

**AGENDA**

**BOARD OF COMMISSIONERS' ORGANIZATIONAL MEETING**

**January 4, 2016**

**Meeting to be convened by**

**Chester County Solicitor, Thomas L. Whiteman**

- I. Confirmation that Oaths have been Administered and Filed**
- II. Confirmation of County Official/Employee Risk Security**
- III. Nomination and Election of Commissioner Chairman**
- IV. Nomination and Election of Vice-Chairman**
- V. Announcement of Day and Time of Regular Meeting**
- VI. Promulgation and Adoption of Rules and Regulations**
- VII. Appointment of County Solicitor, Assistant Solicitor, Chief Clerk**
- VIII. Depositories of County Funds**
- IX. Adoption of Resolution Concerning Banking Authority**
- X. Adjournment**

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Chief Clerk

# AGENDA

## BOARD OF COMMISSIONERS' ORGANIZATIONAL MEETING

January 4, 2016

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

**I. Confirmation that Oaths have been Administered and Filed**

The Chief Clerk will verify that all elected officials have taken the Oath of Office and that the Oaths have been properly filed with the Prothonotary's Office.

**II. Confirmation of County Official/Employee Risk Security**

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

**III. Nomination and Election of Commissioner Chairman**

Motion to nominate, second and vote.  
Newly elected Chairman assumes Chair and proceeds with election of Vice-Chairman.

**IV. Nomination and Election of Vice-Chairman**

Motion to nominate, second and vote.

**V. Announcement of Day and Time of Regular Meeting**

Announce time/date of regular meetings of the Board of Commissioners. This was advertised in the Daily Local newspaper on December 27, 2015.

**VI. Promulgation and Adoption of Rules and Regulations**

Adopted by vote of Commissioners concerning the conduct of the meetings of the Board of Commissioners.

**VII. Appointment of County Solicitor, Assistant Solicitor, Chief Clerk**

Motion, second and approve by vote the appointment of the attached list.

**VIII. 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.)

**IX. Adoption of Resolution Concerning Banking Authority**

(See attached Resolution.)

**X. Adjournment**

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Chief Clerk

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

**1. MEETINGS**

Regular meetings of the Board will generally be held in the Commissioners' Board Room, 313 West Market Street, Courthouse, West Chester, Pennsylvania, every other Thursday, at 10:00 A.M. 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.

If, on account of hazardous driving conditions, bad weather, illness of one or more 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-scheduled 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
- (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 parliamentary 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 every other Tuesday commencing at 10.00 A.M., as an open meeting day. All discussion defined as “deliberations” under the Act will take place in the Commissioners’ Board Room, 313 West Market Street, Courthouse, 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, ASSISTANT SOLICITOR, CHIEF CLERK**

Solicitor: Thomas L. Whiteman, Esquire

Assistant Solicitor: William R. Christman III, Esquire

Chief Clerk: Janelle L. Swab



## 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 6/1/2015 - 6/1/2016 under PCoRP Coverage Document #PCoRP CD01-20150601. 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](mailto:kcohen@pacounties.org) or Marsha Elmer at [melmer@pacounties.org](mailto:melmer@pacounties.org) or 800-895-9039

Signed: Karen Cohen  
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	First Niagara 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	National Penn Bank
District Court 15-3-04	BB&T
District Court 15-3-05	National Penn Bank
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	National Penn Bank
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

**Resolution # 01-16**

Be it resolved this 4th day of January 2016, 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, Account Clerk III

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

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

BOARD OF COMMISSIONERS

\_\_\_\_\_  
Terence Farrell, Commissioner

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Kathi Cozzone, Commissioner

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Michelle Kichline, Commissioner

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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, Account Clerk III \_\_\_\_\_

Vickie S Brown, Sr. Financial Analyst/Assistant \_\_\_\_\_

Christopher P. Burns, Sr. Financial Analyst \_\_\_\_\_

Sena Kim, Financial Analyst \_\_\_\_\_

Carol Pollitz, Deputy Controller \_\_\_\_\_

ATTEST: \_\_\_\_\_