

Board of Supervisors Meeting Minutes  
Tuesday, October 7, 2014  
1 PM

In attendance: Supervisors Georgia F. Brutscher, Barney Leonard, Ricki Stumpo;  
Public Works Director Mark Knightly; Treasurer Peggy Lennon;

Number of residents in attendance: 3.

Stumpo called the meeting to order at 1:05 PM and turned the meeting over to Treasurer Peggy Lennon as the meeting is the first Work Session for the 2015 budget.

**1. Possible Refund of Penalties and Interest on 2011 Earned Income Tax**

Keystone Collections Group (KCG) began sending out delinquent 2011 Earned Income Tax (EIT) notices in August, 2014. The amount due includes actual 2011 taxes, penalty and interest; and a fine (KCG's commission). Treasurer has received numerous complaints from residents regarding inadequate notification in 2010-11. Brutscher disagreed, citing publicly advertised meetings with the new EIT tax on the agenda; newspaper advertisement of the ordinance; and website, newsletter, and local newspaper articles. Resident Mr. Kindergan asked why he didn't receive an invoice; the Treasurer explained that the EIT, like state and federal taxes, is based on information submitted in individual tax returns and so can't be billed like a service. Residents Russ and Kathy Spreen suggested that the Township should have mailed notification to each resident explaining the new tax and how, when, and with whom to file. Leonard agreed that a township-wide public mailing announcing the new EIT should have occurred when the new tax was enacted.

**Motion:** Leonard moved, Stumpo seconded, to grant amnesty for payment of EIT penalty and interest due for tax year 2011 only. Since the terms of KCG's contract prohibit them from waiving penalty and interest due, the Township will issue refunds after verification by KCG of tax payments. Motion approved, Brutscher abstaining.

The Board directed the Treasurer to draft a letter to residents explaining the EIT, the one-year amnesty and procedure to receive a refund, and what residents should expect going forward as that catch up on 2012, 2013 and 2014 taxes due.

Note: Remaining items do not match the order of the original agenda but are listed in the order in which the Board discussed them.

## 2. Purchase of new truck

2014 Township budget includes note to allocate 150,000 in FY 2015 to replace existing 10 ton Ford truck. Purchase needs to occur early in the year because of poor condition of existing truck, which could possibly be sold for parts to defray part of cost. Public Works will attach the existing plow and spreader to the new truck. Leonard asked about leasing. Knightly explained that because the new vehicle will be custom built, leasing is not advised. The Capital Reserve account includes sufficient funds for purchase.

**Motion:** Brutscher moved, Leonard seconded, that \$150,000 be included in the 2015 budget for a new truck and authorized Public Works Director to place order in 2014 for delivery/payment in early 2015; motion passed unanimously

Knightly outlined several requests that he would like to address in the 2015 budget:

- Modify the 5-year road resurfacing plan by paving Locust Grove Road between Corrine and Lenape-Unionville Roads in 2015, and defer the paving of Locust Grove between Hickory Hill and Wawaset until 2016 or later.
- Add a line item to pave a portion of the trails at the Wawaset Road Park property to reduce maintenance needs resulting from stone washouts during heavy rains.
- Purchase a new mower for the Parks (approx. cost \$50,000). Leonard asked about contracting out that function; Knightly prefers the operational control of doing it in-house. Brutscher stated that the warden has offered the possibility of the County performing additional maintenance tasks at the Wawaset Road Park. Knightly noted that the County does an excellent job on maintenance of the park areas near the Prison, including mowing and tree trimming. It was agreed that Knightly and Brutscher will meet with the warden to discuss the specific tasks the County may be willing to take on. Purchase of new mower will be reconsidered after that meeting.
- Staff needs: Knightly requested consideration of adding a full time employee in 2015. Based on anticipated start date of April 1, 2015, Treasurer estimated \$45,000 budget impact for entry level employee (including benefits). The pool of seasonal snow plow drivers is sufficient for 2014-15 but will likely need to hire next year for winter 2015-16.

3. **Renovation of the Barnard House:** Leonard asked Knightly for an estimate to finish off the building interior after the current site improvements are done. Citing floors, windows, metal roof, gutters, and insulation as significant needs, Knightly thinks that a \$750,000 estimate is low and is concerned about long-term maintenance needs.

4. **Library Support:** Agreed to budget \$16,000 in 2015 (same as 2013 and 2014) with the intent to divide the allocation equally between Bayard Taylor and West Chester Libraries. Board noted that Bayard Taylor did not receive an allocation in 2013 and will not receive funding in 2014 until a Township resident is appointed to the Bayard Taylor Library Board. Board will recommend a new representative to the West

Chester Library Board, replacing the previous appointee who moved out of Pocopson.

5. **Completion of Schoolhouse renovations:** The Township has not allocated funds for the Historical Committee (HC) in at least four years. Schoolhouse renovations have been paid out of the balance in the HC account, which was built up largely through grants and donations over the past decade. The HC has requested approval to complete interior renovations in 2015, including finishing the ceiling, replastering the walls, repointing the basement, and installing a floor. Existing funds will cover all but about \$6,700 of estimates. Brutscher recommended that \$7,500 be transferred into the Historical Committee account in 2015 so that the work can be completed in a timely manner. Stumpo and Leonard agreed.
  
6. **Fire company and emergency services support:** The Township has requested an increase from the County in 2015 from \$8,550 to \$67,221 (\$20,971 for Fire and \$46,250 for EMS) for coverage of the County facilities located in Pocopson. However, actual allocation won't be known until after the Township's 2015 budget has been prepared. Board discussed what to do if the County does not contribute the amount requested: Will the Township guarantee to fully fund Longwood even if the County contribution is lower than requested? Leonard will bring the issue to the attention of County Commissioner Terence Farrell.

Board discussed options to increase revenue for 2015, including possible increase in the property tax and/or the earned income tax. Options will be discussed at a later work session and/or regular meeting.

7. **Vision Partnership Program grant** to have Historical Committee transition to a Commission. Total project cost of \$46,000 must be paid over two years (\$23,000 in 2015 and \$23,000 in 2016) with \$32,200 (70%) eventually refunded by the County (\$16,100 in late 2015, same sum the following year), for a total cost to the Township of \$13,800. Board agreed to include this in the 2015 budget if cash flow supports it.

The next budget work session will be scheduled for Tuesday, October 21 at 1:30 pm. This will be a publicly advertised meeting.

**Adjournment:** At 3:05 P.M., Stumpo moved, Brutscher seconded, to adjourn the meeting; motion unanimously approved.

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Peggy Lennon, Treasurer

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Ricki Stumpo, Chair