



THE COUNTY OF CHESTER



COMMISSIONERS
Josh Maxwell
Marian D. Moskowitz
Eric M. Roe

OFFICE OF THE COMMISSIONERS
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BOARD OF COMMISSIONERS ORGANIZATIONAL MEETING MINUTES

January 2, 2024

1. CALL MEETING TO ORDER

The public organizational meeting of the Chester County Board of Commissioners was called to order at 10:02 AM on Tuesday, January 2, 2024 in the Commissioners' Boardroom by the County Solicitor, Colleen Frens. Commissioner Josh Maxwell, Commissioner Marian Moskowitz, and Commissioner Eric Roe were also present.

CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

Solicitor Frens asked Julie Bookheimer, Chief Financial Officer, to lead the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENT

There was no public comment.

PUBLIC COMMENT

4. CONFIRMATION THAT OATHS HAVE BEEN ADMINISTERED AND FILED

Solicitor Frens confirmed that all members of the Board completed their Oath of Office and that the Oaths were filed with the Prothonotary's Office.

CONFIRMATION OF OATHS

5. CONFIRMATION OF COUNTY OFFICIAL/ EMPLOYEE RISK SECURITY

County Administrator Bobby Kagel confirmed that the County's Risk Security with PCoRP has been updated.

CONFIRMATION OF RISK SECURITY

6. NOMINATION AND ELECTION OF COMMISSIONER CHAIR

Solicitor Frens asked for nominations for the position of Chair of the Board of Commissioners. Commissioner Moskowitz nominated Commissioner Maxwell for Chair. Commissioner Roe nominated Commissioner Moskowitz for Chair. A vote was conducted; Commissioner Maxwell was elected as Chair of the Board of Commissioners after a 2 to 1 vote in his favor.

NOMINATION AND ELECTION OF COMMISSIONER CHAIR

7. NOMINATION AND ELECTION OF COMMISSIONER VICE CHAIR

Chair Maxwell asked for nominations for the position of Vice-Chair of the Board of Commissioners. Commissioner Maxwell nominated Commissioner Moskowitz for Vice-Chair. A vote was conducted; Commissioner Moskowitz was unanimously elected as Vice-Chair of the Board of Commissioners.

NOMINATION AND ELECTION OF VICE CHAIR

8. CONFIRMATION OF 2024 COMMISSIONERS MEETING SCHEDULE ADVERTISED

County Administrator Bobby Kagel confirmed that the 2024 Public Meeting schedule of the Chester County Board of Commissioners was advertised in the *Daily Local News* on December 27, 2023.

**CONFIRMATION OF
2024 COMMISSIONERS
MEETING SCHEDULE
ADVERTISED**

9. PROMULGATION AND ADOPTION OF MEETINGS RULES AND REGULATIONS FOR COMMISSIONERS' MEETINGS

Commissioner Moskowitz made a motion to approve the proposed Meeting Rules and Regulations for Commissioners' Meetings. Commissioner Roe seconded the motion. All were in favor; motion carried to approve the proposed Meeting Rules and Regulations for Commissioners' Meetings.

**PROMULGATION AND
ADOPTION OF
MEETINGS RULES
AND REGULATIONS
FOR
COMMISSIONERS'
MEETINGS**

10. APPOINTMENT OF CHIEF CLERK

Commissioner Moskowitz made a motion to appoint Robert Kagel as Chief Clerk. Commissioner Roe seconded the motion. Chair Maxwell abstained from the vote; motion carried to appoint Robert Kagel as Chief Clerk.

**APPOINTMENT OF
CHIEF CLERK**

11. ADOPTION OF RESOLUTION APPOINTING AN ACTING CHIEF CLERK WHEN THE CHIEF CLERK IS ABSENT OR UNAVAILABLE

Commissioner Roe made a motion to approve Resolution BOC-01-24 appointing Erik Walschburger as Acting Chief Clerk when the Chief Clerk is absent or unavailable. Commissioner Moskowitz seconded the motion. All were in favor; motion carried to approve Resolution BOC-01-24.

**APPOINTMENT OF
ACTING CHIEF
CLERK**

12. APPOINTMENT OF COUNTY SOLICITOR, DEPUTY SOLICITOR, AND ASSISTANT SOLICITORS

Commissioner Moskowitz made a motion to appoint Colleen Frens as County Solicitor, Faith Mattox-Baldini as Deputy Solicitor, and Tara LaFiura, Christopher Mowery, Rodney Myer, Nicholas Stevens, and Jessica Wilson as Assistant Solicitors. Commissioner Roe seconded the motion. All were in favor; motion carried to appoint the Solicitor, Deputy Solicitor, and Assistant Solicitors.

**APPOINTMENT OF
COUNTY SOLICITOR,
DEPUTY SOLICITOR,
AND ASSISTANT
SOLICITORS**

13. APPOINTMENT OF CHIEF ASSESSOR

Commissioner Moskowitz made a motion to appoint Susan Caldwell as the Chief Assessor. Commissioner Roe seconded the motion. All were in favor; motion carried to appoint Susan Caldwell as Chief Assessor.

**APPOINTMENT OF
CHIEF ASSESSOR**

14. APPOINTMENT OF EMERGENCY MANAGEMENT COORDINATOR

Commissioner Moskowitz made a motion to appoint Warren Messerschmidt III as Emergency Management Coordinator. Commissioner Roe seconded the motion. All were in favor; motion carried to appoint Warren Messerschmidt III as Emergency Management Coordinator.

**APPOINTMENT OF
EMERGENCY
MANAGEMENT
COORDINATOR**

15. DEPOSITORIES OF COUNTY FUNDS

Commissioner Moskowitz made a motion to approve the proposed Depositories of County Funds. Commissioner Roe seconded the motion, and requested the name of DNB Bank to be corrected to S&T Bank on the Depositories list. Chair Maxwell made a motion to amend the motion on the floor to approve the proposed Depositories of County Funds with a change in the name DNB Bank to S&T Bank. Commissioner Roe seconded the amended motion. All were in favor; motion carried to approve the revised list of Depositories of County Funds.

**DEPOSITORIES OF
COUNTY FUNDS
ADOPTION OF**

16. ADOPTION OF RESOLUTION CONCERNING BANKING AUTHORITY

Commissioner Moskowitz made a motion to approve Resolution BOC-02-24 concerning banking authority. Commissioner Roe seconded the motion. All were in favor; motion carried to approve Resolution BOC-02-24.

**RESOLUTION
CONCERNING
BANKING
AUTHORITY**

17. COMMISSIONERS' COMMENTS

Commissioner Moskowitz and Commissioner Roe congratulated Chair Maxwell on his election to Chair of the Board of Commissioners.

**COMMISSIONERS'
COMMENTS**

18. ADJOURNMENT

The meeting was adjourned following a motion made by Commissioner Roe, which was seconded by Commissioner Moskowitz. Motion carried to adjourn the meeting. Meeting adjourned at 10:13 AM.

ADJOURNMENT



Taken by Taylor Pettit

On behalf of Chief Clerk Robert J. Kagel