

MIDDLETOWN TOWNSHIP  
DELAWARE COUNTY, PENNSYLVANIA  
JANUARY 3, 2023

Minutes of the Reorganization Meeting of Township Council held on January 3, 2023.

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Present: David Bialek, PharmD, R.Ph, Jackie Donnelley, Bibianna Dussling, Mark Kirchgasser, Kathleen O'Connell-Bell, Susan Powell, Walter "Bok" Read, Mark D. Damico, Esq., John McMullan,

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1. OPENING: Pledge of Allegiance to the Flag.

Chairman, Mr. Kirchgasser, called the meeting of the Council Reorganization to order at 8:00 P.M. and led with the Pledge of Allegiance to the Flag. Mr. Kirchgasser stated Council met in Executive Session prior to the meeting to discuss a legal and a personnel matter.

2. ELECTION OF COUNCIL CHAIR AND VICECHAIR:

A. Motion to appoint Chairman of Township Council.

Ms. Powell made a motion to elect Mr. Kirchgasser Chairman of the Township Council of Middletown Township for the year ending January 2, 2024. Mr. Read seconded the motion. The motion carried with a vote of 7-0.

B. Motion to appoint Vice Chair of Township Council:

Ms. Powell made a motion to elect Ms. O'Connell-Bell Vice Chairperson of the Township Council of Middletown Township for the year ending January 2, 2024. Mr. Bialek seconded the motion. The motion carried with a vote of 7-0.

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

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A. Appointment of Township Solicitor

Ms. Powell made a motion to appoint Mark D. Damico, Esq./Petrikin, Wellman, Damico, Brown, and Petrosa Township Solicitor for the year ending January 2, 2024. 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. O'Connell-Bell seconded the motion. The motion carried with a vote of 7-0.

Mr. Kirchgasser noted this was the first time in 33 years that Township Council has appointed someone other than Mark Damico's father, Joseph Damico, Township Solicitor. He stated they will be recognizing Mr. Damico's service to the community at an upcoming meeting.

B. Appointment of Township Conflict Solicitor

Ms. Donnelly made a motion to appoint Lamb McErlane, Attorneys at Law Conflict Township Solicitor for the year ending January 2, 2024. Mr. Bialek seconded the motion. The motion carried with a vote of 6-0. Ms. O'Connell-Bell abstained from the vote as she is a member of the Lamb McErlane firm.

C. Appointment of Township Engineer

Ms. Donnelly made a motion to appoint Eric Janetka/Kelly Engineers & Surveyors, Township Engineer for the year ending January 2, 2024. Ms. Powell seconded the motion. The motion carried with a vote of 7-0.

D. Appointment of Conflict Engineer/Traffic Engineer

Ms. Donnelly made a motion to appoint Andrew Parker/McCormick Taylor Conflict Engineer/Traffic Engineer for the year ending January 2, 2024. Ms. O'Connell-Bell seconded the motion. The motion carried with a vote of 7-0.

F. Appointment of Special Police Officer for Dog Law Enforcement

Ms. Donnelly made a motion to appoint Brandywine Valley SPCA, Special Police Officer for Dog Law Enforcement for a one-year term expiring January 2, 2024. Mr. Bialek seconded the motion. The motion carried with a vote of 7-0.

G. Establishment of Council Meeting Dates for 2023

Ms. O'Connell-Bell 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 9, January 23, February 13, February 27, March 13, March 27, April 10, April 24, May 8, May 22, June 12, June 26, July 10, July 24, August 14, August 28, September 11, September 25, October 9, October 23, November 13, November 27, December 11, and Reorganization Meeting, Tuesday, January 2, 2024 at 8:00 PM. Special meetings may be held as provided for in the Home Rule Charter and Administrative Code. Mr. Read seconded the motion. The motion carried with a vote of 7-0.

H. Board and Committee Appointments

1. Planning Commission

Ms. O'Connell-Bell made a motion to appoint Mark Bradson, Jeff Koenig, and Dave Beresford to fill the unexpired term of Bill Moran and to be appointed respectfully as members of the Planning Commission of Middletown Township for a four-year term expiring January 4, 2027 and expiring term January 2, 2024. Ms. Dussling seconded the motion. The motion carried with a vote of 7-0.

2. Zoning Hearing Board

Ms. O'Connell-Bell made a motion to appoint Thomas Danzi as a member of the Zoning Hearing Board for a five-year term expiring January 3, 2028. Ms. Powell seconded the motion. The motion carried with a vote of 7-0.

3. Parks and Recreation Committee

Mr. Read made a motion to appoint Sharon Browne, Karen Holm, William Shaw, Nancy Wooding, Drew Biordi, Jim Rigby, and A. G. Ciavrelli to the Parks and Recreation Committee for a one-year term expiring January 2, 2024. Ms. Dussling seconded the motion. The motion carried with a vote of 7-0.

4. Sewer Authority

Mr. Read made a motion to appoint Roland Bailey to serve on the Middletown Township Sewer Authority for a five-year term expiring January 18, 2028. Ms. Donnelly seconded the motion.

5. Township Representatives to the Library Board

Mr. Read made a motion to appoint Robert Fyfe and Timothy Sander representatives to the Library Board for a one-year term expiring January 2, 2024. Mrs. Powell

seconded the motion. The motion carried with a vote of 7-0.

6. Fire Apparatus Committee

Mr. Read made a motion to appoint Paul Bradfield, Jim Moretti, Scott Reitze, and Norm Shropshire to the Fire Apparatus Committee for a one-year term expiring January 2, 2024. Ms. Donnelly seconded the motion. The motion carried with a vote of 7-0.

7. Public Advisory Committee

Mr. Kirchgasser stated on the agenda there are two items under 7 and 8. Council will be making an appointment for item 8 recognizing that Council will be rolling the functions of the Public Utility Advisory Committee into an Advisory Environmental Committee. He stated there will be no Public Utility Advisory Committee

8. Environmental Advisory Committee - Staggered Terms

Ms. Dussling made a motion to appoint Claudia Kent, Stacy Tegan, Christian Vlot, Derrick Schweitzer, Jennifer Nichols, John Kolicus and Geoffrey M. Arbogast to the Environmental Advisory Committee with 1/3rd expiring each year. Ms. Donnelly seconded the motion. The motion carried with a vote of 7-0.

Claudia Kent, Stacy Tegan and Christian Vlot: Term expiring January 2, 2024

Jennifer Nichols and Derrick Schweitzer: Term expiring January 6, 2025

Geoffrey Arbogast and John Kolicus: Term expiring January 5, 2026

I. Retention of Safe Deposit Box

Mr. Bialek made a motion the Township retain a safe deposit box #118 at Republic Bank (Media Branch) for the purpose of safe-guarding various Township documents. Ms. O'Connell-Bell seconded the motion. The motion carried with a vote of 7-0.

J. Designation of Bank Depositories

Mr. Bialek made a motion the following depositories are authorized to be used for the year 2023; 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 2023 upon passage of a supplementary resolution adding such banks as depositories.

**PA LOCAL GOVERNMENT INVESTMENT TRUST FUND (PLGIT)**

Park Facilities Account

Capital Reserve Account

General Fund Account

Operational Reserve Account

Debt Service Account

Highway Improvement Account

State Aid Account

2020 Bond Non-electoral Account

2020 Bond Electoral Account

2019 Bond TRID Account

Fire Apparatus 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 Accounts (Includes F&F Dev't & Darlington Valley)

Sewer Revenue Account

General Fund Account

Smedley Rent Security Deposit 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

Ms. Donnelly seconded the motion. The motion carried with a vote of 7-0.

K. Appointment of Township Zoning Officers

Ms. Dussling made a motion to appoint the Township Manager and the Director of Planning & Development as Zoning Officers for a one-year term expiring January 2, 2024.

Ms. Powell seconded the motion. The motion carried with a vote of 7-0.

L. Appointment of Fire Police

Ms. Dussling made a motion to appoint the following as Fire Police for a one-year term expiring January 2, 2024.

**A. Rocky Run Fire Company**

1. William Zak, Captain
2. Matthew Biffen, Lieutenant

**B. Middletown Fire Company #1**

1. Bill Eisenhart – Captain
2. David Biordi – Lieutenant
3. Tim Cohen – Lieutenant

4. Wayne LaDue
5. George Cummings
6. Kevin Flatley
7. Dave Evans
8. Larry Filtz
9. David Schlott
10. Ben DeHaven

Mr. Read seconded the motion. The motion carried with a vote of 7-0.

M. Establish Bonding Level for Township Treasurer

Mr. Bialek made a motion the Township Treasurer be bonded in the amount of \$1,000,000 and that the premium thereon be paid by the Township, subject to the approval of the Board of Auditors. Ms. Donnelly seconded the motion. The motion carried with a vote of 7-0.

N. Establish Organizational Chart for 2023

Mr. McMullan read for the record the Organization Chart for 2023.

- Personnel/Administrative Support
- Accounting Coordinator I --Accounts Receivable
- Accounting Coordinator II --Accounts Receivable
- Accounting Coordinator II - Accounts Payable
- Director of Finance
- Director of Parks and Recreation
- Director of Planning and Development
- Projects and Inspections Engineer (open)
- Receptionist/Office Assistant (open)
- Recreational Assistant/Permit Coordinator RCC
- Permit Coordinator
- Public Works Foreman
- Public Works Assistant Foreman
- Public Works Crew Leader
- Public Works Driver/Laborer I
- Public Works Driver/Laborer II
- Township Manager

Mr. Bialek made a motion to approve the Organizational Chart for 2023. Ms. Powell seconded the motion. The motion carried with a vote of 7-0.

O. Establish 2023 Holiday Schedule

Monday, January 2	New Year's Day Observed
Monday, January 16	Martin Luther King Day
Monday, February 20	Presidents' Day
Friday, April 7	Good Friday
Monday, May 29	Memorial Day
Tuesday, July 4	Independence Day
Monday, September 4	Labor Day

Tuesday, November 11	General Election Day
Friday, November 10	Veterans Day
Thursday, November 23	Thanksgiving
Friday, November 24	Day after Thanksgiving
Friday, December 22	1/2 Day Christmas Holiday
Monday, December 25	Christmas Holiday
Tuesday, December 26	Day after Christmas Holiday

Ms. O'Connell-Bell made a motion to approve the 2023 Holiday Schedule. Ms. Donnelly seconded the motion. The motion carried with a vote of 7-0.

Mr. Kirchgasser adjourned the meeting at 8:15 p.m.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Sharon Browne". The signature is written in a cursive style with a long, sweeping underline.

Sharon Browne