

BOARD OF SUPERVISORS
REORGANIZATION MEETING
721 Unionville Road
Kennett Square, PA 19348

January 3, 2023
7:00 P.M.

1. CALL TO ORDER

Supervisors Present:

Bobby McKinstry, Jr.
Burling Vannote
John Sarro
Kathryn Monahan
Eric Matuszak

Township Staff & Consultants:

Ryan Jennings, Township Solicitor
Neil Lovekin, Township Manager
Mickey Bailey, Recording Secretary
Jeff Simpson, Public Works Director
Robert Clarke, Police Chief
Peter Barsz, Treasurer

2. ELECTION OF OFFICERS

- a. Chair: Supervisor Sarro made a motion to retain Chairman McKinstry as the Chair of the Board of Supervisors. Vice-Chair Vannote seconded. Supervisor Monahan abstained. Motion carried 4-0.
- b. Vice Chair: Supervisor Matuszak made a motion to retain Burling Vannote as Vice Chair of the Board of Supervisors. Supervisor Sarro seconded. Supervisor Monahan abstained. Motion carried 4-0.

3. APPOINTMENTS (MADE BY A SINGLE MOTION)

Vice Chair Vannote opened the discussion by mentioning that Josh Farkas was interested in the vacant position of Registered Elector (item o.) and made a motion to approve him for that position. Supervisor Sarro seconded. Motion approved 5-0. Vice Chair Vannote also made a motion to approve the following (a-t) to continue in their respective positions. Supervisor Sarro seconded. Motion carried 5-0.

- a. Township Manager & Secretary – Neil Lovekin
 - Present Bond effective until 10/21/2023 set at \$5 Mil
- b. Township Treasurer – Peter Barsz
 - Present Bond effective until 6/06/2023 set at \$5 Mil
- c. Public Works Director/Roadmaster – Jeffrey Simpson
- d. Police Chief – Robert Clarke, Jr.
- e. Emergency Management Coordinator – Robert Clarke, Jr.
- f. Building Inspector – United Inspection Agency, Inc.
- g. Codes Official & Zoning Officer – Charlie Shock
- h. Solicitor – Unruh, Turner, Burke & Frees

- i. Tax Collector/Sewer User Fees – Berkheimer Tax Innovations, Inc.
 - j. Local Services Tax Collector – Keystone Collections Group
 - k. Township Engineer – VanDemark & Lynch, Inc.
 - l. Township Wastewater Engineer – Herbert, Rowland, & Grubic, Inc.
 - m. Landscape Architect Consultant – Glackin, Thomas and Panzak, Inc.
 - n. Traffic Planning Engineer – Herbert, Rowland, & Grubic, Inc.
 - o. Registered Elector – Vacant (*Josh Farkas has expressed interest*)
 - p. Kennett Public Library Representatives – Margaret Egli and Corrine Raphael Sweeney
 - q. Fire Marshal – United Inspection Agency, Inc.
 - r. Assistant Fire Marshal – Robert C. Clarke, Jr.
 - s. Open Records Officer for Administration – Neil Lovekin
 - t. Open Records Officer for Police – Robert C. Clarke, Jr.
4. RESOLUTION 2023-01: PLANNING COMMISSION APPOINTMENTS
- a. Vice Chair Vannote motioned to approve appointments. Supervisor Sarro seconded, motion approved 5-0
5. RESOLUTION NO. 2023-02 HISTORICAL COMMISSION APPOINTMENTS
- a. Vice Chair Vannote made the motion to approve the current Historical Commission Appointments. Supervisor Matuszak seconded; motion carried 5-0.
6. RESOLUTION NO. 2023-03 HISTORIC ARCHITECTURAL REVIEW BOARD APPOINTMENTS
- a. Supervisor Sarro motioned to approve the current appointments for the Historic Architectural Review Board. Supervisor Matuszak seconded. Motion carried 5-0.
7. RESOLUTION NO. 2023-04: ENVIRONMENTAL ADVISORY COUNCIL APPOINTMENTS
- a. Supervisor Matuszak motioned to approve the appointments for the Environmental Advisory Council. Supervisor Sarro seconded. Motion carried 5-0
8. RESOLUTION NO. 2023-05: UNIONVILLE AREA REGIONAL PLANNING COMMISSION APPOINTMENTS

- a. Supervisor Matuszak motioned to approve the appointments for the Unionville Area Regional Planning Commission. Supervisor Sarro seconded. Supervisor Monahan abstained. Motion carried 4-0

9. RESOLUTION NO. 2023-06: ZONING HEARING BOARD APPOINTMENTS

- a. Supervisor Matuszak motioned to approve the appointments for the Zoning Hearing Board appointments. Supervisor Sarro seconded. Motion carried 5-0

10. RESOLUTION NO. 2023-07: KENNETT FIRE & EMS REGIONAL COMMISSION APPOINTMENTS

- a. Supervisor Matuszak motioned to approve the Kennett Fire and EMS Regional Commission appointments. Vice Chair Vannote seconded, Supervisor Sarro abstained. Motion carried 4-0

11. RESOLUTION NO. 2023-08: PSATS DELEGATE APPOINTMENTS

- a. Vice Chair Vannote motioned to approve the PSATS Delegate Appointments, Supervisor Sarro seconded, Supervisor Monahan abstained, motion carried 4-0.

12. RESOLUTION NO. 2023-09: BUILDING CODE APPEALS BOARD APPOINTMENTS

- a. Supervisor Sarro motioned to approve the Building Code Appeals Board Appointments, Supervisor Matuszak seconded, motion carried 5-0.

13. RESOLUTION NO. 2023-10: DESIGNATING EMERGENCY SERVICE PROVIDERS

- a. Supervisor Sarro motioned to approve the Designating Emergency Service Providers, Vice Chair Vannote seconded, motion carried 5-0.

14. RESOLUTION NO. 2023-11: TOWNSHIP FUND DEPOSITORIES & CHECK SIGNERS

- a. After some discussion about the specific wording of this resolution it was decided to table the discussion and revisit the topic at February's meeting. Solicitor Jennings will review the document.

15. RESOLUTION NO. 2023-12: OFFICE OF TOWNSHIP MANAGER COMPENSATION

- a. Vice Chair Vannote motioned to approve the Township Manager Compensation resolution as written. Supervisor Sarro seconded. Motion carried 5-0.

16. RESOLUTION NO. 2023-13: TOWNSHIP MEETINGS SCHEDULE

- a. Supervisor Matuszak motioned to approve the Township Meetings Schedule for 2023, Supervisor Sarro seconded. Motion carried 5-0.

17. RESOLUTION NO. 2023-14: CERTIFIED PUBLIC ACCOUNTANT APPOINTMENT

- a. Vice Chair Vannote motioned to approve BBD, LLC as the township's Certified Public Accountant. Supervisor Sarro seconded. Motion carried 5-0.

18. PUBLIC COMMENT

- a. None

19. ADJOURNMENT

Regular meeting of the Board of Supervisors commenced immediately after close of this meeting.

Respectfully submitted,

Mickey Bailey, Recording Secretary