

**Brandywine Valley Scenic Byway Commission**  
**Thursday, February 27, 2025, 7:00 PM (both In-person at CFT and ZOOM)**  
**ZOOM Meeting ID: 857 2265 0304 Passcode: 230057**

**ZOOM Link:**

**<https://us02web.zoom.us/j/85722650304?pwd=w4R78ER8NcZhM6Ep3RVLdV7twFdwqr.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)  
David Scranton (Pocopson Township, Chester County) – Vice Chair  
John Haedrich (Kennett Township, Chester County) – (Treasurer)  
Helene Badeau (Chadds Ford Township, Delaware County)  
Sarah Mims (Pocopson Township, Chester County)  
Maree Forbes Gaughan (Advisor, National Travel Center, via Zoom)  
Elaine Gizler (National Travel Center, via Zoom)  
Deb Brown (National Travel Center, via Zoom)  
Crystal Crampton (KURC, via Zoom)  
Debbie Burston (KURC, via Zoom)

**Absent:**

Lois Saunders (Advisor)  
Tina Bennett (Kennett Township, Chester County)

**Call to Order**

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

**Announcements and Public Comment**

There were no announcements or public comments.

**Routine Business**

**Review & Approval of January 23, 2025 Meeting Minutes**

Upon motion by John, seconded by David, the minutes of the January 23, 2025 meeting were approved, subject to minor corrections.

**Treasurer's Report as of 02/17/2025**

**TRUIST CHECKING**

Previous checking balance 1/15/25: \$13,393.92  
Net income for the period: NONE  
Checking Expense items:  
Net expense items for the period: NONE  
Truist Checking balance as of 2/17/25: \$13,393.92  
Pending check payments: NONE

**TRUIST CREDIT CARD**

Credit card balance as of 2/17/2025: NONE

**Fulton Bank CDs**

CD #94802023 \$5,000.00 (6 month, 3%; matures 05/13/25) Value: \$5,090.62 (12/31/24)

CD #94806203 \$10,000.00 (12 month, 3.5%; matures 05/08/25) Value: \$10,207.31 (12/31/24)

**Fulton Bank MMF (Money Market Account ...0877)**

12/31/24 – Ending Balance from Prior Statement - \$13,747.40

01/31/25 – Interest Credit - \$6.42

01/31/25 – Ending Balance - \$13,753.82.

Upon motion by Kathleen, seconded by Rich, the Treasurer's Report was approved.

**Old Business**

**2025 BVSBC Budget Draft Review**

John Haedrich forwarded the 2025 Budget for the BVSBC. John started by mentioning a \$260.35 invoice for the Harriet Tubman website hosting for 2025. John is also asking for approval of \$11,250 dollars for a second invoice for National Travel Center as part of the ongoing work on the Pines Planning Study. David made a motion to approve, and Kathleen seconded the motion to pay the invoice. All voted to approve payment.

John mentioned payment for Mark Slouf's efforts (the proposal states \$8,000 dollars for Mark's services). John would like to see a more formal invoice from Mark Slouf. Rich mentioned that the upcoming invoice from Mark Slouf is currently covered in the budget. David Scranton wanted to know how the money would be covered (from which grant contribution, etc.). John stated that the funds will be disbursed from the proper account per the budget and relative to the obligations outlined in the grants. Future action will be presented to the Board as obligations are incurred.

Rich Phifer made a motion to pay the invoice to Mark Slouf, subject to further scrutiny by John Haedrich for the fund's allocations and financial obligation. Kathleen Goodier seconded the motion. All voted in favor of the motion.

Regarding the 2025 Budget (attached) John Haedrich walked through the various line items of the projected budget for 2025. John stated that, once approved, the budget will be distributed to the member townships. Rich Phifer made a motion to approve the Budget in the current form. Kathleen Goodier seconded the budget. All voted in favor of the motion.

**2024 Financial Statement Draft Review**

Rich mentioned David Scranton spent a considerable amount of time compiling the financial statement that should facilitate future auditing. David mentioned that there is a month to a month-and-a-half delay to get financial statements to compile an accurate monthly audit, and he stated that it would be more feasible to perform a quarterly audit. Helene Badeau mentioned that it would be best to line up the quarterly audits with a fiscal year. Rich Phifer mentioned that there is some flexibility with the compiling of each quarterly audit. Helene and David agreed that while the timing of the quarterly audits is fungible, a complete audit could be ready for each January to mark the start of the fiscal year.

**Inter-Governmental Cooperative Agreement**

Rich Phifer has reviewed the working draft Intergovernmental Agreement with the Kennett Township solicitor, David Sanders, as well as with the East Bradford Township insurance agent, and the consensus is that the Commission may be operating in a blind spot with respect to insurance coverage. The Commission can procure its own annual coverage (\$2,500 yearly) through PIRMA, or alternatively, each Township could extend its respective municipal coverage to include the Commission for a fee that would likely be less than \$500 per year. Rich has reached out to the member Townships to get their inputs on the insurance coverage preference, and Rich mentioned that the Intergovernmental Agreement will need to be updated accordingly once the path forward was agreed upon by the member townships. The draft includes a change to the fiscal reporting year end from June 30 to December 31, along with related changes to some

time-sensitive items that the Commission is obligated to provide the member Townships as part of the annual operation of the Commission.

#### **BVNSB Website**

Rich Phifer asked Maree Forbes to present the Brandywine Valley National Scenic Byway website. Maree presented the website to the Commissioners. As part of her presentation, Maree mentioned that the Tours page would need to be fleshed out. John Haedrich requested that the Commission could review and offer any changes to the layout so that the website could be finalized. Kathleen Goodier mentioned that, regarding the tours, perhaps the commissioners could provide a list of available tours from their respective townships to add to the website. Kathleen also mentioned that each Township's website could be linked to the website. Maree mentioned that there is no limit to the space. David Scranton mentioned that each Commissioner needs to review the website with an eye from their respective Township. Rich thanked Maree for the update for the website and asked her to provide a punch list for outstanding items for the website via email to each commissioner, and then the commissioners can provide input prior to finalizing the website. Rich mentioned that we have a \$2,000 invoice related to work performed to date with the website. Kathleen Goodier asked if the website would provide a place for the meeting minutes and financial reports. Maree mentioned that a separate website may be better suited for the business dealings of the Commission.

David Scranton made a motion to approve the \$2,000 invoice payment and Rich Phifer seconded the motion. All voted in favor of the motion.

#### **HTUGRR Byway**

##### **CC250 Partnership (Path to Freedom) / HTUGRR Interpretive Trail (VPP Grant)**

John Haedrich mentioned that a Heritage Interpretive Trail task force meeting was held at the end of January, and based on feedback about the proposed heritage trail, we will now have three distinct trails which will be presented to the task force for approval at its next meeting.

#### **BVSB Chadds Ford Township Project**

There is no new update.

#### **“The Pines”**

Planning Study (AACHAF Grant) – Maree Forbes stated that her firm is at the point where they must prepare and submit an interim grant report to the AACHAF. Maree stated that the AACHAF requires a demonstration of press publicity for the grant-funded projects to be included in the grant report. NTC submitted a proposal (\$5,000) for press outreach and media relations for the project, which would be paid for from a portion of the granted AACHAF funds that can only be expended on “The Pines” for this Planning Project. Rich mentioned that this is a time sensitive issue, and that the grant needs to be finished by the end of the year with May being the deadline for the interim report. There remains \$2,000 of unallocated funds under the AACHAF grant.

David Scranton made a motion to approve the proposal for \$5,000 dollars for publicity of the grant out of contingency grant award funds, to satisfy the public relations requirement of the interim report. Kathleen Goodier seconded the motion. All voted in favor of the motion.

#### **FHWA Grant Application (Pending)**

There is no new update.

#### **DCED LSA Statewide Grant Application (Pending)**

There is no new update

#### **BVSB Corridor Signage**

Rich suggested that we table this issue until next month.

**National Scenic Byway Foundation Byway Leader Training Program**

Rich Phifer reported that Jim Haigney and David Scranton had both attended the first Byway Leadership Training session, and that Tina Bennett and David Scranton will attend the Training Program's next two sessions, with an eye on gauging further involvement with the NSBF.

**Tribute to Mary Fahner-Short**

Rich Phifer mentioned that there is no new update at this time.

**New Business****2024 Audit Committee**

Rich Phifer spoke with Tina Bennett and she is receptive to a position on the 2024 audit committee to assist David Scranton. Rich made a motion, and Helene seconded the motion, appointing David and Tina to the 2024 audit committee. The motion passed with all in favor.

**Barnard Station PHMC Grant Application – Letter of Support**

Kathleen mentioned that she really enjoyed the January Barnard Station presentation and very much supports the effort. Kathleen Goodier made a motion to provide a letter of support for the Barnard Station PHMC Grant Application project. Rich Phifer seconded the motion. All voted in favor of the motion.

**The Pines Planning Study Invoice (National Travel Center)**

Refer to Budget Draft review for Invoice motion.

**PHMC Grant Application for The Pines (Authorize \$100,000 Request for Construction)**

Rich Phifer made a motion to approve a \$100,000 grant application request from the PHMC for The Pines' restoration. Kathleen Goodier seconded the motion. All voted in favor of the motion.

**AACHAF Grant Application for The Pines (Authorize \$150,000 Request for Construction)**

Rich Phifer made a motion to approve a \$150,000 grant application request from the AACHAF for The Pines' restoration. Kathleen Goodier seconded the motion. All voted in favor of the motion.

**Adjournment**

Meeting was adjourned at 8:40 pm

**Next meeting – March 27, 2025**