

**THORNBURY TOWNSHIP, CHESTER COUNTY  
BOARD OF SUPERVISORS ORGANIZATION MEETING  
MINUTES – JANUARY 3, 2022**

The Re-Organization meeting of the Thornbury Township Board of Supervisors was held on January 3, 2022, at 6:15 PM in the Thornbury Township Building located at 800 E Street Road, West Chester PA, 19382. A public notice was published in the Daily Local News on December 15, 2021.

The agenda was posted on the Township website and at the Township building on December 30, 2021. Copies of the agenda were available for attendees.

**Board members present:**

Jim Benoit  
Robert Wiggins  
Eric Burling

**Board members absent:**

Joe Lisa  
Michael Gallagher

**Staff/Professionals present:**

Solicitor Kathy Labrum  
Township Manager Judy Lizza  
Township Secretary Teresa Destefano

20 guests were in attendance.

**Pledge of Allegiance**

**Election of Temporary Chairman for the Organizational Meeting** – Jim Benoit motioned to name Bob Wiggins Temporary Chairman. Eric Burling seconded the motion. All were in favor. Motion carried.

**CALL TO ORDER-** Bob Wiggins called the meeting to order at 6:25 p.m.

**Nominations and Appointment Chairman** – Bob Wiggins motioned to appoint Jim Benoit as Chairman. The motion was seconded by Eric Burling. All were in favor. Motion carried.

**Nominations and Appointment Vice-Chairman** – Jim Benoit motioned to appoint Mike Gallagher as Vice-Chairman. The motion was seconded by Bob Wiggins. All were in favor. Motion carried.

**Appointment of Supervisors Positions**

Jim Benoit motioned the approval of the following Supervisor Appointments:

**Police Commissioner** – Jim Benoit

**Financial Liaison**– Joe Lisa

**Historical Preservation Commission Liaison/ West Chester Area COG Delegate** – Eric Burling

**Planning Commission Liaison** – Mike Gallagher

**Park & Recreation Commission/ Liaison Cheyney University Liaison/Voting Delegate to PSATS Convention** – Robert Wiggins

The motion was seconded by Bob Wiggins. All were in Favor. Motion carried.

**Appointment of Township officials and Professional Services**

Jim Benoit motioned the appointment of Township Officials and Professional Services:

- Township Manager-Secretary/Treasurer/PSATs Alternate Voting Delegate/Deputy Zoning Officer –**  
Judy Lizza
- Township Administration–** Teresa DeStefano
- Tax Collector/Bookkeeper –** Audrey Hudak
- Roadmaster –** Mike Aiello
- Township Solicitor –** Kathryn Labrum of Donahue & Labrum
- Planning Commission Solicitor –** Kathryn Labrum of Donahue & Labrum
- Zoning Hearing Board Solicitor –** Patrick McKenna of Gawthrop Greenwood, PC
- Township Engineer/Zoning Officer –** Yerkes Associates (Mike Conrad)
- Township Engineering –** F. Tavani and Associates, Inc. (Frank Tavani)
- Land Planner for the Township –** Tom Comitta
- Emergency Management Coordinator /Fire Marshall –** F. David Smiley
- Deputy Emergency Management Coordinator/Fire Marshall –** Alfred Smiley
- Building Code Official/Code Enforcement Officer/Zoning Officer –** Linn Architects (Mike Cosentino)
- Electrical Inspector –** United Inspections (Len Warren)
- Earned Income and Local Services Tax Collector –** Keystone Collections Group

The motion was seconded by Bob Wiggins. All were in favor. Motion carried.

**Appointment for Township Boards and Commissions**

Jim Benoit motioned the following appointments to the following Thornbury Township Boards and Commissions:

- Planning Commission – (4 year-term) –** Kevin Hudak
- Planning Commission Recording Secretary –** Teresa DeStefano
- Historical Preservation Commission – (5 year-term) –** Barbara Zippi-Och
- Park & Recreation Commission – (5year-Term) –** Ron Miller
- UCC Appeals Board – (1 year-term) –** Percy Neall
- Vacancy Board– (One 1 year-term) –** William Reilly

The motion was seconded by Eric Burling. All were in Favor. Motion carried.

**RESOLUTIONS PROPOSED FOR ADOPTION**

Jim Benoit motioned to approve the following Resolutions:

- Resolution 2022-1, Approval for Payment of Routine Obligations**
- Resolution 2022-2, Appointment of Emergency Services**
- Resolution 2022-3, Determination of 2022 Mileage Compensation**
- Resolution 2022-4, Act 44 Disclosure Statement and 2022 MMO**
- Resolution 2022-5, Designation of Township Depositories**
- Resolution 2022-6, Appointment to the Zoning Hearing Board**
- Resolution 2022-7, Appointment of Independent Auditors for 2021 Audit**
- Resolution 2022-8, Appointment of Voting Delegates for the Chesco Tax Collection Cmt.**
- Resolution 2022-9, Establishment of Fee Schedule for Regulated Activities**
- Resolution 2022-10, Establishment of Fee Schedule for Conditional Use, SALDO, ZHB, and Special BOS Meetings**

The motion was seconded by Eric Burling. All were in Favor. Motion Carried.

**TOWNSHIP BOND AMOUNT**

Jim Benoit motioned to set the Treasurer's Bond amount for 2022

**Treasurer's Bond in the amount \$1,300,000 with HA Thompson**

The motion was seconded by Eric Burling. All were in favor. Motion carried.

**2022 HOLIDAY SCHEDULE & 2022 MEETING DATES**

Jim Benoit motioned to approve the attached 2022 Holiday Schedule & Meeting Dates

The motion was seconded by Eric Burling. All were in favor. Motion carried.

**Public Comment**

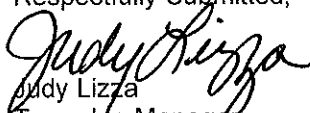
**None**

**ADJOURNMENT**

Jim Benoit motioned to adjourn the meeting at 6:32 p.m.

The motion was seconded by Eric Burling. All were in favor. Motion carried.

Respectfully Submitted,

  
Judy Lizza  
Township Manager

**Thornbury Township, Chester County  
2022 – HOLIDAY SCHEDULE**

Friday	December 31st	New Year's recognized
Monday	Jan. 17	MLK Day
Monday	Feb. 21	Presidents' Day
Friday	April 15	Good Friday
Monday	May 30	Memorial Day
Monday	June 20	Juneteenth
Monday	July 4	Independence Day
Monday	Sept. 5	Labor Day
Friday	Nov. 11	Veterans Day
Thursday	Nov. 24	Thanksgiving Day
Friday	Nov. 25	Day after Thanksgiving
Monday	Dec 26	Christmas

	Thornbury Township		2022 Meeting Dates		
	Board of Supervisors Work Session 6:15 PM	Board of Supervisors Meeting 6:15 PM	Planning Commission 7:00 PM	Historic Preservation Commission 7:00 PM	Parks and Recreation Commission 1 PM
January	3 @ 6:15 PM	18	10	19	6
February	1	15	14		3
March	1	15	14	16	3
April	5	19	11		7
May	3	17	9		5
June	7	21	13	15	2
July		19	11		
August	2	16	8		4
September	6	20	12	21	1
October	4	18	10		6
November	1	15	14		3
December	6	20	12	21	1
January	2 @ 6:15 PM				