

**CHADDS FORD TOWNSHIP BOARD OF SUPERVISORS**  
**MONDAY, FEBRUARY 5, 2024 – REGULAR MEETING AGENDA**

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This meeting will be held in person at the Chadds Ford Township Building, 10 Ring Road, Chadds Ford, PA 19317. The meeting will also be broadcast live via Zoom webinar. The Zoom link can be found on the [Township website](#) or [by clicking here](#).

**6:30 PM PLEDGE OF ALLEGIANCE AND OPEN MEETING**

**RE-ORGANIZATION**

**ANNOUNCEMENTS**

**PUBLIC COMMENT (Agenda Items)**: Please be concise. In the Zoom platform, please use the Q & A function to ask your question.

**1. MINUTES:**

- a. [January 2, 2024, Annual Organization Meeting Minutes](#)
- b. [January 2, 2024, Regular Meeting Minutes](#)

**2. TREASURERS REPORT**

**3. REPORTS: (Operational reports are on file with the Township)**

- a. Manager's Report
- b. Engineer's Report
- c. Committee Reports

**4. OLD BUSINESS:**

- a. ARPA Budget Expenditure Approval – Board Room AV Upgrades

**5. NEW BUSINESS:**

- a. [Resolution No. 13 of 2024; Establishing Purchasing Power Guidelines for the Township Manager](#)
- b. Lawn Care Services Contract; 2024 – 2026
- c. Zoning Hearing Board Solicitor Appointment
- d. Brandywine Scenic Byways Commission Advisor Appointment – Lois Saunders

**6. MISCELLANEOUS DISCUSSION:**

- a. PHMC Keystone Construction Grant

**PUBLIC COMMENT (non-Agenda Items)**: Please be concise. In the Zoom platform, please use the Q & A function to ask your question.

**UPCOMING MEETINGS:**

- a. Open Space Committee meeting, February 13, 2024, at 7:00 p.m.
- b. Historical & Architecture Review Board meeting, February 12, 2024, cancelled due to lack of business.
- c. Zoning Hearing Board meeting, February 15, 2024, 7:00 p.m.
- d. Planning Commission meeting, February 20, 2024, at 7:00 p.m.
- e. Board of Supervisors Workshop Meeting, February 28, 2024, at 6:30 p.m.

**ADJOURNMENT**

**CHADDS FORD TOWNSHIP BOARD OF SUPERVISORS  
ORGANIZATION MEETING MINUTES  
Tuesday, January 2, 2024 - 5:30PM**

This meeting was held at the Chadds Ford Township building, 10 Ring Road, Chadds Ford, PA 19317, and streamed live via Zoom.

Chair Reiner opened the Board of Supervisors Organization meeting at 5:30 p.m. with the Pledge of Allegiance. In attendance were Samantha Reiner, Chair; Frank Murphy, Vice Chair (via Zoom); Timotha Trigg, Supervisor; Mike Maddren, Esq., Township Solicitor; Lacey Faber, Township Manager; and Emily Pisano, Assistant Township Manager. Fourteen (14) members of the public attended.

1. **APPOINTMENT OF TEMPORARY CHAIR:** S. Reiner made a motion to nominate Frank Murphy as temporary Chair. F. Murphy seconded the motion. There was no further discussion and the motion passed unanimously.
2. **OATHS OF OFFICE:** The Honorable Judge Wendy Roberts administered Oaths of Office for Timotha Trigg Township Supervisor, and Ben Simons, Township Board of Auditors.
3. **NEW BUSINESS:**
  - a. **Board of Supervisors Organization:**
    - Chair Murphy made a motion to nominate Samantha Reiner as Chair. T. Trigg seconded the motion. There was no further discussion and the motion passed unanimously.
    - Chair Reiner made a motion to appoint F. Murphy as Vice Chair. Chair Reiner seconded the motion and it passed unanimously.
  - b. **Public Comment:** There was no public comment.
  - c. **Slate of Appointments – Township Officials and Employees:** Supervisor Trigg made a motion to appoint the following Township officials and employees:
    - Lacey Faber Township Manager, Township Secretary, and Township Open Records Officer
    - Emily Pisano, Assistant Township Manager, Assistant Township Secretary, Alternate Open Records Officer, and Recycling Coordinator
    - Laura Lim, Township Finance and Human Resources Director
    - Maureen Czachorowski, Township Administrative Assistant and Assistant Building Code Official
    - Keystone Municipal Services, Township Construction Code Official, Code Enforcement Officer, Code Compliance Officer, Building and Plumbing Inspector, Zoning Officer, and Fire Code Official
    - United Inspection Agency, Township Electrical Inspector
    - Phil Wenrich, Township Emergency Management Coordinator/Roadmaster
    - Allen Strickler, Animal Control Officer
    - Phil Wenrich/Keystone Municipal Services, Fire MarshalVice Chair Murphy seconded the motion. There was no further discussion and the motion passed unanimously.
  - d. **Slate of Appointments – Special Consultant:** The Board of Supervisors tabled this agenda item until their Workshop meeting on January 31, 2024.
  - e. **Slate of Appointments – Municipal Professionals:** Chair Reiner made a motion to appoint the following Township Municipal Professionals:
    - Township Solicitor, Mike Maddren, Esquire
    - Planning Commission Solicitor, Mike Maddren, Esquire
    - Township Engineer, Michael Schneider, P.E., of Pennoni Engineering

- Alternate Township Engineer, Nick Cirilli, P.E., of Yerkes Associates, Inc.
- Township Traffic Engineer, Michael Schneider, P.E., of Pennoni Engineering
- Sewer Authority Engineer, James Flandreau, Esquire
- Township Planner, Thomas Comitta, A.I.C.P., of Thomas Comitta Associates, Inc.
- Township Sewage Enforcement Officer John Houtman, SEO, of G.D. Houtman & Son, Inc.
- Township Auditor, To be appointed at the January 31, 2024, meeting
- Deputy Tax Collector, Vicki Hoxter
- Open Space, Recreation & Trails Consultant, Brandywine Conservancy
- Township Botanist, Janet Ebert
- Township Historian, To be determined
- Vacancy Officer, Kathy Koch
- Rachel Kohl Library Rep., Jennifer Panaro
- Special Consultant, Maryann Furlong

Supervisor Trigg seconded the motion. There was no further discussion and the motion passed unanimously.

**f. Set Bond Limits – Motion to Approve Bonds:** Supervisor Trigg made a motion to approve the following Bonds:

- Treasurer's Bond Limit \_\_\_\_\_ \$300,000.00
- Managers Bond/Public Officials Bond Limit \_\_\_\_\_ \$200,000.00
- Tax Collector's Bond Limit \_\_\_\_\_ \$7,504,231.08  
(Township & School District combined) \$257,998.19 Township portion only.

Vice Chair Murphy seconded the motion. There was no further discussion and the motion passed unanimously.

**g. Open Space Committee Appointments:** Supervisor Trigg made a motion to appoint Peter Mattes, Kathleen Goodier, Mike Pessagno, and Sarah Sharp to the Open Space Committee for a term of two (2) years, starting January 1, 2024 and ending December 31, 2025. Vice Chair Murphy seconded the motion. There was no further discussion and the motion passed unanimously.

**h. Brandywine Valley Scenic Byways Committee Appointments:** Supervisor Trigg made a motion to appoint Kathleen Goodier and Helene Badeau to the Brandywine Valley Scenic Byways Committee for a term of two (2) years, starting January 1, 2024, and ending December 31, 2025. Vice Chair Murphy seconded the motion. There was no further discussion and the motion passed unanimously.

**i. Sewer Authority Board Appointments:** Chair Reiner made a motion to appoint Dennis Henry to the Sewer Authority Board for a term of five (5) years, starting January 1, 2024, and ending December 31, 2028. Supervisor Trigg seconded the motion. There was no further discussion and the motion passed unanimously.

**j. Committees & Boards:** Chair Reiner made a motion to appoint the following persons to the specified committees for a term appointment of one (1) year:

- UCC Board of Appeals: John Barbone & Gary Sharp – VACANCY (1)
- Finance Committee: Vincent Barbone, CPA, Mary Kot, Vince DelRossi, Bruce Prabel, Lacey Faber, and Laura Lim.
- Painter's Folly Steering Committee: Peter Mattes, Sarah Sharp, Stephanie Armprister, Beverlee Barnes, Jane Dorchester, and Thomas Comitta.
- State & National Parks Representatives: Lacey Faber & Kathleen Goodier – VACANCY (1)

Supervisor Trigg seconded the motion. There was no further discussion and the motion passed unanimously.

**k. Supervisors Liaison Appointments:** Supervisor Trigg made a motion to appoint the following Supervisors as the liaison to the specified committees/boards for the 2024 year:

- Sewer Authority – Frank Murphy/Timotha Trigg
- Planning Commission – Timotha Trigg
- Open Space – Samantha Reiner
- Sidewalk Connectivity; Walkable Chadds Ford – Samantha Reiner
- State & National Parks Representatives – Frank Murphy
- HARB – Timotha Trigg
- Finance Committee – Samantha Reiner
- Painter's Folly Steering Committee – Samantha Reiner

Vice Chair Murphy seconded the motion. There was no further discussion and the motion passed unanimously.

**l. PSATS Annual Conference Delegates:** Chair Reiner made a motion to appoint Lacey Faber as the 2024 PSATS Annual Conference Delegate. Supervisor Trigg seconded the motion. There was no further discussion and the motion passed unanimously.

**m. Designation of the Delaware County Times as the Newspaper of General Circulation for publication of Township Notices:** Supervisor Trigg made a motion to designate the Delaware County Times as the Newspaper of General Circulation for the publication of Township public notices. Chair Reiner seconded the motion. There was no further discussion and the motion passed unanimously.

**n. Insurance:** Chair Reiner made a motion to recognize Arthur J. Gallagher Risk Management Services as Insurance Agent through December 31, 2024, for the following:

- Carrier for Township's Commercial Package – Berkley National Insurance Company/McKee Risk Management
- Worker's Compensation Insurance Coverage – Wesco Insurance Company
- Life and Short-Term Disability – The Hartford

Supervisor Trigg seconded the motion. There was no further discussion and the motion passed unanimously.

**o. Resolutions 01-2024 through 11-2024:** The Board of Supervisors offered the following discussions with regard to the Resolutions:

- Resolution 07-2024: Appointment of Municipal Resource Recovery Systems, LLC (MRRS) as LST and BPT Collection Agent for 2024 was tabled by the Board of Supervisors until their Workshop meeting on January 31, 2024.
- Supervisor Trigg formally resigned as a member of the Planning Commission.
- Chair Reiner commented that the 2024 fee schedule includes a fee adjustment for the Conditional Use application.

Chair Reiner made a motion to adopt the following Resolutions:

- 01-2024: Official Bank Depositories for Township Funds
- 02-2024: 2024 Mileage Reimbursement Rate
- 03-2024: Application for County Aid 2024 Road Program
- 04-2024: Fire Protective & Ambulance Services Contract
- 05-2024: Township Fee-In-Lieu of Open Space
- 06-2024: 2024 Township Fee Schedule
- 08-2024: Authorizing WESCO Ins Co. as 2024 Municipal Workers Compensation
- 09-2024: Planning Commission Appointment – Carolyn Daniels
- 10-2024: Zoning Hearing Board Appointment – Robert Reardon

- 11-2024: Zoning Hearing Board Appointment – William Mock

Supervisor Trigg seconded the motion. There was no further discussion and the motion passed unanimously.

4. **ADJOURNMENT:** There being no further business or public comment, upon motion of Chair Reiner, seconded by Supervisor Trigg and unanimous vote, the meeting was adjourned at 6:06 p.m.

Respectfully submitted,

Lacey Faber, Township Secretary/Manager

DRAFT

**CHADDS FORD TOWNSHIP BOARD OF SUPERVISORS**  
**TUESDAY, JANUARY 2, 2024 – REGULAR MEETING AGENDA**

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This meeting will be held in person at the Chadds Ford Township Building, 10 Ring Road, Chadds Ford, PA 19317.

Chair Reiner opened the Board of Supervisors Regular meeting at 6:30 p.m. with the Pledge of Allegiance. In attendance were Samantha Reiner, Chair; Timotha Trigg, Supervisor; Mike Maddren, Esq., Township Solicitor; Lacey Faber, Township Manager; and Emily Pisano, Assistant Township Manager. Frank Murphy, Vice Chair was absent. Twelve (12) members of the public attended.

**6:30 PM PLEDGE OF ALLEGIANCE AND OPEN MEETING**

**ANNOUNCEMENTS:**

- The Board of Supervisors met in Executive Session prior to the evening's meeting to discuss personnel.

**PUBLIC COMMENT (Agenda Items)**

1. **MINUTES:** Chair Reiner made a motion to approve the minutes from the board of Supervisors December 13, 2023, continued meeting and the December 19, 2023, regular meeting. Supervisor Trigg seconded the motion. There was no further discussion and the motion passed unanimously.
2. **TREASURERS REPORT:** Supervisor Trigg made a motion to approve the Treasurer's Report stating total general fund expenditures of \$87,078.87 and total open space expenditures of \$1,708.84. Chair Reiner seconded the motion. There was no further discussion and the motion passed unanimously.
3. **REPORTS:** L. Faber shared the following updates from the Managers Report:
  - Walkable Chadds Ford: Meeting scheduled for January 10<sup>th</sup> to discuss the Walkable Chadds Ford project. As an update, the last submission of the revised plans was submitted to PennDOT on December 1<sup>st</sup> and the engineers anticipate this will be the last revision prior to the final submission of the combined plan set for public bid.
  - Township E-Newsletter: Township staff have launched the NEW and IMPROVED Chadds Ford Today Mini Update. The e-newsletter will be sent out monthly to update the public on current Township happenings and information, community events and news, and provide business spotlights. It has been well received by the public and we have received quite a few compliments.
  - December 18<sup>th</sup> Flooding: During the December 18<sup>th</sup> rain event, flooding closed Route 1 and Creek Road, causing major traffic and detours. Township Officials, Pennsylvania Department of Transportation (PennDOT), the Pennsylvania State Police, and Delaware County Emergency Management came together to do the best we could to manage the unfortunate situation. We were very lucky to have such an immediate response from the various organizations. There was no major damage reported.
  - UCC Board of Appeals/ Open Space/ HARB Positions: Open positions - UCC Board of Appeals, HARB, and Open Space Committee.
4. **NEW BUSINESS:**
  - a. **Certificates of Appropriateness – BCMA:** Stephanie Armppriester, gave a presentation regarding five (5) buildings on the Brandywine Conservancy and Museum of Art campus proposed for demolition. She explained these buildings are no longer structurally sound as a result of the damage caused by Hurricane Ida. The buildings presented are as follows:
    - St. Luke's Parsonage, 14 Station Way
    - BCMA Carriage House, West of 6 station Way
    - Kleberg Building, 1634 Baltimore Pike

- Critter Workshop Annex to Kleberg Building
- EMC Building, 1 Hoffman's Mill Road

The Board of Supervisors discussed possible conditions, which included shared parking, adaptive reuse of materials, interpretive signage describing the history of the buildings, access to the Brandywine for recreational use by the public, lighting, landscaping, and setback considerations, and trail connections.

Public Comment

- Kathleen Goodier, Webb Road, asked about visual screening and lighting.
- Rob King, Ring Road, asked why those parking on the Brandywine Conservancy and Museum of Art campus to access the river are charged.

Chair Reiner made a motion to authorize issuance of a Certificate of Appropriateness for St. Luke's Parsonage, 14 Station Way; BCMA Carriage House, West of 6 Station Way; Kleberg Building, 1634 Baltimore Pike; Critter Workshop Annex to Kleberg Building; and EMC Building, 1 Hoffman's Mill Road with conditions. Supervisor Trigg seconded the motion. There was no further discussion and the motion passed unanimously.

- b. ARPA Budget Expenditure Approval – Board Room AV Upgrades:** The Board discussed three quotes Township staff received to upgrade the audio-visual equipment in the board room. After reviewing the information presented, the Board felt additional information was needed before they could render a decision. The Board of Supervisors tabled the agenda item until their January 31, 2024, Workshop meeting.

Public Comment:

- Valerie Hoxter, Painter's Crossing, shared that the Township building had sound absorption panels in the board room, and they may be helpful to reinstall.

- c. Township Building – Water Treatment System:** L. Faber explained that the drinking water at the Township building is testing for just above 500 Total Dissolvable Solids (TDS's). Oxford Plumbing provided a quote for a reverse osmosis system to lower the TDS's. Supervisor Trigg explained that after some research, she understands that 500 TDS is a recommended number by the EPA, and further research may be required. Chair Reiner made a motion to approve the reverse osmosis system installation in accordance with the Oxford Plumbing estimate. Supervisor Trigg voted against the motion. There was no further discussion and the motion failed to carry.

- d. Painter's Folly – National Register of Historic Places Nomination:** L. Faber explained that The Pennsylvania State Preservation Office and the Township have been working to register Painter's Folly on the National Register of Historical Places. After many years, Painter's Folly will be nominated and on the Historic Preservation Board's February 6, 2024, agenda. At that time, they will consider the nomination and hopefully vote to forward it on to the National Park Service for listing. The Township was asked to provide a letter of support for the nomination. Chair Reiner made a motion to have the Board of Supervisors Chair and Historical Architectural Review Board Chair execute the Certified Local Government Program Response Sheet for National Register of Historic Places Nominations; and submit a letter in support of the nomination. Supervisor Trigg seconded the motion. There was no further discussion and the motion passed unanimously.

UPCOMING MEETINGS:

- a. Board of Auditors Annual Organization meeting, January 3, 2024, at 7:00 p.m.
- b. Historical & Architecture Review Board meeting, January 8, 2024, cancelled due to lack of business.

- c. The Board announced that HARB is meeting on January 8, 2024, at 7PM in the Township building.
- d. Planning Commission Regular meeting, January 10, 2024, at 7:00 p.m.
- e. Open Space Committee meeting, January 11, 2024, at 7:00 p.m.
- f. Sewer Authority Board meeting, January 16, 2024, at 7:00 p.m.
- g. Zoning Hearing Board meeting, January 18, 2024, cancelled due to lack of business.
- h. Board of Supervisors Workshop Meeting, January 31, 2024, at 6:30 p.m.

**ADJOURNMENT:** There being no further business or public comment, at 8:03 p.m., Chair Reiner made a motion to adjourn the meeting. Supervisor Trigg seconded the motion. There was no further discussion and the motion passed unanimously.

Respectfully submitted,

Lacey Faber, Township Secretary/Manager

DRAFT



**CHADDS FORD TOWNSHIP  
DELAWARE COUNTY, PENNSYLVANIA  
RESOLUTION No. 13 – 2024**

**ESTABLISHING PURCHASING THRESHOLD FOR TOWNSHIP MANAGER**

**WHEREAS**, effective financial management is crucial for the prudent administration of Chadds Ford Township, a Second Class Township located in Delaware County, Pennsylvania; and

**WHEREAS**, it is deemed necessary to define a purchasing threshold for the Township Manager to facilitate timely decision-making while maintaining fiscal responsibility; and

**WHEREAS**, the Board of Supervisors of Chadds Ford Township recognizes the need to establish clear guidelines for the Township Manager's purchasing authority;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of Chadds Ford Township, Delaware County, PA, that:

**Section 1: Purchasing Threshold for Township Manager**

1. The purchasing threshold for the Township Manager is hereby established and not to exceed \$1,500 per transaction (the "Threshold").

**Section 2: Authorization and Procedures**

1. The Township Manager is authorized to make purchases up to the Threshold without seeking prior approval from the Board of Supervisors.
2. All purchases must be made in compliance with applicable state and local laws, regulations, Township procurement policies and made with funds available under the applicable budgetary line.
3. Proper documentation, including receipts and invoices, shall be maintained for all purchases, and the Township administration shall submit monthly reports of the Manager's purchases under this Resolution, if any, to the Board of Supervisors for review.

**Section 3: Exception Clause**

1. Any single purchase exceeding the established threshold must receive prior approval from the Board of Supervisors, unless deemed an emergency by the Board of Supervisors or the Township Manager.

**Section 4: Effective Date**

1. This resolution shall take effect immediately upon adoption.

[EXECUTION TO FOLLOW]

**APPROVED** and **ADOPTED**, this 5th day of February, 2024, by the Board of Supervisors of Chadds Ford Township, Delaware County, Pennsylvania.

**CHADDS FORD TOWNSHIP BOARD OF SUPERVISORS:**

\_\_\_\_\_  
**Samantha Reiner, Chair**

\_\_\_\_\_  
**Timotha Trigg, Vice-Chair**

**[Third Supervisor Seat Vacant]**

**(Township Seal)**

**Attest:**

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**Lacey Faber, Township Secretary**