

CHADDS FORD TOWNSHIP BOARD OF SUPERVISORS
WEDNESDAY, APRIL 3, 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

- April 23, 2024, is the Primary Election. Check the Township website and Facebook page for announcements on when the ballot drop box located in the Township building's lobby will be unlocked.
- Chadds Ford Earth Day Event, April 27th: In partnership with the Brandywine Conservancy and the Chadds Ford Township Residents Association, Chadds Ford is Hosting an Earth Day event with a Roadside Cleanup, Harvy Run Trail Cleanup and a Tree Planting, Honoring Debbie Reardon. You can sign up for one or all the events with lunch provided. Please join us!
- An educational walk focusing tree identification is scheduled for May 18th at 10 a.m. Additional information can be found on the Township website.
- Upcoming events from North American Land Trust:
 - Park Day, April 6th from 10am to 2pm at Brinton Run Preserve: help preserve history and enjoy the great outdoors at the same time. North American Land Trust has invited local historian Michael Harris to conduct a walk and talk about the history of our specific preserve as part of the September 11, 1777 Battle of Brandywine.

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

1. MINUTES:

- a. [February 28, 2024, Workshop Meeting Minutes](#)
- b. [March 6, 2024, Regular Meeting Minutes](#)
- c. [March 13, 2024, Continued Regular Meeting Minutes](#)
- d. [March 13, 2024, Joint Board of Supervisors & Planning Commission Meeting Minutes](#)

2. TREASURERS REPORT

- a. Line OF Credit Release – Concordville Subaru – 1713 Wilmington/West Chester Pike

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

- a. Concordville Fire & Protective Services Quarterly Report (In-Person Presentation)
- b. Board of Supervisors Report
- c. [Manager's Report](#)
- d. Engineer's Report
- e. Committee Reports

4. OLD BUSINESS: NONE

5. PUBLIC HEARING:

- a. [Subdivision and Land Development Ordinance No. 174](#)

6. NEW BUSINESS:

- a. [Subdivision and Land Development Ordinance No. 174](#)
- b. Calvary Chapel – Special Event Permit
- c. Resolution No. 14 of 2024 – Affirmation of Conditional Use and Final Subdivision/Land Development Applications; 280 Ridge Road
- d. [Ordinance No. 175: Stormwater Management – Authorization to Advertise](#)
- e. [Ordinance No. 176: Zoning Ordinance, Zoning Map Amendment, & Cultural Campus Ordinance – Authorization to Advertise](#)

- f. Appointment of Public Safety & Emergency Management Coordinator (Job Title Change)
- g. Appointment of Volunteer Deputy Fire Marshal
- h. Appointment of Finance Committee Members
- i. Lawn Care Services Bid Award – Turf Landscaping
- j. Regional Emergency Management Coordinator Team Intermunicipal Agreement
- k. AED Machine Expenditure
- l. Painter’s Folly Furnace Repair Expenditure
- m. [Resolution No. 15 of 2024 – Transportation and Community Development Initiative Funding](#)
- n. Resolution No 16 of 2024 – Fee Schedule
- o. Resolution No. 17 of 2024 – 2024 Budgetary Supplemental Appropriations
- p. Resolution No. 18 of 2024 – Transfer of Capital Improvement Funds for Walkable Chadds Ford
- q. Investing Open Space Funds to PLIGIT Account
- r. [Resolution No. 19 of 2024 – Adopting the Delaware County Hazard Mitigation Plan](#)
- s. [Boards, Commissions, and Committees Updates:](#)
 - i. Zoning Hearing Board
 - ii. Planning Commission
 - iii. Open Space Committee

7. MISCELLANEOUS DISCUSSION: NONE

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

UPCOMING MEETINGS:

- [Historical & Architecture Review Board meeting, April 8, 2024, cancelled due to lack of business.](#)
- [Planning Commission Regular meeting, April 10, 2024, at 7:00 p.m.](#)
- [Open Space Committee meeting, April 11, 2024, at 7:00 p.m.](#)
- [Zoning Hearing Board meeting, April 16, 2024, at 7 p.m. \(3rd Tuesday\)](#)
- [Board of Supervisors Workshop meeting, April 17, 2024, at 6:30 p.m. \(3rd Wednesday\)](#)

ADJOURNMENT

The meetings of the Chadds Ford Township Board of Supervisors are electronically recorded, and recordings are maintained until the minutes of the meeting are transcribed and approved. Recordings are for the purpose of transcribing meeting minutes only.

**CHADDS FORD TOWNSHIP BOARD OF SUPERVISORS
WORKSHOP MEETING MINUTES
Wednesday, February 28, 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, Vice Chair; Kathleen Goodier, Supervisor; Mike Maddren, Esq., Township Solicitor; Michael Schneider, P.E., Township Engineer; Lacey Faber, Township Manager; and Emily Pisano, Assistant Township Manager. Fourteen (14) members of the public attended.

ANNOUNCEMENTS: Chair Reiner made the following announcements:

- The Board of Supervisors met in Executive Session on February 27th and prior to this evening's meeting to discuss personnel.
- 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 (Agenda Items):

Mary Marines, Ring Road, asked about the possibility of the Township building a salt shed along Route 1 and mentioned traffic concerns.

Bill Grosskopf, Webb Road, asked about the possibility of the Township building a salt shed along Route 1 and mentioned aesthetic concerns.

Debbie Dean, Hunters Lane, asked if the final 2024 Township budget could be uploaded onto the Township website.

Betsy Grosskopf, Webb Road, asked about the possibility of the Township building a salt shed along Route 1 and mentioned aesthetic concerns and recommended the opportunity for public input should the Township move forward with a salt shed.

BOARD OF SUPERVISOR VACANCY:

- a. **Appointment of Board of Supervisor:** The Board thanked those who applied for the vacant position. Mr. Maddren shared the Board's process of advertising the vacant position and interviewing the candidates. Chair Reiner made a motion to appoint Kathleen Goodier to the Chadds Ford Township Board of Supervisors, effective February 28, 2024, and ending on December 31, 2025. Vice Chair Trigg seconded the motion. There was no further discussion and the motion passed unanimously.

BOARD OF SUPERVISORS ORGANIZATION: Kathleen Goodier was sworn in by the Honorable Judge Wendy Roberts.

1. NEW BUSINESS ACTION ITEMS:

- a. **Chadds Ford Easter Egg Hunt – Sunday, March 17, 2024:** The Board discussed the Easter Egg Hunt scheduled for Sunday, March 17, 2024, from 12 p.m.-1:30 p.m. at the Township building. Changes this year include the Easter Bunny arriving on a fire truck provided by Concordville Fire Department. Those interested in attending can register by emailing the number of children participating and their ages to info@chaddsfordpa.gov. Vice Chair Trigg made a motion to approve the 2024 Chadds Ford Township Easter Egg Hunt with a cost not to exceed \$250.00. Supervisor Goodier seconded the motion. There was no further discussion and the motion passed unanimously.

1. MISCELLANEOUS DISCUSSION ITEMS:

- a. **Ordinance Considerations:** Township staff are working with the Township Solicitor in creating a timeline to advertise amendments to the Zoning Code and Zoning Map for a public hearing. Staff are also working to schedule individual meetings with HOAs to review proposed changes. Updates will be included on future Board agendas. No action was taken.
- b. **Subdivision and Land development Ordinance:** The Board discussed a timeline advertising the public hearing for the adoption of the Subdivision and Land Development Ordinance amendments. No action was taken.
- c. **Road and Property Maintenance RFP:** The current contract for Township Road maintenance will expire on April 30, 2024. the Board discussed enhancing the road maintenance contract to include property and open space maintenance, providing a more comprehensive contract, allowing for greater efficiency, continuity of services, and a guaranteed rate structure for the life of the contract. No action was taken.
- d. **Employee Dental Insurance:** This item was tabled without discussion.
- e. **Walkable Chadds Ford – Transfer of Funds:** Planning efforts with PennDOT are ongoing. Due to the design of new ADA ramps and an adjustment to an already existing ramp, the plans required additional review by PennDOT. PennDOT recently submitted their review comments on these adjustments. Township staff are working with the Walkable Chadds Ford project team to address PennDOT's comments. The Board discussed how additional expenses will be funded for the project, but no decisions were made. No action was taken.
- f. **Fee Schedule Discussion:** The Board discussed proposed changes to the Fee Schedule including reinstating a \$50 HARB application fee, removing the consulting fees for Samantha Reiner, addition of the newly appointed solicitor for the Zoning Hearing Board, and consultation with Township professionals. The Board asked Township staff to review the process for Conditional Use applications and streamline it where possible prior to raising the application fee. No action was taken.
- g. **Painter's Folly Annual Review – Continued:** The Board continued discussions from their January 31st Workshop meeting and reviewed the art studio rentals at Painter's Folly for the 2023 year. No action was taken.
- h. **Art & Photography Contest and Township Annual Calendar:** The Board discussed an annual Township calendar and art & photography contest for residents. The calendar would include Township public meeting dates, community events, and holidays. Each month would feature art and photography submitted by residents. The contest is a free way to engage residents and the calendar costs about \$7,000-11,000.00 to print and mail depending on the number of residences and businesses in the Township. Due to the cost of the calendar, township staff are going to look into possible funding opportunities and advertising possibilities as a potential funding source to implement the calendar. No action was taken.
- i. **Celebrate Trails Day, Earth Day, & Arbor Day Event:** The Board discussed the idea of a Celebrate Trails Day, Arbor Day, and Earth Day celebration in partnership with the

Chadds Ford Resident Association's roadside clean-up. The proposed event will be held on Saturday, April 27th with a rain date of April 28th. The event will kick off with the Residents Association's roadside cleanup in the morning. Volunteers will meet back at the Township building where lunch will be provided. Following lunch, a trail cleanup/educational walk will begin on the Harvey Run Trail. During the trail cleanup, at around 1pm, there will be a tree planting with the Township and the Brandywine Conservancy and Museum of Art in honor of Debbie Reardon. No action was taken.

- j. **Finance Committee – Duties & Responsibilities:** With the Finance Committee scheduled to meet on March 27th, the Board discussed the duties and responsibilities of the Committee. The Board also discussed expanding the members of the Committee to include Ben Simons and Jon Trigg. No action was taken.

PUBLIC COMMENT:

Betsy Grosskopf, Webb Road, inquired about design responsibilities for the bridge replacement on Creek Road.

UPCOMING MEETINGS:

- Board of Supervisors Regular meeting, March 6, 2024, at 6:30 p.m.
- Historical & Architecture Review Board meeting, March 11, 2024, at 7:00 p.m.
- Board of Supervisors & Planning Commission joint meeting, March 13, 2024, at 5:30 p.m.
- Planning Commission Regular meeting, March 13, 2024, at 7:00 p.m.
- Open Space Committee meeting, March 14, 2024, at 7:00 p.m.
- Sewer Authority Board meeting, March 19, 2024, at 7:00 p.m.
- Zoning Hearing Board meeting, March 26, 2024, at 7:00 p.m.
- Finance Committee meeting, March 27, 2024, at 10:00 a.m.

ADJOURNMENT: There being no further business or public comment, upon motion of Chair Reiner, seconded by Vice Chair Trigg and unanimous vote, the meeting was adjourned at 8:13PM.

Respectfully submitted,

Lacey Faber, Township Secretary/Manager

CHADDS FORD TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Wednesday, March 6, 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, Vice Chair; Kathleen Goodier, Supervisor; Mike Maddren, Esq., Township Solicitor; Lacey Faber, Township Manager; and Emily Pisano, Assistant Township Manager. Ten (10) members of the public attended.

ANNOUNCEMENTS: Chair Reiner made the following announcements:

- The Board met in Executive Session prior to the evening's meeting to discuss real estate and personnel matters.
- 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@chaddsfordpa.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.
- The Planning Commission has one vacancy. Information on how to apply will be posted to the Township's website.

PUBLIC COMMENT (Agenda Items): None

1. **MINUTES:** Vice Chair Trigg made a motion to approve the minutes from the Board of Supervisors January 31, 2024, Workshop meeting and the February 5, 2024, regular meeting as amended. 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 \$59,175.64, total open space expenditures of \$2,959.68, and escrow releases totaling \$10,471.88. Supervisor Goodier 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:
 - **Chadds Ford Township Residents Association (CFTRA) Meeting:** Staff met with CFTRA to discuss the mission and history of the association and their upcoming events for the year.
 - **Brandywine Conservancy & Museum of Art (BCMA) Meeting:** Staff met with BCMA to discuss past, current, and future initiatives, and projects.
 - **Chadds Ford Township Flood Presentation – March 18th:** Chadds Ford will host 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:** PennDOT made a site visit to review drainage issues on Ring Road. Maintenance is scheduled to open clogged pipe discharge ends that need to be ditched and cleared. A small grate and riprap was installed at one of the pipe discharge ends. Staff have been in contact with the management team for the Creek Road bridge replacement. The project Notice to Proceed was released on 1/29/2024 and is anticipated to begin in April or May. It has been confirmed that Township roads will not be utilized as part of the detour plan.

- Walkable Chadds Ford: Staff held a meeting with Walkable Chadds Ford personnel to discuss the project. 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.
- Emergency Services: 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.
- Board/Committee Vacancies: UCC Board of Appeals, Open Space Committee, State & National parks Representative, and Zoning hearing Board Alternate currently have one vacancy each. Staff advertised these open positions and asked for resumes by February 25th. Staff will start the process of scheduling interviews.

4. **OLD BUSINESS**: None.

5. **NEW BUSINESS**

- Subdivision & land Development ordinance Amendment – Authorization to Advertise Public Hearing**: Section 506 of the PA Municipal Planning Code requires that the proposed amendments are published in a newspaper of general circulation prior to a scheduled public hearing. Vice Chair Trigg made a motion to authorize the advertisement of a public hearing on April 3, 2024, at 6:30PM for amendments to the Subdivision and Land Development Ordinance. Supervisor Goodier seconded the motion. There was no further discussion and the motion passed unanimously.
- Road & Property Maintenance RFP – Authorization to Advertise**: Supervisor Goodier made a motion to authorize the advertisement of the 2024-2026 Chadds Ford Township Road & Property Maintenance RFP. Vice Chair Trigg seconded the motion. There was no further discussion and the motion passed unanimously.
- Painter's Folly Studio Rentals, Workshops, & Fee Structure**: The Board continued review of 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 (excluding service animals), potentially modifying the commission costs, advertising, rental fees, access to the property, and supplies.

Public Comment: Jamie Coates, Hunters Lane, an artist and resident who rented studio space during the past year, shared concerns and comments regarding ventilation, artist access, studio fee, and the Friends of Painter's Folly.

The Board tabled this item for further discussion. No action was taken.

- Celebrate Trails Day, Earth Day, & Arbor Day**: The Township is looking to host an event on Saturday, April 27th celebrating Celebrate Trails Day, Earth Day, and Arbor Day. The event will be in partnership with the Brandywine Conservancy and Museum of Art and the Chadds Ford Township Residents Association. Chair Riner made a motion to approve the 2024 Celebrate Trails Day, Earth Day, and Arbor Day event with a cost not to exceed \$300.00. Vice Chair Trigg seconded the motion. There was no further discussion and the motion passed unanimously.
- Delaware County Hazard Mitigation Plan & Community Rating System**: The 2023 Delaware County Hazard Mitigation Plan (HMP) plays a crucial role in strengthening the

community's ability to withstand and recover from both natural and man-made disasters. The plan ensures adherence to federal regulations, particularly those set forth by FEMA, to maintain eligibility for disaster mitigation funds. Furthermore, the HMP maximizes available resources by capitalizing on federal funding opportunities, such as the Flood Mitigation Assistance (FMA) program. Participation in voluntary initiatives like the Community Rating System (CRS) further reinforces efforts to decrease risks associated with natural disasters and can even lead to reduced flood insurance premiums for property owners. Chair Reiner made a motion to have the Township Manager complete the required paperwork to start the process of adopting the 2023 Delaware County Hazard Mitigation Plan and participate in the Community Rating System. Vice Chair Trigg seconded the motion. There was no further discussion and the motion passed unanimously.

- f. **Planning Commission Annual Report; 2023:** Chair Reiner made a motion to approve the Planning Commission 2023 Annual Report. Supervisor Goodier seconded the motion. There was no further discussion and the motion passed unanimously.
- g. **Open Space Committee Annual Report; 2023:** Vice Chair Trigg made a motion to approve the Open Space Committee 2023 Annual Report. Supervisor Goodier seconded the motion. There was no further discussion and the motion passed unanimously.
- h. **Board, Commissions, and Committee Updates:**
 - Zoning Hearing Board: The Board discussed two applications on the Zoning Hearing Board's March 26th agenda. 6 Hickory Lane is requesting a variance to install an inground pool within areas of steep and very steep slopes. 1731-1737 Wilmington Pike is requesting a variance to allow temporary parking of overflow auto dealer inventory within the PBC district. The Board discussed sending the Township solicitor to the March 26th meeting. Chair Reiner made a motion to send the Township Solicitor to the March 26th Zoning Hearing Board meeting for both applications. Vice Chair Trigg seconded the motion. There was no further discussion and the motion passed unanimously.
 - The Board shared recent activities of the Planning Commission including reorganization and their review of the proposed Cultural Campus district, Zoning ordinance amendments, and Zoning map amendments.
 - The Board shared recent activities of the Open Space Committee including recommendation of the mailing, "Leaving a Legacy for Future Generations, a Guide to Conservation Options for Landowners," and recommendation of the 2024 Easter Egg Hunt.

6. MISCELLANEOUS DISCUSSION

Zoning Ordinance, Zoning Map, and Cultural Campus Update: The Board discussed a possible timeline for adoption and the purchase of a public hearing sign to be posted at the entrances of the developments changing districts. Chair Reiner made a motion to authorize the purchase of five signs at \$100 apiece. Supervisor Goodier seconded the motion. There was no further discussion and the motion passed unanimously.

PUBLIC COMMENT

- Jamie Coates, Hunters Lane, commented on variances approved by the Zoning hearing Board.
- Ron Brittingham, Marshall Road, discussed concerns over the impact and concerns of landscaping, fencing, and light at David Dodge and increased speeding on Marshall Road.
- Jody Allen, Kelly Drive, asked about current Board/Committee/Commission vacancies.

UPCOMING MEETINGS:

- a. Historical & Architecture Review Board meeting has been cancelled due to lack of business.
- 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: There being no further business or public comment Chair Reiner made a motion to continue the meeting to March 13, 2024, at 5:00 p.m. at the Township Building. Vice Chair Trigg seconded the motion. There was no further discussion and the motion passed unanimously.

Respectfully submitted,

Lacey Faber, Township Secretary/Manager

**CHADDS FORD TOWNSHIP BOARD OF SUPERVISORS
CONTINUED REGULAR MEETING MINUTES
Wednesday, March 13, 2024 - 5:00PM**

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

Chair Reiner re-opened the Board of Supervisors Regular meeting at 5:01 p.m. In attendance were Samantha Reiner, Chair; Timotha Trigg, Vice Chair; Kathleen Goodier, Supervisor; Mike Maddren, Esq., Township Solicitor; Michael Schneider, P.E., Township Engineer; Lacey Faber, Township Manager; Emily Pisano, Assistant Township Manager. Two (2) members of the public attended.

1. OLD BUSINESS:

a. Board, Commissions, and Committee Updates – Zoning Hearing Board 1731-1737 Wilmington Pike:

Attendees: Peter Miller and Leah Kordeck

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 David Dodge 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.

The Board unanimously agreed to send the Township solicitor to the March 26th Zoning Hearing Board meeting to ask that if the Zoning Hearing Board were to approve the variance, that they consider imposing the following conditions: "temporary" will be defined as two years, the lot will be laid with gravel/stone, the existing rain garden will remain undisturbed, stormwater will utilize the existing inlet, a fence will be installed, the existing 20ft buffer will remain, and the use will expire when David Dodge vacates the property.

The neighbor comments made by Ron Brittingham, Marshall Road, at the Board's March 6th meeting were discussed. Ms. Kordeck will address the concerns. Mr. Miller will work with the Township to speak with the Board about the 1 Hillman Drive property.

2. PUBLIC COMMENT: None

ADJOURNMENT: There being no further business or public comment, upon motion of Chair Reiner, seconded by Supervisor Goodier and unanimous vote, the meeting was adjourned at 5:28 p.m.

Respectfully submitted,

Lacey Faber, Township Secretary/Manager

**CHADDS FORD TOWNSHIP BOARD OF SUPERVISORS & PLANNING
COMMISSION JOINT WORKSHOP MEETING MINUTES**

Wednesday, March 13, 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 called the Board of Supervisors & Planning Commission Joint Workshop meeting to order at 5:41 p.m. with the Pledge of Allegiance. In attendance were Samantha Reiner, Board of Supervisors Chair; Timotha Trigg, Board of Supervisors Vice Chair; Kathleen Goodier, Supervisor; Craig Huffman, Planning Commission Chair; Valerie Hoxter, Planning Commission Vice Chair; Tom Bradley, Planning Commission Member; Carolyn Daniels, Planning Commission Member; Mike Maddren, Esq., Township & Planning Commission Solicitor; Michael Schneider, P.E., Township & Planning Commission Engineer; Tom Comitta, AICP, CNU-A, RLA, Township & Planning Commission Land Planner; Erin Gross, ACIP, Township & Planning Commission Land Planner (via Zoom); Lacey Faber, Township Manager; and Emily Pisano, Assistant Township Manager. Four (4) members of the public attended.

1. MISCELLANEOUS DISCUSSION ITEMS:

- a. **Cultural Campus Text Amendment:** The Board and Commission discussed recent changes to the text and the review letter from the Delaware County Planning Commission. Changes included editing language for clarification of responsibility for a structure if a parcel is sold. No action was taken.
- b. **1597 Baltimore Pike – Potential Zoning Ordinance/Map Amendment:** The Board and Commission discussed rezoning 1597 Baltimore Pike from R-1 to Cultural Campus (CC). By rezoning the parcel to CC, North American Land Trust's proposed plan for the property, which includes trails, moving their headquarters, and village shop parking, would be in compliance. Discussion included the Township holding the conservation easement for the property, comparative to the Township's arrangement with Brinton Run Preserve. No action was taken.
- c. **Township Zoning Map Amendment:** Proposed changes to the Zoning Map are the following:
 - From LI to LI-1: 0 Baltimore Pike, Folio Number 04000002901
 - From R-1 to MC: 10 Ring Road, 1491 Baltimore Pike, 1463 Baltimore Pike, 1381 Baltimore Pike, 0 Bullock Rd (Mother Archie's Corner), Sunset Hill Preserve, 0 Beaver Valley Rd (Folio #s 04000006501, 04000006600, 04000006800, 04000006400, 04000006401, 04000006300) and 3 Evergreen Place.
 - From POC to MC: 1381 Baltimore Pike
 - From R-2 to MC: 98 Ridings Boulevard
 - From R-M to R-MA: All properties in South Point and Springhill Farms
 - From R-A to R-MA: All properties in Painters Crossing Condominium
 - CC: All properties included in the Cultural Campus Text Amendment & 1597 Baltimore Pike

Meetings with HOAs of Painters Crossing, South Point, and Springhill Farm are being scheduled to discuss the proposed zoning changes with residents of these developments. No action was taken.

ADJOURNMENT: There being no further business or public comment, upon motion of Chair Huffman, seconded by Chair Reiner and unanimous vote, the meeting was adjourned at 6:21PM.

Respectfully submitted,

Lacey Faber, Township Secretary/Manager

- **Easter Egg Hunt:** On March 17th, the Township hosted its 2nd Annual Easter Egg Hunt. Concordville Fire and Protective delivered the Easter Bunny on the fire truck and it was very exciting! The event was extremely well attended, and we received a great deal of positive feedback. We appreciate our volunteers, especially our wonderful Easter Bunny! Thank you to all who attended, and we look forward to doing it all again next year!
- **Chadds Ford Township Flood Study Presentation – March 18th:** The Flood Study committee gave a presentation for Chadds Ford residents focusing on Chadds Ford specific concerns. Concerns were logged into the system in real time and documented as a part of the study.
- **FEMA NIMS and PEMA Elected Officials Briefing:** The Board of Supervisors attended training provided by Delaware County Emergency Services which focused on the following:
 - How to best support our Emergency Service Providers.
 - Responsibilities as a municipality to provide for emergency services.
 - Statutes that affect emergency service providers.
- **Road Tour:** On March 26th, township staff, professionals and officials conducted the annual Road Tour. This is conducted to make decisions about the annual Road Project, which will utilize Liquid Fuels funding received from the state and county to repave roads in need of maintenance. Every township road is evaluated. The Road Tour also evaluates township infrastructure in need of maintenance such as inlets, storm pipes, culverts, signage, etc. A list was created and will be provided to our Road & Property maintenance contractor.
- **Finance Committee:** On March 27th, the Finance Committee held its first public meeting of the year. They reviewed the current budget, budgets from other townships, reviewed internal policy and procedural changes staff are revising to ensure efficiency and cost savings, grants, and set and agenda for the next meeting.
- **DEP Meeting:** Townships are required to meet an unfunded mandate to reduce sediment in their streams by 10% over a 5-year period. This is known as a townships Pollutant Reduction Plan (PRP). On March 27th, the township met with DEP to discuss a project constructed by Painter's Crossing Condominiums to see if the project would count towards Chadds Fords PRP for this portion of their watersheds.
- **Concordville Fire & Protective Association Meet & Greet:** On April 2nd, township staff and officials attended a meet and greet hosted by Concordville Fire. They provided a tour of their facilities and introduced township officials to their volunteers and staff. Thank you, Concordville Fire!
- **Chadds Ford Earth Day Event, April 27th:** In partnership with the Brandywine Conservancy and the Chadds Ford Residents Association, Chadds Ford is Hosting an Earth Day event with a Roadside Cleanup, Harvy Run Trail Cleanup and a Tree Planting, Honoring Debbie Reardon. You can sign up for one or all the events with lunch provided. Please join us!

- **PennDOT:**

APRIL MANAGERS REPORT

- 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: There is still one area of concern of Ring Road left to address.
- Creek Road Bridge Repair: Staff have been in contact with the management team for the Creek Road Bridge repair project. The project construction commenced on April 1st. Everything can be accessed on the Township website.
- Township Concerns: Chadds Ford staff are working with PennDOT to address ongoing concerns throughout the township.
- **Current Ordinance Considerations**:
 - Subdivision and Land Development Ordinance: The Subdivision and Land Development Ordinance was recommended for adoption to the Board of Supervisors on 9/13/23. The following is the schedule for adoption:
 - March 6th – Authorization to Advertise Public Hearing.
 - March 20th & March 27th – Advertise Public Hearing.
 - April 3rd – Public Hearing.
 - Zoning Code & Zoning Map Amendment & Cultural Campus: The Zoning Code was recommended by the Planning Commission on 9/13/23, and the Zoning Map and Cultural Campus were recommended on 3/13/24, to the Board of Supervisors for adoption. The Zoning Ordinance has been under revision since 2015. The Delaware County Planning Department recommended adoption of the Zoning Code on 10/20/23 and Cultural Campus on 1/19/24, and we are awaiting their final review on the Zoning Map. The following is the schedule for adoption:
 - April 3rd - Authorization by the BOS to Advertise.
 - April – Work on mailing and advertisement.
 - April 18th & April 30th – Individual meetings with affected HOAs.
 - May 3rd – Send out mailing to property owners of properties to be rezoned.
 - May 15th & 29th – Advertise.
 - May 24th – Post the properties on or before this date.
 - June 4th – Public Hearing.
 - Stormwater Management: Delaware County provided a Model Stormwater Management Ordinance for municipalities to update their individual ordinances. 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. The Planning Commission recommended Stormwater for adoption by the Board of Supervisors at their 3/13/24 meeting. The following is the schedule for adoption:
 - April 3rd – Authorization to Advertise Public Hearing.
 - April 17th & April 24th – Advertise Public Hearing.
 - May 1st – Public Hearing.
- **Walkable Chadds Ford**: Staff held a meeting on March 20th 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 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.
 - The Committee decided it would be better to hold off on a stakeholder meeting until we have more information about an intermunicipal agreement.

- **Training:**

- PSATS: Lacey, Samantha, Kathleen, 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.



APRIL MANAGERS REPORT

- **Painters Folly:** The Township had a contractor evaluate the site to install railings on the outdoor stairs. We are awaiting an estimate.

**CHADDS FORD TOWNSHIP
DELAWARE COUNTY, PENNSYLVANIA
RESOLUTION No. 15 of 2024**

**A RESOLUTION OF CHADDS FORD TOWNSHIP, DELAWARE COUNTY, PA, FOR THE
SUBMISSION OF A GRANT APPLICATION TO THE DELAWARE VALLEY REGIONAL
PLANNING COMMISSION (DVRPC) FOR TRANSPORTATION AND COMMUNITY
DEVELOPMENT INITIATIVE (TCDI) FUNDING**

WHEREAS, Chadds Ford Township supports the request for planning grant dollars from the Delaware Valley Regional Planning Commission (DVRPC); and

WHEREAS, Chadds Ford Township fully understands that DVRPC will provide project management and oversight of the planning grant, if chosen for funding; and

WHEREAS, Chadds Ford Township fully understands the application requirements including county coordination and attachments; and

WHEREAS, Chadds Ford Township fully understands that DVRPC will provide project management and oversight for the grant and advise on the qualifications-based procurement process, if required; and

WHEREAS, Chadds Ford Township fully understands that DVRPC will contract directly with a consultant chosen through a fair and open procurement process on behalf of the project sponsor; and

WHEREAS, that the Chadds Ford Township Board of Supervisors hereby authorizes Chadds Ford Township to submit an application to DVRPC for a TCDI planning grant.

NOW, THEREFORE, BE IT RESOLVED, that Chadds Ford Township agrees to, if selected for the TCDI grant, to take all necessary action to complete the project associated with the grant agreement within the 24-month timeframe, and submit the final deliverable to DVRPC; and

BE IT FURTHER RESOLVED, that Chadds Ford Township agrees to provide all documentation and records that may be required by DVRPC to ensure proper allocation of costs and resources.

BE IT FURTHER RESOLVED, that Chadds Ford Township agrees to provide proof of adoption or acceptance of the final deliverable by the governing body through a resolution that must be submitted no later than December 31, 2026 to DVRPC.

APPROVED and ADOPTED, this 3rd day of April, 2024 by the Board of Supervisors of Chadds Ford Township, Delaware County, Pennsylvania.

TOWNSHIP OF CHADDS FORD BOARD OF SUPERVISORS:

Samantha Reiner, Chair

Timotha Trigg, Vice Chair

(Township Seal)

Kathleen Goodier, Supervisor

Attest:

Lacey Faber, Township Secretary

**CHADDS FORD TOWNSHIP
DELAWARE COUNTY, PENNSYLVANIA
RESOLUTION No. 19 of 2024**

**A RESOLUTION OF CHADDS FORD TOWNSHIP, DELAWARE
COUNTY, PA, ADOPTING THE DELAWARE COUNTY,
PENNSYLVANIA 2023 HAZARD VULNERABILITY ASSESSMENT
AND MITIGATION PLAN UPDATE**

WHEREAS, Chadds Ford Township, Delaware County, Pennsylvania is most vulnerable to natural hazards which may result in loss of life and property, economic hardship, and threats to public health and safety; and

WHEREAS, Section 322 of the Disaster Mitigation Act of 2000 (DMA 2000) requires State and local governments to develop and submit for approval to the President a mitigation plan that outlines processes for identifying their respective natural hazards, risks, and vulnerabilities; and

WHEREAS, Chadds Ford Township acknowledges the requirements of Section 322 of DMA 2000 to have an approved Hazard Mitigation Plan as a prerequisite to receiving post-disaster Hazard Mitigation Grant Program funds; and

WHEREAS, the Delaware County 2023 Hazard Vulnerability Assessment and Mitigation Plan has been developed by the Delaware County Department of Emergency Management in cooperation with other county departments, and officials and citizens of Chadds Ford Township; and

WHEREAS, a public involvement process consistent with the requirements of DMA 2000 was conducted to develop the Delaware County 2023 Hazard Mitigation Plan, and

WHEREAS, the Delaware County 2023 Hazard Vulnerability Assessment and Mitigation Plan recommends mitigation activities that will reduce losses to life and property affected by natural hazards that face the County and its municipal governments.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors of Chadds Ford Township, that the Delaware County 2023 Hazard Vulnerability Assessment and Mitigation Plan is hereby adopted as the official Hazard Mitigation Plan of Chadds Ford Township; and

BE IT FURTHER RESOLVED, that the respective officials and agencies identified in the implementation strategy of the Delaware County 2019 Hazard Vulnerability Assessment and Mitigation Plan are hereby directed to implement the recommended activities assigned to them.

~ SIGNATURE PAGE TO FOLLOW ~

APPROVED and **ADOPTED**, this 3rd day of April, 2024, by the Board of Supervisors of Chadds Ford Township, Delaware County, Pennsylvania.

TOWNSHIP OF CHADDS FORD BOARD OF SUPERVISORS:

Samantha Reiner, Chair

Timotha Trigg, Vice Chair

(Township Seal)

Kathleen Goodier, Supervisor

Attest:

Lacey Faber, Township Secretary

DRAFT

ZHB REPORT – APRIL 2024

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.

DECISION: The Zoning Hearing Board continued this application to their April 16th meeting.

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.

DECISION: As per the request of the applicant, this application was continued to the Zoning Hearing Board's April 16th meeting.

April 16, 2024

1. **438 Webb Road**: The applicant is requesting a variance from Section 135-9.C and 135-9.H. The Applicant is the owner of the property along with her siblings. She plans to construct her home on the proposed rear lot. The applicant seeks these Variances in order to allow the subdivision of the parcel to create a second buildable lot while utilizing a shared driveway to access Webb Road. The addition of a shared driveway easement and the necessity to widen the flag area to 30 feet restrict the net area of proposed Lot 1 by less than the required 2 Acre minimum. Relief of Section 135-9.H is only being requested from the internal lot line created in this subdivision. The required 10 feet will be provided from the adjoining property to the West.

COMMITTEE REPORT – April 2024

Planning Commission: The Planning Commission met on March 13th for a joint workshop with the Board of Supervisors and for their regular meeting. The Planning Commission unanimously recommended the Cultural Campus district text, zoning map amendments, and Stormwater Management ordinance text amendments to the Board of Supervisors for approval. The planning Commission discussed a sketch plan application for Chadds Ford Tavern. The Commission advised the applicant to determine if zoning relief is needed. The Planning Commission is scheduled to meet again on April 10th at 7 p.m.

Open Space Committee: The Open Space Committee met on March 21st. During their meeting, the Committee recommended the mailing of the Leaving a Legacy booklet and letter to property owners with 5+ acres, the memorial plaque for Debbie Reardon, a letter of support for NALT's DCNR grant application for acquisition of 1597 Baltimore Pike, and the Township's contribution of \$250,000 to support the acquisition of 1597 Baltimore Pike. Also discussed were a Tree ID walk along Harvey Run Trail on May 18th at 10 a.m., routine playground maintenance, the 2024 Storytime Program, and Sunset Hill Preserve maintenance and a potential natural trail. The Committee is scheduled to meet again on April 11th at 7 p.m.

Finance Committee: The Finance Committee met on March 27th to review the approved 2024 budget, Township procedural reviews, and grant opportunities. The Finance Committee is scheduled to meet again on June 26th at 10 a.m.

Sewer Authority Board: The Sewer Authority Board met on March 19th. They are scheduled to meet again on May 21st at 7 p.m.

HARB: HARB administratively approved the replacement of the clock at 1620 Baltimore Pike. Due to lack of business, HARB will not meet in April.