

**THORNBURY TOWNSHIP, CHESTER COUNTY
BOARD OF SUPERVISORS ORGANIZATION MEETING
MINUTES – JANUARY 6, 2025**

The Organization meeting of the Thornbury Township Board of Supervisors was held on January 6, 2025, 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 11, 2024.

The agenda was posted on the Township website and at the Township building on December 30, 2024. Copies of the agenda were available for attendees.

Board members present:

Jim Benoit
Joe Lisa
Robert Wiggins
Paul Manidis
Eric Burling

Board members absent:

Staff/Professionals present:

Solicitor Kathy Labrum
Township Manager Judy Lizza
Township Assistant Manager Sandy Lutz

0 guests were in attendance.

Pledge of Allegiance

Election of Temporary Chairman for the Organizational Meeting – Jim Benoit motioned to name Joe Lisa as Temporary Chairman. Joe Lisa 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 Paul Manidis. All were in favor. Motion carried.

Nominations and Appointment Vice-Chairman – Jim Benoit motioned to appoint Joe Lisa 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
P & R Commission Liaison – Bob Wiggins
Historic Preservation Commission Liaison – Paul Manidis
Planning Commission Liaison/ West Chester Area COG Delegate – Eric C. Burling
Cheyney University Liaison/Alternate Voting Delegate to PSATS Convention – Bob Wiggins

The motion was seconded by Paul Manidis. 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/Right to Know Officer –
Judy Lizza
Township Assistant Manager – Sandy Lutz

Township Administration– Teresa DeStefano
Tax Collector/Bookkeeper – Audrey Hudak
Roadmaster – Mike Nichols
Township Solicitor – Donaghue & Labrum, LLP (Kathy Labrum)
Planning Commission Solicitor – Donaghue & Labrum, LLP (Kathy Labrum)
Zoning Hearing Board Solicitor – Gawthrop Greenwood, PC (Patrick McKenna)
Township Engineer/Zoning Officer – Yerkes Associates (Mike Conrad)
Traffic Engineering – F. Tavani and Associates, Inc. (Frank Tavani)
Land Planner for the Township – Comitta and Associates (Tom Comitta)
Historic Property Professional Services – Michele Thackrah (Archer Buchanan)
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) – Mike Nichols and Dimitry Belokopyty
Planning Commission Recording Secretary – Sandy Lutz
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 2025-1 Approval for Payment of Routine Obligations
Resolution 2025-2 Appointment of Emergency Services
Resolution 2025-3 Determination of 2025 Mileage Compensation
Resolution 2025-4 Act 44 Disclosure Statement and 2025 MMO
Resolution 2025-5 Designation of Township Depositories
Resolution 2025-6 Appointment to the Zoning Hearing Board
Resolution 2025-7 Appointment of Independent Auditors for 2024 Audit
Resolution 2025-8 Appointment of Voting Delegates for the Chesco Tax Collection Cmt.
Resolution 2025-9 Establishment of Fee Schedule for Regulated Activities
Resolution 2025-10 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 2025.

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.

2025 HOLIDAY SCHEDULE & 2025 MEETING DATES

Jim Benoit motioned to approve the attached 2025 Holiday Schedule & Meeting Dates
The motion was seconded by Joe Lisa. All were in favor. Motion carried.

Public Comment

ADJOURNMENT

Jim Benoit motioned to adjourn the meeting at 6:45 p.m.

The motion was seconded by Paul Manidis. All were in favor. Motion carried.

Respectfully Submitted,


Judy Lizza
Township Manager

Thornbury Township, Chester County
2025 – HOLIDAY SCHEDULE

Wednesday	Jan. 1	New Year's Day
Monday	Jan. 20	MLK Day
Monday	Feb. 17	Presidents' Day
Friday	April 18	Good Friday
Monday	May 26	Memorial Day
Thursday	June 19	Juneteenth
Friday	July 4	Independence Day
Monday	Sept. 1	Labor Day
Tuesday	Nov. 11	Veterans Day
Thursday	Nov. 27	Thanksgiving Day
Friday	Nov. 28	Day after Thanksgiving
Wednesday	Dec. 24	Christmas Eve
Thursday	Dec. 25	Christmas Day
Thursday	Jan. 1	New Year's Day 2026