

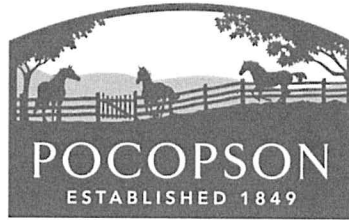
P.O. Box 1, Pocopson PA 19366
Office: 610.793.2151 Fax: 610.793.1944
www.pocopson.org

Board of Supervisors Meeting Monday, June 21, 2021, 7:00 p.m.

Attendance: Supervisors - Ricki Stumpo, Elaine DiMonte, and Raymond McKay. Amanda Gattuso, Treasurer Support Staff.

Public in attendance: 2

1. **Call to Order:** Stumpo called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.
2. **Sunshine Announcements:** no Sunshine Announcements.
3. **Announcements:** no announcements.
4. **Public Comment on Non-Agenda Items:** none.
5. **Work Session:** June 16, 2021 work session was cancelled.
6. **Public Works Report:** Mark Knightly, Public Works Director, was not able to attend. Board received the bid documents submitted by the Municipal Cooperative of Southern Chester County for asphalt paving. MOTION: McKay moved, DiMonte seconded, to enact Resolution 2021-9 authorizing the purchase of materials and services from the low bidder identified in the May 27, 2021 bid opening: Longs Asphalt, Inc.; motion carried.
7. **Facilities:**
 - a. New Township Administration Building
 - i. Review & Approval Applications for Payment - Board received second submittal for payment from BSS Contractors in the amount of \$7,200.00 which has been reviewed and recommended for payment by GKO Architects. MOTION: DiMonte moved, McKay seconded to approve authorizing payment as submitted; motion carried. No public comment.
 - ii. Authorize Advertising Bids for Security System - DiMonte reported GKO Architects prepared bid solicitation as authorized by the Board last month. MOTION: DiMonte moved, Stumpo seconded, to approve submitting the bid solicitation and documents to the Solicitor for review and legal advertising; motion carried.
 - iii. General Update - DiMonte reported that the project is in submittal phase with the Board continuing to approve architectural selections and civil engineering and electrical components. A foundation permit was issued, mobilization for the site will begin on July 8th and excavation is scheduled to begin July 14th. Board is in discussions with the Building Inspector regarding resolution of a concern with installation of a water fountain as part of issuance of the building permit. Contractor expects that the building will be under roof by late October/early November. McKay suggested foregoing a groundbreaking ceremony and instead focus on an open house when the building is completed. An update will be included in the newsletter and via the Constant Contact platform.
8. **Kennett Area EMS Commission Report:** Al Davis was not able to attend this evening. McKay provided a report from the June EMS Commission meeting. He reported that paid firefighters have been approved for Longwood and Kennett Fire Companies. PoMarLin is working on self-evaluation as to quality of runs and run times so that they can provide a report on their personnel needs. PA Wilderness Search and Rescue Association, a volunteer association from Delaware County, provided a presentation of their services



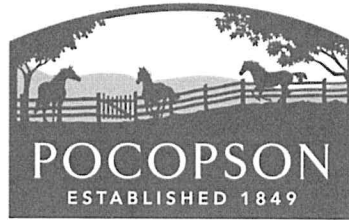
P.O. Box 1, Pocopson PA 19366
Office: 610.793.2151 Fax: 610.793.1944
www.pocopson.org

which includes use of a canine corps that can handle search and rescue as well as cadaver searches. McKay indicated that the Commission continues to include on its agenda, discussion to expand the tax breaks for volunteers as part of the volunteer retention and recruitment program. DiMonte suggested that the Township continue to include notices in the newsletter and via Constant Contact. On a personal note, she offered appreciation for recent service provided by Longwood. McKay added that Longwood has very good response time. No public comment.

9. **Planning Commission (PC) Report/June 2, 2021 Meeting:** Stumpo reviewed the report, a synopsis of the work the PC is doing to propose amending the zoning uses/districts and drafting an ordinance regulating unlicensed motorized vehicles. DiMonte indicated that she had some difficulty following the proposed amendments because they are not clearly juxtaposed with the current Code. McKay noted that it will be easier to follow when the Board receives the final draft. Board reviewed the letter from the PC Solicitor regarding comments on the proposed Nuisance Ordinance amendment. MOTION: Stumpo moved, McKay seconded, to relist the Nuisance Ordinance at such time that an ordinance public hearing is scheduled; motion carried.

10. **New Business:**

- a. American Recovery Plan (ARP) Resolution - Stumpo noted that the ARP Resolution is deferred until next month after the ARP funds are received. Notice was provided that the revised amount due Pocopson will be \$505,447.62. Treasurer is working to establish an account for the ARP funds and will continue to apprise the Board as to allowable uses for the funds. DiMonte would like to identify small businesses in the Township impacted by COVID-19 as recipients of a portion of the funds. She noted that it would appear that the funds cannot be used for roads and suggested a work session will be an opportunity to work through some of the regulations. Gattuso indicated that the Township has until December 31, 2024 to spend the funds. No public comment.
- b. Township Credit Card -
- i. PLGIT Procurement Program Card - Board approved signing up for the PLGIT Procurement Card during the May meeting. Secretary and Gattuso attended a web-meeting with PLGIT representatives for a card demonstration and registration assistance. DiMonte asked if the card setup is similar to a standard credit card. Gattuso said that it is and that the card will be issued to the name Pocopson Township. She noted that the PLGIT card includes an incentivizing program in the form of monthly rebates for purchases. DiMonte recognized that the transition to a credit card is in accordance with recommendations made by the certified public accountant auditors. No public comment.
- ii. Credit Card Policy Resolution - Board received Solicitor's recommendations for adopting a credit card policy. MOTION: Stumpo moved, DiMonte seconded, to enact Resolution 2021-10 adopting a Township credit card policy; motion carried.
- c. Escrow Account Reconciliation Resolution - a finding of the certified public accountant auditors identified \$8,000.00 in escrow money that exists but exists in multiple bank accounts. Treasurer and Secretary have been working on reconciling the accounts.



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

MOTION: McKay moved, DiMonte seconded, to enact Resolution 2021-11 to memorialize the reconciliation process; motion carried.

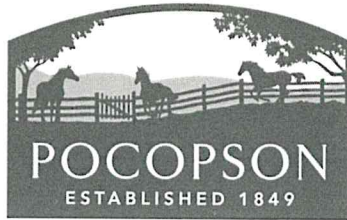
- d. Appointment of Administrative Assistant - availability for a part-time administrative assistant was posted on the Township website, advertised in the *Daily Local News*, and posted on various local college and university job boards. Following interviews, Aleida Diaz accepted the part-time administrative assistant position. MOTION: Stumpo moved, DiMonte seconded, to memorialize the offer to Aleida Diaz as a part-time administrative assistant at a rate consistent with the 2021 budget and upon completion of a 3-month trial period as specified in the Personnel Handbook; motion carried.

11. Old Business:

- a. Friends of Barnard House Agreement - Hal Hoffman, President of the Board of Directors for Friends of Barnard Station ("FOBS"), attended the meeting as a signer to the Agreement which will formalize collaboration between the Township and FOBS to support the preservation of Barnard Station. The Agreement has been vetted by the Solicitor and representatives of FOBS. A certificate of insurance is on file in accordance with the Agreement. DiMonte noted that the date is incorrect and should be changed to reflect the Five-Year Term of the Agreement. Hoffman provided a brief presentation of the overall makeup of the members of FOBS, as well as the fundraising efforts they will undertake to support renovating the first floor. Don McKay, Historical Committee Chairman, attended the meeting to update the Board on the tasks he will undertake as part of the renovation project. He also provided an update on the virtual walking tour of Barnard Station that's part of the County Village Walking Tour Program. QR Codes have been created and will be posted along the Barnard Property Loop Trail for the weekend of July 4th. Content is also available on the Locust Grove Schoolhouse website. MOTION: Stumpo moved, DiMonte seconded, to authorize signing the Friends of Barnard Station Agreement to primarily support the historical preservation of Barnard Station; motion carried.
- b. Submission of Final Report/Keystone Grant - Secretary reported that expenses and invoices have been reviewed by the Treasurer and Supervisor Ray McKay provided photographs and revisions to the narrative. Previous quarterly reports have been incorporated in the final report. MOTION: Stumpo moved, McKay seconded, to submit the Keystone Historic Preservation Grant Program Final Report to the Pennsylvania Historical and Museum Commission Grant Coordinator for processing; motion carried.

12. **Correspondence:** no correspondence.

13. **Treasurer's Warrants:** MOTION: Stumpo moved, McKay seconded, to approve the Bill Payment Lists for the period May 18, 2021 to June 21, 2021 recommended for payment by the Treasurer; General Fund: 49 bills totaling \$365,929.81 (includes a transfer of \$312,314.02 from General Fund to Open Space Tax Fund to correct deposits inadvertently made to the General Fund instead of the Open Space Tax Fund); 17 debit card/ACH transactions totaling \$5,594.51; 2 live payroll checks totaling \$3,339.43; Highway Aid Fund: 6 bills totaling \$5,671.72; Township Facilities Fund: 2 bills for



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

\$15,656.15; Parks, Recreation and Trails: 2 bills for \$915.00; Historical Committee: 2 bills for \$215.50; motion carried.

14. **Approval of May 17, 2021 Meeting Minutes:** MOTION: McKay moved, Stumpo seconded, to approve the Meeting Minutes as corrected; motion carried.
15. **Adjournment:** at 7:49 p.m. Stumpo moved DiMonte seconded, to adjourn the meeting; motion carried.

Susan Simone, Secretary

Ricki Stumpo, Chairwoman