



# 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

## COMMISSIONERS' MEETING MINUTES

**January 6, 2020**

### **1. CALL MEETING TO ORDER**

The Organizational Meeting of the Chester County Board of Commissioners was held on Monday, January 6, 2020 in the Commissioners' Board Room. The meeting was convened at 10:01 AM by Chairman Pro Tem Thomas L. Whiteman, Esquire, Chester County Solicitor.

### **CALL TO ORDER**

### **2. PLEDGE OF ALLEGIANCE**

Becky Brain, Public Information Officer, lead the Pledge of Allegiance.

### **PLEDGE OF ALLEGIANCE**

### **3. 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**

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

### **4. CONFIRMATION OF COUNTY OFFICIAL/ EMPLOYEE RISK SECURITY**

Mr. Whiteman asked for the Risk Manager to verify that the requisite insurance/ security was in place. Tom Furman, Risk Manager for the County, verified that the requisite insurance/ security is in place.

### **RISK SECURITY & INSURANCE**

### **5. NOMINATION AND ELECTION OF CHAIRPERSON**

Mr. Whiteman called for nominations of Chairperson of the Board of Commissioners. Commissioner Josh Maxwell placed in nomination the name of Commissioner Marian Moskowitz. Commissioner Michelle Kichline seconded the motion.

### **ELECTION OF CHAIRPERSON**

Mr. Whiteman called for any additional nominations and heard none. The vote was unanimous in favor of Commissioner Moskowitz as Chair of the Board of Commissioners for 2020.

Mr. Whiteman then resigned as Chairman Pro Tem, turning the meeting over to newly elected Chair of the Commissioners, Marian D. Moskowitz.

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| <p><b>6. NOMINATION AND ELECTION OF VICE CHAIR</b><br/>Chair Moskowitz placed the name of Commissioner Josh Maxwell for Vice Chair for 2020. Commissioner Kichline seconded the motion.</p> <p>The vote was unanimous in favor of Commissioner Maxwell as Vice Chair of the Board of Commissioners.</p>   | <p><b>ELECTION OF VICE CHAIR</b></p>   |
| <p><b>7. ANNOUNCEMENT OF DAY AND TIME OF REGULAR MEETING</b><br/>Chair Moskowitz announced that the dates and times of the Board Meetings had been duly advertised in the Daily Local News on December 22, 2019.</p>  | <p><b>MEETING DATES &amp; TIMES</b></p>  |
| <p><b>8. PROMULGATION AND ADOPTION OF RULES AND REGULATIONS</b><br/>Chair Moskowitz asked if there was a motion to adopt the Rules and Regulations for the Conduct of Meetings of the Board of Commissioners. Following a motion made by Commissioner Maxwell, 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>9. APPOINTMENT OF SOLICITOR, DEPUTY SOLICITOR, ASSISTANT SOLICITOR, CHIEF CLERK, CHIEF ASSESSOR, EMERGENCY MANAGEMENT COORDINATOR</b><br/>A motion made by Commissioner Kichline and seconded by Commissioner Maxwell was passed unanimously to appoint Thomas L. Whiteman, Esquire, as the County of Chester Solicitor, Kristen Mayock as Deputy Solicitor, Michelle Bernardo-Rudy as Assistant Solicitor, Robert J. Kagel as Chief Clerk, Susan Caldwell as Chief Assessor, and Michael Murphy as Emergency Management Coordinator.</p> | <p><b>APPOINTMENT OF SOLICITOR, DEPUTY SOLICITOR, ASSISTANT SOLICITOR, CHIEF CLERK, CHIEF ASSESSOR, EMERGENCY MANAGEMENT COORDINATOR</b></p> |
| <p><b>10. DEPOSITORIES OF COUNTY FUNDS</b><br/>Commissioner Maxwell made a motion to approve the list of fund depositories and tax banks attached, as made part of these minutes. Commissioner Kichline seconded the motion. Motion carried to approve the attached list of fund depositories and tax banks.</p>  | <p><b>DEPOSITORIES OF COUNTY FUNDS</b></p>   |
| <p><b>11. ADOPTION OF RESOLUTION CONCERNING BANKING AUTHORITY</b><br/>Commissioner Kichline made a motion to approve Resolution 01-20 authorizing designated officers and employees to open and close bank accounts and delegate authority to open and close accounts. Commissioner Maxwell seconded the motion. Motion carried to approve Resolution 01-20.</p>  | <p><b>BANKING AUTHORITY RESOLUTION</b></p>   |

## **12. ADJOURNMENT**

Following a motion made by Commissioner Maxwell, which was seconded by Commissioner Kichline, the meeting was adjourned at 10:10 AM.

A handwritten signature in black ink, appearing to read 'T. Pettit', with a stylized flourish at the end.

**Taken by Taylor Pettit**

**On behalf of Chief Clerk Robert J. Kagel**

**ADJOURNMENT**

# 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