

**Newlin Township
Board of Supervisors
Re-Organizational Meeting**

January 2, 2024

Call to Order:

The 2024 yearly Re-Organizational Meeting of Newlin Township's Board of Supervisors convened at 7:30 pm at the Township Garage located at 1751 Embreeville Road. Present were Supervisors Bill Kelsall (Chair), Jim Cornell (Vice-Chair) and Bob Pearson, and Secretary/Treasurer Gail Abel.

Comment Period: No comments.

Preliminary Matters:

Ms. Abel advised that the meeting had been advertised in the Daily Local News and posted on the Township website.

Mr. Pearson's motion to elect Jim Cornell as temporary Chair was seconded by Mr. Kelsall and unanimously approved.

Mr. Pearson's motion to elect Gail Abel as temporary Secretary was seconded by Mr. Cornell and unanimously approved.

Chair:

Mr. Pearson's motion to elect Mr. Kelsall as Chair was seconded by Mr. Cornell and unanimously approved.

Vice Chair:

Mr. Pearson's motion to elect Mr. Cornell as Vice-Chair was seconded by Mr. Kelsall and unanimously approved.

Auditors:

Ms. Abel noted that Jason Evans had been re-elected for an additional 6-year term.

Tax Collector:

Kathleen Conway has moved out of Newlin Township. Mr. Kelsall's motion to appoint Elizabeth Huxster as the Township's Tax Collector, for a one-year term, was seconded by Mr. Pearson and unanimously approved.

Secretary/Treasurer:

Upon Mr. Pearson's motion, seconded by Mr. Cornell and unanimously approved, Gail Abel was reappointed as Secretary and Treasurer for 2024, with 2024 compensation consisting of (A) a salary of \$43,470, (B) a salary of \$6,530 for her services as Secretary to the Planning Commission and (C) \$9,200 for health insurance reimbursement.

Secretary/Treasurer's Bond:

Mr. Pearson's motion to continue the Secretary/Treasurer's Bond at its current level of \$1,500,000 was seconded by Mr. Cornell and unanimously approved.

Depositories:

Mr. Pearson's motion to establish the following banks as depositories for the Township's Accounts was seconded by Mr. Cornell and unanimously approved:

General Fund Account:

Truist Bank

General Fund Savings Account:

First Bank

TD Bank, N.A.

Escrow Fund:

Citizens Bank, N.A.

Open Space Account, Fire & EMS Tax Account, State Liquid Fuel Fund:

TD Bank, N.A.

Roadmaster:

Mr. Cornell's motion to re-appoint Mr. Pearson as Roadmaster for 2024 was seconded by Mr. Kelsall and unanimously approved. Mr. Pearson advised that as in previous years, he was declining compensation as Roadmaster.

Assistant Roadmaster:

Mr. Pearson's motion to re-appoint Barbara Forney as Assistant to the Roadmaster for 2024 was seconded by Mr. Cornell and unanimously approved.

Employee:

Upon Mr. Pearson's motion, seconded by Mr. Cornell and unanimously approved, Robert Mastrippolito was reappointed as the Township's Full-Time Road Crew employee, with 2024 compensation consisting of (A) an hourly wage of \$27.00 and (B) \$9,665 for health insurance reimbursement. And that Guy Swift was reappointed as the Township's Part-Time Road Crew employee, with 2024 compensation consisting of an hourly wage of \$27.00.

2024 Roads Contracts:

Mr. Pearson's request to use a COSTARS contractor to supply up to 200 tons of salt for road application at a price authorized under the COSTARS program and to use COSTARS to acquire asphalt and aggregate was seconded by Mr. Cornell and unanimously approved.

Planning Commission:

Mr. Pearson's motion to re-appoint Bonnie Kibbie to the Planning Commission, for a four-year term, was seconded by Mr. Kelsall and unanimously approved.

Planning Commission Secretary:

Mr. Pearson's motion to re-appoint Gail Abel as Planning Commission Secretary for an additional one-year term was seconded by Mr. Cornell and unanimously approved.

Zoning Hearing Board:

Ms. Abel presented Resolution 2024-1, providing for the appointment of two new members to the Township's ZHB: Martin Tully, to fill the four-year vacancy resulting from James Tupitza's relocation outside of Newlin Township and Elizabeth Huxster, for a five-year term ending December 2028. Upon Mr. Cornell's motion (seconded by Mr. Pearson) with respect to the appointment of Mr. Tully, and Mr. Pearson's motion (seconded by Mr. Cornell) with respect to Ms. Huxster, Resolution 2024-1 was unanimously approved. A copy of Resolution 2024-1 is attached as an Exhibit to these minutes.

Lewis Bernard's five-year term as a ZHB member continues through December 2026.

Mr. Kelsall's motion to re-appoint Michael Peters as Alternate member of the ZHB was unanimously approved.

Zoning Hearing Board Attorney:

Mr. Pearson's motion to re-appoint Unruh Turner Burke & Freas as the Township's Zoning Hearing Board Attorney was seconded by Mr. Cornell and unanimously approved.

Vacancy Board:

Mr. Pearson's motion to appoint Barbara Forney as the Township's sole member of the Vacancy Board was seconded by Mr. Cornell and unanimously approved.

Emergency Coordinator:

Upon Mr. Pearson's motion, seconded by Mr. Cornell and unanimously approved, Richard Hicks was re-appointed as Emergency Coordinator, with an annual salary \$1,600.00.

Fire Marshall:

Mr. Pearson's motion to re-appoint Mr. Hicks as Fire Marshall was seconded by Mr. Cornell and unanimously approved.

Tax Collection Committee:

Mr. Pearson's motion to re-appoint Ms. Abel as the primary member of the Tax Collection Committee, and Mr. Cornell as its first alternate member, was seconded by Mr. Kelsall and unanimously approved.

Regional Planning Representatives:

Mr. Cornell's motion to re-appoint Mr. Pearson and Robert Shippee (Planning Committee member) as the Township's representatives on the Regional Planning Committee was seconded by Mr. Kelsall and unanimously approved.

Building Committee:

Mr. Pearson’s motion to re-appoint Mr. Kelsall, Mr. Shippee, Marilyn Tully, Daniel Finerty and Richard Kingery to the Building Committee for 2024 was seconded by Mr. Cornell and unanimously approved.

Engineer:

Mr. Pearson’s motion to re-appoint Jim Fritsch of Register Associates as Township Engineer, and to accept his hourly rate of \$153.00, was seconded by Mr. Cornell and unanimously approved.

Building/Zoning Officer:

Mr. Pearson’s motion to re-appoint Craig Kologie of Castle Valley Consultants as Township Building Inspector and Zoning Officer, and to accept his hourly rate of \$135.00, was seconded by Mr. Cornell and unanimously approved.

Solicitor:

Mr. Pearson’s motion to re-appoint Kristin Camp of Buckley, Brion, McGuire & Morris, LLP as Township Solicitor, and to accept her hourly rate of \$215.00, was seconded by Mr. Cornell and unanimously approved.

Open Records Officer:

Mr. Pearson’s motion to re-appoint Ms. Abel as Open Records Officer was seconded by Mr. Cornell and unanimously approved.

Stormwater Committee:

Mr. Pearson’s motion to re-appoint Mr. Cornell and Mr. Shippee to the Stormwater Committee was seconded by Mr. Kelsall and unanimously approved.

Tax Collectors:

Mr. Cornell’s motion to re-appoint Berkheimer Associates as Tax Collector for Real Estate, Fire Hydrant, Fire & EMS and Open Space Taxes, and Keystone Collection Group as Tax Collector for Earned Income Taxes, was seconded by Mr. Pearson and unanimously approved.

Tax Rates:

Ms. Abel confirmed that the Township has established the following tax rates for 2024:

- Real Estate Tax: 0.75 mills
- Fire Hydrant Tax: 0.09264 mills
- Fire Tax: 0.70 mills
- Emergency Services Tax: 0.50 mills
- Open Space Tax: 0.15 mills
- Earned Income Tax: 0.5 percent.

Mr. Pearson’s motion to approve those tax rates was seconded by Mr. Cornell and unani-
mously approved.

Animal Control:

Mr. Pearson’s motion to re-appoint Brandywine Valley SPCA for animal control services
at the Base Line Contract Fee of \$5,600 was seconded by Mr. Cornell and unanimously
approved.

Library Representative:

Mr. Cornell’s motion to appoint re-appoint Barbara Forney and Loren Pearson as Library
Representatives to the Kennett Public Library for 2024 was seconded by Mr. Bill Kelsall
and approved (Mr. Pearson abstaining).

Kennett Fire and EMS Regional Commission:

Mr. Kelsall’s motion to appoint Mr. Cornell as a Commissioner of the Kennett Fire and
EMS Regional Commission (“KFERC”) for 2024 was seconded by Mr. Pearson and
unanimously approved. Mr. Cornell’s motion to appoint Mr. Kelsall as the Township’s
Alternate KFERC Commissioner for 2024 was seconded by Mr. Pearson and unani-
mously approved.

Open Space Committee:

Mr. Kelsall’s motion to re-appoint Janet Sidewater, Missy Shaffer, Joseph Torchiana,
Andra Rudershausen, and Melina McConatha as members of the Open Space Committee,
and to add Jordan Silberman as a member, for 2024 was seconded by Mr. Cornell and
unanimously approved.

Meeting Schedule:

Upon Mr. Pearson’s motion, seconded by Mr. Cornell, the following schedule for meet-
ings of the Board of Supervisors and key Committees was unanimously approved:

NEWLIN TOWNSHIP BOARD OF SUPERVISORS MEETINGS ALL MEETINGS BEGIN AT 7:30PM	NEWLIN TOWNSHIP PLANNING COMMISSION MEETINGS ALL MEETINGS BEGIN AT 7:30PM	NEWLIN TOWNSHIP OPEN SPACE COMMITTEE ALL MEETINGS BEGIN AT 6PM
2024	2024	2024
JANUARY 8th	JANUARY 24th	
FEBRUARY 12th	FEBRUARY 28th	FEBRUARY 7th
MARCH 11th	MARCH 27th	MARCH 6th
APRIL 8th	APRIL 24th	APRIL 3rd
MAY 13th	MAY 22nd	MAY 1st
JUNE 10th	JUNE 26th	JUNE 5th
JULY 8th	JULY 24th	JULY 3rd
AUGUST 12th	AUGUST 28th	AUGUST 7th
SEPTEMBER 9th	SEPTEMBER 25th	SEPTEMBER 4th
OCTOBER 14th	OCTOBER 23rd	OCTOBER 2nd
NOVEMBER 11th (PROPOSED BUDGET)	NONE	NOVEMBER 6th
DECEMBER 9th (BUDGET ADOPTION)	DECEMBER 4th	DECEMBER 4th
2025	2025	2025

JANUARY 6th RE-ORGANIZATION		
JANUARY 13th	JANUARY 22nd	
Budget work sessions will be held on September 25, 2024 and October 23, 2024 immediately following the Planning Commission Meetings which start at 7:30pm		
Auditors Re-Organization meeting January 8, 2025 12pm		

Planning Consultant:

Mr. Pearson's motion to re-appoint Ann Hutchinson of Natural Lands as the Township's planning consultant, and accept her engagement letter dated September 28, 2023, was seconded by Mr. Cornell and unanimously approved.

PSATS 2024 Annual Educational Conference & Exhibit Show:

Mr. Pearson's motion to designate Mr. Cornell as the Township's voting delegate at the PSATS 2024 Annual Conference & Exhibit Show, and to designate Ms. Abel as alternate delegate (if Mr. Cornell cannot attend) was seconded by Mr. Kelsall and unanimously approved.

Adjournment:

Upon Mr. Pearson's motion, seconded by Mr. Cornell, the meeting was adjourned.

Time: 7:53 pm
 Respectfully Submitted,
 Gail Abel, Secretary


