

Board of Supervisors
January 5, 2026
5:30PM
Re-Organization Minutes

Board Members: Scott Lambert, Chair; Peter Fixler, Member

Swearing in of Clinton Smith

Staff Present: Steve Brown, Township Manager; Catherine Ricardo, Assistant Township Manager; Donna Wikert, Operations Manager, Township Secretary; Zach Barner, Director of Planning; John Mateja, Zoning Office; John Neild, Director of Public Works; Chris Yeager, Police Chief; Greg Lewis, Fire Chief; Bernadette Kearney, Township Solicitor; Larry Iaccio, Director of Parks and Recreation

Remote;; Dave Grady, Finance Director; Marco Agostini, Assistant Finance Director; Nivine Rihawi, Human Resource Director.

Call to Order by Chair – Pledge of Allegiance, Mr. Lambert introduced the Board of Supervisors and Staff.

Call to Order by Chairman pro tem (SL):

Swearing In : Judge Mackenzie Smith

Ms. Jill Green, swearing in Charlestown Supervisor

Clinton Smith swearing in term as Township Supervisor (2026 – 2031)

Board Appointments: Motion to appoint – Scott Lambert Acting as Chair Pro Tem

Chair of the Board Mr. Fixler nominated Mr. Lambert for Chairman of Board

Motion: Mr. Fixler made a motion to approve nomination. Mr. Smith seconded. The motion passed unanimously.

Vice Chair of the Board *Mr. Lambert nominated Mr. Fixler as Vice Chair.*

Motion: Mr. Lambert made a motion to approve nomination. Mr. Smith seconded. The motion passed unanimously.

Delegate to State Convention of PA Association of Township Supervisors Mr. Lambert nominated Mr. Fixler.

Motion: Mr. Lambert made a motion to approve nomination. Mr. Smith seconded. The motion passed unanimously.

Representative to the East Whiteland Township Volunteer Fire Association Board of Directors Mr. Lambert nominated Mr. Brown.

Motion: Mr. Fixler made a motion to approve nomination. Mr. Smith seconded. The motion passed unanimously.

Administration Appointments:

Be it hereby resolved that the Board appoints the following individuals and/or firms to serve in the positions specified:

See attached: Resolution 1-2026 Staff & Consultants

Motion: Mr. Lambert made a motion to approve. Mr. Fixler seconded. The motion passed unanimously.

Appointments to Boards and Commissions:

Be it hereby resolved that the Board appoints the following individuals to serve on the following:

Environmental Advisory Council 3 Year Term – Laura Paoletta (12/28) plus Two Openings (3 Year Term)

Historical Commission 1 Year Term – Greg Davis (12/26)

Historical Commission 4 Year Term – Nich Groch (12/29)

Open Space 3 Year Term – Tom Curran (12/28)

Open Space 3 Year Term – Tim Phelps (12/28)

Park & Recreation 5 Year Term – Amit Kohli (12/30)

Park & Recreation 5 Year Term – Brett Turk (12/30)

Park & Recreation 5 Year Term – Erin Tedesco (12/30)

Pension Board 3 Year Term – Bob Logan (12/28)

Planning Commission 4 Year Term – Tim Kelly (12/29)

Planning Commission 1 Year Term – Jeff Broadbelt (12/31/26)

UCC Board of Appeals – To be determined (CR)

Vacancy Board 1 Year Term – Gerry Pyne - 2026

Zoning Hearing Board 3 Year Term – David Hesson (12/28)

Motion: Mr. Lambert made a motion to approve. Mr. Fixler. The motion passed unanimously.

Board Liaison to Volunteer Committee and Boards:

- a) Environmental Advisory Council – Mr. Fixler
- b) Historical Commission – Mr. Smith
- c) Open Space – Mr. Lambert
- d) Park & Recreation – Mr. Lambert
- e) Planning Commission – Mr. Fixler
- f) Pension – Mr. Lambert

Motion: Mr. Lambert made a motion to approve. Mr. Fixle seconded. The motion passed unanimously.

Appointment of Emergency Services Providers: Resolution 3-2026

Motion: Mr. Lambert made a motion to approve. Mr. Fixler seconded. The motion passed unanimously.

Appointment of Local Service Tax Collector and Earned Income Tax Keystone Collections group – Resolution 4-2026

Motion: Mr. Fixler made a motion to approve. Mr. Smith seconded. The motion passed unanimously.

Consider adoption of 2026 Fee Schedule – Resolution 5-2026

Motion: Mr. Lambert made a motion to approve. Mr. Fixler seconded. The motion passed unanimously.

Establish the months during which the Township will accept roads for Dedication – Resolution 6-2026

Motion: Mr. Lambert made a motion to approve. Mr. Smith seconded. The motion passed unanimously.

Appointment of Delegate and Alternate Delegate to Chester County Tax Collection Committee – see attached Resolution 7-2026

Motion: Mr. Fixler made a motion to approve. Mr. Lambert seconded. The motion passed unanimously.

Naming Banks as Depositories for Township Funds: Resolution 8-2026

Key Bank

PLGIT

Univest/Girard

JPM Chase

Motion: Mr. Lambert made a motion to approve. Mr. Smith seconded. The motion passed unanimously.

Appointment of Authorized Drivers of Township Vehicles for 2026 – see attached Resolution 9-2026

Motion: Mr. Smith made a motion to approve. Mr. Fixler seconded. The motion passed unanimously.

Adopt the Multi-Jurisdictional Hazard Mitigation Plan of Chester County – see attached Resolution 10-2026

Motion: Mr. Lambert made a motion to approve. Mr. Fixler seconded. The motion passed unanimously.

Emergency Operations Plan – see attached Resolution 11-2026

Motion: Mr. Smith made a motion to approve. Mr. Fixler seconded. The motion passed unanimously.

Adopt the 2026 Holiday Schedule see attached Resolution 12-2026

Motion: Mr. Smith made a motion to approve. Mr. Fixler seconded. The motion passed unanimously.

Approve Resolution for Destruction of Records 13-2026

Motion: Mr. Fixler made a motion to approve. Mr. Lambert seconded. The motion passed unanimously.

Establish Amount of Surety Bond for Treasurer at \$3,000,000 and Assistant Treasurer at \$3,000,000

Motion: Mr. Smith made a motion to approve. Mr. Fixler seconded. The motion passed unanimously.

Establish 2026 Meeting Dates

a) Board of Supervisors will meet at 6:30pm on the second Wednesday of the month

- b) Environmental Advisory Council will meet at 6:30pm on the following dates. Thursday's January 8, March 5, May 7, September 10, and November 5
- c) Historical Commission will meet at 7:00 pm on the third Wednesday of the month
- d) Open Space will meet at 12:00 Noon on the second Thursday of the month
- e) Park & Recreation Board will meet at 7:00 pm on the fourth Tuesday of the month
- e) Planning Commission will meet at 7:00 pm on the fourth Wednesday of the month
- f) Zoning Hearing Board will meet at 7:15 pm on the fourth Monday of the month
- g) Pension & Other Post Retirement Employee Benefits Board of Trustees will meet at 4:00 pm on February 17, May 20, August 18, and November 18, 2026

Motion: Mr. Lambert made a motion to approve. Mr. Smith seconded. The motion passed unanimously.

Establish 2026 Holiday Schedule

New Year's Day	1/01/26	Thursday
New Year's Day After	1/02/26	Friday
Martin Luther King	1/19/26	Monday
Presidents' Day	2/16/26	Monday
Memorial Day	5/25/26	Monday
Independence Day	7/03/26	Friday
Labor Day	9/07/26	Monday
Veterans Day	11/11/26	Wednesday
Thanksgiving Day	11/26/26	Thursday
Day after Thanksgiving	11/27/26	Friday
Christmas Day	12/25/26	Friday
New Year's Day	1/01/27	Friday

Motion: Mr. Fixler made a motion to approve. Mr. Smith seconded. The motion passed unanimously.

Public Comment: General - NONE

Meeting Adjournment 6:00 PM

Regular scheduled January 2026 Board Meeting immediately following Reorganization 2026

Donna Wikert

Board Secretary