









"Penn Township - A great place to live, work, and retire!" VISION STATEMENT

"To provide a healthy, vibrant, affordable, economically successful, progressive community where citizens feel safe, enjoy their neighborhoods and access to their local government and have a great place to live, work and raise their families or retire."

MISSION STATEMENT

"To facilitate the health, safety and well-being of the Penn Township community by providing residents, visitors and the business community with the highest quality of municipal leadership, municipal service and strategic, sustainable, effective and visionary planning in order to enhance the quality of life for all."

Penn Township, Chester County, PA 260 Lewis Road West Grove, PA 19390 Phone: 610-869-9620 Fax: 610-869-9194 Email: office@penntownship.us www.penntownship.us

Hours: Mon-Thurs 8:00am - 4:00pm Closed Fridays Appointments available

Penn Township Public Access Information Channels: FIOS/Verizon Channel 36 & Comcast Xfinity Channel 966

BOARD OF SUPERVISORS

Victor Mantegna, BOARD CHAIR William "Radar" O'Connell, VICE CHAIR Curtis A. Mason, Sr., MEMBER Jay Ennis, MEMBER Laura Sperratore, MEMBER

Board of Supervisors meetings are the first Wednesday of the month at 6:00 p.m.

Work Sessions are held on the third Wednesday of January, February, March, September, and October at 6:00 p.m.

Agenda deadline is the Thursday before each meeting at noon.

PLANNING COMMISSION

Scott Steele, CHAIR Ralph Churchill, VICE CHAIR Bill Wells, MEMBER

Bruce Van Kleeck, MEMBER

J. Dennis Newbold, SECRETARY

Meetings are the fourth Wednesday of the month at 7:00pm.

STATE SENATOR Carolyn Comitta STATE REPRESENTATIVE John Lawrence ROADMASTER Karen Versuk 302-690-6245 DISTRICT COURT 15-3-05 Honorable Scott Massey AVON GROVE SCHOOL DIRECTORS Jeff Billig, Tracy Lisi, Rick Dumont

EMERGENCIES

EMERGENCY MANAGEMENT COORDINATOR Chuck Freese AGREM REPRESENTATIVE Chuck Freese FIRE COMPANY West Grove Fire Department & Ambulance Division PARAMEDICS Medic 94 POLICE PA State Police - 911

TOWNSHIP STAFF

DIRECTOR OF OPERATIONS/ PUBLIC INFORMATION OFFICER

Karen Versuk TREASURER

Lisa Myers

TOWNSHIP SECRETARY/ RIGHT TO KNOW OFFICER/ EVENTS

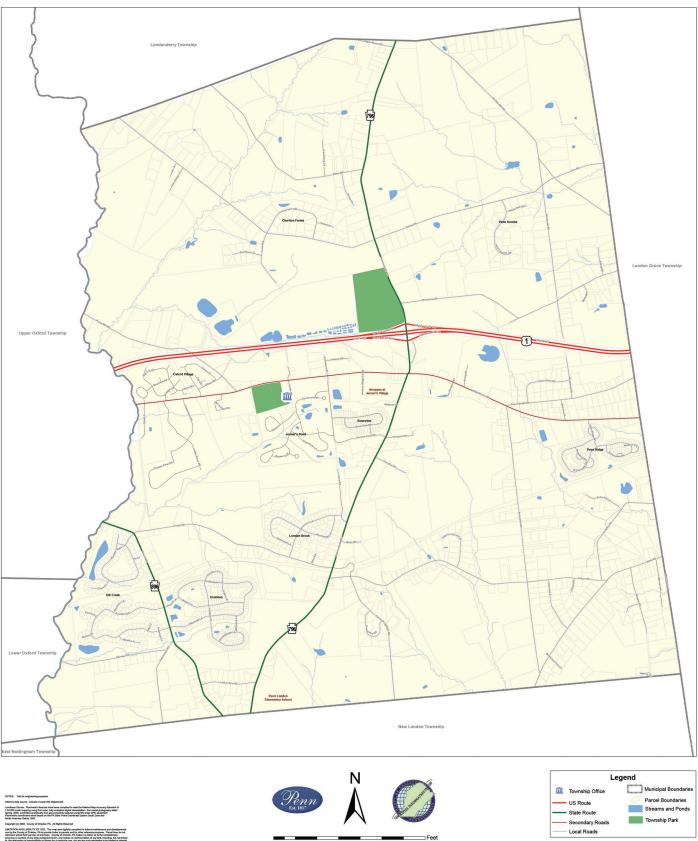
Caitlin Ianni ADMINISTRATIVE ASSISTANT/ BUILDING PERMITS

Amber McEwing PARKS AND FACILITIES TECH Danny Peters and Guy Swift

HISTORICAL COMMISSION

Kathy Wandersee, CHAIR Scott Steele, VICE CHAIR Larry Waltman Margaret Emerson Patricia Horrocks Patricia Moidel Raymond Mackey Robert Davis

Penn Township



he winneds of memorialities of thouse for a particular use, nor are any such warrantee to be implied or inferred, i respect to the information or data Annobed hereix. and of this document may be repreduced, shored in a retrieval system or knowled in any form or by any means. Feet 0 300 600 1,200 1,800 2,400 3,000 3,600 4,200

Prepared by: MJL January 21, 2020 M:\consortium\penn\maps\twp_info.mxd

2020 Year End State of the Township



At our first Board of Supervisors meeting in January, we began the year with a new Board member -- Supervisor Laura Sperratore, a positive outlook, a slate full of events bigger and better than 2019's, and a strong state of the township message.

Then 2020 happened.

As this message is written, we are proud to say, the state of our township remains not only **STRONG**, but **RESILIENT**, **HOPEFUL**, **DRIVEN** and **PROUD**. **Our theme for 2021 is "Yes, we did and yes, we can!"**

Despite a global pandemic that none of us saw coming, our Board vowed to keep our township open for business and will continue to do so. We kept our parks open for our walkers, a much needed and appreciated ray of sunshine and normalcy which gave comfort to scores of people daily. Like the rest of the world, we held virtual meetings, washed our hands and wore our masks, and will continue to wear them.

We hosted two heavily attended elections with record breaking numbers of voters, and some nights, the medics from Southern Chester County EMS slept peacefully in our community room. Despite the disaster emergency declaration, which we were the first in our region to declare last March, our Planning Commission and Board pressed ahead with our staff and professional teams to ensure that the Avon Grove High School project remained on track. In fact, it was conditionally approved on May 6, 2020 at a virtual Board meeting. Also, at our May 6 virtual meeting, our Board of Supervisors unanimously voted to waive the 10% late penalty on township taxes until December 31, 2020, to help our citizens who may be financially impacted by the pandemic.

Despite the pandemic, our Treasurer and CPA completed a clean audit of the 2019 books by April ensuring that our township is in sound financial order.

Despite the pandemic, the Big Elk development, next to the Jennersville Hospital, has been able to forge ahead with plans to build 204 active adult singles and twins. You can see the progress made. Ryan Homes has already sold many homes and obtained building permits.

Despite the pandemic, we introduced our new, improved township website. We awarded our storm water and liquid fuels road work for 2020 and performed it on time and within budget. We completed the State Road paving project and restriped the lanes and stop bars in the entire township.

Despite the pandemic, you will notice the beautiful plantings at the Red Rose Inn thanks to and donated by Water Crest Farm Nursery and Star Roses. Our Historical Commission even held a furniture and history



book sale to benefit "the Rose".

Despite the pandemic, Penn Township was awarded the 2020 Road and Bridge Safety Improvement Award by PSATS and PHS for our Red Rose Intersection completed in January of 2020.

What many of you may not know, because of our disaster emergency declaration, our Emergency Management Coordinator, Chuck Freese, was pressed into service as never before satisfying dozens of unmet needs requests from masks to gowns to yes, hospital beds, for

Penn Township, Chester County, PA

our West Grove Fire and Ambulance, Medic 94, and Jennersville Hospital, to name a few. Without his efforts, our community would have been far less prepared and protected from COVID-19. He was and is our point of contact with Chester County Emergency Services and PEMA, again, ensuring the health, safety and welfare of our community 24/7 during the pandemic. During the first three months of the pandemic disaster, he satisfied 33 unmet needs for our community and our neighboring communities.

Despite the pandemic, Penn Township was awarded the following grants:

• \$250,000 Chester County Open Space grant for the development of the Penn Sports Park.

• \$10,000 from the Dockstader Foundation for the development of an outdoor classroom and environmental education area for the Penn Sports Park.

• \$1 million by the National Park Service Land and Water Conservation Fund and PA Department of Conservation of Natural Resources for the development of the Penn Sports Park



Penn Township has applied for another \$3 million in grant funding for trail improvements for the village of Jennersville and is invited to apply in 2021 for additional Sports Park development funds from the National Park Service and PA Department of Natural Resources for the continued development of the park.

We were able to establish a parking lot and walking trail in our Sports Park at a time when the Sports Park could not have been more needed. While we have had to cancel many of our events, most notably the beloved Penn Township Community Picnic and Health and Wellness Fair co-sponsored by Jennersville Hospital/Tower Health, we came up with new, creative and exciting events in line with the CDC guidelines to not only protect our community's health and welfare but which also provide free, fun activities for the community at large.

Among the ideas that came to life were themed drive-in movie nights, drive through shredding, one GIANT fall fun day, and even Santa in a convertible driving through every nook and cranny of Penn Township this year accompanied by our fire company, Medic 94, PA State Police, Penn Township and FRECOM's Chuck Freese. We honored our emergency services on Sept. 18 with Hometown Heroes night. The Avon Grove Library had covid-safe events in our park including story time and teddy bear picnics. In the end, our events which so define Penn Township and provide joy for our region, DID go on and WILL go on in 2021.

While what awaits us in 2021 is still unsure, you can count on the fact that you are living in a community grounded in **STRENGTH, RESILIENCE, PRIDE and HOPE** with a commitment to you that we **WILL**, and

CAN continue to serve you well in 2021 and beyond.

Respectfully, Penn Township Supervisors

Victor Mantegna Bill "Radar" O'Connell Curtis A. Mason, Sr. Jay Ennis Laura Sperratore





Penn Sports Park Update

In 2016, the Penn Township Supervisors purchased 43 acres of commercially zoned property from Star Roses for \$1.4 million. Penn Township was successful in obtaining acquisition grants in the amount of \$1,086,000.00 from Chester County Open Space and Pennsylvania Department of Conservation of Natural Resources (DCNR) and the US Department of Interior's Land and Water Conservation Fund (LWCF). The total cost of the land acquisition to the Township was \$314,000.00. The reasons for the purchase were:

1. Both the county's Landscapes2 Comprehensive Plan and the Penn Township Comprehensive Plan of 2010 included a promise of developing a park for active recreation for the community at large.

2. The Supervisors, after the development of the Township's passive park, determined a need and a tentative plan for an active park because of a 2015 Active Park Planning process which included public hearings. That planning process and plan are being amended for this new site.

3. The Supervisors saw an opportunity to preserve prime commercial property development in an already busy area.

4. Since our passive park prohibited dogs due to its proximity to the hospital and senior housing, an active park would provide that for our residents, because we all love dogs too!

CURRENT STATUS:

The 43-acre parcel has been deed-restricted in perpetuity as open space to satisfy the funding requirements of the acquisition grants. We were required to begin development by the end of 2019. In fall of 2019, we were pleased to open the park on a limited basis with a walking path and mowed trails. At the beginning of 2020, the Supervisors reactivated the Active Recreation Committee to continue to develop the plan for the sports park. The Active Recreation Committee, which meets monthly, includes Committee Chair and resident, Herb MacCombie, Supervisors Victor Mantegna and Laura Sperratore, residents Chris Herring and Lou Coppola, Director of Operations Karen Versuk, and Township Engineer and Park Designer Dennis O'Neill, P.E. Not only has the committee continued to hone the amenities of the park, but the committee has also been successful in developing several community partners including Star Roses, Avon Grove School District, and numerous sports leagues. We continue to work to develop new and additional community partnerships for our park development and for additional grant applications. If you wish to send a letter of support from your organization, please send it to office@penntownship.us. We will be happy to include it.

Since April of 2020, additional development grants in the amount of \$1,260,000.00 have been **awarded** to Penn Township by PA DCNR/LWCF, the Dockstader Foundation and Chester County Open Space. **The**



total grants awarded for the sports park to date is \$1,928,000.00. These funds will be used to clear and prepare the outdoor classroom, wooded trail, extend our trail and parking area, establish the entrance, obtain permits from DEP and PennDOT and establish the playground and some recreation areas. Phase one of development which is underway, will include the residents' area which will include the region's first environmental education center with outdoor classroom, mulch trails, extensive, state of the art playground, picnic area, four (4) Pickle Ball Courts, two (2) Hard Surface Courts W/ Sideboards for Hockey or Basketball, tot lot areas, gazebos, perimeter hard surface trails, 280

6 Volume 7 | Issue 7

Over \$1.26 million in grants awarded in 2020!

parking spaces, flex fields and maintenance building. We are also including a bocce court. The current iteration of the plan is included in this newsletter.

Boy Scouts from Troop 62 are hard at work on their Eagle Scout projects planning seating, raised planting tables, walking bridges, and outdoor classroom amenities for the Environmental Education center. Construction will begin in the coming weeks. The Scouts are designing the area with the help of our Active Recreation Committee. In preparation for construction, and in keeping with the environmental theme, we had the pleasure of



hiring a local company, **Green Grazer Goats of Lincoln University**, to provide 50-plus of the four-footed critters to eat the invasives, poison ivy, poison oak, and weeds to clear the area. The goats were happy and well-fed residents of Penn Township for about two months. In fact, they became quite the attraction for park visitors! All went well, except for one small jail break on Election Day, but the goats seemed to enjoy the plenty provided by our forest and they especially liked all the visitors. Sadly, we bid them goodbye mid-November. But we hope they come back regularly to visit.

At present, in addition to working on the outdoor classroom and environmental education area, designing the entrance, applying for permits and preparing bid packages, we do continue to pursue avenues of funding for Phase Two. We will be submitting another round to PA DCNR/LWCF which is the state organization that handles the awarding of federal National Park Service funds. To date, we have received \$1.668 million in



funding from that stream. Another submission will be submitted this April to fund the second phase of the park with the baseball and softball fields, football and flex fields and other amenities.

One plus of the global pandemic has been the use of the sports park for walking, playing, and covid-safe events. We have been pleased to offer drive-in movies and concerts, as well as a fall festival with trunk or treat at the park. We plan to reserve space in the park to continue those events, while still maintaining the Board's promise to develop fields for the community at large. If you have not attended one of these events, please consider it. The events are free, but while covid restrictions exist, we do request you reserve a ticket in advance to help us control the number of people in accordance with state regulations. Check our website for more event information.

EVENTS

Despite a worldwide pandemic, Penn Township had a busy 2020.

On top of regular township business, we were able to pull off an extremely successful event season. While that meant cancelling some of our usual events, such as the annual Health & Wellness Community Picnic, it also meant we were able to introduce some new ideas. While planning these events during a pandemic was no easy feat, we felt it was extremely important to offer the community a safe distraction from everything going on in the world. From the feedback we've received it seems our goal was achieved.



The word of the year in Penn Township was "drivein". In partnership with the Avon Grove Library, we were able to convert our regularly scheduled movie nights into drive-in movies. A nostalgic concept for some and a new concept for others, these events were both incredibly fun yet complicated to plan. We were able to use space at our new sports park on route 796 to host the event. Boy Scout Troop 62 - West Grove, offered their assistance and created our "parking lot" in the field. Spaces were measured out and cautioned taped off; they offered plenty of space for attendees to safely remain in their "bubble" to watch the inflatable big screen. We hosted our first drive-in movie in July where we showed "Jumanji" (Robin Williams version, of course). As this was our first drive-in movie ever, we offered a limited number of free tickets. In addition to the movie 22BBQ, Kona Ice of Southern Chester County and Sweet Magnolia Bakery were all in attendance, safely serving up food and dessert to our audience. We also welcomed Critter Connections to the event. They brought along some scaly critters and fluffy friends to keep with the animal theme of the

event. Overall by limiting the number of tickets given out, creating a space to allow for ample social distancing, requiring masks when away from vehicles and providing plenty of hand sanitizer the event was a success! The next movie night came in August, with a showing of "Frozen 2". We again, welcomed 22BBQ and Sweet Magnolia Bakery to the event. We even had a surprise visit from Elsa and Anna, who were able to visit with the children in attendance, while maintaining a safe distance. In September we brought

the magical world of Oz to Penn Township with a showing of "The Wizard of Oz". Dorothy and Scarecrow were even kind enough to stop in for a visit. We dedicated this movie night to our first responders and have now dubbed our future September movie nights as First Responder Appreciation Night. The night included a meet and greet with the Pennsylvania State Police, SCCEMS/ Medic 94 and West Grove Fire Company. Our local heroes showed up to spend some socially distant time with their community. Our food trucks



in attendance for this movie were M n M Catering, LLC., Kona Ice of Southern Chester County and Sweet Magnolia Bakery.

In between our movie nights, we once again offered our free shredding and e-recycling event. While we typically host one in spring and one in the fall, the coronavirus had us pushing back our spring shredding event until August. Despite the change the event was successful, as usual. While COVID restrictions prevented us from being able to collect old medications, we still completely filled the shredding truck and collected several pallets full of old electronics.

Next up was Halloween. Our Halloween event is one of our favorites, so we wanted to make every effort to plan some Halloween fun. Unfortunately, we ended up doing away with our traditional Halloween egg hunt this year. However, we were still able to figure out a safe way to have our trunk-or-treat.





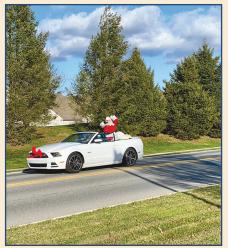
Using timed tickets, pre-packaged treats, a "grab and go" treat concept and our sports park we created a safe way for kids to trick-or-treat. Our trunk participants, which were all community organizations and local businesses, were amazing! They really showed up and went the extra mile for the kids. This event also featured a DJ, a few no contact games, a corn maze, a princess and super hero meet and greet and a pumpkin painting contest!

We hosted our final drive-in movie of the year in November. We showed a double feature, "Hocus Pocus" followed by "Elf". It ended up being a perfect November evening, with warmer than usual weather.

We were fortunate enough to have Kona Ice of Southern Chester County stop by to serve ice to our guests alongside Sweet Magnolia Bakery and 22BBQ.

That was just the beginning of the holiday season for Penn Township. In lieu of our annual Santa's Workshop event, we came up with a few other holiday activities. First, with the help of the West Grove Fire Company, we brought Santa to YOU. Santa Claus took a tour through Penn Township to wave and greet our residents, in a white Mustang convertible (thank you, Supervisor Ennis!). Santa was escorted by West Grove Fire Company, Pennsylvania State Police, SCCEMS/Medic 94, Penn Township and our wonderful event sponsor, FreCom, Inc. with Penn Township's own EOC, Chuck Freese, behind the wheel. We were SO happy that you enjoyed our little "Christmas parade", it may just become a new tradition in Penn

Township. Speaking of traditions, we started another new tradition in 2020, Holiday Night Lights in Penn Township Park. We got the idea to add lights and festive decorations throughout the park, figuring that it would be a great low contact holiday festivity. While this year was a learning curve for us, we are hoping to bring it back better and brighter next December! Holiday Night Lights was actually inspired by our holiday tree decorating contest. Some may remember, a few years back we had a tree decorating contest in the park around Christmas time. Well in 2020, we brought it back. Our trees, were decorated by various community organizations and local businesses, they decorated the trees on their own time and dime. Each tree had a theme and title, we posted pictures of the trees on our website and Facebook page, where you could vote for your favorite. The response to the contest **Continued on Page 8**

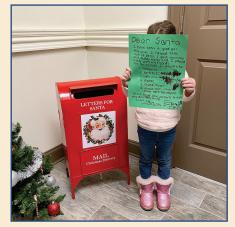


Continued from page 9

was amazing; our post reached almost 10,000 people. In the end our top three trees were decorated by Avon Grove Volley Ball, The Growing Place and Jennersville Hospital/Tower Health. We are really looking forward to hosting this contest again next season! Continuing with our busy holiday season, we once again offered our Letters to Santa Program, putting out our special mailbox to the North Pole in our lobby and we even added one outside our office doors this year. The Penn Township "elves" were super busy this year, they helped Santa reply to more than 200 letters! This is one of our favorite programs, so if your kids received a letter from Santa this year, we hope it brought some Christmas magic to your home.



As you can see, it was a crazy busy year in Penn Township. We are so thankful that we are able to offer



our unique events and programs to our residents and community. However, that old saying, 'it takes a village', stands true. Without the support of our local businesses, community organizations, first responders and our residents, we would not be able to do all that we do. Check out our 2020 event sponsors, supporters and food truck vendors below. Following this article you'll find a sneak peek of our 2021 event schedule. Be aware that dates and times are not set in stone, all details are subject to change. You're getting a first look at what is to come later this year. To keep up with all events and township news, we encourage you to check out our website www.penntownship.us and e-subscribe, so you'll never miss out on any news. We will always post event details there before we post them on our social media. We wish you the very best this year; stay healthy, be happy and enjoy all that is to come in 2021.

2020 Sponsors & Supporters

Avon Grove High School LEOs Club **Student Volunteers Avon Grove Library Boy Scouts - Troop 30 - West Grove Chuck Freese, Penn Township EMC** Design by Daphne, LLC. FreCom, Inc. Friends of the Avon Grove Library **Giant of West Grove** Herr's **Longwood Gardens** Medic 94/SCCEMS Miller Edge, Inc. The Nail Station & Spa PA State Police - Avondale Phillips Mushroom Farms, LLC.

Rooted SERVPRO of Kennett Square & Oxford S. Griffith Termite & Pest Management Signal 88 State Farm - PJ Mullin The Station Hand-Dipped Ice Cream Shoppe Texture Salon & Spa Twelves Grill & Cafe West Grove Fire Company

2020 Food Trucks

22BBQ Kona Ice of Southern Chester County M n M Catering, LLC. On the Roll Food Truck Savanna's Tender Love & Fries Sweet Magnolia Bakery Truck

SNEAK PEEK of the Penn Township 2021 Tentative Event Schedule

All events are tentatively scheduled. Dates and details are subject to change; please check our website for more details on events.

Penn Township Easter Egg Hunt.....Sunday, March 28, 2021 @ 10 a.m. to 12 p.m. As a special treat to all the kids in the community, we've decided to try out our first ever Easter Egg Hunt. Join us for a good old fashioned egg hunt at our sports park, take pictures with the Easter Bunny, enjoy music, local food trucks and more. Tickets <u>must</u> be reserved in advance. Check our website for more details and ticket information. All info will be posted in early March.

Spring Shred It Event......Saturday, May 15, 2021 This is a free shredding event held at Penn Township Park. The event will be drive-thru style; you will not need to exit your vehicle. This event also features free electronic recycling.

Drive-In Movie Series.....Coming Summer 2021 The Avon Grove Library and Penn Township are joining forces once again to bring you family movie night, drive-in style! Keep an eye on our website and Facebook page for dates and details.

Penn Park Movie Series.....**Coming Summer 2021** The Avon Grove Library and Penn Township are also partnering up to bring back our movie nights in the park. These are a little more laid back then our drive-ins. Bring your lawn chairs, bug spray and blankets for some family fun under the stars. Keep an eye on our website and Facebook page for dates and details.

Summer Fun Days......Thursday, June 17 • Thursday, July 15 • Thursday, August 19, 2021 Join us at 10 a.m. for a free scheduled children's activity. All activities will adhere to COVID safety guidelines. All activities will be held outside in Penn Township Park, they will be cancelled in the event of inclement weather. Check out our website and Facebook to see the scheduled activity.

Sunset Park Day......Sunday, August 8, 2021 It's back! Join us for free music, food, fun and more!

Fall Shred It Event......Saturday, November 6, 2021 This is a free shredding event held at Penn Township Park. The event will be drive-thru style; you will not need to exit your vehicle. This event also features free electronic recycling.

Santa Sighting & Penn Park Lighting......Sunday, December 12, 2021 Santa Claus is stopping by Penn Township! He will be escorted through the township parade-style and will end at Penn Township Park for our official Holiday Night Lights park lighting.

Stay Connected 24/7

🧼 www.penntownship.us 🛛 🗗 Penn Township, Chester County, PA 🛛 🔟 penntwp_park

It's easy to stay connected with Penn Township. We keep our website updated, almost daily, our Facebook page current and now we'll be using our Instagram account more often. These are three of our easiest and most direct forms of contact with our community. If you haven't explored any of these pages, we highly encourage you to do so.

Website – www.penntownship.us

Some may recall that Penn Township's website was given a facelift last January. It could not have been updated at a more perfect time. With a rampant pandemic, it was imperative that we keep connected with our community. We used our updated website to do just that. Check out some of the features of our new site;

E-Subscribe – You can find the E-Subscribe button at the bottom left of our main page in the 'Quick Click Resources' box. This feature allows you to keep up with the township at all times. You'll receive emailed alerts the minute we post important news, urgent alerts or events to our website's 'News' box. We highly encourage all residents to sign up for these alerts!

Residents Tab – We have a special tab, located at the top of our main page, next to 'Community Resources', just for our residents. We have all kinds of information on this page specifically for those who live in the township; this page contains information on everything from elections & voting to permits, stormwater management, taxes and snow removal. We even have a printable packet for new residents, to welcome newcomers and provide them with all sorts of useful resources and info.

COVID-19 Urgent Alert – During the height of the pandemic, we created a page dedicated to the coronavirus with; township procedures, resources, information, etc. The page was updated the minute we received important information. While information isn't as urgent anymore, we still update the page and will continue to do so until it's no longer needed. Presently, the page houses information regarding the office's COVID policy, contact information, state and county resources and vaccination information.



These are just some features of the new website. Be sure to check it out!

Facebook – Penn Township, Chester County, PA

We use our Facebook page quite often. It's the quickest way for us to get information out into the community. Not only do we post important township news but we also post; events, community bulletins, office closures, links to various community resources, etc. We also use Facebook to highlight township accomplishments, post pictures from events and alert the community to any road closures or delays. If you're a Facebook user, check us out!

Instagram – penntwp_park

While our Instagram account isn't new, we haven't used it too much. This year, we'll be posting on it more often. If you're an Instagram user, follow us at **penntwp_park**! We will post about our events, about our parks, about what's happening in the office and more! It's just another outlet for us to use to connect with the community.

If you are neither an internet guru nor a social media user, do not hesitate to reach out to the office staff! Our staff is in the office Monday through Thursday from 8 am to 4 pm.

Comitta's Corner

Dear Neighbors,

This year, I was sworn in to serve as your new State Senator for the 19th District. I want to thank my predecessor Senator Andy Dinniman for his years of service and dedication to Chester County. Previously, I served as State Representative for the 156th Legislative District, as Mayor of the Borough of West Chester, and on West Chester Borough Council.

Public service is a sacred responsibility, especially in a time of crisis. While my offices are continuing to work remotely during this pandemic, I still encourage you to reach out via phone or email with any questions, comments, or concerns. My staff is working hard to address unemployment compensation issues, PennDOT concerns, navigating resources in our area, questions about COVID-19 testing and vaccination, and much more.



Please know that my office is here to assist you with any state-related questions or concerns. I encourage you to follow my social media pages and website for all the latest updates about my work in Harrisburg and around the district. It's an honor to serve as your voice in Harrisburg.

Sincerely,

Caroly T. Comitta

Carolyn Comitta State Senator, 19th District

Harrisburg Office:

457 Main Capitol Building Senate Box 203019 Harrisburg, PA 17120-3019 Phone: (717) 787-5709

www.pasenatorcomitta.com

District Office: *Location forthcoming Phone: (610) 692-2112

@SenatorComittaFacebook – Twitter – Instagram

Love your Dog, License your Dog

All dogs three months or older must be licensed by Jan. 1 of each year. Violators can be cited with a maximum fine of \$300 per violation plus court costs.

An annual license is \$8.50 and a lifetime license is \$51.50. If the animal is spayed or neutered, the annual fee is \$6.50 and lifetime is \$31.50. Discounts are available to older adults and people with disabilities. The small license fee helps the millions of dogs in the state by



_ License your dog by January 1st: www.licenseyourdogpa.com

funding the Pennsylvania Department of Agriculture Bureau of Dog Law Enforcement.

Dog licenses are available at the Chester County Treasurer's Office, Attn: Dog License, 313 West Market St. Suite 3202, PO Box 2748, West Chester, PA 19380.

Penn Township honors Freese for work with emergency management

The Penn Township Board of Supervisors presented emergency management coordinator Chuck Freese with a plaque in appreciation of his service to the community during the Dec. 2 township meeting.

"Penn Township is a great team to be a part of," Freese said after receiving the award.

Freese gave the board an update on the current surge of Covid-19 cases. According to Freese, there are 14,195 residents in the 19390 zip code. In that area, there have been 366 cases of Covid-19 reported since March, including 33 new cases in the week leading up to the meeting.

 Image: Constraint of the second of the se

"I think, in this area, we're doing well," Freese

said, adding that the worst of the surge is expected to take place around the third week of December.

During the meeting, the board approved a resolution authorizing the acquisition of a small parcel at 863 West Baltimore Pike, adjoining township property. The ultimate plan for the site is to construct an emergency operations building.

The board did not immediately agree on how best to deal with the windows at the Red Rose Inn. The board agreed with the township historical committee that the painting of the windows was poorly done and needs to be addressed. Previously the board had planned to put in new windows, but it appears that the windows may be original to the building, and the historic committee would like them to be preserved. Where the window sashes were rotten, the wood has already been replaced and the original glass retained.

The board adopted the township's \$1.7 million budget for the coming year. No major change are shown compared to the current year, and no increase in taxes is planned. Major expenditures include \$563,000 for general government, \$541,000 for public services and EMS, and \$396,000 for public works.

In other business, the board approved an amendment to the zoning ordinances reducing the minimum setback requirement for swimming pools from 20 feet to 15 feet when adjoining open space.

The board gave an update on the battle to save the Chester Water Authority from sale to a private, forprofit firm. A hearing was held by the State Supreme Court on Nov. 10 in Harrisburg, but no decision has been made as of this time.

"I encourage everybody, if you can, write letters to representatives in Harrisburg. If we can block this thing, we need to block it. If (CWA is) sold, rates are going to go through the roof," supervisor William O'Connell said.

Supervisor Curtis Mason noted that increasing testing and regulations could force property owners with wells to eventually shift to public water. With this in mind, the Board believes everyone in the township should be concerned about this case.

"You'll all be on (public water) before it's over," Mason said.

Penn Park and Facilities Rentals

Penn Township Park is open daily from sun up to sun down. Our beautiful park features over one mile of walking trails, a playground, Veteran's Memorial garden, charcoal grills, fire pit, sand volleyball court, horseshoe pits, adult fitness park, butterfly garden, putting green, and the Penn Book Nook. Alcohol, dogs, bicycles, and skateboards are not permitted in the park. The park is not used for organized sports.

The **Penn Township Sports Park** is also open daily from sun up to sun down. This

is the park located on route 796 and is the future home of several sports fields, an outdoor nature classroom, a brand new playground and more. For now, the park features a gravel walking path around its perimeter. This park is open for walkers and joggers, the rest of the project will kick off soon. This is an active park; so bicycles, scooters and dogs, etc. will all be welcome once the park is completed.

The pavilion, gazebos, fire pit, and the community room located at Penn Township Park and building, are all available to rent. **Currently we are only renting out on a very limited basis, due to COVID-19.** Feel free to check with office staff about availability. Both indoor and outdoor rentals are subject to any national, state or county mandates. Under normal circumstances, anyone is allowed to rent our facilities, but Penn Township residents receive a discount. We do not rent our facilities for fundraisers, soliciting purposes or

public political functions unless you have written permission from the Board of Supervisors. Please check our website at **www.penntownship.us** or contact the office for details or to reserve your date.

*If you have rented one of our facilities before please be aware that as of December 2019 our **rental prices** and our **rental agreements** have been updated. Be sure to read through the new agreements so you can note the changes.*

<u>COMMUNITY ROOM</u>: The Finnen Community Room accommodates 84 people and has a kitchen and fireplace. All community room rentals are four hour rentals. Your four hours includes your set up and break down time. If you would like an extra hour, you may request it for an additional cost.

PAVILION: 44' x 60' 12 tables under roof, grills outside pavilion, seats approximately 100 people.

GAZEBOS: 2 white 28' Hexagonal & 2 white 12' x 24' Rectangular Gazebos, each seat approximately 20 people.

Rentals for the Finnen Community Room & Penn Park Pavilion require a security guard to be present throughout the duration of your rental time. Normally, park bathrooms are opened for pavilion renters during your reserved rental time and when your security guard is present. However, all park bathrooms are currently closed until further notice, however there are porta-potties in the park that can be used. Please see the rental agreement for more rules and regulations when renting our facilities.

PENN BOOK NOOK: The Penn Book Nook is located in Penn Township Park, near the playground. The Book Nook is outfitted with book shelves, chalk board wall, a reading bench, a mini picnic table and tons of books



donated by our amazing community. Books can be taken home or read in the park. Our hope is that with convenient access to free books, it will encourage more reading time for children and adults. The Book Nook is closed for the winter but it will reopen on a limited basis, due to COVID-19, this spring. We are eventually hoping to bring you more consistent "open" hours. We are still seeking volunteers who would like to be "librarians" for the Book Nook. Duties would include opening, closing and supervising the Book Nook. Volunteers would need to pass a background check. Anyone who may be interested should send a letter of interest to office@penntownship.us







Three Snowstorm Safety Tips from the Fire Company

When winter storms impact the Township, there are three especially important safety tips for residents and businesses:

1) **KEEP ROADWAYS CLEAR** Snowstorms create all kinds of travel hazards, and snowbanks narrow roadways. Whenever possible, do not park vehicles on roadways in a storm, especially on development/ community streets. This is the time to get cars and trucks into driveways, making it easier for fire trucks to navigate snow covered streets – **and** your township snowplow drivers will also appreciate empty streets to better plow snow!

2) **KEEP HOUSE NUMBERS VISIBLE** Snowstorms tend to cover house numbers located on mailboxes, street curbs and on houses. To find you in an emergency, firefighters and EMTs need to find your house number, so make sure those numbers are cleared of snow, especially at night.

3) **CLEAR AROUND HYDRANTS** If your community has fire hydrants, make sure you shovel snow away from fire hydrants on all sides. There should be at least three (3) feet clear on all sides of a fire hydrant, and clear high snowbanks along the street in front of hydrants.

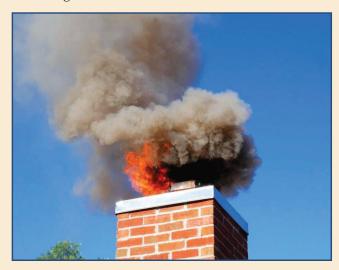




Fireplace & Chimney Safety – It's Your Job!

There is something about the winter months and curling up with a good book by the fireplace. But fireplace and chimney incidents keep the West Grove Fire Company busy each winter, and contribute to home emergencies across the country every year.

The fire company reminds everyone that the National Fire Prevention Association (NFPA) recommends the following:



• Chimneys should be inspected and cleaned as needed annually by a qualified professional.

• Have a three-foot safety zone (kid-free zone) around fire places, with a sturdy screen for safety and to prevent sparks from flying into the room.

• Ashes should be safely removed and stored in a metal container, well away from the home (never inside a garage or shed).

• When using a fireplace, make sure home smoke and carbon monoxide detectors are tested every month.

Find more great information about chimney safety from the Chimney Safety Institute of America at https:// www.csia.org/chimneyfires.html and from the NFPA at https://www.nfpa.org/-/media/Files/Public-Education/ Resources/Safety-tip-sheets/Heating_Safety.ashx .

16 Volume 7 | Issue 7



Fire Prevention – A Video for Children

Each October, the West Grove Fire Company does fire prevention programs in the area schools, reaching thousands of children with messages about fire safety in the home. However, due to Covid19 challenges, in school activities have been curtailed.

Recognizing the importance of reaching children with these safety messages, the WGFC produced a fire prevention video designed for use at home. Firefighter Lisa and her assistants discuss critical topics like calling 911, stop drop and roll, smoke detectors, family meeting places, and more in an informative



30-minute video designed for children.

With families stuck at home because of the pandemic and inside due to cold weather, this is the perfect time to watch this video with your young children. Make it a family event, and use this video to help reinforce home safety messages with children.

The video can be seen right on the fire company website at: https:// www.wgfc.org/content/front/FirePrevention2020.cfm

Volunteer and be a Part of the Fire Company

The West Grove Fire Company is always looking for volunteers to join and serve our local community. If you don't want to fight fire or respond on the ambulance, the WGFC still needs your help. Members are

needed for fund raising, bookkeeping, vehicle maintenance, building maintenance, staffing public fire safety events, and administrative tasks.

And, if you'd like to experience firefighting or emergency medical services, the WGFC provides training. So consider joining this organization and help serve the community, as the fire company has since 1904. With stations in West Grove, New London, and London Britain, all are welcome to apply for membership on the fire company's website at: http://www.wgfc.org/content/join/

One added benefit: for active WGFC members who live in Penn Township, the supervisors have provided a program that provides a tax credit program as an incentive for volunteering for the fire company.



Hidden Gems in Penn



Penn Township Fitness Park

This summer will mark 5 years since the opening of Penn Township's fitness park. This park, which is located inside Penn Township Park, is a unique feature in southern Chester County. It's an outdoor fitness center featuring "man powered" fitness equipment. The equipment is designed for all users; beginner, intermediate and advanced. It focuses on cardiovascular health, muscle strength, balance and flexibility.

The fitness center is gated off and situated near the playground, this gives parents the ability to keep their kids in sight while working out. Since the fitness center is only for ages 13 and up the gate keeps kids from wandering in and getting hurt.

Next time you're at the park, if haven't already, check out the equipment. No gym membership required, because a healthy community starts here.







Penn Township Tee Pees

If you've visited Penn Township Park in the past year, you may have noticed our newest addition to the playground, tee pees! The wooden tee pees are located near the butterfly garden. They are a fun addition to the park and were designed to promote outdoor play.

The tee pees were built by Penn Township resident and Life Scout for Troop 62, Dylan Myers-DeMarco. Dylan built the tee pees with the help of his troop members for his Eagle Scout project. Dylan, who grew up playing at Penn Township Park, was

happy to have built something for the next generation of kids to enjoy.

Penn Township is thrilled and grateful for this contribution to our park, it's just yet another unique 'Penn Township' feature. We thank Dylan and his troop for building something for the community to enjoy. Be sure to check them out next you're at Penn Park!







A message from your local medic's at SCCEMS/Medic 94

Your Southern Chester County EMS MEDIC 94 paramedics ensure that we meet our mission of providing the highest quality care to our patients. As a unified healthcare team with our partner basic life support ambulance providers, we safely care for and transport our patients to hospitals for the critical care



that they need. During the COVID-19 pandemic, we have continued our excellence in life-saving care under challenging conditions. Our paramedics have met this challenge head on, selflessly going above and beyond for our patients.



Thank you to Penn Township and the community for their support of MEDIC 94 and all public safety heroes on the front lines. Be safe, stay healthy, wear a mask, social distance and wash your hands. We can do this!

Development Update

Avon Grove High School

The Avon Grove School District (AGSD) High School project began construction in June of 2020 and significant progress has been made to date. The AGSD team are working on building construction and site improvements including stormwater management facilities, utility work and parking / internal road construction.

The new Avon Grove High School campus is 153-acres located on the southeastern corner of the intersection of Old Baltimore Pike and Jennersville Road (Route 796). Access to the new school will be via Vineyard Way off of Old Baltimore Pike and off of a new road (Waltman Way) that will connect to Jennersville Road opposite the existing Jenners Village shopping center entrance. The project will include the construction of a new 298,000 sf high school and will house grades 9-12 with a capacity of 1,750 students.

Construction is anticipated to be completed in the summer of 2022.

Phillips Mushroom Farm



Credit: KCBA Architects

The construction of the Phillips Mushroom Farm building is well underway and will be under roof shortly. Significant amount of the site improvements are complete, and Phillips hope to be fully operational in the third quarter of 2021. The project includes the construction of an approximate 195,000 square foot state of the art mushroom growing agricultural building on a 41-acre parcel of land located at 325 S. Jennersville Road. Access to the property is located off of Route 796-Jennersville Road.

Big Elk Subdivision

Ryan Homes had a successful grand opening for home sales in November of 2020. The Phase 1 infrastructure improvements for the project are substantially complete and home construction is underway. Due to COVID restrictions, the model homes are open by appointment only and contact information can be found at:

https://www.ryanhomes.com/new-homes/communities/10222120151634/pennsylvania/west-grove/big-elk

To meet the demand for the new homes, the developer is anticipating starting Phase 2 infrastructure improvements in the Spring of 2021.

The Big Elk subdivision is an age-restricted active adult living community consisting of 204 dwelling units (112 single units and 92 twin units) and a clubhouse facility. The subdivision is located on an approximate 105-acre parcel on the south side of Old Baltimore Pike, adjacent to Jennersville Hospital. Access to the site is via two private roadways off of Old Baltimore Pike.

Using Events to Commemorate Penn's Rich History

Penn Township is rich in history, and local lore, both of which provide us with special opportunities to commemorate and celebrate. This year, we will remember and honor two important historical moments in Penn history, one old, one not so old -- Red Rose Rent Day and Sunset Park Day.

The Oldest Deed in America

This plaque, mounted on one of two memorial stones in the front of the Red Rose Inn, provides the details of what has become known as "Red Rose Rent Day". Initially, a continuation of a medieval custom with which a feudal Lord would grant a parcel of land in return for military service. Over time, this practice of rent or payment for land would remain. Payment could be anything from a spade of dirt, fruit, or a flower. These deeds are, to this day, common in England, but there are only two known deeds of this type in the United States. One was executed in Lancaster in 1772, the oldest, was executed right here in Penn

Township in 1731. As stated above, it was then again granted in similar fashion in 1742.

Over the years, Red Rose Rent Day was traditionally celebrated on June 24 and the exchange included a Penn family relative. The last official Red Rose Rent Day was held in the late 1990s. The Penn Supervisors and Historical Commission have had the revival of Red Rose Rent Day in the forefront of their minds during the renovations to the Red Rose Inn. This year, the Historical Commission will be reviving the tradition in September.



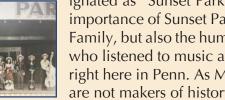
While the details are not yet revealed as we continue to navigate the COVID pandemic, please continue to monitor our website, social media and summer/fall newsletter for details and how you can become involved. As always, we welcome volunteers for events and our boards and commissions.

Premier Music Venue of the 20th Century

Sunset Park Day is back! On August 8 our Sunset Park Day will return with music and old fashioned fun, this year in the Sports Park for added social distancing. If you are not familiar with Sunset Park, you are in for a treat! Penn Township was once the site of one of the premier country music venues in the country, and is even featured in the Ken Burns documentary Country Music. The former site on S. Jennersville Road is marked by an historical marker, shown below and is located just past the Dairy Queen. Three years ago, the site was designated by the Commonwealth of Pennsylvania as historically



significant and the marker erected. Since, a Sunday in August has been des-



ignated as "Sunset Park Day" to not only remember the importance of Sunset Park and its founders, the Waltman Family, but also the humble roots of hard working people who listened to music as families on warm summer days right here in Penn. As Martin Luther King, Jr. stated, "We are not makers of history. We are made by history."

Winter Preparedness

Winter 2021 set in early this year, and it is not finished with us yet. Here are some tips about snow removal in Penn Township.

1. Penn Township plows township dedicated roads with the exception of the neighborhoods of Penn Ridge, Ovations, and Elk Creek which are plowed by Penn Township contractors. Privately owned roads are the responsibility of the owner, developer, or homeowner's associations. Penn Township owned roads have blue street signs.

2. PennDOT owns and plows Baltimore Pike, Corby Road, Jennersville Road (Route 796), Newark Road (Route 896), and Route 1.



3. Please be reminded it is prohibited to park vehicles (or dumpsters) on township roads, anytime, but especially during snowstorms.



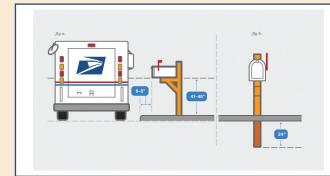
4. Please ensure that your mailbox is properly placed in accordance with USPS regulations.

5. When clearing sidewalks or driveways, please do not throw or plow snow into the street. Place snow on your property to the side of your driveway or sidewalk.

6. Please use only road salt and not chemicals to treat driveways and sidewalks. Snow melt drains to stream.

7. Please clear fire hydrants so they are visible in case of emergency.

8. Please keep children and pets clear of snowplows.



Here are some helpful **guidelines** to follow when installing your **mailbox**: Position your **mailbox** 41" to 45" from the road surface to the bottom of the **mailbox** or point of mail entry. Place your **mailbox** 6" to 8" back from the curb. If you do not have a raised curb, contact your local postmaster for guidance.

From Zoning to Building, First Get the Facts



Among the most frequent inquiries to the township office are questions regarding building permits. Failing to obtain the appropriate permit can result in fines and the township may mandate that a structure or improvement be removed.

Why Do I Need A Permit?

Approximately 10 years ago, the State of Pennsylvania mandated all municipalities adopt a Building Code known as the Uniform Construction Code (UCC). The UCC provides specific requirements and exemptions for building projects.

Before any construction, repair, renovation, or addition is started, it's important to contact the office to determine if a permit must be obtained. Permits are put in place for the safety of the homeowner, and they ensure that proper codes are being followed and work is being down safely and in compliance with the UCC. If you are ever uncertain whether or not you need a permit, call the township.

Permit Process Checklist

Property owners will decide on a contractor, and together they will come up with plans to be submitted along with the permit application.
Obtain the proper application forms from the township website or the office. The property owner and contractor will complete the applications together. Applications must be turned into the office along with two (2) sets of clear construction drawings, two (2) plot plans, two (2) copies of all applications, proof of workman's compensation insurance and accompanying.

• The applications will be turned into the office, and office personnel will turn applications into the appropriate officer (residential or commercial) for review. Once the office staff receives the approved permit back from the code officers, they will contact the applicant to pick up the permit and pay for accompanying fees.

• Once the fees are paid and the permit is picked up, work may begin. Permit is valid for one (1) year from the time work begins.

• When work is completed, applicant must contact the correct inspector for final inspections.

Road Occupancy Permit

This permit is required for any work that will affect township roads. Non-township roads are Corby, Hilton, Jennersville, Newark Roads, and W. Baltimore Pike. Contact PennDOT for occupancy permits on those roads. Please contact the office for more information.

Building Inspector, Zoning Officer, Code Enforcement: Scott Moran 610-637-1003 • scottmoran@zoominternet.net

Items that ALWAYS Require Permits

Anything that has an effect on a building's structure
Boilers, Water Heaters, or Furnaces

- Decks/Patios
- Demolition
- Drainage Systems
- Driveway Extensions
- Electrical Work
- Fences
- Fire Alarm/Sprinklers
- Home Occupations
- •HVAC
- New Buildings, Renovations, or Additions

• Pools (in excess of 24 inches deep)

- Plumbing Work
- Sheds/Accessory Structures
- Signs
- Stucco Remediation

Items that Don't Usually Require Permits

- •Cabinets
- •Installation of Carpet or Tile
- Painting
- Repaving/Sealing Driveways
- •Re-roofing
- Siding Replacements

•Window Replacement (when there is no structural change)

*If you have an HOA, some changes, such as decks, need to be approved prior to coming to the Township.

*If you have a question as to whether a permit is required, please call the Township at 610-869-9620

Vote 2021

Pennsylvania's Municipal Election will be held on Tuesday, May 18, 2021 from 7 a.m. to 8 p.m. The last day to register to vote or to update your voter registration is Monday, May 3, 2021.

The General Election will be held on

Tuesday, November 2, 2021 from 7 a.m. to 8 p.m.

You can register to vote at register.votes.pa.gov or check your voter registration status at www.votespa.com.

Mail in voting? Visit VotesPA.com/MailBallot.

Questions? Call Chester County Voter Services at 610-344-6410 or visit them online at www.chesco.org/156/ Voter-Services

Want to volunteer? Contact the Republican Committee



of Chester County at republicanccc. com OR the OxGrove Democrats at oxgrovedems.org.

Penn Township registered voters vote at the Penn Township Building at 260 Lewis Road, West Grove, PA in the Finnen Community Room. The town-

ship building is handicap accessible. Masks are required to vote, as of this printing, unless you are prohibited from wearing one due to a medical condition.

While the township building is the voting site for Penn Township residents, Penn Township staff are not election personnel and do not accept mail in or absentee ballots or voter registration. Those must be returned to Chester County Voter Services at 601 Westtown Road, Suite 150, West Chester, PA 19380.

Penn Township Tax Information

The Township Office receives many inquiries regarding taxes. The following is a guide to what taxes are charged, when you can expect a bill, and what entity is the collector.

Earned Income Tax (EIT) is assessed at a rate of .5 percent. Any wage earner who lives in or works in Penn Township owes this tax. Usually, employers withhold this tax from a wage earner's paycheck. Whether it is withheld or not, the tax is owed and a local tax form must be filed.

Local Services Tax (LST) is \$52.00 per year and is usually withheld by the employer. This tax supports municipal and emergency services. There is a low income exemption for people earning less than \$12,000. This exemption requires the submission of a form.

Penn Township Real Estate Tax is .53 mills. Tax bills are sent in February.

Chester County Real Estate Tax is 4.551 mills. They are sent on Jan. 15 of each year. The formula to calculate real property tax is: Assessment x millage = tax (face amount). The County millage, for example, is the same for all municipalities, therefore the County Tax for a property with an assessed value of \$100,000 and a rate of 4.551 mills would be calculated as follows: 100,000 X .004551 = \$455.10 (face amount) Note: 4.551 mills is equivalent to a millage of .004551. This is comparable to expressing percentage as whole number (5%) or as a decimal (.05). In the case of millage, the decimal is moved 3 places to left instead of 2. **Avon Grove School District** taxes are sent on July 1 of each year. As of 2018, Avon Grove School District taxes are collected through Keystone Collections. 2021 Avon Grove School District taxes are 32.71 mills.

Both Avon Grove School District and Penn Township real estate transfer taxes are each .5 percent.

EIT, LST, and Avon Grove School District taxes are all collected by Keystone Collections.

Keystone Collections Group 546 Wendel Road, Irwin, PA 15642 724-978-0300 www.keystonecollects.com

Chester County Real Estate and Penn Township Real Estate taxes are collected by the Chester County Treasurer's Office.

Tax certifications can be requested by taxpayers by contacting the respective tax collection agency, either Keystone or Chester County Treasurer. No one at the township office can provide tax certifications.

> Chester County Treasurer 313 W. Market St, West Chester, PA 610-344-6370 www.chesco.org

Penn Township Newsletter

Spring 2021 | Volume 7, Issue 7 260 Lewis Road, West Grove, PA 19390

> A Chester County Press Publication P.O. Box 150, Kelton, PA 19348 address corrections not required

COVID-19: Resources & Office Procedure



The Government at the national, state and county level are all working very hard to keep everyone as informed as possible about the COVID-19 pandemic and vaccination. By now there is a lot of information about coronavirus online, we urge you to use sites that are trustworthy and factual. Below you'll find several sources that you may find helpful as we continue to navigate through this difficult time. PA Department of Health, Chester County Health Department and Center for Disease Control offer tons of information and keep their sites updated

with local, state and national COVID-19 information.

For the latest local data and information regarding the COVID-19 vaccine, check out the site that the Chester County Health Department has set up at **www.chesco.org.**



Pennsylvania has tons of helpful information on their website, visit them at **health.pa.gov.**

Penn Township also has a site set up on our website dedicated strictly to COVID-19. You'll find it at **www. penntownship.us**, on our home page as an urgent alert. We keep the page updated, as best we can, with current information.

Penn Township's COVID-19 office procedure – We are open! The staff is in the office Monday through Thursday, 8 am to 4 pm. The office is closed on Fridays and all major holidays. We kindly ask you to wear a mask in our building, the lobby is limited to one visitor at a time and please, do not enter the building if you feel sick or have been in contact with someone who may have the coronavirus. At this time, we are not allowing anyone other than staff beyond the lobby. We also ask that you call ahead of time if you are coming to the office to speak with a specific staff member. Handling business over an email, a phone call or a zoom meeting is preferred, but we'd be happy to have you visit as well.