

Brandywine Valley Scenic Byway Commission
Thursday, March 26, 2026, 7:00 PM (both In-person at CFT and ZOOM)
ZOOM Meeting ID: 821 8809 6561 Passcode: 230057

ZOOM Link:

<https://us02web.zoom.us/j/82188096561?pwd=S9QnAWBrsLWmIjxhGTnsaWbYJrYN2U.1>

Meeting Minutes

In Attendance:

David Scranton (Pocopson Township, Chester County) - Chair
Rich Phifer (East Bradford Township, Chester County) – Vice Chair via Zoom (acting Secretary)
John Haedrich (Kennett Township, Chester County) – Treasurer via Zoom
Kathleen Goodier (Chadds Ford Township, Delaware County)
Helene Badeau (Chadds Ford Township, Delaware County) – via Zoom
Kate Morgenstern, (Kennett Township, Chester County) – via Zoom
Sarah Mims (Pocopson Township, Chester County) – via Zoom
Elizabeth Moro (Pennsbury Township, Chester County) – via Zoom
Scott Van Alstyne (Pennsbury Township, Chester County) – via Zoom
Maree Forbes Gaughan (Advisor, National Travel Center) – via Zoom
Ethan Brown (National Travel Center) – via Zoom
Janet Flynn (PennDOT) – via Zoom

Public:

Crystal Crampton (KURC) – via Zoom
Pat Hagan
Caròle Sinclair-Thompson
Hank Somer

Absent:

Jim Haigney (East Bradford Township, Chester County) - Secretary

Call to Order

The meeting was called to order by David Scranton at 7:01 pm.

Review & Approval of Previous Meeting Minutes

Upon motion by Scott Van Alstyne, seconded by Kathleen Goodier, the minutes of the February 26, 2026 meeting were unanimously approved.

Review & Approval of Treasurer’s Report

Treasurer’s Report for the period 2/24/2026 to 3/23/2026

TRUIST CHECKING ...1824

Previous checking balance as of 2/23/26: \$25,554.05

Income for the period: - \$1,800.00

3/18/26 - Kennett Twp annual fee - \$600.00

3/18/26 -Pennsbury Twp annual fee - \$600.00

3/18/26 - East Bradford Twp annual fee - \$600.00

Expense items: 2/24/26 Truist Fee - \$15.00

Transfers:

2/27/26 – Transfer to Fulton MMA 0877 - \$23,000.00

3/18/26 – Transfer to new Truist Checking 7270 - \$500.00

Truist Checking balance as of 3/23/26: \$3,839.05

Pending check payments: None

TRUIST CHECKING ...7270 (new account as of 3/18/26)

Previous checking balance as of 2/23/26: \$0.00

Income for the period: - 3/18/26 – Transfer from Truist 1824 - \$500.00

Expense items: None

Truist Checking balance as of 3/23/26: \$500.00

TRUIST CREDIT CARD

Credit card balance as of 3/23/26: \$260.35 (payable 4/10/26)

Fulton Bank MMA (Money Market Account ...0877)

Previous balance as of 2/23/26 – \$348.75

2/27/26 – Transfer from Truist 1824 - \$23,000.00

2/27/26 – Fulton bank fee - \$20.00

3/4/26 – Purchase 6mo CD5 - \$3,000.00

3/4/26 – Purchase 6mo CD6 - \$3,000.00

3/4/26 – Purchase 6mo CD7 - \$3,000.00

3/4/26 – Purchase 6mo CD8 - \$3,000.00

3/4/26 – Purchase 6mo CD9 - \$3,000.00

3/23/26 – Ending Balance - \$8,328.75

Fulton Bank CDs

CD5 - \$3,000.00

CD6 - \$3,000.00

CD7 - \$3,000.00

CD8 - \$3,000.00

CD9 - \$3,000.00

3/23/26 - Total CDs - \$15,000.00

Total Assets as of 3/23/26

Truist 1824 \$ 3,839.05

Truist 7270 \$500.00

Fulton MMA \$ 8,328.75

Fulton CDs \$15,000.00

Truist CC Payment (\$260.35)

TOTAL \$27,407.45

Upon motion by Rich Phifer, seconded by Sarah Mims, the Treasurer’s Report was approved unanimously.

John Haedrich explained the recent financial movements made, including investing \$15,000 in CDs and the opening of a new low-fee account at Truist. The Commission authorized investment in the CDs at its February meeting. On motion of Rich Phifer, seconded by Sarah Mims, the opening of the Truist account was ratified unanimously by the Commission.

Old Business

Establishment of Committees

On motion of Elizabeth Moro, seconded by Kathleen Goodier, the Commission unanimously approved the following committee structure and appointments for 2026, with the Chair as a member ex officio of each committee, excepting only the Audit Committee:

Audit Committee: (with authority to expire December 31, 2026)

(Responsible for the annual internal audit of the Commission finances)

Chair: Rich Phifer

Members:

Elizabeth Moro

Strategic Planning Committee:

(Guides the Commission in strategic planning)

Chair: Katelynn Morgenstern

Members:

John Haedrich

Elizabeth Moro

Rich Phifer

David Scranton

Harriet Tubman UGRR Byway Committee:

(Subject to Commission approvals, guides efforts related to the HTUGRR Byway, including The Pines, signage, Tri-State cooperation and the substantive information and accuracy of the website)

Chair: Rich Phifer

Members:

Helene Badeau

John Haedrich

Katelynn Morgenstern

David Scranton

Scott VanAlstyne

Brandywine Valley NS Byway Committee:

(Subject to Commission approvals, guides efforts related to the BVNS Byway, including signage, identification and enhancement of community values, and the substantive information and accuracy of the website)

Chair: Rich Phifer

Members:

Helene Badeau

Kathleen Goodier

Jim Haigney

David Scranton

Scott VanAlstyne

Public Relations Committee:

(Subject to Commission approvals, guides the Commission's public relations strategies, including social media, and the cross-linking, dissemination and coordination of the websites with one another and with other social media; also guides the Commission's and the Byways' participation in and support of America's 250, America250PA and CC250)

Co-Chairs: Jim Haigney and Sarah Mims

Members:

Helene Badeau
Kathleen Goodier
Katelynn Morgenstern
Elizabeth Moro
David Scranton

Social Media Policy

Sarah Mims presented the finalized social media policy for the Commission's approval. On motion of David Scranton, seconded by Elizabeth Moro, the social media policy was unanimously approved and adopted by the Commission.

Committee Reports

a. Audit Committee

Rich Phifer and Elizabeth Moro presented the final 2025 Audit Report to the Commission for review and approval. On motion of Kathleen Goodier, seconded by David Scranton, approval of the 2025 Audit Report passed with all in favor.

b. HTUGRR Byway Committee

The newly adopted social media policy requires the Commission to include disclaimer language on both the HTUGRR website and the Brandywine Valley Scenic Byway website. National Travel Center will insert a link to the disclaimer in the footer section of each webpage for both websites.

Maree Forbes Gaughan recommended that the Strategic Planning Committee consider the Commission's priorities and implementation timelines behind its priorities before activating a publicity campaign for the completed Pines Planning Study. The Commission was receptive to that approach. Katelynn Morgenstern reported that Kennett Township is still in the process of reviewing the Planning Study and would invite the Commission to a public meeting soon when Kennett's Board of Supervisors take formal action on approval of the Planning Study.

c. Brandywine Valley NS Byway Committee

National Travel Center is close to completing the new website. The "Tours" section of the site has been populated, and the Commission members should proceed with a final review. Rich Phifer will receive all the individual Commission members' comments and input via email and will collocate them into one transmission to Ethan Brown and Maree Forbes Gaughan at NTC, prior to the April meeting. The Commission intends to finalize and fully publish the website at the April meeting.

The "Contact Us" page on both websites requires a professional domain email that the Commission can publish to receive inquiries and communications from the public. Rich Phifer will work with NTC staff to effectuate this as soon as possible.

New Business

There was no new business.

Announcements and Public Comment

There were no public comments.

Elizabeth Moro announced that Pennsbury Township is hosting an America250 Day on May 15th from 10:00 am to 4:00 pm at the Pennsbury Township municipal park.

Kathleen Goodier announced that the Walkable Chadds Ford project is taking shape and beginning to attract significant attention. The construction work is anticipated to be completed by summer.

John Haedrich announced that Delaware Greenways is hosting the annual Brandywine Valley National Scenic Byway Partnership Meeting on April 13th and reminded the Commission that the Partnership has designated the Commission as a voting member. David Scranton, John Haedrich, and Rich Phifer plan to attend the meeting on behalf of the Commission. John Haedrich has reached out to Mary Roth, Executive Director of Delaware Greenways, to request that the Commission's cooperative interests (for both byways) be included on the meeting agenda. Janet Flynn expressed an interest in PennDOT participation and John Haedrich will also advocate for the meeting to be accessible remotely via Zoom.

Adjournment

Rich Phifer made a motion and Kathleen Goodier seconded the motion to adjourn the meeting. The meeting was adjourned at 7:58 pm.

Next meeting – April 23, 2026