

**THORNBURY TOWNSHIP, CHESTER COUNTY  
BOARD OF SUPERVISORS ORGANIZATION MEETING  
MINUTES – JANUARY 3, 2023**

The Re-Organization meeting of the Thornbury Township Board of Supervisors was held on January 3, 2023, 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 7, 2022.

The agenda was posted on the Township website and at the Township building on December 30, 2022. Copies of the agenda were available for attendees.

**Board members present:**

Jim Benoit  
Robert Wiggins  
Eric Burling via phone  
Joe Lisa  
Michael Gallagher

**Board members absent:**

**Staff/Professionals present:**

Solicitor Kathy Labrum  
Township Manager Judy Lizza  
Township Secretary Teresa Destefano

0 guest were in attendance.

**Pledge of Allegiance**

**Election of Temporary Chairman for the Organizational Meeting** – Jim Benoit motioned to name Joe Lisa Temporary Chairman. Mike Gallagher seconded the motion. All were in favor. Motion carried.

**CALL TO ORDER-** Joe Lisa called the meeting to order at 6:15 p.m.

**Nominations and Appointment Chairman** – Joe Lisa motioned to appoint Jim Benoit as Chairman. The motion was seconded by Mike Gallagher. 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 Joe Lisa. 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 C. 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 Joe Lisa. 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** – Jim Benoit  
**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** – Judy Lizza  
**Deputy Emergency Management Coordinator/Fire Marshall** – Alfred Smiley  
**Building Code Official/Code Enforcement Officer/Zoning Officer** – Linn Architects (Jeff Gentile)  
**Electrical Inspector** – United Inspections (Len Warren)  
**Earned Income and Local Services Tax Collector** – Keystone Collections Group

The motion was seconded by Mike Gallagher. 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)** – Eric Burling and Mike Ragni  
**Planning Commission Recording Secretary** – Teresa DeStefano  
**Historical Preservation Commission – (5 year-term)** – Randell Spackman and Percy Neall  
**Park & Recreation Commission – (5year-Term)** – Sandy Callahan  
**UCC Appeals Board – (1 year-term)** – Percy Neall  
**Vacancy Board– (One 1 year-term)** – William Reilly

The motion was seconded by Joe Lisa. All were in Favor. Motion carried.

#### **RESOLUTIONS PROPOSED FOR ADOPTION**

Jim Benoit motioned to approve the following Resolutions:

**Resolution 2023-1, Approval for Payment of Routine Obligations**  
**Resolution 2023-2, Appointment of Emergency Services**  
**Resolution 2023-3, Determination of 2023 Mileage Compensation**  
**Resolution 2023-4, Act 44 Disclosure Statement and 2023 MMO**  
**Resolution 2023-5, Designation of Township Depositories**  
**Resolution 2023-6, Appointment to the Zoning Hearing Board**  
**Resolution 2023-7, Appointment of Independent Auditors for 2022 Audit**  
**Resolution 2023-8, Appointment of Voting Delegates for the Chesco Tax Collection Cmt.**  
**Resolution 2023-9, Establishment of Fee Schedule for Regulated Activities**  
**Resolution 2023-10, Establishment of Fee Schedule for Conditional Use, SALDO, ZHB, and Special BOS Meetings**

The motion was seconded by Joe Lisa. All were in Favor. Motion Carried.

#### **TOWNSHIP BOND AMOUNT**

Jim Benoit motioned to set the Treasurer's Bond amount for 2023

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

The motion was seconded by Joe Lisa. All were in favor. Motion carried.

#### **2023 HOLIDAY SCHEDULE & 2023 MEETING DATES**

Jim Benoit motioned to approve the attached 2023 Holiday Schedule & Meeting Dates

The motion was seconded by Joe Lisa. 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 Mike Gallagher. All were in favor. Motion carried.

Respectfully Submitted,

  
Judy Lizza  
Township Manager

**Thornbury Township, Chester County  
2023 – HOLIDAY SCHEDULE**

Monday	Jan. 2	New Year's recognized
Monday	Jan. 16	MLK Day
Monday	Feb. 20	Presidents' Day
Friday	April 7	Good Friday
Monday	May 29	Memorial Day
Monday	June 19	Juneteenth
Tuesday	July 4	Independence Day
Monday	Sept. 4	Labor Day
Friday	Nov. 10	Veterans Day
Thursday	Nov. 23	Thanksgiving Day
Friday	Nov. 24	Day after Thanksgiving
Monday	Dec 25	Christmas

**Thornbury Township  
Chester County**

**2023 Meeting Dates**

	<u>Board of Supervisors Work Session 6:15 PM</u>	<u>Board of Supervisors Meeting 6:15 PM</u>	<u>Planning Commission 7:00 PM</u>	<u>Historic Preservation Commission 7:00 PM</u>	<u>Park and Recreation Commission 1 PM</u>
January	3	17	9	18	5
February	7	21	13	15	2
March	7	21	13	15	2
April	4	18	10	19	6
May	2	16	8	17	4
June	6	20	12	21	1
July		18	10	19	
August	1	15	14	16	
September	5	19	11	20	7
October	3	17	9	18	5
November	7	14	13	13	2
December	5	19	11	20	7
January 2024	2				