

NEW GARDEN TOWNSHIP
299 STARR ROAD
LANDENBERG, PA 19350
BOARD OF SUPERVISORS
ORGANIZATION MEETING MINUTES
JANUARY 6, 2014

Present:

Betty Gordon, Chairman	Spencer J. Andress, AICP, Interim Manager
J. Patrick Little, Vice-Chairman	Lewis Gay, Secretary/Treasurer
Stephen Allaband	Ted Christie
Randy Geouque	
Richard Ayotte	

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A. CALL TO ORDER

Stephen Allaband called the meeting to order at 7:30 p.m.

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the flag was recited.

C. ELECTION OF A TEMPORARY CHAIRMAN

Motion by Betty Gordon and second by Randy Geouque to elect **Steve Allaband** as temporary chairman. The vote was unanimous to elect Steve Allaband as temporary chairman.

D. APPOINTMENT OF A TEMPORARY SECRETARY

Motion by Patrick Little and second by Randy Geouque to appoint **Lewis Gay** as temporary secretary. The vote was unanimous to appoint Lewis Gay as temporary secretary.

E. ORGANIZATION OF THE BOARD OF SUPERVISORS

1. Elect Chairperson

Motion by Patrick Little and second by Richard Ayotte to elect **Betty Gordon** to serve as Chairperson. The vote was unanimous to adopt the motion as presented.

2. Elect Vice Chairperson

Motion by Stephen Allaband and second by Randy Geouque to elect **Pat Little** to serve as Vice Chairperson. The vote was unanimous to adopt the motion as presented.

3. Appointment of Township Secretary
Motion by Patrick Little and second by Richard Ayotte 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 Stephen Allaband and second by Randy Geouque to appoint **Spencer Andress, AICP** to serve as Assistant Township Secretary. The vote was unanimous to adopt the motion as presented.
5. Appointment of Township Treasurer
Motion by Stephen Allaband and second by Randy Geouque 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 Randy Geouque and second by Patrick Little to appoint **Spencer Andress, AICP** to serve as Assistant Township Treasurer. The vote was unanimous to adopt the motion as presented.
7. Bond
Motion by Stephen Allaband and second by Randy Geouque 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.

F. RECOGNITION OF INDIVIDUALS FOR THEIR CONTRIBUTIONS TO THE TOWNSHIP
Proclamations were read by Betty Gordon to recognize the following individuals for their contributions to the Township: Robert Perrotti - Lyceum House Preservation, Don Peters - Volunteer of the Year and Mary Sproat - Recognition of Service on the Open Space Review Board and Historical Commission.

G. APPOINTMENT OF LOCAL GOVERNMENT OFFICIALS

1. Appointment of Interim Township Manager
Motion by Stephen Allaband and second by Randy Geouque to appoint **Spencer J. Andress, AICP** and the firm of Government Specialists, Inc. as Interim Township Manager. The vote was unanimous to adopt the motion as presented.
2. Appointment of Public Works Director
Motion by Randy Geouque and second by Stephen Allaband to appoint **Ken Reed** as Public Works Director. The vote was unanimous to adopt the motion as presented.
3. Appointment of Roadmaster
Motion by Randy Geouque and second by Patrick Little to appoint **Andy DiFilippo** as Roadmaster. The vote was unanimous to adopt the motion as presented.

4. Appointment of Director of Finance
Motion by Randy Geouque and second by Stephen Allaband 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 Patrick Little and second by Randy Geouque to designate **Chester County Treasurer** as Tax Collector for real estate taxes. The vote was unanimous to adopt the motion as presented.
 - b. Motion by Stephen Allaband and second by Randy Geouque 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 Randy Geouque and second by Stephen Allaband to designate **Berkheimer Associates** as Tax Collector for the Amusement Tax. The vote was unanimous to adopt the motion as presented.
 - d. Motion by Patrick Little and second by Randy Geouque to designate the **Township Treasurer** 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 Stephen Allaband and second by Richard Ayotte to appoint **Briggs Bunting Dougherty LLP (BBD LLP)** as the appointed Independent Auditor for the 2013 audit subject to the terms of a prior written agreement. The vote was unanimous to adopt the motion as presented.
7. Approval of Depository
Motion by Stephen Allaband and second by Richard 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 Patrick Little and second by Stephen Allaband to appoint **Spencer J. Andress, AICP** 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 Randy Geouque and second by Patrick Little 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 Stephen Allaband and second by Patrick Little 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 Stephen Allaband and second by Patrick Little to appoint **Winifred Sebastian, Esquire** and the firm of McMichael, Heiney & Sebastian, LLC as the Zoning Hearing Board Solicitor for a three-month term 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 Patrick Little and second by Stephen Allaband 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 Stephen Allaband and second by Richard Ayotte to appoint **Ken Werner, Esquire** and the firm of Werner & Wood as the Building Appeals Board Solicitor. The vote was unanimous to adopt the motion as presented.
14. Appointment of Labor Counsel
Motion by Stephen Allaband and second by Randy Geouque 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 Richard Ayotte and second by Patrick Little 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 Randy Geouque and second by Stephen Allaband 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 Stephen Allaband and second by Richard Ayotte 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 Randy Geouque and second by Stephen Allaband to appoint **Don Suckstorf** as the Township MS4 Program Coordinator. The vote was unanimous to adopt the motion as presented.

19. Appointment of Township Engineer
Motion by Stephen Allaband and second by Randy Geouque to appoint **Pennoni Associates, Inc.** as Township Engineer for a three-month term. The vote was unanimous to adopt the motion as presented.
20. Appointment of Township Traffic Engineer
Motion by Randy Geouque and second by Richard Ayotte to appoint the firm of **McMahon Associates** as Township Traffic Engineer. The vote was unanimous to adopt the motion as presented.
21. Appointment of Township Consulting Engineer for Sewer Matters
Motion by Randy Geouque and second by Patrick Little 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.
22. Appointment of Director of Aviation
Motion by Stephen Allaband and second by Randy Geouque to appoint **Jon Martin** as the Director of Aviation. The vote was unanimous to adopt the motion as presented.
23. Appointment of Director of Planning & Projects
Motion by Randy Geouque and second by Stephen Allaband to appoint **Spencer J. Andress, AICP** and the firm of Government Specialists, Inc. as Director of Planning & Projects. The vote was unanimous to adopt the motion as presented.
24. Appointment of Director of Park & Recreation
Motion by Richard Ayotte and second by Patrick Little to appoint **Barbara Underwood** as the Director of Park & Recreation. The vote was unanimous to adopt the motion as presented.
25. Appointment of Emergency Management Coordinator
Motion by Stephen Allaband and second by Randy Geouque to appoint **Charles Owens** as the Emergency Management Coordinator. The vote was unanimous to adopt the motion as presented.
26. Appointment of Township Fire Marshall
Motion by Randy Geouque and second by Patrick Little to appoint **Russ Kilmer** as the Township Fire Marshall. The vote was unanimous to adopt the motion as presented.
27. Appointment of Assistant Township Fire Marshall
Motion by Randy Geouque and second by Patrick Little to appoint **Charles Owens** as the Assistant Township Fire Marshall. The vote was unanimous to adopt the motion as presented.

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28. Appointment of Vacancy Board Chairman
Motion by Stephen Allaband and second by Richard Ayotte to appoint **Allan Andrade** as the Vacancy Board Chairman. The vote was unanimous to adopt the motion as presented.
29. Appointment of Volunteer Coordinator
Motion by Stephen Allaband and second by Randy Geouque to table the appointment of the Volunteer Coordinator. The vote was unanimous to adopt the motion as presented.
30. Appointment of Township Representatives to the Kennett Area Regional Planning Commission
Motion by Stephen Allaband and second by Richard Ayotte to table the appointment of 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 Randy Geouque and second by Richard Ayotte to table the appointment of the Township Planning Commission's representative to the Kennett Area Regional Planning Commission. The vote was unanimous to adopt the motion as presented.
31. Appointments to the Planning Commission
Motion by Stephen Allaband and second by Patrick Little to appoint **Robert Bowe** for a four-year term (ending January 2018) as a member of the Planning Commission. The vote was unanimous to adopt the motion as presented.
- Motion by Richard Ayotte and second by Randy Geouque to appoint **Joseph Giordano** for a four-year term (ending January 2018) as a member of the Planning Commission. The vote was unanimous to adopt the motion as presented.
32. Appointments to the Zoning Hearing Board
Motion by Patrick Little and second by Richard Ayotte to appoint **Pete Scilla** for a three-year term (ending in January 2017) as a member of the Zoning Hearing Board. The vote was unanimous to adopt the motion as presented.
- Motion by Randy Geouque and second by Patrick Little to appoint **Ronald Dungey** for a three-year term (ending in January 2017) as an alternate member of the Zoning Hearing Board. The vote was unanimous to adopt the motion as presented.
33. Appointment to the Sewer Authority
Motion by Stephen Allaband and second by Randy Geouque to table the appointment of a Sewer Authority member for a five-year term (ending in January 2019). The vote was unanimous to adopt the motion as presented.

34. Appointments to the Historical Commission

Motion by Randy Geouque and second by Stephen Allaband to appoint **Charles Horton** for a three-year term (ending in January 2017) as a member of the Historical Commission. The vote was unanimous to adopt the motion as presented.

Motion by Stephen Allaband and second by Randy Geouque to appoint **Elizabeth Horton** for a three-year term (ending in January 2017) as a member of the Historical Commission. The vote was unanimous to adopt the motion as presented.

Motion by Richard Ayotte and second by Stephen Allaband to appoint **Michael Leja** for a three-year term (ending in January 2017) as a member of the Historical Commission. The vote was unanimous to adopt the motion as presented.

35. Appointment to the General Authority

Motion by Randy Geouque and second by Richard Ayotte to appoint **Howard Jamison** for a five-year term (ending in January 2019) as a member of the General Authority. The vote was unanimous to adopt the motion as presented.

36. Appointments to the Open Space Review Board

Motion by Stephen Allaband and second by Randy Geouque to appoint **Stan Lukoff** for a three-year term (ending in January 2017) as a member of the Open Space Review Board. The vote was unanimous to adopt the motion as presented.

Motion by Richard Ayotte and second by Patrick Little to appoint **David Rickerman** for a three-year term (ending in January 2017) as a member of the Open Space Review Board. The vote was unanimous to adopt the motion as presented.

Motion by Stephen Allaband and second by Richard Ayotte to appoint **Erin Lee** and the firm of Natural Land Trust as the Open Space Review Board Consultant for 2014. The vote was unanimous to adopt the motion as presented.

37. Appointments to the Park & Recreation Commission

Motion by Randy Geouque and second by Stephen Allaband to appoint **Michael Adams** for a three-year term (ending in January 2017) as a member of the Park & Recreation Commission. The vote was unanimous to adopt the motion as presented.

Motion by Patrick Little and second by Stephen Allaband to appoint **Suzanne Geouque** for a three-year term (ending in January 2017) as a member of the Park & Recreation Commission. The vote was unanimous to adopt the motion as presented.

38. Appointment to the Building Appeals Board

Motion by Richard Ayotte and second by Stephen Allaband to appoint **Steven Welte** for a three-year term (ending in January 2017) as a member of the Building Appeals Board. The vote was unanimous to adopt the motion as presented.

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Motion by Randy Geouque and second by Patrick Little to appoint **Brian Crossan** for a three-year term (ending in January 2017) as a member of the Building Appeals Board. The vote was four in favor and none opposed; Stephen Allaband abstained from the vote due to employment.

Motion by Stephen Allaband and second by Richard Ayotte to appoint **Rick Longo** for a three-year term (ending in January 2017) as a member of the Building Appeals Board. The vote was unanimous to adopt the motion as presented.

39. Appointment of Recycling Coordination

Motion by Randy Geouque and second by Patrick Little to appoint **Lew Gay** as the recycling coordinator. The vote was unanimous to adopt the motion as presented.

H. ESTABLISH MEETINGS DATES, TIME AND LOCATION

Motion by Stephen Allaband and second by Patrick Little to establish the Board of Supervisors regular meeting dates for 2014 as follows: 1/27, 2/24, 3/17, 3/24, 4/21, 5/19, 6/16, 6/23, 7/21, 8/18, 9/15, 9/22, 10/20, 10/27, 11/17, 11/24 and 12/15. All meetings will be held at the Township Building beginning at 6:30 pm prevailing time. The vote was unanimous to adopt the motion as presented.

I. CERTIFICATION OF DELEGATES TO THE PSATS CONVENTION

Motion by Patrick Little and second by Stephen Allaband 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.

J. CERTIFICATION OF VOTING DELEGATE TO THE PSATS CONVENTION

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

K. HOLIDAYS FOR NON-UNIFORMED EMPLOYEES FOR 2014

Motion by Stephen Allaband and second by Randy Geouque to designate the following days as the official holidays for non-uniformed Township employees:

New Year's Day	01/01/14
Martin Luther King Day	01/20/14
President's Day	02/17/14
Good Friday	04/18/14
Memorial Day	05/26/14
Independence Day	07/04/14
Labor Day	09/01/14
Thanksgiving Day	11/27/14
Day after Thanksgiving Day	11/28/14
Christmas Day	12/25/14

The vote was unanimous to adopt the motion as presented.

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

Motion by Randy Geouque and second by Stephen Allaband 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

M. EARNED PERSONAL DAYS FOR NON-UNIFORMED EMPLOYEES

Motion by Richard Ayotte and second by Patrick Little 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.

N. AUTHORIZED BANK ACCOUNT SIGNERS

Motion by Stephen Allaband and second by Randy Geouque to approve that all transactions must have two signatures and to approve the following persons as authorized signers on all bank accounts:

- Betty Gordon
- Steve Allaband
- J. Patrick Little
- Randy Geouque
- Richard Ayotte
- Lewis Gay
- Spencer Andress

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)
No persons wished to address the Board.

P. APPROVAL OF MINUTES

Motion by Stephen Allaband and second by Richard Ayotte to approve the December 16, 2013 meeting minutes.

Q. TREASURER

1. Approval of Disbursements.

Motion by Stephen Allaband and second by Randy Geouque to approve the list of disbursements in the amount of \$85,450.05. The vote was unanimous to adopt the motion as presented

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2. Approval of Paid Bills.

Motion by Patrick Little and second by Stephen Allaband to ratify the list of Paid Bills on the amount of \$64,636.24. The vote was unanimous to adopt the motion as presented.

R. NEW BUSINESSRecordation of Fees and Charges

Motion by Patrick Little and second by Stephen Allaband to table approval of the Recordation of Fees and Charges pending receipt of additional information. The vote was unanimous to adopt the motion as presented.

Motion by Stephen Allaband and second by Richard Ayotte to approve Adoption of **Resolution No. 710** - Fees for Services and Permits. The vote was unanimous to adopt the motion as presented.

S. EXECUTIVE SESSIONS SCHEDULED

No executive sessions were held or scheduled.

T. ADJOURNMENT

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

Respectfully submitted,



Lewis Gay
Secretary

THE NEXT SCHEDULED REGULAR MEETING OF THE SUPERVISORS IS JANUARY 27, 2014 AT 6:30 P.M.