

Board of Supervisors
January 3, 2023
Re-Organization Meeting Minutes

1. Call to Order by Chairman pro tem:

Pledge of Allegiance

2. Board Appointments: Motion to appoint – Scott Lambert Acting as Chair Pro Tem

- a) Chair of the Board – Mr. Orlow made a motion to appoint Mr. Lambert. Mr. Fixler seconded the motion; the motion was approved 3-0.
- b) Vice Chair of the Board – Mr. Lambert made a motion to appoint Mr. Orlow. Mr. Fixler seconded the motion; the motion was approved 3-0.
- c) Delegate to State Convention of PA Association of Township Supervisors - Mr. Lambert made a motion to appoint Mr. Orlow. Mr. Fixler seconded the motion; the motion was approved 3-0.
- d) Delegate to State Convention of PA Association of Township Supervisors - Mr. Orlow made a motion to appoint Mr. Lambert. Mr. Fixler seconded the motion; the motion was approved 3-0.
- e) Representative to the East Whiteland Township Volunteer Fire Board of Directors Association – Mr. Lambert made a motion to appoint Steve Brown. Mr. Orlow seconded the motion; the motion was approved 3-0.

3. Administration Appointments:

Be it hereby resolved that the Board appoints the following individuals and/or firms to serve in the positions specified: Resolution 1-2023

- 1) Steve Brown, Township Manager; Treasurer
- 2) Donna Wikert, Assistant to the Township Manager; Operations Manager; Board Secretary; Right to Know Officer
- 3) Assistant Township Manager – Vacant
- 4) Usha Hogan, Director Finance Director; Assistant Township Treasurer
- 5) Nivine Rahawi, Human Resource Manager
- 6) Zachary Barner, Director of Planning & Development
- 7) Brittany Carosello, Deputy Director of Planning & Development
- 8) John Mateja, Zoning Officer; Codes Enforcement Officer
- 9) Mark Moses, Deputy Director of the Codes Department
- 10) John Neild, Director of Public Works
- 11) Chris Yeager; Chief of Police
- 12) John Kopacz; Police Lieutenant
- 13) Greg Lewis, Chief Fire Official

- 14) Greg Lewis, Fire Marshal
- 15) Loreen Nafziger, Emergency Management Coordinator
- 16) John Nagel, Special Projects
- 17) Hamburg, Rubin Mullin Maxwell & Lupin, Township Solicitor
- 18) ARRO Consulting, Civil 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 Solicitors)
- 26) Delta Development (Grant Consultants)

Mr. Orlow made a motion to appoint as read by Mr. Lambert. Mr. Fixler seconded the motion; the motion was approved 3-0.

4. 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 2-2023

Environmental Advisory Council 3 Year Term – Jon Buzan and Laura Paoella (12/31/2025)

Planning Commission 4 Year Term – Deb Abel and Dante Bradley (12/31/2026)

Historical Commission 4 Year Term – Sylvia Baker (12/31/2026)

Vacancy Board 1 Year Term – Jerry Pyne (12/31/2023)

Pension Board 3 Year Term – Stephen Schmid (12/31/2025)

5. Board Liaison to Volunteer Committee and Boards:

Environmental Advisory Council – Peter Fixler

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

Historical Commission – Scott Lambert

Mr. Orlow made a motion to appoint as read by Mr. Lambert. Mr. Fixler seconded the motion; the motion was approved 3-0.

Park & Recreation – Scott Lambert

Mr. Orlow made a motion to appoint as read by Mr. Lambert. Mr. Fixler seconded the motion; the motion was approved 3-0.

Planning Commission – Peter Fixler

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

6. Appointment of Emergency Services Providers: Resolution 3-2023

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

7. Appointment of Local Service Tax Collector Keystone Collections group – Resolution 4-2023

8. Appointment of Earned Income Tax Collector Keystone Collections group – Resolution 5-2023

9. Establish the months during which the Township will accept roads for Dedication – Resolution 6-2023

10. Consider adoption of 2023 Fee Schedule – Resolution 7-2023

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

11. Naming Banks as Depositories for Township Funds: Resolution 8-2023

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

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

12. Appointment of Authorized Drivers of Township Vehicles for 2023 – Resolution 9-2023

Mr. Lambert asked to add the Board of Supervisors to the list of drivers of Township Vehicles.

13. Adopt the Multi-Jurisdictional Hazard Mitigation Plan of Chester County – Resolution 10-2023

14. Emergency Operations Plan – Resolution 11-2023

15. Appointment of Alternate Delegate to Chester County Tax Collection Committee-

Resolution 12-2023

16. Adopt the 2023 Tax Levy – Resolution 13-2023

Mr. Orlow made a motion to appoint as read by Mr. Lambert. Mr. Fixler seconded the motion; the motion was approved 3-0.

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

Mr. Lambert made a motion to approve Surety Bond not to exceed \$2500. Mr. Orlow seconded the motion; the motion was approved 3-0.

18. Establish 2023 Meeting Dates (unless otherwise advertised)

- a) Board of Supervisors will meet at 7pm on the second 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 as read by Mr. Lambert. Mr. Fixler seconded the motion; the motion was approved 3-0.

19. Establish 2023 Holiday Schedule

New Year's Day	1/02/23 Monday	Veterans Day	11/10/23 Friday
Martin Luther King	1/16/23 Monday	Thanksgiving Day	11/23/23 Thursday
Presidents' Day	2/20/23 Monday	Day after Thanksgiving	11/24/23 Friday
Memorial Day	5/29/23 Monday	Christmas Day	12/25/23 Monday
Independence Day	7/04/23 Tuesday	New Year's Day	1/01/24 Monday
Labor Day	9/04/23 Monday		

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

20. Public Comment: None

21. Meeting Adjournment – 5:30pm

Donna Wikert

Township Secretary