

March 11, 2026
7:00 P.M.

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

Present:

Chair Sosangelis
Vice Chair Elks
Supervisor Chance
Supervisor Manning
Supervisor Peuquet

Township Staff & Consultants:

Ryan Jennings, Township Solicitor
Neil Lovekin, Township Manager
Mickey Bailey, Recording Secretary
Jeff Simpson, Public Works Director
Robert Clarke, Police Chief
Amanda Gattuso, Treasurer

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ANNOUNCEMENTS

- a. An executive session was held on February 11th, and prior to tonight's meeting, to discuss legal and personnel matters.
- b. The Willowdale Steeplechase will be held on Saturday, May 9, 2026.
- c. The Chester County Balloon Festival will not be held in the Township this year.
- d. The Board of Supervisors' next monthly meeting will be held on Wednesday, April 8, 2026.

**4. ENCLAVE AT LONGWOOD PRESERVE (MONTCHANIN BUILDERS) – ESCROW
RELEASE NO. 8**

Discussion and possible approval to release \$116,229.63, as recommended in the Township Engineer's review letter, dated March 4, 2026. Overall project completion is approximately 40%.

- a. Lisa Donlon of VanDemark and Lynch addressed this subject for the board. VanDemark and Lynch received an escrow release request from the developer in the amount of \$116,229.63. The release breakdown consists of the following:
 - Sanitary Sewer: \$20,430.00 (93% complete)
 - Water: \$46,687.50 (34% complete)
 - Inspections: \$42,400.38 (23% complete)
 - Contingency: \$6,711.75 (66% remaining)
- b. Chair Sosangelis moved to approve the escrow release of \$116,229.63. Supervisor Chance seconded, carried 5/0.

5. **ATHELTIC FIELDS PROJECT (UNIONVILLE-CHADDS FORD SCHOOL DISTRICT) – ESCROW RELEASE NO. 11 FINAL**

Discussion and possible approval to release \$2,415.00, as recommended in the Township Engineer's review letter, dated February 27, 2026. Overall project completion is approximately 100%.

- a. Lisa Donlon of VanDemark and Lynch addressed this subject for the board. VanDemark and Lynch received an escrow release request from the applicant in the amount of \$2,415.00. The applicant provided photographic documentation of the installation of the remaining signs. The release breakdown consists of the following:
 - Miscellaneous (\$w,100.00, 100% complete)
 - Inspection (\$105.00, 100 % complete)
 - Contingency (4210.00 100% complete)
- b. Lisa further explained that the project is complete, and they are recommending a full release of the remaining funds.
- c. Chair Sosangelis moved to approve the final escrow release of \$2,415.00. Overall project is 100% complete. Supervisor Elks seconded, carried 5/0.

6. **UNIONVILLE WALK – TOLL BROTHERS, INC. – FINAL CLOSEOUT**

Discussion and possible approval to release the maintenance bond for the above project, as recommended in the Township Engineer's review letter, dated March 6, 2026. Overall project completion is approximately 100%.

- a. Lisa Donlon briefed that all items have been addressed, and they are recommending closing out on the project.
- b. Chair Sosangelis moved to authorize the release for the project as recommended in the township engineer's letter dated March 6, 2026. Overall project completion is 100%. Supervisor Peuquet seconded, carried 5/0.

7. **RESOLUTION 2026-18: APPROVING A FEE SCHEDULE FOR THE CONSOLIDATION OF MUNICIPAL ADMINISTRATIVE, LAW ENFORCEMENT, SEWER, AND CODES SERVICES**

Discussion and possible adoption of Resolution No. 2026-18, to approve a consolidated fee schedule for municipal services.

- a. Chair Sosangelis explained that Resolution No. 2026-18 replaces a 2002 resolution that established the subdivision and land development fees and a 2012 resolution that set the various building and administrative fees. It consolidates both resolutions and will allow the board to reevaluate and set fees annually during its reorganization meeting.

- b. Supervisor Manning asked for some additional clarification. Township Manager Neil Lovekin was able to summarize the consolidation and clarified the cost structure reflecting present day costs.
- c. Rob Reilly asked if this resolution was directed towards new development or applicable to current homeowners. Both
- d. Frank McGrail if an application was submitted prior to tonight's meeting would it be grandfathered into previous costing structures? Yes.
- e. Supervisor Elks moved to approve Resolution 2026-18, Supervisor Manning seconded, carried 5/0.

8. TREASURER REPORT & CONSIDERATION FOR PAYMENT OF MONTHLY BILLS

Discussion and possible approval of the monthly expenditures.

- a. Treasurer Amanda Gattuso gave highlights of the East Marlborough Funds and balances. She added that next month she will be presenting first quarter budget figures and looking at some historical trends.
- b. Chair Sosangelis moved to approve the Treasurer's report and monthly bills. Supervisor Manning seconded. Carried 5/0.

9. NEW BUSINESS

- a. Consideration of the Appointment of Anneliese Strube to the Historical Commission, Term Expiration of December 31, 2028.
Discussion and possible appointment of Anneliese Strube to fill a vacancy, with a term expiration of December 31, 2028, and possible reappointment at the January 2029 Reorganization Meeting. One vacancy remains.
 - i. Annalie has submitted her statement of interest to serve on the Historical Commission and has received written support from the HR Chair John Rosecrans and the Vice Chair, Frank McGrail.
 - ii. Supervisor Chance motioned to approve the appointment of Annelisse Strube to the Historical Commission. Supervisor Elks seconded, carried 5/0.
- b. Capital Improvement Plan, Per Adopted 2026 Budget – Fleet Replacement Schedule
Discussion and possible authorization for the Township Public Works Director to execute the necessary purchase agreements from Co-Stars, as was adopted in the 2026 Township Budget – Capital Improvement Fund.

2026 John Deere 5100E mowing tractor	\$132,052.96
Atlantic Tractor, Oxford, PA 19363	
<i>Replacing the 1997 John Deere mowing tractor</i>	

2026 Chevrolet Silverado 3500HD flatbed work truck with snowplow	\$72,143.05
Ciocca Chevrolet, West Chester, PA 19382	

Replacing the 2012 GMC 2500HD

- i. Rob Reilly asked if we'd be selling the equipment on Municibid. Yes.
- ii. Jeff Simpson, Director of Public Works, explained the process and details.
- iii. Supervisor Peuquet motioned to authorize the township public works director to execute the necessary purchase agreements from Co-Stars. Supervisor Manning seconded, carried 5/0.

c. Bid Awards for 2026 Township Roads Maintenance Program

Discussion and possible award of the 2026 Spring/Summer Roads Maintenance Bids, as recommended by the Municipal Cooperative of Southern Chester County on March 4, 2026, and as budgeted in the 2026 Adopted Liquid Fuels and Capital Improvement Funds for a total of \$63,047. The road painting will need to be rebid as no bids were received.

ROAD OILS \$13,180.00

AMS
Center Valley, PA 18034

FUELS \$49,867.00

Dixie Land Energy
Rising Sun, MD 21911

- i. Jeff Simpson, Director of Public Works gave the board details on the program.
- ii. Supervisor Manning motioned to approve the 2026 spring and summer roads maintenance bids as recommended to the Municipal Cooperative of southern Chester County on March 4, 2026. Supervisor Peuquet seconded, carried 5/0.

d. Consideration of the Approval of an Audio/Video Proposal to Outfit the Township Meeting Room

Discussion and possible approval to award _____, at a total projected costs of _____ to retrofit the township meeting room with audio and video equipment as outlined in the township's provided scope of work.

- i. Chair Sosangelis gave a detailed background on this effort. Since reconfiguring the conference room, the supervisors have asked for updated proposals from the three vendors they are currently considering. In light of this the discussion and approval will be tabled.

10. CONTINUING BUSINESS

a. Kennett Fire & Emergency Services Regional Commission – Monthly Update
Discussion and update of the regional commission's financial activities.

- i. Supervisor Chance attended the monthly meeting saying that things are running smoothly giving credit to Alison Dobbins, the newly appointed Administrator. He went on to say

that their Admin Assistant, Gabby, does a very good job of giving new township supervisors an overview of the Fire Company.

11. ZONING HEARING BOARD APPLICATIONS

- a. 583 Unionville Road – Campanella Kennett, LLC, Special Exception for an Addition
Discuss whether to take a position on the application for a special exception to build an addition to an existing legally nonconforming structure containing a legally nonconforming use, by less than fifty percent. The hearing is scheduled for Monday, March 9, 2026.
 - i. Neil Land, Council for Campanella Auto shared posterboard pictures and drawings of the proposed changes to the current structure. They are proposing to bring the restrooms inside the building and expand the current waiting area. No additional bays are proposed.
 - ii. Solicitor Jennings advised that if the board doesn't find the proposal to be objectionable or problematic they can support it, object to it or take a neutral, non-participant standpoint.
 - iii. Joe Misiewicz asked why it is "non-conforming".
 - iv. The Board collectively agreed to remain neutral and let the Zoning Hearing Board take the lead.

12. TOWNSHIP ADVISORY COMMITTEES' UPDATES

Discussion and status updates of committees' activities.

- a. Ellen L. Sosangelis & Steve W. Peuquet – Organizational Sustainability – Reviewed bids for the AV conference room.
- b. Jake C. Elks & Chris Manning – Community Development – Nothing to add
- c. James M. Chance & Steve W. Peuquet – Health & Safety – met on 2/1 talked about Historical Committee recruitment.

13. TOWNSHIP LIAISONS' UPDATES

Discussion and review of volunteer groups' activities as provided by designated supervisors/liaisons.

Liaison Assignments:

- a. Ellen L. Sosangelis – Environmental Advisory Council (EAC) – nothing to report
- b. Jake C. Elks – Historical Architectural Review Board (HARB) – meeting pushed to 23rd of March
- c. James M. Chance – Historical Commission (HC) – meeting was cancelled
- d. Steve W. Peuquet – Planning Commission (PC) – no PC meeting
- e. Chris Manning – Zoning Hearing Board (ZHB) – Supervisor Manning commented that the ZHB is a group of seasoned professionals. He observed discussions on some backyard pools.

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

- a. Frank McGrail asked to get the board's opinion on supporting the America 250 campaign. He asked for an article to be in the next news letter.

15. TOWNSHIP DEPARTMENTS – MONTHLY REPORTS

- a. Jeff Simpson, Public Works

Mill Rd. streambank stabilization – We need to wait until November 1 due to bog turtle habitat in the area.

☐ Rt. 1 project – The section between Schoolhouse Rd. and Bayard Rd. is expected to be open for all 3 lanes soon to allow the 802 Baltimore Pike retail center to open. The section between Bayard Rd. and Greenwood Rd. remains 2 lanes and under construction for several more months.

☐ 2024 Peterbilt dump truck is still having computer issues related to emissions.

☐ Continuing inventory and inspection of inlets and pipes in Willowdale Crossing for repair/replacement.

☐ Started cleaning up limbs that have fallen during the storms and cleaning up turf damage from snowplowing operations.

☐ Preventative maintenance on all mowers and Gators preparing for Spring operations.

☐ Scheduled repairs to the playground surface at the Unionville Park. Playground access will be restricted for 5-7 days after the repair to allow the surface to cure.

☐ Replaced several inlet grates that were special ordered due to size.

☐ Converted the Police Department office lights to LED.

☐ Recommending approval to replace a pickup truck and mowing tractor.

☐ Recommending approval to accept bids for fuel and road oils.

- b. Chief Clarke – 148 incidents in February 59 handled by EMTPD busiest time 7am-10pm – Friday busiest day

- c. Neil Lovekin – Administration – Newsletter articles are due should be out to the public before Memorial Day.

16. APPROVAL OF MEETING MINUTES

Supervisor Manning moved to approve the Meeting Minutes from February 11th, Supervisor Elks seconded, carried 5/0.

17. ADJOURNMENT

8:35pm

*Respectfully submitted,
Mickey Bailey, Recording Secretary*