



Board of Supervisors Meeting Minutes
Monday, August 17, 2015, 7:30 P.M.

Attendance: Supervisors - Barney Leonard, Ricki Stumpo; Mark Knightly, Public Works Director. Supervisor Georgia F. Brutscher was absent.

Public in attendance: 13

1. **Call to Order:** Leonard called the meeting to order at 7:30 p.m. and led the Pledge of Allegiance.
2. **Announcements:** Board announced that employees from XL Catlin will donate their time and skills to interior repairs of the Locust Grove Schoolhouse as part of the Day of Giving Program. The Board thanked Sarah Mims for proposing the project to her employer.
3. **Public Comment:**
 - a. Jean Conary - expressed support for the Barnard House.
 - b. Christopher Conaway - asked the Board to proceed with scheduling the Barnard House Question and Answer (BHQ&A) Forum.
 - c. Elaine DiMonte - asked Leonard to explain the negative comments he made during the Supervisors Special Meeting on August 10th.
 - d. Andrea Gosselin - commented that she was pleased that item 7d. on the agenda will be the BHQ&A.
 - e. Sean Rafferty - commented his continuing concerns on the following: special meeting scheduled in the morning, supervisors appointed to committees, replacement of floor in the Barnard House, and failure of the Board to consider the two consultants' recommendations.
4. **Winterwood Status/Informational Meeting:** John Hess, Secretary for the Winterwood Homeowners Association, continues to work with members of the community to identify a meeting date suitable to everyone, including the developer and other advisers.
5. **Zoning Officer Report:** Zoning Officer Richard Jensen was not in attendance.
6. **Public Works Report:** Knightly reported that the new boom mower is proving to be an effective tool for mowing roadsides. Paving is scheduled for next week for Locust Grove and Hickory Hill Roads.
7. **Old Business:**
 - a. Procurement Pre-Approval Request for Locust Grove Schoolhouse - Board reviewed expenditure request for installation of a slate blackboard. Randy Mims explained that the slate blackboard was donated by members of the Historical Committee. The installer is a sole-source vendor previously approved for the plaster repair project. MOTION: Stumpo moved, Leonard seconded, to approve the expenditure of \$2,472.00 for the installation of a slate blackboard by Guy H. Long Plastering, Lancaster, PA; motion carried.
 - b. Code Chapter 53/Construction Code Ordinance - Secretary provided a timeline for the proposed amendment to Chapter 53 drafted by Planning Commission Solicitor Kristen Camp and Zoning Official Richard Jensen, and recommended for approval by the Planning Commission. Stumpo noted that Longwood Fire Company

requested adoption of the international fire code which is included in the overall amendment to Chapter 53. MOTION: Stumpo moved, Leonard seconded, to submit Chapter 53 Building Code proposed amendments to the Township Solicitor for review and subsequent enactment during a public hearing; motion carried.

- c. Appoint Vision Partnership Program (VPP) Task Force/Historic Resource Survey & Inventory - Leonard reviewed the tasks to complete a historic survey as described in the VPP Grant Contract. Based on Section 2.3 of the Contract regarding task force appointment, he recommended the appointment of the following members: Suzy Breiseth, Randy Mims, Dan O'Neill, Barney Leonard, Jaime Larzelere, as the Chester County Planning Commission Contract Monitor, and Jane Dorchester as the Architectural Historian. Mims pointed out that he is not serving as the Township Historical Committee Representative. He also pointed out that a historic atlas was completed in 2010 with the assistance of the County Preservationist and in accordance with the standards of the Pennsylvania Museum and Historic Commission. Stumpo asked how much work will be performed by the task force. Leonard noted that they will meet 4 times per year and may contact landowners regarding the survey. The appointments and tasks are required to fulfill the grant contract approved by the Board. MOTION: Stumpo moved, Leonard seconded, to appoint Breiseth, Randy Mims, O'Neill, Leonard, Larzelere, and Dorchester to serve on the VPP Historic Survey Task Force as discussed; motion carried.
- d. Township Communication Survey - following numerous discussions with the residents, Leonard proposes that the Township move forward with the Barnard House Question and Answer (BHQ&A) Forum instead of a township-wide survey as was proposed during the August 10th Special Meeting. The date for the BHQ&A is Monday, September 21st, from 7:00 p.m. to 9:00 p.m., and will be held at the Pocopson Home. DISCUSSION:
 - i. Township Solicitor suggested the Township hire attorney Thomas Oeste to serve as an independent moderator at the hourly rate of \$175.00.
 - ii. Stumpo questioned the need to hire a professional moderator. Residents raised some concern that the moderator may not be independent as he was recommended by the Township Solicitor and Barney Leonard.
 - iii. Attendees agreed that a 2-hour format will not allow for questions regarding the EIT. The forum will be limited to perhaps the 70 questions compiled by residents about the Barnard House Project.
 - iv. Jean Conary voiced concern that sufficient time will be allotted in advance of the forum for the questions to be researched.
 - v. Board agreed to appoint a task force of residents to find a moderator, identify the questions for the forum culled from the list of questions, identify the mechanism to harvest questions, and identify a time period after the September 21st forum to receive additional questions subject to Board approval.

MOTION: Leonard moved, Stumpo seconded, to proceed with scheduling a Barnard House Question and Answer Forum on September 21st; motion carried.

MOTION: Stumpo moved, Leonard seconded, to appoint the following residents to serve on a task force for the event with assignments as discussed: Sarah Mims, Elaine DiMonte, and Holly Manzone; motion carried.

8. New Business:

- a. Kennett Library Task Force Appointment - Leonard suggested revisiting the request for an appointment in about 6 months to allow the Library Board time to sort out their

- issues. Stumpo recommends making the appointment as soon as possible. Action on the matter tabled to the September 14th meeting.
- b. Newsletter – Leonard reported that the subscriber list for an electronic newsletter is sparsely populated. For this reason, the Township obtained cost proposals to publish a 4-page edition that will focus on Founders Day, the new rental ordinance, and other items of interest. MOTION: Stumpo moved, Leonard seconded, to approve the expenditure of approximately \$856.00 to publish a 4-page black and white newsletter; motion carried.
 - c. Technology Proposals – Leonard reviewed the particulars of a procurement pre-approval request for a vendor to provide support and updates to ensure that the Township’s WordPress website is maintained and secure. Occasional assistance with design and coding may be needed. Stumpo agreed with the suggestion from Randy Mims to contact the vendor for the Locust Grove Schoolhouse website for a cost estimate. Leonard noted that time is of the essence with regard to maintenance and security. Action on the matter tabled until the September 14th Board meeting.
 - d. Resolution 2015-17 Record Retention – Leonard noted the efforts of the staff to digitize building permit applications and constructions records. MOTION: Stumpo moved, Leonard seconded, to enact Resolution 2015-17 authorizing the disposition of approximately 2 cubic feet of non-permanent public records as described on the PHMC Records Disposition Report; motion carried.
 - e. Resolution 2015-18 Eagle Scout Matthias Nitz – MOTION: Stumpo moved, Leonard seconded, to enact Resolution 2015-18 honoring Matthias Wolfgang Alexander Nitz, a resident of Pocopson Township, for achieving the rank of Eagle Scout; motion carried.
 - f. Resolution 2015-19 – Township Sewage Consultant reviewed and recommended approval of the Dwyer Sewage Planning Module in accordance with the Conditional Use Decision. MOTION: Stumpo moved, Leonard seconded, to approve Resolution 2015-19 for new land development identified as the Dwyer Property and direct the Secretary to sign and submit the document to the PA DEP for its approval as a revision to the Official Sewage Facilities Plan of the municipality; motion carried.
 - g. Resolution 2015-20 Amended Omnibus Fee Schedule – MOTION: Stumpo moved, Leonard seconded, to enact Resolution 2015-20 to include the approved fees for rental unit certificates as prescribed by the Rental Unit Ordinance; motion carried.
 - h. Penn State Co-op Extension Water and Septic Seminar for Residents – Board discussed a free home water and septic system workshop for residents by Penn State that is scheduled for September 29th at the Chester County Public Safety Training Campus. The Secretary was directed to contact Penn State Cooperative Extension for information on hosting a similar workshop in 2016.
9. Correspondence – Board signed the proposal dated August 11, 2015 submitted by Barbacane, Thornton & Company LLP to audit the Commonwealth of PA Commonwealth Financing Authority Greenways Trails and Recreation Program Grant with terms as previously approved.
 10. Treasurer’s Warrants: Leonard moved, Stumpo seconded to approve the Bill Payment Lists for July 28 – August 17, 2015 recommended for payment by the Treasurer; General Fund: 23 bills paid totaling \$21,139.70; 5 debit card charges totaling \$293.44; Capital Reserve: 1 bill paid for \$20,662.45; Escrow: 1 bill paid for \$1,715.00; Facilities: 3 bills paid totaling \$5,047.25; Highway Aid: 5 bills paid totaling \$4,384.72; Parks, Rec, Trails: 2 bills paid totaling \$211.52; motion carried.
 11. State Ethics Commission Report – Leonard noted that the Township Solicitor received a letter from the Pennsylvania State Ethics Commission that did not offer guidance as to the dual role of project manager and building inspector. The Board directed the Secretary to schedule a meeting with Keystone Municipal Services, Richard Jensen, and Dennis Melton, to consider the path forward for building inspection for Phase 1 of the Barnard House.

12. Approval of Meeting Minutes: Leonard moved, Stumpo seconded, to approve the Meeting Minutes dated July 27, 2015; motion carried. Leonard moved, Stumpo seconded, to approve the Special Meeting Minutes dated August 10, 2015; motion carried.
13. Adjournment: At 8:52 p.m., Leonard moved, Stumpo seconded, to adjourn the meeting; motion carried.

Susan Simone, Administrative Secretary

Barney Leonard, Chairman