



Board of Supervisors Reorganization Meeting
Monday, January 7, 2019 6:30 P.M.

Supervisors in Attendance: Ricki Stumpo, Elaine DiMonte, Alice J. Balsama.
Public in Attendance: 12

1. **Call to Order:** Stumpo called the meeting to order at 6:30 p.m. and led the Pledge of Allegiance.
2. **Sunshine Announcements:** no Sunshine Announcements.
3. **Announcements:** on December 27, 2018, Stumpo attended a meeting with residents of Cabin Club Community and the Department of Environmental Protection regarding the Cabin Club Dam.
4. **Public Comment on Non-agenda Items:** Nancy Ercolani, Locust Grove Road, commented as to the status of the Township stopping the construction of the skateboard park structure in the pole barn on Hickory Hill Road at Castle Bam. Board responded that they are reviewing possible enforcement options with Township Consultants. It was noted that the pole barn is an existing, previously approved accessory structure and the work inside the pole barn is not subject to zoning permits. Balsama recognized that the concern is not casual in nature and the Township is working to identify the option for a path forward. DiMonte pointed out that the Special Events Ordinance was enacted to address gatherings and events in the Township as well as those that may be scheduled for that site. Balsama offered that the courts have not yet released a ruling regarding regulating an Airbnb. Just the same, the Township Planning Commission will continue to list short-term rentals/Airbnb usage as an agenda item for discussion during their regular meetings. Ercolani requested clarification as to the chain of command in reporting her concerns, specifically as to bonfires and noise. Board responded that she should contact the PA State Police as well as contact individual Board members as to the activity at Castle Bam. Township Codes Officials continue to review building codes regarding permitting requirements for skateboard ramps and other such structures that are considered playground equipment. Tanna Blevins, Locust Grove, asked for clarification with regard to the chain of command in the drafting and approving of ordinances as it would appear the Township worked backwards on the Special Events Ordinance. Board agreed that generally, the ordinance work begins with the Planning Commission; however, the Castle Bam event on December 13th was the catalyst for the Board to take the steps necessary to enact an ordinance for the health and safety of the community. Blevins suggested that the Township did not adequately notify residents of the ordinance work and that residents may be negatively impacted by the unintended consequences of the Special Events Ordinance. DiMonte responded that the Castle Bam event was listed as a specific agenda item for the December 17th public meeting at which time the Board directed work on the Special Events Ordinance with a public hearing scheduled for December 26th. Board agreed that given the social media reports of a New Year's Eve Party at Castle Bam with potentially greater impact than that experienced on December 13th, there was little doubt that legislation needed to be in place in order to address the safety of the entire community. Board offered that residents should plan on attending the January 16th Planning Commission meeting to continue the discussion

regarding the Special Events Ordinance as the Planning Commission is now tasked to review it and to offer a recommendation for amendments if any there may be.

5. **Reorganization of the Board of Supervisors:** MOTION: Stumpo nominated DiMonte as Temporary Chair and Susan Simone as Temporary Secretary of the Board of Supervisors; Balsama seconded, motion carried. MOTION: DiMonte nominated Stumpo as Chair of the Board of Supervisors; Balsama seconded; motion carried. MOTION: Stumpo nominated DiMonte as Vice Chair of the Board of Supervisors; Balsama seconded; motion carried.
6. **Miscellaneous Appointments and Appointment of Employees (motions carried as follows):**
 - a. Stumpo moved, DiMonte seconded, to appoint the following Township Personnel at a pay rate consistent with the 2019 Township Budget: Susan Simone as Administrative Secretary; Peggy Lennon as Treasurer; Jennifer Seifert as Administrative Assistant; Mark Knightly as Public Works Director and Roadmaster; Mike Cialini and Ron Miller as Public Works Crew Members.
 - b. DiMonte moved, Balsama seconded, to appoint Ricki Stumpo as Receptionist at a pay to be determined by the Board of Auditors.
 - c. Board noted for the record a vacancy for the Township Fire Marshal. During discussion, Board asked Kevin Gosselin if he was interested in the appointment. He may be but will need to know what the appointment entails.
 - d. Board noted for the record the confirmation of Kevin Gosselin as Township Emergency Management Coordinator in accordance with the October 21, 2016 appointment by the Governor.
 - e. DiMonte moved, Balsama seconded, to appoint Peggy Lennon as the PMRS Pension Plan Administrator with a term to expire December 31, 2019 or until a replacement is named.
 - f. Board noted for the record confirmation of appointment of Township representatives to the following Library Boards of Trustees: Scott Kirkland, West Chester Public Library; Brad Peiper, Representative Kennett Public Library and Chris Larsen, At-Large Board Member, Kennett Public Library.
 - g. DiMonte moved, Balsama seconded, that the Township obtain a Treasurer's Bond in the amount of \$2.6 million.
 - h. Board noted for the record confirmation of the appointment of Alan Davis as the Resident-Representative of the Kennett Fire and Regional EMS Commission in accordance with the September 11, 2017 Public Meeting Minutes.
7. **Appointment of Township Representatives (motions carried as follows):**
 - a. DiMonte moved, Balsama seconded, to appoint Supervisor Ricki Stumpo and Planning Commissioner Rob Miller as representatives to the Kennett Area Regional Planning Commission with terms to expire on December 31, 2019 or until replacements are named.
 - b. DiMonte moved, Balsama seconded, to appoint Gary Summers as Chair of the Vacancy Board with a term to expire on December 31, 2019 or until a replacement is named.
 - c. DiMonte moved, Stumpo seconded, to appoint Holly Manzone as Township representative for the Scenic Byways Commission with a term to expire on December 31, 2019 or until a replacement is named.
 - d. DiMonte moved, Stumpo seconded, to appoint Peggy Lennon as Township representative to the County Tax Collection Committee with a term to expire on December 31, 2019 or until a replacement is named.
8. **Zoning Hearing Board:** Board noted for the record the following previously appointed Zoning Hearing Board members and terms - Nathan Wilson and James Noon, Jr., with terms to expire December 31, 2019; J. Paul Haldeman with a term to expire December

31, 2021; and David Ziegler to serve as Alternate Member with a term to expire December 31, 2020.

9. **Appointment of Planning Commission:** DiMonte moved, Balsama seconded, to appoint Matthias Murphy and Robert Miller to the Planning Commission with terms to expire December 31, 2021 or until replacements are named; motion carried. Board noted for the record the following previously appointed Commissioners and terms - Gary Summers with a term to expire December 31, 2019; Mickey Bailey and Paul Cardell with terms to expire December 31, 2020; Sean Rafferty and John Hess with terms to expire December 31, 2021.
10. **Appointments to Township Committees and Other Positions (motions carried).**
Committees may elect a chair and a vice chair and notify the Secretary accordingly:
 - a. Balsama moved, DiMonte seconded, to table the appointment of a Director of the Parks and Recreation Department.
 - b. Balsama moved, Stumpo seconded, to appoint the following residents to the Parks, Recreation and Trails Committee - Chris Conaway, Jesse Noa, Jordan Gushurst, Leah Luo, Justin Colella, Judy Lovell, and Tom Bierl.
 - c. Balsama moved, DiMonte seconded, to appoint the following individuals to the Historical Committee - Don McKay, Chair; Ray McKay, Randy Mims, Sarah Mims, Pat Burnett, David Miller, Lorallyne Yost, Barbara Holmes, Tony Mussachio and Jeff Taylor; and to appoint the following as resource members - Alta Hoffman and Doug Fearn.
 - d. Balsam moved, DiMonte seconded, to appoint the following residents to the Agriculture Security Area (ASA) Committee - Becky Baily, Judy Cousins, George P. Wickersham, Jr., Brittany Venit, Jennifer Van Anda, and Ricki Stumpo to serve as Chair in accordance with ASA legal guidelines.
 - e. Balsama moved, DiMonte seconded, to appoint the following individuals to the Deer Management Committee - Don Lane, Blake Miller, Brandon J. Brown, Brett C. Brown, George Armington, James Ron Lane, James W. White, Jr., Kevin Gosselin, Michael Cialini, Randy L. Hutchison, Ron Miller, Ronald L. Blevins, William H. Brown, Jr., and William H. Brown, III.
 - f. Balsama moved, Stumpo seconded, to appoint the following individuals to the Clean Stream Team - Kathy Miller, Sarah Mims, Randy Mims, Bill Haaf, Carol Haaf, Bernadette Kegelman, Janet Fassbender, and Jennifer Matkov.
11. **MOTION:** Balsama moved, DiMonte seconded, to appoint the following individuals to the Uniform Construction Code Board of Appeals - Peggy Conaway, Mark Thompson and Anthony Diver.
12. **Appointment of Consultants:** Balsama moved, Stumpo seconded, to appoint the following consultants with terms to expire January 6, 2020 or as noted or until a replacement is named; motion carried.
 - a. Ross Unruh, Esquire, of Unruh, Turner, Burke and Frees, as Solicitor for Pocopson Township in accordance with the fee specification dated December 4, 2018.
 - b. Edward Foley, Esquire, as Solicitor for the Zoning Hearing Board in accordance with the fee specification dated December 10, 2018.
 - c. Anthony Verwey, Esquire, as Alternate Solicitor for the Zoning Hearing Board in accordance with the fee specification dated November 29, 2018.
 - d. Kristin Camp, Esquire as Solicitor for the Planning Commission in accordance with the fee specification dated September 27, 2018.
 - e. Keystone Municipal Services, Inc., as Building Inspector, Building Site Inspector, Soil and Erosion Control Inspector for building permit applications in accordance with the fee specification dated December 1, 2018.
 - f. United Inspection Agency as the Third Party Certified Electrical Inspector in accordance with the fee schedule submitted on December 10, 2018.

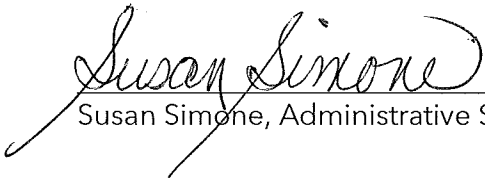
- g. McCormick Taylor as Township Engineer in accordance with the Fee Schedule dated December 14, 2018 for 2019 Professional Services.
- h. Gilmore & Associates, Inc., as Alternate Township Engineer in accordance with the fee specification dated December 4, 2018.
- i. Castle Valley Consultants, Inc. to provide professional Water and Wastewater Engineering/Planning Consulting and to serve as Zoning/Code Enforcement Officer for 2019 in accordance with the General Contract Conditions dated January 1, 2019.
- j. Gary L. Burcham, Registered Landscape Architect, to provide services on an as needed and as requested basis in accordance with the fees stated in the March 9, 2009 contract.
- k. Brandywine Conservancy to advise the Board of Supervisors on an as needed basis at the fees to be determined on a case-by-case basis in accordance with consultant rates for 2019 submitted on November 19, 2018.

The Board noted for the record that Barbacane, Thornton and Company will audit the fiscal year 2018 township books as previously approved.

- 13. Other Appointments: DiMonte moved, Balsama seconded, to appoint the following agencies to provide professional services with terms to expire January 6, 2020 or as noted or until a replacement is named - Francis Hall Insurance & Risk Management Services as the insurance broker for the Township; Keystone Collections Group as the Tax Collector for the Earned Income and Net Profits Tax; Berkheimer Tax Administrator, Inc., for the Local Services Tax; and Chester County as Tax Collector for the Township Property Taxes.
- 14. DiMonte moved, Balsama seconded, to establish mileage reimbursement for 2019 at the IRS approved rate as may be amended from time to time; motion carried.
- 15. Board tabled an appointment of a voting delegate to the conventions sponsored by Pennsylvania State Association of Township Supervisors and Chester County Association of Township Officials.
- 16. Township Holidays and Meeting Dates: DiMonte moved, Stumpo seconded, to establish 2019 holidays for the Township as follows - New Year's Day January 1st; Dr. Martin Luther King, Jr. Day January 21st; Presidents' Day February 18th; Primary Election Day May 21st; Memorial Day May 27th; Independence Day July 4th; Labor Day September 2nd; Columbus Day October 14th; Election Day November 5th; Veteran's Day November 11th; Thanksgiving November 28th and 29th; Christmas December 24th and 25th; motion carried. DiMonte moved, Balsama seconded, to establish public meeting dates and times as follows - Board of Supervisors the last Monday of the month at 6:30 p.m. with the exception of May 20th, September 23rd and December 16th; Planning Commission the first Wednesday of the month at 7:30 p.m. with the January meeting on January 16th and no meeting during August and December; Parks Recreation and Trails Committee on the 2nd Thursday of the month at 7:30 p.m.; Historical the second Wednesday of the month at 7:30 p.m.; Deer Management, Clean Stream Time, ASA, and Zoning Hearing Board meet as needed and as advertised; motion carried. All meetings are prevailing time and held in the Township Building at 740 Denton Hollow Road.
- 17. Supervisor Liaisons were agreed to as follows: Historical, Planning Commission and Deer Management - Balsama; Parks, Recreation and Trails and Public Works - Stumpo; PennDOT Highway Projects - DiMonte. No Liaison for Clean Stream Team.
- 18. Resolutions:
 - a. 2019-1 Establishing Boundaries for Emergency Service Providers - Stumpo reviewed the Resolution and noted that the Board is inclined to accept the current boundary map. Representatives from Longwood and Po-Mar-Lin Fire Companies noted agreement that the services boundaries should not be amended. MOTION: DiMonte moved, Stumpo seconded, to adopt Resolution 2019-1 establishing boundaries for

fire protection, emergency service, and police protection as read and reviewed; motion carried.

- b. Resolution 2019-2 Depositories: DiMonte moved, Balsama seconded, to adopt Resolution 2019-2 in accordance with the Second Class Township Code establishing depositories for Township funds; motion carried.
 - c. Resolution 2019-3: DiMonte moved, Stumpo seconded, to adopt Resolution 2019-3 establishing an omnibus fee schedule for 2019; motion carried.
19. **Treasurer's Warrants:** Stumpo moved, Balsama seconded, to approve the Bill Payment Lists for December 18, 2018 - January 7, 2019 recommended for payment by the Treasurer; General Fund: 24 bills paid totaling \$21,424.38; 4 debit card charges totaling \$97.65; Highway Aid: 2 bills totaling \$1,980.90; motion unanimously approved.
20. **Approval of Meeting Minutes:** Stumpo moved, Balsama seconded, to approve the December 17, 2018 Meeting Minutes; motion unanimously approved. Board tabled approval of the December 26, 2018 meeting minutes.
21. **Other Business:** Board discussed the immediate community response by emergency service providers during the December 13th Castle Bam Event. Recognizing that emergency responders played a key role in managing the best interest of the Township, the Board agreed to direct the Secretary to send a letter and a gift of appreciation. Secretary reviewed current trouble with and breakdown of the Administrative Office telephone system. Verizon technicians have confirmed that there is no trouble with the Verizon line. Apparently, the voice quality issues and dropped calls are the result of years of tapping into the existing wiring to add phone jacks as well as the age of the wiring. Sage Business proposal for labor and materials to fix the issue is approximately \$1,200.00. Board agreed to approve moving forward with the proposal to fix the wiring given that review of the feasibility study will continue in 2019.
22. **Adjournment:** At 7:19 p.m., Stumpo moved, DiMonte seconded, to adjourn the meeting; motion carried.


Susan Simone, Administrative Secretary


Ricki Stumpo, Chairman