



Board of Supervisors Meeting Minutes
Monday, October 31, 2016, 7:30 P.M.

Attendees: Supervisors - Ricki Stumpo, Elaine DiMonte, Alice J. Balsama; Mark Knightly, Public Works Director.

Public in attendance: 6

1. **Call to Order:** Stumpo called the meeting to order at 7:30 P.M. and led the Pledge of Allegiance.
2. **Announcements:** no announcements by the Board.
3. **Sunshine Announcements:** no Sunshine Announcements by the Board.
4. **Public Comment Non-Agenda Items:** Brad Peiper, Township Representative to the Kennett Library Board of Trustees, commented that the Kennett Library seeks input from the community by completing the Library Visioning Survey available on the Library website. The survey solicits input as to the needs and the wants of the residents in the design plans for the new library facility. Peiper stated that a presentation was held at the Kennett Fire Hall but was modestly attended by current Library users providing input. It is hoped that the survey will reach across demographics for additional input. He noted that the survey is available in paper form at the Library. Stumpo suggested that Peiper consider distributing the survey at the polling place on November 8th. Peiper noted that the Library provides a weekly email available to subscribers. Stumpo responded that she is a subscriber but that receipt of the email is not always timely. Peiper indicated he and Chris Larsen, the second Township representative, will continue to update the Supervisors on Library activities. Balsama expressed appreciation for the service of both Peiper and Larsen in serving as Township representatives.
5. **2017 Budget:** Stumpo noted that the Board held public budget work sessions on August 16th, October 6th, and October 26th. She reported that the Board agreed during the October 26th session to pay down a portion of the principal on the variable rate open space loan and that the amount would be \$715,000.00. Balsama provided background to the discussion noting that a paydown of the principal is consistent with the sunset provision of the Open Space Tax. She continued that current tax receipts, including the EIT, are sufficient to sustain the debt service. **Public Comment:** Randy Mims pointed out that the Open Space Tax was designed to provide for the loan payment. However, he notes it is not sufficient to provide for early pay off of the loan. Balsama reviewed the principal and the interest rates for the 2007 Open Space Loan indicating that with regular reporting by the Treasurer, the Board is able to review variable and fixed rates for the purpose of determining conversion of the 2007 loan once the current balance is paid down. Stumpo called for two motions as follows: **MOTION:** DiMonte moved, Balsama seconded, to advertise in the *Daily Local News* on Monday, November 7th that the proposed 2017 budget is available for public inspection and that it be posted on the Township website and a hard copy made available at the Township Office; motion unanimously approved. **MOTION:** Balsama moved, Stumpo seconded, to make a lump sum principal payment in November, 2016 of \$715,000.00 on the General Obligation Note, 2007 A Series; motion unanimously approved.

6. **Public Works Report:** Knightly reported that chipping was completed in 3 days in October. Leaf pickup will begin in November and continue every Monday in November. A few more blacktop patching projects will be finished before the winter season. The description of Resolution 2016-25 as listed on the agenda is incorrect as the Secretary made a mistake in the sequence of the Public Works requests. MOTION: DiMonte moved, Stumpo seconded, to enact Resolution 2016-25 ratifying and confirming the purchase of a 2017 Peterbilt 348 Truck; motion unanimously approved.
7. **Barnard House:** DiMonte reported that drafting the RFP and selecting vendor is still in progress for the feasibility study previously authorized by the Board. She reported no follow-up responses from Kennett Underground Railroad Center (KURC) following the October 14th meeting. Stumpo indicated that the Township received a request from KURC to confirm the address of record for the Barnard House. Balsama reported that she would scale back the number of recipients for the feasibility study. She also reported that she is working on drafting a commercial contract document to govern the lease arrangement with KURC. She indicated that KURC may be waiting to hear from the Township with regard to leasing terms. The document will be circulated to all parties when it is in a form to do so. Question was raised if the Treasurer identified the cost for the KURC space. DiMonte recalled agreeing on October 14th that the KURC payment to the Township is \$30,000.00 representing the commitment to the PA Greenways, Trails and Recreation Grant awarded to the Township and \$30,000.00 as reimbursement for specific KURC renovations. DiMonte asked and Knightly confirmed that Henry "Box" Brown's Box was removed from the potting shed. Stumpo will contact the Township Code Official regarding KURC's use of the first floor room for 15 minute lectures/tours. It is not known if a certificate of occupancy is required for such use but the Board agreed to review the request for any potential liability issues. Likewise, it is premature to act on the offer of KURC to install access doors until the question of a certificate of occupancy is answered. Public Comment: Sarah Mims, an attorney, offered to assist Balsama with the commercial contract document.
8. **Old Business:**
 - a. The Preserve at Chadds Ford Offer of Dedication - Stumpo stated that an offer of dedication was discussed during the October 17th meeting and Township consultants were authorized to complete the inspections. Documents required to proceed with dedication have been received and reviewed by Township consultants. She noted receipt of confirmation from Comitta Associates that all landscape issues have been resolved. MOTION: DiMonte moved, Balsama seconded to enact Resolution 2016-26 authorizing the acceptance of dedication of certain roads and improvements serving the subdivision The Preserve at Chadds Ford; motion unanimously approved. Public Comment: question was raised as to the provisions of the 18-month maintenance bond and subsequent inspections. Board explained the bond requirement and subsequent inspections by Township engineer and other consultants prior to release of the bond at the end of the 18-month maintenance period. Alyson M. Zarro, Esquire, Attorney for Toll Brothers, indicated that Toll Brothers will not wait until the end of the maintenance period to take action on outstanding maintenance items.
 - b. Winterwood Homeowners Association - no action required at this time.
9. **New Business:**
 - a. Cell Phone Policy - Board reviewed the Policy as written and discussed the provisions regarding the cost for devices, data plans, and to whom the phones will be issued. Stumpo noted that the phones are essential for the Public Works Department and particularly important to meet compliance with the PA Right-to-Know Law. Knightly indicated that his Township-issued phone will have to allow him to access work emails. Public Works employees will evaluate individual

requirements as to reimbursement or phones. Secretary indicated that the cell phone for administrative staff will be used to send text messages during work hours and to conduct business in the event of an outage. Knightly indicated that the costs are contained as the Township has a contract with Verizon. MOTION: DiMonte moved, Balsama seconded, to approve the cell phone policy as written and discussed by the Board of Supervisors; motion unanimously carried.

10. **Correspondence:** Board reviewed request from Brandywine Conservancy to support the Conservancy's nomination of the Brandywine Creek as the 2017 River of the Year. A letter to the Pennsylvania Organization for Watersheds and Rivers was signed.
11. **Treasurer's Warrants:** Randy Mims, on behalf of the Historical Committee, reviewed the procurement pre-approval request prepared by the Treasurer to purchase antique flooring for the Locust Grove Schoolhouse in order to complete Phase 1 of the rehabilitation/reconstruction. He indicated that 3 vendors were considered and the proposal submitted by Waltz Millworks in the amount of \$7,525.00 was accepted by the Historical Committee. Board recognized that this purchase is included in the 2016 budget. Mims indicated that donated labor will be used to pick up and install the flooring and incidental costs will be about \$169.00 for nails and glue. The Committee will seek approval in April 2017 to hire a vendor to complete the professional finishing. The estimate for finishing work is \$2,500.00. Mims requested that Public Works Department purchase and install the dehumidifier as soon as possible as the wood flooring reacts to the interior environment. MOTION: DiMonte moved, Balsama seconded, to approve the purchase of flooring from Waltz Millworks at an estimated total cost of \$7,525.00; motion unanimously approved. MOTION: Balsama moved, DiMonte seconded, to approve the Bill Payment Lists for October 18 -31, 2016 recommended for payment by the Treasurer; General Fund: 16 bills paid totaling \$10,251.99; 3 debit card charges totaling \$289.93; Escrow: 1 bill paid for \$220.00; Facilities: 3 bills paid totaling \$18,675.50; Historical: 1 bill paid for \$2,000.00; Highway Aid: 2 bills paid totaling \$2,072.20; motion unanimously approved.
12. **Approval of Meeting Minutes:** MOTION: DiMonte moved, Stumpo seconded, to approve the October 17, 2016 Meeting Minutes as amended; motion carried.
13. **Adjournment:** At 8:10 P.M. Stumpo moved, DiMonte seconded, to adjourn the meeting; motion unanimously approved.



Susan Simone, Administrative Secretary



Elaine DiMonte
Vice Chairman