

October 7, 2024

7:00 P.M.

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

1. CALL TO ORDER

Present:

Chair Monahan (absent)

Vice-Chair Sosangelis (acting chair)

Supervisor Sarro

Supervisor Elks

Supervisor Auger

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)

Vice-Chair Sosangelis opened the meeting by leading the Pledge of Allegiance.

3. ANNOUNCEMENTS

Acting Chair, Ellen Sosangelis, read the following announcements:

- a. An executive session was held prior to tonight's regular meeting to discuss regional fire and emergency service personnel matters.
- b. There will be a Work Session Meeting of the Board of Supervisors on Wednesday, October 16 and 30th from 6:00 p.m. to 8:00 p.m. to discuss the 2025 Budget, including tax increases and other revenue sources to meet township obligations.
- c. *First Community Conversation* of the new Middle School Feasibility Study will be held on October 9, 2024, from 6:00 p.m. to 8:00 p.m., at Charles F. Patton Middle School.
- d. *Kennett Area Joint Fire Companies Fundraiser* will be held on October 19, 2024, at the Po Mar Lin Fire Company, located at 36 Firehouse Drive, Unionville, PA 19375.
- e. *Joint Public Hearing of East Marlborough, Newlin, and West Marlborough Townships* will hold a joint, special meeting on October 28, 2024, to be held at 7:00 p.m., at the Unionville High School, LGI Room, 750 Unionville Road, Kennett Square, PA 19348 to discuss and possibly adopt the amended *Unionville Area Regional Comprehensive Plan*.
- f. *Mushroom Cap Half Marathon* will occur on November 2, 2024, in the Kennett Square area.

- g. *Operation Green Light*, a national initiative to show veterans that they are seen, appreciated and supported by lighting buildings green from November 4 through November 11, 2024.

4. PUBLIC COMMENTS (For matters not on the agenda)

- a. None.

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

- a. Township Treasurer, Peter Barsz, BGAF, gave a brief summary of the township finances.
- b. Rob Reilly asked for fund totals and an explanation of what is a restricted fund and what is not. Peter was able to provide that explanation.
- c. Supervisor Sarro asked about a particular expenditure for Kappe Kappe Associates. This is a new vendor recently added.
- d. Supervisor Auger moved to approve the financial reports and pay the monthly bills. Supervisor Elks seconded; motion carried 4/0.

6. LONGWOOD FUNERAL HOME & CREMATORY – ESCROW RECOMMENDATION

Discussion and possible approval of the escrow estimate as recommended by the Township Engineer's Review Letter, dated October 1, 2024, in the amount of \$32,812.65 for the consolidation of parcels and construction of a crematorium.

- a. Acting Chair Ellen Sosangelis introduced township engineer, Neil Carlson, from VanDemark and Lynch to explain this escrow release. Neil recommended the release of the funds saying that all plans have been reviewed and approved.
- b. Supervisor Elks motioned to approve the escrow release for Longwood Funeral Home, Supervisor Auger seconded, Supervisor Sarro abstained, motion approved 3/0.

7. NEW BOLTON CENTER, RIEPE CENTER FOR ADVANCED VETERINARY EDUCATION – ESCROW RECOMMENDATION

Discussion and possible approval of the escrow estimate as recommended by the Township Engineer's Review Letter, dated September 18, 2024, in the amount of \$942,432.00 for the construction of an education facility.

- a. Acting Chair Ellen Sosangelis asked Neil Carlson, Township Engineer, to brief this recommendation. Neil explained that everything is in order and recommends the township grant the escrow recommendation.
- b. Supervisor Sarro motioned to approve the escrow estimate in the amount of \$942,432. Supervisor Elks seconded, carried 4/0.

8. **LONGWOOD GARDENS TERRACE ACCESSORY CONCESSION/RESTROOM BUILDING – ESCROW RELEASE & CLOSEOUT RECOMMENDATION**

Discussion and possible approval of the release of escrow in the amount of \$149,028.33 for the above project as recommended by the Township Engineer's Review Letter, dated September 25, 2024. Release of the recommended escrow amount will closeout the project to the terms and satisfaction of the Township.

- a. Township engineer, Neil Carlson recommended the escrow release in the amount of \$149,028.33 saying that there is no reason to hold back.
- b. Supervisor Auger motioned to accept Mr. Carlson's recommendation and to approve the escrow request. Supervisor Sarro seconded, carried 4/0.

9. **CONTINUING BUSINESS**

a. **2024-2029 Certified Local Government – Master Grant Contract**

Discussion and possible authorization to execute a new Master Grant Contract 2025-2029 (5-year contract) with the Pennsylvania Historical and Museum Commission for the Certified Local Government Grant Program.

- i. RESOLUTION 2024-37: AUTHORIZING A NEW MASTER GRANT CONTRACT 2025-2029 (5-YEAR contract) with the Pennsylvania Historical and Museum commission for the certified local government grant program.
- ii. Acting Chair Sosangelis introduced Supervisor Elks who has been a member of the HARB, to add some details to this resolution. Supervisor Elks summarized by saying that this resolution is administrative in nature, and he sees no reason to not approve it. There will be no cost to the Township.
- iii. Supervisor Elks motioned to approve Resolution 2024-37. Supervisor Auger seconded carried 4/0.

10. **NEW BUSINESS**

a. **Acceptance of Kathryn Monahan, Board Supervisor's Resignation**

Discussion and possible acceptance of Kathryn Monahan's resignation from the Township Board of Supervisors. Township Manager to advertise the vacancy in the *Daily Local News* and on the township website, with designated candidate appointment to occur at the Monday, November 4, 2024, Regular Meeting.

- i. Township Manager Neil Lovekin announced that he had received an email from Chair Kathryn Monahan resigning her position as Township Supervisor. Neil explained that the board has 30 days to fill the vacancy.

Special Announcement from Acting Chair Sosangelis regarding the resignation of Chair Kathryn Monahan:

"During Kathryn's tenure on the Board of Supervisors, she worked closely with Neil Lovekin, Mickey Bailey, and the other Supervisors to accomplish the following for the good of the community as well as the township staff:

- *raise the salaries of those in the Public Works Department to be commensurate with the rest of Chester County;*
- *promote better transparency regarding township finances; and*
- *develop a Capital Improvement Plan.*

It has been a pleasure to work with Kathryn. From the time I first met her when I was a Committee Person, she has been a mentor to me. It is with regret that I accept her resignation."

ii. Supervisor Elks motioned to accept Supervisor Monahan's resignation, and to advertise the vacancy, Supervisor Auger seconded, carried 4/0.

b. 2025 Proposed Preliminary Budget – Township Review & Adoption Schedule

Discussion of the 2025 Proposed Preliminary budget, including tax increases to meet township obligations.

- i. Township Manager, Neil Lovekin gave a brief overview of what the new budget for 2025 would look like.
- ii. Robert Reilly asked if he could get a copy of the charts and Neil explained that they would be posted on the website.
- iii. Marie DiConstanza asked what happens to all the interest we receive, where does it go? It was explained to her that the interest stays with the fund that earned it.

10. ZONING HEARING BOARD APPLICATIONS

- a. No new applications to discuss

11. TOWNSHIP DEPARTMENTS – MONTHLY REPORTS

- a. Township Manager gave the highlights for absent Jeff Simpson, Director of Public Works.
 - The 2023 Peterbilt is being upfitted now for delivery in a few weeks.
 - Repaired a pavement defect on Marlbrooke Way.
 - Installed stop bars on Schoolhouse Road.
 - Finished painting lines on the remaining roads.
 - Replaced 2 stormwater pipes on Fox Hollow Drive.
 - Repaired several storm drain inlets.
 - Pressure washed bridges at the park and repainted with anti-slip paint.
- b. Chief Clark summarized, there were 222 incidents during the month of September, 98 of which were handled by EMTPD. Busiest day was Friday. A new police truck is finished, F-150 now being upfitted. Special duty will be at the Longwood Fireworks and Trunk or Treat.
- c. Township Manager Neil Lovekin gave a rundown on the major activities of the Admin Department. They are primarily working on the 2025 budget and tax information. He has also placed an ad for the supervisor vacancy.
- d. Acting Chair Sosangelis publicly thanked Jeff Simpson and the Public Works crew for planting the colorful mums in the front of the building.

12. TOWNSHIP ADVISORY COMMITTEES' UPDATES

- a. No meetings

13. APPROVAL OF MEETING MINUTES

Supervisor Auger pointed out a typo in the minutes from last month. He then made a motion to accept the minutes and corrected, Supervisor Elks seconded, approved as corrected 4/0.

18. ADJOURNMENT

*Respectfully submitted,
Mickey Bailey, Recording Secretary*