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**Board of Supervisors Meeting
Monday, January 22, 2024, 6:30 p.m.**

Attendance: Supervisors Elaine DiMonte, Ricki Stumpo and Raymond McKay; Mark Knightly, Public Works Director; Matthew Korenoski, Township Solicitor.

Public in attendance: 12

1. **Call to Order:** DiMonte called the meeting to order at 6:30 p.m. and led the Pledge of Allegiance.
2. **Sunshine Announcements:** On January 9th Board met with County Officials and attended a Zoom meeting with a representative from the Meyner Center.
3. **Announcements:** DiMonte recognized the Public Works Department for their exemplary work to clear the roads during recent snow events.
4. **Public Comment Non-Agenda Items:** no public comment.
5. **January 17th Work Session Cancelled:** DiMonte noted the work session was not needed.
6. **Subdivision Application Socolofsky; 821 & 831 Folley Hill Road, Tax Parcels 63-3-123.1 and -124.1:** DiMonte reported the Application was received on November 16, 2023. The Township is in receipt of Consultant Comment and Review Letters and County and Township Planning Commission Letters. Applicant submitted a letter requesting an extension of the review. MOTION: DiMonte moved, McKay seconded, to approve granting a 90-day extension for the review of the Socolofsky Final Minor Subdivision Plan as referenced; motion carried. No public comment.
7. **9 Lian Drive Trail Easement; Tax Parcel 63-2-8.3:** Supervisor Stumpo stated she is a neighbor so she asked Solicitor Korenoski to present. He stated on behalf of the Board that the Township has no objection to moving the trail, but Ms. Henwood will have to assume the legal and engineering costs to do so. Solicitor Korenoski asked Ms. Henwood to explain the proposed relocation. She explained that the rationale to move the trail is to install a fence for keeping horses. She stated that PECO is all right with her plan to install fencing and will give permission for a \$500.00 fee as long as there is a 16-foot opening on the end. TC Energy is the owner of the underground transmission facilities (previously known as Columbia Gas Line) and they've provided verbal approval as long as there is a 16-foot gate on either side of the installed fence. Solicitor Korenoski explained that Henwood's property is in a subdivision with a trail easement that was recorded against the whole subdivision. She will have to get all 9 properties and the 8 other owners of title to sign off on what would be relocating the trail easement. The Township will look over the proposed amendment to ensure it is suitable before having the other property owners sign-off on it and record it. Solicitor Korenoski also noted that a stream crossing permit from DEP may be required based on the plan. The proposed plan could be reworked so as not to have to cross a stream. Supervisor Stumpo questioned whether the area for relocation impacts the nearby Indian Cemetery. Discussion ensued with regard to documentation for the Indian Cemetery. Supervisor Stumpo also added that if a bridge is constructed the bridge must be able to support commercial mowers. DiMonte indicated that the Board must be cognizant of the expense of the project from a Township perspective. She added and Board members agreed that there's no objection to having Ms. Henwood's lawyer reach out to the Township Solicitor directly to begin the dialogue of the steps necessary for project review. Ms. Henwood indicated she

received a letter from the Township Solicitor inviting her to tonight's meeting and will ask her attorney to reach out to the Township Solicitor as the Board has authorized to do so.

8. **Request for Conditional Use Decision Extension; 20 North Wawaset Road, Tax Parcel 63-1-16:** Jules van Schaijik, Property Owner, appeared before the Board to request an extension of the Conditional Use Decision ("CU") issued February 22, 2021. He expressed that he and his wife continue to work with their architect and engineer to reconfigure the location of the dwelling. However, in the interim, the request for an extension is to continue with design work for the construction of a barn, which was not included in the 2021 CU Decision. McKay noted that changes to the 2021 plans require the same compliance with setbacks, flood plain, and building codes. McKay offered that resubmission of the plans with the proposed changes would be beneficial for the Board. Board agreed the plan could be submitted to the Zoning Officer for a determination as to resubmission for conditional use. Board noted that this is the second request for an extension and wants to give van Schaijik sufficient time for plan preparation. Board agreed to grant a 4-month extension to allow time for the submission of a proposed plan to construct a barn on the property. No public comment.
9. **Township Planning Commission Report January 3, 2024 Meeting:** Board recognized receipt of the report. No questions regarding the report.
10. **Kennett Area Fire/EMS Commission:** McKay reported the Commission met on January 16th and approved disbursement of first quarter contributions. The needs for each responder company are recognized under one budget. Kennett Borough is no longer a member of the Commission and has contracted directly with Longwood Fire for emergency services. The contract price is the same as what would have been their contribution. Fire company call volume was active in December and January. The budget process will begin in May. No public comment.
11. **Public Works Report:**
 - a. West Creek Road Gravix Wall Project Update - Knightly reported that Jurich, Inc., started placing temporary barriers and will continue weather permitting. Use of the emergency accessway will be sporadic and dependent on the workflow and weather. Township will send notification of the the closures. Public Comment: Steve Myers commented that snow removal has been great but alerts regarding the closure are not timely with some received around 11:30 a.m. There may also be some confusion on the part of the private trash haulers as to the road closures.
 - b. Procurement Requests - MOTION: DiMonte moved, McKay seconded, to approve Established Traffic Control, Inc., Proposal dated 1/12/2024 in the amount of \$2,000.00 for the rental of detour signs; motion carried. DiMonte reviewed the following requests that were previously discussed during the budget work sessions for the 2024 budget. MOTION: DiMonte moved, McKay seconded, to approve Quote 4117 dated 12/19/2023 from A. Fieni & Son, Inc., to replace the overhead garage doors on the Public Works Garage on Lenape Road; motion carried. MOTION: DiMonte moved, Stumpo seconded, to approve Estimate #99 dated 12/18/2023 from E.M. Kutz, Inc., for plow retrofits in the amount of \$15,398.00; motion carried. MOTION: DiMonte moved, McKay seconded, to approve Proposal 834B dated 8/31/2024 from E.M. Kutz, Inc., for a V-Plow in the amount of \$14,659.00; motion carried.
12. **Facilities:** no action required.
13. **New Business:**
 - a. Founders Day Celebration - Stumpo reported that the Board received a request from Sandy Retzlaff and Tim Connolly to organize a Founders Day Event in Pocopson Park.

Retzlaff was in attendance. She explained she would like to reestablish this community event particularly in recognition of September 14th which represents the 175th anniversary of Pocopson Township. Retzlaff has reached out to the community and local businesses and has received positive feedback and pledges for support. She would like to coordinate efforts with other Township committees as part of the planning process. Retzlaff seeks to establish a core Founders Day Committee of about 10 people. DiMonte offered that Founders Day is a great idea as long as there are volunteers. An event planned for last November fell through as a result of a lack of volunteers. Retzlaff is confident in recruiting volunteers and asks that previous Founders Day lists and documents be shared as part of the recruiting effort. She asks the Board for approval to move forward in order to allow time for planning. Stumpo expressed that she would love to see Founders Day 2024 but noted that a co-chair is critical to the success of the event. Stumpo asked that Retzlaff attend the February Board meeting with a co-chair. McKay offered that the Historical Committee is aware of the interest in the event and will lend its support including an activity at the Locust Grove Schoolhouse. The Parks, Recreation and Trails Committee did not meet in January. Secretary is directed to send previous event records to Retzlaff.

- b. Organizational Analysis Meyner Center - McKay reported the Meyner Center provided an Organizational Analysis of Township Operations in 2015 offering various recommendations, many of which have been completed. The Board agrees it is important to update the 2015 Analysis by doing an overall administrative study of Township operations, documents, and to include interviews with Supervisors, staff, and consultants. Interviews could be scheduled for the end of February. The Analysis will aid the Board going forward in areas of staffing, budgeting, and changes in regulations and issues that affect municipalities. MOTION: McKay moved, Stumpo seconded, to accept the Lafayette College Meyner Center Proposal dated January 17, 2024 to update the May 2015 Organizational Analysis; motion carried.
- c. Bookkeeping Position - DiMonte reported that since Treasurer Peggy Lennon's departure in 2021 for a position in East Bradford Township, the Township had to scramble to retain Barsz, Gowie, Amon & Fultz, a CPA Firm to handle finances. Peter Barsz is the appointed Treasurer and has ably managed finances including ARPA funds. However, there's been significant turnover in personnel for the day-to-day bookkeeping and administrative tasks. The Board seeks to fill the position of a part-time bookkeeper who will report to the Treasurer. One applicant has expressed interest. Experience with QuickBooks Accounting Software is preferred. The Board would like to fill the position before March 1st to allow sufficient time for transition.

14. Old Business:

- a. Post-procurement Request for Lenovo Devices - DiMonte noted that the laptops issued by the Township to the Supervisors are nearly 10 years old with functionality and compatibility issues. Board acknowledged approving the purchase of 3 Lenovo Thinkpad Devices as budgeted for 2024, and to make the purchase in December to take advantage anticipated price increase January 1, 2024.

15. Correspondence: no correspondence.

- 16. Treasurer Warrants:** MOTION: DiMonte moved, McKay seconded, to approve the Bill Payment Lists for the period December 19, 2023 to January 22, 2024 recommended for payment by the Treasurer: General Fund: 26 ACH transactions and 41 checks totaling \$55,361.03; Liquid Fuels Fund: 1 check totaling \$2.94; Township Facilities Fund: 1 check

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totaling \$11,977.00; Parks and Recreation Fund: 1 check totaling \$39.09; ARPA Fund: 0 check totaling \$0; Open Space Fund: 2 ACH transactions totaling \$4,894.34; Fire & EMS Fund: 1 check totaling \$140,867.30; motion carried.

17. Approval of Meeting Minutes:

- a. MOTION: Stumpo moved, DiMonte seconded, to approve the December 18, 2023 Meeting Minutes as reviewed and revised; motion carried.
- b. MOTION: Stumpo moved, DiMonte seconded, to approve the January 2, 2024 Reorganization Meeting Minutes as submitted; motion carried.

18. Adjournment: at 7:27 p.m. Stumpo moved, McKay seconded to adjourn the meeting; motion carried.



Susan Simone, Secretary



Elaine DiMonte, Chairwoman