

MEETING MINUTES

1. CALL TO ORDER

Supervisor Sosangelis called the meeting to order at 7:02 p.m.

Present:

Board of Supervisors

Ellen L. Sosangelis, Chair

Jake C. Elks, Vice-Chair

James M. Chance, Member

Chris Manning, Member

Absent: Steven W. Peuquet, Member

Township Staff & Consultants

Neil Lovekin, Township Manager/Secretary

Amanda Gattuso, Finance Officer/Treasurer

Robert Clarke, R.N., Police Chief

Jeff Simpson, Public Works Director

Ryan Jennings, Esq., Township Solicitor

Neil Carlson, P.E., Township Engineer

2. PLEDGE OF ALLEGIANCE

3. ANNOUNCEMENTS

Supervisor Sosangelis read aloud the following announcements:

- a. A public hearing was held at 6:00 p.m. tonight for the application of the Walmart Real Estate Business Trust to amend its Conditional Use approval to expand its building for an online purchase and drive-up pickup program.
- b. The Board of Supervisors' next monthly meeting will be held on Wednesday, August 12, 2026.
- c. The next meeting of the Planning Commission to discuss the draft Data Center Ordinance will be held on Tuesday, August 4th.
- d. On July 25th, at UCF High School, at 1:00 p.m., join other township residents for a portrayal of "Ned Hector," an American Revolutionary War hero, followed by a reading of the Declaration of Independence.

4. PUBLIC HEARING: ORDINANCE TO AUTHORIZE AN AMENDMENT TO AN INTERMUNICIPAL COOPERATION AGREEMENT FOR THE KENNETT FIRE AND EMS REGIONAL COMMISSION

Ryan Jennings, Township Solicitor, conducted the public hearing from 7:04 p.m. and concluded at 7:10 p.m.

Thomas Drake, 904 Wawaset Road, asked whether there would be a financial impact on the township from adopting the ordinance. Supervisor Chance stated that the ordinance has no financial implications; rather, the regional commission must permit Kennett Square Borough to return to the commission as an active member.

5. ORDINANCE NO. 01-2026: AN ORDINANCE AUTHORIZING AN AMENDMENT TO AN INTER-MUNICIPAL COOPERATION AGREEMENT INVOLVING MUNICIPALITIES, COMPROMISING THE KENNETT FIRE AND EMS REGIONAL COMMISSION

Supervisor Sosangelis made a motion, seconded by Supervisor Chance, and carried by a vote of 4-0, to adopt Ordinance No. 2026-01, to amend an inter-municipal cooperation agreement among the townships of East Marlborough, Kennett, Newlin, Pennsbury, and Pocopson,

Chester County, to facilitate the reentry of the Borough of Kennett Square into the Kennett Fire and EMS Regional Commission, to make other amendments to the existing agreement among the municipalities, and for other miscellaneous provisions.

6. RESOLUTION 2026-25: MINOR FINAL SUBDIVISION AND LAND DEVELOPMENT PLAN FOR 207 MARLBORO ROAD

Supervisor Manning stated that the new home will be built for the property owner's father-in-law.

Supervisor Sosangelis made a motion, seconded by Supervisor Manning, and carried by a vote of 4-0, to adopt Resolution No. 2026-25, which approves a Minor Final Subdivision and Land Development Plan for 207 Marlboro Road, Kennett Square, PA 19348. The purpose of the plan is to subdivide the existing lot, demolish various pavement and concrete areas, and construct a dwelling and an asphalt driveway on the proposed Lot 2.

7. ENCLAVE AT LONGWOOD PRESERVE (MONTCHANIN BUILDERS) – ESCROW RELEASE NO. 12

Supervisor Sosangelis made a motion, seconded by Supervisor Elks, and carried by a vote of 4-0, to approve the release of escrow #12, totaling \$664,631.00, as recommended in the Township Engineer's review letters, dated July 1, 2026. Overall project completion is approximately 61%.

8. 802 EAST BALTIMORE PIKE, LLC (WRIGHT PARTNERS) – ESCROW RELEASE NO. 4

Supervisor Sosangelis made a motion, seconded by Supervisor Chance, and carried by a vote of 4-0, to approve the release of escrow #4, totaling \$107,949.91, as recommended in the Township Engineer's review letters, dated June 23, 2026. Overall project completion is approximately 99%.

9. LONGWOOD GARDENS' WEST CONSERVATORY – ESCROW RELEASE NO. 3

Supervisor Sosangelis made a motion, seconded by Supervisor Manning, and carried by a vote of 4-0, to approve the release of escrow #3, totaling \$5,170.00, as recommended in the Township Engineer's review letters, dated June 30, 2026. Overall project completion is approximately 100%.

10. 1774 WEST DOE RUN ROAD EXECUTION OF DEVELOPMENT AGREEMENTS

Supervisor Elks made a motion, seconded by Supervisor Chance, and carried by a vote of 4-0, to approve Ellen Sosangelis, Chair of the Board of Supervisors, to execute, on behalf of the township, the Subdivision and Land Development Agreement; the Financial Security Agreement; and the Stormwater BMP and O&M Agreement for the land development project at 1774 West Doe Run Road, Kennett Square, PA. The board approved the project.

by resolution 2026-20, subject to waivers and conditions adopted on April 8, 2026. The project involves constructing a dwelling, along with related stormwater and site improvements, on an existing 2.13-acre parcel on the south side of West Doe Run Road in the RB District.

11. KENNETT SQUARE GOLF & COUNTRY CLUB EXECUTION OF ON-LOT SEWAGE SYSTEM MAINTENANCE AGREEMENT

Supervisor Elks made a motion, seconded by Supervisor Manning, and carried by a vote of 4-0, to approve Ellen Sosangelis, Chair of the Board of Supervisors, to execute, on behalf of the township, the On-Lot Sewage System Maintenance Agreement for the installation of a drip-disposal on-lot sewage disposal system.

12. TREASURER REPORT & CONSIDERATION FOR PAYMENT OF MONTHLY BILLS

Amanda Gattuso, Finance Officer & Treasurer, provided an analysis of June 2026 financials, including bank statements, fund balances, and budget versus actuals of the township's budget.

Ms. Gattuso's summary of June 2026 shows cash on hand for:

- a. Cash on hand for the Operating Funds (General, Operating Reserve, and Capital Improvement) total \$5,799,876.64 at June 30, 2026, versus \$6,096,115.57 at June 1, 2026, reflecting a decrease of \$296,238.93 for the month.
- b. Cash on hand for the Restricted Funds (Sewer, Fire & Emergency Services, Liquid Fuels, Parks, Open Space, Library, Rebill and Willowdale Chapel Escrow) totaled \$8,623,500.87 at June 30, 2026, versus \$8,713,995.15 at June 1, 2026, reflecting a decrease of \$90,494.28 for the month.
- c. The Township cash balance for Operating Funds at June 30, 2026, is down \$209,125.55 from June 30, 2025 (\$5,799,876.64 versus \$6,009,002.19, respectively).
- d. The Township cash balance for Restricted Funds at June 30, 2026, is up \$483,156.59 from June 30, 2025 (\$8,623,500.87 versus \$8,140,344.28, respectively).
- e. Details by fund are included within the Treasurer's Report.

Supervisor Manning asked why the Police Special Events projected revenue is below the budget amount. Amanda Gattuso, Finance Officer & Treasurer, stated that most revenue is collected in the fourth quarter, when Longwood Gardens hosts its annual holiday celebration.

A motion was made by Supervisor Sosangelis, seconded by Supervisor Manning, and carried by a 4-0 vote to approve the monthly bills for expenditures.

13. RESOLUTION 2026-26: PROFESSIONAL SERVICES AGREEMENT

Supervisor Manning asked if this agreement is tied to Stop Work orders. Neil Lovekin, Township Manager, stated that the agreement is not in conjunction with a Stop Work order.

Supervisor Sosangelis made a motion, seconded by Supervisor Elks, and carried by a vote of 4-0, to adopt Resolution No. 2026-26, a professional services agreement for property owners who wish to have the township and/or its professional consultants review documents and/or meet with them before posting escrow for a project.

14. NEW BUSINESS

a. Unionville Community Fair – Temporary Outdoor Activity Permit Application

Supervisor Manning asked for clarification on why the parking plan was reconfigured compared to prior years.

Susan White, Fair President, stated that converting the Willowdale Barn into a wedding venue required a dedicated parking lot as a condition of land development approval.

Supervisor Chance made a motion, seconded by Supervisor Elks, and carried by a vote of 4-0, to approve a Temporary Outdoor Activity Permit for the 102nd Annual Unionville Community Fair & Farm Show at Willowdale Steeplechase on October 2 through 4, 2026.

b. Mushroom Cap Half Marathon – Temporary Outdoor Activity Permit Application

Supervisor Chance made a motion, seconded by Supervisor Manning, and carried by a vote of 4-0, to approve a Temporary Outdoor Activity Permit for a portion of the racecourse within the township that requires coordinated township road closures. The permit approval is conditioned upon receipt of \$ 4,805.00 due by Friday, October 10th, 2025, to cover the cost of 10 police officers and 1 public works employee working in advance; no alcohol permitted on the racecourse, and receipt of a copy of PennDOT permit approval for the Route 926 road closure. The event is scheduled for Saturday, November 7th.

c. Certificate of Appropriateness for 5 Buffington Street – Verney Residence

Supervisor Sosangelis made a motion, seconded by Supervisor Elks, and carried by a vote of 4-0, to issue a certificate of appropriateness, as outlined in The Historical Architectural Review Board's recommendation letter dated June 25, 2026.

d. Mudder (dba Spartan Races, Inc.) Temporary Road Closure Approval

A motion was made by Supervisor Peuquet, seconded by Supervisor Sosangelis, and carried by a 4-0 vote to approve the temporary closure of Green Valley Road, between Route 82 and the municipal boundary of Newlin Township, on Saturday, May 23rd, between 6:00 a.m. and 6:00 p.m. for the Tough Mudder Event.

15. CONTINUING BUSINESS

- a. No continuing business was discussed.

16. ZONING HEARING BOARD APPLICATIONS

- a. No new application was discussed.

17. TOWNSHIP ADVISORY COMMITTEES' UPDATES

Supervisor Sosangelis requested each advisory committee to provide a monthly update.

a. Organizational Sustainability

Supervisor Sosangelis stated that the committee met on June 16th to work with Police Chief Clarke and Sargent Urbany to update the monthly police reports.

b. Community Development

Supervisor Elks stated that the committee met on June 16th to discuss township sewer projects, traffic signals throughout the township, and conditions at the Unionville Recreation Association's baseball fields, specifically ballfield ownership.

c. Health & Safety

Supervisor Chance stated that the committee meets on June 16th to discuss how the regional commission may bring the borough back into the fold.

18. TOWNSHIP LIAISONS' UPDATES

Supervisor Sosangelis tabled the discussion due to the lack of any significant updates.

Liaison Assignments:

- a. Environmental Advisory Council** – No update; Supervisor Sosangelis stated there was no meeting.
- b. Historical Architectural Review Board** – Supervisor Elks stated the board reorganized with new membership and reviewed the 5 Buffington Street application.
- c. Historical Commission** – Supervisor Chance stated the commission reviewed a building permit submitted for 208 Marlboro Road.
- d. Planning Commission** – Cuyler Walker, PC Chair, stated the commission is reviewing a draft data center ordinance.
- e. Zoning Hearing Board** – No update; Supervisor Manning stated the board has not met since the last supervisor's meeting.

19. PUBLIC COMMENT (For matters not on the agenda)

Thomas Drakem, 904 Wawaset Road, asked the board to improve communication with its residents by providing more consistent meeting minutes for all township board, commission, and council meetings on the township website.

Richard Mitchell, 902 Unionville Wawaset Road, addressed the board regarding overflow parking on and around Farmer & Co. He believes that Farmer & Co. is operating beyond the prior approved use, which was an ice cream parlor.

20. TOWNSHIP DEPARTMENTS – MONTHLY REPORTS

Chief of Police Clarke stated that the police department has continued to monitor traffic and pedestrian safety throughout the township. Sergeant Urbany is actively working to improve the monthly reports to capture the board of supervisors' expectations better.

Jeff Simpson, Public Works Director, presented the Public Works Department's report, focusing on the township-wide tree trimming along roadways and traffic signal improvements along Route 1 (Baltimore Pike) by PennDOT.

Neil Lovekin, Township Manager, said the Administration Department, specifically Shawn Thornton and Kate Boyle, is continuing the daunting project to overhaul the paper records and ensure consistency by using tax parcel numbers as unique identifiers. Neil Lovekin has been working to incorporate comments from residents, consultants, and other municipal draft ordinances into the township's draft data center ordinance.

21. APPROVAL OF MEETING MINUTES

Neil Lovekin, Township Manager/Secretary, stated that the draft minutes have not been completed and will be available at the August meeting.

22. ADJOURNMENT

Supervisor Sosangelis adjourned the meeting at 8:20 p.m.

Respectfully submitted,
Neil Lovekin
Township Manager/Secretary