

CHADDS FORD TOWNSHIP BOARD OF SUPERVISORS
WEDNESDAY, MARCH 6, 2024 – REGULAR MEETING AGENDA

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

ANNOUNCEMENTS

- [The Chadds Ford Township Easter Egg Hunt will take place on March 17th from 12 p.m. to 1:30 p.m. at the Chadds Ford Township playground. To sign-up, please email \[info@chaddsforpa.gov\]\(mailto:info@chaddsforpa.gov\).](#)
- [Chadds Ford Township is hosting a Flood Study presentation, specifically geared toward Chadds Ford Township on March 18, 2024, from 6-8 p.m. at the Township Building.](#)
- [The Chadds Ford Tax Collector will hold public hours for tax collection at the Township building on March 20th, 23rd, and 27th from 1:00 p.m. to 3 p.m. and on March 21st, 25th, and 28th from 5:30 p.m. to 7:00 p.m.](#)

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

1. MINUTES:

- a. [January 31, 2024, Workshop Meeting Minutes](#)
- b. [February 5, 2024, Regular Meeting Minutes](#)

2. TREASURERS REPORT

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

- a. Board of Supervisors Report
- b. [Manager's Report](#)
- c. Engineer's Report
- d. Committee Reports

4. OLD BUSINESS: NONE

5. NEW BUSINESS:

- a. [Subdivision & Land Development Ordinance Amendment – Authorization to Advertise Public Hearing](#)
- b. Road & Property Maintenance RFP – Authorization to Advertise
- c. Painter's Folly Studio Rentals, Workshops, & Fee Structure
- d. Celebrate Trails Day, Earth Day, & Arbor Day Event
- e. [Delaware County Hazard Mitigation Plan & Community Rating System](#)
- f. [Planning Commission Annual Report; 2023](#)
- g. [Open Space Committee Annual Report; 2023](#)
- h. Boards, Commissions, and Committees Updates:
 - i. [Zoning Hearing Board](#)
 - ii. [Planning Commission](#)
 - iii. [Open Space Committee](#)

6. MISCELLANEOUS DISCUSSION:

- a. [Zoning Ordinance, Zoning Map, and Cultural Campus Update](#)

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. [Historical & Architecture Review Board meeting has been cancelled due to lack of business.](#)

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- b. [Board of Supervisors & Planning Commission joint meeting, March 13, 2024, at 5:30 p.m.](#)
- c. [Planning Commission Regular meeting, March 13, 2024, at 7:00 p.m.](#)
- d. [Open Space Committee meeting, March 14, 2024, at 7:00 p.m.](#)
- e. [Sewer Authority Board meeting, March 19, 2024, at 7:00 p.m.](#)
- f. [Zoning Hearing Board meeting, March 26, 2024, at 7:00 p.m.](#)
- g. [Finance Committee meeting, March 27, 2024, at 10:00 a.m.](#)
- h. [Board of Supervisors Workshop Meeting, March 27, 2024, at 6:30 p.m.](#)

ADJOURNMENT

CHADDS FORD TOWNSHIP BOARD OF SUPERVISORS
WORKSHOP MEETING MINUTES
Wednesday, January 31, 2024 - 6:30PM

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

Chair Reiner called the Board of Supervisors Workshop meeting to order at 6:30 p.m. with the Pledge of Allegiance. In attendance were Samantha Reiner, Chair; Timotha Trigg, Supervisor; Mike Maddren, Esq., Township Solicitor; Michael Schneider, P.E., Township Engineer; Lacey Faber, Township Manager; and Emily Pisano, Assistant Township Manager. Frank Murphy, Vice Chair was not in attendance. Sixteen (16) members of the public attended.

ANNOUNCEMENTS: Chair Reiner made the following announcements:

- The Board of Supervisors met in Executive Session prior to this evening's meeting to discuss personnel, real estate, and litigation.

PUBLIC COMMENT (Agenda Items): None

1. OLD BUSINESS ACTION ITEMS:

- a. Appointment of Township Consultant – Samantha Reiner:** The Board, after careful consideration and reviewing the needs of the Township, has determined that Chadds Ford Township does not need to move forward with the appointment of Samantha Reiner as a special Consultant for the Township. The Board and staff thanked Samantha for all her hard work and dedication over the years, ensuring that the Township continued to progress forward.
- b. Resolution No. 7 of 2024; Appointing MMRS as Local Services Tax and Business Privilege Tax Collector:** Chair Reiner made a motion to approve Resolution No. 7 of 2024, appointing MMRS as the LST and BPT collectors for Chadds Ford Township and ratifying the contract to begin on January 1, 2024. Supervisor Trigg seconded the motion. There was no further discussion and the motion passed unanimously.
- c. ARPA Budget Expenditure Approval – Board Room AV Upgrades:** The Board asked staff to provide additional information regarding this agenda item. This item was tabled to the Board's February 5, 2024, Regular meeting.

2. NEW BUSINESS ACTION ITEMS:

- a. Resolution No. 12 of 2024; Appointment of Township Auditor, Leitzell & Economidis, PC:** Leitzell & Economidis have been the appointed Township and Tax Collector Auditor for Chadds Ford Township for the last 4 years. Resolution No. 12 of 2024 will appoint Leitzell & Economidis as the Township and Tax Collector Auditor for the fiscal year 2023.

Public Comment: Ben Simons, Longview Road, asked if the Township's Elected Auditors review the audit and accompanying report.

Supervisor Trigg made a motion to approve Resolution No. 12 of 2024, appointing Leitzell & Economidis, PC, to perform the Township and Tax audits for the 2023 fiscal year. Chair Reiner seconded the motion. There was no further discussion and the motion passed unanimously.

- b. Emergency Declaration, January 10, 2024:** Chair Reiner made a motion to approve the Emergency Declaration for Storm Finn on January 9, 2024. Supervisor Trigg seconded the motion. There was no further discussion and the motion passed unanimously.

- c. **Emergency management & Road Management Equipment Expenditure:** After the storm on December 18th, it was discovered the township was extremely low on emergency management supplies. Therefore, supplies were ordered in the event another storm occurred. Chair Reiner made a motion to ratify the approval of approximately \$1,500.00 of emergency management equipment. Supervisor Trigg seconded the motion. There was no further discussion and the motion passed unanimously.

3. **MISCELLANEOUS DISCUSSION ITEMS:**

- a. **Establishing Purchasing Power Guidelines for the Township Manager:** During the time of the December 18th storm and purchasing emergency management equipment, it became clear that a purchasing threshold had not been established for the township manager. This guideline, which establishes the purchasing authority of the manager, while recognizing the ultimate authority and oversight of the Board of Supervisors, is an important guideline to establish for the day-to-day operations of the office. Therefore, the Board discussed a threshold in which they felt would be an appropriate spending threshold of \$1,500, per transaction, without first needing Board of Supervisor approval. No action was taken.
- b. **Township Infrastructure Funds - PLGIT:** The Board discussed whether they wanted to invest interest gained on the funds matured in this account or leave them in the account, continuing to gain interest. The Board made the decision to leave the funds in the account. No action was taken.
- c. **Township Emergency Management Resources/Assistant Roadmaster & EMC:** The Board discussed the need for emergency management support. Township staff have several meetings with neighboring communities and emergency management organizations within the next month and will discuss further after these meetings. No action was taken.

Public Comment: Phil Wenrich, Webb Road & Township Emergency Management Coordinator, said training is available to form a CERT, Certified Emergency Response Team, if one is wanted in Chadds Ford.

- d. **Open Committee & Board Appointments:** The Board directed staff to advertise current vacant board and committee positions. There are currently vacancies on the UCC Appeals Board, Open Space Committee, Planning Commission, and State and National Parks. No action was taken.
- e. **Township Building – Well Water System:** The Township is currently undergoing regular maintenance on its well water system due to its need for the use of soda ash and a soda ash pump. The Township and Sewer Authority use the same well to serve the Township Building and the wastewater treatment facility at 10 Ring Road. Discussions were had on how best to resolve the ongoing treatment of the water and issues with the soda ash pump. The Sewer Authority is having their well water tested to possibly transition to using their own well, which previously tested high for chemicals that would negatively impact the wastewater treatment plant. Pending the well water tests, a resolution to the soda ash pump will be more clear. No action was taken.

Public Comment: Val Hoxter, Painters Crossing & Sewer Authority Manager, shared an update on the Sewer Authority's well at Turner's Mill. No action was taken.

- f. **1 Hillman Drive/1720 Wilmington Pike – Connect to Concord Sewer System:** The owners of the property would like to connect to the Concord sewer system. The Board discussed if there was an option for the property to connect to the Chadds Ford sewer system, and if there was an option for the Chadds Ford Sewer Authority to potentially acquire additional infrastructure. No action was taken.
- g. **Mother Archie's RFP:** The township received a PHMC grant to perform a feasibility study for the best use of the property and access to the site. The Board discussed the RFP and potential timeline for advertising. No action was taken.
- h. **Painter's Folly – Studio Rental Annual Discussion:** The Board reviewed the art studio rentals at Painter's Folly for the 2023 year. The following items were discussed: Modifications to the rental schedule, Saturday workshops, a no pet policy to be added to the rental agreement, potentially modifying the commission costs, advertising, rental fees, access to the property, and supplies. No action was taken.
- i. **Emergency Services Reimbursement Ordinance:** During the re-establishment of the fire-tax, residents expressed the desire for the fire company to recoup costs for false alarms. The fire company explained that they cannot bill insurance companies, businesses, or individuals for false alarms or vehicular crash cleanup without an established ordinance. The Board directed staff to start working on the creation of an ordinance to allow the fire company to bill for reimbursement. No action was taken.
- j. **Delaware County Low Volume Roads Grant:** The Board discussed applying for grant funding to help offset the costs of the Rocky Hill Road culvert replacement. No action was taken.
- k. **Lawn Care Services Contract; 2024-2026:** The contract will expire on March 30th. The Board directed staff to prepare the RFP for advertisement at their regular February meeting. No action was taken.
- l. **Road & Property Maintenance Contract; 2024-2026:** The Board discussed broadening the contract scope to include all township owned properties, buildings, and roads. The Board directed staff and the township engineer to create a more comprehensive contract that not only addresses road maintenance but also includes property and open space maintenance. This approach will provide the township with a workforce capable of handling the diverse range of tasks required for municipal road and property upkeep. Therefore, allowing the township to limit the need for soliciting estimates for miscellaneous repairs and minor projects and locking in rates for a 2-year period. No action was taken.
- m. **Winter Maintenance Contract; 2024-2026:** The winter maintenance contract will end on April 30th and will need to be re-bid. The Board directed staff to start working on the RFP. No action was taken.
- n. **Ordinance Considerations:** The Board discussed moving forward with preparing the Zoning Map amendments including the Cultural Campus District amendments. This will go to the Planning Commission for review at their February meeting. Additionally, the Board directed staff to start the advertising process for the Zoning and Subdivision and Land Development Ordinance amendments. No action was taken.

UPCOMING MEETINGS:

- Elected Board of Auditors Organization Continued Meeting, February 1, 2024, at 5:00 p.m.

- Board of Supervisors Meeting, February 5, 2024, at 6:30 p.m.
- Open Space Committee meeting, February 8, 2024, at 7:00 p.m.
- Historical & Architectural Review Board meeting, February 12, 2024, cancelled due to lack of business.
- Zoning Hearing Board meeting, February 15, 2024, at 7:00 p.m.
- Board of Supervisors & Planning Commission Joint meeting, February 21, 2024, at 5:00 p.m.
- Planning Commission Regular meeting, February 21, 2024, at 7:00 p.m.

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 7:07PM.

Respectfully submitted,

Lacey Faber, Township Secretary/Manager

CHADDS FORD TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Monday, February 5, 2024 – 6:30PM

This meeting was held in person at the Chadds Ford Township Building, 10 Ring Road, Chadds Ford, PA 19317, with the option to participate virtually via Zoom Webinar.

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 (via Zoom); and Emily Pisano, Assistant Township Manager. Nine (9) members of the public attended.

The Board of Supervisors asked for a moment of silence to remember Frank Murphy, longtime Township Supervisor and resident, who passed away. Frank Murphy made a lasting impact on the Township through his dedication and love of community.

RE-ORGANIZATION: Chair Reiner made a motion to nominate Timotha Trigg as Vice-Chairperson of the Board of Supervisors. Supervisor Trigg seconded the motion. There was no further discussion and the motion passed unanimously.

ANNOUNCEMENTS:

- The Board of Supervisors met in executive session prior to the evening's meeting to discuss real estate.

PUBLIC COMMENT (Agenda Items): None

1. **MINUTES:** Vice Chair Trigg made a motion to approve the minutes from the Board of Supervisors January 2, 2024, organization meeting and the January 2, 2024, regular meeting. Chair Reiner seconded the motion. There was no further discussion and the motion passed unanimously.
2. **TREASURERS REPORT:** Vice Chair Trigg made a motion to approve the Treasurer's Report stating total general fund expenditures of \$70,436.46 and total open space expenditures of \$4,175.90, noting that there were no escrows as a part of this months report. Chair Reiner seconded the motion. There was no further discussion and the motion passed unanimously.
3. **REPORTS:**
 - a. **Managers Report:** L. Faber presented the following items from the Managers Report:
 - **Walkable Chadds Ford:** Staff held a meeting on January 24th with Walkable Chadds Ford (WCF) personnel. The final submission of the revised plans was submitted to PennDOT on December 1st. This is anticipated to be the final revision prior to final submission of the combined plan set for public bid. On January 25th, staff met with Simone Collins to discuss their most recent invoice and discuss a more streamlined invoicing process moving forward.
 - **PennDOT:** Staff have contacted PennDOT to address ongoing issues on Ring Road. The Creek Road Bridge repair project notice to proceed was released on 1/29/2024 and is anticipated to begin in April or May. Township roads will not be utilized as part of the vehicular detour plan.
 - **January 9, 2024, Storm Declaration of an Emergency Disaster:** During Storm Finn, flooding closed Route 1 and Creek Rd, and Ring Road causing traffic and detours. In emergencies, such as Storm Finn, it is important to report issues in real time to ensure the proper organizations know the issues that need to be addressed.
 - **Emergency Services:** Staff have a meeting scheduled for February 29th with Delaware County Emergency Services to review the township's Emergency Operations Plan. A meeting is scheduled for 3/5/24 with Thornbury, Edgmont, Concord, Middletown, Bethel, Brookhaven and Chester Heights to discuss collaboration on emergency management efforts.

- Training: Staff and Supervisors have upcoming trainings including PSATS Secretaries Training, Pennsylvania State Association of Township Supervisors (PSATS) Conference, Government Finance Officers Association of PA (GFOA) Conference, and Association of PA Municipal Managers (APMM) Conference.
- Committee/Board/Commission Vacancies: There is currently one vacancy on the UCC Board of Appeals, Open Space Committee, State and National Parks, and Zoning Hearing Board as an alternate.

2024 Goals & Objectives: Staff are working on a list of goals and objectives for 2024. Staff are looking for input from the Supervisors as to what they would like staff to focus on.

- b. Committee Reports: Chair Reiner shared updates from the Open Space Committee including additional boundary markers at Sunset Hill Preserve. Vice Chair Trigg attended the January 16th Sewer Authority Board meeting, with no pertinent information to share.

4. OLD BUSINESS:

- a. **ARPA Budget Expenditure Approval – Board Room AV Upgrades**: Based on additional research from staff, the Board continued discussions on proposals to upgrade the AV equipment in the board room. The Board asked staff to ensure a clear payment schedule, hourly rates, and that the system was not proprietary. Vice Chair Trigg made a motion to approve the ARPA budget expenditure for boardroom AV upgrades at the Township building, accepting the proposal of JL Entertainment Designs, subject to solicitor approval, in an amount not to exceed \$21,000. Chair Reiner seconded the motion. There was no further discussion and the motion passed unanimously.

5. NEW BUSINESS

- a. **Resolution No. 13 of 2024; Establishing Purchasing Power Guidelines for the Township Manager**: Vice Chair Trigg made a motion to adopt Resolution No. 13-2024; establishing purchasing threshold for Township Manager at \$1,500.00. Chair Reiner seconded the motion. There was no further discussion and the motion passed unanimously.
- b. **Lawn Care Services Contract; 2024-2026**: Vice Chair Trigg made a motion to authorize the advertisement of the April 1, 2024 through March 30, 2026, RFP for Lawn Care Services. Chair Reiner seconded the motion. There was no further discussion and the motion passed unanimously.
- c. **Zoning Hearing Board Solicitor Appointment**: The Board announced that the Zoning hearing Board is prepared to appoint Donald T. Petrosa as the zoning Hearing Board solicitor at their February 15th meeting.
- d. **Brandywine Scenic Byways Commission Advisor Appointment of Lois Saunders**: Vice Chair Trigg made a motion to appoint Lois Saunders as an advisor to the Brandywine Valley Scenic Byway Commission for a two-year term ending December 31, 2025. Chair Reiner seconded the motion. There was no further discussion and the motion passed unanimously.

6. MISCELLANEOUS DISCUSSION

PHMC Keystone Construction Grant: The Board directed staff to submit an application to the Pennsylvania Department of Community & Economic Development (DCED) Community Facilities Program. If awarded, the funding would cover the Township match for the Pennsylvania Historic and Museum Commission's (PHMC) Keystone Construction grant. The PHMC grant was awarded to the Township in 2023 for ADA improvements on the first floor of Painter's Folly.

UPCOMING MEETINGS:

- Open Space Committee meeting, February 13, 2024, at 7:00 p.m.
- Historical & Architectural Review Board meeting, February 12, 2024, cancelled due to lack of business.

- Zoning Hearing Board meeting, February 15, 2024, 7:00 p.m.
- Planning Commission meeting, February 20, 2024, at 7:00 p.m.
- Board of Supervisors Workshop meeting, February 28, 2024, at 6:30 p.m.

ADJOURNMENT: There being no further business or public comment, at 7:01 p.m., Chair Reiner made a motion to adjourn the meeting. Vice Chair Trigg seconded the motion. There was no further discussion and the motion passed unanimously.

Respectfully submitted,

Lacey Faber, Township Secretary/Manager

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MARCH MANAGERS REPORT

- **Chadds Ford Residents Association (CFRA) Meeting:** Township staff met with the CFRA on February 14, 2024, to discuss the mission and history of the association and their upcoming events for the year. We discussed how the CFRA and township can partner on events.
- **Brandywine Conservancy & Museum of Art (BCMA) Meeting:** Township staff met with BCMA on February 27, 2024, to discuss past, current, and future initiatives, and projects, both by BCMA and the township.
- **Chadds Ford Township Flood Study Presentation – March 18th:** Chadds Ford will be hosting a Flood Study presentation geared specifically towards Chadds Ford Township and resident concerns for flood mitigation. The presentation will be hosted at the township building on March 18, 2024, from 6-7 p.m.
- **PennDOT:**
 - **Ring Road:** Staff have reached out to PennDOT to discuss the ongoing issues along Ring Road. These have been sent to our Government Affairs Liaison.
 - **Update:** The department's Delaware County Maintenance Assistant Maintenance Manager for this section of the county, Mike Burns, made a site visit to review the drainage issue at Ring Road. He has scheduled maintenance to open a few clogged pipe discharge ends that need to be ditched and cleared. They also installed a small grate and riprap at one of the pipe discharge ends. This is ongoing.
 - **Creek Road Bridge Repair:** Staff have been in contact with the management team for the Creek Road Bridge repair project. The project Notice to Proceed was released on 1/29/24 and is anticipated to start in April or May. It has been confirmed that they are NOT utilizing Township roads as a part of their detour plan.
- **Walkable Chadds Ford:** Staff held a meeting on February 28th with Walkable Chadds Ford (WCF) personnel to discuss the project. As an update, the last submission of revised plans was submitted to PennDOT on December 1st. The ADA Review has come back, however, we are still waiting for the traffic plan reviews. Once all plan reviews come back, they can be revised and resubmitted to PennDOT. Our DVRPC project manager explained that once the plans are revised and resubmitted, PennDOT will prioritize the project due to grant funding requirements. We were provided the following estimated timeline:
 - PS&E submissions (happens after all other PennDOT reviews and approvals. If we have ROW, Utility, and Environmental clearances, this allows to obligate funding to the feds): June 2024
 - Advertisement of construction contract: August 2024
 - PennDOT estimated Letting (bid-closing): September 2024
 - Preconstruction Meeting & NTP to contractor: November 2024
 - The TASA funding and the Scenic Byways funding are both operating on the same timeline and need to be obligated by August 2024 at the latest.
- **Emergency Services:**
 - 2/29/24 – P. Wenrich and I had a meeting with Steven Shultz from Delaware County to review our emergency services operations at the township including our Emergency Operations Plan. Various topics were discussed with special attention on the township working towards the

MARCH MANAGERS REPORT

adoption of Delaware County's Hazard Mitigation Plan and the townships Emergency Operations Plan update. Mr. Shultz explained that we should be updating our plan annually, even if only to update contacts information. Mr. Shultz and Phil Wenrich are reviewing the EOP for potential revisions and will provide feedback. As a result, we will update the plan accordingly. The suggestion is to put this on the agenda for approval each year at the annual organization meeting of the Board of Supervisors. The Hazard Mitigation Plan is on the March 6th agenda.

- 3/5/24 - Staff have a meeting, initiated by Thornbury Township, with Thornbury, Edgmont, Concord, Middletown, and Chester Heights to discuss collaboration on emergency management efforts. Townships will discuss mutual aid for Emergency Management Coordinators (EMCs) and an Intermunicipal Agreement between the municipality for the mutual aid.
- After these two meetings are held and we have had the opportunity to collect more information, we plan to discuss dates for a stakeholder meeting with emergency management personnel that serves the township, including Concordville Fire, PSP, PennDOT, Verizon, PECO, Comcast, etc.

- **Training:**

- PSATS Secretaries Training: Laura Lim attended the Municipal Secretaries Training on February 28th, which outlines requirements of the Second Class Township Code, including important reporting requirements and submission dates, record keeping, policies and Procedures.
 - FEMA NIMS and PEMA Elected Officials briefing: All three Board members have been registered for this required training geared towards providing an overview of a municipalities responsibility to provide for emergency services.
 - PSATS: Lacey, Samantha, and Timotha have been registered for the Pennsylvania State Association of Township Supervisors Annual Conference, April 14-17, 2024. This conference focuses on 2nd Class Township education and legislation.
 - GFOA: Laura has been registered for the Annual Government Finance Officers Association of PA Conference, May 19-22, 2024. The conference will focus on cyber security strategies, AP process improvement, pension management, fraud prevention, government accounting, municipal market trends, and cash & investment management.
 - APMM: Lacey & Emily have been registered for the Association for PA Municipal Management Annual Conference, May 20 – 22, 2024. This conference offers training specifically tailored to municipal managers, including ethics, policy & procedures, and overall municipal administration.
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MARCH MANAGERS REPORT

- **UCC Board of Appeals/Open Space/State and National Parks Representative/ZHB Alternate:** There is 1 vacancy on each of these.
 - **UPDATE:** Staff advertised these open positions and asked for resumes by February 25th. Staff will start the process of scheduling interviews now that the Board of Supervisors vacancy has been filled.
 - Open Space – 2 resumes
 - UCC – None
 - State & National Parks – 1 resume
 - ZHB Alternate – 1 resume
- **Painters Folly:** The Township engaged Pereira Construction LLC to perform maintenance on the Painters Folly house at 1421 Baltimore Pike. The contract did not include the installation of railings on the main steps. Staff engaged another contractor; however, they have not been able to complete the work to date.
 - **UPDATE:** Township staff need to engage another contractor to get an estimate to install the railings.

PLANNING COMMISSION 2023 ANNUAL REPORT

Planning Commission Members: Craig Huffman, Valerie Hoxter, Timotha Trigg, Kathleen Goodier, and Thomas Bradley.

Planning Commission Professionals/Administrators: Michael Maddren, Esq., Planning Commission Solicitor; Michael Schneider, PE, Township Engineer; Thomas Comitta, AICP, CNU-A, RLA, Township Land Planner; Erin Gross, ACIP, RLA, Township Land Planner; Samantha Reiner, Board of Supervisors Liaison; Matt Baumann, Township Manager; and Emily Pisano, Assistant Township Manager.

Election of Officers: Craig Huffman was elected as the Chair, Valerie Hoxter was elected as the Vice Chair, and Emily Pisano was appointed as Planning Commission Secretary for 2023.

Meetings: February 8, 2023; March 8, 2023; April 12, 2023; May 10, 2023; June 14, 2023; July 12, 2023; July 25, 2023; August 9, 2023; September 13, 2023; October 11, 2023; November 18, 2023; and December 13, 2023.

SUMMARY OF ACTION ITEMS & AGENDA ITEMS:

Zoning Map Amendments:

1540 & 1550 Wilmington Pike, VMDT Partnership, Zoning Map Amendment

PC Meetings: March 8, 2023 & April 12, 2023

- VMDT Partnership submitted an application for a Zoning Map Amendment of 1540 Wilmington Pike from its current B designation to B-1 to build an auto dealership.

This item was recommended for approval at the April 12, 2023, Planning Commission meeting.

Sketch Plans:

1386 Baltimore Pike, Chadds Ford One LLC, 2-Lot Subdivision Application

PC Meetings: June 14, 2023

- Chadds Ford One LLC, submitted a sketch plan to subdivide 1386 Baltimore Pike into two (2) single-family residential lots. The site is zoned in the R-2 Residential Zoning District.

No action was taken.

Conditional Use Applications:

1540 & 1550 Wilmington Pike, VMDT Partnership, Conditional Use Application

PC Meetings: March 8, 2023 & April 12, 2023

- VMDT Partnership applied for Conditional Use under Zoning Ordinance Section 135-52.C.(3) Sales and/or Service of motor vehicles for new automotive dealerships and service centers located at 1540 Wilmington Pike and 1546 & 1550 Wilmington Pike.

This item was recommended for approval with conditions at the April 12, 2023, Planning Commission meeting, and was subsequently approved with conditions at the December 6, 2023, Board of Supervisors meeting.

1281 Baltimore Pike, Celestyn Napolitan & Sandra Pietrusza, Conditional Use Application

PC Meetings: June 14, 2023 & September 13, 2023

- Celestyn Napolitan & Sandra Pietrusza applied for Conditional Use under Zoning Ordinance Section 135-144.6.A(2) & 135-144.6.B(3) for construction of a single-family residence located at 1281 Baltimore Pike.

This item was recommended for approval with conditions at the September 13, 2023 Planning Commission meeting, and was subsequently approved with conditions at the November 29, 2023, Board of Supervisors meeting.

4 Pheasant Lane, Hugh Donaghue, Conditional Use Application

PC Meeting: October 11, 2023

- Hugh Donaghue applied for Conditional use under Zoning Ordinance Section 135-144.6.B(3)(g) for installation of an in-ground swimming pool and decking/patio in areas of steep slope located a 4 Pheasant Lane.

This item was recommended for approval with conditions at the October 11, 2023 Planning Commission meeting, and was subsequently approved at the November 1, 2023 Board of Supervisors meeting.

Subdivision and Land Development Applications:

1540 & 1550 Wilmington Pike, VMDT Partnerships, Preliminary/Final Subdivision & Land Development Application

PC Meetings: September 13, 2023

- VMDT Partnerships submitted a Preliminary/Final Subdivision & Land Development application for the properties located at 1540 & 1550 Wilmington Pike. The applicant is seeking to consolidate folio 354-00 and folio 353-99 into one (1) lot for car sales and service and to construct two additional buildings.

This item was recommended for approval with conditions at the September 13, 2023, Planning Commission meeting and was subsequently approved with conditions at the December 6, 2023, Board of Supervisors meeting.

Ordinance Reviews & Recommendations:

Ordinance #173 Of 2023, Zoning Map Amendment

PC Meetings: June 14, 2023

- VMDT Partnership submitted an application for a Zoning Map Amendment of 1540 Wilmington Pike from its current B designation to B-1 to build an auto dealership.

This item was recommended for approval at the June 14, 2023, Planning Commission meeting, and was subsequently approved at the November 1, 2023, Board of Supervisors meeting.

Zoning Ordinance Amendments

PC Meetings: February 8, 2023, July 12, 2023, August 9, 2023, & September 13, 2023

- The Planning Commission discussed updates to the Township Zoning Ordinance throughout 2022. At the February 8th meeting the Planning Commission recommended for approval the Zoning Ordinance to the Board of Supervisors. The Planning Commission then discussed changes to Outdoor Dining. Discussions included changes to the definition of “outdoor dining,” the addition of a definition for “outdoor dining space,” changes to Article XXIV Off-Street Parking, continuation of outdoor dining falling under Conditional Use or requiring a variance for applicants who cannot provide a determined number of parking spaces, and creation of a definition for “valet parking.”

This item was recommended for approval at the September 13, 2023, Planning Commission meeting. This item is ongoing before the Board of Supervisors.

Subdivision and Land Development Amendments

PC Meetings: May 10, 2023, June 14, 2023, July 25, 2023, August 9, 2023, & September 13, 2023

- The Planning Commission discussed updates to the Township’s Subdivision and Land Development Ordinance. Discussions included definitions, financial security agreement, right-of-way requirements, and street trees.

This item was recommended for approval at the September 13, 2023, Planning Commission meeting. This item is ongoing before the Board of Supervisors.

CC-Cultural Campus District

PC Meetings: July 12, 2023, September 13, 2023, October 11, 2023, & November 8, 2023

- The Brandywine Conservancy and Museum of Art drafted the CC-Cultural Campus District, which would include their campus in Chadds Ford Township and property on both sides of Baltimore Pike.

This item was recommended for approval at the November 8, 2023, Planning Commission meeting. This item is ongoing before the Board of Supervisors.

Stormwater Management Ordinance

PC Meetings: November 8, 2023 & December 13, 2023

- The Planning Commission discussed updates to the Township’s Stormwater Management Ordinance based off the model provided by Delaware County. The updated Model Ordinance is designed to comply with the regulatory requirements of Pennsylvania Department of Environmental Protection’s (PA DEP) National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) program. Discussions included pet waste, definitions, riparian buffers, and if pools should be considered pervious or impervious.

This item is ongoing before the Planning Commission.

Miscellaneous Discussions/Action Items:

VRBO/Short-Term Rentals

PC Meetings: October 11, 2023 & November 8, 2023

- The Planning Commission discussed the pros and cons of regulating such activity in the Township and if there was a need to do so.

No action was taken by the Planning Commission.

Sewer Module Component 4a, 280 Ridge Road, Dambro Subdivision

PC Meeting: February 8, 2023

- The Dambro subdivision is a nine (9)-lot development. The Department of Environmental Protection requires a Sewage Facilities Planning Module, which requires approval by the Planning Commission, particularly component 4a.

This item was recommended for approval at the February 8, 2023, Planning Commission, and was subsequently approved at the February 8, 2023, Board of Supervisors and Planning Commission Joint meeting.

Sewer Module Component 4a, Wayne Megill, 1597 Baltimore Pike – Camp Property

PC Meeting: March 8, 2023

- 1597 Baltimore Pike is a 6.89 acres property containing a single-family home. The Department of Environmental Protection requires a Sewage Facilities Planning Module, which requires the Chair of the Planning Commission to sign component 4a upon approval by the Board of Supervisors.

The Planning Commission authorized their Chair to sign form 4a which was then to be completed by the Planning Commission and Township's Solicitor and Engineer and passed to the Board of Supervisors. This item was not approved by the Township.

OPEN SPACE COMMITTEE 2023 ANNUAL REPORT

Open Space Committee Members: Peter Mattes, Chair; David Poston, Vice Chair; Kathleen Goodier, Secretary; Rob King, Member; Sarah Sharp, Member; Helene Badeau, Member; Michael Pessagno, Member; and Lois Saunders, Ad Hoc.

Open Space Committee Professionals/Administrators: Noelle Barbone, Board of Supervisors Liaison and Emily Pisano, Assistant Township Manager.

Election of Officers: Peter Mattes was elected as the Chair, David Poston was elected as the Vice Chair, and Kathleen Goodier was elected as Secretary of the Open Space Committee for 2023.

Meetings: January 12, 2023; February 9, 2023; March 9, 2023; April 13, 2023; May 11, 2023; June 8, 2023; July 13, 2023; September 14, 2023; October 12, 2023; and November 17, 2023.

SUMMARY OF ACTION ITEMS & AGENDA ITEMS:

Policy Reviews & Recommendations:

Township Tree Donation Policy: In order to have a clear process in place for the Township and any future donor to follow when donating a tree to plant on behalf of a loved one or in recognition of an achievement. When a donor applies to the Township, the application will be reviewed by the Open Space Committee and, if recommended, will move to the Board of Supervisors. If approved by the Board, the donor will provide a check to the Township to cover all costs associated with the tree and its planting. The Township will be responsible for purchasing, planting, and installing the tree with the funds submitted by the donor. Trees will be planted in the fall or spring and will be covered by the warranty policy of the selected installer. The Open Space Committee has created a list of trees native to the region that the donor will choose from. After one year, should the tree be damaged or die, it is the responsibility of the original donor to replace the tree. Maintenance of the tree will be the responsibility of the Township.

The Open Space Committee recommended the Township Tree Donation Policy to the Board of Supervisors on March 9, 2023. The Board of Supervisors approved the policy on June 7, 2023.

Recreation Line Item: A designated line item for community event/recreation expenses.

The Open Space Committee recommended to the Board of Supervisors that a recreation line item be added to the Township budget in the amount of \$5,000 on July 13, 2023. The line item was added to the Township budget adopted by the Board of Supervisors on December 19, 2023.

Ordinance Reviews & Recommendations:

SLDO List of Approved Street Trees: As the Planning Commission discussed changes to the Township's SLDO, the Open Space Committee reviewed Appendix 1, Street Trees. The Committee discussed removing Bradford Pear and Green Ash and adding Sugar Maple, Black Gum, American Hybrid Chestnut, Pin Oak, and White Oak. The Committee's suggestions were shared with the Township's Landscape Planner and forwarded to the Planning Commission.

SLDO Landscape Plan Review: The Open Space Committee reviewed SLDO Section 110-36, Trees and Landscaping and the following definitions: Biological Resources, Natural Environment, Notable Trees, and Planting Screen. The Committee was asked to submit their comments prior to the August Planning Commission meeting.

Community Events:

Easter Egg Hunt: The Township's first Easter Egg Hunt was held on April 2, 2023, at the Township Park. The event was broken into two age groups (1-3 and 4-6). The Easter Bunny attended to take photos and handout candy.

Storytime: A weekly summer story time was held for the second year in a row at the Township Park. Every Wednesday between June 21st and August 23rd a volunteer reader from the community read two books to those in attendance. Rachel Kohl Community Library provided a book list based on the theme chosen for each week of Storytime.

Pumpkin Paint & Carve: On October 15, 2023, the Township held their first Pumpkin Paint & Carve event in the Township Park. Attendees had the opportunity to paint a pumpkin to take home and watch pumpkin sculptor Linda Allen as she sculpted a pumpkin for the Township.

The Open Space Committee recommended the Pumpkin Paint & Carve to the Board of Supervisors with cost not to exceed \$1,000 on July 13, 2023. The Board of Supervisors approved the expense on July 26, 2023.

Tree Giveaway: For the second year, the Open Space Committee added a tree giveaway as part of the township's annual Recycling Day event on October 28th. For the 2023 event, Township residents could pick up an American Sycamore sapling. Sixty (60) American Sycamore trees were donated by Chadds Ford Tree Service.

The Board of Supervisors approved expenses for the tree giveaway not to exceed \$700 at their September 6, 2023, meeting.

Miscellaneous Discussions/Action Items:

Sunset Hill Preserve: To honor what was formerly the Girl Scout Camp known as Sunset Hill, and is now open space owned by the Township, the Open Space Committee suggested naming the land, Sunset Hill Preserve.

The Open Space Committee recommended to the Board of Supervisors that the Girl Scout Camp property be formally renamed to Sunset Hill Preserve on May 11, 2023. The Board of Supervisors adopted the name Sunset Hill Preserve on June 7, 2023.

Sunset Hill Preserve Improvements: A new gate was installed, invasives were cleared, and cesspools were filled. The Committee discussed a natural trail located at Sunset Hill Preserve for the public to access.

Pavilion Staining: As part of the original plan for the Township Park, the pavilion was to be stained. At their March 9th meeting, the Open Space Committee recommended a stain to be reviewed by HARB. HARB recommended the stain to the pavilion in March 2023. The pavilion was stained in June 2023.

Memorial for Debbie Reardon: In memory of Debbie Reardon, former Open Space Committee member, the Committee is working with the Brandywine Conservancy and Museum of Art to plant two Bur Oak trees and install a plaque along Harvey Run Trail to honor Debbie and all she accomplished for the Township. The Committee will recommend the final plaque design and tree to the Board of Supervisors in 2024.

Signage for Township Open Space: The Committee discussed installing signage at Township open space to distinguish the land as township property. The Committee discussed a logo and sign materials. Discussions continued into 2024.

Letter to Property Owners: The Committee discussed mailing a letter and booklet on land conservation/preservation to all Township property owners with 5+ acres. The materials will be recommended to the Board of Supervisors in early 2024.

Wayfinding Signage: The Open Space Committee was asked by the Board of Supervisors to provide feedback on the wayfinding signage presentation from the Chester County Visitor's Bureau. The Committee provided a list of questions for the Board to consider.

1381 Baltimore Pike: The Committee discussed possibilities for the use of Township owned property located at 1381 Baltimore Pike.

The Open Space Committee recommended to the Board of Supervisors that the property at 1381 Baltimore pike be kept as open space, with plans to remove invasive species and dead trees and replant with native species as needed.

ZHB REPORT – MARCH 2024

February 15, 2024:

1. The ZHB appointed a new ZHB solicitor, Donald T. Petrosa of Petrikin, Wellman, Damico, Brown & Petrosa.
2. The ZHB granted a 6-month extension of the ZHB decision for 8 Marshall Road. The applicant asked for an extension of their ZHB Decision granted on January 23, 2023, due to funding restrictions. The applicant has submitted a grading permit as this time, but the permit has not been approved.
3. The ZHB has changed their meeting dates from the 3rd Thursday of each month to the 4th Tuesday of each month, with the following exceptions:
 - 4/16/24 – 3rd Tues due to Primary Election Day on 4/23.
 - 7/16/24 – 3rd Tues due to the Sewer Authority meeting on the 4th Tuesday.
 - 12/17/24 – 3rd Tues due to Christmas Eve.

March 26, 2024:

1. 6 Hickory Lane: The applicant is requesting a variance from Section 135-144.6 to install an inground pool within areas of steep and very steep slopes. The applicant submitted a grading permit which then triggered the need for a variance and conditional use. The applicant is proceeding with a zoning variance as a first step.
2. 1731-1737 Wilmington Pike: The applicant is requesting a variance from Section 135-60 "Permitted Uses" to allow temporary parking of overflow auto dealer inventory in the PBC. Chadds Ford Investors, LP (the "Applicant") is the owner of the Brandywine Mills Shopping Center located off State Route 202 and Applied Bank Boulevard. The Property is located in the PBC: Planned Business Center. The Owner is proposing to lease a portion of the Property to a local automobile dealer for the temporary parking of overflow inventory. The work required to do so would involve laying down gravel in an area of about 20,600 square feet adjacent to one of the internal access drives.

PLANNING COMMISSION REPORT – MARCH 2024

The Planning Commission met on February 20, 2024, and has a meeting on March 13, 2024. The following items were/are listed on the agenda:

February 20, 2024:

1. The Planning Commission voted to appoint Craig Huffman as Chair and Valerie Hoxter as Vice Chair. Emily Pisano was appointed Planning Secretary, Michael Maddren was appointed Planning Solicitor, Michael Schneider was appointed as Planning Engineer, and Tom Comitta was appointed as the Commission's Land Planner.
2. The Planning Commission reviewed the Cultural Campus text after receiving the review from the Delaware County Planning Commission. The Commission plans to hold a final discussion at their March 13th meeting where they plan to vote to recommend the text to the Board of Supervisors.
3. The Planning Commission reviewed the proposed Township Zoning Map amendment. After some discussion the Commission agreed to move this item to the March 13th agenda.
4. 1597 Baltimore Pike – Davis/Camp Property: Steve Carter, President of North American Land Trust (NALT), presented NALT's plan to acquire and preserve 1597 Baltimore Pike and the property's zoning district. The Planning Commission asked the Township's Zoning Officer to write a letter on if the tract falls within the proposed MC district based on the proposed use. This will be on Planning Commission's March 13th agenda for further discussion.
5. The Planning Commission reviewed the 2023 annual Planning Commission activities report and recommended it to the Board of Supervisors for approval.
6. 438 Webb Road – 2 Lot Subdivision: The applicant's engineer presented the project. The project consists of two lots with total acreage of 4.23. There is one exiting residential dwelling with an additional residential dwelling proposed. The Planning Commission's engineer is working with the applicant to address zoning and stormwater matters. The application has a timeclock of May 20th.
7. The Commission discussed the Countywide Stormwater Ordinance and will review the appendices in March.

OPEN SPACE COMMITTEE REPORT – MARCH 2024

The Open Space Committee met on February 21, 2024, and has a meeting on March 14, 2024. The following items were listed on the agenda:

February 21, 2024:

1. The Open Space Committee recommended for approval a letter and booklet to be mailed to Township properties five acres and greater. The booklet is titled, "Leaving a Legacy for Future Generations, a Guide to Conservation Options for Landowners." This will come before the Board once staff has an estimated cost of mailing.
2. Language for the Debbie Reardon memorial plaque was discussed and shared with the Brandywine Conservancy and Museum of Art who is partnering with the Township.
3. A Letter of Support from the Open Space Committee to NALT in support of their efforts to acquire and preserve the Davis/Camp property was approved.
4. Lois Saunders and David Poston were appointed as ad hoc members of the Open Space Committee.
5. The 2023 Open Space Committee annual activities report was recommended for approval to the Board of Supervisors.
6. The Committee discussed a 1-acre lot located at 1351 Baltimore Pike currently for sale. Discussion also included Township owned property located at 1381 Baltimore Pike.
7. An Easter Egg Hunt scheduled for March 17th at the Township building was recommended for approval with a cost not to exceed \$250.
8. An event honoring Celebrate Trails Day, Earth Day, and Arbor Day was recommended for approval with a cost not to exceed \$300. The event will be in partnership with the Brandywine Conservancy and Museum of Art and the Chadds Ford Residents Association. The event will include a dedication and planting for Debbie Reardon's memorial, a roadside cleanup, trail cleanup, and river cleanup.