

**Board of Supervisors  
January 5, 2020  
2020 Organizational Minutes**

Board members in attendance: Ms. Drummond, Chair; Mr. Lambert , and Rich Orlow.

Staff Present: John Nagel, Township Manager; Cathy Kleponis, Finance Director; William Steele, Director of Public Works, Assistant Township Manager; Steve Brown, Assistant Township Manager, Director of Codes & Life Safety; Zach Barner, Director of Planning; Donna Wikert, Asst. to the Township Manager; Chris Yeager, Chief of Police and Joe McGrory, Township Solicitor

Ms. Drummond opened the meeting at 5 p.m. with the Pledge of Allegiance.

**Motion to Appoint:**

Ms. Drummond nominated Mr. Orlow for Chair of the Board of Supervisors, Mr. Orlow declined and nominated Mr. Lambert, Mr. Lambert accepted nomination. The Motion was passed 3-0.

Vice Chair of the Board - Mr. Lambert made a motion to nominate Mr. Orlow as Vice Chair, Ms. Drummond seconded the motion and Mr. Orlow accepted and the motion was passed 3-0.

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

**Administrative Appointments (Resolution 1-2020):**

Be it hereby resolved that the Board appoints the following individuals and/or firms to serve in the positions specified: Resolution 1-2020

John Nagel, Township Manager; Treasurer

Donna Wikert, Assistant to the Township Manager; Board Secretary; Right to know Officer

Steve Brown, Assistant Township Manager; Director of Codes & Life Safety

William Steele, Assistant Township Manager; Director of public Works

Cathy Kleponis, Finance Director; Assistant Township Treasurer

Chris Yeager; Chief of Police

John Kopacz; Police Lieutenant

Matt Fink, Chief Fire Officer ,Deputy Director of Codes & Life Safety for Fire & Emergency Medical Division. Emergency Services Resolution Designating Emergency Service providers for East Whiteland Township.

Stephen Miller, Deputy Director of Codes & Life Safety; Assistant Fire Marshal

Zachary Barner, Director of Planning & Development  
Ted Locker, Zoning Officer; Codes Enforcement Officer  
Hamburg, Rubin Mullin Maxwell & Lupin, Township Solicitor  
ARRO Consulting, Civil Engineer  
Pennonni, Sewer Engineer  
McMahon Associates, Transportation Engineer

Land Concepts, Landscape

Campbell Durrant Beatty Palombo & Miller, Labor Attorney

Maillie, Certified Public Accounting & Auditing Firm

All Covered, Information Technology Consultants

Keystone Municipal Services, Building Plan Review & Inspection Consultants

Ms. Drummond made a motion to accept as read, Mr. Orlow seconded the motion; the motion was approved 3-0.

**Appointments to Boards and Commissions (Resolution 2–2020):**

Be it hereby resolved that the Board appoints the following individuals to serve on the following Boards and Commissions for the terms specified: Resolution 2-2020. Any remaining vacant positions will be filled as soon as possible.

Planning Commission 3 year term – Jeff Broadbelt and John Laumer

Zoning Hearing Board 3 year term – David Hesson

Historical Commission – 5 year term – Jeff Dore and Peter Spengeman (3 Vacancies)

Open Space – 1 year term – Tim Phelps, Chuck Barbera, Kelly Weinberg, Shaun Bollig, and Joan Smallwood

Park & Recreation Board – 5 year term (1 Vacancy)

Environmental Advisory Council – 3 year term - Jon Buzan, Veronica Holmes, Brough Richey and Laura Paoella

Vacancy Board – 1 year term – Jerry Pyne

Pension Board – 5 year term (1 Vacancy)

Mr. Orlow made a motion to approve Resolutions 2, as read by Mr. Lambert. Ms. Drummond seconded the motion; the motion approved 3-0

**Appointment of Emergency Services Providers: Resolution 3-2020**

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

Mark Koenig, Fire Chief of East Whiteland Volunteer Association

Malvern Fire Company, Advanced Life Support

Mr. Lambert made a motion to accept Resolution 3 as read, Mr. Orlow seconded the motion; the motion was approved 3-0

**Appointment of Local Service Tax Collector Keystone Collections group – Resolution 4-2020**

Mr. Lambert made a motion to accept Resolution 4 as read, Mr. Orlow seconded the motion; the motion was approved 3-0

**Appointment of Earned Income Tax Collector Keystone Collections group – Resolution 5-2020**

Mr. Lambert made a motion to accept Resolution 5 as read, Mr. Orlow seconded the motion; the motion was approved 3-0

**Establish the months during which the Township will accept roads for Dedication – Resolution 6-2020**

Mr. Lambert made a motion to accept Resolution 6 as read, Ms. Drummond seconded the motion; the motion was approved 3-0

**Consider adoption of 2020 Fee Schedule – Resolution 7-2020**

Mr. Lambert made a motion to accept Resolution 7 as read, Ms. Drummond seconded the motion; the motion was approved 3-0

**Appointment of Alternate Delegate to Chester County Tax Collection – Cathy Kleponis - Resolution 8-2020**

Mr. Lambert made a motion to accept Resolution 8 as read, Mr. Orlow seconded the motion; the motion was approved 3-0

**Naming Banks as Depositories for Township Funds: Resolution 9-2020**

1. Key Bank
2. Meridian Bank
3. WSFS
4. Stifel
5. Pennsylvania Local Government Investment Treasurer ( PLGIT)

Mr. Lambert made a motion to accept Resolution 9 as read, Mr. Orlow seconded the motion; the motion was approved 3-0

**Appointment of Authorized Drivers of Township Vehicles for 2020 – Resolution 10-2020**

Mr. Lambert made a motion to accept Resolution 10 as read, Mr. Orlow seconded the motion; the motion was approved 3-0

**Re-Adopt the Multi-Jurisdictional Hazard Mitigation Plan of Chester County – Resolution 11-2020**

Mr. Lambert made a motion to accept Resolution 11 as read, Mr. Orlow seconded the motion; the motion was approved 3-0

**Emergency Operations Plan – Resolution 12-2020**

Mr. Lambert made a motion to accept Resolution 12 as read, 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 \$2,500,000**

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

**Establish 2020 Meeting Dates & Holiday Schedule (unless otherwise advertised)**

**Board of Supervisors** will meet at 7pm on the second Wednesday of the month

**Environmental Advisory Council** will meet at 7pm on the first Thursday of the month

**Historical Commission** will meet at 7pm on the third Wednesday of the month

Starting February 19, 2020. In January the meeting will be Thursday the 9<sup>th</sup>.

**Park & Recreation Board** will meet at 7pm on the fourth Tuesday of the month

**Planning Commission** will meet at 7pm on the fourth Wednesday of the month. A public work session will be conducted at 6:30pm prior the regular meeting.

**Zoning Hearing Board** will meet at 7:15 pm on the fourth Monday of the month

**Open Space Committee** will meet at 7:00 pm on the first Tuesday of the month

**Pension & Other Post Retirement Employee Benefits Board of Trustees** will meet at 4:30pm on February 19, May 20, August 19, and November 18.

**Public Comment:**

None

**Adjournment: 5:25**

Donna Wikert, Board Secretary