



Board of Supervisors Meeting Minutes
Monday, October 28, 2019, 6:30 P.M.

Attendees: Supervisors - Ricki Stumpo, Elaine DiMonte, Alice Balsama via remote participation; Mark Knightly, Public Works Director; Al Davis, Resident-Representative of the Kennett Fire and EMS Regional Commission ("Commission").

Public in attendance: 12

1. **Call to Order:** Stumpo called the meeting to order at 6:30 p.m. and led the Pledge of Allegiance. Stumpo acknowledged Balsama is participating via speaker phone.
2. **Sunshine Announcements:** Board met with Knightly on October 23rd to discuss a request to install stop signs in Riverside. Stumpo and DiMonte met with Chester County Prison Officials on October 25th.
3. **Announcements:** DiMonte took a moment to acknowledge the work of previous Boards for enacting an open space program that has preserved and protected the Township landscape and natural resources. She expressed thanks for their vision given the number of developments underway in surrounding municipalities. Stumpo added that 5 permits were issued this year to build single-family homes in Pocopson. Stumpo announced that the proposed 2020 Budget is available for review at the Township Building and on the Township website. There is no tax increase. The Board plans to adopt the budget during the next regular public meeting on November 25th. The meeting begins at 6:30 p.m.
4. **Public Comment Non-Agenda Items:** Judy Lovell inquired as to the reasoning by the Board to choose this year to enforce removal of political signs placed in the Route 52 roundabout and the Pocopson Home right-of-way. DiMonte responded that neither the Township Zoning Official nor the Board of Supervisors deliberately targeted and removed signs from the locations that concern Lovell. The Township Code provides for placement of political and temporary signs on private property. Equally important, it also prohibits placing them in any public right-of-way in the Township. Balsama added that the Zoning Official enforced the Township Code regarding temporary signs in response to a number of concerns received by the Township that the political signs were obstructing sight distances. She noted that the removal of the signs was not politically directed by the Board. Stumpo added that the Zoning Official swept the entire Township removing all temporary signs from all rights-of-way. Signs on private property were not removed. Lovell requested an update on the sheriff sale for 1445 Lenape Road. She noted that it has been nearly a year since the Board authorized the Solicitor to proceed with the sheriff sale. She inquired as to whether the Board has failed to pursue the matter because other agenda items have taken precedence. Secretary is directed to contact the Solicitor regarding the status of the sheriff sale.
5. **Work Session:** Work session was cancelled for October 22, 2019.
6. **Trout Zoning Hearing Board Application; 462 Chambers Lane; Tax Parcel 63-3-141.25:** Applicant John Trout appeared to discuss the Application for a Variance to construct a detached 22' X 14' garage set on the existing driveway. He provided the Board with copies of an email from an adjacent neighbor who has no objection to the project. The Application was reviewed by the Planning Commission during their public meeting held

on October 2, 2019: MOTION: DiMonte moved, Balsama seconded, that the Board of Supervisors finds no objection to the Application as discussed; motion carried.

7. **Planning Commission ("PC") Report October 2nd Meeting:** Board reviewed report submitted by the PC, including PC's recommendation for amending the Rental Unit Chapter of the Code and adding a provision for short-term rentals in the Zoning Chapter. Stumpo has questions for the PC regarding the recommendation. Balsama will reach out to the Building Inspector for clarification on the UCC/BOCA Codes that would appear to require inspections of rental properties. Board agreed to table a decision on the PC recommendation to a future meeting.
8. **Public Works Report:**
 - a. Resolution 2019-17 Road Rock Salt - DiMonte reviewed the Resolution. Balsama agreed that the \$55.00/ton price is good. Knightly indicated that the Township bids 2-type suppliers, the other being a Co-Stars supplier. MOTION: Stumpo moved, Balsama seconded, to enact Resolution 2019-17 authorizing the purchase of bulk road salt from the low bidder Morton Salt Inc., in accordance with the Municipal Cooperative of Southern Chester County joint-bidding process; motion carried.
 - b. Procurement Pre-Approval Request for new Dodge Ram Truck - Knightly asked the Board to table action until the November meeting.
9. **Facilities:**
 - a. Proposal for Environmental Services - DiMonte reported that during the planning process for the new Township Building, the Board requested assistance from Castle Valley Consulting for septic planning which included a proposal from Evans Mill Environmental. Township Engineer Gilmore & Associates, currently under contract to provide civil engineering for the project, indicated that they can complete many of the planning module tasks. Board discussed the benefit of limiting the number of consultants for the project as a measure to control costs and maintain the critical path forward to complete the project by the end of 2020. Board reviewed the Contract Agreement Change Order No. 01 for on-lot septic work. MOTION: DiMonte moved, Stumpo seconded, to approve signing Change Order 01 dated October 28, 2019, in the amount of \$11,000.00 for on-lot septic planning submitted by Gilmore & Associates; motion carried.
10. **Kennett Fire & EMS Regional Commission Report:** Davis reported the EMS Commission met on October 15th at Pennsbury Township Building. The Commission moved to approve expenditures for emergency equipment as budgeted. DiMonte asked, generally speaking, if the Commission was functioning as outlined. Davis and Stumpo both agreed that the work of the Commission is effective in optimizing services and allocating money for resources for both ambulance divisions as well as the 3 fire companies. Contributions are locked in for 2020 with the Commission continuing to plan to meet on a monthly basis.
11. **New Business:**
 - a. Resolution 2019-18 Appointing Certified Public Accountants - Stumpo reviewed the Resolution noting that while there are elected auditors, the CPA firm actually performs the audit as required by law. MOTION: DiMonte moved, Stumpo seconded, to enact Resolution 2019-18 appointing Barbacane Thornton, CPA, to examine all the accounts of the Township for Fiscal Year 2019 and to conduct the annual audit; motion carried.
 - b. Text for Reorg Appointment/Reappointments - Board reviewed and approved the text for the annual appointment/reappointment letters to be sent in November.
12. **Old Business:** no old business submitted.
13. **Correspondence:** Board signed thank you letters to Brandywine Conservancy and to Kathy Miller, Township Clean Stream Team Chairman, recognizing them for the second round of tree planting along Pocopson Creek on October 19th. **PUBLIC COMMENT:** Stephanie Hoopman expressed appreciation for the work but noted that the Township

should take specific measures to oversee care of the tree tubes placed around the trees. She reminded the Board that maintaining the tubes was a concern raised previously by a youth study group she mentors who pointed out that quite often, these tubes end up as trash in Pocopson Creek and along the roadways. Knightly noted that the Public Works Department is responsible for maintaining the plantings and care will be taken to make sure the tubes remain affixed to the trees until such time that they can be removed.

14. **Treasurer's Warrants:** Stumpo moved, DiMonte seconded, to approve the Bill Payment Lists for September 24 - October 28, 2019 recommended for payment by the Treasurer; General Fund: 44 bills paid totaling \$95,390.94; 10 debit card charges totaling \$1,227.07; Capital Reserve: 1 check for \$44,687.53; Highway Aid: 6 bills totaling \$1,823.19; Parks, Rec & Trails: 1 bill for \$97.82; motion unanimously approved.
15. **Approval of Meeting Minutes:** DiMonte moved, Stumpo seconded, to approve the September 18, 2019 Budget Work Session Minutes as amended; motion carried. Stumpo moved, Balsama seconded, to approve the September 23, 2019 Public Meeting Minutes as written; motion carried.
16. **Adjournment:** At 7:15 p.m., DiMonte moved, Balsama seconded, to adjourn the meeting; motion carried.



Susan Simone, Administrative Secretary



Ricki Stumpo, Chairman