



Pocopson Township

P.O. Box 1, Pocopson, PA 19366

Office: 610-793-2151

Fax: 610-793-1944

www.pocopson.org

Board of Supervisors Meeting Minutes Monday, October 13, 2014, 7:30 P.M.

In attendance: Supervisors – Ricki Stumpo, Georgia F. Brutscher, Barney Leonard; Mark Knightly, Public Works Director; Richard Jensen, Zoning/Code Enforcement Official; Committee Chairmen – Colleen McKinney and Christine Hagen, Founders Day; Kris Firey-Poling, Historical Committee.

Attendance: 12.

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

2. Announcements: Leonard attended a meeting with State Representative Steve Barrar on October 10th to discuss improving communications regarding the PennDOT Roundabout Project on Route 52. Stumpo announced that the first budget work session was held on October 7th and the next work session will be held on October 21st. A conditional use hearing on the McKay Application will be held on October 20th. Stumpo noted completion date for the roundabout project remains November, 2014. Stumpo will attend the PennDOT Route 926 Bridge historical review meeting on October 22nd.

3. Public Comment: no public comment.

4. T&T Pancoast Driveway Permit Plan/Grading Application: no action and tabled by the Board until the October 27th meeting.

5. Zoning/Code Enforcement Officer Report: Jensen posted the properties subject of the conditional use hearing and the hearing before the Zoning Hearing Board on October 23rd. Six-month grease trap inspection for Lenape Pizza was completed last week. Inspections of the Marlborough Valley Farm Halloween attractions are on-going in accordance with the conditions of the zoning hearing board decision. The vast majority of the conditions have been completed with outstanding items in progress. Board asked Jensen to investigate a recent concern regarding noise from the paintball guns and a lighting issue at the Marlborough Valley Farm. The Wawaset Road Park Grant Project is underway with issuance of the PennDOT permit pending.

6. Public Works Report: Knightly reported that Public Works Department will wrap-up their work assignments for the Wawaset Road Park Grant Project (Project) this week. Leonard acknowledged the efforts of the Department to save the old-growth Japanese Maple Tree by adjusting the location of the septic system for the Project. Embankment mowing was completed with a borrowed boom mower. Winter snow removal and ice

control equipment is being readied. Paperwork for the Co-Op Salt Bid will be submitted for the October 27th meeting. Knightly is aware that utility work is completed for the Route 52 Roundabout Project and he is aware that water main work will be completed next week.

7. Township Committees:

a. Founders Day – the Board thanked McKinney and Hagen and all the volunteers for an extremely successful community event in Pocopson Park. McKinney reported that vendors were somewhat satisfied with sales. The Committee might take into consideration for next year to rearrange the location of vendors and the game area for the children. The well-run food concessions included Lenape Pizza. Board suggested the Committee consider rental of a professional sound system for next year as well as creating a display board and printed handouts showing the schedule of events. The Board was not concerned that the event was \$662.78 over budget, and agreed with the Chairmen that the investment in postcard mailers and signage, one-time expenditures for set up, was worth the overage.

b. Historical – Firey-Poling requested approval of the Historical Committee Bylaws and the short and long version mission statements. Article VI of the Bylaws reference an expectation that members attend at least 5 meetings per year. The Bylaws also provide for resource members for special projects who are not obligated to attend 5 meetings. Resource members assist with completion of oral histories, special projects, and open their homes for tours and lectures. Leonard would like the Committee to prepare an annual report summarizing the year's activities as a way for the Board to assist the Committee in meeting its goals.

MOTION: Brutscher moved, Leonard seconded, to approve the Pocopson Township Historical Committee Bylaws and Short and Long Version Mission Statements as presented; motion unanimously approved.

The Committee continues to review proposals for installation of an HVAC system for the Locust Grove Schoolhouse. The HVAC system must be operative before completion of interior improvements. A budget allocation is in place for the Schoolhouse.

MOTION: Leonard moved, Brutscher seconded, to approve installation of an HVAC system in an amount not to exceed \$10,000.00 condition upon review of the proposal by the Director of the Public Works Department responsible for Township facilities; motion unanimously approved.

8. Old Business

a. Scaleby Farm Trail Plan – Developer Scott Megill presented an Amended Final Trail System Plan for Scaleby Farm prepared by Register Associates, dated 6/26/2007, last revised 9/22/2014. The owners of Lots 4 and 5 signed the Plan indicating approval of allocation of space on their adjacent properties to serve as a trail easement. Megill confirmed that the location of the trail easement is in accordance with the direction given by the Township Parks, Recreation and Trails Committee. Knightly asked and Megill confirmed that the landowners are aware that trail maintenance is the responsibility of the Township. However, the landowners have agreed to keep the trail mowed as part of regular lot maintenance. The relocation of the trail presents no runoff issues for the landowner on Northbrook Road as the trail follows a natural contour. Megill provided a

brief explanation of the 18-month maintenance bond and the steps necessary for the offer of dedication.

MOTION: Leonard moved, Brutscher seconded, to approve and sign the Amended Final Trail System Plan for Scaleby dated 6/26/2007, revised 9/22/2014 as presented; motion unanimously approved.

b. Review Process for Municipal Engineering RFPs – Leonard contacted 3 residents regarding their interest in serving on a task force to review the RFPs. More residents will be contacted in an effort to obtain sufficient number of reviewers.

c. Auditor Appointment – Secretary was directed by the Board to contact residents who meet the criteria of auditor as outlined in the PA 2nd Class Township Code and to provide the Board with a list of potential candidates.

d. Contract Signing/Volunteer Reception – **MOTION:** Brutscher moved, Leonard seconded, to approve Northbrook MarketPlace Banquet Event Contract in the amount of \$836.70 for the November 2nd Reception; motion unanimously approved.

e. Intermittent Clerical Assistant – Leonard noted the importance in staffing the front desk to provide customer service and clerical support. Secretary submitted a memo requesting approval to reinstate Pamela Cialini as an intermittent employee.

MOTION: Brutscher moved, Leonard seconded, to approve the request dated October 13, 2014, from the Administrative Secretary to reinstate Pamela Cialini as an Intermittent Clerical Assistant effective immediately; motion unanimously approved.

f. Township Logo – Leonard reviewed a proposal for the preparation of brand identity guidelines. The guidelines create a path forward for repurposing the current oval-shaped Pocopson Township logo for consistent application on all materials created by the Township. The guidelines were prepared by consultants for ten2two creative solutions, the firm working on the Township website. Leonard noted that website work is well under budget so the \$800.00 to \$1,000.00 estimated for preparation of the guidelines can be allocated from the web site design work.

MOTION: Brutscher moved, Leonard seconded, to approve the proposal from ten2two creative solutions for preparation of brand identity guidelines; motion unanimously approved.

9. New Business: no action required.

10. Correspondence: Board signed thank you letters to be sent to Founders Day sponsors.

11. Treasurer's Warrants: Brutscher moved, Leonard seconded, to approve the Bill Payment Lists for September 9 - 22, 2014 recommended for payment by the Treasurer; **General Fund:** 32 bills paid totaling \$68,187.74; 4 debit card charges totaling \$605.20; **Escrow Fund:** 1 bill paid for \$67.90; **Highway Aid Fund:** 2 bills paid totaling \$572.33; **Historical Committee:** 1 bill paid for \$35.97; **Parks, Rec & Trails Fund:** 2 bills paid totaling \$188.06; **Township Facilities:** 5 bills paid totaling \$37,633.88; motion unanimously approved.

12. Approval of Meeting Minutes: Brutscher moved, Stumpo seconded, to approve the Meeting Minutes dated September 22, 2014; motion approved.

13. Adjournment: At 8:45 P.M., Leonard moved, Brutscher seconded, to adjourn the meeting; motion approved.

Susan Simone, Administrative Secretary

Ricki Stumpo, Chair