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)
27) Pennoni, Engineer

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 Paolella (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
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**

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<tr>
<th>Holiday</th>
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<tbody>
<tr>
<td>New Year’s Day</td>
<td>1/02/23 Mon.</td>
<td>Veterans Day</td>
<td>11/10/23 Fri.</td>
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<tr>
<td>Martin Luther King</td>
<td>1/16/23 Mon.</td>
<td>Thanksgiving Day</td>
<td>11/23/23 Thu.</td>
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<tr>
<td>Presidents’ Day</td>
<td>2/20/23 Mon.</td>
<td>Day after Thanksgiving</td>
<td>11/24/23 Fri.</td>
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<tr>
<td>Independence Day</td>
<td>7/04/23 Tue.</td>
<td>New Year’s Day</td>
<td>1/01/24 Mon.</td>
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<tr>
<td>Labor Day</td>
<td>9/04/23 Mon.</td>
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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