

Meeting Minutes of January 3, 2012
Board of Supervisors Re-Organizational Meeting

Township Manager/Secretary/Treasurer Ronald A. Rambo, Jr. called the Board of Supervisors Organizational meeting of January 3, 2012 to order at 7:30 p.m. and lead those in attendance in the Pledge of Allegiance. Roll call of the Board of Supervisors (BoS) by the Township Manager noted Supervisor's Josef G. Obernier, Sr. and William E. Webb in attendance. Supervisor Thomas J. McCaffrey arrived at 7:43 p.m. Ronald A Rambo, Jr., Township Manager/Secretary/Treasurer was also present.

The Manager sought nominations for Chairman of the Board of Supervisors. Supervisor Webb motioned to appoint Josef G. Obernier, Sr. followed with a second by Supervisor Obernier. Board Members Webb and Obernier voted aye for the appointment of Supervisor Obernier for Chairman. The Secretary then relinquished his duties of running the meeting to the newly appointed Chairman.

Supervisor Webb motioned to appoint Thomas J. McCaffrey, Jr. for Vice-Chairman, followed by a second by Chairman Obernier. Webb and Obernier voted aye for the appointment of Supervisor McCaffrey as Vice-Chairman.

The remaining nominations of Board members were for the position of Police Liaison. Chairman Obernier motioned to appoint the BoS as Police Liaison. Supervisor Webb seconded the motion. Board members Obernier and Webb voted aye for the appointment. Chairman Obernier then motioned to appoint the BoS as Roadmaster. Supervisor Webb seconded the motion. A vote by the Board tallied two ayes Obernier and Webb for the appointment. For Authority Supervisor, Chairman Obernier motioned for the appointment of William E. Webb; a second was followed by Supervisor Webb. Board members Obernier and Webb voted aye for the appointment. As for the position of Fire Company Representative, Chairman Obernier motioned for the appointment of Thomas J. McCaffrey, Jr. and it was seconded by Supervisor Webb. Board members Obernier and Webb voted aye for the appointment.

Appointment of Township Employees for 2012 (salaried)

Next on the agenda was the appointment of administrative personnel for 2012. Chairman Obernier noted the appointment of the following salaried individuals: Ronald A. Rambo Jr., Township Manager/Secretary/Treasurer, Asst. Zoning Officer, Recycling Coordinator, and Open Records Officer; Captain Walter M. Werner, Chief of WBTPD; Dale Barnett, Building Inspector/Zoning Officer /Codes Officer, Fire Inspector. Supervisor Webb seconded the motion. Board Members Obernier and Webb voted aye.

Appointment of Township Employees for 2012 (hourly)

Chairman Obernier then noted the appointment of the following hourly employees: Linda Formica, Administrative Assistant to Manager Rambo; Terri Kelly, Administrative Receptionist; Carrie Pike, Financial Administrator ; Thomas Eells, Public Works Director; G. Thomas Maher, Operator/Mechanic; Larry Weaver, Driver/Laborer; Kim Hoopes (part-time laborer); Adam Clark (part-time laborer); Sergeant Jeff Kimes, WBTPD; Corporal Gary W. Williams, WBTPD; Officer James R. Bilski, WBTPD.

The following were appointed WBTPD part-time officers: Officer Brian P. Hughes, Officer Richard J. Craig, Officer Russell C. Moore, Officer Philip M. Mollichella, and Officer Christopher J. Rungaus.

Appointment of Professional Service Firms for 2012

Chairman Obernier now moved onto the appointment of Professional Service Firms for 2012.

- John E. Good, Esquire -Township Solicitor
- Siana, Bellwoar & McAndrew, Chris Gerber, Esquire, Special Counsel/Labor Issues
- Herbert E. MacCombie, Jr., P.E. - Consulting Engineers and Land Surveyors, James W. MacCombie, Jr. P.E., Township Engineer.
- McCormick, Taylor & Associates, Inc. and Brandywine Conservancy - Township Consulting Engineers and Planning Consultants
- Kimmel, Lorah & Associates, LLP. - Auditor
- Charles Blosenski - Solid Waste and Recycling Contractor
- Krempa Associates, Inc.- Pension Investment Firm
- Thomas J. Anderson & Associates, Inc. - Pension Plan Actuary
- H.A. Thomson Agency - General and Special Insurances
- United Health Care/Benecon Pennsylvania Municipal Trust - Health Insurance
- United Concordia/Benecon - Dental Insurance
- Hartford Life Insurance- Disability/Life Insurance
- DNB First - Township Depositories (*Supervisor Webb abstained from the approval of DNB First for Township Depositories because his business provides landscape maintenance for them.*)
- The Bank of New York (bond and interest payments for Emmaus Bond Pool borrowing)
- SPCA, Animal Control
- Keystone Collection Group - Earned Income, Open Space Earned Income Tax, and Local Services Tax Collector

Appointment of Township Personnel and Organizations for 2012

Chairman Obernier next noted the appointment of Township Volunteer Personnel and Organizations for 2012.

- Emergency Management Coordinator: *vacant*
- Deputy Emergency Management Coordinators: Richard K. Guest and Douglas O. Smith, Jr.
- Vacancy Board: Charles Hossack
- Fire, Rescue and Ambulance Services: East Brandywine (fire), Wagontown (fire), Martin's Corner (fire), and Westwood Ambulance (ambulance).
- Building Appeals Board: John Callahan, John Dell, Sandra Martin, Barry D. Parsons, Ronald Scott, Jr.
- Zoning Hearing Board: Mark D. Shockites (12-15), Richard K. Guest (12-14), James W. MacCombie (12-13), Sandra Martin (12-14, alternate)
- Planning Commission: Robert Schini (12-13), Kim Hoopes (12-12), John Conti (12-12), Charles Dobson (12-12), John Cassells (12-14), Steve Jakatt (12-13), Anita Ferenz (12-14).
- Municipal Authority: William Goins (12-12), Wilbur C. Adams (12-12), William McAdoo (12-14), Charles Hossack (12-13).
- Historic Commission: John F. Vilcheck, Jr. (12-13), Jeff Grossman (12-11), Hugh Redditt (12-12), vacant (12-12), Barry D. Parsons (12-13), Stephen Mesure (12-14), Theo Claypoole (12-12)
- Parks and Recreation Board: Joseph Arvay (12-13), Vanessa Barron, (12-12), Jeffrey Chalfant (12-13), Shane M. Johnson (12-13), Robert Watts (12-14), vacant (12-12), vacant (12-12).
- Agricultural Security Area Advisory Committee: Thomas J. McCaffrey, Scott F. Sandone, Rhonda Mowday, Cindy Dawson, and Karen Vollmecke.
- Open Space Review Board: Joseph D. Arvay (12-14), John W. Cassels, Jr. (12-13), Jeff Chalfant (12-13), John Conti (12-12), Charles A. Dobson (12-13), Anita A. Ferenz (12-12), Kim P. Hoopes (12-13), Steven E. Jakatt (12-12), Robert W. Schini, Jr., (12-12)

Miscellaneous Municipal Information for 2012

- Board of Supervisors meetings, first and third Thursday of each month at 7:30 p.m.
- Conditional Use Hearings, scheduled as needed throughout the year
- Municipal Authority meetings, second Thursday of each month at 7:30 p.m.
- Planning Commission meetings, fourth Thursday of each month at 7:30 p.m.
- Open Space Review Board meetings, fourth Thursday of each month at 7:00 p.m.
- Zoning Hearing Board Hearing's, scheduled as needed throughout the year
- Historical Commission meetings, second Monday of each month at 7:30 p.m.
- Parks and Recreation Board meetings, second Tuesday of each month at 7:00 p.m.
- Establishment of part-time wages for road wages: road maintenance - (\$13.25/hour), snow plowing (\$20.00/hour).
- Uniform Employee Holidays: New Years Day, Martin Luther King Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day.
- Non-Uniform Employee Holidays: New Years Day, Presidents' Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day.
- This item was discussed after Vice-Chairman McCaffrey arrived at the meeting. Delegates to State Convention: Board of Supervisors, Manager/Secretary/Treasurer, Public Works Director. Supervisor Webb motioned to include the Chief and Codes Officer, seconded by Vice-Chairman McCaffrey. Board members Webb, McCaffrey and Obernier voted aye.
- Taxes and Fees: Real Estate - 1.081 mills (unchanged), Fire Service Appropriations - .22 mills (unchanged), Earned, Income Tax - .5% Township and .5% School District (unchanged), Open Space - .125% (unchanged), Local Services Tax - \$52.00: \$47.00 Township and \$5.00 School District (unchanged), Real Estate Transfer Tax- .5% Township and .5% School District (unchanged), Solid Waste and Recycling Fee- \$286.00 (unchanged).

Chairman Obernier noted there were no increases in any Township taxes or fees.

It was noted the Supervisor McCaffrey arrived at 7:43 p.m.

Elizabeth Zanowiak of Woodbrooke Drive asked questions about appointees and who gets paid from the Township. Manager Rambo briefly explained the different committees, commissions, and boards and if they get paid or if they are volunteers. Ms. Zanowiak also expressed that if the Township has budget issues, that the BoS should reconsider spending the night at the PSATS convention.

Mike Cabry asked how long the Emergency Management position has been vacant. Manager Rambo noted the position has been vacant for a year.

With no other appointments to discuss, Supervisor Webb motioned to adjourn the organizational meeting at 8:00 p.m. Vice-Chairman McCaffrey seconded the motion. Board Members Webb, McCaffrey, and Obernier voted aye in favor of adjournment.

Ronald A. Rambo, Jr.
Township Manager/Secretary/Treasurer