

**NEW GARDEN TOWNSHIP
299 STARR ROAD
LANDENBERG, PA 19350
BOARD OF SUPERVISORS
ORGANIZATION MEETING MINUTES
JANUARY 5, 2015**

Present:

Betty Gordon

J. Patrick Little

Stephen Allaband

Randy Geouque

Richard Ayotte

Tony Scheivert, Manager

Lewis Gay, Secretary/Treasurer

A. CALL TO ORDER

Chairperson Gordon called the meeting to order at 6:30 p.m.

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the flag was recited.

C. ORGANIZATION OF THE BOARD OF SUPERVISORS

1. Elect Chairperson

Motion by Ms. Gordon and second by Mr. Little to elect **Steve Allaband** to serve as Chairperson. The vote was unanimous to adopt the motion as presented.

2. Elect Vice Chairperson

Motion by Mr. Geouque and second by Mr. Little to elect **Richard Ayotte** to serve as Vice Chairperson. The vote was unanimous to adopt the motion as presented.

3. Appointment of Township Secretary

Motion by Mr. Ayotte and second by Mr. Geouque to appoint **Lewis Gay** to serve as Township Secretary. The vote was unanimous to adopt the motion as presented.

4. Appointment of Assistant Township Secretary

Motion by Mr. Little and second by Mr. Ayotte to appoint **Tony Scheivert** to serve as Assistant Township Secretary. The vote was unanimous to adopt the motion as presented.

5. Appointment of Township Treasurer
Motion by Mr. Geouque and second by Mr. Little to appoint **Lewis Gay** to serve as Township Treasurer. The vote was unanimous to adopt the motion as presented.
6. Appointment of Assistant Township Treasurer
Motion by Mr. Ayotte and second by Mr. Little to appoint **Tony Scheivert** to serve as Assistant Township Treasurer. The vote was unanimous to adopt the motion as presented.
7. Bond
Motion by Mr. Little and second by Ms. Gordon to set the amount of the Treasurer's, Assistant Treasurer's and Manager's Bond at \$ 1,000,000 each. The vote was unanimous to adopt the motion as presented.

D. RECOGNITION OF SHIRLEY ANNAND FOR HER CONTRIBUTION TO THE TOWNSHIP
Mr. Allaband recognized Ms. Shirley Annand's contribution to New Garden Township as a Member of the Kennett Consolidated School District Board of School Directors and Delegate to the Chester County Intermediate Unit.

E. VOLUNTEER OF THE YEAR

A Proclamation was read to recognize the following individual for his contribution to the Township: Dave Rickerman – "Volunteer of the Year".

Motion by Ms. Gordon and second by Mr. Ayotte to recognize Dave Rickerman as "Volunteer of the Year. The vote was unanimous to adopt the motion as presented

F. APPOINTMENT OF LOCAL GOVERNMENT OFFICIALS

1. Appointment of Township Manager

Motion by Mr. Little and second by Ms. Gordon to appoint **Tony Scheivert** as Township Manager. The vote was unanimous to adopt the motion as presented.

2. Appointment of Public Works Director

Motion by Mr. Ayotte and second by Mr. Little to appoint **Ken Reed** as Public Works Director. The vote was unanimous to adopt the motion as presented.

3. Appointment of Roadmaster

Motion by Mr. Little and second by Mr. Geouque to appoint **Tony Scheivert** as Roadmaster. The vote was unanimous to adopt the motion as presented.

4. Appointment of Director of Finance

Motion by Mr. Ayotte and second by Mr. Little to appoint **Lewis Gay** as the Director of Finance. The vote was unanimous to adopt the motion as presented.

5. Appointment of Tax Collector
 - a. Motion by Mr. Geouque and second by Mr. Little to designate the **Chester County Treasurer** as Tax Collector for real estate taxes. The vote was unanimous to adopt the motion as presented.
 - b. Motion by Mr. Little and second by Mr. Geouque to appoint to designate **Keystone Collections Group** as Tax Collector for the Earned Income Tax and Local Services Tax (formerly the Occupational Privilege Tax). The vote was unanimous to adopt the motion as presented.
 - c. Motion by Mr. Ayotte and second by Mr. Geouque to designate **Berkheimer Associates** as Tax Collector for the Amusement Tax. The vote was unanimous to adopt the motion as presented.
 - d. Motion by Mr. Little and second by Mr. Geouque to designate **Keystone Collections Group** as the Tax Collector for the Hydrant Tax. The vote was unanimous to adopt the motion as presented.

6. Appointment of Independent Auditor

Motion by Mr. Little and second by Mr. Geouque to appoint **Briggs Bunting Dougherty LLP (BBD LLP)** as the appointed Independent Auditor for the 2014 audit subject to the terms contained in their Proposal for Services. The vote was unanimous to adopt the motion as presented.

7. Approval of Depository

Motion by Ms. Gordon and second by Mr. Ayotte to appoint **National Penn Bank** as the Depository for all New Garden Township Funds. The vote was unanimous to adopt the motion as presented.

8. Appointment of Right-to-Know Officer

Motion by Mr. Little and second by Mr. Geouque to appoint **Tony Scheivert** as the Right-to-Know Officer. The vote was unanimous to adopt the motion as presented.

9. Appointment of Assistant Right-to-Know Officer

Motion by Mr. Ayotte and second by Ms. Gordon to appoint **Lewis Gay** as the Assistant Right-to-Know Officer. The vote was unanimous to adopt the motion as presented.

10. Appointment of Township Solicitor

Motion by Ms. Gordon and second by Mr. Geouque to appoint **Vincent Pompo, Esquire** and the firm of Lamb McErlane PC as Township Solicitor. The vote was unanimous to adopt the motion as presented.

11. Appointment of Zoning Hearing Board Solicitor
Motion by Mr. Ayotte and second by Mr. Geouque to appoint **Winifred Sebastian, Esquire** and the firm of McMichael, Heiney & Sebastian, LLC as the Zoning Hearing Board Solicitor subject to ratification by the Zoning Hearing Board. The vote was unanimous to adopt the motion as presented.
12. Appointment of Sewer Authority Solicitor
Motion by Ms. Gordon and second by Mr. Ayotte to appoint **Vince Pompo, Esquire** and the firm of Lamb McErlane PC as the Sewer Authority Solicitor subject to ratification by the Sewer Authority. The vote was unanimous to adopt the motion as presented.
13. Appointment of Building Appeals Board Solicitor
Motion by Mr. Geouque and second by Ms. Gordon to appoint **Ken Werner, Esquire** and the firm of Werner & Wood as the Building Appeals Board Solicitor subject to ratification by the Building Appeals Board. The vote was unanimous to adopt the motion as presented.
14. Appointment of Labor Counsel
Motion by Ms. Gordon and second by Mr. Ayotte to appoint **Neil A. Morris, Esquire** and the firm of Offit Kurman, P.A. as Labor Counsel. The vote was unanimous to adopt the motion as presented.
15. Appointment of Zoning Officer
Motion by Mr. Little and second by Mr. Geouque to appoint **Don Suckstorf** as the Township Zoning Officer. The vote was unanimous to adopt the motion as presented.
16. Appointment of Director of Code Compliance
Motion by Mr. Ayotte and second by Mr. Geouque to appoint **Don Suckstorf** as the Township Director of Code Compliance. The vote was unanimous to adopt the motion as presented.
17. Appointment of Building Code Official
Motion by Ms. Gordon and second by Mr. Geouque to appoint **Kyle Bandler** and the firm of Building Inspection Underwriters, Inc. as the Township Building Code Official for a three-month term. The vote was unanimous to adopt the motion as presented.
18. Appointment of MS4 Program Coordinator
Motion by Mr. Geouque and second by Mr. Ayotte to appoint **Don Suckstorf** as the Township MS4 Program Coordinator. The vote was unanimous to adopt the motion as presented.

19. Appointment of Flood Plain Coordinator
Motion by Mr. Ayotte and second by Ms. Gordon to appoint **Don Suckstorf** as the Township Flood Plain Coordinator. The vote was unanimous to adopt the motion as presented.
20. Appointment of Township Engineer
Motion by Mr. Geouque and second by Mr. Ayotte to appoint **ARRO Engineers & Environmental Consultants** as Township Engineer. The vote was unanimous to adopt the motion as presented.
21. Appointment of Township Traffic Engineer
Motion by Mr. Little and second by Mr. Geouque to appoint the firm of **McMahon Associates, Inc.** as Township Traffic Engineer. The vote was unanimous to adopt the motion as presented.
22. Appointment of Township Consulting Engineer for Sewer Matters
Motion by Mr. Ayotte and second by Mr. Geouque to appoint the firm of **URS Corporation** as the Township Consulting Engineer for sewer matters. The vote was unanimous to adopt the motion as presented.
23. Appointment of Township Consulting Engineer for Airport and Aviation Matters
Motion by Mr. Geouque and second by Mr. Ayotte to appoint the firm of **L. R. Kimball & Associates** as the Township Consulting Engineer for airport and aviation matters. The vote was unanimous to adopt the motion as presented.
24. Appointment of Director of Aviation
Motion by Mr. Geouque and second by Mr. Little to appoint **Jon Martin** as the Director of Aviation. The vote was unanimous to adopt the motion as presented.
25. Appointment of Director of Planning & Projects
Motion by Ms. Gordon and second by Mr. Little to appoint **Spencer J. Andres, AICP** and the firm of Government Specialists, Inc. as Director of Planning & Projects. The vote was unanimous to adopt the motion as presented.
26. Appointment of Park & Recreation Coordinator
Motion by Mr. Ayotte and second by Mr. Little to appoint **Barbara Underwood** as the Park & Recreation Coordinator. The vote was unanimous to adopt the motion as presented.
27. Appointment of Emergency Management Coordinator
Motion by Mr. Geouque and second by Mr. Little to appoint **Charles Owens** as the Emergency Management Coordinator. The vote was unanimous to adopt the motion as presented.
28. Appointment of Township Fire Marshall

Motion by Mr. Geouque and second by Mr. Ayotte to appoint **Russ Kilmer** as the Township Fire Marshall. The vote was unanimous to adopt the motion as presented.

29. Appointment of Assistant Township Fire Marshall

Motion by Mr. Ayotte and second by Mr. Little to appoint **Charles Owens** as the Assistant Township Fire Marshall. The vote was unanimous to adopt the motion as presented.

30. Appointment of Vacancy Board Chairman

Motion by Ms. Gordon and second by Mr. Ayotte to appoint **Allan Andrade** for a one-year term (ending January 1, 2016) as the Vacancy Board Chairman. The vote was unanimous to adopt the motion as presented.

31. Appointment of Volunteer Coordinator

Motion by Mr. Ayotte and second by Mr. Geouque to appoint **Tony Scheivert** for a one-year term (ending January 1, 2016) as the Volunteer Coordinator. The vote was unanimous to adopt the motion as presented.

32. Appointment of Township Representatives to the Kennett Area Regional Planning Commission

Motion by Mr. Geouque and second by Ms. Gordon to appoint **Betty Gordon** as the Township Board of Supervisors' representative to the Kennett Area Regional Planning Commission. The vote was unanimous to adopt the motion as presented.

Motion by _____ and second by _____ to appoint _____ as the Township Planning Commission's representative to the Kennett Area Regional Planning Commission. No nominee was presented.

33. Appointment of Township Representatives to the Chester County Tax Collection Committee

Motion by Mr. Little and second by Mr. Ayotte to appoint **Lewis Gay** as the Township's primary voting delegate on the Chester County Tax Collection Committee. The vote was unanimous to adopt the motion as presented.

Motion by Mr. Ayotte and second by Mr. Little to appoint **Tony Scheivert** as the Township's alternate voting delegate on the Chester County Tax Collection Committee. The vote was unanimous to adopt the motion as presented.

34. Appointments to the Planning Commission

Motion by Mr. Geouque and second by Mr. Little to appoint **Robert Perrotti** for a two-year term (ending January 1, 2017) as a member of the Planning Commission. The vote was unanimous to adopt the motion as presented.

Motion by Mr. Ayotte and second by Ms. Gordon to appoint **Phil D'Amico** for a four-year term (ending January 1, 2019) as a member of the Planning Commission. The vote was unanimous to adopt the motion as presented.

Motion by Mr. Ayotte and second by Mr. Little to appoint **Michael Loftus** for a four-year term (ending January 1, 2019) as a member of the Planning Commission. The vote was unanimous to adopt the motion as presented.

35. Appointments to the Zoning Hearing Board

Motion by Ms. Gordon and second by Mr. Ayotte to appoint **William J. Marsden, Jr.** for a three-year term (ending in January 1, 2018) as a member of the Zoning Hearing Board. The vote was unanimous to adopt the motion as presented.

Motion by Mr. Geouque and second by Mr. Little to appoint **Henry Silbernagel** for a one-year term (ending in January 1, 2016) as an alternate member of the Zoning Hearing Board. The vote was unanimous to adopt the motion as presented.

Motion by Mr. Ayotte and second by Mr. Little to appoint **Fred Clemens** for a three-year term (ending in January 1, 2018) as an alternate member of the Zoning Hearing Board. The vote was unanimous to adopt the motion as presented.

36. Appointment to the Sewer Authority

Motion by _____ and second by _____ to appoint _____ for a two-year term (ending in January 1, 2017) as a member of the Sewer Authority. No nominee was presented.

Motion by Mr. Little and second by Mr. Geouque to appoint **Greg Hanson** for a five-year term (ending in January 1, 2020) as a member of the Sewer Authority. The vote was unanimous to adopt the motion as presented.

37. Appointments to the Historical Commission

Motion by Mr. Geouque and second by Mr. Little to appoint **Ted Christie** for a three-year term (ending in January 1, 2018) as a member of the Historical Commission. The vote was unanimous to adopt the motion as presented.

Motion by Mr. Little and second by Mr. Geouque to appoint **Nancy Geist** for a three-year term (ending in January 1, 2018) as a member of the Historical Commission. The vote was unanimous to adopt the motion as presented.

Motion by Mr. Ayotte and second by Mr. Little to appoint **Stuart Roberts** for a three-year term (ending in January 1, 2018) as a member of the Historical Commission. The vote was unanimous to adopt the motion as presented.

38. Appointment to the General Authority

Motion by Mr. Geouque and second by Mr. Little to appoint **Patrick Keeney** for a five-year term (ending in January 1, 2020) as a member of the General Authority. The vote was unanimous to adopt the motion as presented.

39. Appointments to the Open Space Review Board

Motion by Mr. Little and second by Mr. Ayotte to appoint **Kecia Crowl** for a three-year term (ending in January 1, 2018) as a member of the Open Space Review Board. The vote was unanimous to adopt the motion as presented.

Motion by ____ and second by ____ to appoint _____ for a three-year term (ending in January 1, 2018) as a member of the Open Space Review Board. No nominee was presented.

Motion by Ms. Gordon and second by Mr. Ayotte to appoint **Erin McCormick** and the firm of Natural Land Trust as the Open Space Review Board Consultant for 2015. The vote was unanimous to adopt the motion as presented.

40. Appointments to the Park & Recreation Commission

Motion by ____ and second by ____ to appoint _____ for a three-year term (ending in January 1, 2017) as a member of the Park & Recreation Commission. No nominee was presented.

Motion by ____ and second by ____ to appoint _____ for a three-year term (ending in January 1, 2018) as a member of the Park & Recreation Commission. No nominee was presented.

Motion by ____ and second by ____ to appoint _____ for a three-year term (ending in January 1, 2018) as a member of the Park & Recreation Commission. No nominee was presented.

41. Appointment of Recycling Coordination

Motion by Mr. Ayotte and second by Mr. Geouque to appoint **Tony Scheivert** as the recycling coordinator. The vote was unanimous to adopt the motion as presented.

G. ESTABLISH MEETINGS DATES, TIME AND LOCATION

Motion by Mr. Allaband and second by Mr. Geouque to establish the Board of Supervisors regular meeting dates for 2015 as follows: 1/26, 2/23, 3/16, 4/13, 5/4, 6/1, 6/22, 7/20, 8/10, 8/31, 9/28, 10/5, 10/19, 11/2, 11/16, 11/30, 12/7 and 12/21. All meetings will be held at the Township Administration Building beginning at 7:00 pm prevailing time. The vote was unanimous to adopt the motion as presented.

H. CERTIFICATION OF DELEGATES TO THE PSATS CONVENTION

Motion by Mr. Little and second by Ms. Gordon to designate **Betty Gordon, Pat Little, Steve Allaband, Randy Geouque** and **Richard Ayotte** as delegates to the PSATS Convention. The vote was unanimous to adopt the motion as presented.

I. CERTIFICATION OF VOTING DELEGATE TO THE PSATS CONVENTION

Motion by Mr. Ayotte and second by Mr. Geouque to designate **Stephen Allaband** as the Voting Delegate to the PSATS Convention. The vote was unanimous to adopt the motion as presented.

J. HOLIDAYS FOR NON-UNIFORMED EMPLOYEES FOR 2015

Motion by Mr. Little and second by Mr. Ayotte to designate the following days as the official holidays for non-uniformed Township employees:

New Year's Day	01/01/15
Martin Luther King Day	01/19/15
President's Day	02/16/15
Good Friday	04/03/15
Memorial Day	05/25/15
Independence Day	07/04/15
Labor Day	09/07/15
Thanksgiving Day	11/26/15
Day after Thanksgiving Day	11/27/15
Christmas Day	12/25/15

The vote was unanimous to adopt the motion as presented.

K. EARNED VACATION TIME FOR NON-UNIFORMED EMPLOYEES (pursuant to the terms & conditions stated in the Township's Vacation Policy)

Motion by Mr. Little and second by Mr. Geouque to approve the following earned vacation time schedule for non-uniformed employees:

- 1 week after 1st full year of service
- 2 weeks after 2nd year of full-time service
- 3 weeks after 5th year of full-time service
- 4 weeks after 10th year of full-time service

The vote was unanimous to adopt the motion as presented

L. EARNED PERSONAL DAYS FOR NON-UNIFORMED EMPLOYEES

Motion by Mr. Geouque and second by Mr. Ayotte to approve the allocation of three earned personal days (time off) annually for each non-uniformed employee (pursuant to the terms and conditions stated in the Township's use of Personal Days Policy). The vote was unanimous to adopt the motion as presented.

M. EARNED SICK DAYS FOR NON-UNIFORMED EMPLOYEES

Motion by Mr. Geouque and second by Mr. Little to approve the allocation of one earned sick day per month for each non-uniformed employee (pursuant to the terms and conditions stated in the Township's use of Sick Days Policy). The vote was unanimous to adopt the motion as presented.

N. AUTHORIZED BANK ACCOUNT SIGNERS

Motion by Mr. Ayotte and second by Mr. Little to require that all transactions have two signatures and to approve the following persons as authorized signers on all bank accounts:

Betty Gordon	Randy Geouque	Lewis Gay
Steve Allaband	Richard Ayotte	Tony Scheivert
J. Patrick Little		

The vote was unanimous to adopt the motion as presented.

O. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

(Please submit a 3" x 5" index card to the Chairman)

P. APPROVAL OF MINUTES

Motion by Mr. Little and second by Mr. Geouque to approve the December 15, 2014 meeting minutes. The vote was unanimous to adopt the motion as presented.

Q. TREASURER

1. Approval of Disbursements.

Motion by Mr. Little and second by Mr. Geouque to approve the list of disbursements in the amount of \$129,759.11. The vote was unanimous to adopt the motion as presented.

2. Approval of Paid Bills.

Motion by Mr. Geouque and second by Mr. Little to ratify the list of Paid Bills om the amount of \$3,252.29. The vote was unanimous to adopt the motion as presented.

R. NEW BUSINESS

1. Fees and Charges

Motion by Mr. Geouque and second by Mr. Little to approve the **Lamb McErlane** 2015 Fee Schedule as Township Solicitor. The vote was unanimous to adopt the motion as presented.

Motion by Mr. Ayotte and second by Mr. Geouque to approve the **McMichael, Heiney & Sebastian, LLC** 2015 Fee Schedule. The vote was unanimous to adopt the motion as presented.

Motion by Mr. Little and second by Mr. Geouque to approve the **Lamb McErlane PC** 2015 Fee Schedule as Township Sewer Authority Solicitor. The vote was unanimous to adopt the motion as presented.

Motion by Mr. Little and second by Mr. Geouque to approve the **Offit Kurman, P.A.** 2015 Fee Schedule. The vote was unanimous to adopt the motion as presented.

Motion by Mr. Ayotte and second by Mr. Geouque to approve the **Werner & Wood** 2015 Fee Schedule. The vote was unanimous to adopt the motion as presented.

Motion by Mr. Geouque and second by Mr. Little to approve the **Building Inspection Underwriters, Inc.** 2015 Fee Schedule. The vote was unanimous to adopt the motion as presented.

Motion by Mr. Geouque and second by Mr. Ayotte to approve the **ARRO Engineering & Environmental Consultants** 2015 Fee Schedule. The vote was unanimous to adopt the motion as presented.

Motion by Mr. Geouque and second by Mr. Little to approve the **McMahon Associates, Inc.** 2015 Fee Schedule. The vote was unanimous to adopt the motion as presented.

Motion by Mr. Little and second by Mr. Ayotte to approve the **URS** 2015 Fee Schedule. The vote was unanimous to adopt the motion as presented.

Motion by Mr. Geouque and second by Mr. Little to approve the **Government Specialists, Inc.** 2015 Fee Schedule. The vote was unanimous to adopt the motion as presented.

Motion by Mr. Geouque and second by Mr. Little to approve the **Natural Lands Trust** 2015 Fee Schedule. The vote was unanimous to adopt the motion as presented.

Motion by Mr. Little and second by Mr. Geouque to approve the **Brandywine Conservancy** 2015 Fee Schedule. The vote was unanimous to adopt the motion as presented.

Motion by Mr. Ayotte and second by Mr. Little to approve the **L. R. Kimball & Associates** 2015 Fee Schedule. The vote was unanimous to adopt the motion as presented.

Motion by Mr. Little and second by Mr. Geouque to approve the **BBD, LLP** 2015 Fee Schedule. The vote was unanimous to adopt the motion as presented.

2. Motion by Ms. Gordon and second by Mr. Geouque to adopt **Resolution No. 731 – Fee for Services and Permits**. The vote was unanimous to adopt the motion as presented.
3. Motion by Ms. Gordon and second by Mr. Allaband to approve the **Fire Protection Service Agreement** with the Avondale Fire Company for 2015 in the amount of \$171,500. The vote was unanimous to adopt the motion as presented.
4. Motion by Mr. Ayotte and second by Mr. Little to approve the **Basic Ambulance Protection Service Agreement** with the Avondale Fire Company – EMS Division for 2015 in the amount of \$110,500. The vote was unanimous to adopt the motion as presented. The vote was unanimous to adopt the motion as presented.
5. Motion by Mr. Geouque and second by Mr. Ayotte to approve the **Advanced Life Support Services Agreement** with Medic 94 Southern Chester County EMS for 2015 in the amount of \$83,000. The vote was unanimous to adopt the motion as presented.
6. Motion by Mr. Little and second by Mr. Ayotte to adopt **Resolution No. 732** appointing the Township’s primary and alternate delegates to the Chester County Tax Collection Committee. The vote was unanimous to adopt the motion as presented.
7. Motion by Mr. Ayotte and second by Ms. Gordon to approve a **Memorandum of Agreement** for the Optional Use of Intranasal Naloxone. The vote was unanimous to adopt the motion as presented.
8. Motion by Mr. Little and second by Mr. Ayotte to acknowledge receipt of an extension of time until January 27, 2015 to act upon the Final Land Development Plan for the property at **382 Pemberton Road**. The vote was unanimous to adopt the motion as presented.
9. Motion by Mr. Allaband and second by Mr. Geouque to appoint **Robert Perrotti** as the Planning Commission Representative on the Comprehensive Plan Assessment Committee. The vote was unanimous to adopt the motion as presented.
10. Motion by Mr. Geouque and second by Mr. Little to appoint **Jim DiLuzio** as the Citizen Representative on the Comprehensive Plan Assessment Committee. The vote was unanimous to adopt the motion as presented.

S. ADJOURNMENT

Motion made by Mr. Little and second by Mr. Ayotte to adjourn the meeting. The vote was unanimous to adopt the motion as presented.

Chairperson Allaband announced that the next meetings of the Board of Supervisors will be January 7, 2015 starting at 6:30 p.m. and January 26, 2015 starting at 7:00 p.m.