



Pocopson Township

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Board of Supervisors Meeting Minutes

Monday, January 23, 2012, 7:30 P.M.

In attendance: Supervisors – Stephen R. Conary, Georgia F. Brutscher, Ricki Stumpo; Mark Knightly, Public Works Director; Richard Jensen, Zoning and Code Enforcement Officer; Sarah Mims, Chair, Historical Committee.

1. Call to Order: Conary called the regular meeting to order at 7:30 P.M. and led the Pledge of Allegiance.

2. Announcements: Kennett Area Regional Planning Commission will meet January 24th.

3. Public Comment: none.

4. Locust Grove Schoolhouse Furniture Bids: At 7:35 P.M. Conary announced the opening of sealed bids for Locust Grove Schoolhouse furniture in accordance with the bid notice advertised December 15, 2011 and January 9, 2012. A representative from London Grove Cabinetmaker, LLC was present during the opening of the bids. Four bids were received as follows:

BIDDER	BID
London Grove Cabinetmaker, LLC	\$23,700
Furniture by Design	\$15,488
Charles Ginty Associates	\$20,560
Tim Bayliff's Remodeling, Inc.	\$14,862

Mims requested that the Secretary scan and email the bid documents to members of the Historical Committee.

Motion: Conary moved, Brutscher seconded, to table awarding the bid pending a review of the bids by the Historical Committee; motion unanimously approved.

5. Public Works Report: Board reviewed and accepted the Public Works Report dated January 23, 2012 as submitted. Stumpo will schedule the next ride around the Township with Public Works. Board reviewed and signed the Actual Use Report of State Funds (Liquid Fuels) for the year ending December 31, 2011 as requested by the Treasurer

6. Zoning/Code Enforcement Update: Board discussed recent enforcement activities. Jensen continues to follow-up on current zoning concerns through correspondence, telephone calls, and meetings with landowners. The property located at **1600 Brooks Road** may soon require legal intervention. Board reviewed landscape plan for **1410 Lenape Road/Lenape Village Shops** received 1/12/2012 and directed the Secretary to submit the plan to the Botanist/Weed Scientist at the Pennsylvania Department of

Agriculture for comment. The landowner of **1380 Lenape Road** filed a Zoning Hearing Board Application for a hearing regarding the number of animals kept on the property.

7. Old Business: Deed of Dedication for Osborne Circle will be submitted by the Township Solicitor. Secretary is directed to prepare a list of Township volunteers to be recognized for their years of service. Brutscher reported that the Chester County Planning Commission is reviewing the applications for parcels proposed for the Agriculture Security Area. Board and Mims evaluated the Project Manual and Engineer Drawings dated January 23, 2012, for the Locust Grove School House Parking Lot. Installation of landscaping not included in the Project Manual will be handled as a change order.

Motion: Brutscher moved, Conary seconded, to approve the Project Manual and Engineer Drawings dated January 23, 2012 and to proceed with legal advertising with a bid opening date of February 27th in accordance with the provisions of the 2nd Class Township Code; motion unanimously approved.

8. New Business: Board discussed a revision for the Constable Contract and directed the Secretary to resubmit to Michael Balsama. Board discussed details of the Melton Architects Proposal for the Barnard House in the amount of approximately \$40,000 for the bid documents, administrative services and construction drawings. Board agreed that Parks, Recreation and Trails Committee should apply for grants for exterior recreational improvements for the Barnard House site.

Motion: Brutscher moved, Conary seconded, to approve the proposal dated December 20, 2011 for services in the “not-to-exceed fee” amounts as described in the proposal and referenced therein; motion unanimously approved.

9. Correspondence: The Pennsylvania State Association of Township Supervisors (PSATS) announced that Pocopson Township placed third for its entry in the PSATS communication contest. Township Treasurer Peggy Lennon was congratulated and given the credit as newsletter editor.

10. Treasurer’s Warrants: The following discussion occurred regarding the parcels approved for conservation easement purchase on December 19, 2011:

- a) Secretary is directed to contact the Chester County Office of the Department of Agriculture for information regarding preparation and/or update of an agriculture conservation plan for the parcels that require same; and
- b) Board discussed the Procurement Pre-Approval Request dated January 23, 2012 submitted by the Treasurer for engineering surveys of the parcels required before the Closings can occur.

Motion: Brutscher moved, Conary seconded, to accept the two (2) lowest responsive proposals as detailed in the January 23, 2012 Procurement Pre-Approval Request submitted by the Treasurer; motion unanimously approved.

Motion: Conary moved, Brutscher seconded, to approve the Bill Payment Lists for January 10 - 23, 2012 recommended for payment by the Treasurer: **General Fund:** 14 bills paid totaling \$18,304.28; 9 debit card charges totaling \$516.07; **Historical Committee:** 1 bill paid for \$375.00; **Highway Aid Fund:** 4 bills paid totaling \$11,650.68; **Open Space Tax:** 2

bills paid totaling \$2,355.05; **Parks Recreation & Trails:** 1 bill paid for \$389.37; **Road Improvements:** 1 bill paid for \$6,106.34; motion unanimously approved.

11. Approval of January 9, 2012 Meeting Minutes: Brutscher moved, Stumpo seconded, to approve the Meeting Minutes dated January 9, 2012 as reviewed; motion unanimously approved.

12. Adjournment: At 9:00 P.M., Brutscher moved, Stumpo, seconded, to adjourn the meeting; motion unanimously approved.

Susan Simone, Administrative Secretary

Stephen R. Conary, Chair