

**LONDONDERRY TOWNSHIP  
BOARD OF SUPERVISORS'  
2018 ORGANIZATION MEETING MINUTES  
TUESDAY, JANUARY 02, 2018**

**TIME: 7:31 PM**

**OPENING OF MEETING:** At the Londonderry Township Municipal Building, 103 Daleville Road, Cochranville, PA 19330, Lou Simone called the Organization Meeting to order at 7:31 PM. In attendance were Lou Simone and Richard Brown.

**SUPERVISORS (with term expiration dates):** Gene Wier (2019), Lou Simone (2021), and Richard Brown (2023). Prior to this meeting Richard Brown had been administered the Oath of Office and a copy of his Ethics Form is on file.

**APPOINTMENT OF TEMPORARY SECRETARY:** Richard Brown nominated Janice Hearne to serve as temporary secretary. Lou Simone seconded the nomination and the vote was 2-0 for approval.

**APPOINTMENT OF TEMPORARY CHAIRMAN:** Janice Hearne called for the nomination of a temporary Chairman. Richard Brown nominated Lou Simone as temporary Chairman. Lou Simone seconded the nomination and the vote was 2-0 in favor.

**TEMPORARY CHAIRMAN CALLED FOR PERMANENT CHAIRMAN:** Lou Simone called for nominations for permanent BOS Chairman. Richard Brown nominated Louis Simone as permanent Chairman of the BOS. Lou Simone seconded the nomination and the vote was 2-0 in favor.

**CHAIRMAN CALLS FOR NOMINATIONS FOR VICE-CHAIRMAN:** Lou Simone nominated Richard Brown as Vice-Chair and Richard Brown seconded. The vote was 2-0 in favor.

**APPOINTMENT OF SECRETARY AND TREASURER:** Lou Simone nominated Janice Hearne as permanent Secretary and Alison Emmons as Treasurer. Richard Brown seconded the nominations and the vote was 2-0 in favor.

**APPOINTMENT OF OPEN RECORDS OFFICER:** Lou Simone nominated Janice Hearne as Open Records Officer. Richard Brown seconded the nomination and the vote was 2-0 in favor.

**APPOINTMENT OF 2018 RECYCLING COORDINATOR:** Lou Simone nominated Janice Hearne as Recycling Coordinator. Richard Brown seconded the nomination and the vote was 2-0 in favor.

**APPOINTMENTS TO BE MADE BY SUPERVISORS:** Lou Simone made a blanket **MOTION** to appoint Darryl King as Roadmaster, Nathaniel Stoltzfus , Dalton King and Jeff Bratton as Road Crew and Clair Burkhart (Plows New Daleville Streets) as Road Plowing Alternate. Richard Brown seconded the motion and the vote was 2-0 in favor.

**LDT APPOINTMENTS TO BE MADE BY SUPERVISORS:** Lou Simone made the following **MOTION** to reaffirm the LDT appointments listed below with term expirations as indicated:

**Zoning Hearing Board:** Crystal Leff (2018), Charlie Petry (2019), and Barbara Stewart (2019). As Alternate Dr. Tim Cassidy's term expired in 2017 the BOS reappointed Tim for another term ending in 2020.

**The nominations continued:**

**Zoning Hearing Board Solicitor:** Thomas Oeste, Esquire (Buckley Brion McGuire and Morris LLP) and for Windurra ONLY: Amanda J. Sundquist (Unruh Turner Burke and Frees).

**Auditors:** Jim French (2019) and Cathy Petry (2021) with one vacancy.

**Zoning Officer:** Bill Beers (Tetrahedron)

**Vacancy Board:** Bill Venditta

**Tax Collector:** Cindy Reyburn (2021)

**In addition:**

**Planning Commission Members:** As the terms for Bruce Miller (2017) and Steven Brumfield (2017) had expired and both members agreed to serve another 4 year term, Lou Simone nominated Bruce Miller (now 2021), Steven Brumfield (now 2021), Roger Martinie (2018), Greg Papiernik (2019), Louis Micolucci (2019) and Rich Henryson (2020),.

**The nominations continued:**

**Open Space Committee:** Hank Detering, Cindy Reyburn, Rich Henryson and Richard Brown (No term limits)

**Historical Committee:** Diane Henryson, Kevin Witman, Mary Ann Henry, Charlotte Wrigley, Stefanie Wrigley, Arlene and Bob Kellett, Phillip Edwards, Len Bergdoll, Richard Simpson, Betty Styer, Jim French and Emily Artinian. (No term limits)

**Transfer Station:** Richard Simpson with Charles Wallace as alternate

**Website:** Sue Haldeman, Designer

**Newsletter:** Vacancy

Richard Brown seconded the motion and the vote was 2-0 in favor.

**LDT ENGINEER AND LEGAL COUNCIL APPOINTMENTS:** Lou Simone announced the following appointments:

ARRO Group with Spence Address serving as point of contact with ARRO  
Gawthrop Greenwood (Stacey Fuller / Patrick McKenna - Solicitors)

Lou Simone made a **MOTION** to appoint Gawthrop Greenwood, ARRO and Spence Address. Richard Brown seconded the motion and the vote was 2-0 in favor.

**LDT CONSULTANTS & VENDORS:** Lou Simone made a blanket **MOTION** to reaffirm the following consultants and vendors:

- Brandywine Conservancy**
- Burkhart, Inc.** (New Daleville Snow Plowing and vehicle repairs)
- Chester County Association of Township Officials (CCATO)**
- Chester County SPCA**
- Cochranville Fire Company – Emergency Services**
- Cochranville Lawn Service**
- Commonwealth Code Inspection Services (Pete Kingsley-Inspector)**
- Custodial Services - Karen Erskine**
- DocSTAR / ITC Imaging**
- Emergency Management Coordinator - Chuck Freese**
- General Code**
- Harlan Construction**
- IT Consultant – Todd Reid**
- Morton Salt**
- Mummert Construction – Allen Mummert (Building Repairs)**
- Ordinance Writer/Planner – David Sweet**
- Southern Chester County Emergency Medical Services – Life Support**
- Summers & Zims, Inc.**
- Tetrahedron Consultants, Inc. - Bill Beers**
- Trash Tech (formerly Penn Container)**
- Tree Medic – Mark Mummert**
- Umbreit Korengel & Associates**
- West Grove Ambulance Service**

Richard Brown seconded the motion and the vote was 2-0 in favor.

**TREASURER’S BOND AMOUNT:** Lou Simone made a **MOTION** to affirm the Treasurer’s Bond in the amount of \$2,000,000 from January 02, 2018 through January 02, 2019. Richard Brown seconded the motion and the vote was 2-0 in favor of approval.

**APPOINTMENT OF MEMBER TO LCTCB BOARD:** Lou Simone made a **MOTION** to reappoint Alison Emmons to the LCTCB Board. Richard Brown seconded the motion and the vote was 2-0 in favor.

**DEPOSITORIES FOR TOWNSHIP FUNDS:** Lou Simone made a **MOTION** to reaffirm the following bank depositories for LDT funds:

- National Bank of Malvern:** Four (4) Certificates of Deposit
- BB&T Bank:** General Fund Checking and Savings, Liquid Fuels Checking and Savings, Three (3) Open Space Fund Accounts, Traffic Improvement and Open Space Loan Escrow.
- Santander Bank:** Escrow Accounts

Richard Brown seconded the motion and the vote was 2-0 in favor. BB&T was formerly known as Penn National Bank and Santander was formerly Sovereign Bank.

**ELECTRONIC PAYMENTS:** Lou Simone made a **MOTION** that electronic payments will be permitted for payroll taxes, utilities, the credit card and other standard reoccurring payments. Richard Brown seconded the motion and the vote was 2-0 in favor.

**ADOPTION OF ALL PAST RESOLUTIONS & ORDINANCES:** Lou Simone made a blanket **MOTION** to reaffirm adoption of all past resolutions and ordinances. Richard Brown seconded the motion and the vote was 2-0 in favor.

**2018 MEETING DATES AND TIMES:** Richard Brown suggested the BOS consider having only one (1) BOS meeting per month with an option to hold a second meeting on the fourth Monday of the month on an **As Needed** basis. Richard Brown made the **MOTION** and Lou Simone seconded. The vote was 2-0 in favor.  
Lou Simone continued with the reaffirmation of the following meeting schedules for 2018:

**BOS I** – Second Tuesday of each month at LDT Municipal Building at 7:30 PM.

**BOS II** – Meeting on an **As Needed basis** the Fourth Monday of each month at LDT at 7:30 PM.

**BOS END-OF-YEAR** – Thursday, December 27, 2018 at LDT at 7:30 PM  
**PLANNING COMMISSION**– Third Tuesday of each month at LDT Municipal Building at 7:30 PM. As Primary Election Day is on Tuesday, May 15<sup>th</sup>, the PC Meeting will be held on Wednesday, May 16<sup>th</sup>.

**TASK FORCE MEETING** – Held each month immediately following the PC Meeting. If the PC Meeting is cancelled so too is the Task Force Meeting.

**OPEN SPACE COMMITTEE** – Third Wednesday of the month at the LDT Municipal Building at 5:30 PM on an **As Required basis**.

**HISTORICAL COMMITTEE** – Fourth Tuesday of each month at LDT Municipal Building at 7:00 PM. The HC does not meet in the months of June, July, August and December.

Lou Simone made a **MOTION** to approve the above Meeting Schedule and Richard Brown seconded the motion. The vote was 2-0 in favor.

**2018 HOLIDAY SCHEDULE:** Lou Simone made a **MOTION** to approve the following 2018 Holiday Schedule:

**January 01, 2018 (Office Closed)**

**January 15, 2018 (Office Closed)**

February 19, 2018 (Office Open)

March 30, 2018

**May 15, 2018 (Office Closed)**

**May 28, 2018 (Office Closed)**

**July 04, 2018 (Office Closed)**

**September 03, 2018 (Office Closed)**

October 08, 2018 (Office Open)

**November 06, 2018 (Office Closed)**

**New Year's Day (Monday)**

**Martin Luther King, Jr. Day (Monday)**

Presidents' Day (Monday)

Good Friday

**Primary Election (Tuesday)**

**Memorial Day (Monday)**

**Independence Day (Wednesday)**

**Labor Day (Monday)**

Columbus Day (Monday)

**General Election (Tuesday)**

November 12, 2018 (Office Open)  
**November 22, 2018 (Office Closed)**  
**December 24, 2018 (Office Closed)**  
**December 25, 2018 (Office Closed)**  
**December 26, 2018 (Office Closed)**  
**December 31, 2018 (Office Closed)**  
**January 01, 2019 (Office Closed)**  
**January 02, 2019 @ 7:30 PM**

Veterans' Day (Monday)  
**Thanksgiving Day (Thursday)**  
**Christmas Eve (Monday)**  
**Christmas Day (Tuesday)**  
**Day After Christmas (Wednesday)**  
**New Year's Eve (Monday)**  
**New Year's Day (Tuesday)**  
**Organ. & Reg. Mtg. (Wednesday)**

Richard Brown seconded the motion and the vote was 2-0 for approval.

**ADMINISTRATIVE OFFICE HOURS:** Monday through Thursday, 10:00 AM to 1:00 PM – Excluding holidays and unless otherwise posted.

Lou Simone made a **MOTION** to approve the above Office Hours, Richard Brown seconded the motion and the vote was 2-0 in favor.

**SALARIES FOR YEAR 2018:** Following discussion Lou Simone made a **MOTION** that salaries for 2018 will be as follows:

	<u>2017</u>	<u>2018</u>
<b>Roadmaster:</b> Darryl King	<u>\$ 26.80</u>	<u>\$ 27.50 (&gt;3%)</u>
<b>Road Crew:</b> Nathaniel Stoltzfus	<u>\$ 22.00</u>	<u>\$ 22.66 (&gt;3%)</u>
<b>Road Crew:</b> Dalton King	<u>\$ 22.00</u>	<u>\$ 22.66 (&gt;3%)</u>
<b>Road Crew:</b> Jeffrey Bratton	<u>\$ 25.00</u>	<u>\$ 25.00</u>
<b>Transfer Station Oper.:</b> Richard Simpson	<u>\$ 13.07</u>	<u>\$ 13.46 (&gt;3%)</u>
<b>Transfer Station Loader Oper:</b> RSimpson	<u>\$ 15.00</u>	<u>\$ 15.00</u>
<b>Transfer Station Alt.:</b> Charles Wallace	<u>\$ 12.07</u>	<u>\$ 12.07</u>
<b>Zoning Officer:</b> Bill Beers	<u>\$945.54/Month</u>	<u>\$973.91/Mo.</u> (>3%)
<b>Use / Occupancy Officer:</b> Bill Beers	<u>\$ 50.00 per U/O</u>	<u>\$ 50.00/U&amp;O</u>
<b>Secretary:</b> Janice Hearne	<u>\$ 22.38</u>	<u>\$ 23.05 (&gt;3%)</u>
<b>Treasurer:</b> Alison Emmons	<u>\$ 26.01</u>	<u>\$ 26.79 (&gt;3%)</u>

Richard Brown seconded the motion and the vote was 2-0 in favor.

**MILEAGE AND REIMBURSEMENT:** Lou Simone made a **MOTION** to increase the mileage reimbursement from 53.5 cents per mile in 2017 **TO 54.5 cents per mile in 2018.** Richard Brown seconded the motion and the vote was 2-0 in favor.

**2018 REFUSE/TRANSFER STATION PERMITS:** Lou Simone made a **MOTION** that the cost of the 2018 Transfer Station permits will remain the same as in 2017 at **\$165.00 per household/single family and \$330.00 per multi-household farm.** Richard Brown seconded the motion and the vote was 2-0 in favor.

**PUBLIC COMMENT:** There was no public comment..

**MOTION TO ADJOURN:** Lou Simone made a **MOTION** to adjourn the 2018 Organizational Meeting. Richard Brown seconded the motion and the vote was 2-0 in favor.

**ADJOURNED: 7:50 PM**

**The BOS I Regular Meeting was convened immediately following adjournment of the Organization Meeting.**

Respectfully Submitted,

Janice H. Hearne  
Administrative Secretary