

**PENN TOWNSHIP
BOARD OF SUPERVISORS MEETING
WORK SESSION MINUTES
Wednesday, April 16, 2008**

The Penn Township Board of Supervisors held their Work Session Meeting on Wednesday, April 16, 2008 at the Penn Township Building, 260 Lewis Road, West Grove, PA at 6:00 p.m.

Present:	Curtis Mason, Chairman	Scott Allen, McCormick Taylor
	Harold Bram, VC (Absent)	Jane Finnen, Treasurer
	Victor Mantegna, Supervisor	Skip Elvin, Road Master
	Robin Marcello, Supervisor	Jack Wuerstle, Esq. (Big Elk)
	William Finnen, Supervisor	Township Residents

1. **Call To Order:** After salute to the flag, Curtis Mason opened the regular meeting at 6:00 p.m. Curtis stated that an Executive Session was held at 5:00 p.m. with the Board of Supervisors to discuss the position of office manager. This position has been advertised with applications being received until April 23, 2008. A new advertisement will be sent to the four local papers with the new date of May 7, 2008 for the applications being received.

Also, the new office hours were discussed. It was agreed to change the schedule to a 4-day work week with the hours changed to 8:00 a.m. – 5:00 p.m. Monday through Thursday.

2. **Public Comment Period:** There were no public comments.
3. **Approve Meeting Minutes:** Victor Mantegna made a motion to approve the April 12, 2008 Minutes. Seconded by Robin Marcello – all in favor.
4. **Reports:**
 - A. **Treasurer's Report:** Victor Mantegna made a motion to approve the Treasurer's Report and pay all invoices. Seconded by Robin Marcello – all in favor.
 - B. **Planning Commission Report:** No planning commission report.
 - C. **Road Master Report:** Skip Elvin stated that Pusey Mill Road was complete and he would like the Board of Supervisors to consider the proposal from Gary Clanton to improve the shoulders on Pusey Mill Road. Victor Mantegna made a motion to approve the proposal from G & A Clanton, Inc. for approved blacktop millings for maintenance of the shoulders on Pusey Mill Road. The Total bid is \$10,523.00. Seconded by Robin Marcello – all in favor.

Skip discussed a possible detour on Pennocks Bridge Road and Route 796. After discussion, it was pointed out that Pennocks Bridge Road will have extensive road work done and the detour would not be available as Pennocks Bridge Road will be under construction due to the Chester County Intermediate Unit School opening in September. The secretary is to notify the WBCM, Joseph L. O’Neil, PE of this detour.

5. **Professional Service Items:**

- A. **Master Park Plan:** Dennis O’Neill sent a draft copy of the scope of work for the Master Site Plan. He asked that a motion be made so that he could register with DCNR for the Master Park Plan.

Victor Mantegna made a motion to have MacCombie Engineers prepare the necessary consulting letter for DCNR. Seconded by Robin Marcello – all in favor.

- B. **Big Elk:** Jack Wuerstle, Attorney for Big Elk stated that when this plan was submitted, Zoning Relief was necessary as a special exception was necessary in the definition of flood plain. Under our new zoning changes, this is no longer required. Victor Mantegna made a motion that Big Elk will not have to file for the special exception. Seconded by Robin Marcello – all in favor.

- 6A. **Mowing Bids:** Five mowing bids were received. Carter & Son was the low bidder at \$13,750.00. Victor Mantegna made a motion to award the bid to Carter & Son. Seconded by Robin Marcello – all in favor.

Curtis asked the public how they felt about the change of office hours. Chris Pedersen stated he saw no problem with the change. No other comments were received. Victor Mantegna made a motion to change the work week to four days with the hours being 8:00 a.m. – 5:00 p.m. Seconded by Bill Finnen – all in favor.

- 7A. **Dansko:** Daria Payne was present on behalf of Dansko. She stated that she wanted to thank the township and McCormick Taylor for the help they received in making minor changes to their plan.

- 7B. **Open Records Officer:** Robin Marcello made a motion to appoint the Township Secretary as suggested by the Solicitor as Open Records Officer. Seconded by Victor Mantegna – all in favor.

- 7C. **Jenners Pond Annual Golf Classic:** Discussion followed – Victor stated that the Township should not engage in this type of activity, as this is more of a public affair. All agreed.

- 7D. **Computer & Copier:** Robin Marcello made a motion to move forward with the Computer & Copiers and have VSS Computer Consulting do the software and hardware work. The total fees of \$6,120.00. Seconded by Victor Mantegna – all in favor.
- 7E. **Avon Grove High School (Family Careers Group):** This group would like to use the large pavilion on a weekday. Victor stated this would not be a problem as no costs or supervision is needed. All agreed.
- 7F. **Damper Plate for Sewer Plant:** Two quotes received to complete the work. Work is to be completed on April 21, 2008 in the amount of \$550.00 by Richard Moore.
- 7G. **SCCCC Membership:** Robin will look into from the Municipal point of view.
10. **Public Comments:** Chris Pedersen asked about the Lighting Ordinance and Stormwater. What is the status? Curtis stated that Sam McMichael had to place part of the Lighting Ordinance in both the Subdivision and Zoning Ordinance. This topic should be on our agenda in May.

Respectfully Submitted,

William A. Finnen