

APPROVED

FRANKLIN TOWNSHIP BOARD OF SUPERVISORS ORGANIZATIONAL MEETING MINUTES January 2, 2024 @ 7:00 p.m.

- I. **Call to Order:** Township Secretary, Stacy Hollis called the meeting to order at 6:59 p.m. In attendance were Supervisors Gerstenhaber, Dea, Dowling, Johnston, and Odgers. Also, in attendance on behalf of Franklin Township (FT) was Township Controller/Office Manager, Melissa Ortega. There was 1 member of the public in attendance.
- II. **Pledge of Allegiance:** The meeting began with the Pledge of Allegiance.
- III. **Public Comment:** There were no public comments.
- IV. **Organization of the Board:** Township Secretary, Stacy Hollis announced the newly elected Supervisors, Betsy Odgers and Dawn Dowling.
 - a. **Nomination of the Chair of the Board:** Ms. Hollis opened the floor for nominations for the Chair of the Board of Supervisors.
Motion: Supervisor Dea moved, seconded by Supervisor Johnston, to nominate Supervisor Gerstenhaber as Chairman of the Board of Supervisors. Motion passed 5-0.
 - b. **Nomination of the Vice Chair of the Board:** Chairman Gerstenhaber opened the floor for nominations for Vice Chair of the Board of Supervisors.
Motion: Supervisor Dowling moved, seconded by Supervisor Johnston, to nominate Supervisor Dea as Vice Chair of the Board of Supervisors. Motion passed 5-0.
- V. **Appointment of Individuals, Firms as Officials, Engineers, and Consultants:** **Motion:** Chairman Gerstenhaber moved, seconded by Supervisor Johnston to appoint the following individuals, firms, engineers, and consultants for Franklin Township:
 - a. Township Operations Manager- Jeff Eastburn
 - b. Township Office Controller and Office Manager– Melissa Ortega
 - c. Township Secretary – Stacy Hollis
 - d. Solicitors/Engineers/Consultants
 - Lamb McErlane- Guy Donatelli – Solicitor
 - Pennoni – General/Traffic Engineer/Zoning/Code Enforcement
 - AECOM – Sanitary Engineer
 - Ragan Engineering – Alternate General Engineer
 - ARRO Consulting Inc. – MS4 Engineer
 - Clemons, Richter & Reiss, P.C. – Zoning Board Solicitor
 - Barsz, Gowie, Amon, Fultz – Peter Barsz, Township Accountant/TreasurerMotion passed 5-0.
 - e. **Motion:** Vice Chair Dea moved, seconded by Supervisor Dowling to reappoint Harold Walls to a 1-year term as the ***Emergency Management Coordinator*** through December 31, 2024. Motion passed 5-0.

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- f. **Motion:** Vice Chair Dea moved, seconded by Supervisor Johnston, to reappoint Mike Meyer to a 1-year term as **Deputy Emergency Management Coordinator** through December 31, 2024. Motion passed 5-0.
- g. **Motion:** Vice Chair Dea moved, seconded by Chairman Gerstenhaber, to reappoint Nan Latimer to a 5-year term as **Historical Commission Member** through December 31, 2028. Motion passed 5-0.
- h. **Motion:** Supervisor Dowling moved, seconded by Supervisor Johnston, to reappoint Connie Chiasson to a 3-year term as **Zoning Hearing Board Member** through December 31, 2026. Motion passed 5-0.
- i. **Motion:** Supervisor Dowling moved, seconded by Chairman Gerstenhaber, to reappoint Jack Nystrom to a 3-year term as **Zoning Hearing Board Alternate Member** through December 31, 2026. Motion passed 5-0.
- j. **Motion:** Supervisor Dowling moved, seconded by Vice Chair Dea, to reappoint Chuck Phillips to a 4-year term as **Planning Commission Member** through December 31, 2027. Motion passed 5-0.
Motion: Supervisor Dowling moved, seconded by Vice Chair Dea, to reappoint Chuck Phillips to a 5-year term as **Uniform Construction Code Appeal Board Member** through December 31, 2028. Motion passed 5-0.
- k. **Motion:** Chairman Gerstenhaber moved, seconded by Supervisor Johnston, to reappoint John Auerbach to a 1-year term as **Vacancy Board Member** through December 31, 2024. Motion passed 5-0.

VI. **Resolutions:**

- a. **Motion:** Supervisor Johnston moved, seconded by Chairman Gerstenhaber, to adopt **Resolution 2024-01**, setting the fees of Township Engineers and Consultants. Motion passed 5-0.
- b. **Motion:** Supervisor Johnston moved, seconded by Vice Chair Dea, to adopt **Resolution 2024-02**, authorizing the use of Fulton Bank, and The Pennsylvania Local Government Investment Trust (PLGIT), as designated financial institutions for FT. Motion passed 5-0.
- c. **Motion:** Supervisor Johnston moved, seconded by Chairman Gerstenhaber, to adopt **Resolution 2024-03**, the Signer's Resolution designating those Township officials who are authorized signers for FT funds and accounts. Motion passed 5-0.
- d. **Motion:** Supervisor Johnston moved, seconded by Supervisor Dowling, to adopt **Resolution 2024-04**, the Event Signer's Resolution designating those Township officials who are authorized to sign all checks, drafts, and other draws on the Franklin Events Fund account. Motion passed 5-0.
- e. **Motion:** Supervisor Johnston moved, seconded by Vice Chair Dea, to re-adopt **Resolution 2021-04**, a fee resolution, outlining the costs involved in doing business with FT. Motion passed 5-0.

VII. **2024 Township Meeting Dates:**

- a. **Motion:** Supervisor Odgers moved, seconded by Supervisor Dowling, to approve advertising the Franklin Township Meeting Schedule as follows:
 - Setting the **Board of Supervisors meetings** for the 3rd Wednesday of each month beginning at 7p.m.

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- Setting the ***Board of Supervisors Workshop meetings*** for the 1st Monday of each month as needed beginning at 7 p.m., with the exception of the New Years holiday 1/1/24, and Labor Day 9/2/24.
- Setting the ***Planning Commission meetings*** for the 1st Thursday of each month beginning at 7p.m., with the exception of the Fourth of July holiday 7/4/24.
- Setting the ***Parks, Recreation & Open Space meetings*** for the 1st Wednesday of each month beginning at 7 p.m.
- Setting the joint ***Historical Commission/Historical Architectural Review Board meetings*** for the 1st Tuesday of each month as needed beginning at 7 p.m., with the exception of January's meeting, which is rescheduled for 1/9/24.
- Setting the ***Emergency Management meetings*** for the 1st Monday of each month as needed beginning at 7 p.m., with the exception of the New Years holiday 1/1/24.

Motion passed 5-0.

VIII. **2024 Township Holiday Schedule/Office Closings:**

- a. **Motion:** Supervisor Odgers moved, seconded by Vice Chair Dea, to approve the following 11 dates as official paid holidays for the FT staff and authorize the Township office to be closed as follows:
 - January 1st – New Year Holiday
 - January 15th – Martin Luther King Day
 - February 19th - President's Day
 - March 29th – Good Friday
 - May 27th – Memorial Day
 - July 4th and 5th – Independence Day
 - September 2nd - Labor Day
 - November 28th and 29th – Thanksgiving Holiday
 - December 25th – Christmas Day

Motion passed 5-0.

IX. **Designation of Newspaper for Legal Advertising:**

- a. **Motion:** Chairman Gerstenhaber moved, seconded by Supervisor Johnston, to authorize the use of The ***Daily Local News*** for legal advertising. Motion passed 5-0.
- b. **Motion:** Chairman Gerstenhaber moved, seconded by Supervisor Dowling, to authorize the use of the ***Chester County Press*** newspaper for legal advertising. Motion passed 5-0.

X. **Treasurer's Bond \$1.5 Million:**

- a. **Motion:** Vice Chair Dea moved, seconded by Supervisor Johnston, to approve the Treasurer's Bond for 2024 to be set at \$1.5 million. Motion passed 5-0.

XI. **2024 PSAT Annual Educational Conference April 14-17-Hershey, PA.:**

- a. **Motion:** Vice Chair Dea moved, seconded by Supervisor Johnston, to nominate Supervisor Dowling to attend the PSAT Annual Conference and vote on behalf of the Board. Motion passed 5-0.

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- XII. Business:** Chairman Gerstenhaber announced the openings for the following committees:
- a. ***Historic Architectural Review Board Member-*** A five-year term that expires on 12/31/28.
 - b. ***Planning Commission Alternate Board Member-*** A four-year term that expires on 12/31/27.
- XIII. Public Comment:** There were no public comments.
- XIV. Adjourn:** Chairman Gerstenhaber moved, seconded by Supervisor Johnston, to adjourn the meeting at 7:30 p.m. Motion passed 5-0.

Respectfully submitted,

Stacy Hollis
Township Secretary