

**THORNBURY TOWNSHIP, CHESTER COUNTY
BOARD OF SUPERVISORS ORGANIZATION MEETING
MINUTES – JANUARY 2, 2024**

The Organization meeting of the Thornbury Township Board of Supervisors was held on January 2, 2024, 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, 2023.

The agenda was posted on the Township website and at the Township building on December 29, 2023. Copies of the agenda were available for attendees.

Board members present:

Jim Benoit
Robert Wiggins
Eric Burling
Joe Lisa
Michael Gallagher

Board members absent:

Staff/Professionals present:

Solicitor Kathy Labrum
Township Manager Judy Lizza
Township Secretary Teresa Destefano

2 guests were in attendance.

Pledge of Allegiance

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

CALL TO ORDER- Mike Gallagher 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 Joe Lisa. 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:

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/Alternate 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 Voting Delegate/Deputy Zoning Officer – Judy Lizza
Township Administration– Teresa DeStefano/Jenn Nichols
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)
Traffic 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 Joe Lisa. 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) – Dave Black and Jane Henderson
Planning Commission Recording Secretary – Jenn Nichols
Historical Preservation Commission – (5 year-term) – Paul Manidis
Park & Recreation Commission – (5year-Term) – Pat MacPherson
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 2024-1, Approval for Payment of Routine Obligations
Resolution 2024-2, Appointment of Emergency Services
Resolution 2024-3, Determination of 2024 Mileage Compensation
Resolution 2024-4, Act 44 Disclosure Statement and 2024 MMO
Resolution 2024-5, Designation of Township Depositories
Resolution 2024-6, Appointment to the Zoning Hearing Board
Resolution 2024-7, Appointment of Independent Auditors for 2023 Audit
Resolution 2024-8, Appointment of Voting Delegates for the Chesco Tax Collection Cmt.
Resolution 2024-9, Establishment of Fee Schedule for Regulated Activities
Resolution 2024-10, 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 2024.

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.

2024 HOLIDAY SCHEDULE & 2024 MEETING DATES

Jim Benoit motioned to approve the attached 2024 Holiday Schedule & Meeting Dates
The motion was seconded by Joe Lisa. All were in favor. Motion carried.

Public Comment

Dianna Stone, 107 Lydia Lane wanted to address the Police contract and the safety of the Township.

Michael Ragni, 1399 College Hill Drive stated that he was disappointed in this board over the Police contract.

ADJOURNMENT

Jim Benoit motioned to adjourn the meeting at 7:00 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				