



THE COUNTY OF CHESTER

COMMISSIONERS
Terence Farrell
Kathi Cozzone
Michelle Kichline

OFFICE OF THE COMMISSIONERS
313 W. Market Street, Suite 6202
P.O. Box 2748
West Chester, PA 19380-0991
(610) 344-6100



ORGANIZATIONAL MEETING

January 5, 2017

1. **CALL MEETING TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **CONFIRMATION OF COUNTY OFFICIAL/EMPLOYEE RISK SECURITY**

The Risk Manager will confirm that the requisite insurance/security is in place.

4. **NOMINATION AND ELECTION OF CHAIRMAN**
5. **NOMINATION AND ELECTION OF VICE CHAIRMAN**
6. **ANNOUNCEMENT OF DAY AND TIME OF REGULAR MEETINGS**

The Chairman will announce that the meetings of the Chester County Board of Commissioners will generally be held bi-weekly at 10:00 a.m. in the Commissioners' Board Room.

The Chief Clerk will verify that the dates and times of the Board Meetings have been duly advertised in the Daily Local News on December 18, 2016.

7. **DEPOSITORIES OF COUNTY FUNDS**

Designate by Motion, second and approve by vote the fund depositories and tax bank depositories and/or other financial institutions. (See attached list.)

8. **ADOPTION OF RESOLUTION #01-17 REGARDING BANKING AUTHORITY**

(See attached Resolution.)

9. **PUBLIC COMMENT**

10. **ADJOURNMENT**



CERTIFICATE OF INSURANCE

This certifies that **Chester County** is a member of the Pennsylvania Counties Risk Pool (PCoRP) and as such is provided with the following insurance coverage:

- Property
- General Liability
- Law Enforcement Liability
- Automobile Insurance
- Errors & Omissions Insurance
- Crime

These coverages are provided for the period 6/1/2016 - 6/1/2017 under PCoRP Coverage Document #PCoRP CD01-20160601. Coverage limits are listed on the last page of this certificate. Coverage exists for all county employees acting within the scope of their duties. A detailed listing of county employees covered for crime by PCoRP is attached. Questions about coverage should be referred to:

Karen Cohen at kcohen@pacounties.org or Marsha Elmer at melmer@pacounties.org or 800-895-9039

Signed: 
PCoRP Representative

Frank Staudenmeier
Chairman, PCoRP Board of Directors

John Sallade
PCoRP Administrator



The following information provides a general outline of coverages included in the PCoRP program. This proposal does not alter, amend, or otherwise change policy language:

PROPERTY

- All Buildings
- All Personal Property
- Computer Equipment
- Valuable Papers
- Fine Arts
- Automobile Physical Damage
- Architect's Fees
- New Construction

LIABILITY

- General Liability
- Law Enforcement Liability
- Public Officials' Errors & Omissions
- Automobile Liability
- Medical Payments (Auto & Premises)
- Professional Liability

CRIME

- Employee Dishonesty/Faithful Performance
- Loss Inside the Premises
- Loss Outside the Premises
- Money Orders and Counterfeit Paper Currency
- Depositors Forgery
- Computer Fraud including Fund Transfer Fraud

County Officials Covered by Act 106

The limit for employee dishonesty/faithful performance (\$1,000,000) is provided for all county employees and county public officials. The Act lists the following county officers and their home rule equivalents for whom official security must be provided: each county commissioner, chief clerk, controller, treasurer, prothonotary, sheriff, coroner, clerk of courts of the court of common pleas, clerk of the orphans' court division of the court of common pleas, recorder of deeds, register of wills, probation and parole officers (if required by order of the court), fire marshal and deputy fire marshals (if required by law), and secretary of the board of health and the health officer (if required by law). The Act also requires the county to obtain official security coverage for all county officers and employees who are not listed specifically in the Act, including deputies and other appointees in each county office, "who are required to receive, account for or hold any money and other property by virtue of their office or employment."

NOTE: PCoRP's crime coverage meets all the requirements of Act 106 of 2011.

Depositories of County Funds

Department or Account Name	Bank Name
Concentration Account	TD Bank, NA
Disbursement Account	TD Bank, NA
Controlled Disbursement Account	TD Bank, NA
Payroll Account	PNC Bank
Canteen Fund – Regular	BB&T
Canteen Fund – Savings	BB&T
Clerk of Courts (10 accounts)	Wells Fargo
Correctional Center – Regular	BB&T
Correctional Center – Welfare	BB&T
Detectives Evidence Escrow	BB&T
District Court 15-1-01	DNB First
District Court 15-1-02	TD Bank, NA
District Court 15-1-03	DNB First
District Court 15-1-04	BB&T
District Court 15-1-05	Key Bank
District Court 15-2-01	Phoenixville Federal Bank & Trust
District Court 15-2-03	DNB First
District Court 15-2-05	M & T Bank
District Court 15-2-06	BB&T
District Court 15-2-07	BB&T
District Court 15-3-01	BB&T
District Court 15-3-04	BB&T
District Court 15-3-05	BB&T
District Court 15-3-06	M & T Bank
District Court 15-3-07	Fulton Bank
District Court 15-4-01	Citizens Bank
District Court 15-4-02	DNB First
District Court 15-4-03	DNB First
District Court 15-4-04	BB&T
Health Bank (S Branch)	TD Bank, NA
OMBH	Meridian Bank
Prison (4 accounts)	BB&T
Pocopson Home (2 accounts)	Wells Fargo
Prothonotary (2 accounts)	DNB First
Prothonotary – Regular	DNB First
Prontonotary – Old Escrow	DNB First

Recorder of Deeds (2 accounts)	DNB First
Recorder of Deeds	DNB First
Register of Wills (6 accounts)	DNB First
Register of Wills – Minor Attorney Account	DNB First
Register of Wills – Orphans Court – (2 accounts)	DNB First
Sheriff	DNB First
Sheriff	Franklin Mint Federal Credit Union
Sheriff	Franklin Mint Federal Credit Union
Sheriff	Meridian Bank
Sheriff	BB&T
Tax Claim Bureau	Wells Fargo
Tax Claim Escrow	Wells Fargo
Tax Claim Electronic Payments	DNB First
Treasurer	DNB First
Treasurer	Wells Fargo

**COUNTY OF CHESTER
COMMONWEALTH OF PENNSYLVANIA
Resolution #01-17**

**RESOLUTION OF THE CHESTER COUNTY COMMISSIONERS AUTHORIZING
DESIGNATED OFFICERS AND EMPLOYEES TO OPEN AND CLOSE BANK ACCOUNTS
AND DELEGATE AUTHORITY TO OPEN AND CLOSE ACCOUNTS**

Be it resolved this 5th day of January 2017, that the following officers and employees have the authority to open and close bank accounts, to delegate authority to other individuals to open and close accounts and to sign checks and to do any and all requirements as related to banking authority:

Check signing authorization:

3 of 3 Terence Farrell, Commissioner
Kathi Cozzone, Commissioner
Michelle Kichline, Commissioner

And Norman MacQueen, Controller
or Carol Pollitz, Deputy Controller

And Ann Duke, Treasurer
or Robin Purnell, Deputy Treasurer
or Dawn Zunino, Billing & Assessment Specialist

Investments, wire transfer authorization and confirmations, but not to include 3rd party disbursements:

Julie B. Bookheimer, Director of Financial Services
Vickie S. Brown, Senior Financial Analyst/Assistant
Christopher P. Burns, Senior Financial Analyst
Sena Kim, Senior Financial Analyst

BOARD OF COMMISSIONERS

Terence Farrell, Commissioner

Kathi Cozzone, Commissioner

Michelle Kichline, Commissioner

Janelle Swab, Chief Clerk

Terence Farrell, Commissioner

Kathi Cozzone, Commissioner

Michelle Kichline, Commissioner

Norman MacQueen, Controller

Julie B. Bookheimer, Director of Financial Services

Ann Duke, Treasurer

Robin Purnell, Deputy Treasurer

Dawn Zunino, Billing & Assessment Specialist

Vickie S. Brown, Senior Financial Analyst/Assistant

Christopher P. Burns, Senior Financial Analyst

Sena Kim, Senior Financial Analyst

Carol Pollitz, Deputy Controller

ATTEST: _____