



# THE COUNTY OF CHESTER

COMMISSIONERS  
Marian D. Moskowitz  
Josh Maxwell  
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 4, 2021

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. PUBLIC COMMENT ON AGENDA ITEMS
4. CONFIRMATION OF COUNTY OFFICIAL/EMPLOYEE RISK SECURITY
5. ANNOUNCEMENT OF DAY AND TIME OF REGULAR MEETINGS
6. PROMULGATION AND ADOPTION OF RULES AND REGULATIONS
7. DEPOSITORIES OF COUNTY FUNDS
8. ADOPTION OF RESOLUTION #01-21 REGARDING BANKING AUTHORITY
9. PUBLIC COMMENT
10. ADJOURNMENT

**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 designate an individual to 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:**

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Chief Clerk

# Depositories of County Funds

Department or Account Name	Bank Name
Concentration Account	WSFS Bank
Disbursement Account	WSFS Bank
Controlled Disbursement Account	WSFS Bank
Chester County Investment Account	WSFS Bank
Wire Transfer Account	WSFS Bank
Accounts Payable Account	WSFS Bank
ACH Payment Account	WSFS Bank
Planning Online Payments	WSFS Bank
Emergency Services Online Payments	WSFS Bank
Merchant Card Account	WSFS Bank
911 Wireless Account	WSFS Bank
Parks online Payments	WSFS Bank
Drug & Alcohol Online Payments	WSFS Bank
State Agency Account	WSFS Bank
Health Bank (S Branch)	WSFS Bank
Payroll Account	PNC Bank
Clerk of Courts (6 accounts)	S&T Bank
Detectives Evidence Escrow	BB&T
Detectives Investigation Fund	BB&T
Detectives Drug Forfeiture Acct	BB&T
Detectives Special Investigations Fun	BB&T
Detectives MDTF Account	BB&T
Detectives HIDTA Account	BB&T
Detectives Child Abuse Forfeiture Fund	BB&T
District Court 15-1-01	S&T Bank
District Court 15-1-02	TD Bank, NA
District Court 15-1-03	S&T Bank
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	S&T Bank
District Court 15-2-07	S&T Bank
District Court 15-3-01	Malvern Bank
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	S&T Bank
District Court 15-4-03	S&T Bank
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	S&T Bank
Prothonotary – Credit Card	S&T Bank
Prothonotary – E Filing	S&T Bank
Prothonotary – Automation Fund	S&T Bank
Prothonotary – Masters Escrow	S&T Bank
Prothonotary – Escrow Disbursement	S&T Bank
Recorder of Deeds – Municipal Realty Transfer Tax Account	S&T Bank
Recorder of Deeds – Holding Account	S&T Bank
Recorder of Deeds – Records Improvement Fund	S&T Bank
Recorder of Deeds – Capital Technology Account	S&T Bank
Register of Wills – Operating Account	S&T Bank
Register of Wills – Minor Attorney Account	S&T Bank
Register of Wills – Counseling Fund	S&T Bank
Register of Wills – Automation Fund	S&T Bank
Register of Wills – Court Escrow Account	S&T Bank
Sheriff	Franklin Mint Federal Credit Union
Sheriff	Meridian Bank

Tax Claim Bureau

Tax Claim Electronic Payments

Treasurer Operating Account

Lockbox Account

Wells Fargo

S&T Bank

S&T Bank

S&T Bank

**THE COUNTY OF CHESTER  
COMMONWEALTH OF PENNSYLVANIA  
RESOLUTION No. 01-21**

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**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**

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**BE IT RESOLVED**, this **4<sup>th</sup> day of January 2021**, 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 3<sup>rd</sup> party 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**

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**Marian D. Moskowitz**, Chair

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**Josh Maxwell**, Commissioner

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**Michelle Kichline**, Commissioner

**ATTEST:**

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**Robert J. Kagel**, Chief Clerk

Marian D. Moskowitz, Commissioner

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Josh Maxwell, Commissioner

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Michelle Kichline, Commissioner

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Margaret Reif, Controller

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Julie B. Bookheimer, Chief Financial Officer

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Patricia Maisano, Treasurer

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Dawn Zunino, Deputy Treasurer

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Shawn Stauffer, Billing Specialist

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Vickie S. Brown, Senior Financial Analyst/  
Assistant

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Christopher P. Burns, Senior Financial Analyst

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Sena Kim, Senior Financial Analyst

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Carol Pollitz, Deputy Controller

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ATTEST:

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Robert J. Kagel, Chief Clerk