



**THORNBURY TOWNSHIP
DELAWARE COUNTY**

W W W . T H O R N B U R Y . O R G

BOARD OF SUPERVISORS

James P. Kelly
Sheri L. Perkins
Michael J. Mattson, Esq.

Thornbury Township Board of Supervisors Motions List
For the Reorganizational Meeting, Tuesday, January 2, 2024 at 7:00 pm

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| Temporary Chairman
<i>James Kelly</i> | Sheri Perkins moves to appoint James Kelly Temporary Chairman.
(Mike Mattson seconds) |
| Temporary Secretary
<i>Geoffrey Carbutt</i> | Mike Mattson moves to appoint Geoffrey Carbutt Temporary Secretary.
(Sheri Perkins seconds) |
| Chairman
<i>James Kelly</i> | Sheri Perkins moves to appoint James Kelly Chairman of the Board of Supervisors for the year 2024.
(Mike Mattson seconds) |
| Vice Chairman
<i>Sheri Perkins</i> | Mike Mattson moves to appoint Sheri Perkins Vice Chairman of the Board of Supervisors for the year 2024.
(James Kelly seconds) |
| Township Manager
Zoning Officer &
Alternate Open Records
Officer
<i>Jeffrey Seagraves</i> | Sheri Perkins moves to appoint Jeffrey Seagraves Township Manager, Zoning Officer & Alternate Open Records Officer of Thornbury Township for the year 2024.
(Mike Mattson seconds) |
| Municipal Secretary,
Subdivision Coordinator
Recycling Coordinator
& Open Records Officer
<i>Geoffrey Carbutt</i> | Mike Mattson moves to appoint Geoffrey Carbutt, Municipal Secretary, Subdivision Coordinator, Recycling Coordinator and PA Open Records Officer of Thornbury Township, for the year 2024.
(Sheri Perkins seconds) |
| Treasurer
<i>Peter Barsz</i> | Sheri Perkins moves to appoint Peter Barsz of Barsz, Gowie, Amon & Fultz, Treasurer for Thornbury Township for the year 2024, per attached Municipal Rate Sheet.
(Mike Mattson seconds) |
| Treasurer's Bond | Mike Mattson moves that the Bond for the Township Treasurer be established and approved in the amount of 3.5 million dollars
(\$3,500,000.00) for the year 2024.
(Sheri Perkins seconds) |
| Township Engineer
<i>Catania Engineering</i> | Sheri Perkins moves to appoint Catania Engineering Associates, Inc., as Township Engineers and Floodplain Administrators for Thornbury Township, for the year 2024 per attached Municipal Rate Sheet. (Mike Mattson seconds) |
| Sewer Engineer
<i>Pennoni Associates Inc.</i> | Mike Mattson moves to appoint Pennoni Associates Inc., as Township Sewer Engineers for Thornbury Township, for the year 2024, per attached Municipal Rate Sheet.
(Sheri Perkins seconds) |
| Township Solicitor
<i>Ken Kynett, Esq.</i> | Sheri Perkins moves to appoint Kenneth D. Kynett, Esq., of Petrikin, Wellman, Damico, Brown & Petrosa, as Township Solicitor for year 2024, per attached Municipal Rate Sheet.
(Mike Mattson seconds) |

Zoning Hearing Board Solicitor <i>Michael Imms, Esq.</i>	Mike Mattson moves to appoint Michael T. Imms, Esq., of Ryan, Morton & Imms, LLC, as Zoning Hearing Board Solicitor for the year 2024, per attached Municipal Rate Sheet. (Sheri Perkins seconds)
Planning Commission Solicitor <i>James Byrne, Esq.</i>	Sheri Perkins moves to appoint James Byrne, Esq., of McNichol, Byrne & Matlawski, as Solicitor to the Planning Commission for the year 2024 per attached Municipal Rate Sheet. (Mike Mattson seconds)
Township Sewer Rentals	Mike Mattson moves to set the Township Sewer Rental for residents connected to the East and West Side Sewer Districts at \$145.00 per quarter for the year 2024. (Sheri Perkins seconds)
Book Keeper <i>Sue Howat</i>	Sheri Perkins moves to appoint Suzanne Howat to the position of Book Keeper for the year 2024. (Mike Mattson seconds)
Code Department Secretary <i>Susan Daudert</i>	Mike Mattson moves to appoint Susan Daudert to the position of Code Department Secretary for the year 2024. (Sheri Perkins seconds, James Kelly abstains)
Roadmaster <i>Art Risley</i>	Sheri Perkins moves to appoint Art Risley to the position of Roadmaster for the year 2024. (Mike Mattson seconds)
Skilled Laborer <i>Howard Craig</i>	Mike Mattson moves to appoint Howard Craig to the position of Skilled Laborer for the year 2024. (Sheri Perkins seconds)
Skilled Laborer <i>Glenn Bryson</i>	Sheri Perkins moves to appoint Glenn Bryson to the position of Skilled Laborer for the year 2024. (Mike Mattson seconds)
Traffic Engineer <i>Albert Federico</i>	Mike Mattson moves to appoint Albert Federico. to the position of Traffic Engineering Consultant for the year 2024, per attached Municipal Rate Sheet. (Sheri Perkins seconds)
Jr. Supervisor <i>Lucy Weaver</i>	Sheri Perkins moves to appoint Lucy Weaver to the position of Jr. Supervisor for the year 2024. (Mike Mattson seconds)
Code Official, Inspector & Assistant Zoning Officer <i>Keystone Municipal Services</i>	Mike Mattson moves to appoint Keystone Municipal Services, Inc., as Building Code Official, Inspector, Enforcement Officer and Assistant Zoning Officer for Thornbury Township for the year 2024, per attached Municipal Rate Sheet. (Sheri Perkins seconds)
Electrical Inspector <i>Len Warren</i>	Sheri Perkins moves to appoint Len Warren of United Inspection Agency, Inc., as Electrical Inspector for Thornbury Township for the year 2024, per attached Municipal Rate Sheet. (Mike Mattson seconds)
Fire Marshal <i>Alan Mancill & T.J. Greene</i>	Mike Mattson moves to appoint Alan Mancill to the part time position of Fire Marshal and T. J. Greene to the part time position of Assistant Fire Marshal for the year 2024. (Sheri Perkins seconds)
Planning Commission Sewer & Zoning Secretary <i>Deb Zitarelli</i>	Sheri Perkins moves to appoint Deborah Zitarelli to the part time position of Secretary to the Planning Commission, Sewer Committee and Zoning Hearing Board for the year 2024. (Mike Mattson seconds)
Sewage Enforcement Officer <i>Mark Bryan</i>	Mike Mattson moves to appoint Mark Bryan of Environmental Management & Consulting, Inc. to the position of Township Sewage Enforcement Officer per attached Municipal Rate Sheet for the year 2024. (Sheri Perkins seconds)
Planning Commission Consultant <i>Wayne Grafton</i>	Sheri Perkins moves to appoint Wayne Grafton of Grafton Associates Consultant to the Planning Commission for the year 2024, per attached Municipal Rate Sheet. (Mike Mattson seconds)

Board of Health Officers <i>Dan Diedrich</i>	Mike Mattson moves to appoint Dan Diedrich as Health Officer for the year 2024. (Sheri Perkins seconds)
Salary Schedule	Sheri Perkins moves that a total of \$709,697.00 , be approved for salaries distributed per salary schedule dated January 2024. (Mike Mattson seconds)
Fee Schedules	Mike Mattson moves to approve Resolution 2024-1 , setting the 2024 Fee Schedules for permits and licenses in Thornbury Township. (Sheri Perkins seconds)
Earned Income Tax <i>Keystone</i>	Sheri Perkins moves that Keystone Collection Services be appointed as the Township Earned Income Tax Collector for the year 2024. (Mike Mattson seconds)
<u>Appointments to Boards:</u>	
Environmental Advisory Council	Mike Mattson moves to reappoint Rich White, Andrea Furlano, and Nathan Meyer to the Environmental Advisory Council, for 3-year terms, to expire December 2026. (Sheri Perkins seconds)
Planning Commission	Sheri Perkins moves to reappoint Albert DeFruscio to the Planning Commission for a 4-year term, to expire December 2027. (Mike Mattson seconds)
Historical Commission	Mike Mattson moves to reappoint Dewey Yesner to the Historical Commission Board for a 5-year term, to expire December 2028. (Sheri Perkins seconds)
Board of Health	Sheri Perkins moves to appoint Michele Sellers to the Board of Health for a 5-year term to expire December 2028. (Mike Mattson seconds)
Board of Appeals	Mike Mattson moves to reappoint Greg DeMarco and Michale King to the Board of Appeals for a 5-year term, to expire December 2028. (Sheri Perkins seconds)
Emergency Management Coordinator <i>Greg DeMarco</i>	Sheri Perkins moves to appoint Greg DeMarco as Township Emergency Management Coordinator for the year 2024. (Mike Mattson seconds)
Assistant Emergency Management Coordinator <i>Jack Egan</i>	Mike Mattson moves to appoint Jack Egan as Assistant Emergency Management Coordinator for the year 2024. (Sheri Perkins seconds)
Auditing firm for 2023 Township Records	Sheri Perkins moves to approve Resolution 2024-2 , appointing the auditing firm of Leitzell & Economides, P.C. to audit the Township Financial Records for the year 2023, for a fee not to exceed \$10,000.00 . (Mike Mattson seconds)
Auditing firm for 2023 Sewer Records	Mike Mattson moves to approve Resolution 2024-3 , appointing the auditing firm of Leitzell & Economides, P.C. to audit the Township Sewer Financial Records for the year 2023, for a fee not to exceed \$3,800.00 . (Sheri Perkins seconds)
Reimbursed Expenses	Sheri Perkins moves that all appointed and elected officials will be reimbursed for prudently expended funds incurred while performing Township business to the extent authorized by State law. (Mike Mattson seconds)
Registered Elector <i>William Clinger III</i>	Mike Mattson moves to appoint William Clinger III as Registered Elector for the year 2024. (Sheri Perkins seconds)
Voting Delegate <i>James Kelly</i>	Sheri Perkins moves to appoint James Kelly as voting delegate at the State Convention to be held May 2024. (Mike Mattson seconds)
Delegate Alternate <i>Sheri Perkins</i>	James Kelly moves to appoint Sheri Perkins as voting delegate alternate at the State Convention to be held May 2024. (Mike Mattson seconds)

Zoning Hearing Board Members – Meeting Fee **Mike Mattson** moves that all Zoning Hearing Board members receive \$**50.00** per hearing for the year 2024. **(Sheri Perkins seconds)**

Mileage Rate **Sheri Perkins** moves to approve the reimbursable mileage rate at the rate adopted by the IRS for 2024. **(Mike Mattson seconds)**

Animal Control Officer
Allen Strickler **Mike Mattson** moves to appoint Allen Strickler as Animal Control Officer for Thornbury Township for the year 2024, as per municipal rate sheet attached. **(Sheri Perkins seconds)**

Meeting Schedule **Sheri Perkins** moves to adopt the approved Meeting Schedule for the 2024 calendar year. **(Mike Mattson seconds)**

Holiday Schedule **Mike Mattson** moves to adopt the approved Holiday Schedule for the 2024 calendar year. **(Sheri Perkins seconds)**

Township Meetings
“Roberts Rules of Order” **Sheri Perkins** moves that all Township meetings for 2024 be conducted in accordance with “Roberts Rules of Order.” **(Mike Mattson seconds)**

Bank Depositories **Mike Mattson** moves to authorize the Township to designate as a Depository for the 2024 Township Funds the following banking institutions: WSFS, Victory Bank, and S&T Bank. **(Sheri Perkins seconds)**

***All of the above motions were approved without comment.**

Adjournment - The Re-Organizational Meeting adjourned at 7:14 pm

Respectfully Submitted,

Geoffrey Carbutt,



Township Municipal Secretary

cc: Board of Supervisors
Jeffrey Seagraves
Kenneth Kynett, Esq.