



Board of Supervisors Meeting Minutes
Monday, December 14, 2015, 7:00 P.M.

Supervisors in attendance: Barney Leonard, Georgia Brutscher, Ricki Stumpo. Mark Knightly, Director, Public Works; Consultants: Amanda Sundquist, Township Solicitor; Brittany Hackman, P.E., Township Engineer.

Public in attendance: 16

1. **Call to Order:** Leonard called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.
2. **Announcements:** Leonard recognized this as the final meeting of the year and announced that the Reorganizational Meeting will be held on Monday, January 4, 2016 at 7:30 p.m. Stumpo thanked the Board and the community for the many expressions of sympathy in the passing of Joe Stumpo. Also, on behalf of the staff and the Township, Stumpo acknowledged Supervisors Leonard and Brutscher who chose not to seek re-election. She thanked them for their public service.
3. **Public Comment:** Tim Connolly appeared before the Board commenting that he is the certified winner as write-in candidate for auditor. He is looking forward to working with Township officials.
4. **Pocopson Township's Revised Christina Basin MS4 TMDL Strategy:** at 7:03 p.m., upon motion made and carried, Leonard closed the regular meeting and opened a hearing in the matter of the Christina Basin MS4 TMDL Strategy. Hackman led the discussion and answered questions. The court reporter in attendance will provide a transcript of the hearing. Hackman reviewed the draft publication that has been available to the public since November 25, 2015. There is a 30-day comment period until December 27, 2015. Upon motion made and carried, at 7:30 p.m., Leonard closed the TMDL Strategy Hearing and re-opened the public meeting.
5. **Public Hearing for Adoption of Ordinances Amending Code Chapter 53: MOTION:** Stumpo moved, Brutscher seconded, to close the public meeting at 7:30 p.m. and open the Ordinance Hearing; motion carried. Leonard reviewed the exhibits for the hearing noting that the proposed ordinances have been available for public review and legal advertising is complete. The Board thanked the Planning Commission for their efforts in drafting the ordinances.
 - a. Ordinance No. 5 of 2015 readopts the PA Construction Code. No public comment.
 - b. Ordinance No. 6 of 2015 adds new articles "Mechanical Code" in accordance with International Code Council, Inc., and the PA Department of Labor and Industry for issuance of permits and collection of permit fees. No public comment.
 - c. Ordinance No. 7 of 2015 adds new articles "Plumbing Code" in accordance with International Code Council, Inc., and the PA Department of Labor and Industry for issuance of permits and collection of permit fees. No public comment.
 - d. Ordinance No. 8 of 2015 adds new articles "Existing Building Code" governing repair, alteration, change of occupancy, addition and relocation of existing buildings in the Township. It adopts the International Code Council, Inc., and the PA

Department of Labor and Industry for issuance of permits and collection of permit fees. No public comment.

- e. Ordinance No. 9 of 2015 adds new articles "Fuel Gas Code" governing fuel gas systems and gas fired appliances in accordance with International Code Council, Inc., and the PA Department of Labor and Industry for issuance of permits and collection of permit fees. No public comment.
- f. Ordinance No. 10 of 2015 adds new articles "Fire Code" in accordance with International Code Council, Inc., and the PA Department of Labor and Industry for issuance of permits and collection of permit fees. No public comment.
- g. Ordinance No. 11 of 2015 adds new articles "Residential Code for One and Two Family Dwellings" in accordance with International Code Council, Inc., and the PA Department of Labor and Industry for issuance of permits and collection of permit fees. No public comment.
- h. Ordinance No. 12 of 2015 adds new articles "Energy Conservation Code" in accordance with International Code Council, Inc., and the PA Department of Labor and Industry for issuance of permits and collection of permit fees. No public comment.

MOTION: Brutscher moved, Stumpo seconded, to close the Ordinance Hearing at 7:40 p.m. and reopen the public meeting; motion carried.

MOTION: Stumpo moved Brutscher seconded, to adopt Ordinance No. 5 of 2015 repealing Township Code Chapter 53, Construction Codes, Uniform; motion carried.

MOTION: Stumpo moved, Brutscher seconded, to adopt Ordinance No. 6 of 2015 amending Township Code Chapter 53, Construction Codes, Uniform/Mechanical Code; motion carried.

MOTION: Brutscher moved, Stumpo seconded, to adopt Ordinance No. 7 of 2015 amending Township Code Chapter 53, Construction Codes, Uniform/Plumbing Code; motion carried.

MOTION: Brutscher moved, Stumpo seconded, to adopt Ordinance No. 8 of 2015 amending Township Code Chapter 53, Construction Codes, Uniform/Existing Building Code; motion carried.

MOTION: Stumpo moved, Brutscher seconded, to adopt Ordinance No. 9 of 2015 amending Township Code Chapter 53, Construction Codes, Uniform/Fuel Gas Code; motion carried.

MOTION: Brutscher moved, Stumpo seconded, to adopt Ordinance No. 10 of 2015 amending Township Code Chapter 53, Construction Codes, Uniform/Fire Code; motion carried.

MOTION: Stumpo moved, Brutscher seconded, to adopt Ordinance No. 11 of 2015 amending Township Code Chapter 53, Construction Codes, Uniform/Residential Code for One and Two Family Dwellings; motion carried.

MOTION: Brutscher moved, Stumpo seconded, to adopt Ordinance No. 12 of 2015 amending Township Code Chapter 53, Construction Codes, Uniform/Energy Conservation Code; motion carried.

6. **Barnard House:**

- a. Barnard House Steering Committee (BHSC) - Committee Chairman Brutscher reported that the last meeting was held on December 2nd. She thanked the members of the BHSC for the countless hours they devoted to the project. Going forward, Brutscher does not see the need for a BHSC. MOTION: Brutscher moved, Leonard seconded, that the Barnard House Steering Committee be discharged from further responsibilities regarding the Barnard House; motion carried.
- b. Phase 2 Bid Packet - Leonard and Sundquist reviewed the final iteration of the Bid Packet noting that it is now complete. Public Comment: Sean Rafferty commented that preparation of the Bid Packet was premature. As a result, he expressed concern

for the significant amount of money spent by the Township for the preparation and review of the Bid Packet. Barbara Holmes commented that the steps taken by the Township for this project have been out of sequence from the start, particularly with the first step to secure the building having been omitted altogether. Holmes reviewed her credentials and expressed interest in serving as project manager if the project moves forward. Michele Sullivan, Kennett Underground Railroad Center (KURC) Board Member, asked when the KURC will be able to move into their space. Brutscher responded that the Project Manager has requested issuance of a Certificate of Occupancy. Township Secretary will provide information regarding documents required by KURC in accordance with the lease. MOTION: Brutscher moved, Leonard seconded, to approve the Barnard House Phase 2 Bid Packet as reviewed and recommended by the Township Solicitor; motion carried. Leonard noted that during the October 26, 2015 public meeting, the Board moved to submit the final Bid Packet to McCormick Taylor for the purpose of preparing a project manager proposal. Hackman confirmed that the proposal would be prepared at no charge to the Township. The Secretary is directed to submit the Bid Packet requesting a proposal estimating the cost for project management. This is not an authorization for project management services.

7. **Zoning Officer Report:** Board accepted the report submitted by Craig Kologie, Castle Valley Consultants, Inc., dated December 9, 2015.
8. **Public Works Report:** Board reviewed discussed the status of snow clearing agreement with the Brintons Wood Lane homeowner association. Board recognized that cancelling the Agreement in December could create an issue for the homeowner association in arranging for another provider. MOTION: Brutscher moved, Stumpo seconded, to provide notification of termination of the Agreement effective April 1, 2016; motion carried. Board approved signing Traffic Signal Maintenance Contract renewal with Signal Service Inc. Board approved the Secretary contacting PennDOT with regarding an evaluation of traffic calming measures on state Route 52 and the intersection of Parkersville Road.
9. **Old Business:** no old business submitted; no action required.
10. **New Business:**
 - a. Resolution 2015-23 Appointing Certified Public Accountants - MOTION: Brutscher moved, Stumpo seconded, to enact Resolution 2015-23 appointing Barbacane Thornton, CPA, to audit Fiscal Year 2015 accounts; motion carried.
 - b. Resolution 2015-25 Adopt Fiscal Budget - MOTION: Leonard moved, Stumpo seconded, to enact Resolution 2015-25 adopting Pocopson Township 2016 Budget; motion carried.
 - c. Resolution 2015-26 - MOTION: Leonard moved, Brutscher seconded, to enact Resolution 2015-26 continuing unchanged existing tax rates for 2016; motion carried.
 - d. Resolutions for Deputy Tax Collector and Contractor for Real Estate Tax Collection - Leonard reported that the current contract with the County of Chester will continue automatically. No action required for Deputy Tax Collector.
11. **Correspondence:** no action required regarding the Contract with Chester County for Tax Collection.
12. **Treasurer's Warrants:** Leonard moved, Stumpo seconded, to approve the Bill Payment Lists for November 24 - December 14, 2015 recommended for payment by the Treasurer; General Fund: 39 bills paid totaling \$36,898.91; 6 debit card charges totaling \$807.25; Escrow: 2 bills paid totaling \$3,771.03; Facilities: 2 bills paid totaling \$10,884.76; Highway Aid: 7 bills paid totaling \$4,009.08; Parks, Rec, & Trails: 2 bills paid for \$201.50; motion carried.

13. **Approval of Meeting Minutes:** Brutscher moved, Stumpo seconded, to approve the Minutes dated November 9, 2015; motion carried. Brutscher moved, Leonard seconded, to approve the Barnard House Bid Packet Work Session Minutes dated November 16, 2015; motion carried. Brutscher moved, Leonard seconded, to approve the Minutes dated November 23, 2015; motion carried.
14. **Outgoing Supervisors Comments:** Brutscher, having served the Township in some capacity for well over 30 years, expressed her appreciation to many civic servants who influenced and guided her during terms as supervisor. She singled-out Ted Browning, Bill Sellers, and Steve Conary as pioneers who left a legacy that contributes to the quality of life in Pocopson Township. Holly Manzone presented Brutscher with a cake and flowers. Leonard provided a year-end summary for the Board. He also expressed thanks to Brutscher who he believes is leaving the Township in a far better state than when she found it.
15. **Adjournment:** At 8:29 p.m., Leonard moved, Brutscher seconded, to adjourn the meeting; motion carried.



Susan Simone, Administrative Secretary



Ricki Stumpo, Chairman