

The agenda deadline is noon on Wednesday, 1 week before the meeting.

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ANNOUNCEMENTS**
 - a. The Board of Supervisors' next monthly meeting will be held on Tuesday, February 10, 2026.
- 4. TREASURER REPORT & CONSIDERATION FOR PAYMENT OF MONTHLY BILLS**

Discussion and possible approval of the monthly expenditures.
- 5. ENCLAVE AT LONGWOOD PRESERVE (MONTCHANIN BUILDERS) – ESCROW RELEASE NO. 6**

Discussion and possible approval to release \$_____, as recommended in the latest Township Engineer's review letter, dated December 30, 2025. Overall project completion is approximately ___%.
- 6. RESOLUTION 2026-17: ESTABLISHING A LIAISON POLICY FOR VOLUNTEER COMMITTEES**

Discussion and possible adoption of Resolution NO. 2026-17, adopting and establishing a policy for boards of supervisors' liaisons to the township's commissions, boards, and councils.
- 7. NEW BUSINESS**
 - a. No new business.
- 8. CONTINUING BUSINESS**
 - a. Kennett Fire & Emergency Services Regional Commission – Monthly Update
Discussion and update of the regional commission's financial activities.
- 9. ZONING HEARING BOARD APPLICATIONS**
 - a. No new applications.
- 10. TOWNSHIP ADVISORY COMMITTEES' UPDATES**
 - a. Discussion and assignment of supervisors to the advisory committees and designating the meeting schedule.
- 11. PUBLIC COMMENT** (For matters not on the agenda)
- 12. TOWNSHIP DEPARTMENTS – MONTHLY REPORTS**
- 13. APPROVAL OF MEETING MINUTES**
- 14. ADJOURNMENT**

Sequential Classification

Ordinance: 01-2026
Proclamation: 2026-01
Resolution: 2026-18

**EAST MARLBOROUGH TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

RESOLUTION 2026-17

ESTABLISHING A LIAISON POLICY FOR VOLUNTEER COMMITTEES

A Resolution for the Township of East Marlborough, Chester County, Pennsylvania, establishing a policy for boards of supervisors' liaisons to the township's commissions, boards, and councils.

WHEREAS the Boards of Supervisors have, over the years, created various advisory commissions, boards, and councils; and

WHEREAS, the Board of Supervisors, each year at its reorganization meeting, appoints and reaffirms individuals and their respective terms to serve on the various commissions, boards, and councils; and

WHEREAS, the Board of Supervisors desires each year at its reorganization meeting to appoint Supervisors to serve as liaisons from the Board to the various commissions, boards, and councils; and

WHEREAS, the Board of Supervisors desires to establish a policy and give direction to the Supervisors who are appointed to serve as a liaison; and

WHEREAS, the Board of Supervisors intends to establish a policy that effectively outlines the objectives stated above.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of East Marlborough Township hereby establishes a policy for Supervisors appointed as liaisons to any commission, board, and/or council as follows:

- 1) Board of Supervisors ("BOS") Liaisons (the "Liaison") are appointed to specific commissions, boards, and councils (the "Committee") to guide them toward achieving their mission as defined in the ordinance or resolution that created the Committee.
- 2) The Liaison shall attend all meetings of the Committee to which the Supervisor is appointed.
- 3) The Liaison shall not be a member of the Committee.
- 4) The Liaison shall be a passive participant in the committee with the understanding that the role is one of monitoring and observing the activities of the committee to ensure it stays within the bounds of the ordinance or resolution that created it.
- 5) The Liaison shall convey any issues from the Committee, requiring higher authority input, to the BOS for direction.
- 6) The Liaison shall convey any direction from the BOS to the Committee.
- 7) The Liaison shall report the latest status and activities of the Committee to the BOS under the Comments agenda item at the BOS's regularly scheduled monthly meeting.

- 8) Under no circumstances shall the Liaison set the agenda for the Committee meetings, communicate with the Committee outside of Committee or BOS meetings, unless it is with the Chair and Township Manager (or their designee), run the Committee meetings, or provide directions to the Committee unless so instructed by the BOS.
- 9) This Resolution shall apply to all BOS Liaisons to commissions, boards, and councils existing as of the date of adoption of this Resolution, as well as to any future Committees created by the BOS, including but not limited to:
- a) Environmental Advisory Council (EAC)
 - b) Historical Architectural Review Board (HARB)
 - c) Historical Commission (HC)
 - d) Planning Commission (PC)
- 10) The Zoning Hearing Board (ZHB) shall have a Liaison from the Board of Supervisors for the sole purpose of having a designated attendee at zoning hearings.

Duly presented and affirmed by the Board of Supervisors of East Marlborough Township, Chester County, Pennsylvania, in a public meeting held on this 5th day of January 2026.

Attest:

BOARD OF SUPERVISORS

Neil G. Lovekin, Secretary / Manager

Ellen L. Sosangelis, Chair

Jake C. Elks, Vice-Chair

James M. Chance, Member

Steven W. Peuquet, Member

Chris Manning, Member

**EAST MARLBOROUGH TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

Return to Agenda

**RESOLUTION 2022-22
ESTABLISHING ADVISORY COMMITTEES**

A Resolution for the Township of East Marlborough, Chester County, Pennsylvania, creating advisory committees for township-wide oversight.

WHEREAS, the Township of East Marlborough in Chester County, Pennsylvania, is a Township of the Second Class, and,

WHEREAS, the 2011 Unionville Regional Comprehensive Plan established goals and objectives, in which the Board of Supervisors has determined that creating advisory committees will enable the Township to better implement specific strategies identified in the Plan.

WHEREAS, for the foregoing reasons the Board of Supervisors of East Marlborough Township has determined it to be appropriate to establish three (3) Advisory Committees to provide support and guidance; and

NOW THEREFORE, BE IT RESOLVED that the following Exhibit A is designated as policy hereby establishing Township-wide Advisory Committees, which shall set forth the duties and responsibilities of each Committee.

Duly presented and adopted by the Board of Supervisors of East Marlborough Township, Chester County, Pennsylvania in a public meeting held this 7th day of March 2022.

Attest:

BOARD OF SUPERVISORS

Neil Lovekin, Secretary / Manager

Robert B. McKinstry, Jr., Chair

Burling Vannote, Vice-Chair

Eric Matuszak, Member

Kathryn M. Monahan, Member

John Sarro, Member

**EAST MARLBOROUGH TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

**Exhibit A
Advisory Committees for Township-Wide Oversight**

These Committees are responsible for evaluating how their decisions may affect the Township budget, monitor associated expenditures, and develop controls (i.e., Policies).

COMMUNITY DEVELOPMENT COMMITTEE

Purpose: This Committee is responsible for the public facilities related to construction, maintenance, and repairs, including, but not limited to streetlights, sidewalks, curbing, storm drains, bridges, and parking lots, etc., and all matters relating to the acquisition, maintenance and disposal of equipment, machinery, or facilities for such purposes. Recommend projects for inclusion in the Township's Capital Improvement Plan.

Members: **Supervisors:** Burley Vannote and Eric Matuszak
Staff: Twp. Manager, and PW Director
As Needed: Township Engineers and Township Treasurer

Meetings: Monthly, and as needed

Activities: Road Maintenance Program, Equipment Replacement Schedule, Sanitary Sewer Maintenance, and Facilities Upgrades Planning

HEALTH & SAFETY COMMITTEE

Purpose: This Committee is responsible for matters pertaining to building codes, zoning, and the efficient enforcement of the Township's codes and ordinances, as well as to identify ways to better safeguard the health and welfare of the citizens of the Township. Recommend projects for inclusion in the Township's Capital Improvement Plan.

Members: **Supervisors:** Bobby McKinstry & John Sarro
Staff: Twp. Manager, and Police Chief
As Needed: Code/Zoning Officer, Fire/EMS Agencies, PW Director

Meetings: Monthly, and as needed

Activities: Traffic Calming Program, Review ongoing complaints of code violations to determine how to best update existing codes; Evaluate Regional Fire & EMS Commission needs and costs. Recommend projects for inclusion in the Township's Capital Improvement Plan.

ORGANIZATIONAL SUSTAINABILITY COMMITTEE

Purpose: This Committee is responsible for ensuring township services are heading in the right direction by evaluating progress, as well as recognizing and establishing department initiatives, internal controls, and leading the implementation of the Township's Capital Improvement Plan.

Members: **Supervisors:** Burley Vannote & Kathryn Monahan
Staff: Twp. Manager, Police Chief, PW Director
As Needed: Township Treasurer

Meetings: Monthly, and as needed

Activities: Review existing services and resources verse public expectations (needs vs. wants), update department policies and procedures as needed, Draft and implement the Capital Improvement Plan based on information received from the other advisory committees.

Advisory Committees for Township-Wide Oversight

These Committees are responsible for evaluating how their decisions may affect the Township budget, monitor associated expenditures, and develop controls (i.e., Policies) for the Board of Supervisors to consider and act on. Meetings will be monthly and/or as needed.

COMMUNITY DEVELOPMENT COMMITTEE

Purpose: This Committee is responsible for evaluating and reporting to the Board of Supervisors on matters pertaining to public facilities related to construction, maintenance, and repairs, including, but not limited to streetlights, sidewalks, storm drains, bridges, etc., and matters relating to the acquisition, maintenance, and disposal of equipment, machinery, or facilities for such purposes. Recommend projects for inclusion in the Township's Capital Improvement Plan.

Members: **Supervisors:** **John Auger and Kathryn Monahan**
 Staff: Twp. Manager, and PW Director
 As Needed: Township Engineers and Township Treasurer

Activities: Road Maintenance Program, Equipment Replacement Schedule, Sanitary Sewer Maintenance, and Facilities Upgrades Planning

HEALTH & SAFETY COMMITTEE

Purpose: This Committee is responsible for evaluating and reporting to the Board of Supervisors on matters pertaining to building codes, zoning, and the efficient enforcement of the Township's codes and ordinances, as well as to identify ways to better safeguard the health and welfare of the citizens of the Township. Recommend projects for inclusion in the Township's Capital Improvement Plan.

Members: **Supervisors:** **John Sarro & Ellen Sonangelis**
 Staff: Twp. Manager, and Police Chief
 As Needed: Code/Zoning Officer, Fire/EMS Agencies, PW Director

Activities: Traffic Calming Program, Review ongoing complaints of code violations to determine how to best update existing codes; Evaluate Regional Fire & EMS Commission needs and costs. Recommend projects for inclusion in the Township's Capital Improvement Plan.

ORGANIZATIONAL SUSTAINABILITY COMMITTEE

Purpose: This Committee is responsible for evaluating and reporting to the Board of Supervisors on matters pertaining to the delivery of township services and its resources, as well as recognizing and establishing department initiatives, internal controls, and leading the implementation of the Township's Capital Improvement Plan.

Members: **Supervisors:** **Jake Elks & Kathryn Monahan**
 Staff: Twp. Manager, Police Chief, PW Director
 As Needed: Township Treasurer

Activities: Review existing services and resources verse public expectations (needs vs. wants), draft and update department policies and procedures as needed, Draft and implement the Capital Improvement Plan based on information received from the other advisory committees.

East Marlborough Township

Public Works Department

12/3/2025 – 12/30/2025

PROJECTS AND ACTIVITIES

- Met with consultants and contractors to design and install streambank stabilization on N Mill Road north of Wollaston Road where the stream is eroding the bank close to the road.
- PennDOT is still working on some issues with the timing of the new traffic signals on Rt. 1.
- The Enclave sewer line installation on Walnut Road temporary trench patch was restored with hot mix base and binder for the winter. The road will be milled and overlayed with final paving in the spring because they missed the window of paving season.
- The Longwood Preserve HOA wasn't aware that the loop roads were not dedicated and maintained by the Township. The loops are similar to Traditions At Longwood.
- One of the salt trucks hit a parked car in front of 7 Radnor Lane during the ice storm on 12/27/2025 and caused front end damage to the car. The truck did not suffer any damage and no injuries. The insurance company has been notified.
- The crew removed a downed tree from the road at 721 Beversrede Trail after hours on Friday 12/19/2025 and the resident is very upset that we haven't cleaned it up yet. She feels it is the Township's responsibility to clean it up and wants to file a complaint, so she was advised to appear at the next Supervisor's meeting.

MEETINGS

- 12/9/25 Delchester Public Works Association Meeting
- 12/10/25 Supervisors Meeting.

OVERTIME

- 12/6/25 15 hrs. Salt Roads.
- 12/13/25 101.5 hrs. Snowstorm, plus 32 hrs. extra help.
- 12/14/25 4 hrs. Snow Drifts.
- 12/15/25 4 hrs. Hicks SE Pump Station alarms.
- 12/19/25 4 hrs. Trees and signs down.
- 12/23/25 10.5 hrs. Salt Roads.
- 12/26/25 21 hrs. Salt Roads.
- 12/27/25 42 hrs. Salt and Plow Roads.
 - 21 hrs. Replacing grinder pumps

TRAINING

- 12/17/25 LTAP Traffic Sign Basics class, Dopirak attended.

FUNCTIONS

- Empty trash cans at the park daily.
- Daily sewer operations at the treatment plant and pump stations.

- Maintenance and repair of equipment and vehicles.
- Road sign maintenance.
- Clearing of debris/ leaves from storm drains.
- Pothole/crack repairs as needed.
- Stormwater inlet repairs as needed.
- Maintain gravel roads.
- Cleaning and maintaining garage and facilities.
- PA One Call utility locates/markings.
- Weekend and Holiday daily sewer operations.
- Roadside vegetation management for sight distance and vehicle clearances.
- Post properties for zoning and conditional use hearings.
- Remove advertisement signs along the roads.
- Change locations of the battery-operated speed board in Unionville.
- Maintain 365 W Street Rd property.
- Maintain 717 Unionville Rd property.
- Maintain Willowdale property.

SEWER REPORT

Total Monthly Flow:	8,867,395 Gallons	Total gallons received 2025: 102,584,538
Average Daily Flow:	286,045 Gallons	
Maximum Daily Flow:	329,681 Gallons	
Rainfall Measured:	3.26"	
Storage Capacity:	85 days	
Gallons sprayed:	2,938,095 Gallons	Total gallons sprayed 2025: 110,857,182
PA 1 Call Notifications:	40 (1 Emergency)	
Grinder Pump Repairs:	9	

- The treatment ponds continue to operate normally, and the storage level is normal for this time of year, spraying at every opportunity.
- There are several capital improvement repair projects being investigated at the treatment plant, including baffle replacement, dredging, bar screen and bio-filter replacements.
- The transfer pump replacement has been ordered. We have a temporary system in place.
- Willowdale South pump station check valve 2 and the lag float was replaced.
- Baltimore Pike pump #1 sent out for repair.
- Taggart's Crossing pump station failed and so did the alarm, which resulted in sewer backing up into a residence. Both pumps have been repaired, and the alarm system was replaced because the existing alarm system was not able to be repaired. The sewage flood damage in the basement is roughly \$30,000.00, and our insurance carrier is potentially denying the claim due to "governmental Immunity". The homeowner has been very patient and cooperative and only seeking to be reimbursed for his costs. If the insurance claim is denied, we may need to discuss the future of the Township owning and maintaining grinder pumps or establishing funds for self-insured sewage back up coverage.