



**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, Chairman
Sheri L. Perkins, Vice Chair
Michael J. Mattson, Esq., Supervisor

Public Meetings 1st & 3rd Wednesday of each month.

Thornbury Township Board of Supervisors Minutes
For the Reorganizational Meeting, Monday, January 3, 2022 at 7:00 pm

Previous to the opening of the Annual Re-Organizational Meeting, James P. Kelly introduced former Board of Supervisors Chairman James Raith, whom he asked to comment, to which Mr. Raith offered his congratulations and support of the new Board. Mr. Kelly then introduced Michael Mattson the newly elected Supervisor who thanked his family and everyone for their support. Mr. Kelly then requested that the Honorable Judge Spiros Angelos swear in the newly elected officials, Michael Mattson Supervisor, Katie Gricco Tax Collector and John Lyons Jr., the new Jr. Supervisor. Mr. Kelly then opened the Re-Organizational Meeting for 2022 at 7:07.

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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 2022.
(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 2022.
(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 2022.
(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 2022.
(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 2022, 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 2022.
(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 2022 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 2022, 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 2022, 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 2022, 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 2022 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 \$140.00 per quarter for the year 2022. (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 2022. (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 2022. (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 2022. (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 2022. (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 2022. (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 2022, per attached Municipal Rate Sheet. (Sheri Perkins seconds)
Jr. Supervisor <i>John Lyons, Jr.</i>	Sheri Perkins moves to appoint John Lyons, Jr., to the position of Jr. Supervisor for the year 2022. (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 2022, 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 2022, 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 2022. (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 2022. (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 2022. (Sheri Perkins seconds)
Planning Commission <i>Wayne Grafton</i>	Sheri Perkins moves to appoint Wayne Grafton of Grafton Associates Consultant to the Planning Commission for the year 2022, per attached

Health Officer **Mike Mattson** moves to appoint Dan Diedrich as Health Officer
Dan Diedrich for the year 2022. (Sheri Perkins seconds)

Salary Schedule **Sheri Perkins** moves that a total of **\$599,118.87**, be approved for
salaries, distributed per salary schedule dated January 2022. (Mike Mattson seconds)

Fee Schedule **Mike Mattson** moves to approve **Resolution 2022-1**, setting the 2022 Fee
Schedule for permits in Thornbury Township. (Sheri Perkins seconds)

Earned Income Tax **Sheri Perkins** moves that Keystone Collection Services be appointed as
Keystone the Township Earned Income Tax Collector for the year 2022. (Mike Mattson seconds)

Appointments to Boards:

Environmental Advisory **Mike Mattson** moves to reappoint Kate Grieco, to the Environmental Advisory
Council Council, for a 3-year term, to expire December 2024. (Sheri Perkins seconds)

Planning Commission **Sheri Perkins** moves to reappoint Jim Quinn and James Bulkley
to the Planning Commission for 4-year terms, to expire December 2025. (Mike Mattson seconds)

Board of Appeals **Mike Mattson** moves to reappoint James Peterkin to the UCC Board of Appeals
for a 5-year term, to expire December 2026. (Sheri Perkins seconds)

Zoning Hearing Board **Sheri Perkins** moves to reappoint George Morley and Laura O’Brien as alternate
to the Zoning Hearing Board for a 4-year term to expire December 2025. (Mike Mattson seconds)

Park & Recreation Board **Mike Mattson** moves to reappoint Chris Atella and Patrick Fennelly
to the Park & Recreation Board for a 4-year term to expire December 2025. (Sheri Perkins seconds)

Historical Commission **Sheri Perkins** moves to reappoint Eric Miller to the Historical Commission
for a 5-year term to expire December 2026. (Mike Mattson seconds)

Board of Health **Mike Mattson** moves to reappoint Sam Yim to the Board of Health
for a 5-year terms to expire December 2026. (Sheri Perkins seconds)

Auditing firm for 2021 **Sheri Perkins** moves to approve **Resolution 2022-2**, appointing the
Township Records auditing firm of Leitzell & Economidis, P.C. to audit the Township Financial
Records for the year 2021, for a fee not to exceed **\$9,475.00**. (Mike Mattson seconds)

Auditing firm for 2021 **Mike Mattson** moves to approve **Resolution 2022-3**, appointing the
Sewer Records auditing firm of Leitzell & Economidis, P.C. to audit the Township Sewer
Financial Records for the year 2021, for a fee not to exceed **\$3,600.00**
(Sheri Perkins seconds)

Township Meetings **Sheri Perkins** moves that all Township meetings for 2022 be conducted
“Roberts Rules of Order” in accordance with “Roberts Rules of Order.” (Mike Mattson seconds)

Reimbursed Expenses **Mike Mattson** 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. (Sheri Perkins seconds)

Registered Elector **Sheri Perkins** moves to appoint William Clinger III as Registered
William Clinger III Elector for the year 2022. (Mike Mattson seconds)

Voting Delegate **Mike Mattson** moves to appoint James Kelly as voting delegate at the
James Kelly State Convention to be held May 2022. (Sheri Perkins seconds)

Delegate Alternate **James Kelly** moves to appoint Sheri Perkins as voting delegate alternate
Sheri Perkins at the State Convention to be held May 2022. (Mike Mattson seconds)

Emergency Management
Coordinator
Jack Egan

Mike Mattson moves to appoint Jack Egan as Township Emergency
Management Coordinator for the year 2022. **(Sheri Perkins seconds)**

Assistant Emergency
Management Coordinator
Greg DeMarco

Sheri Perkins moves to appoint Greg DeMarco as Assistant Emergency
Management Coordinator for the year 2022. **(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 2022. **(Sheri Perkins seconds)**

Mileage Rate

Sheri Perkins moves to approve the reimbursable mileage rate at the rate
adopted by the IRS for 2022. **(Mike Mattson seconds)**

Animal Control
Officer
Alan Strickler

Mike Mattson moves to appoint Alan Strickler as Animal Control Officer
for Thornbury Township for the year 2022, as per municipal rate sheet attached.
(Sheri Perkins seconds)

Meeting Schedule

Sheri Perkins moves to adopt the approved Meeting Schedule for the 2022
calendar year. **(Mike Mattson seconds)**

Holiday Schedule

Mike Mattson moves to adopt the approved Holiday Schedule for the 2022
calendar year. **(Sheri Perkins seconds)**

Bank Depositories

Sheri Perkins moves to authorize the Township to designate as a
Depository for the 2022 Township Funds the following banking institutions:
Bryn Mawr Trust, Truist, Victory and S&T Banks. **(Mike Mattson seconds)**

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

Adjournment - The Re-Organizational Meeting adjourned at 7:21 pm

Respectfully Submitted,

Geoffrey Carbutt, Municipal Secretary

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