



Board of Supervisors Meeting
Monday, December 14, 2020, 7:00 p.m.

The implementation of the GoToMeeting Remote Platform for public meetings complies with the Disaster Emergency Orders and Proclamations issued by Governor Wolf to mitigate the spread of the COVID-19 Virus.

Attendance: physically present in the meeting room: Supervisors - Elaine DiMonte and Ray McKay. Supervisor Ricki Stump was not able to attend as she is still recovering. Online participants: Mark Knightly, Public Works Director; Al Davis, Alternate Commissioner, Kennett Area Fire and Emergency Services Regional Commission ("Commission"); Kevin Gosselin, Township Emergency Management Coordinator.

Public in attendance via remote access: 13

1. **Call to Order:** DiMonte called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance. She reminded online participants that the Township will mute participants to eliminate background noise and feedback or participants can mute themselves. The Township will unmute all to allow for public comment.
2. **Sunshine Announcements:** Board met in Executive Session on November 30th and December 8th. On December 10th, the Board met with GKO Architects regarding the new Township Building.
3. **Announcements:** Board reminded residents to subscribe to Constant Contact via the Township website. This platform will be used to pushout official Township notices.
4. **Public Comment on Non-Agenda Items:** no written submissions were received. No public comment from online participants.
5. **Work Session:** The December 4th Work Session was cancelled.
6. **Zoning Hearing Board Applications:**
 - a. Dalmas, 1348 Lenape Road, Tax ID 63-4-141.4 - James Fritsch, P.E., Register Associates, presented the Application to the Board of Supervisors. The parcel is in the Limited Industrial Zoning District, it is a single-family dwelling built in 1963 with onsite water and sewage. The Applicants, Jared and Lara Dalmas, participated remotely. Fritsch explained that they are seeking variances in order to build an in-law suite addition for aging parents with health issues. As was discussed with the Planning Commission on December 8th, the addition will provide peace of mind to have a place where the family can be together. Fritsch noted that the Board is in receipt of the Planning Commission letter dated December 10, 2020 submitted by Kristin Camp, Solicitor, recommending support for the relief requested. Fritsch asked if the Board would like to discuss each variance in detail. The Board expressed concern for the number of requested variances but chose not to discuss each one in detail given the substantive material submitted with the Application. No public comment. MOTION: DiMonte moved, McKay seconded, that there is no objection to the Zoning Hearing

- Board granting the requested relief and recommends support of the project as described and discussed with the Planning Commission; motion carried.
- b. Cook, 1560 Brandywine Drive, Tax ID 63-4-3.7 - DiMonte requested representatives for the Application to unmute for the presentation. No one responded.
7. **Chester County Hazard Mitigation Plan Update:** Gosselin introduced himself as having served as Township Emergency Management Coordinator in a voluntary capacity for about 4 years. He recently attended the County Mitigation Strategy Webinar to identify countywide projects that support hazard mitigation. Gosselin and Mark Knightly, Public Works Director, discussed the West Creek Road Project as a hazard mitigation project that would be eligible for 75% reimbursable costs through the program. The challenge is the submission deadline is December 23, 2020. DiMonte thanked Gosselin for attending the webinar and for working with Knightly in pursuing this funding opportunity. Knightly noted that West Creek Road one-way area is not a permanent arrangement and that the application with potential reimbursement by the County and FEMA is worth pursuing. He noted that engineering work for the site and proposed mitigation options were completed by Gilmore & Associates within the past year. Board fully supports and agrees that Gosselin and Knightly should move forward and submit an application by the December 23rd deadline for the West Creek Road Project.
8. **Public Works Report:** Knightly reported that there are a couple options for installation of an automated gate for the Park entrance on Locust Grove Road. The Board requested and approved the concept of installation based on previous public comment. MOTION: McKay moved, DiMonte seconded, to approve spending up to \$7,800.00 for an automated gate for Pocopson Park Locust Grove Road Entrance; motion carried. Board acknowledged receipt of the Municipal Cooperative of Southern Chester County ("Co-Op") COVID-19 Snow & Ice Removal Support Plan. Knightly explained that the intent of the Co-Op is to establish a plan that will provide coverage in the event of a viral outbreak in another Co-Op municipality. He reported that the Public Works Department is ready for the forecasted snow event in the coming days. No public comment.
9. **Planning Commission ("PC") Report from December 8th Public Meeting:** Board acknowledged receipt of the PC Report that included recommendations for the zoning hearing board applications. PC continues the task of addressing zoning districts, uses, definitions, conflicting sections, and Code anomalies. No public comment.
10. **Facilities:** DiMonte reported that the Board met with GKO Architects on December 10th to finalize the bid documents which are concurrently under review by the Township Solicitor. McKay reported that the Township continues work on the exterior of the Barnard House. Task is underway to obtain estimates to repair the L-section. No public comment.
11. **Kennett Area EMS Commission:** Davis reported that the Commission met on December 8th and disbursed the Workers Comp payment to cover all departments and paramedics. A cooperative program has been set up by emergency service providers similar to the Public Works Co-Op Program. The cooperative service ensures that there is coverage in the event a department or paramedic service must be quarantined. DiMonte asked about the protocols for a service department in the event of viral exposure. Davis indicated that emergency service departments have contingency plans that include taking vehicles and

equipment out of service until sterilized and quarantining personnel. McKay agreed that with climbing COVID-19 numbers it is important to establish cooperative efforts. No public comment. Davis wished everyone a Happy Holiday and safe New Year.

12. New Business:

- a. Treasurer Position - DiMonte announced that Peggy Lennon has submitted her resignation to the Board. Lennon indicated that she has accepted the position of Finance Director for East Bradford Township which is the township where she's lived for the last 20 years. She indicated it was not an easy decision given the great experience working for Pocopson Township, but these opportunities do not come around often. The Board agreed that her resignation is a huge loss for Pocopson, and that Peggy's last day will be January 8, 2021. DiMonte noted that because the Board could not formally accept the resignation until this evening, there is insufficient time to advertise the position. For this reason, the Board agreed to accept the recommendation of the Township Solicitor to engage the services of Barsz Gowie Amon & Fultz, CPA ("BGA&F"), to handle treasurer and financial tasks. BGA&F serve as treasurer for several municipalities in Chester County and have submitted a letter of engagement to move forward. MOTION: DiMonte moved, McKay seconded, to accept the Letter of Engagement and Schedule of Services submitted by Barsz Gowie Amon & Fultz, CPA; motion carried. No public comment. McKay expressed that while he is a new Supervisor, Peggy has been a tremendous help to him in answering questions and providing insight and information. It's sad news to learn that she is leaving but he understands the significance of the opportunity. DiMonte expressed that while the CPA firm will handle the mechanics of treasury and financial work, it is Peggy's personal experience and knowledge and history of the Township that is irreplaceable.
- b. Resolution Endorsing the Brandywine Creek Greenway's Brandywine Creek Water Trail Feasibility Study - DiMonte reviewed Resolution 2020-20 endorsing the Feasibility Study which is the result of active participation by the public, Chester County Planning Commission, and the Brandywine Conservancy. MOTION: DiMonte moved, McKay seconded, to approve Resolution 2020-20 endorsing the Feasibility Study.
- c. Memo of Understanding for Police Services and Personnel - DiMonte noted that in October, several residents provided public comment about concerns with activity in the Pocopson Park parking lot after dark. In addition, questionable activity has been reported as occurring on Township trails. As was discussed earlier, Public Works Department is pursuing installing an automatic gate for the Locust Grove Road parking lot. Board discussed the benefit of engaging Birmingham Township Police Department to assist with concerns similar to what was done a couple years ago when the new traffic light was installed on Route 52 and West Creek Road. McKay agreed that such engagement would be advantageous. The Board understands that the State Police have increased their patrols because of previous public discussion. Just the same, a local police department would be closer in terms of responding to concerns. MOTION: DiMonte moved, McKay seconded, to approve contacting Birmingham

Township Police Department regarding a Memorandum of Understanding for local coverage of unlicensed vehicles and activity on Township property; motion carried.

13. Old Business:

- a. Brandywine Creek Greenway Mini-Grant Award/Locust Grove Schoolhouse - Sarah Mims, a member of the Township Historical Committee, reported that the Brandywine Conservancy announced the Township will receive a \$6,000.00 grant that will be utilized to support project goals for restoration of the Locust Grove Schoolhouse that include installation of water and sewer service. Mims explained the terms of the grant noting matching in-kind contributions are permitted. Matching funds were provided for within the Township Budget. Mims completed the grant application noting that the Schoolhouse Project fit the criteria. McKay and DiMonte thanked Mims for being proactive and agreed that she should proceed with working with the Township Solicitor to complete the agreement for the grant. They recognized that the grant is another forward step to completing the Locust Grove Schoolhouse.
- b. Dance Hall/Zoning Official Update - McKay had requested the Zoning Official to reach out to the landowners about the deplorable and deteriorating condition of the Dance Hall on the Brandywine Creek. The partial collapse of the structure is a safety concern and may also represent code violations. The Zoning Official has asked the landowner to set up a plan for fencing the perimeter of the property as well as a demolition plan for the structure.

14. Correspondence: Board signed a letter to the Strahan Family thanking them for their financial contribution. Board signed a letter to the Baily Family thanking them for contributing the Christmas wreaths for the Barnard House and Locust Grove Schoolhouse.

15. Treasurer's Warrants: DiMonte moved, McKay seconded, to approve the Bill Payment Lists for November 24 - December 14, 2020 recommended for payment by the Treasurer; General Fund: 34 bills totaling \$28,065.88; 8 debit card charges totaling \$967.14; Highway Aid: 5 bills totaling \$1,216.47; Parks, Recreation & Trails: 2 bills totaling \$1,155.45; Township Facilities: 1 bill for \$2,281.25; motion approved.

16. Approval of Meeting Minutes: Board discussed request from Jesse Noa to correct the October 26, 2020 Minutes as follows: "Jesse Noa, PRT Chairman, was not certain how to procedurally address the concerns because the Board had previously unanimously approved the dog park, and therefore, deferred to the Board for revisiting its prior approval." MOTION: DiMonte moved, McKay seconded, to amend the October 26, 2020 Minutes as requested. MOTION: McKay moved, DiMonte seconded, to accept the November 23, 2020 Meeting Minutes as submitted; motion carried.

17. Adjournment: at 7:41 p.m., McKay moved, DiMonte seconded to adjourn the meeting; motion carried.



Susan Simone, Secretary



Elaine DiMonte, Vice Chairman