



**THORNBURY TOWNSHIP  
DELAWARE COUNTY**

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

**BOARD OF SUPERVISORS**

James H. Raith  
James P. Kelly  
Sheri L. Perkins

*Public Meetings 1<sup>st</sup> & 3<sup>rd</sup> Wednesday of each month.*

**Thornbury Township Board of Supervisors Motions List**  
**For the Reorganizational Meeting, Monday, January 7, 2019 at 7:00 pm**

Temporary Chairman <i>James Raith</i>	<b>James Kelly</b> moves to appoint James Raith Temporary Chairman. <b>(Sheri Perkins seconds)</b>
Temporary Secretary <i>Geoffrey Carbutt</i>	<b>Sheri Perkins</b> moves to appoint Geoffrey Carbutt Temporary Secretary. <b>(James Kelly seconds)</b>
Chairman <i>James Raith</i>	<b>James Kelly</b> moves to appoint James Raith Chairman of the Board of Supervisors for the year 2019. <b>(Sheri Perkins seconds)</b>
Vice Chairman <i>James Kelly</i>	<b>Sheri Perkins</b> moves to appoint James Kelly Vice Chairman of the Board of Supervisors for the year 2019. <b>(James Raith seconds)</b>
Township Manager Zoning Officer & Alternate Open Records Officer <i>Jeffrey Seagraves</i>	<b>James Kelly</b> moves to appoint Jeffrey Seagraves Township Manager, Zoning Officer & Alternate Open Records Officer of Thornbury Township for the year 2019. <b>(Sheri Perkins seconds)</b>
Municipal Secretary, Subdivision Coordinator, Recycling Coordinator, & Open Records Officer <i>Geoffrey Carbutt</i>	<b>Sheri Perkins</b> moves to appoint Geoffrey Carbutt, Municipal Secretary, Subdivision Coordinator, Recycling Coordinator and PA Open Records Officer of Thornbury Township, for the year 2019. <b>(James Kelly seconds)</b>
Treasurer <i>Peter Barsz</i>	<b>James Kelly</b> moves to appoint Peter Barsz of Barsz, Gowie, Amon & Fultz, Treasurer for Thornbury Township for the year 2019, per attached Municipal Rate Sheet. <b>(Sheri Perkins seconds)</b>
Treasurer's Bond	<b>Sheri Perkins</b> moves that the Bond for the Township Treasurer be established and approved in the amount of 3.5 million dollars (\$ <b>3,500,000.00</b> ) for the year 2019. <b>(James Kelly seconds)</b>
Township Engineer <i>Catania Engineering</i>	<b>James Kelly</b> moves to appoint Catania Engineering Associates, Inc., as Township Engineers for Thornbury Township, for the year 2019 per attached Municipal Rate Sheet. <b>(Sheri Perkins seconds)</b>
Sewer Engineer <i>Pennoni Associates Inc.</i>	<b>Sheri Perkins</b> moves to appoint Pennoni Associates Inc., as Township Sewer Engineers for Thornbury Township, for the year 2019, per attached Municipal Rate Sheet. <b>(James Kelly seconds)</b>

Township Solicitor <i>Ken Kynett, Esq.</i>	<b>James Kelly</b> moves to appoint Kenneth D. Kynett, Esq., of Petrikin, Wellman, Damico, Brown & Petrosa, as Township Solicitor for year 2019, per attached Municipal Rate Sheet. <b>(Sheri Perkins seconds)</b>
Zoning Hearing Board Solicitor <i>Michael Imms, Esq.</i>	<b>Sheri Perkins</b> moves to appoint Michael T. Imms, Esq., of Ryan, Morton & Imms, LLC, as Zoning Hearing Board Solicitor for the year 2019, per attached Municipal Rate Sheet. <b>(James Kelly seconds)</b>
Planning Commission Solicitor <i>James Byrne, Esq.</i>	<b>James Kelly</b> moves to appoint James Byrne, Esq., of McNichol, Byrne & Matlawski, as Solicitor to the Planning Commission for the year 2019 per attached Municipal Rate Sheet. <b>(Sheri Perkins seconds)</b>
Township Sewer Rentals	<b>Sheri Perkins</b> moves to set the Township Sewer Rental for residents connected to the East and West Side Sewer Districts at \$ <b>140.00</b> per quarter for the year 2019. <b>(James Kelly seconds)</b>
Book Keeper <i>Sue Howat</i>	<b>James Kelly</b> moves to appoint Suzanne Howat to the position of Book Keeper for the year 2019. <b>(Sheri Perkins seconds)</b>
Code Department Secretary <i>Susan Daudert</i>	<b>Sheri Perkins</b> moves to appoint Susan Daudert to the position of Code Department Secretary for the year 2019. <b>(James Raith seconds, James Kelly abstains)</b>
Administrative Assistant <i>Susan Chobany</i>	<b>James Kelly</b> moves to appoint Susan Chobany to the part time position of Administrative Assistant for the year 2019. <b>(Sheri Perkins seconds)</b>
Roadmaster <i>Lindsey Price</i>	<b>Sheri Perkins</b> moves to appoint Lindsey Price to the position of Roadmaster for the year 2019. <b>(James Kelly seconds)</b>
Skilled Laborer <i>Howard Craig</i>	<b>James Kelly</b> moves to appoint Howard Craig to the position of Skilled Laborer for the year 2019. <b>(Sheri Perkins seconds)</b>
Skilled Laborer <i>Art Risley</i>	<b>Sheri Perkins</b> moves to appoint Arthur Risley to the position of Skilled Laborer for the year 2019. <b>(James Kelly seconds)</b>
Jr. Supervisor <i>Rebecca Kinzly</i>	<b>James Kelly</b> moves to appoint Rebecca Kinzly, to the position of Jr. Supervisor for the year 2019. <b>(Sheri Perkins seconds)</b>
Code Official, Inspector & Assistant Zoning Officer <i>Keystone Municipal Services</i>	<b>Sheri Perkins</b> moves to appoint Keystone Municipal Services, Inc., as Building Code Official, Building Code Inspector and Assistant Zoning Officer for Thornbury Township for the year 2019, per attached Municipal Rate Sheet. <b>(James Kelly seconds)</b>
Electrical Inspector <i>Len Warren</i>	<b>James Kelly</b> moves to appoint Len Warren of United Inspection Agency, Inc., as Electrical Inspector for Thornbury Township for the year 2019, per attached Municipal Rate Sheet. <b>(Sheri Perkins seconds)</b>
Fire Marshal <i>Alan Mancill &amp; T.J. Greene</i>	<b>Sheri Perkins</b> 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 2019. <b>(James Kelly seconds)</b>

Planning Commission, Sewer & Zoning Secretary <i>Deb Zitarelli</i>	<b>James Kelly</b> 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 2019. <b>(Sheri Perkins seconds)</b>
Sewage Enforcement Officer <i>Mark Bryan</i>	<b>Sheri Perkins</b> 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 2019. <b>(James Kelly seconds)</b>
Planning Commission <i>Wayne Grafton</i>	<b>James Kelly</b> moves to appoint Wayne Grafton of Grafton Associates Consultant to the Planning Commission for the year 2019, per attached Municipal Rate Sheet. <b>(Sheri Perkins seconds)</b>
Salary Schedule	<b>Sheri Perkins</b> moves that a total of <b>\$529,510.15</b> , be approved for salaries, distributed per salary schedule dated January 2019. <b>(James Kelly seconds)</b>
Fee Schedule	<b>James Kelly</b> moves to approve <b>Resolution 2019-1</b> , setting the 2019 Fee Schedule for permits in Thornbury Township. <b>(Sheri Perkins seconds)</b>
Earned Income Tax <i>Keystone</i>	<b>Sheri Perkins</b> moves that Keystone Collection Services be appointed as the Township Earned Income Tax Collector for the year 2019. <b>(James Kelly seconds)</b>
<b><u>Appointments to Boards:</u></b>	
Board of Appeals	<b>James Kelly</b> moves to reappoint Greg DeMarco & Michael King, to the Board of Appeals for 5-year terms, to expire December 2023. <b>(Sheri Perkins seconds)</b>
Planning Commission	<b>Sheri Perkins</b> moves to reappoint Sam Yim to the Planning Commission for a 4-year term, to expire December 2022. <b>(James Kelly seconds)</b>
Park & Recreation	<b>James Kelly</b> moves to reappoint Carolyn Seagraves to the Park & Recreation Board for a 4-year term, to expire December 2022. <b>(Sheri Perkins seconds)</b>
Environmental Advisory Council	<b>Sheri Perkins</b> moves to reappoint Kate Grieco, to the Environmental Advisory Council, for a 3-year term, to expire December 2021. <b>(James Kelly seconds)</b>
Historical Commission	<b>James Kelly</b> moves to reappoint Dennis Hunsecker & Dewey Yesner, to the Historical Commission for 5-year terms, to expire December 2023. <b>(Sheri Perkins seconds)</b>
Auditing firm for 2018 Township Records	<b>Sheri Perkins</b> moves to approve <b>Resolution 2019-2</b> , appointing the auditing firm of Leitzell & Economidis, P.C. to audit the Township Financial Records for the year 2018, for a fee not to exceed <b>\$9,000.00</b> . <b>(James Kelly seconds)</b>
Auditing firm for 2018 Sewer Records	<b>James Kelly</b> moves to approve <b>Resolution 2019-3</b> , appointing the Auditing firm of Leitzell & Economidis, P.C. to audit the Township Sewer Financial Records for the year 2018, for a fee not to exceed <b>\$3,450.00</b> . <b>(Sheri Perkins seconds)</b>

Township Meetings "Roberts Rules of Order"	<b>Sheri Perkins</b> moves that all Township meetings for 2019 be conducted in accordance with "Roberts Rules of Order." <b>(James Kelly seconds)</b>
Reimbursed Expenses	<b>James Kelly</b> 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. <b>(Sheri Perkins seconds)</b>
Registered Elector <i>William Clinger III</i>	<b>Sheri Perkins</b> moves to appoint William Clinger III as Registered Elector for the year 2019. <b>(James Kelly seconds)</b>
Voting Delegate <i>James Raith</i>	<b>James Kelly</b> moves to appoint James H. Raith as voting delegate at the State Convention to be held May 2019. <b>(Sheri Perkins seconds)</b>
Delegate Alternate <i>James Kelly</i>	<b>James Raith</b> moves to appoint James P. Kelly as voting delegate alternate at the State Convention to be held May 2019. <b>(Sheri Perkins seconds)</b>
Emergency Management Coordinator & Consultant <i>Jack Egan &amp; Willard McMullin</i>	<b>Sheri Perkins</b> moves to appoint Jack Egan Township Emergency Management Coordinator and Willard McMullin Emergency Management Consultant for the year 2019. <b>(James Kelly seconds)</b>
Assistant Emergency Management Coordinator <i>Greg DeMarco</i>	<b>James Kelly</b> moves to appoint Greg DeMarco Assistant Emergency Management Coordinator for the year 2019. <b>(Sheri Perkins seconds)</b>
Zoning Hearing Board Members – Meeting Fee	<b>Sheri Perkins</b> moves that all Zoning Hearing Board members receive <b>\$35.00</b> per hearing for the year 2019. <b>(James Kelly seconds)</b>
Mileage Rate	<b>James Kelly</b> moves to approve the reimbursable mileage rate at the rate adopted by the IRS for 2019. <b>(Sheri Perkins seconds)</b>
Animal Control Officer <i>Alan Strickler</i>	<b>Sheri Perkins</b> moves to appoint Alan Strickler as Animal Control Officer for Thornbury Township for the year 2019, as per municipal rate sheet attached. <b>(James Kelly seconds)</b>
Meeting Schedule	<b>James Kelly</b> moves to adopt the approved Meeting Schedule for the 2019 calendar year. (attached) <b>(Sheri Perkins seconds)</b>
Holiday Schedule	<b>Sheri Perkins</b> moves to adopt the approved Holiday Schedule for the 2019 calendar year. (attached) <b>(James Kelly seconds)</b>
<b><u>Bank Depositories</u></b>	<b>James Kelly</b> moves to authorize the Township to designate as a Depository for the 2019 Township Funds the following banking institutions: BB&T Bank & Bryn Mawr Trust. <b>(Sheri Perkins seconds)</b>

**\*All of the above Motions were approved without comment.**

**Adjournment: The Re-Organizational Meeting adjourned at 7:12 pm**

Respectfully Submitted,

**Geoffrey Carbutt, Municipal Secretary**

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