



Pocopson Township

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Board of Supervisors Meeting Minutes Monday, 7:30 P.M., April 14, 2014

In attendance: Supervisors – Ricki Stumpo, Georgia F. Brutscher, Matt Read; Kris Firey-Poling, Chairman, Historical Committee; Richard Jensen, Zoning/Code Enforcement Official. Ross Unruh, Solicitor.

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

2. Announcements: Township received confirmation of the appointment of Julie Long to the West Chester Library Board of Trustees.

3. Public Comment: Terry Gumpper asked the Board about amending the Township Code to include rental property licensing requirements and inspection standards. Stumpo indicated that the request to draft such an amendment is with the Planning Commission. Gumpper also requested the Township revisit a contract for snow removal for a private road.

4. Historical Committee –Firey-Poling submitted proposed bylaws and mission statement (short and long versions of the mission statement). She also provided background on the Committee's request to hire a transcriber for oral histories. Firey-Poling will meet with Parks, Recreation and Trails Chairman to determine location for Sellers Memorial Marker; Board agreed that Public Works will install the marker. June 7th is the date certain for volunteer work at the Locust Grove Schoolhouse. Hold harmless forms will be completed by all the volunteers as required by the Township. Public Works is directed to complete renewal of the electrical service in advance of this work day. The Committee will seek guidance from the Board at a later date regarding bid process for installation of new flooring for the Schoolhouse. Committee member Barbara Holmes has volunteered to serve as the Recording Secretary.

Motion: Read moved, Brutscher seconded, to submit documents to the Township Solicitor for review; motion unanimously approved.

Motion: Read moved, Brutscher seconded, to approve the expenditure of \$75.00 per hour of recording for a maximum of 6 hours, for transcription of oral histories, to be paid with unrestricted funds; motion unanimously approved.

5. Public Works Report: Board accepted Public Works Report dated April 8, 2014 as submitted. Stumpo read recent comments of appreciation for the Public Works Department. Board discussed difficulties Public Works personnel encountered with curbside chipping and mailbox repairs due to the winter storms.

Motion: Brutscher moved, Read seconded, to approve drafting a resolution setting forth the Township Winter Maintenance Policy and Procedure to establish safety measures to the traveling public and Township residents with regard to installation and repair or replacement of mailboxes; motion unanimously approved.

Motion: Brutscher moved, Read seconded, to approve drafting a resolution setting forth the Township Policy and Procedure establishing a limb and branch residential material chipping program; motion unanimously approved.

Motion: Read moved, Brutscher seconded, to bid through the Southern Chester Co-Op for in place paving at an estimated cost of \$166,000 for Locust Grove Road from Corinne to Hickory Hill, Lenni Heights (Lenni, Clearview, Crestview Drives); and chip sealing at an estimated cost of \$19,300 (Brooks and Haines Mill Roads performed by contractor with additional manual chip sealing to be done in-house); motion unanimously approved.

6. Zoning Code: Jensen continues to work with personnel from The Barn at Spring Brook Farm with respect to the Conditional Use Hearing Decision. The governing Board for “The Barn” will discuss at their next meeting the scope of work to be completed in accordance with the Decision.

7. Lindvig 3rd Extension for Conditional Use: **Motion:** Read moved, Brutscher seconded, to approve granting a third extension for the Lindvig Conditional Use Application for the property located at 45 Bragg Hill Road to April 30, 2015, subject to the conditions as described in the motion approved May 21, 2012; motion unanimously approved.

8. Old Business:

a. Kennett Underground Railroad Center (KURC) Lease – On April 2nd, Stumpo met with the KURC representatives John O’Neal and Karen Marshall. Stumpo stated that she was not included on previous negotiations and discussions. Stumpo indicated that with regard to occupancy of the Barnard House, the needs of the Township must come first. As such, if need be, the first floor space will be reconfigured to accommodate the Township.

Motion: Brutscher moved, Read seconded, to direct the Secretary to submit edits to the Lease Agreement Letter as discussed on April 2nd and outlined in an email dated April 7th and as discussed regarding accommodations for the Township; motion unanimously approved.

b. Preserve at Chadds Ford – **Motion:** Brutscher moved, Read seconded, to reject acceptance and dedication of the public improvements for The Preserve based on the review letters submitted by the Township Consultants; motion unanimously approved.

c. Website – **Motion:** Stumpo moved, Read seconded, to select ten2two creative solutions to design and develop a new Pocopson Township website at the \$3,500 cost included in their proposal dated February 7, 2014; Board agrees that the contract can be signed outside of a regular Board meeting by any single Supervisor; motion unanimously approved.

d. Resolution 2014-7, Planning Commission Bylaws – **Motion:** Read moved, Brutscher seconded, to approve adoption of Resolution 2014-7 accepting Pocopson Township Planning Commission Bylaws; motion unanimously approved.

e. Trail Agreements (Lian Drive and Hallelyn) – Secretary reported that the Parks, Recreation and Trails (PRT) Committee reviewed the draft trail agreement for Lian Drive.

Board authorized submission of the document to the Solicitor for review. Hallelyn trail exhibits are in progress and have not been submitted to the PRT for final review.

f. Longwood Fire Company Meeting Dates – Stumpo requested a meeting with Longwood Fire Company to discuss municipal financial obligations. Secretary is directed to contact Longwood regarding a meeting on April 22nd or April 23rd.

9. New Business:

a. Comprehensive Plan Public Hearing – Board approved June 23, 2014, 7:30 p.m. as the date and time to conduct a public hearing to consider adoption of an updated Comprehensive Plan for the Township.

b. County Request to Waive Radio Tower Fees – Jensen reported that he reviewed the construction plans noting that the changes to the existing tower are required to strengthen the foundation. He has no objection to the plans but recommends that the Board not waive the fees associated with the project. Board received written confirmation from Keystone Municipal Services recommending that review fees not be waived.

Motion: Brutscher moved, Stumpo seconded, not to approve the County request for a waiver of the fees for the building permit application and any attendant permits for the radio tower work; motion unanimously approved.

c. Volunteer appreciation event – Board agreed to schedule for the second Sunday of October, October 12th.

d. Payroll Processing Proposal – Board agreed to table action to the April 28th meeting.

10. Correspondence – no correspondence submitted.

11. Treasurer Warrants – Motion: Read moved, Brutscher seconded, to approve the Bill Payment Lists for March 25 – April 14, 2014 recommended for payment by the Treasurer;

General Fund: 22 bills paid totaling \$20,517.95; 2 debit card charges totaling \$56.94;

Highway Aid Fund: 3 bills paid totaling \$140.68; **Township Facilities:** 1 bill paid for \$1,425.90; motion unanimously approved.

12. Approval of Meeting Minutes: Brutscher moved, Stumpo seconded, to approve the Special Meeting Minutes dated March 20, 2014; motion approved. Read moved, Stumpo seconded, to approve the Meeting Minutes dated March 24, 2014; motion unanimously approved.

13. Adjournment: At 8:30 P.M., Read moved, Brutscher seconded, to adjourn the meeting; motion unanimously approved.

Susan Simone, Administrative Secretary

Ricki Stumpo, Chair