

Brandywine Valley Scenic Byway Commission
Thursday, December 5, 2024, 7:00 PM (both In-person at CFT and ZOOM)
ZOOM Meeting ID: 820 3070 6912 Passcode: 201224

ZOOM Link:

<https://us02web.zoom.us/j/82030706912?pwd=rAzsgNcEekvUT9Jbts4zaaZ6XUrE2u.1>

Phone Call in number: 309-205-3325 (US)

AGENDA

Meeting Minutes

In Attendance:

Rich Phifer (East Bradford Township, Chester County) - Chair
Jim Haigney (East Bradford Township, Chester County) - Secretary
Kathleen Goodier (Chadds Ford Township, Delaware County)
Maree Forbes Gaughan (Advisor, via Zoom)
David Scranton (Pocopson Township, Chester County)
Tina Bennett (Kennett Township, Chester County)
John Haedrich (Kennett Township, Chester County) – (Treasurer, via zoom)
Helene Badeau (Chadds Ford Township, Delaware County)
Sarah Mims (Pocopson Township, Chester County) - Vice Chair

Absent:

Lois Saunders (Advisor)

Call to Order

The meeting was called to order by Rich Phifer at 7:00 pm.

Announcements

There were no announcements. Rich Phifer welcomed Tina Bennett as a Kennett Township representative to the Commission and thanked her for taking over for Karen Marshall. Rich thanked Karen Marshall in absentia for her work on the Commission.

Routine Business

Review & Approval of October 24, 2024 Meeting Minutes

Upon motion by David Scranton, seconded by Kathleen Goodier, the minutes of the October 24, 2024 meeting were approved.

Review & Approval of November 12, 2024 Special Meeting Minutes

Upon motion by Kathleen Goodier, seconded by David Scranton, the minutes of the November 12, 2024 meeting were approved.

Treasurer's Report as of 12/02/2024

CHECKING

Previous checking balance 10/22/24: \$3,606.91
10/25/24 - Checking Income items: NTHP/AACHAF Grant, \$25,000.00
11/13/24 - Redeem Fulton Bank 5K CD \$5,078.25
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Net income - \$35,156.50

Checking Expense items:

10/23/24 – Kennett Township, Check #1017, VPP Invoice #2 reimburse - \$100.00 (final part-previously approved)

10/29/24 – Transfer NTHP funds to new Fulton Bank account – Check #1018 - \$25,000.00
11/12/24 – Truist CC Payment \$169.49, ZOOM annual subscription
Net expense items for the period - \$25,269.49
Truist Checking balance as of 12/02/24: \$13,493.92

Pending check payments: NONE

CREDIT CARD

Credit card balance as of 12/02/24: (\$100.00), 11/30/24, DCED Grant Application Fee

Fulton Bank CDs

CD #94802023 \$5,000.00 (6 month, 3%; matures 05/13/25) Roll over 11/13/24
CD #92572369 \$5,000.00 (6 month, 3%; matures 11/08/24) Redeemed 11/13/24
CD #94801929 \$5,000.00 (6 month, 3%; matures 11/08/24) Redeemed 11/13/24
CD #94801929 \$10,000.00 (12 month, 3.5%; matures 05/08/25)

Fulton Bank MMF (Money Market Fund)

10/29/24 – Initial deposit - \$25,000.00
10/31/24 – Interest - \$1.18
11/19/24 – Purchase checks – (\$25.50)
11/21/24 – Check #0098 – NTC – (\$11,250.00) – Pines payment #1
11/29/24 – Interest – \$14.02
11/29/24 – Bank fee – (\$0.22)
12/02/24 – Ending Balance - \$13,739.48

On a motion made by Kathleen Goodier and seconded by David Scranton, the Treasurer's Report was approved.

Old Business

Audit for 2023 – Review Draft Audit Report

Rich asked David and Helene to present the audit report. John Haedrich had two comments:

1. We have to share the audit with the member municipalities. With that in mind, perhaps an introductory narrative might be in order. David mentioned that the format of the report was identical to the one produced last year.
2. John suggested that notes included with the draft audit be deleted since all the questions have been resolved.

Rich and Helene suggested that John provide the verbiage for the introductory narrative. John will fine tune the language. Jim Haigney asked if there is a deadline to approve the audit report. Kathleen and John said that there was a deadline.

A motion was made by Kathleen Goodier and seconded by Sara Mims to approve the audit report with the suggested language modifications for an introductory narrative and to distribute to the member Townships.

Intergovernmental Cooperative Agreement:

John mentioned that he has the agreement close to being distributed to the member townships. John would like someone else on the Commission to carry the IGA to the finish line for distribution to each of the 5 member Townships. Rich volunteered to finish the IGA for distribution.

BVNSB Website:

Maree stated that she would like to have the project finished by the end of the month. The key attractions need some updating, and she is ready to send the information out to the parties who

represent the attractions. Maree will follow up with Debra and GoDaddy to iron out any bugs for the website completion. Maree is asking if the Commission wants to alter the logo at this time. Maree suggested that the logo is put on hold for the time being. Sara Mims suggested that the Locust Grove School house be added to the list of attractions. The website is locustgroveschoolhouse.org. Maree wanted to know the Commission's disposition on including the Delaware attractions as part of the website. The Commissioners were not opposed to including the Delaware attractions (Winterthur, the Natural History Museum, etc.).

HTUGRR

- CC250 Partnership (Path to Freedom) – John mentioned that the last meeting was held in September and that the key tasks were met. 160 sites were identified as part of the interpretive trail, with two areas of interest in the County. John and Maree anticipate the next meeting will occur in January where the site list will be refined.
- HTUGRR Interpretive Trail (VPP Grant) - In the meantime, Chester County has taken the list of sites and created a separate spreadsheet that organizes the list into a different hierarchy. Rich mentioned that Chester County is working to implement its Heritage Tourism Plan and might be looking at the hierarchy of sites in a way that transcends the scope and purpose of the Byway Commission. Maree explained that the sites are organized with respect to their geographical location as it relates to a tour of the Byway. Maree will coordinate further with Jeannine Spiers on the hierarchy.

BVSB Chadds Ford Township Project

Kathleen Goodier stated that there is nothing new to report.

The Pines

Rich thanked Kathleen Goodier and John Haedrich for their work on the grant applications. Maree Forbes updated the commission on the work that has been done to date as well as the work remaining on the grants. John brought the other Commissioners up to speed on the time sensitive nature of the grants. John mentioned that he received good cooperation with Kennett Township for the project. PennDOT has extended the deadline on the FHWA grant to early December. John and Maree are working on small corrections to the application.

BVSB Corridor Signage

Rich Phifer stated that there are no new updates regarding the corridor signage.

National Scenic Byway Foundation

Jim Haigney stated that there are no new updates regarding the National Scenic Byway Foundation.

New Business

Annual HTUGRR Website Domain Fee (Invoice 4806 - \$260.35) – Consideration for Approval
A motion was made by Sara Mims and seconded by Kathleen Goodier to approve payment of the HTUGRR Website domain fee. All voted to approve the motion.

Barnard Station

David and Sara reached out to Rich regarding Barnard Station. Sara stated that Barnard Station is owned by Pocopson Township. If the Commission comes across any grant opportunities, Pocopson Township will be very interested in partnering on those opportunities. David Scranton added that Pocopson Township feels that there could be grant opportunities that are not competitive. Maree mentioned that the PHMC has a January 24th deadline. Maree also mentioned that a USDA grant is due on the 28th of February. David and Sara will follow up with Pocopson Township on those grant opportunities.

BVSBC Annual Report

Rich Phifer stated that he will prepare a one-page report summarizing the Commission's accomplishments for the year and he will distribute that to the respective Townships at the beginning of the new year.

Tribute to Mary Fahner-Short

Rich wanted to pay tribute to Mary Fahner-Short and her contributions to the byway. Rich asked Pennsbury Township if there was a memorial tree or park bench that Pennsbury needed at one of their public park locations. Either could be accompanied by a plaque. Nothing needs to be decided tonight, but Rich suggested the Commissioners continue to think about how they would like to honor Mary. The Commissioners suggested that Rich contact Pennsbury Township to pursue the memorial tree and plaque. Rich will continue coordination with the Township on this.

Chairman's Comment

No Chairperson's comment.

Public Comment

No public comment.

Adjournment

Upon motion by Kathleen Goodier, and seconded by Rich Phifer, the meeting was adjourned at 8:31 pm.

Next meeting – January 23, 2025