



Pocopson Township
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Board of Supervisors Meeting Minutes
7:30 P.M., Monday, February 28, 2011

In attendance: Supervisors – Stephen R. Conary, Georgia F. Brutscher, Laressa J. McNemar, P.E.; Mark Knightly, Director, Public Works; Ezekiel Hubbard, Chairman, Parks, Recreation and Trails (PRT) Committee.

1. Call to Order and Pledge of Allegiance: Conary called the meeting to order at 7:30 P.M. and led the Pledge of Allegiance.

2. Announcements: Discussions continue regarding the feasibility of allowing visitors to access one or two rooms of the Barnard House during Founders Day, September 18th as part of an exhibition by the Kennett Underground Railroad Center. McNemar and Brutscher met with representatives of the Leonard/Roberts project on February 17th to discuss the landscape plan for the property. The landowner will meet with the Township Landscape Architect at the site. Conary spoke to a representative from Lieberman Earley & Company who will be marketing the Simon Pearce property on Lenape Road.

3. Public Comment: none.

4. Barnard House: Brutscher reported that the Township received a letter from the Chester County Conference and Visitors Bureau Foundation declining the request for a grant. She will continue working with Krisp Communications to identify funding and grant opportunities for the repurposing project.

5. Public Works Report: Public Works Director submitted and the Board accepted as written a Public Works Report dated February 28, 2011. Roof work for the Barnard House not complete due to inclement weather but the Township is on the Roofer's schedule. Repairs for Locust Grove Road will be scheduled when the weather breaks. Knightly continues to work with PennDOT to schedule repairs for Unionville-Lenape Road.

Motion: Brutscher moved to approve signing the Private Road Snow Clearing Maintenance Agreement with the Brinton's Wood Homeowners Association; Conary seconded; motion approved unanimously.

6. New Business: Board discussed request received from Jeannine Speirs, Senior Planner for the Chester County Planning Commission and Chair, **Brandywine Battlefield Task Force/Steering Committee**, for a representative from Pocopson Township to serve on the Task Force. Board agreed to post the opportunity on the Township web site along with opportunities for a volunteer representative to serve on the Brandywine-Struble Greenway. Board reviewed **Resolution 2011-8** for disposition of non-permanent public records.

Motion: Conary moved to adopt Resolution 2011-8 authorizing the disposition of non-permanent public records in accordance with the Pennsylvania Municipal Records Manual; Brutscher seconded; motion approved unanimously.

McNemar reviewed a list of **Municipal Total Maximum Daily Loads (TMDL) projects** intended to reduce the sediment load in streams in the Township as part of the state-mandated MS4 program. Board reviewed the particulars for seven projects as submitted by Neil Carlson of Vandemark & Lynch on February 24, 2011 and discussed inclusion of other sites in the Township that appear to have erosion/sediment control issues. Secretary is directed to send a list of those sites to Vandemark & Lynch for evaluation. Board approved the February 24th list as a starting point.

Brutscher requested the Board consider an ordinance update or adopt an administrative procedure to facilitate review of subdivision or land disturbance landscape plans by the Township Landscape Architect. The current process provides for such review but the review is out of sequence in the plan approval process. Board agreed that a mechanism should be established that provides for a comprehensive review of landscape plans by the Township Landscape Architect early in the process without burdening Applicants with undue fees for professional services.

7. Old Business: Hubbard confirmed that requests for proposals were forwarded to three vendors for work on the trail to connect Pocopson Park to the Schoolhouse. Hubbard continues to work with PRT Committee members in resolving trail location issues along Lian Drive. Board reviewed letter from Andrew Simonson regarding the status of installation of bulletin boards as part of his Eagle Scout Project. Brutscher will contact Simonson regarding a site walk for placement of the bulletin boards. Conary provided an update regarding proposed ordinance revisions to correct typographical errors and inconsistencies. Secretary is directed to post the proposed changes on the Township web site.

Motion: Brutscher moved to submit the ordinance revision list dated February 28, 2011, to the Township Solicitor for review and to proceed with the required advertising for a public hearing; Conary seconded; motion approved unanimously.

Board reviewed proposals for **IT upgrades** for Township offices noting that the invoices for hardware, software, and support exceeds the 2011 budget allocation. The proposals provide for installation of a network to facilitate data backup and recovery as well as replacement of aged computers. IT equipment will be purchased through the Pennsylvania COSTARS Cooperative Purchasing Program using best price contracts made available by the State. Sage Business Systems, Inc. will provide installation support on an as needed basis.

Motion: Brutscher moved to approve the COSTARS purchase quotation from CDW-G and the network/hardware support quotation from Sage Business Systems, Inc., for installation of a network operating system for the Township Administration Office and Public Works Department; Conary seconded; motion unanimously approved.

8. Treasurer's Warrants: Conary moved, McNemar seconded, to approve the Bill Payment Lists for February 15 - 28, 2011 recommended for payment by the Treasurer. General Fund: 22 bills paid/ checks written totaling \$16,889.16; 4 debit card purchases of \$246.08; Highway Aid: 4 bills paid totaling \$12,887.16; Historical Committee Fund: 1 bill for \$5,470.80.

9. The Preserve at Chadds Ford:

a) Off-site Roadway Improvements Escrow Release #2 dated August 26, 2010 – approval tabled pending resolution of manhole/manhole cover as currently installed which impedes the Township's snow removal efforts.

b) Sanitary Sewer Improvements Escrow Reduction Request #2 dated February 21, 2011 – tables pending review letter from Castle Valley Consultants, Inc.

c) Wastewater Treatment Operator – Board reviewed Toll Brothers request dated February 16, 2011 to approve selection of DELCORA to operate the wastewater treatment system for the

Preserve. Conary noted the Agreement dated January 21, 2011 between Toll and DELCORA does not comply with the terms of the Sewer Construction and Easement Agreement between Toll and the Township.

Motion: Conary moved to approve the February 16, 2011 request by Toll Brothers regarding the selection of DELCORA to provide operation and maintenance services for the system at The Preserve subject to and under the provision that Toll correct and revise the Agreement for Contract Operation and Maintenance of Facilities to comply with the provisions of the Sewer Construction and Easement Agreement; Brutscher seconded; motion unanimously approved.

10. Correspondence: Board reviewed request from the Historical Committee to approve a proposal for the development of a web site for the Locust Grove Schoolhouse. Discussion ensued regarding the proposed cost and other details. Secretary is directed to contact Historical Committee regarding discussion points. Decision regarding the proposal tabled.

11. Approval of Minutes of February 14, 2011: Conary moved, Brutscher seconded, to approve the Minutes of February 14, 2011 as amended.

12. Adjournment: At 8:50 P.M. Conary moved, McNemar seconded to adjourn the meeting.

Susan Simone, Administrative Secretary

Georgia F. Brutscher, Vice Chair