

MEETING MINUTES

1. CALL TO ORDER

Supervisor Sosangelis called the meeting to order at 7:00 p.m.

Present:

Board of Supervisors

Ellen L. Sosangelis, Chair
James M. Chance, Member
Steven W. Peuquet, Member
Chris Manning, Member

Absent: Jake C. Elks, Vice-Chair

Township Staff & Consultants

Neil Lovekin, Township Manager/Secretary
Amanda Gattuso, Finance Officer/Treasurer
Jeff Simpson, Public Works Director
Ryan Jennings, Esq., Township Solicitor

2. PLEDGE OF ALLEGIANCE

3. ANNOUNCEMENTS

Supervisor Sosangelis read aloud the following announcements:

- a. A public hearing was held and continued to Tuesday, September 22nd 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, October 14, 2026.

4. NEW BUSINESS

a. Bike The Brandywine – Temporary Outdoor Activity Permit Application

Supervisor Peuquet made a motion, seconded by Supervisor Chance, and carried by a vote of 4-0, to approve, with conditions, the Brandywine Conservancy's Temporary Outdoor Activity Permit for Bike the Brandywine, as you submitted it, subject to receipt of the updated Certificate of Insurance naming the township as 'additionally insured' and payment in full for local police services related to the sale and consumption of alcohol in the township, no later than one week before the event.

b. Draft Data Center Ordinance – Discussion to Advertise for Public Inspection, as well as Possible Adoption at the September 9, 2026, Board of Supervisors Meeting
Supervisor Sosangelis made a motion, seconded by Supervisor Manning, and carried by a 4-0 vote to authorize the township manager and solicitor to advertise the draft ordinance for public inspection before the board's adoption at a future public meeting.

c. Sale of Township Public Works Equipment – Approval for Sale on MuniBid

Jeff Simpson, Public Works Director, stated that he is seeking approval to advertise and sell the surplus equipment on the MuniBid auction website, as has been successfully done numerous times, including a 2012 GMC 2500HD pickup truck, a 2009 John Deere Gator 6x4, and a Diamond 102" flail mower.

Supervisor Sosangelis made a motion, seconded by Supervisor Peuquet, and carried by a 4-0 vote to authorize the public works director and the township manager to advertise the sale of township equipment on MunicBid and to post the advertisement on the township website under Public Notice.

5. CONTINUING BUSINESS

a. Farmer & Co. Parking Plan Proposal – Discussion and Possible Approval

Jessie Mooberry and Soren Rubin, property owners and proprietors of Farmer & Co., were present, along with their legal counsel, Gina Gerber, Esq.

Gina Gerber presented the proposed parking plan for Farmer & Co., located at 5 Cemetery Lane in the Unionville Village. The plan notes 27 existing parking spaces on the Property, associated with the takeout restaurant use, which were in place when Farmer & Co. acquired the Property. Farmer & Co. is introducing 11 additional parking spaces on an abutting property at 1721 W. Doe Run Road (UPI No. 61-2N-18) through a Shared Parking Agreement to accommodate use by Farmer & Co. customers and employees on Saturday and Sunday. The 27 existing parking spaces on the Property meet and exceed the required number for the 1,000-square-foot takeout restaurant use, as outlined in the East Marlborough Township Zoning Ordinance. The Shared Parking Agreement will increase available parking by 11 spaces during peak business hours.

Supervisor Sosangelis asked whether Jessie Mooberry and Soren Rubin considered marking the parking spaces by painting lines and adding curb stops and bump stops.

Supervisor Manning noted that the parking spaces in the rear, along the private alley, do not meet township code requirements for 24 feet of clearance to ensure vehicles can safely reverse and turn.

Soren Rubin stated that a photographer rents the second-floor ‘office facility,’ and parking spaces have been reserved for the photographer and their customers.

Robert Rielly, 220 Daylesford Court, mentioned that five parking spaces could be added on the left side facing Farmer & Co.

Customers of Farmer & Co. expressed their support for the business.

Susan Drake, 904 Unionville Wawaset Road, recommended that Farmer & Co. use 1721 West Doe Run Road’s driveway to create a ‘U’-shaped traffic pattern around the business.

Richard Mitchell, 902 Unionville Wawaset Road, opposed the proposed parking plan because he believes it does not address current safety and congestion concerns.

Lisa Soto, 25 Cemetery Lane, a fourth-generation resident of the township and the village of Unionville, believes Farmer & Co. is a great addition to the village. Still, the owners

need to address recurring issues, including customers blocking private residents' driveways and damaging private property.

Barbara Barnes, who lives along the private alley, expressed concerns about vehicle congestion and the resulting safety issues.

The board tabled further discussion and a decision on the proposed parking plan until a later meeting.

i. RESOLUTION 2026-34: FARMER & CO. AMENDED PARKING PLAN

Discussion and possible adoption of Resolution No. 2026-347, approving a parking plan for 5 Cemetery Lane, Unionville, PA 19375 (UPI No. 61-2N-19), for the takeout restaurant operated by Farmer & Co., pursuant to Condition 3 of the Conditional Use Opinion and Order dated April 1, 2013.

The board tabled a formal decision until a later meeting.

b. Cell Tower Proposal as Submitted by Tower Alliance, LLC on Behalf of American Tower, LLC

Supervisor Sosangelis initiated a board discussion on the proposal to amend the lease agreement or approve a perpetual easement for the cellular tower at 856 East Baltimore Bike, known as ATC Site 93710 – Orchard Valley, as outlined in an offer letter dated July 14, 2026, from Tower Alliance, LLC, on behalf of American Tower, LLC.

The board reached consensus to take no action on the proposal until township staff recommends continuing negotiations with American Tower, LLC.

c. Meeting Room Furniture for Audio & Video Equipment – Proposal Award

Supervisor Chance made a motion, seconded by Supervisor Manning, and carried by a vote of 4-0 to approve the award of the lowest responsible proposal for the purchase and installation of meeting room furniture for the dais to Haverford Systems, Downingtown, PA, in the amount of \$23,650.00, dated August 5, 2026.

6. TREASURER REPORT & CONSIDERATION FOR PAYMENT OF MONTHLY BILLS

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

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

- a. Cash on hand for the Operating Funds (General, Operating Reserve, and Capital Improvement) totaled \$5,757,677.45 as of July 31, 2026, versus \$5,799,876.64 as of July 1, 2026, reflecting a decrease of \$42,199.19 for the month.

- b. Cash on hand for the Restricted Funds (Sewer, Fire & Emergency Services, Liquid Fuels, Parks, Open Space, Library, Rebill, Willowdale Chapel Escrow, and Escrow) totals \$8,205,903.70 as of July 31, 2026, versus \$8,623,500.87 as of July 1, 2026, reflecting a decrease of \$417,597.17 for the month.
- c. The Township cash balance for Operating Funds as of July 31, 2026, is down \$234,243.59 from July 31, 2025 (\$5,757,677.45 versus \$5,991,921.04, respectively).
- d. The Township cash balance for Restricted Funds as of July 31, 2026, is up \$48,561.50 from July 31, 2025 (\$8,205,903.70 versus \$8,157,342.20, respectively).
- e. Details by fund are included within the Treasurer's Report.

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

7. ENCLAVE AT LONGWOOD PRESERVE (MONTCHANIN BUILDERS) – ESCROW RELEASE NO. 13

Supervisor Sosangelis made a motion, seconded by Supervisor Manning, and carried by a 4-0 vote to approve the release of escrow #13, totaling \$176,419.50, as recommended in the Township Engineer's review letters dated August 3, 2026. Overall project completion is approximately 67%.

8. NEW BOLTON CENTER'S VETERINARY DIAGNOSTICS LAB: ESCROW RECOMMENDATION

Supervisor Sosangelis made a motion, seconded by Supervisor Peuquet, and carried by a 4-0 vote to approve the escrow amount of \$2,272,756.00, as recommended in the Township Engineer's July 13, 2026, review letter for the construction of the Veterinary Diagnostics Laboratory at the New Bolton Center, located at 382 West Street Road, Kennett Square, PA 19348.

9. PROCLAMATION 2026-05: OPPOSING ANY INCREASE TO THE FEDERAL TRUCK SIZE OR WEIGHT LIMITATIONS:

Neil Love, Township Manager, stated that proposed federal legislation to increase truck size and weight would shift the cost burden of additional wear and tear to local municipalities like East Marlborough Township, which already face limited road maintenance budgets and constrained infrastructure funding. Furthermore, these changes will particularly affect rural and small-town communities such as East Marlborough Township, where roads (for example, Doe Run Road and Locust Lane) were not engineered to accommodate higher truck weights and where the capacity to enforce restrictions is minimal. The proclamation states that the Board of Supervisors of East Marlborough Township strongly opposes any federal legislation that would increase national truck size or weight limits. The proclamation will be sent to both state and federal legislators who represent the township.

Supervisor Sosangelis made a motion, seconded by Supervisor Manning, and carried by a vote of 4-0, to adopt Proclamation No. 2026-05, which opposes any federal legislation that would increase the nation's allowable size or weight of commercial trucks on all roadways.

10. RESOLUTION 2026–27: CHESTER COUNTY HAZARD MITIGATION PLAN

Neil Lovekin, Township Manager, stated that the Federal Disaster Mitigation Act of 2000 (DMA 2000) requires state and local governments to develop and submit a mitigation plan to the President for approval, outlining processes for identifying their respective natural hazards, risks, and vulnerabilities. Furthermore, Section 322 of DMA 2000 requires an approved Hazard Mitigation Plan as a prerequisite for receiving post-disaster Hazard Mitigation Grant Program funds.

Supervisor Sosangelis moved, seconded by Supervisor Peuquet, and carried by a vote of 4-0, to adopt Resolution 2026-27, which adopts the Chester County Hazard Mitigation Plan and directs the officials and agencies identified in the plan's implementation strategy to implement the recommended activities assigned to them.

11. RESOLUTION 2026–28: CONSOLIDATED FINANCIAL MANAGEMENT POLICY

Supervisor Sosangelis made a motion, seconded by Supervisor Manning, and carried by a vote of 4-0, to adopt Resolution 2026-27, which establishes a written, observable, single comprehensive policy titled the "East Marlborough Township Financial Management Policy." The policy helps safeguard assets, ensure accurate and reliable accounting data and financial reporting, and promote operational efficiency.

Supervisor Manning expressed his gratitude and appreciation to the township administration, specifically Amanda Gattuso and Neil Lovekin, for ensuring the township's finances are properly accounted for by taking the initiative to draft the financial management policies and to implement internal procedures.

12. RESOLUTION 2026–29: ARTIFICIAL INTELLIGENCE POLICY

Supervisor Sosangelis made a motion, seconded by Supervisor Peuquet, and carried by a vote of 4-0, to adopt Resolution 2026-29, which adopts the "East Marlborough Township Artificial Intelligence Policy" (attached hereto). The policy permits the use of Artificial Intelligence only when such use is consistent with responsible governance, human oversight, transparency, and the lawful handling of public information. Artificial Intelligence may assist Township personnel, but it shall not replace human judgment, legal responsibility, or final decision-making authority. Township personnel remain fully responsible for any artificial intelligence-assisted work product they prepare, approve, or release.

Supervisor Manning recommended that the Township Manager share the policy with the volunteer board, commissions, and councils.

Ryan Jennings, Township Solicitor, recommended that the Township add an A.I. description to its contracts, requiring contractors to comply with the Township's A.I. policy.

13. RESOLUTION 2026–30: DESIGNATING SIGNATORIES FOR TOWNSHIP FUNDS

Neil Lovekin, Township Manager, stated that this resolution was originally adopted at the January 5, 2026 reorganization meeting, consistent with historical practice. The mid-year resolution designates signatories for township funds to comply with the recently adopted

Financial Management Policy. It implements a best-practice recommendation of the Government Finance Officers Association by establishing the following policy for the signatories of township funds:

- a. Township-issued checks, regardless of the amount, require the signatures of two supervisors; and
- b. Checks shall be signed on the designated days of the second and third Wednesdays of each month, as well as when needed; and
- c. Township-designated signatories to ensure continuity in all circumstances, including emergencies, shall include the five supervisors, the township treasurer, and the township manager for time-sensitive payments.

Supervisor Sosangelis made a motion, seconded by Supervisor Chance, and carried by a vote of 4-0, to adopt Resolution 2026-30, which designates signatories for the Township funds, as recommended by the Government Finance Officers Association.

14. RESOLUTION 2026–31: WAIVER OF EMS TAX APPROPRIATION LIMITATION

Supervisor Sosangelis made a motion, seconded by Supervisor Peuquet, and carried by a vote of 4-0 to adopt Resolution No. 2026-31, which waives the appropriation limitation on the use of EMS tax revenue to pay salaries, benefits, or other compensation for employees of the ambulance, rescue, or other emergency services for Calendar Year 2026.

15. RESOLUTION 2026–32: WAIVER OF FIRE PROTECTION TAX APPROPRIATION LIMITATION

Supervisor Sosangelis made a motion, seconded by Supervisor Peuquet, and carried by a vote of 4-0, to adopt Resolution No. 2026-32, which waives the appropriation limitation on the use of Fire Protection tax revenue for the payment of salaries, benefits, or other compensation for employees of the fire services for Calendar Year 2026.

16. RESOLUTION 2026–33: APPOINTMENTS AND REAPPOINTMENTS TO THE ENVIRONMENTAL ADVISORY COUNCIL

Dan Caprioli, 211 Whitestone Drive, stated that, as a retired project manager and biologist, he believes he can help the council address environmental restoration and regulatory issues.

Vidya Rajan, Ph.D., 744 Wollaston Road, stated that she is excited to join the council and offer her assistance through her professional expertise as a professor of biology and the natural sciences.

Supervisor Sosangelis made a motion, seconded by Supervisor Manning and carried by a vote of 4-0, to adopt Resolution No. 2026-33, appointing Dan Caprioli, whose term expires December 31, 2029, and Vidya Rajan, Ph.D., to fill the unexpired term of Jonathan David Perse, whose term expires December 31, 2027.

17. ZONING HEARING BOARD APPLICATIONS

- a. No new application was discussed.

18. TOWNSHIP ADVISORY COMMITTEES' UPDATES

Supervisor Sosangelis requested a monthly update for each advisory committee.

- a. **Organizational Sustainability** – Supervisor Sosangelis stated that the committee met on June 29th to review furniture proposals for the dais, which accommodates audio and video equipment and cabling.
- b. **Community Development** - Supervisor Manning stated that the committee did not convene in July.
- c. **Health & Safety** – Supervisor Peuquet stated that the committee met on July 15th to discuss township initiatives for 2027 and beyond as part of the Capital Improvement Plan.

19. TOWNSHIP LIAISONS' UPDATES

Supervisor Sosangelis requested a monthly update from each liaison supervisor.

- a. **Environmental Advisory Council** – No update; Supervisor Sosangelis stated that there was no meeting.
- b. **Historical Architectural Review Board** – Supervisor Elks was absent. Township Manager Lovekin stated that the board did not meet in July.
- c. **Historical Commission** – Supervisor Chance stated that the commission did not hold a July meeting.
- d. **Planning Commission** – Supervisor Peuquet stated that the commission recommended approval of a draft data center ordinance.
- e. **Zoning Hearing Board** – No update; Supervisor Manning stated that the board has not met since the last supervisor's meeting.
- f. **Unionville Village Master Plan Task Force** – Supervisor Manning stated that the Bowman Group, LLC, is finalizing the plan's final draft and that a public comment period will follow before the plan is presented to the board for adoption before the end of the calendar year.

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

Richard Mitchell, 902 Unionville Wawaset Road, addressed the board on the possibility of the township installing a sidewalk from Unionville Village to Landhope Farms.

21. TOWNSHIP DEPARTMENTS – MONTHLY REPORTS

Jeff Simpson, Public Works Director, presented the Public Works Department's report, focusing on PennDOT's Route 1 (Baltimore Pike) Widening Project, which is substantially complete, and on punch list items.

Neil Lovekin, Township Manager, said the Administration Department has begun 2027 Budget discussions with department heads.

22. APPROVAL OF MEETING MINUTES

Supervisor Chance made a motion, seconded by Supervisor Maning, and carried by a vote of 4-0, to approve the June 10, 2026 meeting minutes, as drafted.

Supervisor Sosangelis made a motion, seconded by Supervisor Chance, and carried by a vote of 3-0-1. Supervisor Peuquet abstained because they were not present. The July 8, 2026 meeting minutes, as drafted, were approved.

23. ADJOURNMENT

Supervisor Sosangelis adjourned the meeting at 9:43 p.m.

Respectfully submitted,
Neil Lovekin
Township Manager/Secretary