

**Brandywine Valley Scenic Byway Commission**  
**Thursday, March 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)  
Neil Vaughn (Pocopson Township Manager)

**Absent:**

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

**Call to Order**

The meeting was called to order by Rich Phifer at 7:02 pm.

**Announcements and Public Comment**

Rich Phifer announced that the Chester County Historic Preservation Network (CCHPN) has selected the Brandywine Valley Scenic Byway Commission to receive the 2025 Municipal Award, a ceremony for which will take place on Wednesday, June 25<sup>th</sup>, 2025 (evening) at the historic Waynesborough mansion in Easttown Township. The County Commissioners will present the award, and formal invitations will go out soon to the Chairs of each of our respective member Board of Supervisors. Rich congratulated the Commission on their efforts.

**Routine Business**

**Review & Approval of FEBRUARY 27, 2025 Meeting Minutes**

Upon motion by David Scranton, seconded by Kathleen Goodier, the minutes of the February 27, 2025 meeting were approved.

**Treasurer's Report for the period 2/17/2025 to 3/26/25**

**TRUIST CHECKING**

Previous checking balance 2/17/25: \$13,393.92  
E Bradford Annual Fee – 3/4/25; \$600.00  
Pocopson Annual Fee – 3/4/25; \$600.00  
Net income for the period: \$1,200.00

Checking Expense items:

NTC INV#2, BVNSB Web - 3/4/25 (\$2000.00)  
Truist CC 5300 – 3/10/25 (\$385.35)  
Fulton Bank Xfer; AACHAF Match – 3/10/25 (\$5000.00)  
Net expense items for the period: (\$7,385.35)

Truist Checking balance as of 3/26/25: \$7,208.57

Pending check payments: NONE

### **TRUIST CREDIT CARD**

Credit card balance as of 3/26/2025: NONE

### **Fulton Bank CDs**

CD #94802023 \$5,000.00 (6 month, 3%; matures 05/13/25) Value: \$5,127.90 (3/26/25)

CD #94806203 \$10,000.00 (12 month, 3.5%; matures 05/08/25) Value: \$10,295.78  
(3/26/25)

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

2/17/25 – Ending Balance from Prior Report - \$13,753.82

02/28/25 – Interest Credit - \$5.80

03/10/25 – Deposit, KURC AACHAF Match \$5000.00

03/10/25 – Deposit, KURC AACHAF Match \$5000.00

03/11/25 – NTC, AACHAF INV#2 (\$11,250.00)

03/26/25 – Ending Balance - \$12,509.62

Upon motion by Rich Phifer, seconded by David Scranton, the Treasurer's Report was approved.

### **Old Business**

#### **2024 Audit**

Rich Phifer stated that David Scranton and Tina Bennett are coordinating efforts on the audit. David anticipates that the audit will be finished by June.

#### **Inter-Governmental Cooperative Agreement**

Rich Phifer stated that progress has been made, and the main topic of discussion was insurance liability (refer to Rich's email for text). Rich received a proposal from the Pennsylvania Intergovernmental Risk Management Association (PIRMA) and the annual fee is quoted at \$3,380 per year. The Commission is working on obtaining a proposal from Trident for comparison. Rich stated that once a dollar amount has been finalized, the cost amount would be forwarded to the member townships for approval. Rich stated that hopefully, we will have more proposals in place by next month to craft a strategy for coverage payment.

#### **BVNSB Website**

Rich Phifer feels that it may be better to schedule a special Zoom session to discuss website content revisions. Rich suggested April 7<sup>th</sup> at 2 pm and requested that the Commissioners meet in advance at 1:30 pm. The Commission discussed having a person proficient in WordPress to make occasional revisions to the Website. John Haedrich mentioned that there is one more invoice in the amount of 2,000 dollars that has yet to be paid.

### **HTUGRR**

- a. CC250 Partnership (Path to Freedom) – John Haedrich mentioned that there are no new updates. John mentioned that coordination is taking place for Phase I, and that the byway would not be involved in Phase II (post-Civil War to present).
- b. HTUGRR Interpretive Trail (VPP Grant) – John Haedrich mentioned that a task force meeting will be held on April 8<sup>th</sup>, and there will be three interpretive trails instead of two and hopefully the task force will agree to that approach. John anticipates that the public meetings for the project will be held in May or June.

### **Chadds Ford Township Walkable Chadds Ford**

The PennDOT permit application has been approved and construction will commence soon.

### **BVSB Chadds Ford Township Project “The Pines”**

- a. Planning Study (AACHAF Grant Awarded) – Maree Forbes Gaughan mentioned some minor items will need to be addressed as follow up
- b. FHWA Grant Application (Pending) – Maree Forbes Gaughan stated that we can remove this from the list
- c. DCED LSA Statewide Grant Application (Pending) – refer to new business
- d. PHMC Grant Application (Pending) – Maree Forbes Gaughan stated that by Tuesday we would need to request that a request for the building to be placed on the National Historic Registry – Maree will follow up
- e. AACHAF Grant Application (Pending)

### **BVSB Corridor Signage**

Kathleen Goodier mentioned that signage coordination is ongoing with Delaware as well as with PennDOT.

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

- a. Byway Leader Training Program Reports – David Scranton mentioned that there is helpful documentation on their website regarding the Master Planning for Byways. David feels that this is good information for the Commission. David felt that the training program is good for new people, but not necessarily of high value for more seasoned members.
- b. Considerations and Recommendations – It may be useful to subscribe to the NSBF if only for oversight of website coordination for the byways. It was decided to table the membership issue to a future date when the websites are completed.

### **Tribute to Mary Fahner-Short**

Rich Phifer has communicated with Dan Boyle from Pennsbury Township – Dan mentioned that a replacement tree and bench could be employed, but the tree and bench may be too costly for the Commission, so perhaps a tree and a plaque. Rich will follow up with additional information in the upcoming month.

### **New Business**

#### **REVISED DCED LSA GRANT RESOLUTION**

The resolution is seeking at minimum, \$427,520.00, and at maximum, \$1,000,000.00. Rich asked for a motion to adopt the resolution (attached). David Scranton inquired as to who would be entering into the contracts with the builders since it may affect the liability insurance pricing for the Byway Commission. The Commission discussed that the respective Township would be responsible for the bidding process for the construction and as such, the Township would assume the liability risk as part of the contract with the construction parties.

David Scranton made the motion to adopt the Resolution, Kathleen Goodier seconded the motion. All voted in favor of the Resolution.

### **Adjournment**

Rich Phifer made a motion to adjourn the meeting and Kathleen Goodier seconded the motion. All voted in favor and the meeting was adjourned at 8:36 pm.

**Next meeting – April 24, 2025**