

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 month's 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