

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

January 6, 2025

Call to Order:

The 2025 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: 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. Kelsall and unanimously approved.

Chair:

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

Vice Chair:

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

Auditors:

Ms. Abel noted that Jerome Lisuzzo will not be running for an additional term, and that his term will end December 2025. She mentioned that David Gordon expects to run for Auditor in the next election.

Tax Collector:

Ms. Abel noted that Elizabeth Huxster is the Township's elected Tax Collector, with a term ending December 2025. It was assumed that Ms. Huxster would seek reelection in the next election.

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 2026 compensation consisting of (A) a salary of \$44,557.00, (B) a salary of \$6,693.00 for her services as Secretary to the Planning Commission and (C) \$9,140 for health insurance reimbursement.

Assistant Secretary/Treasurer:

Upon Mr. Pearson’s motion, seconded by Mr. Kelsall and unanimously approved, Melissa Ortega was reappointed as the Assistant Secretary/Treasurer with 2026 compensation in the amount of \$2,400. annually.

Secretary/Treasurer’s Bond:

Mr. Pearson’s motion to continue the Secretary/Treasurer’s Bond at its current level of \$1,000,000 was seconded by Mr. Kelsall 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:

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
Truist Bank:	General Fund Account

Roadmaster:

Mr. Kelsall’s motion to re-appoint Mr. Pearson as Roadmaster for 2025 was seconded by Mr. Cornell and unanimously approved. Mr. Pearson has declined compensation as Roadmaster.

Assistant Roadmaster:

Mr. Pearson’s motion to re-appoint Barbara Forney as Assistant Roadmaster for 2025 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, with 2025 compensation consisting of (i) an hourly wage of \$28.68 and (ii) \$10,415.00 (plus such additional amount (not to exceed \$500.00) as Mr. Cornell determines to be appropriate) for health insurance reimbursement, and (B) Guy Swift was reappointed as the Township’s part-time Road Crew employee, with 2025 compensation consisting of an hourly wage of \$27.68.

2025 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. Kelsall and unanimously approved.

Planning Commission:

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

Zoning Hearing Board:

Ms. Abel presented Resolution 2025-1, providing for the re-appointment of Lewis Barnard to the Zoning Hearing Board, for a five-year term ending December 2029. Mr. Pearson's motion to adopt Resolution 2025-1 was seconded by Mr. Kelsall and was unanimously approved. A copy of Resolution 2025-1 is attached as an Exhibit to these minutes.

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

Insurance Provider Change – Adopt Resolution 2025-02 to Join Pennsylvania Intergovernmental Risk Management Association (“PIRMA”): The Secretary/Treasurer advised that she had researched insurance coverage and providers and recommended a change in insurance providers and brokers, noting that that would require the Township to rejoin other local government units as a member of PIRMA, all of which could be accomplished by adoption of Resolution 2025-2, which she presented to the Supervisors. Upon Mr. Pearson's motion, seconded by Mr. Kelsall, Resolution 2025-02 was adopted. A copy of Resolution 2025-2 is attached as an Exhibit to these minutes.

Emergency Coordinator:

Upon Mr. Pearson's motion, seconded by Mr. Kelsall and unanimously approved, Richard Hicks was re-appointed as Emergency Coordinator, with an annual salary \$2,000.00.

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 Finerty and Richard Kingery to the Building Committee for 2025 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 \$175.50, 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 \$145.00, was seconded by Mr. Kelsall 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 \$220.00, 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. 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. 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:

Ms. Abel confirmed that the Township’s current tax rates are as follows:

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

Mr. Cornell predicted that those rates would probably be sufficient through 2026, but that a tax increase would likely be required in 2027 to cover increases in fire and EMS expenses in subsequent years.

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. Kelsall and unanimously approved.

Library Representative:

The Township is entitled to have two Library Representatives at the Kennett Public Library. Mr. Pearson noted that Loren Pearson’s term as a Library Representative had expired and that the Library will be interviewing candidates for her replacement within the next month. The Supervisors reviewed with appreciation Mrs. Pearson’s dedication to her role in her nine years as a Newlin Township Library Representative. Mr. Pearson’s motion to appoint re-appoint Barbara Forney as a Library Representative for 2025 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 2025 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 2025 was seconded by Mr. Pearson and unanimously approved.

Open Space Committee:

Mr. Kelsall’s motion to re-appoint Joseph Torchiana, Missy Shaffer, Andra Rudershausen, and Melina McConatha, Jordan Silberman as members of the Open Space Committee, and to add Michael Peters as a member, for 2025 was seconded by Mr. Pearson and unanimously approved.

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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
2025	2025	2025
JANUARY 13th	JANUARY 22nd	
FEBRUARY 10th	FEBRUARY 26th	FEBRUARY 5th
MARCH 10th	MARCH 26th	MARCH 5th
APRIL 14th	APRIL 23rd	APRIL 2nd
MAY 12th	MAY 28th	MAY 7th
JUNE 9th	JUNE 25th	JUNE 4th
JULY 14th	JULY 23rd	JULY 2nd
AUGUST 11th	AUGUST 27th	AUGUST 6th
SEPTEMBER 8th	SEPTEMBER 24th	SEPTEMBER 3rd
OCTOBER 13th	OCTOBER 22nd	OCTOBER 1st
NOVEMBER 10th (PROPOSED BUDGET)	NONE	NOVEMBER 5th
DECEMBER 8th (BUDGET ADOPTION)	DECEMBER 3rd	DECEMBER 3rd
2026	2026	2026
JANUARY 5th RE-ORGANIZATION		
JANUARY 12th	JANUARY 28th	
Budget Work sessions will be held on September 24, 2025, and October 22, 2025		
immediately following the Planning Commission Meetings which start at 7:30pm		
Auditors Re-Organization meeting January 6, 2026, 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. Cornell and unanimously approved.

PSATS 2025 Annual Educational Conference & Exhibit Show:

Mr. Pearson’s motion to designate Ms. Abel as the Township’s voting delegate at the PSATS 2025 Annual Conference & Exhibit Show, was seconded by Mr. Kelsall and unanimously approved.

Adjournment:

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

Time: 7:59 pm

Respectfully Submitted,
Gail Abel, Secretary

