



Board of Supervisors Meeting Minutes
Monday, March 28, 2016, 7:30 P.M.

Attendees: Supervisors – Ricki Stumpo, Elaine DiMonte, Alice Balsama; Planning Commission (PC) – Gary Summers, Chairman; Historical Committee – Kris Firey-Poling, Chairman; Public Works Department – Mark Knightly, Director/Roadmaster.

Public in attendance: 7

1. **Call to Order:** Stumpo called the meeting held at 740 Denton Hollow Road, West Chester, to order at 7:30 p.m. and led the Pledge of Allegiance.
2. **Sunshine Announcements:** On March 21st, DiMonte met with Summers and Township Consultants regarding the Riverside Daycare Land Development Project.
3. **Announcements:** Stumpo met with Longwood Fire Chief AJ McCarthy on March 17th regarding the EMS Task Force. Stumpo announced that the Route 926 Bridge Project public meeting is Wednesday, March 30th at Pocopson Elementary School.
4. **Public Comment on non-agenda items:** no public comment
5. **Brandywine Trail:** Sheila Fleming, ASLA, Senior Planner for Conservation Design, Brandywine Conservancy, thanked the Board for the opportunity to meet and to discuss the Brandywine Trail. She noted that the Conservancy has enjoyed a cooperative relationship with the Township given that Pocopson has been so progressive with open space and trail planning. Fleming briefly described the recent projects, including the most recent Trail Feasibility Study and the Brandywine Creek Greenway. The Brandywine Trail ("Trail") is a regional planning initiative to relocate the Trail to align it with the Brandywine Creek. The Conservancy has received funding from the William Penn Foundation for improvements to the Trail. Fleming seeks support from the Board at this time in cultivating easements for the Trail from 3 landowners so that the Trail can be relocated adjacent to the Brandywine Creek eliminating it from Pocopson Road. Fleming indicated that active negotiations are on-going with Lenape Forged Products with no direct communication with the Sklar Corporation. Balsama asked what costs might be incurred for the easements. Fleming noted that preliminarily, funding is available through the Conservancy to cover the costs for appraisals and attorney fees on the part of the Township. After the easements are recorded, the maintenance for the portion of the Trail in Pocopson becomes the responsibility of the Township. The section of the Trail on land owned by the Township is in a flood zone and may require placement of a structure to cross. It is anticipated that parking will be accommodated at the Lenape Ball Fields in East Bradford and a parking area will be constructed in Birmingham on the east side of the Creek on a 4-acre parcel to be acquired by Birmingham. Public Comment on this Item: Scott Kirkland noted that at least two-thirds of a trail currently exists along Pocopson Road on land owned by the school district and the Riverside Homeowner Association. If it is not key to specifically align the Trail with the Creek, why not seek to extend the existing trails to follow Pocopson Road further south? Fleming agreed that this might be a viable option; although, alignment with the Brandywine Creek avoids having to cross the railroad tracks. Gary Summers noted that many of the trails throughout Pocopson Township are not marked and that mowing is

the extent of the maintenance. Fleming confirmed that the Secretary should continue to receive collateral material for the Brandywine Greenway for dissemination.

6. **Public Works Report:** Knightly reported that Township-wide chipping began March 28th and will run through the week. There is a pre-construction meeting for the West Creek Road Project on March 29th. He reported that a lock has been installed on the interior door at the Barnard House separating the office and public restroom from the rest of the 1st floor. Knightly is working with the current Township vendor to obtain proposals for a central station monitoring wireless security system at the Barnard House priced with and without video surveillance. The suggestion was made that the camera system be based on a network video recorder rather than open source software.
 - a. John Deere Blower - MOTION: Balsama moved, DiMonte seconded, to approve enactment of Resolution 2016-09 approving the purchase of a John Deere Agrimetall TB280 Blower at CoStars pricing from Robert E. Little, Inc., in the amount of \$6,475.00 using funds from the General Fund; motion unanimously approved.
 - b. Kubota Mower - MOTION: DiMonte moved, Balsama seconded, to approve enactment of Resolution 2016-10 approving the purchase of a Kubota F3990 4x4 Front Deck 37 HP Mower at CoStars pricing from Stoltzfus Farm Service in the amount of \$19,435.00 using funds from the Parks, Recreation & Trails Fund; motion unanimously approved.
 - c. Co-Op Highway Materials - MOTION: Balsama moved, DiMonte seconded, to approve enactment of Resolution 2016-11 accepting the low bids for highway materials submitted by the Municipal Cooperative of Southern Chester County; motion unanimously approved.
7. **Zoning/Code Enforcement Report:** Board accepted the report submitted by Craig Kologie, AICP, Zoning Official, dated March 24, 2016 summarizing zoning permit reviews and concern investigations. Board agreed that the reports are clear and concise.
8. **Planning Commission Report for the March 16, 2016 Meeting:** Board reviewed the report submitted by the PC. Summers clarified that following discussion with Township Consultants on March 21st, the Riverside HOA Memorandum in Opposition to the Riverside Daycare Land Development Project ("Memo") will not be listed on a PC Agenda. No substantive issues were raised in the Memo and therefore, the PC recommendation previously submitted to the Board stands.
9. **Barnard House:**
 - a. Phase 1 Project Update - Stumpo reported that Certificates of Occupancy have been issued for 2 outstanding building permits. Knightly noted that the Board must make a decision as to the window and door project, i.e., to replace only 1st floor, 1st and 2nd floor, repairs, etc. The Board discussed the workmanship concerns for the Phase 1 exterior, none of which affected the issuance of the Certificates of Occupancy. At this point in time, the workmanship concerns are not deemed to be safety issues, but may present repair concerns in the future. Public Comment on this Item: Sue Woodward suggested that the Board utilize the window and door section of the Phase 2 bid packet that was approved in 2015 to repair and replace all windows and doors. Scott Kirkland suggested, by example, that the Township contact the materials manufacturer for the porch area to request an opinion as to improper installation by the contractor. Knightly will review the grant application for the purpose of identifying someone to call for follow-up on workmanship concerns.
10. **Old Business:**
 - a. Kennett Library Appointment - Board agreed that Stumpo will conduct the initial interviews with the five residents who have expressed interest in having their names submitted to the Kennett Library Board to fill the appointment. Secretary is directed to obtain a job description and any other collateral material regarding the

Appointment such as term, time commitment, etc. Public Comment on this Item: Sue Woodward noted while serving as the West Chester Library Board representative, she worked with the library board and not with the librarian. Scott Kirkland, the current Township representative to the West Chester Library Board, confirmed that this remains the same.

- b. Communication Task Force – DiMonte provided a brief charter outlining the role of a Communications Task Force. Action items may include developing an agenda for a Town Meeting and use of digital media. Board agreed to post the notice on the Township web site with a call for volunteers by May 1st. Public Comment on this Item: Sue Woodward indicated that she has difficulty accessing the Township website on an iPad.

11. New Business:

- a. Historical Committee (HC) Fundraiser Requests – Firey-Poling reviewed the brainstorming ideas put forth by the HC. Stumpo and Karen Cresta noted that having served as chairmen of the Founders Day Committee at one time or another, few funds are raised from auctions or silent auctions. Founders Day is advertised as a low-cost day in the park for the residents. HC should discuss any potential activities during Founders Day with the Founders Day Committee. Board reviewed correspondence from the Township Solicitor with regard to what may be gambling events. The Applebees Flapjack Fundraiser will require a contract and an insurance rider. The Board approved the garage sale to be held in May on the Schoolhouse grounds and the sale of the engraved slates. Firey-Poling requested and the Board agreed to sign a letter of thanks to the Unionville-Chadds Ford School District for their assistance in producing the engraved slates.
 - b. Resolutions – MOTION: DiMonte moved, Balsama seconded, to approve enacting Resolution 2016-07 Corporate Authorization as required by Meridian Bank; motion unanimously approved. MOTION: Balsama moved, DiMonte seconded, to approve enactment of Resolution 2016-08 Designation of Agent authorizing Margaret S. Lennon, Treasurer, to execute for and in behalf of Pocopson Township in obtaining financial assistance for winter storm Jonas; motion unanimously approved.
 - c. Status of Parks, Recreation and Trails Committee (“PRT”) – Stumpo recounted the history of the PRT established in 1989. She noted that during 2015, the PRT failed to meet a quorum of members to hold the monthly meeting. Generating community interest and recruiting new members may be a task for the new communication team. Board agreed to suspend the PRT meetings until such time that a quorum of residents can gather on a regular basis to do the business of the committee.
- 12. Correspondence:** Board agreed that DiMonte will attend a meeting on April 18th as requested in a letter from the Unionville-Chadds Ford School District regarding a PennDOT right-of-way proposal.
- 13. Treasurer’s Warrants:** Balsama moved, DiMonte seconded, to approve the Bill Payment Lists for March 15 – March 28, 2016 recommended for payment by the Treasurer; General Fund: 15 bills paid totaling \$25,538.13; 1 debit card charge for \$149.49; Highway Aid: 3 bills paid totaling \$2,852.89; Township Facilities: 2 bills paid totaling \$2,789.51; motion unanimously approved.
- 14. Approval of Meeting Minutes:** DiMonte moved, Stumpo seconded, to approve the Minutes of the March 14, 2016 meeting as corrected; motion unanimously approved.
- 15. Adjournment:** At 8:56 p.m., DiMonte moved, Balsama seconded to adjourn; motion unanimously approved.

Susan Simone, Administrative Secretary

Ricki Stumpo, Chairman