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**Board of Supervisors Meeting**  
**Monday, December 18, 2023, 7:00 p.m.**

Attendance: Supervisors Elaine DiMonte, Ricki Stumpo and Raymond McKay; Mark Knightly, Public Works Director; Robert Johnston, P.E., Gilmore & Associates, Township Engineering.

Public in attendance: 7

1. **Call to Order:** DiMonte called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.
2. **Sunshine Announcements:** DiMonte and McKay met on a personnel matter last week.
3. **Announcements:** no announcements.
4. **Public Comment Non-Agenda Items:** DiMonte reminded attendees of the 2-minute comment period and opened the floor for public comment. Stephanie Hoopman offered her gratitude to the Board and members of the community who supported and participated in the Pocopson Home Gift Program. DiMonte recognized County Prison Acting Warden Howard L. Holland who was not listed on the agenda but was in attendance for the benefit of the public. Acting Warden Holland answered resident questions and provided updates to the prison improvements. The Board of Supervisors are in discussion with Commissioner Maxwell and Acting Warden Holland on improvements to frequency of updates and engagement with the Township. Jim Tupitza, Attorney for Township Resident Donald DeNenno, commented that he was attending tonight with Mr. DeNenno to request support and commitment from the Township to preserve the DeNenno Farm through a County Conservation Easement Program. The County requires a 40% commitment from the Township in order for the application to proceed. Tupitza indicated that he informed his client if the Conservation Easement Application is not completed then there will be submission of a Subdivision and Land Development Plan to develop the property. Tupitza noted that there is a budget line item in the proposed 2024 budget for open space. DiMonte responded that the line item is an allocation to continue the payments for the outstanding open space loan - not an allocation to acquire open space as the open space program closed years ago. McKay and DiMonte offered that the Township cannot provide a commitment without knowing the terms or particulars for the commitment. McKay responded that this must be provided in writing in order to establish a paper trail so that the particulars can be considered. Equally important, DiMonte pointed out that the official request from the County must be in writing in order to clarify what a 40% commitment represents. The Board was firm in conveying that they are neither in favor of nor opposed to assisting Mr. DeNenno. The Board is not willing to provide an open-ended response without having all the information regarding the ask in writing, in the form of legal documents, for their consideration. The Board may or may not have additional concerns with regard to other landowners who may also seek to participate in a conservation program. Tupitza indicated that someone from the County would be in touch with the Township in the coming weeks.
5. **Meetings/Work Sessions:**
  - a. Special Meeting, Monday, December 4<sup>th</sup> 1:00 p.m. - Approval of Minutes - DiMonte reported a Special Meeting was held on December 4<sup>th</sup> to approve the revised preliminary 2024 budget with adjusted journal entries made by the Treasurer. One resident has provided comments to date. A Special Meeting to adopt the revised preliminary 2024 budget will be held on December 27<sup>th</sup>. MOTION: DiMonte moved,

McKay seconded, to approve the December 4, 2023, Special Meeting Minutes; motion carried.

b. December 13<sup>th</sup> Work Session – the Work Session was cancelled.

6. **Treasurer's Report:**

a. Special Meeting, Wednesday, December 27<sup>th</sup>, 1:00 p.m. – to Readopt Revised Preliminary Budget for 2024 – DiMonte announced the Special Meeting for December 27<sup>th</sup> and called for public comment on the 2024 budget. No public comment.

7. **Kennett Area Fire/EMS Commission:** McKay reported the Commission met on December 12<sup>th</sup>. Discussion included potentially hiring an administrator, but that position has been put on hold for now. It is not known the form the position description will take. Funds have been set aside to purchase equipment. The capital fund will be utilized for the purchase of a new chassis and a new engine for an ambulance that needs to be replaced at essentially half the price of a new ambulance. The box can be transferred to the new chassis. The purchase of a pumper truck and tanker pumper is scheduled for 2027. The decision has been made to rotate the monthly meetings among 3 of the participating municipalities – East Marlborough, Kennett, and Pocopson. The meetings begin at 7:00 p.m. PUBLIC COMMENT: Andrea Gosselin asked if the public is permitted to attend the meeting. McKay responded yes, in fact, the public is welcome to attend.

8. **Public Works Report:**

a. West Creek Road Gravix Wall Project Update – DiMonte read the current project update notice posted on the Township website. She noted School District Officials and residents have received the information. Knightly offered that the Public Works and construction schedule will be posted as the timeline becomes available. He clarified that West Creek Road will be paved this time next year. DiMonte asked if a Road Closure Sign will be posted. Knightly offered that the emergency accessway has held up well following the recent heavy rains. McKay offered that he attended a construction meeting this morning at 8:30 a.m. along with Knightly, Township Engineer, and the Contractor. DiMonte invites residents to provide feedback regarding the construction schedule.

9. **Facilities:**

a. PA Historical Museum Commission Preservation Report & Recommendation/Barnard House – Friends of Barnard Station ("FoBS") – Representatives from Friends of Barnard Station - Hal Hoffman and Don McKay – appeared to provide an update on the work of Dan Campbell, a Preservation Architect, who has been working on the house through the Pennsylvania Historic and Museum Commission Grant. Don McKay reported Campbell's report is nearly complete, it is extensive (147 pages), and includes structural recommendations. Campbell suggests exterior maintenance of the windows and roof flashing which could be considered routine maintenance. Suggestions also include restoring the Barnard House interior back to the 1850 color scheme. Don McKay and Hoffman provided an overview of the report so that the Board would be aware of next steps including suggestions to replace the floor in the kitchen, installation of ADA components as required by the building codes, stripping the lead paint, reconstruct molding, and removal of partition walls to return the Barnard House to how it would have previously looked. The report is replete with details on all the work to be done and includes projected budgets and project costs. Much of the work will be done by volunteers through FoBS. Hoffman and Don McKay acknowledged that they must close out the current grant before application can be made for another grant. DiMonte offered

that she encountered historic home remodeler Jeff Devlin from the Magnolia Network, and he expressed interest in the Barnard House. Ray McKay offered that he has contact information for Devlin. Hoffman reported that there is new leadership for the Kennett Underground Railroad, so the new representatives were given a special tour of the Barnard House. Hoffman stressed that FoBS is not in competition with KURR. Don McKay and Hoffman offered that there may be a raccoon living in the Barnard House.

**10. New Business:**

- a. Elected Auditor - Secretary reported that she has reached out to Matthew Seidenberg following his election as Township Auditor, including his participation on the Elected Auditor Annual Meeting in January.
- b. Resolution Appointing BBD, LLP for the 2023 Annual Audit & Financial Report (DCED) - DiMonte reviewed the genesis of the Request for a Proposal ("RFP") for an external auditor. The Elected Auditors prepared the RFP and recommended the Board accept the proposal submitted by BBD, LLP. MOTION: DiMonte moved, Stumpo seconded, to adopt Resolution No. 2023-15 appointing BBD, LLP to complete the 2023 Annual Audit; motion carried.
- c. Proposed 2024 Public Meeting Dates and Times - McKay offered comments regarding the 2024 public meeting schedule. Board members agreed with McKay's comments.
- d. 350 Locust Grove Road SWM BMP - Board agreed to approve signing the Stormwater Management Best Management Practices Agreement as recommended by the Township Engineer.

**11. Old Business:** no old business.

**12. Correspondence:** no correspondence.

**13. Treasurer Warrants:** MOTION: DiMonte moved, McKay seconded, to approve the Bill Payment Lists for the period November 21, 2023 to December 18, 2023 recommended for payment by the Treasurer: General Fund: 20 ACH 44 checks totaling \$44,555.32; Liquid Fuels Fund: 1 check totaling \$519.60; Township Facilities Fund: 0 checks totaling \$0; Parks and Recreation Fund: 1 check totaling \$79.78; ARPA Fund: 0 checks totaling \$0; Open Space Fund: 1 ACH transaction totaling \$2,447.17; Fire & EMS Fund: 0 checks totaling \$0; motion carried.

**14. Approval of Meeting Minutes:** Stumpo moved, McKay seconded, to approve the November 20, 2023, Meeting Minutes as corrected; motion carried.

**15. Adjournment:** at 7:50 p.m. Stumpo moved, McKay seconded to adjourn the meeting; motion carried.

  
Susan Simone, Secretary

  
Elaine DiMonte, Chairwoman