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Board of Supervisors Meeting
Monday, June 24, 2024, 6:30 p.m.

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

Public in attendance: 5

1. **Call to Order:** DiMonte called the meeting to order at 6:30 p.m. and led the Pledge of Allegiance.
2. **Sunshine Announcements:** Stumpo as Board Liaison and McKay as a volunteer attended a Founders Day Committee Meeting on June 18, 2024.
3. **Announcements:** no announcements.
4. **Public Comment Non-Agenda Items:** Andrea Gosselin asked the Supervisors to please eliminate all spending on activities that were not required for the Township in light of the potential for increased spending on emergency response services which could impact the Township taxes.
5. **Work Sessions:**
 - a. June 20th Work Session was cancelled as the Board did not need to meet.
 - b. 2025 Budget Work Sessions - DiMonte reported that budget work sessions will be held on September 12th, October 16th, and November 13th. The sessions will start at 3:30 p.m.
6. **Organizational Analysis Meyner Center:** DiMonte introduced Nicole Beckett, Associate Director for Public Service, Meyner Center, who presented via remote participation on the GoToMeeting Platform. Beckett provided a brief recap of steps taken to prepare and submit the Organizational Analysis of Township Operations ("Analysis") dated June 2024. Beckett provided a brief overview of the Analysis juxtaposed with the recommendations from the 2015 Organizational Analysis. Highlights from 2015 included establishing a long-term capital plan, township-manager form of government, and relocation of the administrative offices. Beckett expressed that a notable accomplishment is the relocation of the administrative offices to a state-of-the-art Township Building. The township-manager form of government was not perceived as a valued change in organizational structure in 2015. The interviews for the 2024 Analysis reveal a shift in perspective in favor of a township-manager form of government. Beckett described the benefits to the Township noting a manager could improve communications, provide consistency and continuity in operations, better coordination among departments, and potential cost savings in developing a long-term capital plan. The Board had no questions for Beckett and recognized the importance of engaging in the transition process to facilitate the move toward a township-manager form of government. DiMonte noted that the Board has before them the draft ordinance creating the township manager position, an Executive Summary of the 2024 Analysis, and a Proposal for Assistance and Implementation by the Meyner Center. Logistics show that the process can take 3 to 4 months with a new hire in place by mid-October. Public Comment: Nancy Socolofsky asked if the manager would be required to live in Pocopson Township. Beckett indicated some municipalities do require such residency but given the limited pool of candidates within the Township the resident requirement would not be practical. She offered that the Board determines the criteria, experience, and level of education for potential candidates. David Socolofsky requested clarification as to the timeline for passage

of the Township Manager Ordinance. DiMonte and McKay noted their significant volunteer hours in serving as elected Supervisors. McKay added that the Township is lucky to have a well-functioning and competent staff. No further public comment. MOTION: DiMonte moved, McKay seconded, to authorize advertising the Township Manager Ordinance and to schedule a public hearing for its adoption at the recommendation of the Township Solicitor; motion carried. MOTION: DiMonte moved, Stumpo seconded, to approve the June 2024 proposal from the Meyner Center and the rates provided therein for assistance in recruiting the first Township Manager and implementation of recommendations; motion carried.

7. **Founders Day Celebration Update:** Tim Connolly reported that the Committee met last week. The Board is in receipt of a draft of the schedule of events, text for the proposed sponsorship letter, budget proposal as of 6/18/2024, proposal from Star Printing for "save the date card", and letter dated June 11, 2024 from Rick's Office Band. Connolly reported that nearly half of the \$11,200.00 budgeted items are accounted for, and many items are coming in under budget. Marketing, postage, and signage have not been purchased. He reported that the Committee will ask the community to lend corn hole and other such games for the event. DiMonte asked if they have identified enough volunteers and assigned those volunteers to handle the tasks on the event schedule. Connolly said they continue to reach out to the scout troops in the area and will look to reaching out to volunteers serving on Township committees to help build the excitement. Stumpo asked about the status of the "save the date" postcard. Connolly reported it is still in design but that the Committee is aware of the postage increase in July and will make every effort to send the postcard and the sponsorship letters out in advance of the increase. DiMonte asked Connolly to please work toward completing the mailing before the July 14th postage increase. He would like the Board members to review the sponsorship letters and add a personalized, handwritten note to encourage the sponsor to donate. Stumpo offered that the sponsorship letters should include a self-addressed stamped envelope for the responses. DiMonte reminded Connolly that the event cannot be political. Elected officials can be invited to say something nice about the Township and the event. No public comment.
8. **Kennett Area Fire/EMS Commission:** McKay reported the Commission met on June 11th at East Marlborough Township Building. Reports from various fire companies were reviewed. The presenter was not available to provide an updated report on the fleet. The Commission acknowledges that the maintenance and replacement costs have increased. The Commission expects to increase the equipment fund as they begin work on the 2025 budget. Statewide there's been a drop in the number of volunteers which has necessitated the move to paid staff at a cost of approximately \$100,000.00 per employee. DiMonte noted that it appears EMS costs have increased exponentially. McKay reported that funding emergency services is the responsibility of the municipality and not the commonwealth. He offered that he has negotiated with the County for an increase in their monetary contribution on behalf of the Pocopson Home and the Prison. Public Comment: Tim Connolly commented that residents in Sounderton pay an annual fee to the local ambulance whether or not the service is needed. Jeannette Lindvig inquired as to the number and frequency of false alarms and their effect on EMS resources.
9. **Public Works Report:**
 - a. West Creek Road Gravix Wall Project Update; Change Order #1; grant reimbursement request #3 - Knightly reported the Board authorized approving Change Order #1 during the May 20th meeting. He explained the change to not limit paving the lane adjacent to the wall but to pave the entire width of the road. MOTION: McKay moved, DiMonte

seconded, to approve Pay Application #3 in the amount of \$27,940.00 as reviewed and recommended by the Township Engineer letter dated June 19, 2024 and to submit Request for Reimbursement #3 to DCED under the Local Share Account Project Grant; motion carried

10. **Facilities:** no report at this time. DiMonte and Board agreed that this agenda item need not be a standing-item but listed as action is needed.

11. **Zoning Official Report:** McKay noted the complaint investigation for 919 Pocopson Road includes citations for 3 separate violations which have been served by the Constable for the District Court. The Crestview Drive complaint regarding a home business is closed but other particulars for this matter remain with the County Court of Common Pleas. McKay would like to schedule time to discuss Crestview Drive with the other Board members. DiMonte noted the Zoning Official Report includes zoning permit reviews as well as concerns and investigations and general project correspondence.

12. **Resolutions:**

a. 2024 Budget Resolution Expense Overage/Bookkeeper - DiMonte briefly recounted the genesis of contracting with the accounting firm Barsz, Gowie, Amon & Fultz in 2021 to perform treasurer and bookkeeping tasks following the resignation of Peggy Lennon, Township Treasurer. In April 2024, the bookkeeping tasks were returned to an in-house bookkeeper. The wages for an in-house bookkeeper (employee) were not included at the time the 2024 budget was passed. MOTION: McKay moved, Stumpo seconded, to adopt Resolution 2024-5 authorizing the transfer of unencumbered funds/supplemental appropriation reducing the appropriation for financial administration and allocating funds for a bookkeeper; motion carried.

b. Tax Exoneration Tax Parcel 63-4-102.1R Cabin Club Lane Catastrophic Loss - Stumpo reviewed the notice from the Chester County Tax Claim Bureau for uncollectable taxes. The cabin was catastrophically lost during Hurricane Ida. McKay noted that the tax bills totaling \$1,638.28 were not paid prior to Hurricane Ida. MOTION: Stumpo moved, DiMonte seconded, to adopt Resolution 2024-6 authorizing the removal of the tax lien for Parcel 63-4-102.1R; motion carried.

13. **New Business:**

a. Authorization for Public Hearing to Amend Township Code Chapter 150, Peddling & Soliciting - McKay explained that the genesis of the proposed amendment is the recent denial of a request from a Philadelphia-area pesticide company to peddle/solicit in the Township. Township Solicitor indicates provisions of the current ordinance may no longer be lawful given changes to the law over time. DiMonte noted that it is unfortunate that the amendment will allow for peddling/soliciting until 9:00 p.m. every day including holidays. She said that residents do not have to open the door and may post no soliciting signage. Public comment: Jeannette Lindvig expressed concern that soliciting would be allowed on a Sunday night. Stumpo noted that this amendment is a burden on the Township, but it is required given recent court decisions. McKay added that year-to-date there's been an increase of about 40% for ordinance amendments as well as other legal matters. Kirk Lindvig commented that contacting state representatives may be appropriate. MOTION: McKay moved, Stumpo seconded, to authorize proceeding with a public hearing on Monday, July 22, 2024, for the adoption of proposed amendments to Code Chapter 150; motion carried.

b. Stormwater Management Best Management Practices Agreement ("Agreement"); Tax Parcel 63-3-130.4; 1864 Lenape Unionville Road - DiMonte acknowledged receipt of

Comment and Review Letters from Castle Valley Consultants and the Site Plan prepared by Aria Engineering. MOTION: Stumpo moved, McKay seconded, to authorize signing and approving the Agreement as recommended by Township Consultant Castle Valley Consultants for recordation; motion carried.

- c. Procurement Request for Laptop Purchase/Bookkeeper - DiMonte reviewed the particulars noting the budget funding sources. The bookkeeper was hired on April 1st and will use the machine to work remotely. McKay noted that other staff members utilize a township-issued machine and work outside of official Township hours. MOTION: DiMonte moved, McKay seconded, to authorize approval for the purchase of a laptop for the bookkeeper as recommended by Sage Business Systems, Inc. in the amount of \$1,076.00; motion carried.

14. Old Business:


- a. Proposal from Cohen Law Group ("CLG") to Perform Verizon Cable Franchise Renewal Services - Stumpo reported the Board received a recommendation from the Township Solicitor to join the Chester County Consortium (26 other municipalities) for the purpose of negotiating the Verizon Cable Franchise Agreement that will expire in the next 2 years. CLG will provide a 20% discount in their legal fee for participating in the Consortium. MOTION: Stumpo moved, McKay seconded, to authorize signing the engagement letter provided by Cohen Law Group to perform Verizon Cable Franchise Renewal Services as reviewed and recommended by the Township Solicitor; motion carried.
- b. Brandywine Valley Scenic Byway Commission Confirmation of Representatives - Stumpo noted that David Scranton and Teresa Delcampo were appointed as representatives in February 2024 to fill an anticipated vacancy by Sarah Mims and to appoint an alternate. Teresa Delcampo has not responded. Sarah Mims has agreed to continue as a representative. MOTION: Stumpo moved, McKay seconded, to confirm the appointment of Sarah Mims and David Scranton as representatives to the Brandywine Valley Scenic Byway Commission; motion carried.
- c. 45 Bragg Hill Road Project Update - Board acknowledged particulars for the project noting minor changes to previously approved improvements including the stormwater waivers approved in 2022. Township Engineer recommended that the Board be made aware of the current revisions and the reduction of the impervious area. Kirk and Jeannette Lindvig were in attendance to explain the net reduction and relocation of the greenhouse. Board thanked Mr. and Mrs. Lindvig for attending to review the revisions and had no objections to the revisions as discussed.

15. Correspondence: no correspondence.

16. Treasurer Warrants: DiMonte moved, McKay seconded, to approve the Bill Payment Lists for the period May 21, 2024 to June 24, 2024 recommended for payment by the Treasurer: General Fund: 53 ACH, 2 Transfers, 31 checks totaling \$111,337.06; Liquid Fuel Fund: 2 checks totaling \$2,887.72; Capital Reserve Fund: 0 checks totaling \$0; Township Facilities Fund: 0 transfers for \$0; Parks and Recreation Fund: 1 transfer, 1 check totaling \$459.35; ARPA Fund: 1 check totaling \$600.00; Open Space Fund: 0 ACH transactions totaling \$0; Fire & EMS Fund: 0 checks totaling \$0; motion carried.

17. Approval of Meeting Minutes: Stumpo moved, McKay seconded, to approve the May 20, 2024 meeting minutes as corrected.

18. Adjournment: at 7:40 p.m. Stumpo moved, McKay seconded to adjourn the meeting; motion carried.



Susan Simone, Secretary



Elaine DiMonte, Chairwoman