

## **Board of Supervisors Regular Meeting 1 October 2024**

The regular meeting of the Sadsbury Township Board of Supervisors was conducted on Tuesday 1 October 2024 commencing at 7:00 p. m. Chairman Mr. Reynolds called the meeting to order. Present was Supervisor Mr. Hanaway, Supervisor Mr. Taylor was present on the telephone. Also present was the Township Solicitor Mr. Max O'Keefe, Township Engineer Mr. Dave Porter, Chief of Police Michael Hawley and Township Manager Mr. Tony Przychodzien and members of the community.

Mr. Reynolds announced that due to Linda Shank, the Secretary being absent the meeting would be recorded.

A moment of silence and the Pledge of Allegiance was observed.

Mr. Reynolds made a motion, seconded by Mr. Hanaway to waive the reading of the minutes of the previous meeting. With there being no questions for the public, the Board voting "aye", the motion was passed unanimously.

Mr. Reynolds made a motion, seconded by Mr. Hanaway to adopt the minutes of the previous meeting. With there being no questions from the public, the Board voting "aye" the motion passed unanimously.

### **Public Comments on Agenda Items Only:**

There was no comments.

### **Police Report :**

Please see the Police Chief's Report

Halloween will be observed on 31 October 24 from 6:00 p.m. to 8:00 p.m. For children 12 years and under. The Chief review with the Board and Public was to make sure to check your children treats before they eat them.

### **Presentations**

Developer for Sadsbury Commons requested to present to the Board and to the Public on the third phase of the development. There were handouts for the Board to review and ask questions of the developer. Mr. Reynolds made a motion to grant conditional land development for phase 3 with the condition that the developer comply with all outstanding items from various township reviewing consultants.

Mr. Christopher Herr from the CPA firm of Maillie Accountants and Advisors present the 2023 Financial Report to the Board. Mr. Herr went into some detail of how the audit was conducted and how the report was compiled. In the statement of findings, there were three items presented that Board and township staff needed to address: Independent staff review of all bank reconciliation, the intuition of a purchase order log of items that ate being purchased, staff review of the uncashed checks. Of the three the purchase order log is not completed.

## **Township Manager's Report**

- a. The recommendations from the Auditors have been implemented as internal controls of the finances of the township:
  - a. Review of bank reconciliations by the Township Manager
  - b. Review of uncashed checks that were issued by the township
  - c. Purchase order log for purchases by all departments
- b. Presentation of the Financial Report was conducted by the township independent auditors Chris Herr of Mallie Co.
- c. Request approval for the Public Works Department to purchase replacement signs that have been destroyed or faded. Mr. Reynolds made a motion to approve the purchase of signs not to exceed \$2,200.00 seconded by Mr. Taylor the board voting "aye" the motion passed unanimously. Request approval for the Public Works employees with CDL license to attend refresher training Lancaster County Training Center. The class is Monday thru Thursday at a cost of \$1,000.00 per employee. Mr. Reynolds made a motion to approve the Public Works employees with CDL attend the refresher course in Lancaster County at the cost of \$1,000.00 per employee seconded by Mr. Taylor the board voting "aye" the motion passed unanimously.
- d. Attend the Township Manager Summit September 23<sup>rd</sup> and 24<sup>th</sup>. Met with the Liquid Fuel Auditor from Harrisburg and had a discussion about the audits that are being conducted with Sadsbury Township.
- e. The third public meeting on the 2025 Budget was held on the 16<sup>th</sup> of October 2024. The Board was able to complete the review and have the budget advertised in the newspaper for the public review at the township building,
- f. Request the approval to pay New Holland Ford not to exceed \$4,300 for damage of a fan in a police car. Police Chief Hawley gave the board an explanation of what happened. Mr. Reynolds made the motion to approve the repairs to the police car not to exceed \$4,300.00 Mr. Hanway seconded the board voting "aye" the motion passed unanimously.

## **Public Works**

For the month of September, the Public Works Department spent a majority of its time mowing and weed control of Township owned properties and right-of-ways, maintenance of vehicles and equipment and inspection and operation of emergency equipment to ensure proper operation in the event of an emergency. Continued to fill potholes as they became known.

Requested the Board's opinion of the New Life Church using the townships lot near the church for parking. The Board discussed the parking and decided that due to the condition of the lot, there would be no parking. It was also decided to chain off the entrance to the lot.

## **Emergency Management Report**

Mr Taylor reported there were no emergency in the Township involving the Emergency Management Coordinator.

## **Westwood EMS Report**

No report received at this time.

### **Keystone Valley Fire Department**

There were a total of 32 Incidents for the month of September. The average personal per call was 7 people. The average response time from dispatch to on the scene was 6:00 minutes. Total man hours we 59:11 hours. The number of calls are broken down as follows: Parkesburg Borough 15, West Sadsbury Township 6, Highland Township 1, In District 23, Out of District 9, Sadsbury Township 2, Coatesville City 2, Valley Township 1, Christiana Lancaster County 1. Types of call: Structure Fire 3, Trash 2, Motor Accidents 5, Gasoline or Flammable Liquids 1, Power Lines Down 1, Lock Out 2, Recall enroute 1, Automatic Fire Alarm 5, Order/Smoke Investigation 2, Special Assignment 1 and EMS Assist 2. The Keystone Valley Fire Department Emergency Medical Services responded to 49 Calls in Sadsbury Township.

Chief Brian Gathercole and Keystone Valley District Administrator Christopher Plumley presented to the Board the Keystone Valley Fire Department – Emergency Medical Service proposal for 2025-2028 to provide emergency medical services-Basic Life Support to the Sadsbury Township. Mr. Reynolds asked Mr. O’Keefe to review proposal and have recommendation at the November Board of Supervisors’ meeting.

### **Sadsburyville Fire Department**

There were a total of 25 Incidents for the month of September. The time in service was 10:45 hours, average per call 25:08 minutes the number of response personnel 92 average per call 3.6 personnel per call. Types of calls: Structure Fire 2, Motor Accidents 6, Automatic Fire Alarm 8, Brush 3, Order/Smoke Investigation 2, Aircraft Standby 1 and EMS Assist 3. Municipalities Served: Sadsbury Township 17, Valley Township, West Caln Township 3, West Sadsbury Township 3 and Modena Borough 1.

### **Planning Commission**

Mr. Simon Jersy reported the Planning Commission view the presentation from the project team for Sadsbury Commons. After the presentation and question the Commission voted to send the Board of Supervisors a letter recommending the Planning Commission approval for Phase 3 project for the Sadsbury Commons project.

The commission also started to review Article 1 and 3 of the Subdivision Division and Land Development (SALDO). During the review it was discovered that the some definitions were inconsistent the definitions in the Zoning Ordinance an the SALDO. After some discussion the Commission decides additional review would need to happen. Mr. Jersy recommend that a Municipal Planner, Township Engineer, Township Solicitor, Township Staff and members of the Commission meet to review the definitions and make a recommendation the Planning Commission. The next meeting will be 13 November 2024 at 7:00 pm.

### **Engineers Report**

Mr. Porter reported that he has an Engineering Escrow release of funds for Sadsbury Common LP in the amount of \$3,986.25, for the Boards Approval.

Mr. Reynolds made a motion, seconded by Mr. Hanaway to approve an Engineering release of funds for Sadsbury Commons LP in the amount of \$3,986.25 per Mr. Porter’s recommendation. With there being no questions from the public, Board voting “aye” the motion was passed unanimously.

Mr. Porter reported that he has an Engineering Escrow release of funds for Sadsbury Square in the amount of \$97.50 for the Boards Approval.

Mr. Reynolds made a motion, seconded by Mr. Taylor to approve an Engineering release of funds for Sadsbury Square in the amount of \$97.50 per Mr. Porter's recommendation. With there being no questions from the public, Board voting "aye" the motion was passed unanimously.

Mr. Porter reported that he has an Engineering Escrow release of funds for Lincoln Crest Mobil Home Park Expansion in the amount of \$1,383.75. for the Boards Approval.

Mr. Reynolds made a motion, seconded by Mr. Hanaway to approve an Engineering release of funds for Lincoln Crest Mobil Home Park Expansion in the amount of \$1,383.75 per Mr. Porter's recommendation. With there being no questions from the public, Board voting "aye" the motion was passed unanimously.

Mr. Porter reported that he has an Engineering Escrow release of funds for Sadsbury Park Phaxe 2B in the amount of \$1,608.75 for the Boards Approval.

Mr. Reynolds made a motion, Seconded by Mr. Hanaway to approve an Engineering release of funds for Sadsbury Park Phase 2B in the amount of \$1,60875 per Mr. Porter's recommendation. With there being no questions from the public, Board voting "aye" the motion was passed unanimously.

Mr. Porter reported that he has an Engineering Escrow release of funds for Sadsbury Park Phase 4A in the amount of \$185.00 for the Boards Approval.

Mr. Reynolds made a motion, Seconded by Mr. Hanaway to approve an Engineering release of funds for Sadsbury Park Phase 4A in the amount of \$185.00 per Mr. Porter's recommendation. With there being no questions from the public, Board voting "aye" the motion was passed unanimously.

Mr. Porter reported that he has an Engineering Escrow release of funds for Taco Bell Buck Run Condominium, Unit #4 in the amount of \$690.00, for the Boards Approval.

Mr. Reynolds made a motion, Seconded by Mr. Taylor to approve an Engineering release of funds for Taco Bell Buck Run Condominium, Unit #4 in the amount of \$690.00 per Mr. Porter's recommendation. With there being no questions from the public, Board voting "aye" the motion was passed unanimously.

Mr. Porter reported that he has an Engineering Escrow release of funds for Lafayette Square Phase II & III in the amount of \$130.00 for the Boards Approval.

Mr. Reynolds made a motion, Seconded by Mr. Hanaway to approve an Engineering release of funds for Lafayette Square Phase II & III in the amount of \$130.00 per Mr. Porter's recommendation. With there being no questions from the public, Board voting "aye" the motion was passed unanimously.

Mr. Porter reported that he has an Engineering Escrow release of funds for CVS Pharmacy Store #10399 in the amount of \$23,249.31, for the Boards Approval.

Mr. Reynolds made a motion, Seconded by Mr. Hanaway to approve an Engineering release of funds for CVS Pharmacy Store #10399 in the amount of \$23,249.31 per Mr. Porter's recommendation. With there being no questions from the public, Board voting "aye" the motion was passed unanimously.

Mr. Porter also reported several projects that he was working on:

MS-4 Report that was completed and submitted. Mr. Porter explained what the report was for and how the Township participates in reporting. The report has to do with the Storm Drains that the Township owns and maintains.

Letter for Sadsbury Commons Final Land Development Plans Phase 3 with items to review

Reviewing the information provide by A-Z Parkesburg Partnership for there ongoing projects.

Mr. John Byler stormwater plan review for a pole barn that Mr. Byler is using for storage.

Mr. O’Keefe the township solicitor presented to the Board and the public that Mr. David Reynolds is the owner of Diamond Ridge Construction LLC and also the Chairman of the Board of Supervisors and that Mr. Reynolds would not be participating in the discussion or the voting of the recommendation to award the 2024 Roof Replacement.

Mr. Porter stated that he had reviewed the three bids and all three bidders met the paraments of the bid package. Three bidders were:

Diamond Ridge Construction LLC	\$66,785.00
VerTex	\$78,750.00
Longview Construction	\$94,000.00

Mr. Porter recommend to the Board for a motion to award the bid to Diamond Ridge Construction LLC in the amount of \$66,785.00. With some discussion between Mr. Hanaway and Mr. Taylor on the bid, Mr. Hanaway made a motion to award the 2024 Roof Replacement to Diamond Ridge Construction LLC Mr. Taylor second the motion with no questions from the public the supervisors vote Mr. Hanaway and Mr. Taylor vote “aye” the motion was passed unanimously.

### **Solicitor’s Report**

Mr. O’Keefe discussed several items with the Board:

Mr. O’Keefe recommend to the Board to accept the Stormwater Management plan for

307 Old Mill Road. Mr. Reynolds made the motion to accept the Stormwater

Management Plan Mr. Hanaway second the motion with no questions from the public the Board voted “aye” the motion was passed unanimously.

Mr. O’Keefe recommend to the Board to accept the AZ-Parkesburg / AutoZone Developer’s Agreement. Mr. Reynolds made the motion to accept the AZ-Parkesburg / AutoZone Developer’s Agreement Mr. Taylor second the motion with no questions from the public the Board voted “aye” the motion was passed unanimously.

After Mr. O’Keefe’s report Ms. Janet M. Schmecker presented the solicitor with Petition against making Broad Meadow Drive in Sadsbury Village a one way street with on street parking. Mr. O’Keefe accept the Petition. Mr. O’Keefe stated the Homeowners Association for Sadsbury

Village had also withdrew their recommendation to make Broad Meadow Drive a one way street with on street parking. Mr. O'Keefe then gave the petition the Township Manager to keep with the minutes.

**Zoning/Building Officer Report**

Zoning permits Fence 1. Shed 1 and Patio 1. Building permits 3 decks, 4 for generators, 2 manufactured homes, 1 pole barn, and 1, new home, 3 demolition permits for manufactured homes, 1 roof over existing deck, 1 addition to existing pole barn 1 permit plumbing in a new apartment, 1 permit for vertical platform, 1 permit for a EV charging station, 2 permits for soliciting, 1 permit for roof top solar panels, 1 permit for a boiler replacement. Answered 1 grass complaint.

**Chester County Airport Update:**

Nothing to report

**Payment of Invoices**

Mr. Reynolds made a motion, seconded by Mr. Hanaway to pay the September invoices in the amount of \$284,388.56 with there being no questions fro the public the Board voting "aye" the motion passed unanimously.

**Public Comment**

Mr. Felice comment that he would be coming the Budget meeting.

With there being no further business Mr. Reynolds made a motion, seconded by Mr. Hanaway to adjourn the meeting. With ther being no questions from the public the Board voting "aye", the motion passed unanimously.

Respectfully Submitted,

S. A. (Tony) Przychodzien, Jr.

Township Manager

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