



Board of Supervisors Meeting Minutes  
Monday, April 27, 2015, 7:30 P.M.

Attendance: Supervisors - Barney Leonard, Georgia F. Brutscher, Ricki Stumpo; Richard Jensen, Zoning/Code Official; Mark Knightly, Public Works Director; Committee Chairmen - Kris Firey-Poling, Historical; Founders Day - Colleen McKinney, Christine Hagen, Karen Cresta. Guest: Dennis Melton, AIA, Melton Architects.

Public in attendance: 17

1. **Call to Order:** Leonard called the meeting to order at 7:30 p.m. and led the Pledge of Allegiance.
2. **Announcements:** Leonard attended the Pennsylvania State Association of Township Supervisors 2015 Annual Education Conference on April 20<sup>th</sup> and 21<sup>st</sup>. It was quite informative. Brutscher reported that the Barnard House Steering Committee met on April 23<sup>rd</sup> as advertised. The meeting was very productive.
3. **Public Comment:** Brad Hoopman and Brian Regenye appeared before the Board to discuss a potential noise and nuisance concern with roosters kept at 1600 Lenape Road. Jensen reported that an enforcement letter was sent to the landowner and that the landowner has 30 days to respond. Firey-Poling expressed appreciation for all the work on the Route 52 Roundabout. She commented on the aesthetics and noted that it appears to be a traffic calming facility.
4. **Kennett Library:** Susan Mackey-Kallis, President, Library Board of Trustees and Donna Murray, Library Director, appeared before the Board to provide an 18-month update. The update included, but was not limited to, the status of funding for the new library, rebranding, renovations of the current facility, circulation data, and events and programming. Murray indicated that renovations of the current facility were overdue and will better serve the community during the five-year transition to the new location. Murray noted that all local trades and vendors have been retained for the new library project. Leonard offered that a link for the Kennett Library be included on the Township website. Stumpo noted that Pocopson would like to provide funding for the library contingent upon appointment of a resident-representative from the Township. Brutscher asked the Library Board to provide criteria for an appointment. Mackey-Kallis responded that a resident with project management experience would be ideal or experience with finance. The Board thanked Murray and Mackey-Kallis for presenting and noted that the Library will participate in Founders Day in September.
5. **Historical Committee Locust Grove Schoolhouse Procurement Pre-Approval Requests:** Firey-Poling discussed the justification for two procurement pre-approval requests dated April 27, 2015 for improvements to the Locust Grove Schoolhouse. She noted that three vendors were contacted for each project. Plastering proposals will be submitted in May. **MOTION:** Stumpo moved, Leonard seconded, to approve the proposal to install a ceiling submitted by Guy H. Long Plastering, Lancaster, PA, not to exceed the proposal in the amount of \$7,320.00; motion carried. **MOTION:** Brutscher moved, Stumpo seconded, to approve the proposal to install insulation above the

ceiling submitted by Phillips Insulation, Wilmington, DE, not to exceed the proposal in the amount of \$1,296.00; motion carried.

6. **Founders Day Committee Update/2015 Budget:** McKinney, Hagen, and Cresta appeared before the Board to discuss Founders Day planned for Sunday, September 27<sup>th</sup>. They noted changes in the field layout to improve spectator area for viewing the fox hunt demonstration, return of family bingo, and changes to some of the children's contests. They reviewed the budget with the Township Treasurer and noted that they anticipate expenses to be the same as 2014, but they cannot project income from sponsors as they propose eliminating sponsorship levels. Board members reminded them that they must adhere to the Township's procurement policy and obtain estimates for goods and services as applicable. Hagen reported that they have identified 4,000 potential sponsors half of whom will be contacted via email. She asked the Board to approve expenses necessary for a mailing to 2,000 of the potential sponsors who do not have email. Stumpo suggested and the Board agreed that the best course is to wait and see how many sponsors respond to the email, then decide which sponsors on the list of 2,000 should be contacted by mail. The Board reviewed the sponsor letter and discussed the elimination of sponsorship categories which seems to be a reasonable approach to try to increase the number of sponsors. Board agreed that marketing, promotional, and collateral material should be submitted to the Board for review and approval. MOTION: Stumpo moved, Brutscher seconded, to approve the 2015 Founders Day Operating Budget as submitted to the Board; motion carried. Secretary is directed to prepare invitation letters to area elected officials for Board signatures.
7. **Zoning/Code Official Report:** Jensen reported that the Timber Harvest Permit request is ready for Lapp Lumber Company to pull.
8. **Public Works Report:** Knightly reported the following: a) curb replacement in the Brandyridge development; b) 120 feet of pipe replacement at Lenni Heights; c) road surface patchwork and base repair of Locust Grove Road. Stumpo noted that the new equipment installed in Pocopson Park looks great. Knightly will follow-up with PennDOT regarding a distressed section of Northbrook Road at Red Lion. Both roads are state roads not township roads.
9. **Old Business:**
  - a. Wawaset Park Grant Change Order - Brutscher noted that the Wawaset Road Park Project Contract #1, Change Order #2 dated April 13, 2015, submitted by VanDemark & Lynch, addresses changes resulting from PennDOT's review of the highway occupancy permit for the entrance. She also noted that the change order addresses discrepancies between the civil and architectural plans as well as changes related to the utility company specifications. The Board agreed that the changes are ADA driven and to that extent recognize that the site must meet federal standards. Jensen noted that the architectural discrepancy resolves an elevation issue with access at the crosswalk, trail and sidewalk. Jensen added that there will be an additional expense for the removal of a tree as required by PennDOT for site distance compliance. He reported that base paving is scheduled for this week weather permitting. MOTION: Brutscher moved, Leonard seconded, to approve Wawaset Road Park Project Contract #1, Change Order #2, dated April 13, 2015, in the amount of \$29,570.00; motion carried.
  - b. The Preserve at Chadds Ford Wastewater Treatment Facility (WWTF) - Board discussed proposed sale of the WWTF. MOTION: Stumpo moved, Brutscher seconded, to adopt Resolution No. 2015-10 authorizing the assignment and transfer of sanitary sewer easements and the sanitary sewer system located in the Subdivision of The Preserve at Chadds Ford; motion carried.
  - c. Pocopson Township Building at Barnard House Phase 2 Scope of Work: Melton reviewed the overall project since its inception in 2009. He recognized that the

project has proceeded in small steps and has reached a point where the Township may consider finishing the work so that the site can be repurposed as a municipal campus. Melton reviewed revisions to the April 9, 2015 Phase 2 Scope of Work that was tabled during the April 13<sup>th</sup> Board meeting. He offered that a review of the administrative staff workflow with a space planner will be beneficial to find the best use for the space. Moving forward, he is happy to continue working with the Township on the final designs. Brutscher called for a motion to approve the April 24, 2015 revised Phase 2 proposal in an amount not to exceed \$2,000.00 in concert with a meeting with a space planner. Leonard called for further discussion. Stumpo voiced concern that approval for a bid package for Phase 2 is premature. Numerous aspects of the bid package have not been discussed, including but not limited to, security, technology, and space planning with regard to workflow. Leonard agreed that in order to develop a bid package, a detailed scope of work for the interior space is critical to the success of the Barnard House as a municipal building. The interior space must demonstrate usability and functionality for decades to come. Melton suggested that the revised proposal can be reworked to integrate space planning specifications and agreed to fine tune the plan. At the conclusion of the discussion, no action was taken on the motion by Brutscher and the matter was tabled.

10. **New Business:**

a. Planning Commission (PC) Report - Board accepted a report from the April 15, 2015 Planning Commission Meeting. Secretary noted a request for PC Solicitor Kristin Camp to assist with review of Chapter 53/Building Code. Jensen explained that the repeal of inconsistent prior references and adoption of relevant state codes are required to update Chapter 53. MOTION: Leonard moved, Stumpo seconded, to approve the recommendation of the Planning Commission to authorize the Planning Commission Solicitor to proceed with proposed amendments to Chapter 53 based on the scope of work not to exceed 10 hours; motion carried.

11. **Correspondence:** Board approved text of a letter to Lenape Forged Products and Sklar Industries requesting an informal meeting to discuss relocation of the Brandywine Trail.
12. **Motion to Reopen Public Comment:** Leonard moved, Brutscher seconded, to reopen Public Comment; motion carried. Pete Photopoulos and Ron Hewes expressed concern that the Board authorized the Township Engineer to review drainage easement concerns related to Lot #6 on Lian Drive. They indicated that numerous sources have concluded that standing water affecting Cannon Hill Development does not emanate from the Lian Drive lots. They requested to be notified in advance with regard to the matter being listed on a future Board agenda. The Secretary directed that Mr. Hewes and Mr. Photopoulos provide the Township with the names and contact information for those individuals to be notified.
13. **Treasurer's Warrants:** Stumpo moved, Brutscher seconded, to approve the Bill Payment Lists for April 14-27, 2015 recommended for payment by the Treasurer; **General Fund:** 21 bills paid totaling \$80,930.25; 6 debit card charges totaling \$706.29; **Escrow:** 1 bill paid for \$1,086.40; **Facilities:** 2 bills paid totaling \$2,490.12; **Historical Committee:** 1 bill paid for \$330.00; **Parks, Rec & Trails:** 1 bill paid for \$62.13; motion carried.
14. **Approval of Meeting Minutes:** Brutscher moved, Stumpo seconded, to approve the Meeting Minutes dated April 13, 2015; motion carried.
15. **Adjournment:** At 9:11 p.m., Leonard moved, Brutscher seconded, to adjourn the meeting; motion carried.

---

Susan Simone, Administrative Secretary

---

Barney Leonard, Chairman