

**WEST GOSHEN TOWNSHIP  
BOARD OF SUPERVISORS ORGANIZATIONAL MEETING  
JANUARY 5, 2004**

The annual organizational meeting of the Board of Supervisors of West Goshen Township was called to order by Chairman Edward G. Meakim at 4:59 p.m. on Monday, January 5, 2004, at the Township Administration Building, with all members present. Mr. Meakim opened the meeting with the Pledge of Allegiance to the Flag.

Mr. Meakim opened the floor for public comment and there was none.

Dr. White announced that Mr. Kenneth H. Slack who was elected as an Auditor for West Goshen Township in November 2003 had resigned from that position. Dr. White recommended that Mr. Jacob W. Bowman, Jr., be appointed to fill the position.

On motion by Dr. White, seconded by Ms. McIlvaine, the Board unanimously approved the appointment of Mr. Jacob W. Bowman, Jr., as Auditor.

Mr. Meakim introduced the Honorable Mark Bruno. Judge Bruno stated that he is in his sixth year as District Justice and said that in that time he has noted how important leadership is in a municipality. He commended the leadership of the Borough of West Chester and that of Chief Michael J. Carroll, West Goshen Township Police, and Ms. Sharon Lynn, Township Manager of West Goshen Township, and said that he is proud to serve both municipalities as District Justice.

The Honorable Mark Bruno administered the Oath of Office as Auditor to Mr. Bowman and the Oath of Office as Supervisor to Ms. Patricia B. McIlvaine, who was elected in November 2003.

Mr. Meakim appointed Dr. White as Temporary Chairman for the purpose of electing the Chairman of the Board for 2004.

Dr. White opened the floor for nominations for Chairman of the Board of Supervisors. On motion by Mr. Meakim, seconded by Dr. White, Ms. McIlvaine was unanimously nominated as Chairman of the Board of Supervisors for 2004.

Dr. White stated that Ms. McIlvaine was the first female member of the Board of Supervisors and is now the first female Chairman of the Board of Supervisors.

Ms. McIlvaine opened the floor for nominations for Vice Chairman. On motion by Dr. White, seconded by Ms. McIlvaine, Mr. Meakim was unanimously nominated Vice Chairman.

Ms. McIlvaine announced the proposed Township and Staff appointments for 2004 and asked for a motion and vote on the following appointments:

Township Manager	Sharon Lynn
Township Secretary	Sharon Lynn
Assistant Township Secretary	Sandra K. Turley
Finance Director/Treasurer	Jeanne M. Denham
Assistant Finance Director	Jennifer M. Latzer
Assistant Treasurer	Cynthia L. Haldeman
Chief of Police	Michael J. Carroll
Township Engineer	Richard J. Craig
Streets Superintendent	David L. Mushrush

Building/Code Official	Richard E. Hicks
Zoning Officer	Nancy D. Rodgers
Assistant Zoning Officer	Diane E. Clayton
Deputy Zoning Officer	Sharon Lynn
Deputy Zoning Officer	Richard J. Craig
Township Solicitor	Buckley, Nagle, Brion, McGuire, Morris & Sommer
Fire Marshal	Ralph Brown
Assistant Fire Marshal	Donald A. Loane

On motion by Mr. Meakim, seconded by Dr. White, unanimous approval was granted for these appointments.

Ms. McIlvaine announced the proposed appointments for the specific terms in office to various Boards and Commissions and asked for a motion and vote on the appointments.

For the BOCA Appeals Board:

David W. Graf	Member
Grant K. Middlestead	Member
James Jay McIntyre	Member
Roberta P. Kelly	Member
Louis Calvarese	Member

For the Park and Recreation Board:

Daniel Dixon	Member
Edward T. Smith	Member

For the Pension Committee:

Peter C. Anderson	Member
Gary S. Hess	Member
William Keenan	Member
Richard Weinstein	Member

For the Planning Commission:

Nancy B. Higgins	Member
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For the Sewer Authority Board:

John L. Windle	Member
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For the Vacancy Board:

Raymond H. Halvorsen	Member
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For the Zoning Hearing Board:

Peter C. Anderson                      Member

On motion by Dr. White, seconded by Mr. Meakim, the appointments to the Boards and Commissions were unanimously approved.

On motion by Mr. Meakim, seconded by Dr. White, the Board unanimously approved the following depositories for 2004:

Commerce Bank  
The First National Bank of Chester County  
Wachovia Bank  
Sovereign Bank  
Downingtown National Bank  
Pennsylvania Local Government Investment Trust (PLGIT)  
Citizen's Bank

On motion by Dr. White, seconded by Mr. Meakim, it was unanimously approved to recommend to the Board of Auditors that the Township Finance Director and Manager bonds be set at \$7,000,000 for 2004.

Ms. McIlvaine announced that in 2004, the Board of Supervisors will meet on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month at 4:00 p.m. in the Township Administration Building with the exception of the following: The February 25, 2004, November 24, 2004 and December 22, 2004 meetings are cancelled and a Special meeting will be held on November 17, 2004 at 4:00 p.m.

Ms. McIlvaine announced the Holiday Schedule for 2004 as follows:

Thursday	January 1	New Year's Day
Monday	February 16	Presidents' Day
Friday	April 9	Good Friday
Monday	May 31	Memorial Day
Monday	July 5	July Fourth (Observed)
Monday	September 6	Labor Day
Monday	October 11	Columbus Day
Thursday	November 25	Thanksgiving
Friday	November 26	Thanksgiving Friday
Friday	December 24	Christmas (Observed)
Friday	December 31	New Year's Day (Observed)

Employees have one swing holiday which may be used with the approval of their Department head.

On motion by Dr. White, seconded by Mr. Meakim, unanimous approval was given for the adoption of Resolution No. 1-2004, establishing the following boundaries for fire protection and the agencies chosen to fulfill the public safety needs of West Goshen Township:

BOUNDARIES

From Phoenixville Pike beginning at the northern boundary of West Goshen Township, southerly to the 322 By-pass, then along the PA 202 By-pass to South Concord Road; then south along South Concord Road to the southern boundary of West Goshen Township.

FIRE PROTECTION

Goshen Fire Department  
West Chester Fire Department

AMBULANCE SERVICE

Good Fellowship Ambulance Club, Inc.  
Goshen Ambulance

RESCUE SERVICE

Goshen Fire Department  
West Chester Fire Department

POLICE PROTECTIONS

West Goshen Township Police Department

On motion by Mr. Meakim, seconded by Dr. White, unanimous approval was given for the adoption of Resolution No. 2-2004, adopting the Emergency Operations Plan for West Goshen Township.

Ms. McIlvaine opened the floor for public comment.

Ms. Evelyn Baker, 900 Sheridan Drive, asked when the resolution for the Township Manager's Salary for 2004 would be presented and Dr. White replied it would be on the agenda for the January 14, 2004 Board of Supervisors meeting.

Ms. McIlvaine announced that a reception with refreshments would be held following the meeting in Meeting Room A and that all were invited to attend. She thanked all of those present for their support, especially the Honorable Elinor Z. Taylor.

Representative Taylor commended all who manage West Goshen Township and congratulated Mrs. Baker for her faithful attendance at the Board of Supervisors' meetings. She congratulated Ms. McIlvaine on her election to Chairman of the Board of Supervisors and said that Ms. McIlvaine has earned the trust of the residents of West Goshen Township through her interest in the issues that are important to the Township.

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There being no further business, on motion by Mr. Meakim, seconded by Dr. White, the meeting was adjourned at 5:16 p.m.

Respectfully submitted,

Sharon Lynn  
Township Manager