



Board of Supervisors Meeting Minutes  
Monday, November 9, 2015, 7:30 P.M.

Attendance: Supervisors present – Barney Leonard, Georgia F. Brutscher, Ricki Stumpo; Amanda Sundquist, Township Solicitor.

Public in attendance: 8

1. **Call to Order:** Leonard called the meeting to order at 7:30 p.m. and led the Pledge of Allegiance.
2. **Announcements:** no announcements.
3. **Public Comment:** Corporal Kelly Cruz from the Avondale State Police Barracks provided a brief report of the number of calls to the Township during the past year. Overall reporting shows a slight decrease in the number of burglaries with little change in other reporting categories. Corporal Cruz noted that it is incumbent upon residents to report anything out of the ordinary, particularly vehicles or people that they do not recognize in their neighborhoods. A patrol car is assigned to the Township as part of the patrolled zones in Southern Chester County. Leonard asked what residents might do to help officers continue to improve response time. Corporal Cruz noted that many of the Township roads are narrow and that a proactive step for residents would be to clearly display the property address. Brutscher noted that false alarm responses are a continued problem. Corporal Cruz explained the protocols for citing a property owner for a false alarm call. Terry Gumpfer commented that the state police reporting categories may be considered in the future by Harrisburg in determining assessment fees for municipalities.
4. **2016 Budget:** Leonard reported the Township held two public budget work sessions on October 19<sup>th</sup> and October 28<sup>th</sup> at 7:00 p.m. and has developed a proposed 2016 budget. The proposed budget must be advertised as available for public inspection at least 20 days prior to adoption. The Board intends to adopt the final 2016 budget during the December 14, 2015 regular public meeting. **MOTION:** Leonard moved, Stumpo seconded, that the proposed 2016 budget be advertised as available for public inspection beginning Thursday, November 19, 2015, being available in the Township Office and posted on the Township website; motion carried.
5. **Winterwood Dedication Status:** John Hess, Secretary for the Winterwood Homeowners Association (HOA), reported that the HOA landscape architect is working on a preliminary plan for basin vegetation. The HOA continues to work with the developer to resolve property tax, maintenance, and ownership concerns regarding the open space. Sundquist reported that dedication documents have not been received by the Township Solicitor. Board reviewed reports submitted by Burcham & Associates and Vandemark & Lynch, Inc. **MOTION:** Brutscher moved, Stumpo seconded, to reject acceptance of the public improvements for the Winterwood Subdivision based on the reports and recommendations of Township Consultants; motion carried.
6. **Barnard House:**
  - a. Wawaset Road Park Project Change Order – in the fall of 2014 several out-of-scope items were identified as not being up to code. Contractor CMSE resolved the

deficiencies via change orders #1-3 totaling \$978.58 approved verbally by the Project Manager and ratified at a public meeting. Change order #4 was not included but was completed as a required component for electrical inspections. MOTION: Leonard moved, Stumpo seconded, to approved change order #4 in the amount of \$804.46 submitted by CMSE, the electrical contractor on the Wawaset Road Park Project, for work done to bring the basement electrical panel and lighting to code; Leonard voted yes, Stumpo voted yes; Brutscher voted no citing significant debris left on site by CMSE that was cleared by volunteers and that the basement electrical work is part of the Phase 2 bid package; motion carried.

b. Internet Service Provider: no action taken; tabled to the November 23<sup>rd</sup> meeting.

7. **Zoning Officer Report:** no report submitted.

8. **Public Works Report:** no report submitted.

9. **Brandywine Trail Easement:** Leonard reviewed the history of the Brandywine Trail and outlined the steps to obtain a trail easement for a footpath along the Brandywine Creek. The Brandywine Trail is a regional trail and the Brandywine Conservancy has received funding from the William Penn Foundation for trail improvements. The easement process is straightforward as outlined in the proposal from the Brandywine Conservancy dated November 6, 2015. Leonard continues to meet with Sheila Fleming from the Conservancy as well as the property owners of Sklar and Lenape Forge. During discussion, Terry Gumpfer asked if the Township will be required to purchase land from Lenape Forge and if so, how will the price be calculated. Sundquist responded that the Township may negotiate with Lenape Forge as there may be property tax implications for Lenape Forge in that the land is flood plain and may be of minimal assessed value. Leonard responded that the Conservancy costs are billed at time and materials with a combined cost not to exceed \$2,000 per easement. MOTION: Brutscher moved, Stumpo seconded, to accept the Brandywine Trail Easement Proposal for Lenape Forge and Sklar Properties submitted by Brandywine Conservancy dated November 6, 2015; motion carried.

10. **Old Business:**

a. West Chester Library Allocation – Board noted previous discussions regarding the \$16,000.00 allocation for library support. In July, the West Chester Library received a contribution of \$8,000.00. Board does not intend to contribute to the Kennett Public Library in 2015. During discussion, Sue Woodward noted that the West Chester Library does an excellent job providing programming for the area it serves. MOTION: Leonard moved, Stumpo seconded, to approving contributing an additional \$8,000.00 from the 2015 Budget to the West Chester Public Library. This additional allocation applies only to 2015; motion carried.

b. Escrow Reduction Request for Sanitary Sewer Improvements at The Preserve - MOTION: Stumpo moved, Brutscher seconded, to approve The Preserve Sanitary Sewer Bond Reduction #5 dated November 3, 2015 as reviewed and recommended by Castle Valley Consultants, Inc., with a net release of \$302,410.76; motion carried.

c. Proposal for Zoning Official - Secretary contacted two consultants requesting proposals for zoning/code enforcement for a 3-month time period as requested by the Board. One proposal was received from Castle Valley Consultants, Inc. MOTION: Leonard moved, Brutscher seconded, to approve the proposal submitted by Castle Valley Consultants, Inc., dated November 4, 2015, to provide zoning/code enforcement services beginning November 27, 2015 to February 1, 2016, under the terms described therein; motion carried.

d. Barnard House Phase 2 Bid Packet – Brutscher asked Chairman Leonard to open discussion regarding scheduling a work session to review the Phase 2 Bid Packet. She noted that comments have been exchanged between the Architect Dennis Melton and the Township Solicitor. Brutscher would like both consultants to join the

Board in a work session rather than email questions, answers, and comments. Stumpo noted that she has not yet had the opportunity to review all the documents. The Board authorized the Secretary to submit a legal advertisement for a work session to be held on Monday, November 16<sup>th</sup> at 7:00 p.m. for the sole purpose of finalizing the Phase 2 Bid Packet. Leonard noted that the path forward may be to then list approving the document during the next regular public meeting, Monday, November 23<sup>rd</sup>.

**11. New Business:**

- a. Resolution 2015-23 Appointment of CPA to audit Township's 2015 Accounts – tabled for 30 days with action to be taken on December 14<sup>th</sup>.
  - b. SPCA Contract – MOTION: Leonard moved, Stumpo seconded, to accept the Full Service Contract submitted by the Chester County SPCA to provide animal control and protective services for a 3-year term with payment due annually; motion carried.
  - c. Lanier MP Color Digital Imaging System Lease Renewal – MOTION: Leonard moved, Stumpo seconded, to accept the lease proposal submitted by Rothwell Document Solutions dated October 26, 2015, for a multi-function Lanier networked copier, noting pricing reflective of U.S. Communities Cooperative Government Purchasing Program; motion carried.
12. **Correspondence:** Board signed a letter of commendation for service to the Township by Richard Jensen.
13. **Treasurer's Warrants:** Brutscher moved, Stumpo seconded, to approve the Bill Payment Lists for October 27 – November 9, 2015 recommended for payment by the Treasurer; General Fund: 16 bills paid totaling \$17,559.33; 4 debit card charges totaling \$387.72; Escrow: 2 bills paid totaling \$2,421.85; Facilities: 7 bills paid totaling \$38,657.34; Highway Aid: 5 bills paid totaling \$3,635.32; motion carried.
14. **Approval of Meeting Minutes:** Stumpo moved, Leonard seconded, to approve the Meeting Minutes dated October 26, 2015; motion carried. Leonard moved, Brutscher seconded to approve the Budget Workshop Minutes dated October 28, 2015; motion carried.
15. **Adjournment:** At 8:20 p.m., Brutscher moved, Stumpo seconded, to adjourn the meeting; motion carried.

  
Susan Simone, Administrative Secretary

  
Barney Leonard, Chairman