

**Board of Supervisors**  
**January 3, 2022**  
**Re-Organization Meeting**  
**5:00 PM**

Board Members Present: Scott Lambert, Chair; Rich Orlow, Vice-Chair; and Peter Fixler, Member  
Staff Present: John Nagel, Township Manager; Steve Brown, Assistant Township Manager; Donna Wikert, Board Secretary; Zach Barner, Director of Planning and Development; Ted Locker, Zoning Officer; Chris Yeager, Police Chief; On Conference call, Bernadette Kearney from HRMML

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

Pledge of Allegiance

**Swearing in of Newly Elected Supervisor, Peter Fixler, by District Justice Lauren Holt**

**Board Appointments: Motion to appoint – Bernadette Kearney Acting as Chair Pro Tem**

Mr. Orlow made a motion to nominate Mr. Lambert for Chair of the Board of Supervisors. Mr. Fixler seconded the motion; the motion was passed 3-0.

Mr. Lambert made a motion to nominate Mr. Orlow as Vice Chair of the Board of Supervisors. Mr. Fixler seconded the motion; the motion was passed 3-0.

Delegate(s) to State Convention “PSATS” – Mr. Orlow made a motion to appoint Mr. Lambert. Mr. Fixler seconded the motion; the motion passed 3-0.

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

Mr. Orlow made a motion to appoint Mr. Nagel as East Whiteland Township Volunteer Fire Board of Directors Association. Mr. Fixler seconded the motion; the motion was passed 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 1-2022

- 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) Usha Hogan, Director of Finance; Assistant Township Treasurer
- 5) Nivine Rihawi, Human Resource Manager
- 6) John Neild, Director of Public Works
- 7) Chris Yeager; Chief of Police; Right to Know Officer
- 8) John Kopacz; Police Lieutenant

- 9) Greg Lewis, Chief Fire Officer, Deputy Director of Codes & Life Safety for Fire & Emergency Medical Division
- 10) Jack Stewart, Fire Marshal
- 11) Loren Nafziger, Emergency Management Coordinator
- 12) Mark Moses, Building Code Official, Deputy Director of Codes & Life Safety
- 13) Zachary Barner, Director of Planning & Development
- 14) Brittany Carosello, Deputy Director of Planning & Development
- 15) Ted Locker, Zoning Officer; Codes Enforcement Officer
- 16) Hamburg, Rubin Mullin Maxwell & Lupin, Township Solicitor
- 17) ARRO Consulting, Civil Engineer
- 18) Pennoni, Sewer Engineer
- 19) McMahon Associates, Transportation Engineer
- 20) Land Concepts, Landscape (Land planning and Landscape Architecture)
- 21) Campbell Durrant Beatty Palombo & Miller, Labor Attorney
- 22) Maillie, Certified Public Accounting Firm
- 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 Appointments to Boards and Commissions:

Mr. Orlow made a motion to appoint all the above as read by Chairman. Mr. Fixler seconded the motion; motion approved 3-0

**Appointments to Boards and Commissions:**

Be it hereby resolved that the Board appoints the following individuals to serve on the following Boards and Commissions for the terms specified: Resolution 2-2022

Zoning Hearing Board 3 Year Term - Kathleen Laubenstein (2024)

Environmental Advisory Council 3 Year Term - Patricia McDonald (2024)

Planning Commission 4 Year Term – Application Deadline January 31, 2022

Historical Commission 4 Year Term – Application Deadline January 31, 2022

Vacancy Board 1 Year Term – Jerry Pyne (2023)

Pension Board 3 Year Term –Craig Eppler (2024)

Mr. Fixler made a motion to appoint all the above as read by Chairman. Mr. Orlow seconded the motion; motion approved 3-0

**Appointment of Emergency Services Providers: Resolution 3-2022**

Greg Lewis, Deputy Director of Codes & Life Safety for Fire & EMS Division; Chief Fire Officer

Mr. Orlow made a motion to approve Resolution 3 read by the Chairman. Mr. Fixler seconded the motion; motion approved 3-0

**Appointment of Local Service Tax Collector Keystone Collections group – Resolution 4-2022**

Mr. Orlow made a motion to approve Resolution 4 read by the Chairman. Mr. Fixler seconded the motion; motion approved 3-0

**Appointment of Earned Income Tax Collector Keystone Collections group – Resolution 5-2022**

Mr. Orlow made a motion to approve Resolution 5 read by the Chairman. Mr. Fixler seconded the motion; motion approved 3-0

**Establish the months during which the Township will accept roads for Dedication – Resolution 6-2022**

Mr. Orlow made a motion to approve Resolution 6 read by the Chairman. Mr. Fixler seconded the motion; motion approved 3-0

**Consider adoption of 2022 Fee Schedule – Resolution 7-2022**

Mr. Orlow made a motion to approve Resolution 7 read by the Chairman. Mr. Fixler seconded the motion; motion approved 3-0

**Naming Banks as Depositories for Township Funds: Resolution 9-2022**

Key Bank

Meridian Bank

WSFS

Stifel

Fulton

Mr. Fixler made a motion to approve the Resolution 9 read by the Chairman. Mr. Orlow seconded the motion; motion approved 3-0

**Appointment of Authorized Drivers of Township Vehicles for 2022 – Resolution 10-2022**

Mr. Fixler made a motion to approve the Resolution 10 read by the Chairman. Mr. Orlow seconded the motion; motion approved 3-0

**Adopt the Multi-Jurisdictional Hazard Mitigation Plan of Chester County – Resolution 11-2022**

Mr. Fixler made a motion to approve the Resolution 11 read by the Chairman. Mr. Orlow seconded the motion; motion approved 3-0

**Emergency Operations Plan – Resolution 12-2022**

Mr. Orlow made a motion to approve Resolution 12 read by the Chairman. Mr. Fixler seconded the motion; motion approved 3-0

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

Mr. Fixler made a motion to approve the Established Amount of Surety Bond for Treasurer and Assistant Treasurer. Mr. Orlow seconded the motion; motion approved 3-0

**Establish 2022 Meeting Dates (unless otherwise advertised)**

- a) Board of Supervisors will meet at 7pm on the seconded Wednesday of the month
- b) Environmental Advisory Council will meet at 7:30pm on the first Thursday of the month
- c) Historical Commission will meet at 7pm on the third Wednesday of the month
- d) Park & Recreation Board will meet at 7pm on the fourth Tuesday of the month
- e) 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.
- f) Zoning Hearing Board will meet at 7:15 pm on the fourth Monday of the month
- g) Pension & Other Post Retirement Employee Benefits Board of Trustees will meet at 4:00pm on February 17, May 19, August 18, November 17

Mr. Orlow made a motion to approve 2022 Meeting Dates for 2022 as read by the Chairman. Mr. Fixler seconded the motion; motion approved 3-0

**Information ONLY Establish 2022 Holiday Schedule**

New Year's Day	12/31/21 Friday	Veterans Day	11/11/22 Friday
Martin Luther King	01/17/22 Monday	Thanksgiving Day	11/24/22 Thursday
Presidents' Day	02/21/22 Monday	Day after Thanksgiving	11/25/22 Friday
Memorial Day	05/30/22 Monday	Christmas Day	TBD
Independence Day	07/04/22 Monday	New Years Day	TBD
Labor Day	09/05/22 Monday		

**Public Comment:** None

**Other Business:** None

**Meeting Adjournment – 5:20 PM**

**Donna Wikert**

**Board Secretary**