

MIDDLETOWN TOWNSHIP
DELAWARE COUNTY, PENNSYLVANIA
JANUARY 2, 2024

Minutes of the Reorganization Meeting of Township Council held on January 2, 2024

Present: David Bialek, PharmD, R.Ph, Jackie Donnelly, Bibianna Dussling, Susan Powell, Walter “Bok” Read, Christopher Stump, Mark D. Damico, Esq., John McMullan, Vince Visoskas

Excused: Carissa Ciuca.

1. OPENING: Pledge of Allegiance to the Flag.
Township Manager, Mr. John McMullan, (Temporary Chairman per the Home Rule Charter) opened the Reorganization Meeting and led in the recitation of the Pledge of Allegiance to the Flag.
2. OATH OF OFFICE: Judge Walter Strohl
 - A. Susan Powell, First District
 - B. Bibianna Dussling, Third District
 - C. Christopher Stump, At-Large
 - D. Carissa Ciuca, At-Large (Oath to be administered at the January 10, 2024 Council Meeting).

Judge Strohl administered the Oath of Office to the newly elected Council members.

3. ELECTION OF COUNCIL CHAIR AND VICE CHAIR:
Mr. McMullan explained according to the Home Rule Charter in the absence of a returning Chair and Vice-Chair, the Township Manager becomes the Temporary Chairperson. He asked Council to act on electing him as temporary Chairman so as to move forward with elections for the leadership of Council which includes Chairperson and Vice-Chairperson. Ms. Dussling elected Mr. John McMullan as temporary Chairman.

Ms. Donnelly made a motion to approve. Mr. Bialek seconded the motion. The motion carried with a vote of 6-0.

- A. Motion to appoint Chairman of Township Council.

Mr. Read made a motion to elect Ms. Bibianna Dussling Chairwoman of the Township Council of Middletown Township for the year ending January 6, 2025. Mr. Stump seconded the motion. The motion carried with a vote of 6-0.

- B. Motion to appoint Vice Chair:

Mr. Bialek made a motion to elect Ms. Powell Vice Chairperson of the Township of Middletown for the year ending January 6, 2025. Ms. Donnelly seconded the motion. The motion carried with a vote of 6-0.

4. CONSENT ITEMS/APPOINTMENT OF TOWNSHIP COMMITTEES, BOARDS, CITIZEN POSITIONS AND NEW BUSINESS

A. Appointment of Township Solicitor

Mr. Read made a motion to appoint Mark D. Damico / Petrikin, Wellman, Damico, Brown and Petrosa Township Solicitor for the year ending January 6, 2025. He shall be compensated by such fees as are earned in the operation of this office at a monthly retainer of \$1,000 and an additional hourly rate of \$150 for other legal services. Ms. Powell seconded the motion. The motion carried with a vote of 6-0.

B. Appointment of Township Conflict Solicitor

Mr. Bialek made a motion to appoint Lamb McErlane, Attorneys at Law, Conflict Township Solicitor for the year ending January 6, 2025. Ms. Powell seconded the motion. The motion carried with a vote of 6-0.

C. Appointment of Township Engineer

Ms. Donnelly made a motion to appoint Eric Janetka/Kelly Engineers & Surveyors Township Engineer for the year ending January 6, 2025. Mr. Read seconded the motion. The motion carried with a vote of 6-0.

D. Appointment of Traffic Engineer

Ms. Powell made a motion to appoint Andy Parker/McCormick Taylor Traffic Engineer for the year ending January 6, 2025. Ms. Donnelly seconded the motion. The motion carried with a vote of 6-0.

E. Appointment of Special Police Officer for Dog Law Enforcement

Mr. Bialek made a motion to appoint Brandywine Valley SPCA, Special Police Officer for Dog Law Enforcement for a one-year term expiring January 6, 2025. Mr. Read seconded the motion. The motion carried with a vote of 6-0.

F. Establishment of Council Meeting Dates for 2024

1. Consideration for Approval: Resolution 2024-01 Amending Council Meeting Dates.

Ms. Donnelly made a motion to establish regular public meetings according to the scheduled dates below: All meetings will be held at 7:00 PM in the Township Building unless otherwise advertised: January 10, January 24, February 7, February 21, March 6, March 20, April 3, April 17, May 1, May 15, June 5, June 19, July 3, July 17, August 7, August 21, September 4, September 18, October 2, October 16, November 6,

November 20, December 4, and Reorganization Meeting, Monday, January 6, 2025, at 8:00 PM. Special meetings may be held as provided for in the Home Rule Charter and Administrative Code. Mr. Bialek seconded the motion. The motion carried with a vote of 6-0.

Mr. McMullan asked for Council to take action in setting the meetings for 2024 by approving Resolution 2024-01. Mr. Bialek made a motion to approve Resolution 2024-01. Mr. Read seconded the motion. The motion carried with a vote of 6-0.

G. Board and Committee Appointments

1) Planning Commission

Mr. Read made a motion to appoint Dave Beresford to the Planning Commission for a four-year term expiring January 3, 2028. Mr. Stump seconded the motion. The motion carried with a vote of 6-0.

2) Zoning Hearing Board

Mr. Read made a motion to appoint Bryan Messick as a member of the Zoning Hearing Board for a five-year term expiring January 2, 2029. Mr. Stump seconded the motion. The motion carried with a vote of 6-0.

3) Parks and Recreation Committee

Ms. Donnelly made a motion to appoint Sharon Browne, Karen Holm, William Shaw, Nancy Wooding, Marian Baldini-Filtz, Kelly Messick and Jamie Shuda as members of the Middletown Township Parks and Recreation Committee for a one-year term expiring January 6, 2025. Mr. Stump seconded the motion. The motion carried with a vote of 6-0.

4) Sewer Authority

Ms. Donnelly made a motion to appoint Edward J. Klodarska to serve on the Middletown Township Sewer Authority for a five-year term expiring January 22, 2029. Ms. Powell seconded the motion. The motion carried with a vote of 6-0.

5) Township Representatives to the Library Board

Mr. Stump made a motion to appoint Robert Fyfe and Perry Kotsiopoulos representatives to the Library Board for a one-year term expiring January 6, 2025. Ms. Powell seconded the motion. The motion carried with a vote of 6-0.

6) Environmental Advisory Committee - Staggered Terms

Ms. Donnelly made a motion to appoint Stacy Tegan and Pauline Thompson to the

Environmental Advisory Committee for a 3-year term expiring January 2027(Tegan) and for the unexpired two-year term expiring January 2025 (Thompson) and there is a need to fill two 3-year terms expiring 2027. Mr. McMullan clarified Ms. Tegan is being considered for a three-year term and Ms. Thompson is being considered to fill an unexpired one-year term. Mr. Stump seconded the motion. The motion carried with a vote of 6-0.

H. Appointment of Township Zoning Officers

Ms. Powell made a motion to appoint the Township Manager, John McMullan, Director of Planning & Development, Meredith Merino, and Comprehensive Planning Administrator, Jamie Jilozian, Zoning Officers for a one-year term expiring January 6, 2025. Ms. Donnelly seconded the motion. The motion carried with a vote of 6-0.

I. Appointment of Fire Police

Mr. Stump made a motion to appoint the following as Fire Police for a one-year term expiring January 6, 2025.

Rocky Run Fire Company

- William Zak, Captain
- Matthew Biffen, Lieutenant

Middletown Fire Company #1

- Wayne LaDue, Captain
- David Biordi, Lieutenant
- Tim Cohen, Lieutenant – IOD
- George Cummings
- Ben DeHaven
- Phoan Trexler

Mr. Read seconded the motion. The motion carried with a vote of 6-0.

J. Establish Bonding Level for Township Treasurer

Mr. Read made a motion that the Township Treasurer be bonded in the amount of \$2,000,000 and that the premium thereon be paid by the Township, subject to the approval of the Board of Auditors. Mr. Stump seconded the motion. The motion carried with a vote of 6-0.

K. Retention of Safe Deposit Box

Mr. Bialek made a motion for the Township to retain Safe Deposit Box #118 at Republic Bank (Media Branch) for the purpose of safe-guarding various Township documents. Mr. Stump seconded the motion. The motion carried with a vote of 6-0.

L. Designation of Bank Depositories

Ms. Powell made a motion that the following depositories are authorized to be used for the year 2024; the Finance Director and Manager will be required and are hereby authorized to sign checks and to make withdrawals from these accounts. The Director of Planning and Development is authorized as an alternate signer to the Township Manager.

Council reserves the right to use additional depositories during the calendar year 2024 upon passage of a supplementary resolution adding such banks as depositories. Mr. Bialek seconded the motion. The motion carried with a vote of 6-0.

The following depositories are authorized to be used for the year 2024:

PA LOCAL GOVERNMENT INVESTMENT TRUST FUND (PLGIT)

Parks Facilities Account
Capital Reserve Account
General Fund Account
Operational Reserve Account
Debt Service Account
Highway Improvement Account
State Aid Account
2019 Bond TRID Account
Fire Apparatus Account
Sewer Revenue Account

PA SCHOOL DISTRICT LIQUID ASSET FUND (PSDLAF)

General Fund Account
State Aid Account

BANK OF NEW YORK

Debt Repayment Sinking Fund - 2020 Bond Issue
Debt Repayment Sinking Fund - 2019 Bond Issue
Debt Repayment Sinking Fund - 2019A Bond Issue

REPUBLIC BANK

Capital Reserve Account
Grant Proceeds Account
Tax Collection Account
Depository Account
Payroll Account
Escrow Account (Includes Smedley Rent & Darlington Valley)
Sewer Revenue Account
General Fund Account
TRID Account
Highway Improvement Account
Debt Service Account

Fire Capital Account
State Liquid Fuel Account
Recreational Enterprise Account

UNIVEST BANKING

Depository Account - Tax Payment Lock Box
Escrow Account

M. Establishing Organizational Chart for 2024

Mr. McMullan read aloud the following positions: Consideration for approval of:

Personnel and Administrative Support - 1
Accounts Coordinator/Accounts Receivable – 1
Accounts Payable/Payroll Specialist - 1
Director of Finance - 1
Director of Planning and Development – 1
Director of Public Safety - 1
Director of Parks and Recreation – 1
Comprehensive Planning Administrator – 1
Receptionist/Office Assistant - 1
Recreation Facilitator/Permit Coordinator - 1
Permit Coordinator for Building and Planning Department – 1
Public Works Foreman - 1
Public Works Assistant Foreman – 1
Public Works Crew Leader – 1
Public Works Laborer I - 1
Public Works Driver/Laborer II – 4
Township Manager - 1
Seasonal Help Public Works - 2
Seasonal Help Parks and Recreation - as needed per Summer Camp Registration
Part Time Public Safety Inspectors - 2

Ms. Powell made a motion to approve. Mr. Stump seconded the motion. The motion carried with a vote of 6-0.

N. Establish 2024 Holiday Schedule

Monday, January 1 - New Year's Day
Monday, January 15 - Martin Luther King, Jr. Day
Monday, February 19 - President's Day
Friday, March 29 - Good Friday
Monday, May 27 - Memorial Day
Thursday, July 4 - Independence Day
Monday, September 2 - Labor Day
Tuesday, November 5 - General Election Day
Monday, November 11 – Veterans Day

Thursday, November 28 – Thanksgiving
Friday, November 29 - Day after Thanksgiving
Tuesday, December 24 - 1/2 Day for Christmas Holiday
Wednesday, December 25 - Christmas
Thursday, December 26 - Day after Christmas

Mr. Stump made a motion to approve. Mr. Read seconded the motion. The motion carried with a vote of 6-0.

Ms. Powell made a motion to adjourn the meeting. Ms. Donnelly seconded the motion. The motion carried with a vote of 6-0. Ms. Dussling adjourned the meeting at 8:25 p.m.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Sharon Browne". The signature is written in a cursive style.

Sharon Browne