

**WEST PIKELAND TOWNSHIP
1645 ART SCHOOL ROAD
CHESTER SPRINGS, PA. 19425**

**BOARD OF SUPERVISORS
ORGANIZATIONAL MEETING
JANUARY 5, 2009**

The Board of Supervisors of West Pikeland Township met on January 5, 2009 at the Township Meeting Room. Those in attendance were Robert Shemonsky, Chairman; Richard Bright, Vice Chairman; Robert Barker, Supervisor; Harold Hallman III, Supervisor; William Cracas; Supervisor; Steve Ross, Interim Township Manager; Shane Clark, Chief of Police; Harry Miller, Director of Facilities, and Joan Matthews, Township Secretary.

I. CALL TO ORDER: 7:00 PM

II. PLEDGE OF ALLEGIANCE

III. SELECTION OF TEMPORARY CHAIRMAN, BOARD OF SUPERVISORS- Mr. Barker nominated Steve Ross for the position of Temporary Chairman. Mr. Cracas seconded the motion. After no further discussion the motion carried with all voting Aye.

IV. NOMINATION OF CHAIRMAN, BOARD OF SUPERVISORS- Mr. Ross requested that the Board of Supervisors make a nomination for Chairman. Mr. Barker nominated Robert Shemonsky for the position of Chairman of the Board of Supervisors. Mr. Cracas seconded the motion. After no further discussion the motion carried with all voting Aye.

V. NOMINATION OF VICE CHAIRMAN, BOARD OF SUPERVISORS – Mr. Barker nominated Richard Bright Jr. for the position of Vice Chairman of the Board of Supervisors. Mr. Cracas seconded the motion. After no further discussion the motion carried with all voting Aye.

VI. APPOINTMENTS FOR 2009

A. Appointment and Compensation of Township Manager

1. Resolution 2009-01-01-Mr. Cracas made a motion to adopt Resolution 2009-01-01 approving the Agreement and Proposal of Keystone Municipal Services Inc. and appointing Stephen J. Ross as Interim Township Manager. Mr. Barker seconded the motion. Mr. Shemonsky read the Resolution. After no further discussion the motion carried with all voting Aye.

B. Appointment of Township Secretary – Mr. Barker made a motion to appoint Joan C. Matthews as Township Secretary. Dr. Bright seconded the motion. After no further discussion the motion carried with all voting Aye.

C. Appointment of Township Treasurer- Mr. Barker made a motion to appoint Joan Cox as Treasurer. Dr. Bright seconded the motion. After no further discussion the motion carried with all voting Aye.

1. Resolution 2009-01-02 Treasurer's Bond – Mr. Cracas made a motion to adopt Resolution 2009-01-02 establishing the Bond for the Township Treasurer based on the approved budget for 2009. Mr. Hallman III seconded the motion. Mr. Shemonsky read the Resolution After no further discussion the motion carried with all voting Aye.

D. Appointment of Auditor

1. Resolution 2009-01-03 – Mr. Cracas made a motion to adopt Resolution 2009-01-03 appointing the firm of Robert C. Bezgin, CPA to make an

examination of all accounts of the Township for fiscal year 2008. Mr. Barker seconded the motion. Mr. Shemonsky read the Resolution. After no further discussion the motion carried with all voting Aye.

E. Appointment of Positions

1. Zoning/Building Officer – Mr. Barker made a motion to appoint Thomas Cooke to serve as Zoning/Building Officer. Mr. Shemonsky seconded the motion. After no further discussion the motion carried with all voting Aye.
2. Director of Facilities and Subdivision Officer – Mr. Cracas made a motion to appoint Harry Miller as Director of Facilities and Subdivision Officer. Dr. Bright seconded the motion. After no further discussion the motion carried with all voting Aye.
3. Fire Marshall – Mr. Cracas made a motion to appoint Michael Holmes as Fire Marshall. Mr. Barker seconded the motion. After no further discussion the motion carried with all voting Aye.
4. Representative of DARC – Mr. Barker made a motion to appoint William Normoyle as representative to Downingtown Area Recreation Consortium. Mr. Shemonsky seconded the motion. After no further discussion the motion carried with all voting Aye.
5. Representative for DAPG – Mr. Cracas made a motion to appoint Franklin Best as Representative for the Downingtown Area Planning Group. Mr. Shemonsky seconded the motion. After no further discussion the motion carried with all voting Aye.
6. Emergency Management Coordinator – Mr. Cracas made a motion to appoint Harold Hallman III as Emergency Management Coordinator. Mr. Barker seconded the motion. After no further discussion the motion carried with all voting Aye.
7. Solicitor - Mr. Cracas made a motion to appoint Lamb/McErlane, PC as Township Solicitor. Mr. Shemonsky seconded the motion. After no further discussion the motion carried with all voting Aye.
8. Alternate Solicitor and Solicitor to the Planning Commission – Mr. Cracas made a motion to appoint Unruh, Turner, Burke and Frees PC as Alternate Solicitor and Solicitor to the Planning Commission. Dr. Bright seconded the motion. After no further discussion the motion carried with all voting Aye.
9. Tax Collector – Mr. Barker made a motion to appoint Berkheimer Associates, Inc. as Township Tax Collector. Mr. Shemonsky seconded the motion. After no further discussion the motion carried with all voting Aye.
10. Township Engineer – Mr. Barker made a motion to appoint Yerkes Associates, Inc. as Township Engineer and Gilmore & Associates, Inc. as Alternate Township Engineer. Mr. Shemonsky seconded the motion. After no further discussion the motion carried with all voting Aye.
11. Traffic Consultant – Mr. Cracas made a motion to appoint John Caruolo, P.E. of Caruolo Associates as Township Traffic Consultant. Mr. Shemonsky seconded the motion. After no further discussion the motion carried with all voting Aye.
12. Land Planner and Conservation Specialist – Mr. Cracas made a motion to appoint John Snook of the Brandywine Conservancy as Township Land Planner and Conservation Specialist. Mr. Barker seconded the motion. After no further discussion the motion carried with all voting Aye.

- F. **Planning Commission**– Mr. Barker made a motion to appoint Paul Dowie for a four year term expiring 2012, and John Henssler for a three year term expiring 2011. Mr. Cracas seconded the motion. After no further discussion the motion carried with all voting Aye.
- G. **Zoning Hearing Board** – Mr. Barker made a motion to appoint Patricia Rugh for a three year term expiring 2011, Tim Tietze for a two year term expiring 2010, and Peter Hughes as Alternate for a one year term expiring 2009. Mr. Cracas seconded the motion. After no further discussion the motion carried with all voting Aye.
- H. **Vacancy Board** – Dr. Bright made a motion to appoint Ernest Holling for a one year term expiring 2009. Mr. Shemonsky seconded the motion. After no further discussion the motion carried with all voting Aye.
- I. **Park and Recreation Board** – Mr. Barker made a motion to appoint Cathy Grady for a three year term expiring 2011. Mr. Cracas seconded the motion. Mr. Barker will act as Board Liaison. After no further discussion the motion carried with all voting Aye.
- J. **Historic Architectural Review Board** – Mr. Cracas made a motion to appoint Peter Zimmerman to a four year term expiring 2012, Todd Majors to a two year term expiring 2010, and Tom Lutz to a three year term expiring 2011. Mr. Shemonsky seconded the motion. After no further discussion the motion carried with all voting Aye.
- K. **Historic Commission** – Mr. Cracas made a motion to appoint Josaphat Plater-Zyberk to a three year term expiring 2011, and Bryan Lord to a three year term expiring 2011. Mr. Shemonsky seconded the motion. After no further discussion the motion carried with all voting Aye.
- L. **Arts and Culture Committee** – Mr. Cracas made a motion to appoint the following individuals for a one year term expiring in 2009; John Matthews, Charles Conwell, Lisa Blue, Linda Reichert, Marcia Saunders, Barbara Orlando and Dina Schmidt. Dr. Bright seconded the motion. After no further discussion the motion carried with all voting Aye.
- M. **Financial Review Committee-One Year Term-2009** – Mr. Shemonsky made a motion to appoint the following individuals for a one year term expiring 2009; Ann Ashton, Wayne Freese, Joseph Loughran, Tom Tucker, Deborah Putt, and James Lennon as Alternate. Mr. Barker seconded the motion. After no further discussion the motion carried with all voting Aye.
- N. **Strategic Planning Committee**- Mr. Cracas made a motion to appoint the following individuals for a one year term expiring 2009; Ernie Holling, John Fiorillo, Rob Lukens, Mario DiBenedetto, Joann Miller, Steve Loving, and Charles Knapp. Mr. Shemonsky seconded the motion. After no further discussion the motion carried with all voting Aye.
- O. **Windolph Knoll Master Plan** – Mr. Barker made a motion to appoint the following individuals for a one year term expiring 2009; Todd Bachofer, Nancy Bartley, Wayne Freese, Linda Glaum, Rob Kocher and Beth Madarang. Dr. Bright seconded the motion. Mr. Shemonsky shall act a Board of Supervisor Liaison to the Committee. After no further discussion the motion carried with all voting Aye.
- P. **Open Space Advisory Committee** – Mr. Shemonsky made a motion to appoint the following individuals for a one year term expiring 2009; Curt Grogan, Jim Rowan, Ann Orth, Darin Groff, Catherine Renzi, Teresa Wood, Sean O’Neill, Bob Haskell, Ted Gacomis and Jack Stefferud. Mr. Cracas seconded the motion. After no further discussion the motion carried with all voting Aye.

Q. Comprehensive Task Force – Mr. Hallman III made a motion to appoint the following individuals for a one year term expiring 2009;

1. Nancy Bartley (Park and Rec. & Windolph Knoll Committee)
2. Harry Miller (Planning Commission)
3. Curt Grogan (Open Space Committee)
4. Beth Madarang (Community at large)
5. Todd Majors (HARB)
6. Mario DiBenedetto (Strategic Planning Committee)
7. Joe Loughran (Finance Committee)
8. Lisa Lacroix (Northern Federation)
9. Kevin O'Rourke (Community at large)
10. Gary Dienes (Community at large)
11. Harold Gibson (Community at large)

Dr. Bright seconded the motion. A representative from the Arts and Culture Committee will be decided at a later date. Mr. Barker shall act as Board of Supervisor Liaison to the Task Force. After no further discussion the motion was carried with all voting Aye.

VIII. DESIGNATION OF DEPOSITORIES – Resolution 2009-01-04 – Mr. Cracas made a motion to adopt Resolution 2009-01-04 designating Nova Savings Bank, Downingtown National Bank, PLIGIT, and any other depository as needed for the Township. Mr. Barker seconded the motion. After no further discussion the motion was carried with all voting Aye.

IX. MEETING SCHEDULE – Mr. Cracas made a motion to approve the following meeting schedule for all Boards, Commissions and Committees. Mr. Barker seconded the motion. Mr. Cracas noted that all meetings will convene at the West Pikeland Township Meeting Room, 1645 Art School Road, Chester Springs, Pennsylvania. Mr. Shemonsky summarized the schedule. After no further discussion the motion carried with all voting Aye.

Board of Supervisors - The Board of Supervisors meet on the first Monday of each month (unless otherwise noted) at 7:30 p.m. at the Township Meeting Room, 1645 Art School Road, Chester Springs, Pennsylvania. Following is a list of those dates:

January 5, 2009	May 4, 2009	
February 2, 2009	October 5, 2009	
March 2, 2009	November 2, 2009	
April 6, 2009	December 7, 2009	

The Board of Supervisors will meet on the third Monday of each month (unless otherwise noted) at 7:30 p.m. in the Township Meeting Room, 1645 Art School Road, Chester Springs, Pennsylvania. Following is a list of those meeting dates:

January 20, 2009*	May 18, 2009	September 21, 2009
February 17, 2009*	June 15, 2009	October 19, 2009
March 16, 2009	July 20, 2009	November 16, 2009
April 20, 2009	August 17, 2009	December 21, 2009

*1-19-08-Martin Luther King Day
 *2-16-08-Presidents' Day

Planning Commission – The Planning Commission meet on the second Monday of each month (unless otherwise noted) at 7:00 p.m. Following is a list of those meetings:

January 12, 2009	May 11, 2009	September 14, 2009
February 9, 2009	June 8, 2009	October 12, 2009
March 9, 2009	July 13, 2009	November 9, 2009

April 13, 2009	August 10, 2009	December 14, 2009
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Zoning Hearing Board – will meet on the first Wednesday of each month as needed or determined by applications on the first Wednesday (unless otherwise noted) of each month at 7:30 p.m. Following is a list of those meetings

January 7, 2009	May 6, 2009	September 2, 2009
February 4, 2009	June 3, 2009	October 7, 2009
March 4, 2009	July 1, 2009	November 4, 2009
April 1, 2009	August 5, 2009	December 2, 2009

Park and Recreation – will meet on the first Thursday of each month (unless otherwise noted) at 7:30 p.m. Following is a listing of those dates:

January 8, 2009	May 7, 2009	September 3, 2009
February 5, 2009	June 4, 2009	October 1, 2009
March 5, 2009	July 2, 2009	November 5, 2009
April 2, 2009	August 6, 2009	December 3, 2009

Historic Commission – will meet on the 4th Tuesday of each month (unless otherwise noted) at 9:00 a.m. Following is a list of those meeting dates:

January 27, 2009	May 26, 2009	September 22, 2009
February 24, 2009	June 23, 2009	October 27 2009
March 24, 2009	July 28, 2009	November 24, 2009
April 28, 2009	August 25, 2009	December 22, 2009

Historic Architectural Review Board- meets on the 4th Thursday of each month (unless otherwise noted) at 5:30 p.m. Following is a list of those meeting dates:

January 22, 2009	May 28, 2009	September 24, 2009
February 26, 2009	June 25, 2009	October 22, 2009
March 26, 2009	July 23, 2009	November 18, 2009
April 23, 2009	August 27, 2009	December 17, 2009

West Pikeland Township Land Trust – will meet on the 4th Monday of each month (unless otherwise noted) at 7:30 p.m. Following is a list of those meeting dates:

January 26, 2009	May 26, 2009	September 28, 2009
February 23, 2009	June 22, 2009	October 26, 2009
March 23, 2009	July 27, 2009	November 23, 2009
April 27, 2009	August 24, 2009	December 28, 2009

Arts and Culture Committee – will meet on the first Monday of each month at 4:00 p.m. Following is a list of those dates:

January 5, 2009	May 4, 2009	September 14, 2009
February 2, 2009	June 1, 2009	October 5, 2009
March 2, 2009	July 6, 2009	November 2, 2009
April 6, 2009	August 3, 2009	December 7, 2009

Financial Review Committee – will meet on the second Monday of each month at 1:00 p.m. Following is a list of those dates:

January 12, 2009	May 11, 2009	September 14, 2009
February 9, 2009	June 8, 2009	October 12, 2009
March 9, 2009	July 13, 2009	November 9, 2009
April 13, 2009	August 10, 2009	December 14, 2009

Strategic Planning Committee – will meet on the second Tuesday of each month at 7:30 p.m. Following is a list of those dates:

January 13, 2009	May 12, 2009	September 8, 2009
February 10, 2009	June 9, 2009	October 13, 2009
March 10, 2009	July 14, 2009	November 10, 2009
April 14, 2009	August 11, 2009	December 8, 2009

Windolph Knoll Master Plan Committee- will meet on the 4th Wednesday of each month at 7:00 p.m. Following is a list of those dates:

January 28, 2009	May 27, 2009	September 23, 2009
February 25, 2009	June 24, 2009	October 28, 2009
March 25, 2009	July 22, 2009	November 25, 2009
April 22, 2009	August 26, 2009	December 23, 2009

Open Space Advisory Committee – will meet on the second Thursday of each month at 7:00 p.m. Following is a list of those dates:

January 8, 2009	May 14, 2009	September 10, 2009
February 12, 2009	June 11, 2009	October 8, 2009
March 12, 2009	July 9, 2009	November 12, 2009
April 9, 2009	August 13, 2009	December 10, 2009

X. HOLIDAY SCHEDULE – Mr. Barker made a motion to approve the following Holiday Schedule. Mr. Cracas seconded the motion. After no further discussion the motion carried with all voting Aye.

- A. New years Day, 1-1-09
- B. Martin Luther King Day, 1-19-09
- C. Presidents Day, 2-16-09
- D. Good Friday, 4-10-09
- E. Memorial Day, 5-25-09
- F. July Fourth, 7-3-09
- G. Labor Day, 9-7-09
- H. Thanksgiving, 11-26-09
- I. Day after Thanksgiving, 11-27-09
- J. Christmas Eve, 12-24-09
- J. Christmas Day, 12-25-09

XI. MILEAGE RATE - Resolution 2009-01-05- Mr. Cracas made a motion to adopt Resolution 2009-01-05 establishing the current IRS Rate for mileage reimbursement to 55.0 cents per mile. Mr. Shemonsky seconded the motion. After no further discussion the motion carried with all voting Aye.

XII. FIRE COMPANY DESIGNATION - Resolution 2009-01-06- Mr. Cracas made a motion to adopt Resolution 2009-01-06 recognizing the Kimberton and Lionville Fire Volunteer Fire Companies and Relief Associations as the officially recognized Fire Companies to serve the

Township. Mr. Barker seconded the motion. After no further discussion the motion carried with all voting Aye.

- XIII. AMBULANCE COMPANIES – Resolution 2009-01-07** – Mr. Cracas made a motion to adopt Resolution 2009-01-07 recognizing the Uwchlan And West End Ambulance Companies as the officially recognized ambulance companies to serve the Township. Mr. Shemonsky seconded the motion. After no further discussion the motion carried with all voting Aye.
- XIV. CONDUCT AT PUBLIC MEETINGS – Resolution 2009-01-08** – Mr. Barker made a motion to adopt Resolution 2009-01-08 establishing rules and regulations to conduct public meetings in an orderly manner. Mr. Cracas seconded the motion. After no further discussion the motion carried with all voting Aye.
- XV. FEE SCHEDULE FOR 2009 – Resolution 2009-01-09** – Mr. Cracas made a motion to adopt Resolution 2009-01-08 establishing the Schedule of Fees for the Township. Mr. Barker seconded the motion. After no further discussion the motion carried with all voting Aye.
- XVI. APPOINTMENTS OF DELEGATES TO PSATS AND CHESTER CO. CONVENTIONS –** Mr. Cracas made a motion to appoint Harold Hallman III as delegate at the PSATS and Chester County Conventions. Dr. Bright seconded the motion. After no further discussion the motion carried with all voting Aye.
- XVII. ADJOURNMENT** – Dr. Bright made a motion to adjourn the Organization meeting at 7:20 p.m.

**WEST PIKELAND TOWNSHIP
BOARD OF SUPERVISORS**

REGULAR SESSION OF JANUARY 5, 2009

- I. CALL TO ORDER: 7:22 P.M.**
- II. EXECUTIVE SESSION** – Mr. Shemonsky noted the Board of Supervisors with the exclusion of Mr. Hallman III met in Executive Session on December 29, 2008 for personnel reasons and January 5, 2009 for real estate matters.
- III. MEETING MINUTE APPROVAL** – Mr. Cracas made a motion to approve the minutes of the December 15, 2008 meeting. Dr. Bright seconded the motion. After no further discussion the motion carried with all voting Aye.
- IV. PERSONS WISHING TO BE HEARD**
- A. Harold Hallman III** – requested that the Procurement card be used to pay most invoices of the Township.
- V. UNFINISHED BUSINESS**
- VI. NEW BUSINESS**
- A. Bills for Approval** – Mr. Cracas made a motion to approve the bills submitted. Mr. Barker seconded the motion. After no further discussion the motion carried with all voting Aye.
- B. Recognition of Service** – The Board of Supervisors expressed their appreciation to Roberta Rometch for her years of service to the Township in

historic preservation. Mr. Hallman III requested that Mrs. Rometch receive a certificate of recognition in appreciation.

VII. ANNOUNCEMENTS

- A. Mr. Shemonsky announced the next Board of Supervisors meeting will be January 20, 2009 at 7:30 p.m.
- B. Mr. Shemonsky announced ACMEC Conditional Use Hearing dates are January 8, 2009 and January 15, 2009.

VIII. PERSONS WISHING TO BE HEARD

- A. Cathy Grady inquired about the status of the playing field in Pine Creek Park. Mr. Ross gave a summary of the current status.
- B. Rob Kocher asked about the status of the Upper Pine Creek Road Culvert project. Mr. Hallman III read the Township Engineer's status of the project.

IX ADJOURNMENT – Mr. Hallman III motioned to adjourn at 7:35 p.m.

Respectfully Submitted,

Joan C. Matthews,
Township Secretary