



Board of Supervisors Meeting Minutes
Monday, February 8, 2016, 7:30 P.M.

Attendees: Supervisors – Ricki Stumpo, Elaine DiMonte, Alice J. Balsama; Colleen McKinney, Chairman, Founders Day Committee; Craig Kologie, AICP, Zoning/Code Official, Castle Valley Consultants, Inc.

Public in attendance: 16

1. **Call to Order:** Stumpo called the meeting to order at 7:30 p.m. and led the Pledge of Allegiance.
2. **Announcements:** DiMonte attended a FEMA community meeting/discussion on January 12th regarding flood insurance rates and maps. DiMonte and Balsama are attending PSATS-sponsored "boot camp" for newly elected officials on February 6th and 13th. DiMonte will meet with PennDOT representatives on February 17th regarding the Route 926 Bridge Project. Stumpo chaired the annual Agriculture Security Area Advisory (ASAA) Committee meeting on January 12th. Stumpo attended with the Emergency Services Task Force meeting on January 19th. As a follow-up, Stumpo and Township Treasurer Peggy Lennon will provide data requested by the Task Force Consultant. Stumpo also met with Sheila Fleming from the Brandywine Conservancy on January 20th regarding the proposed Brandywine Trail. It was announced that the Chester County SPCA is now known as the Brandywine Valley SPCA. Township personnel are working with County Emergency Management on a submission to PEMA for reimbursement of labor and equipment costs incurred during the January blizzard.
3. **Public Comment:** Laressa McNemar asked Stumpo to expound on the substance of the ASAA meeting and the meeting with Fleming. Stumpo stated that the Brandywine Trail is an agenda item for the February 22nd Board meeting during which time Fleming will be a presenter. The ASAA is an annual requirement and the Secretary will submit the minutes for publication on the Township website. Donna Murray, Library Director, Kennett Public Library, was pleased to comment that with new statistics capabilities, they are able to report that of the materials Pocopson residents checked out of the County Library System in 2015, check-out of 47% of the materials occurred at the Kennett Public Library. Murray submitted a report dated February 8, 2016 providing fair share compilation and plans for 2016.
4. **Zoning/Code Enforcement Report:** Board reviewed the December/January Activity Report submitted by Kologie. Board noted that they appreciate the detail provided in the report and the zoning correspondence. Balsama asked and Kologie agreed to include in the report a note as to whether a concern is open or closed.
5. **Public Works Report:** Board reviewed Public Works Report submitted by Mark Knightly, Public Works Director, dated February 8, 2016. Board noted that the department did a terrific job clearing the roads during the blizzard. Residents expressed appreciation for the snow and ice removal.
6. **Founders Day 2016:** McKinney reported that the event is scheduled for September 25th and the focus will be on a 10-year anniversary theme. The problem persists in finding volunteers to serve on the Committee and to provide volunteer support for the event.

McKinney contacted local scout groups and schools requesting assistance and noting an opportunity for students to earn service hour credits. Public Works will assist this year with the set-up and take-down in the Park. Board suggested sending an email to the homeowner associations in the Township. Secretary will prepare the invitation letters and sponsorship letters so that they can go out in early March.

7. **Planning Commission (PC) Meeting Report:** Board reviewed the PC Report from the meeting held on January 20, 2016. Laressa McNemar commented that it was her understanding that the PC was not able to meet a quorum for its meetings due to vacancies on the Commission. Secretary replied that there are 2 vacancies on the Commission that have been posted on the web site with one resident having made a cursory inquiry after reading about it in the newsletter. The October 2015 meeting was the only meeting at which a quorum was not met. Board agreed to contact the homeowner associations with regard to interest in filling the vacancies.
8. **Barnard House:**
 - a. Keystone Grant - on January 28th, DiMonte met with Karen Marshall, County Heritage Preservationist Coordinator and Peggy Lennon, Treasurer, to discuss the Keystone Grant. She reported that Marshall suggested that a Preservation Carpenter (at no charge to the Township) visit the Barnard House to do an analysis of the doors and windows and provide comment on how to proceed with the grant. The Board agreed to this request and DiMonte will schedule the meeting.
 - b. Phase 1 Project Update - John O'Neal from the Kennett Underground Railroad Center (KURC) requested an update as to the issuance of the Certificate of Occupancy (CO). Stumpo indicated that the Township is doing everything it can to resolve the issuance of the CO, including seeking assistance from the Township Solicitor as to the path forward to close the loop on outstanding components of the project. Laressa McNemar had requested to be heard during public comment on this agenda item but declined noting that her questions have been answered.
9. **Old Business:**
 - a. Proposal for network server upgrade - Board acknowledged that the expense is included in the 2016 budget and that expenditures in the past four years have been to patch and repair current network components. Board noted the importance of upgrading technology in that it is critical to Township administration. MOTION: DiMonte moved, Balsama seconded, to approve the following proposals from Sage Business Systems, Inc., dated 1/24/2016: #Q0006619 in the amount of \$2,700 to setup and configure new server; #Q0006620 in the amount of \$2,160 which represents an implementation estimate to upgrade SmartSearch document storage and retrieval software; and #Q0006618 in the amount of \$9,758 for server hardware and software components; motion unanimously approved.
 - b. Castle Valley Consultants Zoning/Code Enforcement - MOTION: Balsama moved, DiMonte seconded, to approve the retroactive appointment of Craig Kologie, Castle Valley Consultants, Inc., to provide zoning/code enforcement services through December 31, 2016 or until a replacement is named; motion unanimously approved.
 - c. Ebling-Bowie Shared Driveway Agreement - Stumpo explained that the Agreement was approved by the Board on August 18, 2014, but that the condition for submission of the building permit exceeded 180 days. MOTION: Balsama moved, DiMonte seconded, to approve re-executing the Ebling-Bowie Shared Driveway Agreement; motion unanimously approved.
 - d. Lian Drive Stormwater Management Agreement - DiMonte moved, Balsama seconded, to approving signing the Stormwater Management Best Management Practices Operation and Maintenance Agreement for Parcel 63-4-1.6, Lot 6, #7 Lian

Drive, as recommended by the Township Engineer; motion carried. Stumpo abstained from the vote noting that she owns a neighboring property.

- e. Kennett Library Appointment - Karen Ammon, Library Trustee appointed by Newlin Township, indicated that the Library Board changed their composition in 2015 to give all municipalities a board appointment regardless of funding. Barbara Holmes affirmed her interest in serving on the Board as Pocopson Township representative. Board acknowledged Holmes's interest and discussed whether the appointment should be advertised or posted on the web site. Ammon noted that there is an opportunity for a second at-large member appointment as well. DiMonte asked if the Township should advertise the position and post it on the web site in order to be fair to the community. Murray stated that the listing could be posted on the Library web site as well as emailed to library patrons included on the Library email list. The list is about 3,000 Pocopson email addresses. During public comment on this agenda item the Board agreed to a 30-day period for posting or advertising for a Kennett Library appointment.

10. New Business:

- a. Financial records reviewer - MOTION: Balsama moved, DiMonte seconded, to approve the appointment of Hal Hoffman as a financial records reviewer on a volunteer basis; motion unanimously approved.
- b. Proposals for devices for supervisors - Board discussed a PSATS recommendation that the Township issue cell phones or other electronic devices for the purpose of conducting township business. Further, township-issued devices will provide a means to keep township business separate from personal business. Balsama noted that her employer's protocols are similar and she is supportive of the notion because it assures the integrity of work product. Public comment ensued as follows:
Lauressa McNemar noted this is potentially a significant expense for the Township and she sought assurance that a township-issued device will then allow for 24/7 accessibility to the Board members. Randy Mims commented that issuing devices is a best practice for a number of reasons to protect the supervisors individually as well as township transmissions. David DeAugustine commented that an auditing procedure should be implemented if work devices are issued to assure no comingling of personal and business transmissions. Scott Kirkland asked the Board to look into liability concerns with the municipal insurance carrier as the carrier may require issuance of devices. Justin Colella noted the burden of keeping the devices separate for usage but it is worth the effort to keep business and personal information separated. Following discussion, the Board authorized the Secretary and Treasurer to pursue obtaining proposals for township-issued devices.
- c. Committee chairman meeting - Board approved authorizing the Secretary to circulate potential meeting dates for early March.
- d. FEMA Flood Maps - MOTION: DiMonte moved, Balsama seconded, to authorize McCormick Taylor, Township Engineers, to review the FEMA materials subject of the January 12, 2016 community outreach meeting and to provide recommendations to the Board; motion unanimously approved.
- e. Town meeting/communication project - DiMonte suggested and the Board agreed to identify components for a town meeting this year. An effective town meeting should provide an agenda of high-level topics and projects as well as a feedback opportunities to identify areas of interest. Initial notice could be posted on the web site. Stumpo noted that residents use Facebook and that perhaps the challenge is to incorporate use of social media. Board agreed that implementation of an overall communication plan may facilitate citizen volunteer participation.

- 11. Correspondence:** Board signed thank you letters for recent donations to the Township and the Locust Grove Schoolhouse. MOTION: DiMonte moved, Balsama seconded, to

appoint Lorallynne Yost to serve on the Township Historical Committee; motion unanimously approved.

12. **Treasurer's Warrants:** Balsama moved, DiMonte seconded, to approve the Bill Payment Lists for January 5 - February 8, 2016 recommended for payment by the Treasurer; General Fund: 45 bills paid totaling \$27,491.15; 8 debit card charges totaling \$1,071.99; Facilities: 2 bills paid totaling \$6,010.25; Highway Aid: 9 bills paid totaling \$7,447.58; Parks, Recreation, & Trails: 1 bill paid for \$571.25; motion unanimously approved.
13. **Approval of Meeting Minutes:** DiMonte moved, Balsama seconded, to approve the Organizational Meeting Minutes dated January 4, 2016; motion unanimously approved.
14. **Adjournment:** At 8:35 p.m., Balsama moved, DiMonte seconded, to adjourn the meeting; motion unanimously approved.

Susan Simone, Administrative Secretary

Ricki Stumpo, Chairman