

June 3, 2024

7:00 P.M.

BOARD OF SUPERVISORS  
721 Unionville Road  
Kennett Square, PA. 19348

**1. CALL TO ORDER**

Present:

Chair Monahan

Vice-Chair Sosangelis

Supervisor Sarro

Supervisor Elks

Supervisor Matuszak (absent)

Township Staff & Consultants:

Ryan Jennings, Township Solicitor

Neil Lovekin, Township Manager

Mickey Bailey, Recording Secretary

Jeff Simpson, Public Works Director (absent)

Robert Clarke, Police Chief

Peter Barsz, Treasurer

**2. PLEDGE OF ALLEGIANCE (Participation is Voluntary)**

Chairman Monahan opened the meeting by leading the Pledge of Allegiance.

**3. ANNOUNCEMENTS**

- a. Chair Monahan announced that prior to tonight's meeting there was a Conditional Use Hearing scheduled for 6pm to discuss 917 E. Baltimore Pike, known as the Longwood Funeral Home, who wishes to construct an 840 sq ft crematorium on an adjacent parcel.

**4. REVIEW OF TREASURER'S REPORT & POSSIBLE AUTHORIZATION FOR PAYMENT OF MONTHLY BILLS**

- a. Township Treasurer, Peter Barsz, BGAF, summarized his financial report by saying that township finances continue to be strong.
- b. Supervisor Sarro motioned to approve the treasurer's report and pay the monthly bills. Supervisor Elks seconded the motion. Motion approved 4/0.

**5. 2023 TOWNSHIP FINANCIAL AUDIT**

- a. Presentation by Carl Hogan, CPA, Audit Partner of BBD, LLP (now known as Withum).
- b. Carl explained that revenues continue to be strong, exceeding expenses. There is expected to be a replenishment of close to a million dollars to the Capital Improvement Fund for the E. Locust Lane bridge expenditures. ARPA Funds were transferred to the Fire Fund to cover expenses and the ARPA fund is now closed.
- c. The two land purchases in 2023 reduced our funds by approximately 2.6 mil.

- d. Findings: The township continues to improve on keeping their books. The Sewer Loan, at approximately \$4.5 mil is our only debt. The loan matures in 2032.
- e. Vice Chair Sosangelis motioned to approve the annual audit, Supervisor Elks seconded, carried 4/0.

## **6. 802 EAST BALTIMORE PIKE, LLC – REVISED LAND DEVELOPMENT PLAN**

- a. Discussion and possible approval of the revised land development plan, pursuant to the Land Development Ordinance and subject to any waiver relief and conditions that proposes to eliminate the medical office pad site to allow for an approximate 3,400 square foot bank and an approximate 4,000 square foot one-story medical office building rather than one 25,000 square foot two-story medical office building, in conjunction with prior approval of a take-out restaurant with drive-through, and a convenience store with 8 gas pumps.
- b. Solicitor Ryan Jennings introduced the developer for the 802 Baltimore Pike Project, Bill Roundtree.
- c. Mr. Roundtree explained that the plan he was showing was the same one that was presented at the Conditional Use Hearing. It was decided that there are no issues as laid out by the Planning Commission. Cuyler Walker, Chair of the Planning Commission, said the Planning Commission is very comfortable with the plans presented by the developer.
- d. Supervisor Sarro motioned to approve the revised development plans as presented by the developer, 802 East Baltimore Pike, LLC., Supervisor Elks seconded, carried 4/0.

**7. RESOLUTION NO. 2024-26: APPROVAL OF REVISED LAND DEVELOPMENT PLAN FOR 802 EAST BALTIMORE PIKE, LLC**

- a. Discussion and possible adoption of Resolution No. 2022-26, to approve subject to conditions, the plan titled “*Preliminary Land Development Plan 802-810 Baltimore Pike*,” prepared by D.L. Howell & Associates, Inc., last revised April 29, 2024.
- b. Solicitor Jennings made one edit asking that the approval incorporate the Planning Commission recommendations.
- c. Supervisor Elks motioned to approve Resolution No. 2024-26 incorporating the Planning Commission recommendations. Supervisor Sarro seconded, carried 4/0.

## **8. BID AWARDS FOR 2024 TOWNSHIP ROADS MAINTENANCE PROGRAM**

- a. Discussion and possible award of the 2024 Summer Roads Maintenance Bids, as recommended by the Municipal Cooperative of Southern Chester County on March 24, 2024, and May 14, 2024, and as budgeted in the 2024 Adopted Liquid Fuels and Capital Improvement Funds.

|    |               |                                            |                    |
|----|---------------|--------------------------------------------|--------------------|
| i. | <b>STONE:</b> | <b>New Enterprise Stone &amp; Lime Co.</b> | <b>\$50,055.00</b> |
|    |               | East Earl, PA 17519                        |                    |

|     |                         |                    |
|-----|-------------------------|--------------------|
| ii. | <b>ROAD OILS: AMS</b>   | <b>\$12,460.00</b> |
|     | Center Valley, PA 18034 |                    |

|      |               |                         |                     |                                      |
|------|---------------|-------------------------|---------------------|--------------------------------------|
| iii. | <b>FUELS:</b> | <b>Dixieland Energy</b> | <b>\$46,484.00*</b> | <i>* Additional Township Service</i> |
|------|---------------|-------------------------|---------------------|--------------------------------------|

- iv. **PAVING IN PLACE: Long's Asphalt Inc.** **\$344,478.50**  
Quarryville, PA 17566
- v. **OIL & CHIP: Martin Paving** **\$138,232.00**  
Lititz, PA 17543

- b. Township Manager, Neil Lovekin, briefed this subject in the absence of Jeff Simpson, Public Works Director. Neil explained that for this bidding funds have been factored into a 20-year cycle for roads.
- c. Vice Chair Sosangelis motioned to approve the bid awards as presented. Supervisor Sarro seconded, carried 4/0.

**9. LINE PAINTING AWARD FOR 2024 TOWNSHIP ROADS MAINTENANCE PROGRAM**

- a. Discussion and possible award of the 2024 Pavement Markings Quote from Guidemark, Inc. of Souderton, PA 18964, in the amount of \$34,500.00, dated May 28, 2024, as recommended by the Director of Public Works, and as budgeted in the 2024 Adopted Liquid Fuels and Capital Improvement Funds.
- b. Township Manager, Neil Lovekin, presented this subject in the absence of Jeff Simpson, Public Works Director.
- c. No bids were received through the official bidding process. Jeff is requesting approval to award a contract to Guidemark.
- d. Vice Chair Sosangelis motioned to approve the contract award to Guidemark. Supervisor Sarro seconded, carried 4/0.

**10. RESOLUTION NO. 2024-27: SUPPLEMENTAL APPROPRIATION FOR 2024 BUDGET**

- a. Discussion and possible adoption of Resolution No. 2024-27 to appropriate supplemental funds to the Adopted 2024 Township Budget – in both the General and Sewer Funds to increase compensation for personnel based on present markets and demographics while factoring in tenure and competencies
- b. Township Manager, Neil Lovekin, explained that a salary review was done through the Managers Consortium. This Resolution seeks to increase some township salaries based on titles, experience, tenure and skill sets.
- c. Supervisor Elks motioned to approve Resolution 2024-27, Vice Chair Sosangelis seconded, carried 4/0.

**11. CONTINUING BUSINESS**

- a. Longwood Preserve, Phase 2 – Escrow Release No. 19  
Discussion and possible authorization to release \$47,285.09, as recommended in the Township Engineer's review letter, dated May 29, 2024.

- i. Lisa Donlon from VanDemark and Lynch explained that they had received a request from the developer for \$50,741.09. After reviewing the work, they recommended a release of \$47,285.09. They decided to hold back \$3,500 to cover inspection of the improvements prior to release of the 18-month bond.
- ii. Supervisor Sarro motioned to approve the escrow release of \$47,285.09 as recommended by VanDemark and Lynch. Vice Chair Sosangelis seconded, carried 4/0.

b. Longwood Preserve, 662 Cascade Way – Curb Modification Under Section 601.C of SALDO

Discussion and possible approval of the modified curb in front of 662 Cascade Way, as conducted by the Developer, as recommended in the Township Engineer’s review letter, dated May 22, 2024.

- i. This matter was brought to the board’s attention by Natalie Zurwaski, homeowner at 662 Cascade way, at the May 6<sup>th</sup> meeting. She had requested a curb modification because her wheelchair could not navigate the current curb for access to her residence. VanDemark and Lynch prepared a wooden template of a curb profile for the developer to use to replace the curb. On May 10<sup>th</sup> the Township Solicitor informed V&L that the developer used “Planitop X” to adjust the curb. After inspection on May 20<sup>th</sup> V&L took the position that the curb modification does not meet SALDO requirements but does allow Ms. Zurwaski accessibility. The minor modification provides a temporary solution to the special circumstance of this driveway until the roads are dedicated and the curb can be replaced by the Township.
- ii. Supervisor Sarro moved to approve the curb modification as a temporary solution until the roads are dedicated to the Township. Vice Chair Sosangelis seconded, carried 4/0.

**12. NEW BUSINESS**

- a. Acceptance of Eric Matuszak’s Resignation from the Board of Supervisors, Term Expiration of January 1, 2026.

Discussion and acceptance of the resignation of Eric Matuszak from the Board of Supervisors. Township Manager to advertise the vacancy in the local news publication, *The Daily Local* and on the Township’s website.

- a. On May 5<sup>th</sup> Township Manager, Neil Lovekin, received an email from Supervisor Eric Matuszak tendering his resignation, effective immediately. The Board must publicly accept this resignation and has 30 days to advertise and fill the position.
- b. Vice Chair Sosangelis moved to accept Eric’s resignation and to move forward with the advertisement and selection of a new candidate. Supervisor Elks seconded the motion, carried 4/0.

b. Recommendation for Certificate of Appropriateness, Case NO. 2024-03

Discussion and possible approval for 812 Wollaston Road (Kelly Residence) to permit home renovations in the Historic Village of Unionville, as recommended by the H.A.R.B. memo, dated May 14, 2024.

- a. Vice Chair Sosangelis moved to accept the Certificate of Appropriateness for 812 Wollaston Rd allowing for modifications to this residence. Supervisor Sarro seconded. Carried 4/0.

**13. ZONING HEARING BOARD APPLICATION**

a. 214 Lily Lane – Variance to Encroach into Rear Yard Setback  
Discussion of whether to take a position on the Application that seeks a variance to construct a deck with roof. A hearing date has been scheduled for Wednesday, June 26, 2024.

b. The Board decided no action was needed from the supervisors.

**14. TOWNSHIP DEPARTMENTS – MONTHLY REPORTS**

a. Police Department

i. Chief Clarke reported that the entire police department had been in training all week for re-certification.

b. Public Works

- i. Neil Lovekin, Township Manager gave an update for Jeff Simpson
- ii. The 2023 Peterbilt truck is tentatively scheduled to go to the upfitter in late 2024
- iii. Personnel opening still unfilled
- iv. PW is continuing to monitor loose stones in Wiltshire from the crack sealing project.
- v. Joey Nash passed the core test and is rescheduling the categories test to become a certified pesticide applicator.
- vi. Installed a new inlet on Mill Road to eliminate the deep drop off on the side of the road.
- vii. Received several bids for road projects and materials to be awarded June 3<sup>rd</sup>.
- viii. Sewer pumper truck being repaired.
- ix. Coordinating the restoration for the New Bolton Center water main installation
- x. Shelly Mincer asked about the closure on School Rd. Closure is mostly one-way to do some trench work.

**15. TOWNSHIP ADVISORY COMMITTEES' UPDATES**

No updates

**16. PUBLIC COMMENT (For matters not on the agenda)**

a. Shelly Mincer commented that the Chairman of the Zoning Hearing Board is moving out of the township. She is asking for recognition of his service and reminding the board to advertise the vacancy.

**17. APPROVAL OF MEETING MINUTES**

Supervisor Sarro made the motion to approve the minutes from the May 2024 meeting. Supervisor Elks seconded. Vice Chair Sosangelis abstained since she was absent for the May meeting. Carried 3/0.

**18. ADJOURNMENT**

*Respectfully submitted,  
Mickey Bailey, Recording Secretary*