

**Board of Supervisors  
January 4, 2021  
Re-Organization Meeting Minutes**

**Call to Order by Chairman pro tem:**

Chair of Board Scott Lambert called meeting to order at 5:05 pm

Pledge of Allegiance

**Board Appointments – Motion to appoint – Scott Lambert Acting as Chair Pro Tem**

**Chair of the Board – Scott Lambert**

Mr. Orlow made a motion to approve Scott Lambert. Ms. Drummond seconded the motion; the motion was approved 3-0.

**Vice Chair of the Board – Rich Orlow**

Mr. Lambert made a motion to approve. Ms. Drummond seconded the motion; the motion was approved 3-0.

**Delegate to State Convention of PA Association of Township Supervisors – Scott Lambert**

Mr. Orlow made a motion to approve Scott Lambert. Ms. Drummond seconded the motion; the motion was approved 3-0.

**Representative to the East Whiteland Township Volunteer Fire Board of Directors Association – John Nagel**

Ms. Drummond made a motion to approve. Mr. Orlow seconded the motion; the motion was approved 3-0

**Administration Appointments:**

Be it hereby resolved that the Board appoints the following individuals and/or firms to serve in the positions specified: Resolution 1-2021

- 1) John Nagel, Township Manager; Treasurer
- 2) Donna Wikert, Assistant to the Township Manager; Board Secretary; Right to Know Officer
- 3) Steve Brown, Assistant Township Manager; Director of Codes & Life Safety
- 4) John Neild, Director of Public Works
- 5) Usha Hogan, Director of Finance; Assistant Township Treasurer
- 6) Chris Yeager; Chief of Police
- 7) John Kopacz; Police Lieutenant
- 8) Matt Fink, Chief Fire Officer, Deputy Director of Codes & Life Safety for Fire & Emergency Medical Division, Interim Fire Marshal
- 9) Jack Stewart, Interim Assistant Fire Marshal
- 10) Loren Nafziger, Emergency Management Coordinator
- 11) Brian Willicombe, Building Code Official

- 12) Vacant - Deputy Director of Codes & Life Safety; Assistant Fire Marshal
- 13) Zachary Barner, Director of Planning & Development
- 14) Ted Locker, Zoning Officer; Codes Enforcement Officer
- 15) Hamburg, Rubin Mullin Maxwell & Lupin, Township Solicitor
- 16) ARRO Consulting, Civil Engineer
- 17) Pennoni, Sewer Engineer
- 18) McMahon Associates, Transportation Engineer
- 19) Land planning and Landscape Architecture
- 20) Natural Lands, Open Space Consultants
- 21) Campbell Durrant Beatty Palombo & Miller, Labor Attorney
- 22) Maillie, Certified Public Accounting
- 23) All Covered, Information Technology Consultants
- 24) Keystone Municipal Services, Building Plan Review & Inspection Consultants
- 25) Unruh Turner Burke & Frees ZHB and UCC Board of Appeals Solicitors

Mr. Orlow made a motion to approve as read by Ms. Drummond. Mr. Lambert seconded the motion; the motion was approved 3-0.

**Appointments to Boards and Commissions:**

Mr. Lambert made a motion to approve Jay Levin to the Zoning Hearing board for a 3 year term. Ms. Drummond seconded the motion; the motion was approved 3-0

Mr. Lambert made a motion to approve Jerry Pyne to the Vacancy Board for a 1 year term. Mr. Orlow seconded the motion; the motion was approved 3-0

Mr. Lambert suggested to the Board we wait till February on appointments to the remaining Boards due to a discrepancy on dates. All board members were in agreement 3-0.

**Appointment of Emergency Services Providers: Resolution 3-2021**

Matt Fink, Deputy Director of Codes & Life Safety for Fire & EMS Division; Chief Fire Officer

Mr. Orlow made a motion to approve. Ms. Drummond seconded the motion; the motion was approved 3-0.

**Appointment of Local Service Tax Collector Keystone Collections group – Resolution 4-2021**

Ms. Drummond made a motion to approve. Mr. Orlow seconded the motion; the motion was approved 3-0.

**Appointment of Earned Income Tax Collector Keystone Collections group – Resolution 5-2021**

Mr. Orlow made a motion to approve. Ms. Drummond seconded the motion; the motion was approved 3-0.

**Establish the months during which the Township will accept roads for Dedication – Resolution 6-2021**

Mr. Orlow made a motion to approve. Ms. Drummond seconded the motion; the motion was approved 3-0.

**Consider adoption of 2021 Fee Schedule – Resolution 7-2021**

Ms. Drummond made a motion to approve. Mr. Orlow seconded the motion; the motion was approved 3-0.

**Appointment of Alternate Delegate to Chester County Tax Collection – Usha Hogan - Resolution 8-2021**

Mr. Orlow made a motion to approve. Ms. Drummond seconded the motion; the motion was approved 3-0.

**Naming Banks as Depositories for Township Funds: Resolution 9-2021**

1. Key Bank
2. Meridian Bank
3. WSFS
4. Stifel
5. Fulton

Ms. Drummond made a motion to approve. Mr. Orlow seconded the motion; the motion was approved 3-0.

**Appointment of Authorized Drivers of Township Vehicles for 2021 – Resolution 10-2021**

Mr. Orlow made a motion to approve. Ms. Drummond seconded the motion; the motion was approved 3-0.

**Adopt the Multi-Jurisdictional Hazard Mitigation Plan of Chester County – Resolution 11-2021**

Ms. Drummond made a motion to approve. Mr. Orlow seconded the motion; the motion was approved 3-0.

**Emergency Operations Plan – Resolution 12-2021**

Mr. Orlow made a motion to approve. Ms. Drummond seconded the motion; the motion was approved 3-0.

**Tax Levy Resolution of East Whiteland Township – Resolution 13-2021**

Ms. Drummond made a motion to approve. Mr. Orlow seconded the motion; the motion was approved 3-0.

**Establish Amount of Surety Bond for Treasurer at \$3,000,000 and Assistant Treasurer at \$3,000,000**

Mr. Orlow made a motion to approve. Ms. Drummond seconded the motion; the motion was approved 3-0.

**Ratify Conditional Job Offer to Usha Hogan, Finance Director**

Ms. Drummond made a motion to approve. Mr. Orlow seconded the motion; the motion was approved 3-0.

**Establish 2021 Meeting Dates & Holiday Schedule (unless otherwise advertised)**

1. Board of Supervisors will meet at 7pm on the seconded Wednesday of the month
2. Environmental Advisory Council will meet at 7:30pm on the first Thursday of the month
3. Historical Commission will meet at 7pm on the third Wednesday of the month
4. Park & Recreation Board will meet at 7pm on the fourth Tuesday of the month
5. Planning Commission will meet at 7pm on the fourth Wednesday of the month, public work session will be conducted at 6:30pm prior the regular meeting.
6. Zoning Hearing Board will meet at 7:15 pm on the fourth Monday of the month
7. Pension & Other Post Retirement Employee Benefits Board of Trustees will meet at 4:00pm on February 17, May 19, August 18, November 17

Mr. Lambert made a motion to approve. Mr. Orlow seconded the motion; the motion was approved 3-0.

**Public Comment: General - None**

**Meeting Adjournment 5:20 pm**

**Donna Wikert**

**Board Secretary**