

**CHADDS FORD TOWNSHIP BOARD OF SUPERVISORS
ORGANIZATION MEETING MINUTES
Tuesday, January 2, 2024 - 5:30PM**

This meeting was held at the Chadds Ford Township building, 10 Ring Road, Chadds Ford, PA 19317, and streamed live via Zoom.

Chair Reiner opened the Board of Supervisors Organization meeting at 5:30 p.m. with the Pledge of Allegiance. In attendance were Samantha Reiner, Chair; Frank Murphy, Vice Chair (via Zoom); Timotha Trigg, Supervisor; Mike Maddren, Esq., Township Solicitor; Lacey Faber, Township Manager; and Emily Pisano, Assistant Township Manager. Fourteen (14) members of the public attended.

1. **APPOINTMENT OF TEMPORARY CHAIR:** S. Reiner made a motion to nominate Frank Murphy as temporary Chair. F. Murphy seconded the motion. There was no further discussion and the motion passed unanimously.
2. **OATHS OF OFFICE:** The Honorable Judge Wendy Roberts administered Oaths of Office for Timotha Trigg Township Supervisor, and Ben Simons, Township Board of Auditors.
3. **NEW BUSINESS:**
 - a. **Board of Supervisors Organization:**
 - Chair Murphy made a motion to nominate Samantha Reiner as Chair. T. Trigg seconded the motion. There was no further discussion and the motion passed unanimously.
 - Supervisor Murphy made a motion to appoint F. Murphy as Vice Chair. Supervisor Trigg seconded the motion and it passed unanimously.
 - b. **Public Comment:** There was no public comment.
 - c. **Slate of Appointments – Township Officials and Employees:** Supervisor Trigg made a motion to appoint the following Township officials and employees:
 - Lacey Faber Township Manager, Township Secretary, and Township Open Records Officer
 - Emily Pisano, Assistant Township Manager, Assistant Township Secretary, Alternate Open Records Officer, and Recycling Coordinator
 - Laura Lim, Township Finance and Human Resources Director
 - Maureen Czachorowski, Township Administrative Assistant and Assistant Building Code Official
 - Keystone Municipal Services, Township Construction Code Official, Code Enforcement Officer, Code Compliance Officer, Building and Plumbing Inspector, Zoning Officer, and Fire Code Official
 - United Inspection Agency, Township Electrical Inspector
 - Phil Wenrich, Township Emergency Management Coordinator/Roadmaster
 - Allen Strickler, Animal Control Officer
 - Phil Wenrich/Keystone Municipal Services, Fire MarshalVice Chair Murphy seconded the motion. There was no further discussion and the motion passed unanimously.
 - d. **Slate of Appointments – Special Consultant:** The Board of Supervisors tabled this agenda item until their Workshop meeting on January 31, 2024.

- e. **Slate of Appointments – Municipal Professionals:** Chair Reiner made a motion to appoint the following Township Municipal Professionals:

- Township Solicitor, Mike Maddren, Esquire
- Planning Commission Solicitor, Mike Maddren, Esquire
- Township Engineer, Michael Schneider, P.E., of Pennoni Engineering
- Alternate Township Engineer, Nick Cirilli, P.E., of Yerkes Associates, Inc.
- Township Traffic Engineer, Michael Schneider, P.E., of Pennoni Engineering
- Township Planner, Thomas Comitta, A.I.C.P., of Thomas Comitta Associates, Inc.
- Township Sewage Enforcement Officer John Houtman, SEO, of G.D. Houtman & Son, Inc.
- Township Auditor, To be appointed at the January 31, 2024, meeting
- Deputy Tax Collector, Vicki Hoxter
- Open Space, Recreation & Trails Consultant, Brandywine Conservancy
- Township Botanist, Janet Ebert
- Township Historian, To be determined
- Vacancy Officer, Kathy Koch
- Rachel Kohl Library Rep., Jennifer Panaro
- Special Consultant, Maryann Furlong

Supervisor Trigg seconded the motion. There was no further discussion and the motion passed unanimously.

- f. **Set Bond Limits – Motion to Approve Bonds:** Supervisor Trigg made a motion to approve the following Bonds:

- o Treasurer's Bond Limit _____ \$300,000.00
- o Managers Bond/Public Officials Bond Limit _____ \$200,000.00
- o Tax Collector's Bond Limit _____ \$7,504,231.08
(Township & School District combined) \$257,998.19 Township portion only.

Vice Chair Murphy seconded the motion. There was no further discussion and the motion passed unanimously.

- g. **Open Space Committee Appointments:** Supervisor Trigg made a motion to appoint Peter Mattes, Kathleen Goodier, Mike Pessagno, and Sarah Sharp to the Open Space Committee for a term of two (2) years, starting January 1, 2024 and ending December 31, 2025. Vice Chair Murphy seconded the motion. There was no further discussion and the motion passed unanimously.

- h. **Brandywine Valley Scenic Byways Committee Appointments:** Supervisor Trigg made a motion to appoint Kathleen Goodier and Helene Badeau to the Brandywine Valley Scenic Byways Committee for a term of two (2) years, starting January 1, 2024, and ending December 31, 2025. Vice Chair Murphy seconded the motion. There was no further discussion and the motion passed unanimously.

- i. **Sewer Authority Board Appointments:** Chair Reiner made a motion to appoint Dennis Henry to the Sewer Authority Board for a term of five (5) years, starting January 1, 2024, and ending December 31, 2028. Supervisor Trigg seconded the motion. There was no further discussion and the motion passed unanimously.

- j. **Committees & Boards:** Chair Reiner made a motion to appoint the following persons to the specified committees for a term appointment of one (1) year:
- UCC Board of Appeals: John Barbone & Gary Sharp – VACANCY (1)
 - Finance Committee: Vincent Barbone, CPA, Mary Kot, Vince DelRossi, Bruce Prabel, Lacey Faber, and Laura Lim.
 - Painter's Folly Steering Committee: Peter Mattes, Sarah Sharp, Stephanie Armpriester, Beverlee Barnes, Jane Dorchester, and Thomas Comitta.
 - State & National Parks Representatives: Lacey Faber & Kathleen Goodier – VACANCY (1)

Supervisor Trigg seconded the motion. There was no further discussion and the motion passed unanimously.

- k. **Supervisors Liaison Appointments:** Supervisor Trigg made a motion to appoint the following Supervisors as the liaison to the specified committees/boards for the 2024 year:
- Sewer Authority – Frank Murphy/Timotha Trigg
 - Planning Commission – Timotha Trigg
 - Open Space – Samantha Reiner
 - Sidewalk Connectivity; Walkable Chadds Ford – Samantha Reiner
 - State & National Parks Representatives – Frank Murphy
 - HARB – Timotha Trigg
 - Finance Committee – Samantha Reiner
 - Painter's Folly Steering Committee – Samantha Reiner

Vice Chair Murphy seconded the motion. There was no further discussion and the motion passed unanimously.

- l. **PSATS Annual Conference Delegates:** Chair Reiner made a motion to appoint Lacey Faber as the 2024 PSATS Annual Conference Delegate. Supervisor Trigg seconded the motion. There was no further discussion and the motion passed unanimously.

- m. **Designation of the Delaware County Times as the Newspaper of General Circulation for publication of Township Notices:** Supervisor Trigg made a motion to designate the Delaware County Times as the Newspaper of General Circulation for the publication of Township public notices. Chair Reiner seconded the motion. There was no further discussion and the motion passed unanimously.

- n. **Insurance:** Chair Reiner made a motion to recognize Arthur J. Gallagher Risk Management Services as Insurance Agent through December 31, 2024, for the following:
- Carrier for Township's Commercial Package – Berkley National Insurance Company/McKee Risk Management
 - Worker's Compensation Insurance Coverage – Wesco Insurance Company
 - Life and Short-Term Disability – The Hartford

Supervisor Trigg seconded the motion. There was no further discussion and the motion passed unanimously.

- o. **Resolutions 01-2024 through 11-2024:** The Board of Supervisors offered the following discussions with regard to the Resolutions:

- Resolution 07-2024: Appointment of Municipal Resource Recovery Systems, LLC (MRRS) as LST and BPT Collection Agent for 2024 was tabled by the Board of Supervisors until their Workshop meeting on January 31, 2024.
- Supervisor Trigg formally resigned as a member of the Planning Commission.
- Chair Reiner commented that the 2024 fee schedule includes a fee adjustment for the Conditional Use application.

Chair Reiner made a motion to adopt the following Resolutions:

- 01-2024: Official Bank Depositories for Township Funds
- 02-2024: 2024 Mileage Reimbursement Rate
- 03-2024: Application for County Aid 2024 Road Program
- 04-2024: Fire Protective & Ambulance Services Contract
- 05-2024: Township Fee-In-Lieu of Open Space
- 06-2024: 2024 Township Fee Schedule
- 08-2024: Authorizing WESCO Ins Co. as 2024 Municipal Workers Compensation
- 09-2024: Planning Commission Appointment – Carolyn Daniels
- 10-2024: Zoning Hearing Board Appointment – Robert Reardon
- 11-2024: Zoning Hearing Board Appointment – William Mock

Supervisor Trigg seconded the motion. There was no further discussion and the motion passed unanimously.

4. **ADJOURNMENT:** There being no further business or public comment, upon motion of Chair Reiner, seconded by Supervisor Trigg and unanimous vote, the meeting was adjourned at 6:06 p.m.

Respectfully submitted,

Lacey Faber, Township Secretary/Manager