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**Board of Supervisors Meeting
Monday, June 27, 2022, 7:00 p.m.**

In-person attendance: Supervisors – Elaine DiMonte, Ricki Stumpo, and Raymond McKay; Al Davis, Resident Representative Kennett Area EMS Commission; Randy Mims, Chairman, Elected Auditors; Sarah Mims, representing the Historical Committee and Township Representative for the Scenic Byway Commission.

Public in-person attendance: 5

1. **Call to Order:** DiMonte called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance. She asked attendees to excuse the condition of the meeting room as personnel are in the midst of packing for the move to the new building.
2. **Sunshine Announcements:** DiMonte and McKay attended construction meetings.
3. **Announcements:** no announcements.
4. **Public Comment Non-agenda Items:** no public comment non-agenda items.
5. **June 22nd Work Session:** DiMonte noted the work session was cancelled.
6. **Appointments:**
 - a. Elected Auditor Vacancy – DiMonte reported that the vacancy was filled during a legally advertised special meeting held on June 13, 2022. Marc Rubin was appointed to fill the vacancy. Secretary will notify the County accordingly.
 - b. Alternate Zoning Hearing Board Member Vacancy – notice of the vacancy was discussed during the May public meeting and the vacancy advertised. Georgia F. Brutscher contacted the Township with interest in the appointment. MOTION: DiMonte moved, McKay seconded, to appoint Georgia F. Brutscher to fill the current vacancy with a term to expire December 31, 2025; motion carried.
7. **Kennett Area EMS Commission:** Davis reported that the Commission’s monthly meeting was held on June 14th in the Pennsbury Township building. He reported that the discussion included recruitment and retention as well as a request from the Kennett Square Borough Solicitor (“the Borough”) indicating that the Borough is considering withdrawing from the Commission. The Borough cited the escalating percentage increases, employing an administrator to run the Commission, and generally the operating procedures of the Commission. McKay noted that the Borough is holding a public meeting this evening to determine if they will stay in the Commission. He noted that under the terms of the agreement the Borough has to remain through the end of the year. He commented that Cuyler Walker is doing a terrific job for the Commission. DiMonte asked if the Township’s contribution will increase should the Borough withdraw? McKay responded that is an unanswered question. He noted, however, that the contributions are derived from a formula that is based on a number of particulars including population and assessed valuations. Stumpo voiced concern that it is mandated for the Borough to provide fire and ambulance service, so if they withdraw how will they provide emergency services? DiMonte and Stumpo offered that a withdraw from the Commission could make it increasingly difficult to engage paid emergency personnel. McKay offered that funding for the fire companies has grown difficult given the lack of changes (increases) to insurance and Medicare payments. Davis indicated that there should be an update for next month’s meeting. PUBLIC COMMENT: Terry Gumper

commented on a scenario he recalls whereby fire districts were redrawn by the state to address coverage concerns created by the closure or merger of a fire company.

8. Public Works Report:

- a. Signal Service, Inc., Contract Addendum 1 - DiMonte reported the Township received notice that due to unstable and high fuel prices, combined with increased costs to maintain and acquire vehicles, the hourly billing rate will increase \$5.00 per hour. McKay commented that the increase is not out of line and that Signal Service does a terrific job maintaining the traffic signals. Board authorized signing Contract Addendum 1 increasing the hourly rate for service vehicles to \$45.00/hour and crane/ladder truck to \$65.00/hour.
- b. Procurement Pre-approval Highway Material - Board reviewed the proposal dated March 29, 2022 from Collinson, Inc. to purchase guide rail for West Creek Road. McKay briefly outlined the 3-year program to repair West Creek Road noting the guide rail installation is a single component of the project. He commented that the Township has applied for a grant under the PA Local Share Assistance Grant to fund the project. Stumpo inquired as to including the cost of the guide rail as part of the grant. McKay indicated that if awarded in November, the grant will fund the work going forward. PUBLIC COMMENT: Steve Myers commented that Public Works Department personnel have been doing considerable work on West Creek Road and asked if there were plans to remove 2 large Sycamore trees? He noted that the trees significantly encroach within the road right-of-way and their removal would aid in widening the road. Board will pass the question on to Mark Knightly, Public Works Director for response. MOTION: DiMonte moved, Stumpo seconded, to approve the purchase of guide rail to be installed by Collinson, Inc., a Co-Stars Vendor, in the amount of \$19,575.00 as described in the proposal dated March 29, 2022 as part of the phased-in repairs for West Creek Road; motion carried.

9. Facilities:

- a. New Township Administration Building -
 - i. Update - DiMonte reported that a temporary certificate of occupancy has been issued for the new building which will allow the office to relocate on Wednesday, June 29th. McKay took the opportunity to recognize and thank DiMonte for all that she has done to move the project forward. He recognized that she has been the contact person for the architect and contractors. DiMonte thanked McKay and added that it has been a collaborative effort. PUBLIC COMMENT: Randy Mims asked if the project cost as expected. DiMonte responded that projected costs were in alignment with the budget and that a percentage of the reserve may be returned to the Township.
 - ii. M&M Brothers Cleaning Janitorial Contract - Board reviewed contract for deep cleaning the new administration building post-construction and for contracted janitorial services going forward. MOTION: DiMonte moved, McKay seconded to approve the amended contract with M&M Brothers Cleaning dated June 22, 2022 for a one-time deep cleaning in the amount of \$780.00 and janitorial services for the office and meeting room at a cost of \$405.00 per month; motion carried.
 - iii. Review and Approve Applications for Payment: MOTION: DiMonte moved, McKay seconded, to approve the following payments: \$20,235.00 to BSS Contractors representing 99% completion; \$4,410.00 (Application #7) and

\$2,430.00 (Application #8) to Gaudelli Brothers; and \$10,800.00 to LGB Mechanical; motion carried.

10. Treasurer's Report:

- a. American Rescue Plan Act (ARPA) Resolution/Expenditures - DiMonte reviewed Resolution 12 of 2022 which ratifies expenditures for the 2022 budget from the unencumbered ARPA disbursements. MOTION: DiMonte moved, Stumpo seconded, to approve the adoption of Resolution 12 of 2022 and the expenditures set forth therein; motion carried.
- b. 2022 Budget Supplemental Appropriation - DiMonte reviewed Resolution 2022-13 which sets forth the transfer and supplemental appropriation of funds to cover the 2022 paving and road surface treatment projects that were not included in the original adopted budget. MOTION: Stumpo moved, McKay seconded to approve the adoption of Resolution 2022-13; motion carried.

DISCUSSION: McKay commented that the largest share of the ARPA funds will be allocated for the Pocopson Creek stream bed remediation which is a federally mandated project to reduce sediment and improve the waterways.

- 11. Planning Commission ("PC") Report:** Board acknowledged receipt of the report from the June 1st meeting which included proposed documents to update the Township's stormwater management ordinance. No action taken by the Board.

12. New Business:

- a. RFP for 2022 External Audit - Randy Mims reported that he has reached out to the other auditors they plan to meet in a couple of weeks to begin work developing a request for proposal for an external auditing firm. He noted that it has been 10 years since the Township last requested proposals for the task. The recommendation going forward will be to seek proposals every 3 to 5 years. He commented that financial liability has been reduced with the Board having outsourced treasurer tasks to an accounting firm. He also noted that the auditors will seek input from the appointed treasurer with regard to the proposal. DiMonte asked that the RFP be submitted to the Township Solicitor as well. Randy Mims agreed and noted the first step will be to submit the document to the Board before having it vetted by township consultants. DiMonte noted that the 2021 audit included a duplication of recommendations from 2020 that were in fact addressed and implemented prior to 2021. The auditing firm acknowledged the error and corrected the 2021 opinion letter after it was brought to their attention. DiMonte and the Board agreed that the elected auditors should reach out to other municipalities to gather names of accounting firms to receive the RFP. Mims reported that a preliminary timeline will include interviews in September/October so that the Board can appoint the firm by the November public meeting. Board thanked Randy Mims and looks forward to working with the elected auditors.
- b. Resolution for Disposition of Records - DiMonte reviewed Resolution 2022-14 for the disposition of non-permanent public records in accordance with the PA Records Retention Manual. MOTION: DiMonte moved, McKay seconded, to approve Resolution 2022-14 for the disposition of 11.1 cubic feet of non-permanent public records; motion carried. DISCUSSION: Secretary indicated that the Wiggins Shredding provided the best price and will shred the documents on Wednesday, June 29, 2022.

- c. Historical Committee/Advice on Open House Dates for Locust Grove Schoolhouse - Sarah Mims reported that community feedback has been overwhelmingly positive on opening the Locust Grove Schoolhouse. The open house program is generating significant interest and for this reason, the Historical Committee would like to schedule an open house for the third Sunday of the month from 11:00 a.m. to 1:00 p.m. through October. Programming will be staffed by Historical Committee members. Randy Mims noted that the Historical Committee was most successful during the rededication in selling a number of maps and magnets. Board agreed to the request and supports the open house schedule. Brief discussion ensued with regard to use of the Schoolhouse by the public for private events. Randy Mims offered that relocating and securing the materials and furnishings is possible. Sarah Mims noted that the township facility is zoned as a museum and that the maximum number for occupancy is limited to a range of 35 to 40. Supervisor McKay asks that the Historical Committee take up the discussion as to guidelines for use of the facility by outside groups and provide the Board with a recommendation.
- d. "Projected in Place" for Locust Grove Schoolhouse - Sarah Mims asked the Board for their support for "Projected in Place," an art project by Mike Lynch whereby he takes vintage photographs and projects them onto an original location. The work is done free of charge and the image will not be presented or sold commercially for profit. Examples of the projected images were provided to the Board. Board agreed to support proceeding with the "Projected in Place" project.
- e. Municipal Liability Insurance Renewal - McKay and Township Secretary met with representative from Assured Partners on May 25th to review the renewal of the municipal liability and workers compensation insurance policies. DiMonte reported that she reached out to the Township Treasurer regarding calculating the replacement costs of the township building and furnishings. Because the administration building is new, the construction costs are close to what is assumed to be replacement costs. PUBLIC COMMENT: Randy Mims suggested looking into flood coverage and offered that 80% of construction costs as a value for replacement coverage.
- f. Eagle Scout Project Concept Troop 31 - Chadds Ford - Hal Hoffman, representative of Friends of Barnard Station, presented an Eagle Scout Project Concept prepared by Patrick Clisham to construct a porch/patio at the entrance of the Barnard House and a Leopold Bench. The project timeline is summer/fall 2022 for the bench and March 2023 for the porch/patio. McKay offered support for the project. DiMonte supports the project and asks that the Scout check with the building inspector as to any permit requirements. PUBLIC COMMENT: attendees offered opinions as to use of the materials that may be reflective of the historical period of the Barnard House. Hoffman noted that Clisham has not purchased the materials and will be spending time this summer securing the funding for the project. MOTION: McKay moved, Stumpo seconded, to approve authorizing the Eagle Scout Project Proposal submitted by Patrick Clisham Troop 31 as presented and discussed; motion carried.

13. Old Business:

- a. Brandywine Valley Scenic Byway Commission ("BVSBC") Resolution Support Grant Application for Friends of Barnard Station - Sarah Mims introduced Mary Fahner-Short, Chair of the BVSBC who reviewed the proposed 2022-2023 BVSBC Budget and discussed a framework for the grant for which no action was required. With

regard to the budget, Fahner-Short reported that municipal members are billed in January of each year for BVSBC dues at \$500.00 and that there has been no increase since 2005. She asked the Board to consider a proposal to increase the dues to \$600.00 annually. Sarah Mims noted that dues help BVSBC to increase the reserve for matching grants. MOTION: Stumpo moved, DiMonte seconded, to approve increasing the annual dues to BVSBC to \$600.00 effective January 2023; motion carried. Fahner-Short reported that the BVSBC will be asking support of the participating municipalities later this year to support PennDOT designations of the Pocopson portions of the Brandywine Scenic Byway as the Harriet Tubman Byway. BVSBC is working on consistency of the support letters. Sarah Mims and Fahner-Short also presented a brief overview of the grant opportunity through the federal highway administration available to a number of scenic byways. Locally, the grant will support the "Walkable Chadds Ford" project, and the corridor management plan for the Harriet Tubman Scenic Byway. BVSBC is working with PennDOT and other agencies to establish a framework for the corresponding byways. Barnard Station is located on the segment of the Route 52 byway and could be designated as a heritage center within the proposed corridor management plan funded by the grant. If the grant is received matching funds are required. Friends of Barnard Station will donate \$20,000.00 in matching funds. Fahner-Short noted that the Board need not vote on the support this evening, but to consider \$4,000.00 in matching funds during the 2023 budgeting process. Stumpo inquired as to notification of the grant award. Fahner-Short said most likely September/October. Hoffman noted that the funds must be used for interpretive education and signage and cannot be used for the building. Board agreed to offer support for the project.

- b. Keystone Historic Preservation Grant/Friends of Barnard Station ("FoBS") - DiMonte acknowledged receipt of the grant agreement which requires an electronic signature by the township official. She reported that the grant agreement was submitted to the Township Solicitor for review. The Solicitor offered that it is a standard Commonwealth Grant Agreement but that the terms call out a number of particulars directly affecting the township including specific deadline requirements. Hoffman reported that FoBS plans to send a township-wide informational mailing. Board asked the Secretary to share the Solicitor's comments with Hoffman. Board agreed to authorize signing the grant agreement outside of the public meeting contingent upon addressing the comments provided by the Township Solicitor.
- c. Larsen & Landis Recommendations for Barnard House Second Floor Framing - McKay reported receipt of the updated drawing submitted by Larsen & Landis. He provided background on the current condition of the joists, previous demolition, and alternative proposals for joist sistering rather than removing beams. McKay suggests another meeting with the structural engineer in order to propose an alternative that will expedite repairs by the Township. PUBLIC COMMENT: Hoffman commented that FoBS is painting the office area and would like to be able to access additional rooms on the first floor. Stumpo suggested that she and Hoffman meet the Keystone Municipal Services Building Inspector at the site to revisit requirements for a certificate of occupancy for the additional first floor rooms. DiMonte noted that a suggestion was made previously to photograph or video the rooms to promote the project. McKay offered that it is difficult to convey the condition of the rooms through photography.

- d. Pocopson Creek Stream Restoration Concept Design/Report - Board acknowledged receipt of the report from McCormick Taylor. DiMonte noted that approximately \$300,000.00 in ARPA funds have been set aside for the project. McKay reported that he will participate in a conference call for an update on the project on July 7th.
14. **Correspondence:** Board signed a letter of support for the Pocopson Creek Watershed Plan PADEP Growing Greener Grant Application as requested by Brandywine Red Clay Alliance.
15. **Treasurers Warrants:** MOTION: DiMonte moved, McKay seconded, to approve the Bill Payment Lists for the period May 24, 2022 to June 27, 2022, as recommended for payment by the Treasurer: General Fund - 72 checks totaling \$381,923.49; Historical Committee - 2 checks totaling \$676.20; Highway Aid Fund - 4 checks totaling \$1,264.48; Township Facilities Fund - 12 checks totaling \$79,381.82; Parks, Recreation and Trails - 3 checks totaling \$242.58; ARPA Fund - 7 checks totaling \$44,662.00; ACH/Debits - 11 ACH transactions totaling \$118,299.51; motion carried.
16. **Approval of Meeting Minutes:** MOTION: Stumpo moved, McKay seconded, to approve the May 23, 2022 Public Meeting Minutes as corrected; motion carried. MOTION: Stumpo moved, McKay seconded, to accept June 13, 2022 Special Meeting Minutes; motion carried.
17. **Adjournment:** 8:32 p.m. Stumpo moved, DiMonte seconded, to adjourn the meeting.



Susan Simone, Secretary



Elaine DiMonte, Chairwoman