

# CHADDS FORD TOWNSHIP OPEN SPACE COMMITTEE

## THURSDAY, May 9, 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](#).

### **7:00 PM PLEDGE OF ALLEGIANCE AND OPEN MEETING**

### **ANNOUNCEMENTS**

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

#### **1. MINUTES:**

- a. [March 21, 2024, Open Space Regular Meeting Minutes](#)

#### **2. REPORTS:**

- a. [Managers Report](#)
- b. Grants Report
- c. Event Report
- d. Harvey Run Trail Report

#### **3. OLD BUSINESS:**

- a. [Sunset Hill Preserve Trail](#)
- b. Open Space Signage
- c. Harvey Run Trail Organized Walks

#### **4. NEW BUSINESS:**

- a. Name for Township Park/Playground
- b. Brandywine Valley Scenic Byway Commission Property Recognition Program

#### **5. MISCELLANEOUS DISCUSSION & DEVELOPMENT UPDATES**

#### **6. OPEN SPACE JUNE MEETING DISCUSSION**

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

### **ADJOURNMENT**

*The meetings of the Chadds Ford Township Open Space Committee are electronically recorded, and recordings are maintained until the minutes of the meeting are transcribed. Recordings are for the purpose of transcribing meeting minutes only.*

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REGULAR MEETING MINUTES  
THURSDAY, MARCH 21, 2024 - 7:00PM**

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**ATTENDANCE:** Chair Mattes called the Open Space Committee meeting to order at 7:05 PM. In attendance were Peter Mattes, Chair; Helene Badeau, Vice Chair (via Zoom); Kathleen Goodier, Secretary; Rob King, Committee Member; Sarah Sharp, Committee Member (via Zoom); Mike Pessagno, Committee Member; David Poston, Ad Hoc Member; Lois Saunders, Ad Hoc Member; Samantha Reiner, Board of Supervisors Liaison; Lacey Faber, Township Manager; and Emily Pisano, Assistant Township Manager. Public attendance, four (4).

**1. Minutes:**

- a. February 21, 2024:** Helene Badeau asked that the minutes be amended to reflect that a consistent update on Walkable Chadds Ford was requested to be provided to the Open Space Committee at every meeting. L. Faber made note that a Walkable Chadds Ford update is mentioned in every Managers Report. Rob King made a motion to approve the February 21, 2024, minutes as amended, which was seconded by Peter Mattes and approved unanimously.

**2. Reports:**

- a. Managers Report:** L. Faber presented the following items from the Managers Report:
- 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. BCMA and the Township are working to schedule a meeting with Committee/Board Chairs on April 18<sup>th</sup> to discuss upcoming initiatives.
  - 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 on April 1st. 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

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- 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.
- Transfer of Open Space Funds to HYS Account: The Board of Supervisors will discuss moving open space funds to a high-yield savings account which would result in a return of about \$16,500 by the end of the year.
- Painter's Folly: The Township is focusing on acquiring additional funding through grants. Artist studios are discontinued for now. Painter's Folly is open to the public through tours.
- Salt Shed: The Township will explore other avenues for a location of a salt shed should a proposal move forward.

**b. Grants Report:** Grant updates were shared for the PA DCED Multi-Purpose Community Facilities Program and the PHMC Certified Local Government Grant.

**c. Events Report:**

- Easter Egg Hunt: This year's Easter Egg Hunt had approximately 80 attendees. Many participants were in the 0-4 age group. Takeaways for next year would be five minutes between hunts and more eggs. Overall, it was a successful event, and the feedback was positive. Thank you to everyone who helped organize the event and made it happen!
- Chadds Ford Earth Day Event: The Board of Supervisors unanimously approved the event at their March 6th Regular meeting with cost not to exceed \$300. The event will be in partnership with Chadds Ford Township, the Brandywine Conservancy & Museum of Art, and the Chadds Ford Residents Association. Volunteers can register for the event by signing up through a link provided by the Chadds Ford Residents Association. For the trail clean up, volunteers will be split between the Township and BCMA sides of the trail. Aside from trash pickup, cleanup efforts can include removing invasive species and clearing debris.

**3. Old Business**

**a. Leaving a Legacy Booklet & Letter Mailing:** Since the Open Space Committee recommended the Leaving a Legacy Booklet and letter at their February 21st meeting, staff have received the estimated cost of printing the booklets and mailing the materials. The letters will be printed in-house, but an estimate was obtained to print the booklets by our printer, Country Press. The Committee discussed the line item that will be used for the mailing. Chair Mattes made a motion to amend the recommendation to the Board of Supervisors of a letter and leaving a legacy booklet mailing to all Chadds Ford Township property owners with 5+ acres to include a total cost not to exceed \$465.00. Rob King seconded the motion. There was no further discussion and the motion passed unanimously.

**b. Debbie Reardon Memorial:** The Committee reviewed three estimates and designs for the Debbie Reardon Memorial plaque and discussed additional edits to the text. Chair Mattes made a motion to recommend to the Board of Supervisors for approval

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of a memorial plaque honoring Debbie Reardon from Lane Signs for a cost of \$1,195.00 to be split with the Brandywine Conservancy and Museum of Art. Rob King seconded the motion. There was no further discussion and the motion passed unanimously.

- c. **Chadds Ford Open Space Signage:** No updates provided. This item was tabled until the April meeting.

**4. New Business**

- a. **Playground Maintenance:** The Township playground requires routine maintenance and recent observations have suggested that the mulch may need to be refreshed. Past discussions have also focused on the installation of pavers from the parking lot to the gate. This area has become the main entrance point for accessing the playground. This work will be completed by the Township's Road and Property Maintenance contractor once awarded. Additionally, the refreshment of the play mulch would be an annual maintenance item of the playground. This is a special play mulch required to be maintained on an annual basis. Bids for Road and Property Maintenance are due on April 10th at 12 p.m. and is anticipated to be awarded May 1st. During discussion, the Committee agreed to hold a volunteer opportunity on April 14<sup>th</sup> at 6 p.m. to weed the flower beds around the playground.
- b. **Harvey Run Trail Educational Walk:** The Committee agreed to schedule a walk along the Harvey Run Trail on May 18<sup>th</sup> at 10 a.m. The walk will be led by Rob King and will identify the variety of trees along the trail.
- c. **1597 Baltimore Pike:** The Committee discussed writing a letter of support for North American Land Trust's (NALT) DCNR grant application. NALT is applying to secure funding to acquire 1597 Baltimore Pike (Davis property). Additionally, the Committee discussed NALT's request that the Township commit \$250,000.00 toward the purchase of the Davis property. Chair Mattes made a motion to submit a letter of support as amended from the Open Space Committee to DCNR Community Conservation Partnerships Program grant program for the NALT acquisition of 1597 Baltimore Pike (David property). Rob King seconded the motion. There was no further discussion and the motion passed unanimously. Chair Mattes made a motion to recommend the Township commit \$250,000.00 to support the acquisition of 1597 Baltimore Pike (Davis property). Rob King seconded the motion. There was no further discussion and the motion passed 5-0 with Kathleen Goodier abstaining.

**5. Misc. Discussion**

- a. **Sunset Hill Preserve:** The Committee discussed possible encroachment onto Township property. The Committee discussed sending a letter from the Township Solicitor. Also discussed was a proposed trail through Sunset Hill Preserve. The Committee will discuss in more detail in April and choose a date for a public meeting to discuss the trail. No action was taken.

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**b. 2024 Storytime Program:** The Committee discussed book themes for the 2024 Storytime program including nature, trees, and open space.

**6. Open Space March Meeting Discussion:** The Committee asked that Celebrate Trails Day be added to the April agenda.

**ADJOURNMENT:** Upon a motion by Chair Mattes, seconded by Mike Pessagno, the meeting was adjourned at 9:02 p.m. The next meeting is scheduled for Thursday, April 11, 2024.

Respectfully Submitted,  
Kathleen Goodier  
Secretary, Chadds Ford Township Open Space Committee

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- **AV Upgrades:** The AV Upgrades are scheduled to be installed on May 2, 3, and 6<sup>th</sup>.
- **Planning Commission Appointment:** The Board of Supervisors, Planning Commission Chair, and Township Manager held interviews for the Planning Commission vacancy. Four candidates were interviewed. After careful consideration, Kathy Koch was appointed on April 24<sup>th</sup> as the newest member of the Planning commission. Congratulations, Kath, and thank you for your service to the Township!
- **MAY 18<sup>th</sup> – Open Space Tree Identification Walk:** Join us on May 18<sup>th</sup> at 10AM for a guided walk on the Harvey Run Trail. Learn all about the trees planted along the trail from Open Space Committee member, Rob King.
- **Road Tour:** On March 26<sup>th</sup>, 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. The Road Project has been determined including the following:
  - Summit Drive – mill, base repair and overlay from the cul-de-sac to the paving seam near the Residence at Chadds Ford driveway.
  - Longview Road - mill, base repair and overlay from the cul-de-sac to Summit Drive.
  - Oakland Road - mill, base repair, overlay and striping from Harvey Road to PennDOT's ROW line for Route 202.
  - Southview Path – mill, base repair, elevation adjustments for approximately 50 at the intersection with Wilderness Way. Note, grading adjustments needed to address runoff issues that are accelerating paving damage.
  - Woodland Drive – proposing to get alternate bids to replace portions of the existing gutter curb. The inclusion of this work in the project will depend on bid pricing.
- **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 27<sup>th</sup>, 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. Staff are still waiting for a determination as to whether the project qualifies.
- **Chadds Ford Earth Day Event, April 27<sup>th</sup>:** 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. We extend our gratitude and appreciation to the Brandywine Conservancy and the King family for their generous donation of two bur oak trees for the Memorial Tree Planting, BELFOR for their donation of safety and clean-up supplies, and North American Land Trust for lending trail maintenance supplies to support the event. Please join us!

- **PennDOT:** Staff have compiled a list of concerns and provided them to PennDOT. They are working on the list and will provide updates as they are complete.
  - **RING ROAD:**
    - 10 Ring Road: Bridge/Culvert – Flooding issues.
    - 332 Ring Road – Drainage flow over the roadway.
    - Brush encroaching on roadway – Ring Road in general needs to be addressed.
  - **CREEK ROAD:**
    - Erosion along creek road, specifically near Bullock Road.
    - Erosion and flooding @ Station Way
  - **BALTIMORE PIKE (NORTH OF CREEK RD)** – manhole sinking reported.
  - **BALTIMORE PIKE** – Inlets need to be cleared from Creek Road over the bridge for proper drainage.
  - **RIDGE RD (NEAR 202 INTERSECTION)** – Potholes reported.
  - **RIDGE ROAD** – Vegetation management.
- **Current Ordinance Considerations:**
  - **Subdivision and Land Development Ordinance:** The Subdivision and Land Development Ordinance was adopted on April 3<sup>rd</sup>.
  - **Zoning Code & Zoning Map Amendment:** 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. The following is the schedule for adoption:
    - April 3<sup>rd</sup> - Authorization by the BOS to Advertise.
    - April – Work on mailing and advertisement.
    - April 18<sup>th</sup> & April 30<sup>th</sup> – Individual meetings with affected HOAs.
    - May 3<sup>rd</sup> – Send out mailing to property owners of properties to be rezoned.
    - May 15<sup>th</sup> & 29<sup>th</sup> – Advertise.
    - May 24<sup>th</sup> – Post the properties on or before this date.
    - June 4<sup>th</sup> – Public Hearing.
  - **Cultural Campus:** Cultural Campus was recommended by the Planning Commission to the Board of Supervisors on 3/13/24; however, it has been determined the Planning Commission and the Board of Supervisors would like to consider the ordinance further.
  - **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 3<sup>rd</sup> – Authorization to Advertise Public Hearing.
    - April 17<sup>th</sup> & April 24<sup>th</sup> – Advertise Public Hearing.
    - May 1<sup>st</sup> – Public Hearing.

# MAY MANAGERS REPORT

- **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 1<sup>st</sup>. 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:
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  - 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:** On April 3<sup>rd</sup>, the Board of Supervisors approved the Township Solicitor to participate in drafting and intermunicipal agreement for mutual aid.
  - On February 29, 2024, a meeting with Steven Shultz from Delaware County discussed adopting the county's Hazard Mitigation Plan and updating the township's Emergency Operations Plan (EOP) annually. Phil Wenrich and Mr. Shultz are reviewing the EOP for revisions. It will be updated and included in the Board of Supervisors' annual organization meeting agenda for approval. The Hazard Mitigation Plan was set for discussion on March 6th. On March 5, 2024, staff from multiple townships met to discuss collaboration on emergency management efforts, including mutual aid for Emergency Management Coordinators (EMCs) and an Intermunicipal Agreement. A stakeholder meeting with emergency management personnel was planned, but it's postponed until more information about the intermunicipal agreement is available.
- **Training:**
  - **PSATS:** On April 14-17, 2024, The Board of Supervisors and Township Manager had a productive time at the 24th Annual Pennsylvania State Association of Township Supervisors (PSATS) Conference. They engaged in discussions covering Pennsylvania legislative updates, government administrative policy, zoning, public meetings, stormwater management, and other pertinent topics tailored to Second Class Townships in PA. These sessions provide valuable knowledge and strategies to enhance township operations and planning.
  - **GFOA:** Laura Lim 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 Faber & Emily Pisano 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.



