

Board of Supervisors Meeting
May 13, 2019

Opening: Chairman Elston opened the regular scheduled meeting on Monday, May 13, 2019 at 7:00 P.M.

Roll call was taken and present were supervisors Gary C. Elston, Nelson R. Beam and Frank V. Daniel Jr. Others present were Craig Kologie, Zoning and Engineering Official, Megan Kawamoto, Assistant Project Engineer, Kristin Camp, Solicitor, and Richard King, Maintenance.

Public Comment: Chairman Elston called for public comment on tonight's agenda; No public comment was received.

Minutes:

Motion: Mr. Beam made the motion to approve the April 8, 2019 meeting minutes with corrections and Mr. Daniel made the second. Motion carried 3-0.

Treasurer's Report: The Treasurer's Report stands approved until further audit. Balances were as follows:

- **Operating Accounts:**

General Fund- Victory Bank Money Market @ 2.25%	595,337.33
General Fund-Victory Bank Checking @ 1.83%	<u>4,726.93</u>
Total Operating Funds:	\$ 600,064.26

- **Designated Accounts:**

FIRE/EMS - PLGIT Prime MM @ 2.52%	19,410.28
State Fund – Victory Bank @ 2.25%	141,792.59
Act 209 - PLGIT Prime MM @ 2.52%	1,956.30
Glenmoore Fire Co – Trumark CD - matures 12/1/19 @ 2.37%	41,233.59
Elverson-Honey Brook EMS – Trumark CD - matures 12/1/19 @ 2.37%	32,134.02
Twin Valley FD – Trumark CD - matures 12/1/19 @ 2.37%	32,134.02
PLGIT-New Truck @ 2.52%	50,368.79
WNT Emergency Fund - PLGIT CD- matures 4/1/19 @ 2.65%	133,286.00
WNT Emergency Fund – Prime @ 2.52%	1,655.22
Savings -Trumark @ .20%	5.00
Regular - PLGIT MM@ 2.52%	255,630.51
Recreation - PLGIT MM @ 2.52%	<u>296.24</u>
Total Designated Funds:	\$ 709,902.56

- **Investment Accounts:**

CD - PLGIT CD 1 - matures 4/8/20 @ 2.65%	243,000.00
MM -PLGIT Prime @ 2.52%	13,744.71
CD - PLGIT CD 2 - matures 4/29/20 @ 2.61%	243,000.00
MM - PLGIT Prime MM @ 2.52%	7,813.08
MM - PLGIT Class MM @ 2.24%	6,322.12

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CD - PLGIT CD 3- matures 10/17/19 @ 2.85%	486,000.00
MM - PLGIT Prime MM @ 2.52%	21,222.54
CD - PLGIT CD 4 & 5 - matures 4/2/20 @ 2.75%	<u>314,169.61</u>
Total Investment Funds:	\$1,335,272.06
• <u>Escrow Accounts:</u>	\$ 8,473.21
• <u>Total Funds under management:</u>	\$ 2,653,712.09

AUDIENCE:

- **Doug Dykhous** – Asked for a refund for a third inspection that was performed by Yerkes Associates in 2018. Mr. Dykhous stated that there was a miscommunication due to an error in his email address.
Motion: Mr. Beam made the motion to reimburse Mr. Dykhous the \$75.00 inspection fee and was seconded by Mr. Daniel. Motion carried 3-0.

REPORTS:

Engineering: Mr. Kologie gave the monthly report and it will be on file in the township office.

- **Road Bid** –The two bids were opened by Ms. Kawamoto and are as follows:
Charlestown Paving - \$126,387.53
Dan Malloy Paving - \$143,088.50
Motion: Mr. Beam made the motion to award the 2019 road repair bid to Charlestown Paving contingent upon all is correct and the bond is in place and was seconded by Mr. Daniel. Motion carried 3-0.
- **Township Garage Addition:** The four bids were opened by Ms. Kawamoto and are as follows:
A.K. Petersheim Builders – 30 foot addition - \$106,400.00; 20 foot addition - \$88,780.00
Amric Construction – 30 foot addition - \$169,987.00; 20 foot addition - \$157,787.00
Estimating Systems LLC – 30 foot addition - \$157,836.00; 20 foot addition - \$129,723.00
LA Building Contractors – 30 foot addition - \$146,000.00; 20 foot addition - \$125,000.00
- Hammell-O'Donnell Business Park – Preliminary plan has been approved.
- Wyebrook Farm subdivision –Mr. Carlson must show that the county has relinquished their rights concerning the railroad right of way.

Zoning Report: Mr. Kologie stated that property maintenance violations are in process.

- **277 Killian Road** - hearing found the property owner guilty of 8 violations and a fine has been assessed. Four other citations will be heard in 60 days. The property owner has indicated that they may request a variance to keep an equine on the property. Ms. Camp advised if there is not any improvement, this property could be cited weekly or taken to the Court of Common Pleas for enforcement.
- **2989 Creek Road** – Accessory building is now vacant and the property owners may seek a variance.
- **205 Lammey Road** – materials are still in the yard. The property owner is working on resolution with the tenant.

Solicitor's Report:

- Chester County Department of Emergency Services – Ms. Camp provided a draft ordinance for review which includes a provision for new buildings to have radio coverage availability for emergency service providers. This ordinance is based on a model ordinance prepared by Chester County Department of Emergency Services.
- Cedarville Engineering- Ms. Camp advised that a letter should be drafted stating that no further work is to be completed nor any invoices to be paid for the Hammell-O'Donnell Business Park.
- Right To Know Resolution – Will define the words “harass” and “overburden” in regard to the current law. Resolution will be presented for adoption in June.

Planning Commission:

- 11 Fairview Rd: James Ford, Jr. would like to subdivide the 48 acres into 4 residential lots but needs to do research regarding his deed.
- Wyebrook Farm subdivision: Dean Carlson presented plans and is looking to have his deed rewritten.

Roads:

- Road bids: Mr. Kologie advised that the corrected amounts for road repairs bids with the inclusion of Bollinger Road are as follows:
Charlestown Paving - \$128,061.13
Dan Malloy Paving - \$143,874.50
Motion: Mr. Elston made the motion to award the 2019 road repair bid to Charlestown Paving, with the inclusion of Bollinger Road, contingent upon all is correct and the bond is in place and was seconded by Mr. Daniel. Motion carried 3-0.
- Mr. Kologie stated that the road bids did not include overlay only base repairs for Bollinger, Wyebrook, Lippitt, and Killian Roads and this could be another road repair bid.
Motion: Mr. Beam made the motion for Castle Valley Consultants to advertise an additional 2019 road repair bid for the overlay on Bollinger and Isabella Roads. This bid should not include fabric on Isabella Road. Mr. Daniel seconded the motion and it carried 3-0.
- 44 Bollinger Road – discussed removal of dead tree in right of way and if the township would have it removed. Rick King will get the pole number as the tree is close to wires. Ms. Camp advised that an ordinance would need to be developed to require property owners to provide tree maintenance at their expense.
- Langoma Avenue – permit is needed from PennDot for emergency repair to the water system that involved Creek Road. PennDot also requires a bond declaring the township responsibility for maintaining the integrity of Creek Road where it was compromised. The Langoma water system has not been effectively maintained by the residents. Ms. Camp advised to continue dialogue and that she would investigate HUD grants and other assistance for the homeowners.
- Road maintenance – Potholes are being filled and the roads will be mowed by the end of May. The Board agreed that for safety an alert vehicle should follow when the roads are being mowed.

Parks and Recreation:

- Park maintenance – trees have been trimmed and two benches were sanded and painted. The walking trail has been leveled and mulching and weeding are planned. Mr. Daniel asked for pictures of the trees that need to be removed in the park. Kevin McClatchy will be contacted regarding finishing the wall in front of the pavilion.
- Picnic tables were discussed and Mr. Daniel will confirm prices and send information to the Board.
- Next meeting will be May 15 at 7 PM.

Historic: No Report

EMS: No report

NEW BUSINESS:

Motion: Mr. Daniel made the motion to approve David Gardner for park and road maintenance beginning May 16 at an hourly rate of \$21.50 per hour with a maximum of 25 hours per week and a 90 day review and was seconded by Mr. Beam. Motion passed 3-0.

- Garage addition bids were further discussed and the Board agreed on the 30 foot addition. Ms. Camp will advise the Board if a resolution is needed to amend the budget for the cost increase.
Motion: Mr. Daniel made the motion to award the 30 foot garage addition bid to A.K. Petersheim at a cost of \$106,400.00 and was seconded by Mr. Beam. Motion carried 3-0.

- Year to date budget report will be provided at the June meeting.
- Supervisor's responsibilities were discussed. Ms. Camp advised that the title, scope of duties, and number of allowable hours must be provided for any jobs that are additional to duties that are outlined in the second class code. The auditors then set the compensation rate for each position. Due to this discussion the auditor's approval letter was withdrawn.

Motion: Mr. Beam made the motion to approve Mr. Elston for 7 hours to oversee the building addition project and was seconded by Mr. Daniel. Motion carried 2-0 with Mr. Elston abstaining.

Motion: Mr. Elston made the motion to approve Mr. Daniel as Community Day Director for 75-80 hours and was seconded by Mr. Beam. Motion carried 2-0 with Mr. Daniel abstaining.

**Board of Supervisors called for Executive Session at 9:45 PM to discuss personnel issues.
Executive Session ended at 9:55 PM and the meeting resumed.**

- Mr. Beam discussed information from the April PSATS convention regarding road work and PennDot assistance in the bid procedure.
- Animal control – West Vincent Township has developed their own in-house animal control. Ms. Kolpak will contact them for details for future years.
- Mr. Daniel attended the PIRMA meeting on May 9 and shared information. Job descriptions and many other sources of information are available on their website.

OTHER BUSINESS: None

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BILLS: The bills to be paid this evening were reviewed.

Motion: Mr. Beam made the motion to pay the bills and was seconded by Mr. Daniel. Motion carried 3-0.

General Fund

\$31,876.34

ADJOURNMENT: With no further business to discuss, adjournment took place at 10.20 P.M. with Mr. Beam making the motion to adjourn and seconded by Mr. Daniel. Motion carried 3-0

Respectfully submitted,

Deborah M. Kolpak, Secretary

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