

September 11, 2023  
7:00 P.M.

BOARD OF SUPERVISORS  
721 Unionville Road  
Kennett Square, PA 19348

1. **REMEMBRANCE OF 9/11 – MOMENT OF SILENCE**

a. Chairman McKinstry opened the meeting asking for a moment of silence for the victims from September 11, 2001, on this day 22 years ago.

b. Chairman McKinstry also announced that he would like to commend our police department for all the time and effort involved in their search for the Chester County escapee, Danelo Cavalcante. (Captured September 13, 2023)

2. **CALL TO ORDER**

Present:

Chairman McKinstry  
Vice-Chair Vannote  
Supervisor Sarro  
Supervisor Monahan  
Supervisor Matuszak (remote for half)

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

3. **ANNOUNCEMENTS**

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

4. **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. His highlights focused on our interest income stating that we have far exceeded our budget forecast specifically since adding Prime accounts and optimizing funds in savings rather than checking accounts.

Vice Chair Vannote motioned to approve the Treasurer's Report and to authorize payment of the monthly bills. Supervisor Sarro seconded; motion carried 4/0.

5. **CONTINUING BUSINESS**

a. East Locust Lane Bridge Replacement Project

- 1) Township Manager, Neil Lovekin gave updates on the East Locust Lane Bridge Replacement Project – Application for Payment #03, for period ending May 31, 2023.
- 2) Traffic Planning and Design, Inc has reviewed the application for payment #03 on the above-mentioned project. The contractor is asking for approval of release for payment in the amount of \$116,988.39 to Richard E. Pierson Construction Co.

\$871,973.60 Original Contract Amount  
\$728,770.07 Worked Completed to Date  
 \$143,203.53 Contract Remaining, Including Retainage

- 3) Vice Chair Vannote moved to release payment #3 in the amount of \$116,988.39 to Richard E. Pierson Construction Co., Supervisor Sarro seconded, carried 4/0.
- b. Unionville Walk – Escrow Release No. 6

- 1) Discussion and possible authorization to release escrow for the above development in the following amount, as recommended by the Township Engineer’s Review Letter, dated August 30, 2023:
- 2) Release No. 6, totaling = \$603,083.60
- 3) Lisa Donlon on behalf of Vandemark and Lynch, Township Engineer, gave details on the current progress with Unionville Walk explaining that they are finalizing the punch sheet. Ryan Jennings will be involved in finalization of the contracts.
- 4) Supervisor Sarro made a motion to approve escrow Release No. in the amount of \$603,083.60, Vice Chair Vannote seconded, motion carried 4/0.

c. The Villages at Northridge, Escrow Releases for Phases 1, 2, and 3

- 1) Discussion and possible authorization to release escrows for the above development in the following amounts, as recommended by the Township Engineer’s Review Letter, dated August 30, 2023:
  - i. Phase 1, Release No. 30, totaling = \$32,331.00
  - ii. Phase 3, Release No. 12, totaling = \$33,697.59  
\$66,028.59

- 2) Lisa Donlon on behalf of Vandemark and Lynch, Township Engineer, informed the board on the details and current progress at the Villages at Northridge. Project is nearing completion expected to be ready this fall for dedication.
- 3) Vice Chair Vannote moved to approve Phase 1, Release 30 and Phase 3 Release no 12 funds totaling \$66,028.59. Supervisor Monahan seconded, carried 4/0.

NOTE: At this point in the meeting Supervisor Matuszak was able to join the meeting remotely.

d. Longwood Preserve, Escrow Release No. 11 for Phase 2

1) Discussion and possible authorization to release escrow for the above development in the following amount, as recommended by the Township Engineer's Review Letter, dated September 6, 2023:

2) Phase 2, Release No. 11, totaling = \$286,977.99

3) Lisa Donlon of Vandemark and Lynch explained that the escrow request was for \$322,260.49. After review of work completed, they are recommending release of \$286,977.99. She added that they would like to dedicate this fall.

4) Vice Chair Vannote motioned to approve the escrow release as recommended, Supervisor Monahan seconded, carried 5/0.

**6. RESOLUTION NO. 2023–26: APPROVAL OF KENNETT AREA LONGWOOD GARDENS CONNECTIONS PLAN**

a. Discussion and possible adoption of Resolution No. 2023-26, to approve the Kennett Area Longwood Gardens Connections Plan; repeal all inconsistent resolutions or parts thereof; provide a severability clause; and provide an effective date.

b. Township Manager, Neil Lovekin, presented this resolution. Susan Elks, a representative of the Kennett Connections Study task force was online.

c. Vice Chair Vannote motioned to approve Resolution 2023-26. Supervisor Monahan seconded, carried 5/0.

**7. RESOLUTION NO. 2023–24: AUTOMATED CLEARINGHOUSE PAYMENTS**

a. Discussion and possible adoption of Resolution No. 2023-24, to authorize certain budgeted payments through the Automated Clearing House (ACH) process.

b. Township Manager, Neil Lovekin, explained that some of our vendors, in particular utilities and health insurance, have a 20-day billing cycle. With the US Mail cycle, processing in and out it is difficult to make the 20-day timeline. Since we want to avoid late charges and fines, we are requesting to have some payments be auto debited through our Truist bank account. Note: our PLGIT accounts do not allow for auto debiting.

Supervisor Monahan made a motion to approve Resolution No. 2023-24. Vice Chair Vannote seconded, carried 5/0.

**8. RESOLUTION NO. 2023–25: SUPPLEMENTAL APPROPRIATION FOR 2023 BUDGET**

a. Discussion and possible adoption of Resolution No. 2023-25, to appropriate supplemental funds to the adopted 2023 Township Budget – Operating Reserve Fund for the replacement purchase of a police command vehicle.

- b. Township Manager, Neil Lovekin, gave detail to the board that on June 28<sup>th</sup> Police Chief Clarke was involved in an auto accident while driving township vehicle 2016 Ford Explorer reported by the insurance company to be a total loss. This resolution seeks to authorize an expenditure of \$60,355.00 from the Operating Reserve Fund to replace the vehicle with a 2023 Chevrolet Tahoe.
- c. Vice Chair Vannotte moved to approve the budget supplement, Supervisor Sarro seconded, carried 5/0.

**9. NEW BUSINESS**

- a. 2024 Minimum Municipal Obligations (MMO) for Adopted Pension Plans  
Act 205 of 1984, as amended, requires the Chief Administrative Officer to inform the Board of Supervisors of the Township’s expected financial obligations for the coming calendar/fiscal year.
  - i. Non-Uniformed Pension Plan MMO = \$86,835.00
  - ii. Uniformed Pension Plan MMO = \$34,595.00
- b. Chairman McKinstry read aloud the verbiage for the financial obligation for 2024. Township Manager, Neil Lovekin, then provided the background and detail relative to the alignment with the Budget.
- c. No action was required from the Board. For informational purposes only.

**10. ZONING HEARING BOARD APPLICATION**

- a. No new applications have been submitted.

**11. TOWNSHIP DEPARTMENTS – MONTHLY REPORTS**

- a. In Jeff Simpson’s absence, Township Manager, Neil Lovekin briefed the month’s highlights from the Public Works Department.
  - 1) Guiderail plans have been signed and installation scheduled for the Mill Road Bridge Project
  - 2) The 2023 Peterbilt truck was ordered, expected delivery early 2024
  - 3) Two interviewees for the vacation position. No hires.
  - 4) Park was closed 9/4 due to police activity due to prison escape and park being used as Command post at firehouse.
  - 5) Back parking lot at 717 Unionville Rd leveled and gravel added.
  - 6) Lines repainted in our parking lot
- b. Chief Robert Clarke deferred details of his monthly briefing until next month. EMTPD has joined the Pennsylvania State police and other law enforcement agencies in the search for Chester County Prison escapee, Danelo Cavalcante. Search is on going and law enforcement has been working round the clock.

- c. Township Manager, Neil Lovekin, gave the board highlights of the Administrative Department.
  - 1) Newsletter is due out November 1<sup>st</sup>.
  - 2) Completed Ready Chesco Training

12. **TOWNSHIP ADVISORY COMMITTEES' UPDATES**

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

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

- a. Shelly Mincer, Alternative Zoning Committee Representative wanted to let the Board know that the committee had denied the recent solar panel application. Home owner planned to appeal the decision. The application will be send to the EAC committee for review.

14. **APPROVAL OF MEETING MINUTES**

Supervisor Monahan moved to approve the minutes from the August meeting. Vice Chair Vannote seconded, carried 5-0.

15. **ADJOURNMENT**

Supervisor Monahan moved to approve the Adjourn the meeting. Vice Chair Vannote seconded, carried 5-0.

Executive session to follow.

*Respectfully submitted,  
Mickey Bailey, Recording Secretary*