



# 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

## COMMISSIONERS' MEETING MINUTES

January 4, 2016

### I. CALL OF MEETING TO ORDER

The Organizational Meeting of the Chester County Board of Commissioners was held on Monday, January 4, 2016, in the Commissioners' Board Room. The Meeting was convened at 10:03 a.m. by Chairman Pro Tem Thomas L. Whiteman, Esquire, Chester County Solicitor.

### CALL TO ORDER

### II. PLEDGE OF ALLEGIANCE

William Christman, Assistant Solicitor, led the Pledge of Allegiance.

### PLEDGE OF ALLEGIANCE

### III. CONFIRMATION OF COUNTY OFFICIAL/EMPLOYEE RISK SECURITY

Mr. Whiteman asked for the Risk Manager to verify that the requisite insurance/security was in place.

### RISK SECURITY & INSURANCE

William Everett, Risk Manager for the County, verified that the requisite insurance/security is in place.

### IV. CONFIRMATION OF ADMINISTRATION AND FILING OF OATHS

Mr. Whiteman asked for the Chief Clerk to verify that all Oaths administered and signed by all elected officials had been filed with the Chester County Prothonotary.

### OATHS

Janelle Swab, Chief Clerk for the County, verified that all Oaths had been administered and filed.

### V. NOMINATION AND ELECTION OF CHAIRPERSON

Mr. Whiteman called for nominations for Chairperson of the Board of Commissioners. Commissioner Kathi Cozzone placed in nomination the name of Commissioner Terence Farrell. Commissioner Kichline Seconded the Motion.

### ELECTION OF CHAIRPERSON

Mr. Whiteman called for any additional nominations and there were none. There being no further nominations, Mr. Whiteman moved to close the nominations. The vote was unanimous in favor of Commissioner Farrell as Chairman of the Board of Commissioners for 2016.

Mr. Whiteman then resigned as Chairman Pro Tem, turning the meeting over to newly elected Chairman of the Commissioners, Terence Farrell.

### VI. NOMINATION AND ELECTION OF VICE CHAIRMAN

Commissioner Farrell called for nominations for Vice Chairman for 2016. Commissioner Michelle Kichline placed the name of Commissioner Kathi Cozzone for nomination of Vice Chair. Chairman Farrell Seconded the Motion.

### ELECTION OF VICE CHAIR

Chairman Farrell called for any additional nominations and there were none. The vote was unanimous in favor of Commissioner Cozzone as Vice Chairman of the Board of Commissioners.

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| <p><b>VII. ANNOUNCEMENT OF DAY AND TIME OF REGULAR MEETINGS</b><br/> Chief Clerk, Janelle Swab, confirmed that the dates and times of the Board Meetings had been duly advertised in the Daily Local News on December 27, 2015.</p>  | <p><b>MEETING DATES &amp; TIMES</b></p>                                  |
| <p><b>VIII. PROMULGATION AND ADOPTION OF RULES AND REGULATIONS</b><br/> Mark Rupsis, Chief Operating Officer, stated the Rules and Regulations for the the Conduct of Meetings of the Board of Commissioners. Following a Motion made by Commissioner Cozzone, which was Seconded by Commissioner Kichline, the Motion to Promulgate and Adopt the Rules and Regulations passed unanimously.</p>                     | <p><b>RULES AND REGULATIONS</b></p>                                      |
| <p><b>IX. APPOINTMENT OF COUNTY SOLICITOR, ASSISTANT SOLICITORS, CHIEF CLERK</b><br/> A Motion made by Commissioner Farrell and Seconded by Commissioner Cozzone was passed unanimously to appoint Thomas L. Whiteman, Esquire, as the County of Chester Solicitor; appoint William R. Christman III, Esquire, as Assistant Solicitor; and appoint Janelle L. Swab as Chief Clerk.</p>                               | <p><b>APPOINTMENT OF SOLICITOR, ASSISTANT SOLICITOR, CHIEF CLERK</b></p> |
| <p><b>X. DEPOSITORIES OF COUNTY FUNDS</b><br/> Commissioner Kichline made a Motion to approve the list of fund depositories and tax banks, as listed on an attached page, which are made part of these Minutes. Following a Second of the Motion by Commissioner Cozzone, the Motion was unanimously approved.</p>   | <p><b>DEPOSITORIES OF COUNTY FUNDS</b></p>                               |
| <p><b>XI. ADOPTION OF RESOLUTION CONCERNING BANKING AUTHORITY</b><br/> A Motion was made by Commissioner Cozzone, seconded by Commissioner Kichline, to adopt Resolution No. 01-16, which grants banking authority on accounts in the name of the County of Chester to those officials and employees named therein. The Motion was unanimously approved. A copy of the Resolution is made part of these Minutes.</p> | <p><b>BANKING AUTHORITY RESOLUTION</b></p>                               |
| <p><b>XII. PUBLIC COMMENT</b><br/> There was no public comment.</p>  | <p><b>PUBLIC COMMENT</b></p>   |
| <p><b>XIII. ADJOURNMENT</b><br/> The Meeting was adjourned at 10:10 a.m., following a Motion made by Commissioner Kathi Cozzone and Seconded by Commissioner Michelle Kichline. The Motion passed unanimously.</p>   | <p><b>ADJOURNMENT</b></p>  |

  
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Chief Clerk