



Board of Supervisors Reorganization Meeting
Tuesday, January 2, 2018, 7:30 P.M.

Attendees: Ricki Stumpo, Elaine DiMonte, Alice J. Balsama
No members of the public in attendance.

1. **Call to Order:** Stumpo called the meeting to order at 7:30 p.m. and led the Pledge of Allegiance.
2. **Sunshine Announcements:** no sunshine announcements.
3. **Announcements:** Stumpo noted that the Kennett Fire and EMS Regional Commission will meet on January 4th. At the Board's request, Stumpo confirmed that Alan Davis, Resident Representative for the Commission, agreed to attend the Board's public meetings for 2018.
4. **Public Comment:** no public comment.
5. **Reorganization of the Board of Supervisors:** MOTION: Stumpo nominated DiMonte as Temporary Chair and Susan Simone as Temporary Secretary of the Board of Supervisors; Balsama 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. **Miscellaneous Appointments and Appointment of Employees (motions carried as follows):**
 - a. Stumpo moved, Balsama seconded, to appoint the following Township Personnel at a pay rate consistent with the 2018 Township Budget: Susan Simone as Township Administrative Secretary; Peggy Lennon as Township Treasurer; Jennifer Seifert as Administrative Assistant; Mark Knightly as Public Works Director and Roadmaster; Mike Cialini, Ron Miller, Eugene Carter 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 that while James Knightly has offered to continue to serve as Fire Marshal for the Township, the Emergency Management Coordinator Kevin Gosselin should be contacted regarding Fire Marshal tasks. Board members also agreed to contact Brandon Brown and Dave Ziegler regarding their interest.
 - d. 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 requested that the Secretary contact Gosselin regarding scheduling the table-top exercise as discussed with the Board in 2017.
 - e. Stumpo moved, DiMonte seconded, to appoint Peggy Lennon as the PMRS - Pension Plan Administrator with a term to expire December 31, 2018 or until a replacement is named.
 - f. Board noted for the record confirmation of appointments as Township representatives to the following Library Board of Trustees: Scott Kirkland, West Chester Public Library; Brad Peiper, Township Representative for Kennett Public Library and Chris Larsen, At-Large Board Member, Kennett Public Library.

- g. Stumpo moved, DiMonte seconded, that the Township obtain a Treasurer's Bond in the amount of \$2.6 million.
 - 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.
- 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, 2018 or until replacements are named.
 - b. DiMonte moved, Balsama seconded, to appoint Gary Summers as Chair of the Vacancy Board with a term to expire on December 31, 2018 or until a replacement is named.
 - c. DiMonte moved, Balsama seconded, to appoint Holly Manzone as Township representative for the Scenic Byways Commission with a term to expire on December 31, 2018 or until a replacement is named.
 - d. DiMonte moved, Balsama seconded, to appoint Peggy Lennon as Township representative to the County Tax Collection Committee with a term to expire on December 31, 2018 or until a replacement is named.
- 8. Appointment of Zoning Hearing Board:**
- a. DiMonte moved, Balsama seconded, to appoint J. Paul Haldeman to the Zoning Hearing Board with a term to expire December 31, 2021 or until a replacement is named; motion carried.
 - b. Board noted for the record the resignation of Robert Woodward as Alternate Board Member. Board notes the following previously appointed Zoning Hearing Board members and terms: *Nathan Wilson - Term to expire December 31, 2019, will serve as Chairman for 2018. James Noon, Jr. - Term to expire December 31, 2019.*
- 9. Appointment of Planning Commission:**
- a. DiMonte moved, Balsama seconded, to appoint Sean Rafferty to the Planning Commission with a term to expire December 31, 2021 or until a replacement is named; motion carried.
 - b. Board notes 1 vacancy on the Commission for a 3-year term that will expire on December 31, 2021 and 1 vacancy on the Commission for a 2-year term that will expire on December 31, 2020. Board also noted for the record the following previously appointed Planning Commission members and terms: *Gary Summers - Term to expire December 31, 2019; Matt Murphy and Robert Miller - Terms to expire December 31, 2018; Mickey Bailey and Santosh Kanjula - Terms to expire December 31, 2020.*
- 10. Appointments to Township Committees and Other Positions (motions carried as follows):**
- a. Balsama moved, DiMonte 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: Thomas Bierl, Justin Colella, Chris Conaway, Leah Luo, Jesse Noa, Jordan Gushurst.
 - c. Balsama moved, DiMonte seconded, to appoint the following Township residents to the Historical Committee: Pat Burnett, Jeff Taylor, Ray McKay, David Miller, Barbara Holmes, Randy Mims, Sarah Mims, Don McKay, Loralynne Yost; and to appoint the following as Resource Members - Barnard Baily, Alta Hoffman, Mary Beth Drobish, Kris Firey-Poling, Doug Fearn, Sue Woodward.
 - d. Balsama moved, DiMonte seconded, to appoint the following individuals to the Agriculture Security Area (ASA) Committee: Becky Baily, Judy Cousins, George P. Wickersham, Jr., and Ricki Stumpo to serve as Chairman in accordance with ASA legal guidelines.

- e. Balsama moved, DiMonte seconded, to confirm the appointment of the following individuals to the Deer Management Committee: Don Lane, Albert Cialini, Blake Miller, Brandon J. Brown, Brett C. Brown, George Armington, James Ron Lane, James W. White, Jr., Kevin Gosselin, Michael Cialini, Randy L. Hutchinson, Ronald Blake Miller, Ronald L. Blevins, William H. Brown, Jr., William H. Brown, III.
- f. Balsama moved, DiMonte seconded, to appoint the following individuals to the Clean Stream Team: Kathy Miller, Sarah Mims, Randy Mims, Bill Haaf, Carol Haaf, Bernadette Kegelman, Jennifer Matkov.

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

- 11. **UCC Board of Appeals:** Balsama moved, DiMonte seconded, to appoint the following residents to a Uniform Construction Code Board of Appeals: Peggy Conaway, Mark Thompson, and Anthony Diver; motion carried.
- 12. **Appointment of Consultants:** Balsama moved, DiMonte seconded, to appoint the following consultants with terms to expire January 2, 2019 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 November 28, 2017.
 - b. Edward Foley, Esquire, as Solicitor for the Zoning Hearing Board in accordance with the fee specification dated November 29, 2017.
 - c. Anthony Verwey, Esquire, as Alternate Solicitor for the Zoning Hearing Board in accordance with the fee specification dated November 29, 2017.
 - d. Kristin Camp, Esquire as Solicitor for the Planning Commission in accordance with the fee specification dated October 30, 2017.
 - e. Keystone Municipal Services, Inc., as Building Inspector, Building Site Inspector, Soil and Erosion Control Inspector for building permit applications in accordance with the 2018 Fee Schedule dated November 29, 2017.
 - f. United Inspection Agency as the Third Party Certified Electrical Inspector in accordance with the fee schedule submitted on December 8, 2014.
 - g. James W. Hatfield, P.E., VanDemark & Lynch, Inc. as Engineer Consultant at the Fee Schedule effective January 1, 2017, to provide engineering services for selected projects that have been active since 2014 and have not yet been completed or concluded the 18-month maintenance bond period.
 - h. McCormick Taylor as Township Engineer in accordance with the Fee Schedule dated December 12, 2017 for 2018 Professional Services.
 - i. Gilmore & Associates, Inc., as Alternate Township Engineer in accordance with the 2017 Professional Services Fee Schedule dated December 6, 2017.
 - j. Castle Valley Consultants, Inc. to provide professional Water and Wastewater Engineering/Planning Consulting and to serve as Zoning/Code Enforcement Officer for 2017 in accordance with the General Contract Conditions dated December 8, 2017.
 - k. 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.
 - l. 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 2018 submitted on December 11, 2017.
 - m. The Board noted for the record that Barbacane, Thorton and Company will audit the fiscal year 2017 township books as previously approved.

13. **Other Appointments:** DiMonte moved, Balsama seconded, to appoint the following agencies to provide professional services with terms to expire January 2, 2019 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, Balsama seconded, to establish mileage reimbursement for 2018 at the IRS approved rate as may be amended from time to time; motion carried.
15. Board agreed to table the appointment of voting delegates to the conventions sponsored by the Pennsylvania State Association of Township Supervisors and the Chester County Association of Township Officials.
16. DiMonte moved, Balsama seconded, and a motion was carried to establish 2018 holidays for the Township as follows: New Year's Day - January, 1st; Martin Luther King Jr. Day - January 15th; Presidents Day - February 19th; Primary Election Day - May 15th; Memorial Day - May 28th; Independence Day - July 4th; Labor Day - September 3rd; Columbus Day - October 8th; Election Day - November 6th; Veteran's Day - November 12th (observed); Thanksgiving - November 22nd and 23rd; Christmas - December 24th and 25th.
17. Board renewed discussion from the December 11, 2017 public meeting regarding revising the public meeting schedule. Board received written comments from the Township Solicitor in response to specific questions as to the requirements for a work session and public participation. DiMonte noted that comments were received as requested from the Treasurer and Secretary who found no negative impact on financial and administrative tasks in going to a monthly public meeting. Balsama commented that she is not opposed to scheduling one meeting per month given the number of substantive topics before the Board, the average number of residents in attendance, and the relatively short duration of the 2017 public meetings. She added that adjusting the start time for the public meeting to 6:30 p.m. will allow additional time if needed. The Board agreed that it would be advantageous to conduct a work session prior to the public meeting on an as needed basis. MOTION: DiMonte moved, Balsama seconded, to hold one public meeting on the last Monday of the month commencing at 6:30 p.m., and to hold a work session on the Tuesday before the public meeting with a start time of 6:30 p.m. on an as needed basis; motion carried. MOTION: DiMonte moved, Balsama seconded, to establish public meetings as follows: Planning Commission to meet on the first Wednesday of the month at 7:30 p.m. with no meeting in July or December as agreed to by the Commission; Historical Committee to meet on the second Wednesday of the month at 7:30 p.m.; Parks, Recreation and Trails (PRT) Committee to meet on the second Thursday of the month at 7:30 p.m.; Clean Stream Team, Deer Management, and Zoning Hearing Board to meet as needed and as advertised; motion carried.
17. Board agreed to Supervisor Liaisons to Township Committees and Commissions as follows: Historical and Clean Stream Team - DiMonte; PRT, Public Works/Road - Stumpo; Planning Commission, Deer Management - Balsama.
18. **Resolutions:**
 - a. Resolution 2018-1: DiMonte moved, Stumpo seconded, to adopt Resolution 2018-1 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 2018-2: DiMonte moved, Stumpo seconded, to adopt Resolution 2018-2 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 2018-3: DiMonte moved, Balsama seconded, to adopt Resolution 2018-3 establishing an omnibus fee schedule for 2018; motion carried.
- d. Resolution 2018-4: Board discussed a memorandum received from the Pennsylvania Supervisors and Township Officials Association regarding opposition to House Bill 1620 which would limit a municipality's legal authority in governing the siting and fees related to wireless communication facilities. MOTION: DiMonte moved, Balsama seconded, to adopt Resolution 2018-4 opposing House Bill 1620 entitled "Wireless Infrastructure Deployment"; motion carried.
- e. Resolution 2018-5: Board noted that a vacancy on the elected Board of Auditors was not filled during the November 2017 municipal election. MOTION: DiMonte moved, Balsama seconded, to adopt Resolution 2018-5 appointing Charles Benzel to the position of Auditor with the appointment term ending on December 31, 2019; motion carried.

19. **Treasurer's Warrants:** Stumpo moved, Balsama seconded, to approve the Bill Payment Lists for December 12, 2017 - January 2, 2018 recommended for payment by the Treasurer; General Fund: 24 bills paid totaling \$20,475.70; 4 debit card charges totaling \$243.07; Escrow Fund: 1 bill for \$340.00; Highway Aid: 2 bills totaling \$13,870.11; motion unanimously approved.

20. **Other Business:**

- a. Alternate Zoning Hearing Board Member - Board accepted the resignation of Robert Woodward leaving one vacancy on the zoning hearing board. Zoning Hearing Board Solicitor previously indicated that in accordance with the Municipalities Planning Code, the appointment need not be made in January. Balsama suggested and the Board agreed that notice of the vacancy be placed on the Township web site as soon as possible with an eye toward filling the vacancy by March. DiMonte will contact Dave Ziegler regarding his interest.
- b. Planning Commission Vacancies - Board acknowledged receipt of one inquiry and directed the Secretary to circulate dates and times for a meeting in January. Board agreed to keep the vacancy notice on the Township web site with an open-ended response time.
- c. Gestures of Recognition - Stumpo noted the resignation in 2017 of 3 volunteers with a combined service to the Township of over 50 years. She suggested to the Board that it would be fitting to express appreciation for such service with a gift basket. Balsama agreed noting that expressions of appreciation by letter or resolution is insufficient given the length of volunteer service. Board agreed to issue expressions of appreciation on a case-by-case basis and directed the Secretary to purchase a gift basket to be delivered to the recipients in an amount not to exceed \$75.00 including delivery costs.

21. **Meeting Minutes of December 11, 2017:** Stumpo moved, DiMonte seconded, to approve the Meeting Minutes of December 11, 2017 as revised; motion carried.

22. **Adjournment:** At 8:25 P.M. Stumpo moved, Balsama seconded, to adjourn the meeting; motion carried.



Susan Simone, Secretary



Ricki Stumpo, Chairman