

March 4, 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 (remote)
Supervisor Matuszak

Township Staff & Consultants:

Ryan Jennings, Township Solicitor
Neil Lovekin, Township Manager
Mickey Bailey, Recording Secretary
Jeff Simpson, Public Works Director
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

No announcements.

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

- a. Township Treasurer, Peter Barsz, BGAF, opened by stating that the township has budgeted \$260k for 2024 interest earnings and as of this date \$90,460 has been collected. The three different account types we currently have invested in are yielding the following in % interest. Regular check: 5.15, Reserve savings: 5.5 and Prime accounts 5.47. Peter stated that the township is in strong financial shape.
- b. Frank McGrail asked if we had plans to look for rates that can be locked in. Peter responded that he plans to investigate that.
- c. Vice Chair Sosangelis motioned to approve the treasurer's report and approve the monthly bills. Supervisor Matuszak seconded the motion. Supervisor abstained for one check #25675 to Gavinator Signs. Motion approved 5/0.

5. 802 EAST BALTIMORE PIKE, LLC – AMENDED CONDITIONAL USE MODIFICATION

The Applicant is seeking to amend the 2022 CU Decision with respect to the medical office pad site to allow for two smaller buildings consisting of an approximate 3,400 square foot bank and an approximate 4,000 square foot one-story office building rather than one 25,000 square foot two-story medical office building.

- a. Solicitor Jennings presented this topic explaining that the original document was approved in 2019 and amended in 2022. The original plan footprint showed a two story 25,000 square foot building. The Amendment presented today replaces the two-story building in favor of two smaller one-story buildings 3,400 and 4,000 square feet respectively. The new plan also preserves a large heritage

cherry tree, routing traffic around it. There will be a reduction in traffic and parking places. The following individuals contributed to this conditional use amendment and its presentation:

- 1) Debbie Shulski (Riley, Riper, Holling & Colagreco)
- 2) Bill Roundtree (Wright Partners)
- 3) Joe Rullela (Howell Engineering)

- b. Chair Monahan motioned to approve the amendment as set forth in the January 18th, 2024, letter from Debra Shulski. Supervisor Sarro seconded, approved 5/0.

6. UNIONVILLE CHADDS FORD SCHOOL DISTRICT – INTERNAL PARKING RECIRCULATION

This land development plan proposes for campus circulation and parking improvements, with the goal of maximizing safety and efficiencies for buses, cars, and pedestrians during the daily student drop-off and pick-up timeframes, minimizing conflicts, and reducing, to the extent possible, traffic backing up on/into Unionville Road. The plans also provide the appropriate number of off-street parking spaces for the current faculty/staff and student enrollment.

- a. Township Manager, Neil Lovekin opened the proposed topic explaining that the UCFSD is proposing to make changes to their school campus to improve traffic circulation for pick up and drop off and to add additional parking. Randy Schauer, with Fox Rothchild, directed the audience’s attention to graphics showing the current layout of tennis courts and parking lot and the proposed changes to improve traffic flow. Additional details were provided by Jason Best from the ELA Group.
- b. Cuyler Walker asked if the Fire Company has approved the plan for vehicle movement in and out of the complex. Jason Best responded that they are working with the fire department for input and approval.
- c. Steve Pequet asked if one of the objectives was to extend the sidewalks and walking paths in the area. Solicitor Jennings suggested that discussions relating to community development would go to the Planning Commission for discussion and approval.
- d. Vice Chair Sosangelis motioned to approve the UCFSD project. Supervisor Sarro seconded, carried 5/0.

7. RESOLUTION 2024-17: AUTHORIZING SIGNATORY FOR PENNDOT RETRO-REIMBURSEMENT AGREEMENT SYSTEM

Discussion and possible adoption of Resolution 2024-17, authorizing a signatory for executing the electronic signature on behalf of the Township for the PennDOT Reimbursement Agreement System for the Project Name: “East Locust Lane Bridge over East Branch of Red Clay Creek.

- a. Township Manager, Neil Lovekin opened discussion for this resolution. This resolution, through the Board of Supervisors, authorizes Neil Lovekin, Township Manager, to execute and submit all documents and signatures on behalf of the township and to act as signatory for East Marlborough Township.
- b. Robert Reilly, President of the Northridge HOA, asked if this concludes the E. Locust Land Bridge project.

- c. Supervisor Sarro motioned to approve Resolution 2023-17, Vice Chair Sosangelis seconded, Supervisor Elks, being remote, could not be heard. Motion passed 4/0.

8. RESOLUTION 2024-18: RATIFYING AND CONFIRMING THE ACCEPTANCE OF DEDICATION OF CERTAIN ROAD RIGHTS-OF-WAY IN THE VILLAGES AT NORTHRIDGE

Discussion and possible adoption of Resolution 2024-18, accepting the road rights-of-way as set forth in the Deed of Dedication of Road Rights-of-Way of Radnor Lane, Daylesford Court, Ithan Court, and Merion Court as public roads within East Marlborough Township, together with all sanitary sewer water and storm sewer infrastructure within the rights-of-way.

- a. Solicitor Jennings addressed this resolution for the Board. Resolution 2024-18 is a formalization of the road dedications listed above in the Villages of Northridge.
- b. Vice Chair Sosangelis motioned to accept Resolution 2024-18, Supervisor Sarro seconded, carried 5/0.

9. CONTINUING BUSINESS

- a. Longwood Preserve, Phase 2 – Escrow Release No. 17
Discussion and possible authorization to release \$21,101.00, as recommended in the Township Engineer’s review letter, dated February 28, 2024.
- b. Engineering representative, Neil Carlson, Vandemark and Lynch, presented this escrow release request from the developer. Requested amount was \$26,541.00. After reviewing the work VanDemark recommends release of \$21,101.00 citing issues with several trees and a stormwater as-built plan that has not been reviewed yet.
- c. Supervisor Sarro motioned to approve escrow release in the amount of \$21,101.00 as recommended by VanDemark and Lynch. Supervisor Matuszak seconded, carried 5/0.

10. NEW BUSINESS

- a. Acceptance of Lewis B. Kinter’s Resignation from the Historic Architectural Review Board, Term Expiration of January 1, 2025.
Discussion and acceptance of the resignation of Lewis B. Kinter from the H.A.R.B. Township Manager to advertise the vacancy in the local news publication, *The Daily Local* and on the Township’s website.
 - (1) Township Manager, Neil Lovekin addressed the Resignation Letter of Lewis Kinter from the HARB effective midnight 14 February 2024.
 - (2) Resident Frank McGrail addressed the board expressing regret for the loss of Lew from the HARB saying that he will be missed and it’s a tremendous loss. Shelly Mincer suggested that when advertising for the open position that we give an explanation of the difference between the HARB and the Historical Committee
 - (3) Vice Chair Sosangelis motioned to accept the resignation, Supervisor Elks seconded, Supervisor Matuszak opposed, carried 4/0.
- b. Temporary Outdoor Activity Permit Application for *The Kennett Run Charities, Inc.*
Discussion and possible approval of temporarily township road closures on Saturday, May 4, 2024.

- (1) Township Manager, Neil Lovekin, introduced Bob Merkle, President of the Kennett Run Charities, who presented details of the upcoming Kennett Run event scheduled for May 4th. Bob explained that the road closures are scheduled between 8:30 -10:30. Chief Clarke added that this is not a “hard” closure. Residents can still get through.
 - (2) Supervisor Matuszak motioned to approve the event, Vice Chair Sosangelis seconded, carried 5/0.
- c. & d. Recommendation for Certificate of Appropriateness, Case NO. 2024-01
Discussion and possible approval for 812 Wollaston Road (Kelly Residence) to erect a shed in the rear yard that is in the Historic Village of Unionville, as recommended by the H.A.R.B. memo, dated February 12, 2024.
- (1) Township Manager, Neil Lovekin introduced this subject. Resident is asking to place a shed on the historic property located at 812 Wollaston Rd.
 - (2) Part d. is the same request for a different location and property owner, 1647 W. Doe Run Rd.
 - (3) In both cases HARB is recommended approval.
 - (4) Supervisor Sarro motioned to approve Certificates of Appropriateness, Vice Chair Sosangelis seconded, carried 5/0.
- e. Capital Improvement Plan – Quotes for 2024 Equipment Purchases Per Adopted 2024 Budget
Discussion and possible authorization for the Township Public Works Director to execute the necessary purchase agreements for a 2024 John Deere Gator TH 6X4 (GAS model) total selling price of \$12,264.27, and a John Deere Z960M ZTrak total selling price of \$12,467.04, both to be purchased from Atlantic Tractor LLC of Oxford, PA, per Quotes last modified on February 19, 2024.
- (1) Jeff Simpson, Director of Public Works presented the following requests. The Public Works department is requesting approval to replace a 2012 riding mower for the Sewer Department with a 2024 riding mower at a cost of \$12,500.
 - (2) The Public Works Department is requesting approval to replace a 2003 compact utility vehicle for the Sewer Department with a 2024 compact utility vehicle at a cost of \$12,300.
 - (3) Vice Chair Sosangelis motioned to approve the Public Works expenditures. Supervisor Sarro seconded. Carried 5/0.

11. ZONING HEARING BOARD APPLICATION

No items for discussion or decision.

12. TOWNSHIP DEPARTMENTS – MONTHLY REPORTS

- a. Jeff Simpson, Director of Public Works, highlighted the major activities for his department.
 - 1) Public Works still has one vacant position. In the last month there were two interviews but no hires.
 - 2) Discovered a water leak in the garage inside the block walls. Working on a long-term solution for replacing the copper plumbing.

- 3) Upgraded the traffic signal heads with reflective back plates and new street name signs at the Rt926 and Conservatory Rd intersection
 - 4) Joey Nash completed pesticide applicator training
 - 5) Dan Hoover is now a certified as a wastewater treatment operator.
- b. Chief Clerk reported that of the one hundred seventy-one 911 calls in the month of February 69 were handled by EMPD.
- c. Township Manager, Neil Lovekin gave a quick run down of the Admin Department.
- 1) Three pool permits issued
 - 2) There are 2 upcoming special events
 1. Tough Mudder
 2. Lights Festival.
 - 3) Our QuickBooks has been upgraded form Pro Premier to Enterprise because we have exceeded the maximum file size for the General Fund
 - 4) Our IT team at AF Daniel is completing some computer updates.

13. TOWNSHIP ADVISORY COMMITTEES' UPDATES

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

Nancy Gifford asked if those logging in remotely could be asked to mute their computers unless speaking for less interruptions and clearer listening.

15. APPROVAL OF MEETING MINUTES

Supervisor Matuszak moved to approve the meeting minutes for February. Supervisor Sarro seconded, carried 5/0.

16. ADJOURNMENT

*Respectfully submitted,
Mickey Bailey, Recording Secretary*