

**EAST BRANDYWINE TOWNSHIP BOARD OF SUPERVISORS
ORGANIZATION MEETING
January 3, 2022**

Those in Attendance:

Kyle P. Scribner, Chairman
Carl K. Croft, Vice-Chairman
Jason R. Winters, Supervisor
Luke Reven, Township Manager
Mark Kocsi, Chief of Police
Matthew VanLew, Roadmaster
Lisa Taraschi, Secretary

The East Brandywine Township Board of Supervisors meeting of Monday, January 3, 2022 was called to order at 8:00 AM at the East Brandywine Township Municipal Complex.

Opening of Meeting – Instructions for Public Participation

Supervisor Scribner opened the meeting with the Pledge of Allegiance.

OATH OF OFFICE

Township Secretary Lisa Taraschi swore in Supervisor Kyle Scribner, Supervisor Carl Croft and Township Auditor Nancy Gibson. Tax Collector Dennis Mulhern was sworn in prior to the start of the reorganization meeting.

APPOINTMENT OF TEMPORARY CHAIRMAN FOR ORGANIZATION MEETING

Supervisor Elect Carl Croft made a motion to appoint Supervisor Scribner as Temporary Chairman for the Organization Meeting. Supervisor Scribner seconded the motion. Motion passed 2-1.

POLICE DEPARTMENT OATH OF OFFICE

Police Chief Mark Kocsi introduced Officer Alex Reed and provided a brief background of his education and experience. Chief Kocsi congratulated Officer Reed on his promotion to full time status. Chairman Scribner swore in Officer Reed.

APPOINTMENT OF 2022 TOWNSHIP OFFICERS

Supervisor Croft made a motion to appoint Kyle Scribner as Chairman of the Board of Supervisors. Supervisor Scribner seconded the motion. Motion passed 2-1.

Chairman Scribner made a motion to appoint Carl Croft Vice-Chairman of the Board of Supervisors. Supervisor Croft seconded the motion, with all voting Aye. Motion passed 3-0.

Chairman Scribner made a motion to appoint Buckley, Brion, McGuire & Morris, LLP Tom Oeste and Kristin Camp as Township Solicitor. Vice-Chairman Croft seconded the motion. Motion passed 2-1.

Chairman Scribner made a motion to appoint Luke Reven as Township Manager. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

Chairman Scribner made a motion to appoint Lisa Taraschi as Township Secretary. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

Chairman Scribner made a motion to appoint Lisa Valaitis as Township Treasurer. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

Chairman Scribner made a motion to appoint Matthew VanLew as Township Roadmaster. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

Chairman Scribner made a motion to appoint Mark Kocsi as Chief of Police. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

Chairman Scribner made a motion to appoint Kyle Scribner as Supervisor Liaison to the East Brandywine Township Police Department. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

Chairman Scribner made a motion to appoint Lisa Taraschi as Right to Know Officer for East Brandywine Township, the East Brandywine Municipal Authority, and the East Brandywine Fire Company. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

Chairman Scribner made a motion to appoint Luke Reven as Assistant Right to Know Officer for East Brandywine Township, the East Brandywine Municipal Authority, and the East Brandywine Fire Company. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

Chairman Scribner made a motion to appoint Lt. Jeffery Yankanich as Right to Know Officer for East Brandywine Township Police Department. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

Chairman Scribner made a motion to appoint Lt. Jeffery Yankanich as Accreditation Manager for East Brandywine Township Police Department for matters pertaining to the Pennsylvania Law Enforcement Accreditation Program, Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

Chairman Scribner made a motion to appoint Benjamin Serfass as Emergency Management Coordinator for East Brandywine Township. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

Chairman Scribner made a motion to appoint Bob Nye as Deputy Emergency Management Coordinator for East Brandywine Township. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

Chairman Scribner made a motion to appoint Joe Edwards as Fire Marshall for East Brandywine Township. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

Chairman Scribner made a motion to appoint ARRO Consulting, Inc. as Residential Building Codes Official, Commercial Building Codes Official, and Zoning Officer with all of the enforcement and interpretation powers of the Zoning Officer, as provided by the Municipalities Planning Code and the East Brandywine Township Zoning Ordinance as amended. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

Chairman Scribner made a motion to appoint Pennoni Associates as Township Engineer for East Brandywine Township. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

Chairman Scribner made a motion to appoint CEDARVILLE Engineering as Stormwater Management Engineer for East Brandywine Township. Vice-Chairman Croft seconded the motion with all voting Aye. Motion passed 3-0.

Chairman Scribner made a motion to appoint Pennoni Associates as Township Traffic Engineer for East Brandywine Township. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

Chairman Scribner made a motion to appoint Buckley, Brion, McGuire & Morris, and Tom Oeste as Planning Commission Solicitor for East Brandywine Township. Vice-Chairman Croft seconded the motion. Motion passed 2-1.

Chairman Scribner made a motion to appoint Scott Blissman of Ekert, Seamans, Cherin & Mellott as Police Labor Attorney for East Brandywine Township. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

Chairman Scribner made a motion to appoint Robert Wise of RGA, Inc. as Consultant to the Historic Commission for East Brandywine Township. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

Chairman Scribner made a motion to appoint David Sweet as Planning Consultant for East Brandywine Township. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

Chairman Scribner made a motion to appoint Luke Reven as Recycling Coordinator for East Brandywine Township. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

Chairman Scribner made a motion to appoint Luke Reven as Flood Plan Manager for East Brandywine Township. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

APPOINTMENTS TO TOWNSHIP BOARDS, COMMISSIONS, AND COMMITTEES

Chairman Scribner made a motion to appoint Nancy Gibson and Charles Giordano as members of the Planning Commission for East Brandywine Township. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

Chairman Scribner made a motion to appoint Greg Wagman as a member of the Zoning Hearing Board for an additional five-year term. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

Chairman Scribner made a motion to appoint Robert Renken as a member of the Historical Commission for an additional four-year term. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

Chairman Scribner made a motion to appoint Don Lynn to the Park and Recreation Board for additional five-year terms. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

Chairman Scribner made a motion to table the reappointment of Sandra Moser to the East Brandywine Township Municipal Authority for the additional five-year term. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

Chairman Scribner made a motion to appoint Mike Melesky to the Vacancy Board for 2022. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

Chairman Scribner made a motion to appoint Carl Croft and Samuel Matthews to the Agricultural Security Area Advisory Committee. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

Chairman Scribner made a motion to appoint Kyle Scribner, Jason Winters, Carl Croft, Bruce Rawlings, Michael Corbin, Charles Giordano, Michael Wagoner, James Buczala, Nancy Gibson, and Jay G. Fischer, as members of the Ordinance Task Force. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

Chairman Scribner made a motion to appoint James Buczala, Hudson Voltz, David Culp, Douglas Freeman, Arne Jensen, Jim Ladrew, Roger Lauer, Charles Lindsay, Sandra Moser, Roger Stone, and Regina Griffith, Dan Tieri, Matthew Ross, Nancy Kichgasser, Jeff Nye, and Beth and Bob Watts as members of the Bondsville Mill Committee. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

Chairman Scribner made a motion to appoint Michael Wagoner, Leslie Herr, David Summers, Charles Lindsey and Leonard Alansky to the Trails Committee. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

Chairman Scribner made a motion to appoint Robert Long, Carolyn Long, Louise Walker, Alan Yefko, Mark Smith, and Jay Fischer to the Open Space Committee. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

Chairman Scribner made a motion to appoint Kyle Scribner, Jason Winters, Carl Croft, Chief Mark Kocsi, Lt. Jeffrey Yankanich, Sgt. James Ferraro, and Officer John Hayes as members of the Uniformed Pension Committee. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

Chairman Scribner made a motion to appoint Kyle Scribner, Carl Croft, Jason Winters, and Luke Reven as members of the Non-Uniform Pension Committee. Supervisor Scribner seconded the motion, with all voting Aye. Motion passed 3-0.

SUPERVISOR LIASONS TO TOWNSHIP BOARDS AND COMMISSIONS AND COMMITTEES

Chairman Scribner made a motion to appoint Carl Croft as Supervisor Liaison to the Historical Commission. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

Chairman Scribner made a motion to appoint Jason Winters as Supervisor Liaison to the Parks and Recreation Board. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

Chairman Scribner made a motion to appoint Carl Croft as Supervisor Liaison to the Open Space Committee. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

Chairman Scribner made a motion to appoint Kyle Scribner as Supervisor Liaison to the Trails Committee. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

Chairman Scribner made a motion to appoint Jason Winters as Supervisor Liaison to the Bondsville Mill Committee. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

Chairman Scribner made a motion to appoint Carl Croft as Supervisor Liaison to the Budget Committee. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

Chairman Scribner made a motion to appoint Kyle Scribner as Supervisor Liaison to the Traffic Impact Committee. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

FINANCIAL

Chairman Scribner made a motion to appoint BBD, LLC as the appointed Township Auditor. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

Chairman Scribner made a motion to set the Manager's, Treasurer's and Tax Collector's Bond at \$1,500,000. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

Chairman Scribner made a motion to name S&T Bank as depository for the General Fund, Open Space Referendum Fund, Traffic Impact Fund, State Liquid Fuels Fund, Capital Projects Fund, Fire Services Fund, Solid Waste Fund, and Escrow Fund. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

Chairman Scribner made a motion to appoint Keystone Collections Group as the collector of the Earned Income Tax (EIT) for 2022, including all delinquent earned income taxes from previous years. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

Chairman Scribner made a motion to appoint Keystone Collections Group as the collector of the Local Services Tax (LST) for 2022, including all delinquent earned taxes from previous years. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

Chairman Scribner made a motion to appoint Keystone Collections Group as the collector of the Open Space Earned Income Tax, and to continue the tax at 0.125% for 2022. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

Chairman Scribner made a motion to continue the one percent (1%) Real Estate Transfer Tax for 2022. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

Chairman Scribner made a motion to appoint Carl Croft as voting representative and Luke Reven as alternate voting representative to the Chester Tax Collection Committee. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

INTERMUNICIPAL AGREEMENTS, REGIONAL SERVICES, AND STATE ASSOCIATES

Chairman Scribner made a motion to certify the Board of Supervisors as delegates to the Pennsylvania State Association of Township Supervisors' annual convention. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

Chairman Scribner made a motion to appoint Carl Croft as voting delegate and Luke Reven as alternate to the Pennsylvania State Association of Township Supervisors' annual convention. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

Chairman Scribner made a motion to appoint Carl Croft as voting representative and Luke Reven as alternate representative to the Western Chester County Council of Governments. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

Chairman Scribner made a motion to appoint Carl Croft as voting representative and Kyle Scribner as alternate representative to the UCC Appeals Board. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

Chairman Scribner made a motion to appoint Mary Hinebaugh as East Brandywine Township representative to Downingtown Library. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

Chairman Scribner made a motion to appoint Hudson Voltz as East Brandywine Township representative to Downingtown Area Recreation Consortium (DARC). Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

ORDINANCES AND RESOLUTIONS

Resolution 01 of 2022: Designating Emergency Service Providers

Township Manager Reven presented the Resolution to the Board. He then recommended that the Board adopt Resolution 1 of 2022.

Chairman Scribner asked for a motion to adopt Resolution 1 of 2022. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0

PUBLIC COMMENT ON AGENDA ITEMS

Vice-Chairman Croft asked if any executive sessions were held during the month of December. Mr. Reven stated he would confirm and update Vice-Chairman Croft. Chairman Scribner and Supervisor Winters both added that there were no executive sessions held during that time.

NOTICES

An executive session took place following this meeting to discuss Personnel Matters.

ADJOURNMENT

Chairman Scribner made a motion to adjourn the public meeting at 8:25 a.m. Vice-Chairman Croft seconded the motion, with all voting Aye. Motion passed 3-0.

Respectfully submitted,

Lisa Taraschi,
Secretary