

BOARD OF COMMISSIONERS' ORGANIZATIONAL MEETING

January 6, 2020

**Meeting to be convened by
Chester County Solicitor, Thomas L. Whiteman**

- 1. CONFIRMATION THAT OATHS HAVE BEEN ADMINISTERED AND FILED**
- 2. CONFIRMATION OF COUNTY OFFICIAL/ EMPLOYEE RISK SECURITY**
- 3. NOMINATION AND ELECTION OF COMMISSIONER CHAIRMAN**
- 4. NOMINATION AND ELECTION OF VICE-CHARIMAN**
- 5. ANNOUNCEMENT OF DAY AND TIME OF REGULAR MEETING**
- 6. PROMULGATION AND ADOPTION OF RULES AND REGULATIONS**
- 7. APPOINTMENT OF COUNTY SOLICITOR, DEPUTY SOLICITOR,
ASSISTANT SOLICITOR, CHIEF CLERK, CHIEF ASSESSOR, EMERGENCY
MANAGEMENT COORDINATOR**
- 8. DEPOSITORIES OF COUNTY FUNDS**
- 9. ADOPTION OF RESOLUTION CONCERNING BANKING AUTHORITY**
- 10. ADJOURNMENT**

Chief Clerk

**RULES AND REGULATIONS
FOR THE CONDUCT OF MEETINGS
OF THE BOARD OF COMMISSIONERS**

1. MEETINGS

Regular meetings of the Board will be held in the Commissioners' Board Room, 313 West Market Street, Sixth Floor, West Chester, Pennsylvania, generally scheduled on a Thursday at 10:00 AM except when legal holidays shall fall on these days, in which case such meetings shall be held at the discretion of the Board and by the required legal notice to Board membership. Specific scheduled Commissioners' meeting dates will be publicized and will be designated on the County's website.

If, on account of hazardous driving conditions, bad weather, illness of one or members of the Board, or any other valid reason, it is deemed advisable to cancel a regular meeting, this may be done by the agreement on the part of a majority of the Board, with notice to the other members at least one hour prior to such scheduled meeting, and the regular meeting shall be re-scheduled by the Chairman with proper legal notice of such re-scheduling meeting. All members of the public having appointments with the Board shall be notified of the re-scheduled meeting if they can be contacted.

Because of the occasional need for a Board member to be absent from regular meetings due to assignments having to do with County business or from absence due to illness, it shall be in order and otherwise permissible for any physically absent Board member to participate by speaker telephone on any individual subject on which action is taken at the particular meeting designated, and any resulting vote shall be counted as though the member were personally present.

2. THE ORDER OF BUSINESS AT MEETINGS OF THE BOARD

- a. Call Meeting To Order
- b. Pledge of Allegiance
- c. Announcements
- d. Minutes of Previous Meeting
- e. Public Comment on Agenda Items
- f. Old Business
- g. New Business
- h. Personnel Matters
- i. Financial Matters
- j. Public Comment
- k. Adjournment

The Order of Business may be changed by Motion supported by majority vote of the Board to accommodate the hearing and transaction of business. Any Motion made to depart from the prescribed order of business shall be made before the Order of Business is commenced.

3. RULES OF PROCEDURES

The Board will apply the parliamentary procedures set forth in Robert’s Rules of Order in conducting its meetings.

A “public comment” opportunity will be permitted by the Board consistent with provisions of Section 710.1 of the Pennsylvania Sunshine Act (65 Pa. C.S.A. Section 701 et seq.). At such time a citizen may address the Board for a period of time not to exceed three minutes. The limitation on time associated with citizen comment may be waived by a majority vote of the Board.

Tape recorders or other recording devices may be used in a manner consistent with the provisions of Section 711 of the Sunshine Act to the extent that the use does not cause disruption of a meeting.

4. EXECUTIVE SESSION

The Board may, as the need arises, and in accordance with Section 708 of the Sunshine Act, meet in Executive Session to discuss: Personnel Issues; Labor Relations; Collective Bargaining and Arbitration; Purchase or Lease of Real Property; Litigation or anticipated Litigation; Matters which would violate lawful privilege or lead to the disclosure of information or confidentiality protected by Law, including investigations. The Board shall announce the general reason for holding the Executive Session at an open meeting either preceding or following an executive session.

5. OPEN MEETING DAYS

In accordance with Section 704 of the Sunshine Act, the Board designates the Tuesday preceding each scheduled Commissioners’ meeting as an open meeting day, commencing at 10:00 AM. All discussion defined as “deliberations” under the Act will take place in the Commissioners’ Board Room, 313 West Market Street, Sixth Floor, West Chester, Pennsylvania.

6. MEMORIALIZATION OF MINUTES

The Chief Clerk will memorialize the minutes of each Commissioners’ meeting in writing.

7. AMENDMENT OF RULES AND REGULATIONS

Changes by amendment to these Rules may be made at any regular meeting of the Board and shall not be effective until the next regular meeting.

COMMISSIONERS:

Chief Clerk

**SOLICITOR, DEPUTY SOLICITOR, ASSISTANT SOLICITOR, CHIEF CLERK,
CHIEF ASSESSOR, EMERGENCY MANAGEMENT COORDINATOR**

Solicitor: Thomas L. Whiteman

Deputy Solicitor: Kristen Mayock

Assistant Solicitor: Michelle Bernardo-Rudy

Chief Clerk: Robert J. Kagel

Chief Assessor: Susan Caldwell

Emergency Management Coordinator: Michael Murphy



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
- Privacy and Security Event Liability
- Law Enforcement Liability
- Automobile Insurance
- Errors & Omissions Insurance
- Crime

These coverages are provided for the period 6/1/2019 - 6/1/2020 under PCoRP Coverage Document #PCoRP CD01-20190601. 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:

Marsha Elmer at melmer@pacounties.org, or Tona Faust at tf Faust@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
- Privacy and Security Event 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 WSFS Bank
Disbursement Account	TD Bank, NA WSFS Bank
Controlled Disbursement Account	TD Bank, NA WSFS Bank
Payroll Account	PNC Bank
Clerk of Courts (6 accounts)	DNB First
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 15-2-07	DNB First
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	BB&T
District Court 15-4-01	TD 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)	WSFS Bank
OMBH	Meridian Bank
Prison -Canteen Fund – Regular	Meridian Bank
Prison -Canteen Fund – Savings	Meridian Bank

Prison -Correctional Center – Regular	Meridian Bank
Prison - Correctional Center – Welfare	Meridian Bank
Pocopson Home (2 accounts)	Wells Fargo
Prothonotary Operating	DNB First
Prothonotary – Credit Card	DNB First
Prothonotary – E Filing	DNB First
Prothonotary – Automation Fund	DNB First
Prothonotary – Masters Escrow	DNB First
Prothonotary – Escrow Disbursement	DNB First
Recorder of Deeds – Recording Account	DNB First
Recorder of Deeds – Municipal Realty Transfer Tax Account	DNB First
Recorder of Deeds – Holding Account	DNB First
Recorder of Deeds – Records Improvement Fund	DNB First
Recorder of Deeds – Capital Technology Account	DNB First
Register of Wills – Operating Account	DNB First
Register of Wills – Minor Attorney Account	DNB First
Register of Wills – Counseling Fund	DNB First
Register of Wills – Automation Fund	DNB First
Register of Wills – Court Escrow Account	DNB First
Sheriff	Franklin Mint Federal Credit Union
Sheriff	Meridian Bank
Tax Claim Bureau	Wells Fargo
Tax Claim Electronic Payments	DNB First
Treasurer	DNB First

**THE COUNTY OF CHESTER
COMMONWEALTH OF PENNSYLVANIA
RESOLUTION No. 01-20**

**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 **6th day of January 2020**, 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 Marian D. Moskowitz, Commissioner
Josh Maxwell, Commissioner
Michelle Kichline, Commissioner

And Margaret Reif, Controller
or Carol Pollitz, Deputy Controller

And Patricia Maisano, Treasurer
or Dawn Zunino, Deputy Treasurer
or Shawn Stauffer, Billing Specialist

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

Julie B. Bookheimer, Chief Financial Officer
Vickie S. Brown, Senior Financial Analyst/ Assistant
Christopher P. Burns, Senior Financial Analyst
Sena Kim, Senior Financial Analyst

BOARD OF COMMISSIONERS

Marian D. Moskowitz, Chairman

Josh Maxwell, Commissioner

Michelle Kichline, Commissioner

ATTEST:

Robert J. Kagel, Chief Clerk

Marian D. Moskowitz, Commissioner

Josh Maxwell, Commissioner

Michelle Kichline, Commissioner

Margaret Reif, Controller

Julie B. Bookheimer, Chief Financial Officer

Patricia Maisano, Treasurer

Dawn Zunino, Deputy Treasurer

Shawn Stauffer, Billing Specialist

Vickie S. Brown, Senior Financial Analyst/
Assistant

Christopher P. Burns, Senior Financial Analyst

Sena Kim, Senior Financial Analyst

Carol Pollitz, Deputy Controller

ATTEST:

Chief Clerk