



Pocopson Township

P.O. Box 1, Pocopson, PA 19366

Office: 610-793-2151

Fax: 610-793-1944

www.pocopson.org

Board of Supervisors Meeting Minutes Monday, October 10, 2011 7:30 P.M.

In attendance: Supervisors – Stephen R. Conary, Georgia F. Brutscher, Laurressa J. McNemar, P.E.; Mark Knightly, Director, Public Works.

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

2. Announcements: Board met in executive session on personnel matters on September 26th. Brutscher acknowledged Matt and Mike Clancy, ProServices Landscaping, for their \$200.00 donation to the Barnard House improvements and the donation of chrysanthemums used to decorate the House for the Founders Day opening. Kennett Area Regional Planning Commission will meet in the Pocopson Township Administration Building on October 18th.

3. Public Comment: Matt Murphy of 1477 Lenape Road inquired as to the status of an application to include the family farm in the Agriculture Security Area (ASA). Brutscher responded that the ASA Committee will be meeting in November to review applications. The last public hearing held for the approval of acreage in the ASA was August 2009. The application process includes submission to the County and approval by the Board.

4. Public Works Report: At 8:40 P.M. Conary announced the opening of sealed bids for construction of a highway maintenance structure (salt shed) in accordance with the bid notice advertised September 16th and September 22nd, 2011. Representatives from AgPoint Construction were present during the opening of the bids. Conary provided a brief description of the project. Five bids were received as follows:

BIDDER	TOTAL	MISCELLANEOUS
Agpoint Construction Services	\$57,998	n/a
McComsey Builders, Inc.	\$61,055	n/a
CB Structures Inc.	\$61,448	n/a
Donald E. Reisinger, Inc.	\$81,550	n/a
Martell Construction Co., Inc.	\$177,000	n/a

A bid bond for 10% of the amount was received from each of the five bidders. McNemar suggested reviewing references and technical issues with Township consultants.

Motion: McNemar moved to approve the lowest responsible bid deemed qualified, following a review of the bids by technical consultants for the Township, and to approve the rejection of all bids following the technical review if that is determined to be in the best interest of the Township; Conary seconded; motion unanimously approved.

Board accepted the Public Works Report dated October 10, 2011 supplemented by the following discussion: Knightly will review drainage system on Corinne Road with Township

Engineer; additional quotes to be obtained for ice guards for the roof of the Barnard House; contact continues with PennDOT regarding repairs to Red Lion Road.

5. Barnard House: Knightly reported winterization efforts completed with the exception of sealing the chimney and painting the siding.

6. Old Business: Board discussed Leonard Cash Escrow Agreement for Installation of Landscape Improvements for **60 Bragg Hill Road (63-1-42.4)**. Mr. Leonard anticipates requesting a Certificate of Occupancy on or before October 31st. Township Landscape Architect continues to work with the landscape architect for Mr. Leonard. Request tonight is for contractual approval of the Escrow Agreement. Brutscher noted that an agreement has not been signed for vacating Bragg Hill Road. Access keys for the gate will be provided to the Township and residents affected by the closure. There will be no parking area for access to the public trail system. The shallow, flat grading of the driveway appears to provide adequate turn around for snow removal equipment thereby eliminating the need for a guiderail.

Motion: Conary moved, McNemar seconded, to approve the Cash Escrow Agreement for Installation of Landscape Improvements; motion unanimously approved.

Board completed review of proposals submitted to provide **zoning enforcement services** to the Township. Interviews are scheduled for October 18th and October 19th. Board will contact Toll Brothers regarding **extension of the maintenance terms** for final landscaping for Riverside to June 2013. Board reviewed the terms of the **Elser Trail Easement** as reviewed and approved by the Township Solicitor and the attorney for the Elser family.

Motion: Conary moved, Brutscher seconded, to approve the signing of the Elser Trail Easement Agreement; motion unanimously approved.

7. New Business: Secretary is directed to contact the Township Landscape Architect regarding the condition of the **buffer trees along the Barnard House property**. Board reviewed a request from the **Osborne Circle Homeowners Association** regarding an inspection for the community stormwater management (SWM) facilities by the Township Engineer. Board agreed that the Township Engineer should submit a set of guidelines that can be used by communities throughout the Township to the Board for review and subsequent policy/procedural adoption. It was noted that a comprehensive SWM review program is in place for Riverside. Board discussed the merits of the Township Engineer performing the inspections. Brutscher raised concern that a conflict of interest could result. Board reviewed **Resolution 2011-26**

Disposition of Non-Permanent Records.

Motion: Conary moved, McNemar seconded, to adopt Resolution 2011-26 for Disposition of Non-Permanent Records as set forth in the Municipal Records Manual; motion unanimously approved.

Board reviewed 2011 PECO Green Region Grant Application prepared by the Secretary.

Motion: Brutscher moved, Conary seconded, to adopt **Resolution 2011-27** authorizing application to the PECO Green Region Program in the amount of \$1,750.00 for one-half of the expenditures of funds for the Pocopson Road Land Use Study; motion unanimously approved.

8. Correspondence: Board acknowledged excellent work by VanDemark & Lynch and Castle Valley Consultants regarding field reports for **1410 Lenape Road**. Board will contact the landowner regarding the Pump and Haul Agreement for the grease trap. Board tabled request

from the County Tax Claim Bureau to exonerate uncollectible delinquent taxes for a parcel because the structure on the parcel was removed or destroyed in October 1998.

9. Treasurer's Warrants: Board reviewed Pre-Approval Procurement Request dated October 10th for contract transcribing and editing of oral histories that have been recorded on CDs by the Township Historical Committee.

Motion: Conary moved, McNemar seconded, to approve the Pre-Approval Procurement Request for an amount not to exceed \$1,000.00 in accordance with the provisions of the Federal IMLS Grant; motion unanimously approved.

Board denied Founders Day Committee Chair request for reimbursement for a \$97.00 expense for a dinner attended by a partial group of Committee members. During the May 23, 2011 meeting, the Board did not approve the dinner expense as part of the 2011 Founders Day Budget. The Board does not use taxpayer money to preferentially treat certain committees or volunteers in the Township. The Board greatly appreciates the help of all our volunteers and will be contacting all Township committees to get input on this topic.

Motion: McNemar moved, Conary seconded, to approve the Bill Payment Lists for September 27 – October 10, 2011 recommended for payment by the Treasurer. **General Fund:** 24 bills paid totaling \$103,281.39 (includes \$64,787.57 from the State to support volunteer Fire Relief Associations. This is strictly a pass-through to Longwood and Po-Mar-Lin. Amount is 75% higher than what was received last year reflecting population increase in 2010 census); 3 debit card charges totaling \$379.07. **Highway Aid:** 9 bills paid totaling \$2,668.38. **Open Space Tax:** 1 bill paid for \$734.72. **Parks, Recreation & Trails Committee:** 1 bill paid for \$1,196.30. **Route 52/Road Improvements:** 1 bill paid for \$313.50. **Township Facilities:** 1 bill paid for \$2,017.50; motion unanimously approved.

10. Approval of September 26, 2011 Meeting Minutes: Conary moved, McNemar seconded to approve the Minutes of September 26, 2011 as reviewed; motion approved.

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

Susan Simone, Administrative Secretary

Stephen R. Conary, Chair