

**REGULAR MEETING of the BOARD OF SUPERVISORS  
CHADDS FORD TOWNSHIP  
Wednesday, June 7, 2023 at 6:30PM**

**MINUTES**

**CALL TO ORDER: PLEDGE OF ALLEGIANCE**

A regular meeting of the Board of Supervisors of Chadds Ford Township, Delaware County, was called to order by Chair Samantha Reiner at 6:30 PM. In attendance were Frank Murphy, Vice Chair (Zoom); Noelle M. Barbone, Supervisor; Emily Pisano, Assistant Township Manager; and Mike Maddren, Township Solicitor. Matt Baumann, Township Manager and Mike Schneider, Township Engineer were not in attendance. Four (4) members of the public were in attendance with two (2) of them on Zoom. The Pledge of Allegiance was recited.

**ANNOUNCEMENTS**

Chair Reiner made the following announcements:

- The Board met in Executive Session on June 7, 2023 to discuss legal, personnel, and real estate matters.
- The June 28<sup>th</sup> Board Workshop meeting has been moved to Tuesday, June 20<sup>th</sup> at 6:30PM. There will also be a public hearing prior to the evening's meeting.
- Chadds Ford Township is currently seeking to fill the position of Roadmaster. Those interested should contact the Township Manager for additional information.

**PUBLIC COMMENT Agenda Items**

**APPROVAL OF MINUTES**

1. May 3, 2023 – Board of Supervisors Regular Meeting Minutes

*Supervisor Barbone made a motion to approve the Board of Supervisors Regular Meeting minutes from May 3, 2023. Chair Reiner seconded the motion and it passed 3-0.*

**SUPERVISORS' REPORT**

Chair Reiner shared that the Board's May Workshop meeting was canceled due to a small agenda which did not include any business that needed immediate attention by the Board.

**1. TOWNSHIP MANAGER'S REPORT**

Ms. Pisano provided the following report on behalf of Mr. Baumann:

**Painter's Folly Artist Studio Update**

For any artist interested in registering for studio space at historic Painter's Folly, Session 2 is accepting registrations. Prices are \$150 per month for the three (3) month commitment. The Township is offering two (2) groups for Session 2. Each group will have access to the studios three (3) days per week. Session 2 will run from July 1<sup>st</sup> to October 1<sup>st</sup>. Those interested should reach out to [info@chaddsfordpa.gov](mailto:info@chaddsfordpa.gov) for additional information.

## Planning Commission

The Chadds Ford Planning Commission will hold their meeting on June 14<sup>th</sup>. There will be three (3) applications discussed that evening: 1. VMDT Partnership for an application to build a Hyundai/Genesis dealership. 2. 1281 Baltimore Pike, which is an application to build a new single-family dwelling on steep slopes. 3. 1386 Baltimore Pike, which is an application to subdivide one (1) lot into two (2) lots.

## Delaware County Health Department

Starting on June 1<sup>st</sup>, an on-site septic permit application needs to be submitted to the Delaware County Health Department. Specifically, residents should refer to the County's website under the 'Licenses, Permits, and Inspections' section for the application and more information. This information is also available on the Township's website. This is a County mandate and municipalities are no longer to review and inspect these applications. Furthermore, any reinspection of existing septic systems will be reviewed by the County as well.

## **2. TREASURER'S REPORT**

Supervisor Barbone shared the Treasurer's Report.

*Supervisor Barbone made a motion to approve General Fund expenditures in the amount of \$55,017.27. Vice Chair Murphy seconded the motion and it passed 3-0.*

*Supervisor Barbone made a motion to approve Open Space expenditures in the amount of \$33,078.89. Vice Chair Murphy seconded the motion and it passed 3-0.*

*Supervisor Barbone made a motion to approve stormwater expenditures in the amount of \$2,856.00. Vice Chair Murphy seconded the motion and it passed 3-0.*

*Supervisor Barbone made a motion to release escrow account Brinton Run Preserve in the amount of \$311.97. Vice Chair Murphy seconded the motion and it passed 3-0.*

In 2018, the Knight's Bridge Wastewater Treatment Plant received approval per Resolution 2018-25 SLDO: Knight's Bridge Wastewater Treatment Plant Item 2k, which states, "Applicant shall pay a fee in lieu of additional stormwater management facilities required by Chapter 105 of the Code; and additional trees and landscaping pursuant to 110-36 of the Code in the amount of \$26,878.75."

Vice Chair Murphy asked for something to be put in place to ensure that the \$26,878.75 paid by Chadds Ford Township is used by the Painters Crossing HOA for its intended purpose which is for a stream restoration project. Additionally, the PA DEP has determined that the project will help with Chadds Ford's MS4 Pollution Reduction Program requirements. Chair Reiner asked Mr. Maddren and Mr. Baumann to discuss how to ensure Vice Chair Murphy's request before the check is sent.

*Supervisor Barbone made a motion to approve the release of \$26,878.75 from the Open Space fund. Vice Chair Murphy seconded the motion and it passed 3-0.*

## **3. ENGINEER'S REPORT**

Chair Reiner reported on behalf of Mr. Schneider that there was nothing to report under the Engineer's Report.

## 4. OLD BUSINESS

### ACTION ITEMS

## 5. NEW BUSINESS

### ACTION ITEMS

#### 1. Snow Contract Request for Proposals

Martin Brothers Excavating has served as the Township's snow removal contractor for several years. This Fall, Bob Martin will be retiring. The Township will need to advertise Request for Proposals (RFP) to engage a new vendor for snow contracting and other road services. Chair Reiner believed two separate RFP's went out three (3) years ago and recommended that staff refer to them.

*Vice Chair Murphy made a motion to authorize the Manager or Assistant Manager to prepare a Request for Proposals for snow contracting and other road services in a single contract or multiple contracts; however the Township Solicitor sees fit. Supervisor Barbone seconded the motion and it passed 3-0.*

*Chair Reiner made a motion to amend the agenda to include "road services" for agenda item 5.1 under New Business Action Items. Supervisor Barbone seconded the motion and it passed 3-0.*

#### 2. Chadds Ford Township Tree Donation Policy

Tree donations, on behalf of a loved one who has passed or in recognition of an achievement, are becoming increasingly popular and are often encouraged to increase the planting of native species within a community. The Open Space Committee recently unanimously voted to recommend a tree donation policy to the Board of Supervisors. By adopting a tree donation policy, a clear process will be put in place for the Township and any future donor to follow.

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.

Vice Chair Murphy thanked the Open Space Committee and staff for being proactive and creating the policy.

Supervisor Barbone asked if the applicant would also donate a plaque as part of the application. Ms. Pisano responded that if an applicant wished to include a plaque it would go through the same process as the donated tree. There is a place on the application for the applicant to include information on a proposed plaque.

*Vice Chair Murphy made a motion to adopt the Chadds Ford Township Tree Donation Policy. Supervisor Barbone seconded the motion and it passed 3-0.*

### 3. Resolution 2023-18 Delaware County 2019 Hazard Vulnerability Assessment and Mitigation Plan

The purpose of this Resolution is to update the Hazard Mitigation Plan (HMP) for Delaware County and its municipalities. An HMP demonstrates county and community commitment to reducing risks from all hazards and serves as a guide for decision makers as they commit resources to minimize the effects of hazards. The HMP is intended to integrate with county and municipal planning mechanisms already in place, such as building and zoning regulations, environmental planning, and long-range planning mechanisms. By participating in the planning process, the county and municipalities will be eligible to apply for and receive grant funding from the Federal Emergency Management Agency (FEMA) to reduce the vulnerability of residents within the community. After receiving FEMA approval of the HMP, the jurisdictions are eligible to receive grants from the following grant funding sources when/if they are needed:

- Hazard Mitigation Grant Program (HMGP)
- Flood Mitigation Assistance Program (FMA)
- Building Resilient Infrastructure and Communities (BRIC)

Chadds Ford has participated in the drafting of this Hazard Mitigation Plan. The last step is to formally adopt it. The plan has been reviewed and recommended by our Emergency Management Coordinator.

The following motion was made to allow for discussion: *Supervisor Barbone made a motion to adopt Resolution 2023-18 Delaware County 2019 Hazard Vulnerability Assessment and Mitigation Plan Update. Vice Chair Murphy seconded the motion.*

Vice Chair Murphy stated he would like to review the Delaware County Hazard Mitigation Plan in its entirety before voting. Chair Reiner agreed with Vice Chair Murphy's comments.

Mr. Maddren provided additional background and explained that the County plan must be adopted by all municipalities in the County. Municipalities are then able to create a plan to fit their needs. Chair Reiner suggested that the Township's Emergency Management Coordinator attend the Board meeting when the Resolution is next discussed or provide a recommendation in writing.

*Chair Reiner made a motion to table the adoption of Resolution 2023-18 Delaware County 2019 Hazard Vulnerability Assessment and Mitigation Plan. Supervisor Barbone seconded the motion and it passed 3-0.*

### 4. Resolution 2023-19 Fee Schedule Adjustments

The following changes are proposed to the 2023 Chadds Ford Township Fee Schedule:

1. Change the Painter's Folly Artist Studios from \$100 per month to \$150 per month. Include a new fee for the 3<sup>rd</sup> Floor "Wyeth Studio" at \$200 per month. The reason for these fees is to bring the Township closer to covering the Painter's Folly monthly operating costs, which are roughly \$2100 per month.
2. HARB Application Fee. The Township is proposing a flat \$50 application fee, something that has not been charged before. There are administrative and processing costs associated with these applications. This fee is in line, if not less expensive, than other application fees, such as a Zoning Permit, Temporary Sign, etc.

*Vice Chair Murphy made a motion to approve Resolution 2023-19, amending the 2023 Fee Schedule with the three (3) changes noted above. Supervisor Barbone seconded the motion and it passed 3-0.*

#### 5. Name Change Proposal of Former Girl Scout Camp (Heyburn Open Space)

The former Girl Scout property known as Camp Sunset Hill has been referred to by many names since the Township acquired the property about 10 years ago. These names have included the Girl Scout Camp, Sunset Hill, and Heyburn Open Space.

In 2022 a survey was conducted in preparation for the Township to move forward with their plan of creating a natural trail through the property. It was during this time that the Open Space Committee began discussing the need for the property to have a formal name. At their May 2023 meeting, the Open Space Committee voted unanimously to recommend to the Board of Supervisors that the official name for the property be changed to Sunset Hill Preserve. The Committee felt that this name pays homage to the former Girl Scout Camp including the many residents who spent memorable summers at Camp Sunset Hill.

Rich Schwartzman, Editor of Chadds Ford Live, asked how many acres the former Girl Scout Property is. Chair Reiner replied she believes the property is around fifty-six (56) acres.

*Supervisor Barbone made a motion to adopt the name Sunset Hill Preserve as the official name of the former Girl Scout property (also known as Heyburn Open Space). Vice Chair Murphy seconded the motion and it passed 3-0.*

#### 6. 2023 Storytime Book List

Just as they did last year, the Rachel Kohl Community Library has put together a list of books to be read during Chadds Ford's 2023 Storytime program. The list includes two or three books for each of the ten themes. Storytime will run from June 21<sup>st</sup> to August 23<sup>rd</sup> on Wednesdays at 10am in the pavilion behind the Chadds Ford Municipal building.

Vice Chair Murphy asked if someone from the Township read all the books on the list to review content. Ms. Pisano stated she read each book and the main subjects were animals, seasons, and gardening.

*Supervisor Barbone made a motion to approve the book list as recommended by the Rachel Kohl Community Library for the 2023 Chadds Ford Storytime Program. Chair Reiner seconded the motion and it passed 3-0.*

### **OTHER DISCUSSION ITEMS**

Chair Reiner asked that the last item under New Business on all future Board Regular meeting agendas be a Zoning Hearing Board update even if there is not a Zoning hearing scheduled for the month.

Chair Reiner inquired about the decision rendered by the Zoning Hearing Board at their April hearing. Chair Reiner stated she has not received the decision and the Board is passed the thirty (30) day period they are given if they wanted to appeal the decision. Chair Reiner said that decisions should be provided to the Board the morning following a Zoning hearing so the Board is able to review it. Mr. Maddren replied that the Board may still be in their appeal period as the decision was distributed by the Zoning Hearing Board Solicitor almost one (1) month after the hearing and an extension was granted by the applicant. Vice Chair Murphy agreed with Chair Reiner's concerns on the importance of distributing decisions rendered by the Zoning Hearing Board. Vice Chair Murphy asked Mr. Maddren to speak with Mr. Baumann on the matter.

Supervisor Barbone said how thrilled she was to see that the area around the octagonal schoolhouse at the corner of Ridge and Heyburn Road was cleared.

Chair Reiner announced that Ms. Pisano received a scholarship from Delaware County Council of Governments (COG) to attend the 2023 APMM (Association for Pennsylvania Municipal Management) conference. The conference was held in Pittsburgh and focused on furthering the education and knowledge of municipal managers from across the Commonwealth. The Board agreed and asked Ms. Pisano to include attendance and membership with APMM in the Township's August draft budget.

## **PUBLIC COMMENT Non-Agenda Items**

## **ADJOURNMENT**

*There being no further business or public comment, upon motion of Supervisor Barbone, seconded by Vice Chair Murphy and unanimous vote, the meeting was adjourned at 7:20PM.*

Respectfully submitted,

Matthew Baumann  
Township Manager