

October 2, 2023
7:00 P.M.

BOARD OF SUPERVISORS
721 Unionville Road
Kennett Square, PA 19348

1. **CALL TO ORDER**

Present:

Chairman McKinstry
Vice-Chair Vannote
Supervisor Sarro
Supervisor Monahan
Supervisor Matuszak

Township Staff & Consultants:

Ryan Jennings, Township Solicitor
Neil Lovekin, Township Manager
Mickey Bailey, Recording Secretary
Jeff Simpson, Public Works Director (not present)
Robert Clarke, Police Chief
Peter Barsz, Treasurer

2. **ANNOUNCEMENTS**

Chairman McKinstry announced that there would be an Executive Session immediately tonight's meeting to discuss legal matters.

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

Township Treasurer, Peter Barsz, gave a brief summary of the township's financial status. There were no questions or concerns from the Board or audience.

Vice Chair Vannote motioned to approve the Treasurer's Report and to authorize payment of the monthly bills. Supervisor Sarro seconded; motion carried 5/0.

4. **CONTINUING BUSINESS**

- a. East Locust Lane Bridge Replacement Project – Change Orders #1, #2, and #3
Discussion and possible approval of change orders for work completed by Richard E. Pierson Construction Co.
 - Change Order #1: \$0.00 costs; schedule change only
 - Change Order #2: \$1,900.00 costs; additional swale work to correct drainage issue.
 - Change Order #3: -\$31,901.15 REDUCTION; to balance of all project overruns and underruns.
- b. East Locust Lane Bridge Replacement Project – Application for Payment #04, for period ending June 23, 2023.
Discussion and possible approval of release for payment in the amount of \$95,115.60 to Richard E. Pierson Construction Co.

\$871,973.60 Original Contract Amount
\$655,893.06 Prior Approved Payments
\$83,445.41 Contract Remaining, Including Retainage

- c. Chairman McKinstry introduced the subject matter for Change Orders 1-4 on the East Locust Bridge Project. Township Manager, Neil Lovekin discussed the orders and answered questions from the Board.
- d. Vice Chair Vannote motioned to approve Change Orders 1,2, and 3. Supervisor Sarro seconded. Approved 5/0.
- e. Vice Chair Vannote motioned to approve Change Order #4 and release funds in the amount of \$95,115.60 to Richard E. Pierson Construction Co. Supervisor Sarro seconded. Carried 5/0.

5. **NEW BUSINESS**

a. Tree Maintenance in the Right-of-Way: Drafting of an Ordinance

Discussion and possible authorization for the Township Solicitor to draft an ordinance to better ensure the safety of the residents and to prevent the dangers caused by diseased or dangerous trees to the health, safety, and welfare of the public, or the right of the public to the unobstructed use of public roads or property.

- i. Solicitor Ryan Jennings briefed and explained this proposed ordinance which would allow the township public works division to remove diseased or damaged trees in the right of way that pose a dangerous situation. After removal the homeowner would be billed the cost of removal. Ordinance would be drafted by Township Manager, Neil Lovekin and Planning Commission Director, Cuyler Walker. Cuyler also took an action item to research existing ordinances to make sure there is no contradictory information.

b. 2024 Budget Progress and Scheduling Advisory Committee Workshops

Discussion of the 2024 Budget process, and scheduling of the committee advisory workshops for in-depth review of budget funds' line items. Advertise the preliminary budget in November for possible adoption at the December 4, 2023 meeting.

- i. Township Manager, Neil Lovekin explained the 2024 Budget process proposal which divides the budget planners into three groups meeting in three different sessions allowing for an in-depth review of line items and adoption by the December 4th meeting.

6. **ZONING HEARING BOARD APPLICATION**

a. 741 Meadowbank Road – Variances to Construct New In-Ground Pool & Patio

- i. Discuss whether to take a position on the Application that seeks variances for allowable lot coverage (i.e., 31.78% as opposed to 25% allowed) and setbacks (i.e., 15 ft. as opposed to 25 ft. allowed). Hearing date T.B.D.

7. **TOWNSHIP DEPARTMENTS – MONTHLY REPORTS**

- a. Public Works Director, Jeff Simpson, gave highlights for the month of September.
 - i. The Public Works Department still has a vacant position.
 - ii. 2023 Peterbilt truck has been ordered. May received in early 2024.
 - iii. Removal of building at Post Office site completed and Post Office exterior painted
 - iv. Michael Hicks attended PRWA Wastewater Security class
 - v. Regular park maintenance and sewer operations

- b. Chief Clarke updated the board on EMTPD activities for the month of September.
 - i. 226 total incidents, 139 of which were handled by EMT (August)
 - ii. 351 total incidents, 131 of which were handled by EMT (September)
 - iii. UHS centennial parade closed Unionville road for one hour. EMTPD handled road closures and traffic control

- c. Township Manager, Neil Lovekin, gave the board highlights of the Administrative Department.
 - i. Fall Newsletter is due out first week of November.
 - ii. Tri-M phasing Development Projects. Revised final plans for 206 Gale Lane submitted

8. **TOWNSHIP ADVISORY COMMITTEES’ UPDATES**

- a. Committees to meet in October to review draft 2024 Budget.

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

- a. Resident Todd Fishkind had questions about changes to and about the Montchanin development planned off Walnut Rd. Solicitor Jennings made comment that the project was approximately a year away from breaking ground.

10. **APPROVAL OF MEETING MINUTES**

Supervisor Monahan moved to approve the minutes from the September meeting. Supervisor Sarro seconded, carried 5-0.

11. **ADJOURNMENT**

Executive session to follow.

*Respectfully submitted,
Mickey Bailey, Recording Secretary*