Newlin Township
Board of Supervisors
Re-Organizational Meeting
January 5, 2026

Call to Order:

The 2026 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), Bob Pearson, and Secretary/Treasurer Gail Abel.

Comment Period:

Preliminary Matters:

Ms. Abel noted Mr. Cornell's November 2025 election as Supervisor for an additional six-year term (with term ending December 2031).

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 Bill Kelsall as temporary Chair was seconded by Mr. Cornell and unanimously approved.

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

Chair:

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

Vice Chair:

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

Auditors:

Mr. Cornell acknowledged the November 2025 election of David Gordon as a Township Auditor for a six-year term (expiring December 31, 2031).

Tax Collector:

Mr. Cornell acknowledged the November 2025 election of Elizabeth Huxster as the Township's Tax Collector for a four-year term (expiring December 31, 2029).

Secretary/Treasurer:

Upon Mr. Pearson's motion, seconded by Mr. Kelsall and unanimously approved, Gail Abel was reappointed as Secretary and Treasurer for 2026, with annual salaries of (A) $47,861.00 for her services to the Township and (B) $6,880.00 for her services as Secretary to the Planning Commission.

Assistant Secretary/Treasurer:

Upon Mr. Pearson's motion, seconded by Mr. Kelsall and unanimously approved, Melissa Ortega was reappointed as Assistant Secretary/Treasurer, with an annual salary of $2,400.00.

Secretary/Treasurer's Bond:

Mr. Pearson's motion to continue the Secretary/Treasurer's Bond at its current level of $1,000,000.00 was seconded by Mr. Kelsall and unanimously approved.

Depositories:

Mr. Pearson's motion to confirm the following banks as Depositories for the Township's accounts (recognizing that some of the individual accounts will transition in whole or in part to Pennsylvania Local Government Investment Trust ("PLGIT") investment accounts) was seconded by Mr. Kelsall and unanimously approved:

Citizens Bank:	Escrow Fund Account
TD Bank:	General Fund Account
	Open Space Tax Account
	Fire & EMS Tax Account
	State Liquid Fuel Account
	General Fund Savings Account
	MERP Account
Truist Bank:	General Fund Checking Account

The following motion by Mr. Cornell was seconded by Mr. Pearson and unanimously approved:

> The Treasurer is hereby authorized to affix her signature and execute such forms as may be required by the said Depositories (including their standard resolutions to open accounts); ***provided***, that she shall notify the Chair prior to taking any such action and shall report any such action at the next monthly meeting of the Supervisors following such action.

Select PLGIT Investment Options:

Mr. Cornell noted that the Township had joined PLGIT some years ago, and reviewed PLGIT's current investment options. The following motions by Mr. Cornell were seconded by Mr. Pearson and unanimously approved:

- Except as otherwise required (by law, Depository agreement or sound financial practice), the Treasurer is hereby authorized to transfer funds from the above-referenced Depository accounts to separate appropriately designated PLGIT accounts, utilizing the **PLGIT Prime** investment option; ***provided*** that funds from the TD Bank Money Market Account and the Truist Bank General Fund (Checking Account) shall be transferred to a single PLGIT account designated "General Funds".
- The Treasurer is hereby authorized to withdraw funds from the appropriate PLGIT accounts as needed to pay Township expenses to the same extent as she has heretofore been authorized to withdraw funds from Depositary accounts.

- The Treasurer may from time to time recommend investment of Township funds in other or additional PLGIT investment options.

Roadmaster:

Mr. Kelsall's motion to re-appoint Mr. Pearson as Roadmaster for 2026 was seconded by Mr. Cornell and unanimously approved. Mr. Pearson once again declined compensation as Roadmaster.

Assistant Roadmaster:

Mr. Pearson's motion to re-appoint Barbara Forney as Assistant Roadmaster for 2026 was seconded by Mr. Kelsall and unanimously approved.

Employees:

Upon Mr. Pearson's motion, seconded by Mr. Kelsall and unanimously approved, (A) Robert Mastrippolito was reappointed as the Township's full-time Road Crew employee, at an hourly wage of $29.48, and (B) Justin Colella was reappointed as the Township's part-time Road Crew employee, at an hourly wage of $26.00.

2026 Roads Contracts:

Mr. Pearson's request to use a COSTARS contractor to supply up to 300 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. Kelsall and unanimously approved.

Planning Commission:
Mr. Pearson's motion to re-appoint Lee Trainer and Ben Barnett to the Planning Commission, for four-year terms (expiring December 31, 2030), was seconded by Mr. Kelsall and unanimously approved.

Zoning Hearing Board:

No terms are expiring in 2026.

Mr. Kelsall's motion to re-appoint Michael Peters as Alternate member of the Zoning Hearing Board for a one-year term (expiring December 31, 2026) was seconded by Mr. Pearson and 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, and to accept their hourly rate of $205.00, was seconded by Mr. Kelsall and unanimously approved.

Vacancy Board:

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

Emergency Coordinator:

Mr. Pearson's motion, seconded to reappoint Richard Hicks as Emergency Coordinator, with an annual salary $2,000.00, was seconded by Mr. Kelsall and unanimously approved.

Fire Marshall:

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

Building Committee:

Mr. Pearson's motion to re-appoint Mr. Kelsall, Mr. Shippee, Marilyn Tully, Daniel Finnerty and Richard Kingery to the Building Committee for 2026 was seconded by Mr. Cornell and unanimously approved.

Engineer:

Mr. Pearson's motion to re-appoint Jim Fritsch of Regester Associates as Township Engineer, and to accept his hourly rate of $175.50, was seconded by Mr. Kelsall and unanimously approved.

Building/Zoning Officer:

Mr. Pearson's motion to appoint Richard Hicks as the Township's Building Code Inspector and Diane Hicks as the Township's Zoning Officer and to accept their hourly rate of $85.00, was seconded by Mr. Kelsall and unanimously approved. It was agreed that Mr. Cornell would notify Craig Kologie of Castle Valley Consultants.

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 $230.00, was seconded by Mr. Kelsall and unanimously approved.

Open Records Officer:

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

Stormwater Committee:

Mr. Cornell made a motion to appoint Mr. Pearson and Mr. Shippee to the Stormwater Committee, the motion was seconded by Mr. Kelsall and unanimously approved.

Tax Collectors:

Mr. Pearson'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. Kelsall and unanimously approved.

Tax Rates:

Mr. Cornell confirmed that the Township's current tax rates are as follows:

Real Estate Tax: 0.75 mills
Fire Hydrant Tax: 0.09264 mills
Fire Tax: .70 mills
Emergency Services Tax: 0.50 mills
Open Space Tax: 0.15 mills
Earned Income Tax: 0.5 percent.

Mr. Cornell reviewed a draft of the letter to be included with the tax bills going out in March 2026, outlining a proposed 0.6 mill increase in the Township's Fire Tax and a referendum for a proposed 0.25 mill increase in the Township's EMS Tax, each to commence in 2027 if adopted.

Animal Control:

The Secretary noted that Brandywine Valley SPCA continues to provide animal control services for "Base Line Contract Fee" of $5,700.00, pursuant to a five-year agreement expiring December 2028.

Library Representative:

Mr. Pearson's motion to re-appoint Barbara Forney and Chris Wilkins as Library Representatives to the Kennett Public Library for 2026 was seconded by Mr. Kelsall and unanimously approved.

Kennett Fire and EMS Regional Commission:

Mr. Pearson's motion to re-appoint Mr. Cornell as a Commissioner of the Kennett Fire and EMS Regional Commission ("KFERC") for 2026 was seconded by Mr. Kelsall and unanimously approved. Mr. Cornell's motion to re-appoint Mr. Kelsall as the Township's Alternate KFERC Commissioner for 2026 was seconded by Mr. Pearson and unanimously approved.

Open Space Committee:

Mr. Pearson's motion to re-appoint Joseph Torchiana, Missy Shaffer, Andra Rudershausen, Jordan Silberman and Michael Peters as members of the Open Space Committee for 2026 was seconded by Mr. Kelsall and unanimously approved.

Meeting Schedule:

Upon Mr. Pearson's motion, seconded by Mr. Kelsall, the following schedule for meetings 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
2026	**2026**	**2026**
JANUARY 12th	JANUARY 28th	
FEBRUARY 9th	FEBUARY 25th	FEBUARY 4th
MARCH 9th	MARCH 25th	MARCH 4th
APRIL 13th	APRIL 22nd	APRIL 1st
MAY 11th	MAY 27th	MAY 6th
JUNE 8th	JUNE 24th	JUNE 3rd
JULY 13th	JULY 22nd	JULY 1st
AUGUST 10th	AUGUST 26th	AUGUST 5th
SEPTEMBER 14th	SEPTEMBER 23rd	SEPTEMBER 2nd
OCTOBER 12th	OCTOBER 28th	OCTOBER 7th
NOVEMBER 9th (PROPOSED BUDGET)	NONE	NOVEMBER 4th
DECEMBER 14th (BUDGET ADOPTION)	DECEMBER 2nd	DECEMBER 2nd
2027	**2027**	**2027**
JANUARY 4th RE-ORGANIZATION		
JANUARY 11th	JANUARY 27th	
Budget Worksessions will be held on September 23, 2026 and October 28, 2026		
immediately following the Planning Commission Meetings which start at 7:30pm		
Auditors Re-Organization meeting January 5, 2027 12pm		

Planning Consultant:

Mr. Pearson's motion to re-appoint Natural Lands as the Township's planning consultant, and accept their hourly rate of $103.00, was seconded by Mr. Kelsall and unanimously approved.

PSATS 2026 Annual Educational Conference & Exhibit Show:

Mr. Pearson's motion to designate Ms. Abel as the Township's voting delegate at the PSATS 2026 Annual Conference & Exhibit Show, was seconded by Mr. Kelsall and unanimously approved.

Authorization for Boom Mower Purchase Orders: The Secretary advised that she had been notified by PA Senator Carolyn Comitta's office that the LSA Grant applied for in 2024 for the purchase of a tractor and boom mower had been awarded in the amount of $191,490. We have an estimate for a 2025 Massey Ferguson 5M.115 Track for $115,502. And an estimate from Stephenson Equipment, Inc for a Tiger BB18 2025 Bengal Boom Mower for $88642.08. Mr. Pearson's motion to sign purchase orders accepting those estimates was seconded by Mr. Cornell and unanimously approved. Mr. Cornell praised the outstanding grant work of Barbara Forney (who was in attendance). Characteristically, Ms. Forney insisted that the praise for that grant award belonged to Ms. Abel and Mr. Mastripollito.

Adjournment:

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

Time: 7:59 pm
Respectfully Submitted,
Gail Abel, Secretary