

Pocopson Township

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Board of Supervisors Reorganization Meeting Tuesday, January 7, 2013, 7:30 P.M.

In attendance: Stephen R. Canary, Georgia F. Brutscher, Ricki Stumpo.

1. Call to Order: Canary called the meeting to order at 7:30 p.m. and wished those in attendance a Happy New Year.

2. Public Comment: none.

3. Reorganization of the Board of Supervisors: Canary moved to nominate Brutscher to serve as Temporary Chair and Susan Simone as Temporary Secretary of the Board of Supervisors; motion carried. Brutscher moved to nominate Canary as Chair of the Board of Supervisors; motion carried. Canary moved to nominate Brutscher to serve as Vice Chair; motion carried.

4. Appointment of Employees and Personnel: Stumpo moved, Brutscher seconded, to appoint the following Township Personnel at a pay rate consistent with the 2013 Township Budget: Susan Simone as Township Administrative Secretary; Peggy Lennon as Township Treasurer; Mark Knightly as Public Works Director and as Roadmaster; Mike Cialini and Ron Miller as Public Works Crew Members; motion carried.

Brutscher moved, Canary seconded, to appoint Ricki Stumpo as Receptionist at a pay to be determined by the Board of Auditors; motion carried.

Canary moved, Stumpo seconded, to appoint Richard Jensen as Zoning and Code Enforcement Officer at the rate approved in November 2011; motion carried.

Brutscher moved, Stumpo seconded, to appoint Richard Jensen as Fire Marshall with a term to expire December 31, 2013 or until a replacement is named; motion carried.

Board noted for the record the appointment of Richard Jensen as Emergency Management Coordinator until a successor is named by the Governor.

Stumpo moved, Brutscher seconded, to appoint Peggy Lennon as the PMRS - Pension Plan Administrator with a term to expire December 31, 2013 or until a replacement is named; motion carried.

Brutscher moved, Stumpo seconded, that the Township obtain a Treasurer's Bond in the amount of \$2.6 million dollars; motion carried.

5. Appointment of Township Representatives: Canary moved, Brutscher seconded, to appoint Ricki Stumpo the 2013 representative to the Kennett Area Regional Planning Commission; motion carried. KARPC will meet on January 15th in the Pocopson Township Administration Building.

Brutscher moved, Canary seconded, to appoint Laressa J. McNemar, P.E., as Chair of the Vacancy Board with a term to expire on December 31, 2013 or until a replacement is named; motion carried.

Stumpo moved, Brutscher seconded, to appoint George Zacharkiw as Township representative for the Scenic Byways Commission with a term to expire on December 31, 2013 or until a replacement is named; motion carried.

Brutscher moved, Stumpo seconded, to appoint Peggy Lennon as Township representative and Carol Haaf as alternate representative to the County Tax Collection Committee; motion carried.

6. Zoning Hearing Board: Board noted for the record the following previously appointed Zoning Hearing Board members and terms:

Nathan Wilson - Term to expire December 31, 2013

James Noon, Jr. - Term to expire December 31, 2013

Robert Woodward - Term to expire December 31, 2014

J. Paul Haldeman - Alternate - Term to expire December 31, 2014

7. Appointment of Planning Commission: Conary moved, Brutscher seconded, to appoint Mickey Bailey to the Planning Commission with a term to expire December 31, 2016 or until a replacement is named; motion carried.

Stumpo moved, Brutscher seconded, to appoint Meg Johnson and Barney Leonard to the Planning Commission with terms to expire December 31, 2016 or until replacements are 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, 2013

Steven Simonson and Robert Miller - Terms to expire December 31, 2014

Gary Summers - Term to expire December 31, 2015

8. Appointments to Township Committees and Other Positions:

Brutscher moved, Conary seconded, to table the appointment of Director of the Parks and Recreation Department; motion carried.

Conary moved, Conary seconded, to appoint the following residents to the **Parks, Recreation and Trails Committee:** Mike McGann, Thomas Bierl, Katee Boyle, Chris Conaway, Mary Veale, Joe Stumpo, David Willey; motion carried.

Brutscher moved, Stumpo seconded, to appoint the following Township residents to the **Historical Committee:** Pat Burnett, Jean Conary, Peggy Conaway, Mary Beth Drobish, Doug Fearn, Kris Firey-Poling, Alta Hoffman, Barbara Holmes, Randy Mims, Sarah Mims, Dan O'Neill, Sue Woodward; motion carried.

Stumpo moved, Conary seconded, to appoint the following residents to the **Agriculture Security Area Committee:** Georgia F. Brutscher, Becky Baily, Judy Cousins, Andy Elser, George P. Wickersham, Jr. with Brutscher as chair; motion carried.

Brutscher moved, Conary seconded, to appoint the following individuals to the **Deer Management Committee:** Don Lane, Brett Brown, Donna Armington, George Armington, Albert Cialini, James Jordan, Jamie White, Kevin Gosselin, Brandon Brown, Ron Blevins,

William Brown, William Brown, III, Dave Ziegler, Ted Ziegler, Ron Ziegler, with Lane as Chair; motion carried.

Conary moved, Brutscher seconded, to appoint the following residents to the **Stream Team**: Kathy Miller, Sarah Mims, Randy Mims, Bill Haaf, Carol Haaf, Bernadette Kegelmann, Jennifer Matkov, Nate Wilson; motion carried.

Stumpo moved, Conary seconded, to appoint the following individuals to the **Barnard House Steering Committee**: Georgia Brutscher, Jean Conary, Mary Dugan, KURC, Kris Firey-Poling, Carol Haaf, Alta Hoffman, Rusty Jones, KURC, John O'Neal, KURC, Dennis Melton, Laouessa McNemar, Richard Jensen, Matt Read, Mike McGann, Susan Simone with Brutscher as chair; motion carried.

Conary noted that with the exception of the Agriculture Security Area, Deer Management and Barnard House Steering Committees, committees, planning commission, and zoning hearing board must elect a chair and vice chair and notify the Secretary accordingly.

9. Brutscher moved, Stumpo seconded, to table the 2013 appointment of a Uniform Construction Code Board of Appeals; motion carried.

10. Appointment of Comprehensive Plan Task Force: Conary moved, Brutscher seconded, to appoint the following individuals to serve on the **Comprehensive Plan Task Force**: Gary Summers, Suzy Breiseth, Steve Simonson, Meg Johnson, Barney Leonard, Don Lane, Jeff Randall, Barney Leonard and Kathy Miller with Ricky Stumpo to serve as the Board of Supervisors Representative; motion carried.

11. Appointment of Consultants: Stumpo moved, Brutscher seconded, to appoint the following consultants with terms to expire January 6, 2014 or as noted or until a replacement is named:

Ross Unruh, Esquire, of Unruh, Turner, Burke and Frees, as Solicitor for Pocopson Township in accordance with the fee specification dated October 23, 2012.

Fronefield Crawford, Jr., Esquire, as Solicitor for the Zoning Hearing Board in accordance with the fee specification dated January 7, 2013.

Keystone Municipal Services, Inc., as Building Inspector, Building Site Inspector, Soil and Erosion Control Inspector for building permit applications in accordance with the 2013 Fee Schedule submitted November 20, 2012 effective January 1, 2013.

James W. Hatfield, P.E., VanDemark & Lynch, Inc. as Township Engineer at the Fee Schedule submitted December 19, 2012 effective January 1, 2013.

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 6, 2012 effective January 1, 2013.

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 2013 consultant rates.

Barbacane, Thorton and Company to audit the fiscal year 2012 township books.

Motion carried.

12. Other Appointments: Brutscher moved, Conary seconded, to appoint the following agencies to provide professional services with terms to expire January 6, 2014 or as noted or until a replacement is named:

Francis Hall Insurance & Risk Management 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.

13. Conary moved, Brutscher seconded, to establish mileage reimbursement for 2013 at the IRS approved rate as may be amended from time to time; motion carried.

14. Conary moved, Brutscher seconded, to table the appointment of 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; motion carried.

15. Township Holidays and Meeting Dates: Brutscher moved, Conary seconded, to establish 2013 holidays for the Township as follows:

New Year's Day – Jan 1, 2013

Presidents' Day – Feb 18, 2013

Independence Day – July 4, 2013

Thanksgiving Holiday – 11/28 & 11/29

Martin Luther King, Jr. Day – Jan 21, 2013

Memorial Day – May 27, 2013

Labor Day – September 2, 2013

Christmas Day – December 25, 2013

Motion carried.

Conary moved, Brutscher seconded, to establish the following meeting dates and times with all meetings held at the Township Office, 740 Denton Hollow Road, unless otherwise noted during the year:

Board of Supervisors – the 2nd and 4th Mondays of each month at 7:30 P.M. except May, October, November and December which will be the 1st and 3rd Mondays at 7:30 P.M.

Planning Commission – the 3rd Wednesday of each month except August at 7:30 P.M.

Historical Committee – the 2nd Wednesday of each month at 7:30 P.M.

Parks, Recreation and Trails Committee – the 2nd Thursday of each month at 7:30 P.M.

Motion carried.

16. Supervisor Liaisons to Township Committees: Following discussion, the Board agreed to Brutscher serving as Liaison for the following Committees: *Historical, Agricultural Security Area and Barnard House Steering*. Stumpo for the following: *Parks, Recreation and Trails and Stream Team*. Conary for the *Planning Commission*.

17. Resolutions:

Resolution 2013-1: Conary moved, Brutscher seconded, to adopt Resolution 2013-1 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.

Resolution 2013-2: Conary moved, Brutscher seconded, to adopt Resolution 2013-2 in accordance with the Second Class Township Code establishing the following depositories for Township Funds: Susquehanna Bank, Meridian Bank, PLGIT (Pennsylvania Local Government Investment Trust) for select investment accounts, and WSFS Bank; motion carried.

18. Other business: Board signed letters of acknowledgment for donations to the Locust Grove School House from Bruce Yelton and the Fair Play Foundation. Stumpo noted the absence of a Founders Day Committee Chairman and suggested suspending the event for 2013. She reported that the PRT Committee is interested in sponsoring three events in Pocopson Park during 2013. Stumpo suggested and the Board agreed that the Township consider sponsoring an open house in 2013 inviting the public to visit all township facilities. Board discussed steps to fill appointment to the Bayard Taylor Library Board. Conary stated that he would not be seeking re-election.

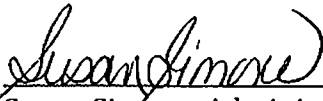
Motion: Conary moved, Brutscher seconded, to approve signing of the Second Amendment to Private Driveway Agreement for the Koehler Property; motion carried.

Motion: Conary moved, Brutscher seconded, to table appointment of a Founders Day Committee and to discuss suspending the event for 2013 during the January 28th regular meeting; motion carried.

18. Treasurer's Warrants: Conary moved, Stumpo seconded, to approve the Bill Payment Lists for December 18, 2012 – January 7, 2013 recommended for payment by the Treasurer; **General Fund:** 24 bills paid totaling \$21,208.11; 5 debit card charges totaling \$250.18; 1 debit card credit for \$98.89; **Highway Aid:** 4 bills paid totaling \$5,769.96; **Parks Recreation and Trails:** 3 bills paid totaling \$452.83; **Road Improvement Fund:** 1 bill paid for \$20,129.46; motion unanimously approved.

19. Minutes of December 17, 2012 and Special Meeting December 26, 2012: Conary moved, Brutscher seconded, to approve the Minutes of December 17, 2012; motion carried. Conary moved, Brutscher seconded, to table approval of the December 26, 2012 Special Meeting Minutes; motion carried.

20. Adjournment: At 8:00 P.M. Conary moved, Brutscher seconded, to adjourn the meeting; motion carried.



Susan Simone, Administrative Secretary



Stephen R. Conary, Chair