

P.O. Box 1, Pocopson PA 19366  
Office: 610.793.2151 Fax: 610.793.1944  
www.pocopson.org

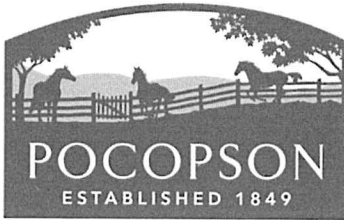
## Board of Supervisors Meeting Monday, May 17, 2021, 7:00 p.m.

The implementation of the GoToMeeting Remote Platform ("GTM") 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: Supervisors in the meeting room - Ricki Stumpo, Elaine DiMonte, and Raymond McKay. Virtual attendees: Amanda Gattuso, Treasurer Staff.

Public in attendance via remote access: 5

1. **Call to Order:** Stumpo called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.
2. **Sunshine Announcements:** Board members met with GKO Architects this morning to select components for the new township administration building. On May 14<sup>th</sup> DiMonte and McKay interviewed a candidate for the administrative assistant opportunity. On May 10<sup>th</sup> McKay and DiMonte participated in a review of components for the security system for the new township administration building.
3. **Announcements:** no announcements.
4. **Public Comment on Non-Agenda Items:** none.
5. **Work Session:** May 12, 2021 work session was cancelled.
6. **Public Works Report:** Mark Knightly, Public Works Director, was not able to attend. Via email he indicated that paving and surface treatment bid opening for the Southern Chester County Co-Op will be held on May 27<sup>th</sup>. A resolution to accept the lowest responsible bidder will be submitted for the June 21<sup>st</sup> Board meeting.
7. **Facilities:** DiMonte reported that a pre-construction meeting on April 28<sup>th</sup> kicked off the new township administration building project. Board anticipates groundbreaking in June.
  - a. New Township Administration Building
    - i. Gilmore & Associates Change Order - DiMonte reviewed two versions of a change order submitted by Township Engineer Gilmore & Associates for the scope of services for site inspections during construction. The difference between the change orders is fixed cost versus time and material with a not to exceed amount. The time and material change order allows for flexibility as to the duration of specific tasks. DiMonte reviewed the tasks with GKO Architects and determined that all tasks are accounted for. MOTION: Stumpo moved, McKay seconded to approve signing Contract Agreement Change Order No. 04, Dated May 6, 2021, Project No. 19-03075K-4, current Contract Agreement Price not to exceed \$116,890.00; motion carried. No public comment.
    - ii. Review & Approve Applications for Payment - DiMonte noted Treasurer is in receipt of the first application for payment to BSS Contractors LLC, the General Contractor. MOTION: DiMonte moved, McKay seconded, to approve the



P.O. Box 1, Pocopson PA 19366  
Office: 610.793.2151 Fax: 610.793.1944  
www.pocopson.org

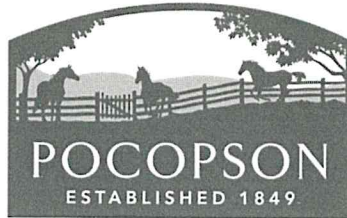
application for payment by BSS Contractors LLC; motion carried. No public comment.

- iii. Authorize bid packet for security system - DiMonte reported that it appears the preliminary requirements for the security system will exceed \$30,000.00. GKO Architects can provide assistance in preparing the solicitation for the security system. MOTION: DiMonte moved, Stumpo seconded, to authorize GKO Architects to assist the Township with the solicitation for the security system; motion carried.

8. **Kennett Area EMS Commission Report:** McKay reported that he has attended the previous 3 monthly meetings. While previous meetings were emotionally charged and included a number of items to be decided, in contrast, the May meeting lasted just 20 minutes. As always, discussion included the difficulties in finding and retaining volunteers. The Longwood Fire Company Mobile Intensive Care Unit (MICU) will be housed in the Kennett Fire Company Building which was not the original idea. Kennett Fire Company MICU equipment will be liquidated. McKay reported that the topic of next month's meeting will be retention and recruitment, as well as the standards of performance and response times as such relates to staffing issues. Overall, the Commission is moving in a positive direction.
9. **Planning Commission (PC) Report/May 5, 2021 Meeting:** Board acknowledged receipt of the PC Report. DiMonte asked if going forward the PC would provide review documents with tracked changes so that the Board can follow the iterations. DiMonte attended the May 5<sup>th</sup> meeting to discuss the Board's request that the PC draft an ordinance regulating unlicensed motor vehicles such as ATVs and dirt bikes.
10. **New Business:**
  - a. Contract for Police Coverage/Birmingham Township - DiMonte reported that during the May PC Meeting, the PC Solicitor offered that Birmingham Township Board of Supervisors may consider entering into an agreement for specific police coverage. Board agreed that it is worth reaching out to the Birmingham Township Board as the summer season generally provides opportunity for an increase in ATV and dirt bike rider activity.

**At 7:15 p.m., Supervisors recognized that technical difficulty was occurring with the GoToMeeting Virtual Platform. Telecommunication lines were down most of the day at 740 Denton Hollow Road and service restored late in the afternoon. The GoToMeeting Platform was rebooted. DiMonte then announced that due to the technical difficulty the Board will begin again with agenda item #3 and revisit each agenda item thereafter. Call for public comment was made for each agenda item as part of the restart.**

- b. PLGIT Procurement Program Card - Stumpo reviewed the notes from the Secretary and Treasurer Support Staff for moving from a debit card to the PLGIT P-card/credit card for Township purchases. DiMonte noted that the move to a credit card was a finding in the audit report and a best practices recommendation by the CPA Firm handling Township treasury tasks. MOTION: Stumpo moved, McKay seconded, to sign-up for the PLGIT Procurement Card Program for day-to-day purchases as



P.O. Box 1, Pocopson PA 19366  
Office: 610.793.2151 Fax: 610.793.1944  
www.pocopson.org

recommended by the Treasurer and to deactivate the Meridian Bank debit cards following transition to the PLGIT P-Card program; motion carried. No public comment.

**11. Old Business:**

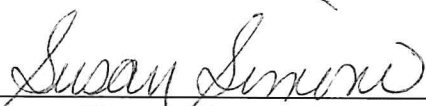
- a. Wi-Fi Comcast Contracts for Locust Grove Schoolhouse and Park Gate - Stumpo reviewed prior authorization for the installation of an electronic gate for the Pocopson Park Locust Grove Road entrance. Public Works Director reported via email that gate installation is complete. Board is in receipt of Comcast Business Service Order Agreement to energize Wi-Fi for the gate at a cost of \$98.44 per month to make the gate operational for programming a schedule for opening and closing. MOTION: McKay moved, Stumpo seconded, to approve Comcast Business Service Order Agreement as reviewed to establish a Wi-Fi connection for the 477 Locust Grove Road Park entrance; motion carried. McKay reported that the Historical Committee is reviewing the particulars to establish a Wi-Fi connection for the Locust Grove Schoolhouse. At this time, the Historical Committee is not interested in moving forward with the Comcast Business Service Order Agreement.

**12. Correspondence:** no correspondence.

13. **Treasurer's Warrants:** McKay reported that on May 12<sup>th</sup> he attended the annual municipal liability insurance renewal meeting which was held on a virtual platform by Assured Partners. He noted that it was reported that Pocopson has one of the lowest renewal rates. This may be due, in part, because the Township does not have a police department. Board is in receipt of the renewal proposal which is in line with the budgeted premium for 2021 and agreed to continue coverage and accept the proposal from Assured Partners. MOTION: Stumpo moved, McKay seconded, to approve the Bill Payment Lists for the period April 27, 2021 to May 17, 2021 recommended for payment by the Treasurer; **General Fund:** 39 bills totaling \$34,263.59; 15 debit card/ACH transactions totaling \$4,737.03; **Highway Aid Fund:** 4 bills totaling \$1,759.87; **Township Facilities Fund:** 2 bills for \$45,366.25; **Parks, Recreation and Trails:** 1 bill for \$3,430.00; motion carried.

14. **Approval of April 26, 2021 Meeting Minutes:** MOTION: McKay moved, Stumpo seconded, to approve the Meeting Minutes; motion carried.

15. **Adjournment** at 7:26 Stumpo moved McKay seconded, to adjourn the meeting; motion carried.

  
\_\_\_\_\_  
Susan Simone, Secretary

  
\_\_\_\_\_  
Ricki Stumpo, Chairman