



## Pocopson Township

P.O. Box 1, Pocopson, PA 19366

Office: 610-793-2151

Fax: 610-793-1944

[www.pocopson.org](http://www.pocopson.org)

### **Board of Supervisors Meeting Minutes Monday, September 26, 2011 7:30 P.M.**

In attendance: Supervisors – Stephen R. Conary, Laressa J. McNemar, P.E.; Absent – Georgia F. Brutscher.

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

**2. Announcements:** The County is included in FEMA and PEMA disaster declarations for individual assistance for storm damage caused by Tropical Storm Lee and Hurricane Irene. Check the Township or County web sites for details. On September 22<sup>nd</sup> Supervisors contacted Dennis Melton, Architect, regarding revisions to Barnard House Plans. Supervisors expressed appreciation to all the Founders Day Volunteers and Public Works Personnel noting that the success of the community event on the 18<sup>th</sup> was a result of their efforts.

**3. Public Comment:** none.

#### **4. Riverside – Dedication of Public Improvements:**

**a) Attendees** – Mike Klein for Toll Brothers; James W. Hatfield, P.E., Township Engineer; Mary Hastings and Scott Kirkland for Riverside Homeowners Association (HOA).

**b) Open Discussion** – Hatfield reviewed repairs to the community/school trail connection, the substance of post-dedication construction security estimate dated September 22, 2011, and the Updated Status Report dated September 12, 2011. Township received from Toll escrow in the amount of \$18,827.00 as security for outstanding construction items. Conary reviewed the substance of the Township Landscape Architect's final report dated September 26, 2011. Klein stated that Toll agrees to extend the final landscape inspection beyond the 18-month Maintenance Bond to June 2013. A letter of agreement was presented regarding revisions to Landscape/Lighting Final Plan Sheets 37 through 44 signed by the HOA and Toll. A letter of release was presented confirming soil and vegetative stabilization of common open space areas. Hastings will draft minor revisions to Exhibit G of the recorded Declaration regarding open space maintenance to reflect the proposal the HOA received from Brickhouse Environmental. The revisions will be submitted to the Township for approval. Release of original performance bond tabled to allow time for resetting of landscape material in accordance with the September 26<sup>th</sup> Landscape Architect's report.

#### **c) Motions –**

Conary moved, McNemar seconded, to approve Resolution 2011-24 authorizing the acceptance of dedication of certain roads serving the subdivision of Riverside at Chadds Ford as described in the Deed of Dedication; motion approved.

Conary moved, McNemar seconded, to acknowledge the provisions of the letter dated September 15, 2011, regarding soil and vegetative stabilization; motion approved.

Conary moved, McNemar seconded, to approve the Maintenance Agreement between Toll PA XI, LP and the Township for the improvements for the subdivision of Riverside at Chadds Ford; motion approved.

**5. Public Works Report:** Board accepted the Public Works Report dated September 26, 2011.

**Motion:** Conary moved, McNemar seconded, to approve Resolution 2011-25 accepting the recommendation of the Municipal Cooperative of Southern Chester County to accept the bid of Oceanport LLC as the lowest responsive bid for road salt; motion approved.

**6. Barnard House:** Board reviewed Change Order #8 estimate for masonry infill and discussed the need for floor plan revisions in light of recent structural repairs.

**Motion:** Conary moved, McNemar seconded, to approve Change Order #8 dated September 21, 2011; motion approved.

**Motion:** McNemar moved, Conary seconded, to approve the Request for Service submitted by Melton Architects dated September 26, 2011 for Barnard House Phase 1 with an estimated fee of \$2,000.00; motion approved.

**7. Old Business:** Board reviewed **Zoning Code Enforcement Proposals** submitted in accordance with the Request for Proposals and selected initial candidates for interviews. Board discussed **Escrow Release #3/The Preserve** in the amount of \$472,817.40 tabled from the September 12, 2011 meeting. A report was made by the Township Engineer that the repairs have been completed to the north section of Larkin Baily Road.

**Motion:** Conary moved, McNemar seconded, to approve Escrow Release #3 dated August 11, 2011 as reviewed and recommended for approval by Vandemark & Lynch, Inc., in the reduced amount of \$393,022.40 as specified in review letter dated September 9, 2011; motion approved.

#### **8. New Business:**

**a) Ordinance No. 4 of 2011** – Conary reviewed the legal exhibits noting completion of required legal advertising in the Friday, September 23<sup>rd</sup> edition of the Daily Local News, authorizing the incurrence of non-electoral debt through Guaranteed Revenue Notes, 2011 Series, in the principal amount of \$2.1 million to fund the preservation of open space.

**Motion:** Conary moved, McNemar seconded, to enact Ordinance 4 of 2011 authorizing non-electoral debt and the award of a qualified interest rate management agreement as summarized in the legal advertisement; motion approved.

**b) Resolution 2011-22** – authorizing conversion of notes to a fixed rate.

**Motion:** McNemar moved, Conary seconded, to approve Resolution 2011-22 authorizing the conversion and notice of conversion for the general obligation note, 1994 Series and the Guaranteed Revenue Notes, 2007 A & B Series issued by Pocopson Township; motion approved.

**c) Proposed Alternative Energy Ordinance** – Board acknowledged the Planning Commission's (PC) desire to obtain feedback on the proposed ordinance during the October 19<sup>th</sup> PC meeting.

**d) Pia Estate Parcel 63-4-103** – respectfully noted no interest regarding offer by the Estate to donate the parcel to the Township.

**e) Resolution 2011-23 Updated Procurement Policy** – Board discussed updates to provisions of the current policy.

**Motion:** Conary moved, McNemar seconded, to adopt Resolution No. 2011-23 updating the Pocopson Township Procurement Policy; motion approved.

**9. Correspondence:** Board acknowledged receipt of a report from the Chief Administrative Officer regarding the 2012 Minimum Municipal Obligation for the Pension Plan. Board reviewed quotes and approved the request for insulation for the Administration Building.

**10. Treasurer's Warrants:** Conary moved, McNemar seconded, to approve the Bill Payment Lists for September 13 - 26, 2011 recommended for payment by the Treasurer. **General Fund:** 27 bills paid totaling \$42,235.43. **Highway Aid:** 3 bills paid totaling \$51,489.31. **Open Space Loan:** 1 bill paid for \$572.50. **Parks, Recreation & Trails Committee:** 1 bill paid for \$146.60. **Route 52 / Road Improvements:** 1 bill paid for \$13,365.41. **Township Facilities:** 1 bill paid for \$11,528.00.

**11. Approval of September 12, 2011 Meeting Minutes:** Conary moved, McNemar seconded to approve the Minutes of September 12, 2011 as reviewed; motion approved.

**12. Adjournment:** At 8:35 P.M., Conary moved, McNemar seconded, to adjourn the meeting; motion approved.

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Susan Simone, Administrative Secretary

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Stephen R. Conary, Chair