



**NEW GARDEN TOWNSHIP  
BOARD OF SUPERVISORS  
FY26 ORGANIZATION MEETING AGENDA  
January 5, 2026  
New Garden Twp. Board Room  
299 Starr Rd.  
Landenberg, PA 19350**

**A. CALL TO ORDER**

**B. PLEDGE OF ALLEGIANCE**

**C. ANNOUNCEMENT OF EXECUTIVE SESSIONS**

**D. ELECTION OF TEMPORARY CHAIRPERSON**

**E. ORGANIZATION OF THE BOARD OF SUPERVISORS**

- a.* Elect Chairperson
- b.* Elect Vice Chairperson

**F. CERTIFICATION OF DELEGATES TO THE PSATS CONVENTION**

**G. CERTIFICATION OF VOTING DELEGATE TO THE PSATS CONVENTION**

**H. FINANCIAL MATTERS**

- a.* Consideration to approve the following persons as authorized signers on all bank accounts:
  - i.* David Unger, Kristie Brodowski, Ted Gallivan, Troy Wildrick, and Steve Allaband
- b.* Consideration to set the amount of the Treasurer/Finance Director's Bond at \$5 million
- c.* Consideration to set the amount of the Township Manager/Accountant's Bond at \$1 million

**I. FY25 PUBLIC MEETINGS, HOLIDAYS, & APPOINTMENTS**

- a.* Consideration to approve Appendix A listing all positions and consultants
- b.* Consideration to approve Appendix B listing all appointments
- c.* Consideration to approve Appendix C listing the FY26 monthly public meeting schedule
- d.* Consideration to approve Appendix D listing all FY26 Township holidays for non-uniform employees

**J. UNFINISHED BUSINESS**

**K. NEW BUSINESS**

## **L. LEGISLATION**

### **NOTICES:**

<b>Jan. 6 -</b>	<b>9:00 a.m. Board of Auditors Meeting</b>
<b>Jan. 7 -</b>	<b>7:30 p.m. Historical Commission Meeting</b>
<b>Jan. 8 -</b>	<b>7:00 p.m. Public Safety Commissioners Meeting</b>
<b>Jan. 13 -</b>	<b>5:30 p.m. Parks &amp; Recreation Meeting</b>
	<b>7:00 p.m. OSRB Meeting</b>
<b>Jan. 19 MLK Day</b>	<b>Township Office Closed</b>
<b>Jan. 28 -</b>	<b>7:00 p.m. Planning Commission Meeting</b>
<b>Jan. 26 -</b>	<b>7:00 p.m. BOS Meeting</b>

## **Appendix A: Staff and Consultants**

- Township Manager: Christopher Himes
- Township Secretary: Joanne Hafner
- Township Treasurer & Director of Finance: Kristina Molnar
- Right-to-Know Officer: Christopher Himes
- Recycling Coordinator: Christopher Himes
- Real Estate Tax Collector: Chester County Treasurer
- Earned Income Tax and Local Services Tax Collector: Keystone Collections
- Amusement Tax Collector: Berkheimer Associates
- Hydrant Tax Collector: Keystone Collections
- Township Solicitor: Winifred Sebastian, Esquire, and the firm of Lamb McErlane PC
- Zoning Hearing Board Solicitor: Ryan M. Jennings, Esquire; Unruh, Turner, Burke & Frees
- Auditor: Bee Bergvall & Co.
- Labor Counsel: Neil A. Morris, Esquire, and the firm of Offit & Kurman
- Building Code Official: Building Inspection Underwriters (BIU)
- Township Engineer: Pennoni Engineering
- Township Traffic Engineer: Bowman Engineering & Consulting, Inc.
- Township Consulting Engineer for Airport & Aviation Matters: L.R. Kimball & Associates
- Emergency Management Coordinator: Charles Owens
- Township Fire Marshal: Charles Owens

## **Appendix B: Boards, Committees, and Commission Appointments**

### Appointment to the Parks & Recreation Board

- Claire Mickletz: three-year term effective January 5<sup>th</sup>, 2026, through December 31<sup>st</sup>, 2028

### Appointment to the Open Space Review Board

- Chris Robinson: three-year term effective January 5<sup>th</sup>, 2026, through December 31<sup>st</sup>, 2028

### Appointment to the Historical Commission

- Brian Roberts: three-year term effective January 5<sup>th</sup>, 2026, through December 31<sup>st</sup>, 2028
- Margaret Jones: three-year term effective January 5<sup>th</sup>, 2026, through December 31<sup>st</sup>, 2028
- Michael Leja: three-year term effective January 5<sup>th</sup>, 2026, through December 31<sup>st</sup>, 2028

## **Appendix C: Meeting Schedule**

### **Board of Supervisors**

3<sup>rd</sup> Monday of the month at 7:00 pm

#### FY26 BOS Meeting Dates:

1/26\*, 2/23\*, 3/16, 4/20, 5/18, 6/15, 7/20, 8/17, 9/21, 10/19, 11/16, & 12/21

### **Planning Commission**

4<sup>th</sup> Wednesday of the month at 7:00 pm

#### FY26 PC Meeting Dates:

1/28, 2/25, 3/25, 4/22, 5/27, 6/24, 7/22, 8/26, 9/23, 10/28, 11/18, & 12/16

### **Historical Commission**

1<sup>st</sup> Wednesday of the month at 7:30 pm

### **Parks & Recreation Board**

2<sup>nd</sup> Tuesday of the month at 5:30 pm

### **Open Space Review Board**

2<sup>nd</sup> Tuesday of the month at 7:00 pm

### **Public Safety Commission**

2<sup>nd</sup> Thursday of the month at 7:00 pm

### **Zoning Hearing Board**

As Needed

### **Building Appeals Board**

As Needed

### **Vacancy Board**

As Needed

NOTE: All Board of Supervisors meetings are held in person and live-streamed via the New Garden Township YouTube channel.

\*The January and February BOS meetings were moved due to the original 3<sup>rd</sup> Monday date conflicting with an adopted Township Holiday

#### **Appendix D: Township Holidays for Non-Uniform Employees**

New Year's Day

Martin Luther King Jr. Day

President's Day

Good Friday

Memorial Day

Juneteenth

Independence Day

Labor Day

Columbus Day

Veterans Day

Thanksgiving (2 days)

Christmas Eve

Christmas Day