. Wickersham, Jr., and Ricki Stumpo to serve as Chairman.

- e. DiMonte moved, Balsama seconded, to appoint the following individuals to the Founders Day Committee: Colleen McKinney, Matt Herzog, Katee Mojica-Boyle, and Mary Veale.
  - f. DiMonte moved, Balsama seconded, to confirm the appointment of the following individuals to the Deer Management Committee: Don Lane, Chairman, Albert Cialini, Blake Miller, Brandon J. Brown, Brett C. Brown, George Armington, James Ron Lane, James W. White, Jr., Jerry D. Kreider, Kevin Gosselin, Michael Cialini, Randy L. Hutchinson, Ronald Blake Miller, Ronald L. Blevins, William H. Brown, Jr., William H. Brown, III.
  - g. DiMonte moved, Balsama seconded, to appoint the following individuals to the Clean Stream Team: Kathy Miller, Sarah Mims, Randy Mims, Bill Haaf, Carol Haaf, Bernadette Kegelmann, and Jennifer Matkov.
  - h. DiMonte moved, Balsama seconded, to appoint the following individuals to serve on the Historic Survey Task Force in accordance with the Chester County Vision Partnership Program Grant Contract: Suzy Breiseth as Planning Commission representative; Dan O'Neill as Historical Committee representative; Randy Mims as resident representative; and Alice Balsama as Board of Supervisors representative. During Public Comment on the motion, Randy Mims indicated that O'Neill may not be willing to serve. Board agreed to confirm the appointment and to allow O'Neill to respond thereafter as to availability to serve on the Task Force. Stumpo noted that with the exception of the Deer Management Committee and Ag Security Area Advisory Committee, the planning commission, and zoning hearing board must elect a chair and vice chair and notify the Secretary accordingly.
11. Balsama moved, DiMonte seconded, to reappoint the following individuals to a Uniform Construction Code Board of Appeals: Peggy Conaway, Mark Thompson, and Anthony Diver.
12. Appointment of Consultants: DiMonte moved, Balsama seconded, to appoint the following consultants with terms to expire January 3, 2017 or as noted or until a replacement is named, motion carried:
- a. Ross Unruh, Esquire, of Unruh, Turner, Burke and Frees, as Solicitor for Pocopson Township in accordance with the fee specification dated December 17, 2015.
  - b. Edward Foley, Esquire, as Solicitor for the Zoning Hearing Board in accordance with fee specification dated December 17, 2015.
  - c. Kristin Camp, Esquire as Solicitor for the Planning Commission in accordance with the fee specification dated December 17, 2015.
  - d. Keystone Municipal Services, Inc., as Building Inspector, Building Site Inspector, Soil and Erosion Control Inspector for building permit applications in accordance with the 2016 Fee Schedule submitted December 13, 2013 effective January 1, 2016.
  - e. United Inspection Agency as the Third Party Certified Electrical Inspector in accordance with the fee schedule submitted on December 8, 2014.
  - f. James W. Hatfield, P.E., VanDemark & Lynch, Inc. as Engineer Consultant at the Fee Schedule dated December 21, 2015, effective January 1, 2016, for the following projects: Dedication for Winterwood subdivision and for The Preserve at Chadds Ford; completion of the Phase 1 Wawaset Park/Barnard House project.
  - g. McCormick Taylor as Township Engineer in accordance with the Fee Schedule dated November 13, 2015 effective January 1, 2016.
  - h. Gilmore & Associates, Inc., as Alternate Township Engineer at the rates in accordance with the General Contract Conditions dated December 22, 2015.

- i. 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 10, 2015.
  - 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 2016 submitted on December 15, 2015.
  - l. Barbacane, Thorton and Company to audit the fiscal year 2015 township books.
13. Other Appointments: Balsama moved, DiMonte seconded, to appoint the following agencies to provide professional services with terms to expire January 3, 2017 or as noted or until a replacement is named, motion carried:
- a. Francis Hall Insurance & Risk Management Services as the insurance broker for the Township with a term to expire January 4, 2017 or until a replacement is named.
  - 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, Balsama seconded, to establish mileage reimbursement for 2016 at the IRS approved rate as may be amended from time to time; motion carried.
15. Stumpo moved, Balsama seconded, to appoint Elaine 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 Associations of Township Officials.
16. DiMonte moved, Balsama seconded, to establish 2016 holidays for the Township as follows, motion carried:

New Year's Day - Jan 1, 2016	Martin Luther King, Jr. Day - Jan 18, 2016
Presidents' Day - Feb 15, 2016	Primary Election - April 26, 2016
Memorial Day - May 30, 2016	Independence Day - July 4, 2016
Labor Day - September 5, 2016	Columbus Day - October 10, 2016
Election Day - November 8, 2016	Veteran's Day - November 11, 2016
Thanksgiving Holiday - 11/24 & 11/25	Christmas Observance - December 26

Balsama moved, DiMonte seconded, to establish the following meeting dates and times and to cancel the Board of Supervisors meeting for January 11, 2016; motion carried:

*Board of Supervisors* - the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month at 7:30 P.M. except as follows which represents: one monthly meeting on May 16, August 15, and December 12<sup>th</sup>; Monday October 17 and Monday October 31.

*Planning Commission* - the 3<sup>rd</sup> Wednesday of each month at 7:30 P.M. with no meeting during August or December.

*Founders Day Committee* - 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* - the 2<sup>nd</sup> Wednesday of each month at 7:30 P.M.

*Parks, Recreation & Trails Committee* - the 2<sup>nd</sup> Thursday of each month at 7:30 P.M.

Stumpo noted that 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:

*Historical Committee - Alice Balsama*

*Parks, Recreation and Trails Committee - Ricki Stumpo*

*Planning Commission - Alice Balsama*

*PennDOT Highway Projects (traffic light project) - Elaine DiMonte*

*Clean Stream Team - Elaine DiMonte*

*Deer Management Committee - Elaine DiMonte*

*Public Works/Roads - Ricki Stumpo*

*Founders Day - Ricki Stumpo*

18. Resolutions:

- a. Resolution 2016-1: Balsama moved, DiMonte seconded, to adopt Resolution 2016-1 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 2016-2: Balsama moved, DiMonte seconded, to adopt Resolution 2016-2 in accordance with the Second Class Township Code establishing the following depositories for Township Funds: BB&T Bank; First Resource Bank; Meridian Bank; PLGIT (Pennsylvania Local Government Investment Trust) for select investment accounts; and WSFS Bank; motion carried.
- c. Resolution 2016-3: Balsama moved, DiMonte seconded, to adopt Resolution 2016-3 establishing an omnibus fee schedule for 2015; motion carried.
- d. Resolution 2016-4: DiMonte moved, Balsama seconded, to adopt Resolution 2016-4 appointing Kirk Hoffman as Tax Collector; motion carried.
- e. Resolution 2016-5: DiMonte moved, Balsama seconded, to adopt Resolution 2016-5 acknowledging Pocopson Township has having been deputized to act as Deputy Tax Collector and hereby authorized to contract for such tax collection services; motion carried.

19. Treasurer's Warrants: DiMonte moved, Balsama seconded, to approve the Bill Payment Lists for December 15, 2015 through January 4, 2016 recommended for payment by the Treasurer; General Fund: 14 bills paid totaling \$27,329.52; 2 debit card charges totaling \$269.12; Facilities: 2 bills paid totaling \$14,405.00; Highway Aid: 3 bills paid totaling \$14,374.78; Historical Committee: 1 bill paid for \$3,399.00; Parks, Rec, & Trails: 1 bill paid for \$134.73; motion carried.

20. Other Business:

- a. Route 52 Railroad Crossing Upgrade - Board reviewed PennDOT letter dated December 21, 2015, to the PA Public Utility Commission regarding application for alteration of the at-grade railroad crossing. Board directed the Secretary to correspond with PennDOT as to clarification of the planned alteration. Public Comment on this agenda item from Terry Gumpper and Sarah and Randy Mims who requested details about traffic signalization planned as part of the alteration.
- b. General Code Proposal for Ordinance Codification Update: Stumpo reviewed the estimate submitted by General Code dated December 23, 2015, to update the eCode 360 online Township Code with current legislation. The last Code update was in 2013. MOTION: Stumpo moved, Balsama seconded, to approve acceptance of General Code Estimate for Supplement 7 in the estimated amount of between \$5,040 and \$6,230; motion carried.

21. Approval of Meeting Minutes: Balsama moved, DiMonte seconded, to approve the Meeting Minutes dated December 14, 2015; motion carried.
22. Adjournment: At 8:20 p.m., DiMonte moved, Balsama seconded, to adjourn the meeting; motion carried.



Susan Simone, Administrative Secretary



Ricki Stumpo, Chairman