



# Pocopson Township

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## Board of Supervisors Meeting Minutes Monday, 7:30 P.M., March 10, 2014

In attendance: Supervisors – Ricki Stumpo, Georgia F. Brutscher, Matt Read; Mark Knightly, Public Works Director; Richard Jensen, Zoning/Code Enforcement Official.

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

**2. Announcements:** Brutscher met with Dennis Melton, Richard Jensen, and electrical contractors on March 10<sup>th</sup> at the Barnard House to review HVAC and electrical components for the Wawaset Road Grant application. Stumpo attended the Comprehensive Plan Task Force meeting on February 26<sup>th</sup>. On February 27<sup>th</sup>, Stumpo and Read attended a meeting organized by Longwood Fire Company to discuss long-term funding. Attorney Anthony Verwey met with Stumpo on March 6<sup>th</sup> regarding Appeal No. 1-2014. Stumpo, Knightly, and Christopher Conaway, Chair of Parks Recreation and Trails Committee met with a County representative on March 10<sup>th</sup> to discuss conditions in Pocopson Park.

**3. Public Comment:** no public comment.

**4. Brooks Road/Parcels 63-3-135.1; -139 – John J. Mezzanotte, Jr., Esquire:** Mezzanotte and his clients, Sheila and Ed Ebling, appeared before the Board to discuss a path forward for approving a draft shared driveway agreement. An existing driveway currently serves multiple dwellings, as well as providing access to the two parcels owned by the Eblings. Previously, the Township withheld issuance of a building permit for the Eblings until such time that a shared driveway agreement is signed by all landowners using the driveway. Answers to most questions posed by the Board regarding how maintenance costs will be shared are referenced within the current draft agreement. The Board requested that Jensen review the draft document and the site to identify potential emergency management issues. The Eblings stated that they desire to build one single-family dwelling. Discussion ensued regarding alternatives to access the Ebling parcels and deed research with regard to parcels entitled to use the driveway under the easement. Stumpo suggested and the Board agreed that the Secretary should proceed with steps necessary to set up a meeting with the landowners, Mr. and Mrs. Ebling, Mezzanotte, and the Township Solicitor to discuss the draft shared driveway agreement.

**5. Public Works Report:** Knightly reported that due to the extraordinary plowing season, budget adjustments will be required in order to replenish the road salt supply.

Modifications to the road paving and road repair work schedule may also be necessary.

Knightly reviewed the particulars of the Co-Op bid process for road materials.

**a. Resolution 2014-6 Low Bids for Highway Materials – Motion:** Brutscher moved, Read seconded, to approve Resolution 2014-6 accepting the low bids for highway materials and services in accordance with the sealed bid proposals received by the Municipal

Cooperative of Southern Chester County on February 20, 2014; motion unanimously approved.

**b. Letter of Intent – Motion:** Brutscher moved, Read seconded, to designate Mark Knightly, Public Works Director, to sign the letter of intent prepared by the Secretary regarding the substance of the meeting concerning Pocopson Park; motion unanimously approved.

**6. Zoning/Code Enforcement Officer Report:** Jensen continues to work on the bid documents for the Wawaset Road Grant project.

**7. Old Business:**

**a. Farmland Lease –** Stumpo noted the Board approved renewal of the farmland lease on December 30, 2013. The farmland is part of the Barnard House acreage. Secretary provided two copies of the lease signed by Barnard Baily, Jr.

**Motion:** Brutscher moved, Stumpo seconded, to approve and sign the lease dated March 10, 2014; motion unanimously approved.

**8. New Business:**

**a. Scenic Byway Commission Appointment – Motion:** Brutscher moved, Read seconded, to appoint Holly Manzone to serve as the Township Representative to the Scenic Byway Commission until such time that George Zacharkiw is available; motion unanimously approved.

**9. Correspondence:**

**a. Police Consolidation Survey Request –** Read will complete the online police consolidation survey as requested by the PA Legislative Budget and Finance Committee.

**10. Treasurer’s Warrants:** Jensen is monitoring HVAC work at the Barnard House and suggests holding final payment until the work is completed.

**Motion:** Brutscher moved, Read seconded, to approve the Bill Payment Lists for February 25 – March 10, 2014 recommended for payment by the Treasurer; **General Fund:** 27 bills paid totaling \$32,318.73; 4 debit card charges totaling \$50.81; **Highway Aid Fund:** 6 bills paid totaling \$11,641.02; **Rt 52/Road Improvements:** 1 bill paid for \$222.00; **Township Facilities Fund:** 2 bills paid totaling \$9,135.62.

**11. Approval of Meeting Minutes:** Read moved, Brutscher seconded, to approve the Meeting Minutes dated February 24, 2014; motion unanimously approved.

**12. Adjournment:** At 8:13 P.M., Read moved, Brutscher seconded, to adjourn the public meeting and meet in Executive Session; motion unanimously approved.

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Susan Simone, Administrative Secretary

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Ricki Stumpo, Chair