

Board of Supervisors Meeting Minutes
Monday, November 25, 2019, 6:30 P.M.

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

Public in attendance: 3

1. **Call to Order:** Stumpo called the meeting to order at 6:30 p.m. and led the Pledge of Allegiance. Stumpo acknowledged that Balsama is participating via speaker phone.
2. **Sunshine Announcements:** no announcements to sunshine.
3. **Announcements:** Stumpo recognized Ray McKay in attendance. The Board congratulated him on his election on November 5th and look forward to his serving on the Board. Stumpo indicated that the Kennett Area Regional Planning Commission met on November 19th and they are trying to identify a regional project. They are considering a project associated with the MS4 mandate or a trail program to connect trails in the participating municipalities.
4. **Public Comment Non-Agenda Items:** Nan Latona, Executive Director for The Barn at Spring Brook Farm ("The Barn"), attended the meeting to introduce herself. She resides in Wynnewood and is new to Chester County. She commented that she appreciates the beauty of Pocopson Township. Latona met with Craig Kologie, Zoning Official, and confirmed that The Barn is in compliance with the conditions approved by the Township. Stumpo inquired as to whether The Barn provides 24/7 coverage of the support animals. Latona indicated that while no one is on site overnight, personnel arrive at The Barn at 7:00 a.m. to begin the workday. Stumpo questioned that if an animal is screaming in the night or under duress that personnel will not be available until the next morning and that someone should be on-call. Ray McKay commented that he was not aware of the dairy farmer sleeping in the barn with the dairy cows. Al Davis commented that generally, household pets are not monitored overnight if the owner is not available. Public comments included Ace Hardware not assigning personnel to sleep with chickens. DiMonte and Balsama indicated that it appears the practice by The Barn is a normal overnight practice. The Board thanked Latona for attending the meeting. Ray Gamble commented that he is shocked by the significant number of highway signs recently installed along State Route 52 (Lenape Road) from Route 926 to Parkersville Road. He laments that with multiple directional arrow signs and chevrons, the character of the roadway has changed from a rural setting to a major roadway. He estimates that a new sign has been installed nearly every 50 feet along the roadway. At night, the reflectivity of the signs create quite a light show. The Board was not aware of the installed signage. Knightly responded PennDOT owns State Route 52 and for that reason, PennDOT has the authority to install signs of any type and in any quantity. Board asked Knightly to contact PennDOT to determine if the sign installation is a result of a safety engineering study or if PennDOT can provide what safety or objective criteria may have been used to determine the number and the location of the signs. Knightly added that he is aware that

PennDOT resurfaced sections of the roadway with the special high friction surface treatment to reduce crashes.

5. **Work Session:** Work session was cancelled for November 19th.
6. **Resolutions:**
 - a. Resolution Adopting 2020 Budget - DiMonte reviewed the Resolution. MOTION: DiMonte moved, Balsama seconded, to enact Resolution 2019-19 officially adopting the Pocopson Township 2020 budget; motion unanimously approved.
 - b. Resolution Setting Tax Rates - DiMonte reviewed the Resolution to levy specific taxes. MOTION: DiMonte moved, Balsama seconded, to enact Resolution 2019-20 setting forth specific annual taxes; motion unanimously approved.
7. **Planning Commission Meeting Report:** Board acknowledged receipt of the PC report from the November 6th public meeting. No comments from the Board.
8. **Public Works Report:** Board reviewed a procurement pre-approval request recommended by the Treasurer to retrofit the lighting at the Public Works Garage. Denney Electrical Supply is the vendor. It is a CoStars purchase with the General Fund Account as sufficient source for funding. Anticipated expenditure is \$5,372.00 less \$1,081.00 in rebates/incentives for a total price of \$4,291.00. This project is aligned with the Township's commitment to reduce carbon gas emissions and the proposal was reviewed by Township Clean Energy Chairman Bill Haaf. MOTION: Stumpo moved, DiMonte seconded, to accept the proposal from Denney Electrical Supply dated 9/19/2019 for lighting retrofit at the Public Works Garage; motion approved. Board suggested that Haaf be notified of the approval so that he can keep a list of ongoing projects that reduce the Township's carbon footprint. Board discussed a Winter Traffic Services Supplemental Agreement that amends the current agreement by providing additional snow/ice clearing on Route 842 from Oak Tree Drive to Northbrook Road. Knightly indicated he was contacted by PennDOT with this request as East Marlborough and Newlin Townships are not performing the road clearing service. He noted that the Township will be compensated for the additional road lane miles. Board asked if this additional work will be cumbersome for Public Works personnel. Knightly indicated that it should not be a problem as Public Works personnel currently maintain a portion of Route 842. He added that the Township can choose to not participate in the supplemental agreement at any time. Balsama asked that Knightly monitor the percentage of the increase in reimbursement to the Township juxtaposed with the hours and overtime hours that may be incurred by Public Works personnel. MOTION: DiMonte moved, Stumpo seconded, to approve signing the PennDOT Winter Traffic Services Supplemental Agreement as discussed; motion approved.
 - a. Procurement Pre-Approval Request for New Dodge Ram Truck - Board reviewed a procurement pre-approval request recommended by the Treasurer to purchase a Dodge Ram 5500 Chassis Cab Tradesman 4x4 Truck to replace a 2011 Ford F550 Truck that has required numerous repairs and has been out of commission for several months in 2019. Funding Source is the Capital Reserve Account and is included in the 2020 budget. Payment won't be made until 2020, but the truck must be ordered now to ensure delivery in January 2020. MOTION: Stumpo moved, Balsama seconded, to approve the purchase of a Dodge Ram 550 Chassis Cab Tradesman 4x4 truck from Hondru Chrysler Dodge Jeep Ram with upfitting by E. M. Kutz, Inc., for \$94,084.00; motion approved.
9. **Facilities:** DiMonte reported that the project to construct a new Township building continues to move forward with a December meeting schedule with GKO Architects and Gilmore & Associates, Inc. ("Gilmore"), with regard to the design and placement of the septic system. On another matter, Gilmore was asked to do an analysis on the condition of the Tobacco Barn. DiMonte acknowledged receipt of a letter from Gilmore dated October 22, 2019, recommending that the Township consider temporary repairs to the

Tobacco Barn or to raze the Tobacco Barn. Board discussed what might be in the best interest of the Township with regard to razing or preserving the Tobacco Barn. Stumpo noted that in its current state, it represents a hazard to residents. Balsama and DiMonte agreed, adding that when dismantled, the wood from the Tobacco Barn should be inspected to determine if the quality of the wood represents a monetary value and could be sold on Municibid. Likewise, there may be an opportunity to identify pieces to be incorporated in the design of the new Township building. The intent of the Board this evening is to make a decision so that Public Works personnel can move forward and schedule the work necessary to raze the Tobacco Barn. MOTION: Stumpo moved, DiMonte seconded, to raze the Tobacco Barn on the Barnard House Property in accordance with Township Engineer Gilmore & Associates, Inc., Comment and Review Letter dated October 22, 2019, and as discussed during the public meeting; motion approved. Balsama reported that at the direction of the Board of Supervisors, she obtained an estimate from R & B Restoration Carpentry, Inc., in the amount of \$520.00 to conduct a survey of the condition of the windows and doors of the Barnard House. Matthew Roberson of R & B Restoration Carpentry, Inc., was referred by County Preservationist Karen Marshall. Balsama indicated that Roberson will contact Knightly the week of December 16th to inspect the Barnard House. The Board anticipates that the language from the inspection and evaluation as to replace or repair a window or door will be added to the window and door bid package that has been drafted by the Township Solicitor.

Balsama exited the meeting at 7:00 p.m.

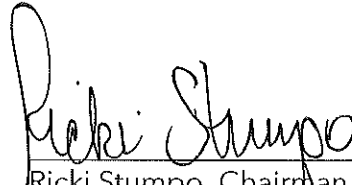
10. **Kennett Fire & EMS Regional Commission Report:** Stumpo attended the meeting on November 12th. Commission learned that Longwood has paid firefighters and paramedics and Po-Mar-Lin is looking into providing for paid firefighters. This may change future contributions. Secretary indicated that Chester County-OIC has set up a pilot program to tutor volunteers with the Kennett Fire Company who are interested in obtaining required certifications.
11. **New Business**
 - a. **Public Meeting Dates/Legal Advertising** - Stumpo noted the date of the annual reorganization meeting is Monday, January 6, 2020. The elected-auditors meet on Tuesday, January 7th. The Planning Commission usually meets the first Wednesday of the month. However, the first Wednesday is New Year's Day so the Planning Commission will meet January 15th. Secretary is directed to submit the required legal advertising notices.
 - b. **Deblyn V Subdivision** - Stumpo acknowledged the Township is in receipt of the subdivision application to merge lots 1 and 2. The matter has been before the Planning Commission and may be listed for the December 16th Board meeting.
12. **Old Business:**
 - a. **Update on Pettit Property** - Stumpo noted that the report from the Township Solicitor indicates the Township is in the process of serving Lewette Pettit. Legal publication in *The Daily Local* and the law journal was completed November 21st. Once the return of service is available the Township will move forward with judgment. After November 30th, the Public Works Department will be able to enter onto the property to remove vegetation and overgrowth that is of immediate concern to adjacent property owners.
13. **Correspondence:** no correspondence submitted.
14. **Treasurer's Warrants:** Stumpo moved, DiMonte seconded, to approve the Bill Payment Lists for October 29 - November 25, 2019 recommended for payment by the Treasurer; General Fund: 35 bills paid totaling \$29,757.48; 17 debit card charges totaling \$954.84;

Facilities: 2 bills totaling \$19,360.00; Highway Aid: 6 bills totaling \$2,447.84; Parks, Rec & Trails: 2 bills totaling \$199.10; motion approved.

15. **Approval of Meeting Minutes:** DiMonte moved, Stumpo seconded, to approve the October 28, 2019 meeting minutes as amended; motion carried.
16. **Adjournment:** At 7:23 p.m., DiMonte moved, Stumpo seconded, to adjourn the meeting; motion carried.



Susan Simone, Administrative Secretary



Ricki Stumpo, Chairman