



Pocopson Township

P.O. Box 1, Pocopson, PA 19366

Office: 610-793-2151

Fax: 610-793-1944

www.pocopson.org

Board of Supervisors Reorganization Meeting Tuesday, January 3, 2012, 7:30 P.M.

In attendance: Stephen R. Conary, Georgia F. Brutscher – Supervisors; Gary Summers, Planning Commission. Absent: Ricki Stumpo, Supervisor.

1. Call to Order: Conary called the meeting to order at 7:30 p.m. and wished all those in attendance a Happy New Year. He also noted that Supervisor Ricki Stumpo has taken the Oath of Office but was not able to attend the meeting. He recognized the presence of a quorum.

2. Public Comment: none.

3. Reorganization of the Board of Supervisors: Conary moved to nominate Brutscher to serve as Temporary Chair and Susan Simone as Temporary Secretary of the Board of Supervisors; motion carried. Brutscher moved to nominate Conary as Chair of the Board of Supervisors; motion carried. Conary moved to nominate Brutscher to serve as Vice Chair; motion carried.

4. Appointment of Employees and Personnel: Conary moved, Brutscher seconded, to appoint the following Township Personnel at a pay rate consistent with the 2012 Township Budget: Susan Simone as Township Administrative Secretary; Peggy Lennon as Township Treasurer; Mark Knightly as Public Works Director and as Roadmaster; Mike Cialini and Ron Miller as Public Works Crew Members; motion carried.

Brutscher moved, Conary seconded, to appoint Ricki Stumpo as Receptionist at a pay to be determined by the Board of Auditors; motion carried.

Conary moved, Brutscher seconded, to appoint Richard Jensen as Zoning and Code Enforcement Officer at the rate approved in November 2011; motion carried.

Brutscher moved, Conary seconded, to submit the requisite application to appoint Richard Jensen as Emergency Management Coordinator and Fire Marshall with a term to expire December 31, 2012 or until a replacement is named; motion carried.

Conary moved, Brutscher seconded, to appoint Peggy Lennon as the PMRS - Pension Plan Administrator with a term to expire December 31, 2012 or until a replacement is named; motion carried.

Brutscher moved, Conary seconded, that the Township obtain a Treasurer's Bond in the amount of \$2.2 million dollars; motion carried.

5. Appointment of Township Representatives: Conary moved, Brutscher seconded, to table the appointment of 2012 representatives to the Kennett Area Regional Planning Commission; motion carried.

Conary moved, Brutscher seconded, to appoint Scott Kirkland as Chair of the Vacancy Board with a term to expire on December 31, 2012 or until a replacement is named; motion carried.

Brutscher moved, Conary seconded, to appoint George Zacharkiw as Township representative for the Scenic Byways Commission with a term to expire on December 31, 2012 or until a replacement is named; motion carried.

Conary moved, Brutscher seconded, to table the appointment of a 2012 representative to the County Tax Collection Committee; motion carried.

6. Zoning Hearing Board: Conary moved, Brutscher seconded, to appoint Robert Woodward to the Zoning Hearing Board with a term to expire on December 31, 2014 or until a replacement is named; motion carried.

Brutscher moved, Conary seconded, to appoint J. Paul Haldeman as Alternate Member of the Zoning Hearing Board with a term to expire on December 31, 2014 or until a replacement is named; motion carried.

Board noted for the record the following previously appointed Zoning Hearing Board members and terms:

Nathan Wilson - Term to expire December 31, 2012

James Noon, Jr. - Term to expire December 31, 2013

7. Appointment of Planning Commission: Conary moved, Brutscher seconded, to appoint Gary Summers to the Planning Commission with a term to expire December 31, 2015 or until a replacement is named; motion carried.

Board noted for the record the following previously appointed Planning Commission members and terms:

Meg Johnson and Robert J. Costello - Terms to expire December 31, 2012

Suzanne Breiseth and Sean Rafferty - Terms to expire December 31, 2013

Steven Simonson and Robert Miller - Terms to expire December 31, 2014

8. Appointments to Township Committees and Other Positions:

Conary moved, Brutscher seconded, to table the appointment of Director of the Parks and Recreation Department; motion carried.

Brutscher moved, Conary seconded, to appoint the following residents to the **Parks, Recreation and Trails Committee**: Mike McGann, Thomas Bierl, Chris Conaway, John Hastings, Gregg Neumann, Joe Stumpo, David Willey; motion carried.

Conary moved, Brutscher seconded, to appoint the following Township residents to the **Historical Committee**: Bernard Baily, Pat Burnett, Jean Conary, Peggy Conaway, Mary Beth Drobish, Doug Fearn, Kris Firey-Poling, Alta Hoffman, Barbara Holmes, Randy Mims, Sarah Mims, Dan O'Neill, Bill Sellers, Sue Woodward; motion carried.

Conary moved, Brutscher seconded, to appoint the following residents to the **Agriculture Security Area Committee**: Georgia F. Brutscher, Becky Baily, Judy Cousins, Andy Elser, George P. Wickersham, Jr. with Brutscher as chair; motion carried.

Brutscher moved, Conary seconded, to appoint the following residents to the **Founders Day Committee**: Beverly Bruns, Holli Cialini, Heather Read, Danielle Lawrence, Jenniver Van Anda, Angel Neumann, Matt Read, Chris Conaway, Mickey Bailey, Rosanne Taylor, Tim Godek; motion carried.

Conary moved, Brutscher seconded, to appoint the following individuals to the **Deer Management Committee**: Don Lane, Brett Brown, Donna Armington, George Armington, James Jordan, Jamie White, Jerry Kreider, Jim White, Kevin Gosselin, Vince Buckwash, Brandon Brown, Nancy Ercolani, Ron Lane, Sue Forssmark, Ron Blevins, William Brown, William Brown, III, Dave Ziegler, Ted Ziegler, Ron Ziegler with Lane as chair; motion carried.

Brutscher moved, Conary seconded, to appoint the following residents to the **Stream Team**: Kathy Miller, Sarah Mims, Randy Mims, Bill Haaf, Carol Haaf, Bernadette Kegelmann, Jennifer Matkov, Nate Wilson, Laouessa McNemar; motion carried.

Conary moved, Brutscher seconded, to appoint the following individuals to the **Barnard House Steering Committee**: Georgia Brutscher, Jean Conary, Mary Dugan, KURC, Kris Firey-Poling, Carol Haaf, Alta Hoffman, Rusty Jones, KURC, John O'Neal, KURC and Susan Simone with Brutscher as chair; motion carried.

Conary noted that with the exception of the Agriculture Security Area, Deer Management and Barnard House Steering Committees, committees, planning commission, and zoning hearing board must elect a chair and vice chair and notify the Secretary accordingly.

9. Brutscher moved, Conary seconded, to table the 2012 appointment of a Uniform Construction Code Board of Appeals; motion carried.

10. Appointment of Comprehensive Plan Task Force: Brutscher moved, Conary seconded, to appoint the following individuals to serve on the **Comprehensive Plan Task Force**: Gary Summers, Suzy Breiseth, Steve Simonson, Meg Johnson, Rob Costello, Becky Bailly, Don Lane, Jeff Randall, Barney Leonard and Kathy Miller; motion carried.

11. Appointment of Consultants: Conary moved, Brutscher seconded, to appoint the following consultants with terms to expire January 7, 2013 or as noted or until a replacement is named:

Ross Unruh, Esquire, of Unruh, Turner, Burke and Frees, as Solicitor for Pocopson Township in accordance with the fee specification dated December 27, 2011.

Fronefield Crawford, Jr., Esquire, as Solicitor for the Zoning Hearing Board in accordance with the fee specification dated January 3, 2012.

Keystone Municipal Services, Inc., as Building Inspector, Building Site Inspector, Soil and Erosion Control Inspector for building permit applications in accordance with the 2012 Fee Schedule submitted December 28, 2011 effective January 1, 2012.

James W. Hatfield, P.E., VanDemark & Lynch, Inc. as Township Engineer at the Fee Schedule submitted December 19, 2011 effective January 1, 2012.

Castle Valley Consultants, Inc. to provide professional, civil, environmental, planning and GIS services to the Township on an as requested basis at the hourly rate in accordance with the General Contract Conditions dated December 1, 2011 effective January 1, 2012.

Gary L. Burcham, Registered Landscape Architect, to provide services on an as needed and as requested basis in accordance with the fees stated in the March 9, 2009 contract.

Brandywine Conservancy to advise the Board of Supervisors on an as needed basis at the fees to be determined on a case-by-case basis in accordance with consultant rates for 2012.

Barbacane, Thorton and Company to audit the fiscal year 2011 township books in accordance with Resolution 2011-29 adopted November 21, 2011.

Motion carried.

12. Other Appointments: Brutscher moved, Conary seconded, to appoint the following agencies to provide professional services with terms to expire January 7, 2013 or as noted or until a replacement is named:

PIRMA as the insurance broker for the Township with a term to expire January 3, 2012 or until a replacement is named.

Keystone Collections Group as the Tax Collector for Earned Income and Net Profits Tax.

Berkheimer Tax Administrator, Inc. as Tax Collector for the Local Services Tax.

Central Tax Bureau of PA, Inc. as Tax Collector for the Township property taxes.

Motion carried.

13. Conary moved, Brutscher seconded, to establish mileage reimbursement for 2012 at the IRS approved rate as may be amended from time to time; motion carried.

14. Conary moved, Brutscher seconded, to table the appointment of a member of the Board of Supervisors as the voting delegate to the Conventions sponsored by the Pennsylvania State Association of Township Supervisors and the Chester County Associations of Township Officials; motion carried.

15. Township Holidays and Meeting Dates: Brutscher moved, Conary seconded, to establish 2012 holidays for the Township as follows:

New Year's Day – Jan 2, 2012

Martin Luther King, Jr. Day – Jan 16, 2012

Presidents' Day – Feb 20, 2012

Memorial Day – May 28, 2012

Independence Day – July 4, 2012

Labor Day – September 3, 2012

Thanksgiving Holiday – 11/22 & 11/23

Christmas Day – December 25, 2012

Motion carried.

Conary moved, Brutscher seconded, to establish the following meeting dates and times with all meetings held at the Township Office, 740 Denton Hollow Road, unless otherwise noted during the year:

Board of Supervisors – the 2nd and 4th Mondays of each month at 7:30 P.M. except May, November and December which will be the 1st and 3rd Mondays at 7:30 P.M.

Planning Commission – the 3rd Wednesday of each month except August at 7:30 P.M.

Founders Day Committee – the 2nd Tuesday of each month at 7:30 P.M.

Historical Committee – the 2nd Wednesday of each month at 7:30 P.M.

Parks, Recreation and Trails Committee – the 2nd Thursday of each month at 7:30 P.M.

Motion carried.

16. Supervisor Liaisons to Township Committees: Following discussion, the Board agreed to Brutscher serving as Liaison for the following Committees: *Historical, Agricultural Security Area and Barnard House Steering*. Board agreed to table Liaison assignments for the following: *Parks, Recreation and Trails, Planning Commission, Founders Day, Stream Team, Deer Management, Comprehensive Plan Task Force*.

17. Resolutions:

Resolution 2012-1: Conary moved, Brutscher seconded, to adopt Resolution 2012-1 establishing boundaries for fire protection in the Township between Longwood Fire Company and Po-Mar-Lin Fire Company and designates Longwood Ambulance as the EMS provider to the Township and Avondale State Police Barracks as the police protection for the township; motion carried.

Board discussed concerns regarding the Township processing building permit applications that are not paid for by the applicant. Fee Resolution 2012-2 proposes a nonrefundable building permit application fee which will be credited toward the final permit fee.

Resolution 2012-2: Conary moved, Brutscher seconded, to adopt Resolution 2012-2 establishing a schedule of fees for zoning and building permits, land development applications, engineering reviews, curative amendments and hearings and other fees and fines; motion carried.

Resolution 2012-3: Conary moved, Brutscher seconded, to adopt Resolution 2012-3 in accordance with the Second Class Township Code establishing the following depositories for Township Funds: 1N Bank (a division of Graystone Tower Bank); Meridian Bank; WSFS Bank; and PLGIT (Pennsylvania Local Government Investment Trust) for select investment accounts; motion carried.

With awareness of ongoing discussions regarding the status of post offices generally, the Board discussed efforts to support the Pocopson Post Office.

Resolution 2012-4: Conary moved, Brutscher seconded, to adopt Resolution 2012-4 to petition the United States Postmaster to keep the Pocopson Post Office open; motion carried.

18. Other business: Brutscher noted that 2011 Agricultural Security Committee received five applications to add parcels to the Ag Security Area. She briefly explained the process and requested approval to proceed with the steps necessary for a public hearing.

Motion: Conary moved, Brutscher seconded, to process the following applications to modify the Agricultural Security Area in accordance with the Agricultural Area Security Law: 63-3-30.6; 63-3-70; 63-3-69; 63-1-1, -2, -5; 63-4-64, -63, -62, -60, -75.3, -113, -75.14; motion carried.

Motion: Brutscher moved, Conary seconded, to appoint Conary as the Administrative Liaison for the Township Public Works Department; motion carried.

18. Treasurer's Warrants: Conary moved, Brutscher seconded, to approve the Bill Payment Lists for December 20, 2011 – January 3, 2012 recommended for payment by the Treasurer; **General Fund:** 8 bills paid totaling \$7,959.19; 3 debit card charges totaling \$37.65; **Open Space Loan:** 1 bill paid for \$160.68; motion unanimously approved.

19. Minutes of December 19, 2011: Brutscher moved, Conary seconded, to approve the Minutes of December 19, 2011; motion carried.

20. Adjournment: At 8:05 P.M. Conary moved, Brutscher seconded, to adjourn the meeting; motion carried.

Susan Simone, Administrative Secretary

Stephen R. Conary, Chair