

**BIRMINGHAM TOWNSHIP
BOARD OF SUPERVISOR MINUTES
AUGUST 3, 2020**

The regular meeting of the Board of Supervisors was called to order at 7:30 PM by Chairman Boorse via a recorded virtual meeting through Zoom in order to practice safe distancing during the COVID-19 crisis. Also in attendance at the building were Chief Thomas Nelling and Secretary/Treasurer Quina Nelling. Joining the meeting in virtual mode were Vice-Chairman Michael Shiring; Supervisor J. Daniel Hill; Township Solicitor Kristin Camp; 800 Birmingham Road Resident, Matt Rocca; West Chester Public Library Representatives Victoria Dow and Fredda Maddox; and Kurtis Miller with Representative Chrissy Houlahan's Office. A quorum of Supervisors was declared. Chairman Boorse stated that the meeting was being recorded and would be available on the Township's web site.

Prior to the meeting Chairman Boorse administered the Oath of Office to newly hired Part-Time Police Officer Andrew F. DiPaolo.

Vice-Chairman Shiring moved to approve the July 6, 2020 minutes as written. Supervisor Hill seconded the motion and the minutes were unanimously approved.

Vice-Chairman Shiring moved to approve the bills submitted for payment since the July 6th meeting. General Fund bills totaled \$39,188.87. Sewer Fund bills totaled \$18,788.29. Supervisor Hill seconded the motion and the bills were unanimously approved.

WEST CHESTER PUBLIC LIBRARY

Victoria Dow, Executive Director, and Fredda Maddox, Board Member and Township resident, joined the meeting to thank the Board for this year's contribution to the Library of \$2,104.00, which is \$.50/Township resident. A power point presentation was provided to the Board. The Library is located in the Borough and it serves the residents of the Borough and six Townships, all of which allocate funding to the Library. To ensure continuity of service during the COVID-19 shut-down, the West Chester Library worked with the Chester County Library System members to share best practices and ideas in providing library virtual services. Library card barcodes were issued to residents who did not have or had lost their library card ensuring access to: E-books and E-audiobooks on the Chester County Library System Overdrive platform; digital materials for secondary school students completing assignments; and E-magazines available on the Chester County Library System Flipster platform. The West Chester Library moved quickly to adapt online services to library programs.

Victoria Dow said that the West Chester Library is now open for walk-ins during limited hours and there have been no issues since re-opening.

Fredda Maddox added that the funds contributed by the Township helped with the purchase of e-books; audiobooks and digital magazine subscriptions to satisfy demand during the shutdown and for materials for children's craft packs for those homebound during the COVID-19 crisis.

Chairman Boorse said that this information is helpful in getting ready for the 2021 budget process. The Township has supported the West Chester Public Library and he didn't see any reason not to continue financial support to the Library.

UPDATE FROM REP. CHRISSY HOULAHAN'S OFFICE (KURTIS MILLER)

Kurtis Miller, Constituent Advocate, with PA District 0-6 Rep. Chrissy Houlahan's office, was present to update the Township on Rep. Houlahan's activities for the last year and a half while she has been in office. PA District 0-6 covers all of Chester County and southern Berks County, and this is a newly drawn district. Her offices are located in West Chester, Reading and Washington D.C. She is on the Small Business Committee and the Armed Services Affairs Committee. Mr. Miller provided information on the following actions taken by Rep. Houlahan.

- Pushed for national testing strategy and to scale our public health workforce.
- Wrote legislation to prevent the Federal government from commandeering PPE, and other COVID-19 supplies meant for state and local governments.
- Helped introduce the Opportunities for Heroes Act.
- Introduced legislation to help stabilize health care costs for seniors' Medicare Advantage.
- Fought for more Federal support for state and local governments.
- Successfully advocated for agricultural businesses to be eligible for emergency loans.
- Hosted numerous small business town halls to help businesses weather the COVID-19 crisis.
- Introduced a bipartisan bill to expedite forgiveness for small businesses who received paycheck protection program loans.
- Worked to enable food distribution agencies to provide households with food.
- Helped constituents navigate small business support, secure stimulus checks, and handle unemployment.
- Returned \$1,015,024. in taxpayer dollars to the community

Mr. Miller said that Rep. Houlahan can help with federal agency issues; federal grant applications; and educational opportunities and asked that constituents call the Washington D.C. Office if they have a question or opinion about legislation that Congress is considering; need help with a federal agency, or any other resource listed on their website.

HARB REPORT

HARB met on July 21st and considered three applications.

ROCCA/800 BIRMINGHAM ROAD/SOLAR SYSTEM ADDITION TO BARN ROOF

HARB recommended that a Certificate of Appropriateness be issued to Matthew Rocca, 800 Birmingham Road, for the installation of an additional twelve solar panels on the back roof of their barn. Mr. Rocca had previously gone to the Zoning Hearing Board and HARB for approval of the installation of solar panels on the main house. The Supervisors had determined that Mr. Rocca did not need to come back to the Zoning Hearing Board for the installation of additional panels and only HARB approval was necessary.

Vice-Chairman Shiring moved to approve the Certificate of Appropriateness for Matthew Rocca as recommended by HARB. Supervisor Hill seconded the motion which was unanimously approved.

Mr. Rocca asked about the timing and process to receive the building permit for the installation of the solar panels.

SPEKSNIJDER/1363 BRINTON RUN DRIVE/SOLAR PANEL INSTALLATION TO HOUSE AND AWNING

HARB recommended that a Certificate of Appropriateness be issued to Jakob Speksnijder for the installation of 22 solar panels on his house and awning contingent upon the addition of a skip laurel planted as a screen between the swing set and property line.

Chairman Boorse stated that these solar panels are an extension of existing panels that were installed on the house prior to the adoption of the solar panel ordinance and the Supervisors determined that Mr. Speksnijder did not need approval from the Zoning Hearing Board.

In response to Vice-Chairman Shiring, Chairman Boorse noted that two solar panels would be installed on the new awning.

Vice-Chairman Shiring moved to approve the Certificate of Appropriateness for Jakob Speksnijder for the solar panel installation as recommended by HARB. Supervisor Hill seconded the motion which was unanimously approved.

HARB AND HISTORICAL COMMISSION REPORT

MARSHALL/1001 MEETINGHOUSE ROAD/REPLACE ROOF WITH COPPER

HARB recommended that a Certificate of Appropriateness be issued to Doug & Kate Marshall for the installation of a new standing seam copper porch roof, as well as new copper roof caps, on all three outbuildings on their property at 1001 Meetinghouse Road.

At its meeting on July 28th, the Historical Commission recommended approval of the copper roof installation.

Vice-Chairman Shiring moved to approve the Certificate of Appropriateness as recommended by HARB and the Historical Commission recommendation for the Marshalls for their copper roof installation. Supervisor Hill seconded the motion which was unanimously approved.

RFP FOR SEWER PLANT

Chairman Boorse stated that the Supervisors have evaluated the operational effectiveness of the sewer plant and the ultimate strategic plan for the plant. Numerous meetings have been held with the sewer administrator, William Kirkpatrick; the sewer engineer, Sandi Morgan with AECOM; the Township Solicitor, Kristin Camp; and the operator, Fred Walton on the operation and maintenance of the plant.

Vice-Chairman Shiring added that there have been many cost issues; a series of mechanical issues; as well as issues with PADEP in operating the sewer plant.

Chairman Boorse said that the Township does not have a sewer authority; there are more stringent regulations in operating the sewer plant; and the core competency to operate the plant is

not with the Township. The Supervisors are proposing to send out Requests for Proposals (RFPs) to potential parties in order to entertain proposals for bids to sell the sewer plant.

Vice-Chairman Shiring moved to send out RFPs to interested parties to evaluate options for the sewer plant. Chairman Boorse seconded the motion which was unanimously approved.

RESOLUTION TO APPOINT BBD, LLP FOR 2020 AUDIT

On July 8th it was duly advertised in the Daily Local News that the Supervisors would be considering a resolution to appoint the certified public accounting firm of BBD, LLP, which is a duly licensed and registered accounting firm in the Commonwealth of Pennsylvania, to make an examination of all Township accounts for the fiscal year 2020 and to prepare a report for the Board of Supervisors on such accounts. The appointed firm shall be paid a fee of \$5,000.00.

Chairman Boorse moved to adopt Resolution 2020-0803 to appoint BBD, LLP to perform the 2020 audit. Vice-Chairman Shiring seconded the motion which was unanimously approved.

WAGE INCREASE FOR OFFICE ASSISTANT CAT RAFTER

Chairman Boorse said that Secretary/Treasurer has recommended a wage increase for Office Assistant Cat Rafter. Mrs. Nelling said that Cat was originally hired as an intern to set up a UPI filing system in the office. The filing system is completed and Cat has mastered the work requirements of the office and is quite an asset to the smooth operation of the office.

Chairman Boorse moved to raise Cat Rafter's wage rate to \$19.00/hr. effective August 10th with the anticipation of an additional \$1.00/hr. raise at the beginning of the year which will bring her up to the wage rate for office personnel. Supervisor Hill seconded the motion which was unanimously approved.

NEXT STEPS DUE TO COVID-19

On March 16th the Township issued a seven day Declaration of Disaster Emergency due to the State of Emergency from the Coronavirus COVID-19 threat to injury, damage and suffering to persons and property of the Township and the entirety of Chester County. The Disaster Emergency was extended another seven days on March 23rd and again on April 6th until May 4th.

On May 4th the Supervisors adopted Resolution #2020-0504A to ratify the Declaration of Disaster Emergencies dated March 16th and March 23rd, to extend the March 23rd Declaration of Disaster Emergency until the next Township meeting scheduled for June 1st, and to adopt procedures and policies for conducting public meetings during such state of emergency.

HARB and the Historical Commission have had virtual Zoom meetings. All committees will resume Zoom meetings in August. Chairman Boorse stated that Cat Rafter has set up a Township Zoom account.

The Supervisors agreed to stay status quo with the Declaration of Disaster Emergency until their next meeting on September 14th with the building closed, except for appointments, and all meetings to be held virtually. Sect./Treas. Nelling said that the office is operating fine with the

building closed and all business is able to be performed normally. No appointments have been requested.

PUBLIC COMMENT

There was no public comment.

The meeting was adjourned at 8:11 PM. (MTS;SCB)

Respectfully submitted,

Quina Nelling
Secretary/Treasurer

Check Register**BIRMINGHAM TOWNSHIP**

17-Sep-20

From: 07-Jul-20 To: 03-Aug-20

Check No	Check Date	VendorNo	Vendor	Check Amount	Status
Bank Account: 11 TRUMARK GENERAL FUND					
20518	7/13/2020	11	21ST CENTURY MEDIA - PHI	\$234.25	O
20519	7/13/2020	557	ALL SEASONS LANDSCAPIN	\$919.08	O
20520	7/13/2020	1002640	ANDREW F DIPAOLO	\$109.30	O
20521	7/13/2020	80	AQUA PENNSYLVANIA	\$2,404.98	O
20522	7/13/2020	1002400	AXON ENTERPRISE, INC.	\$387.00	O
20523	7/13/2020	232	ELYSE/BERBEN INSIGNIA	\$288.00	O
20524	7/13/2020	422	HARRY TILLMAN AUTOMOTI	\$433.95	O
20525	7/13/2020	205	PARKWAY DRY CLEANERS,	\$163.66	O
20526	7/13/2020	30	PECO ENERGY (TRAFFIC LI	\$63.47	O
20527	7/13/2020	171	REILLY & SONS INC.	\$472.83	O
20528	7/13/2020	1001833	STAPLES BUSINESS ADVAN	\$158.66	O
20529	7/13/2020	1002195	TERRASOL ENERGIES INC	\$1,500.00	O
20530	7/27/2020	1001926	AJ BLOSENSKI, INC.	\$165.83	O
20531	7/27/2020	1002640	ANDREW F DIPAOLO	\$96.00	O
20532	7/27/2020	9	BRUCE E MAPES, PHD	\$200.00	O
20533	7/27/2020	529	CHRISTY MOBILE	\$100.00	O
20534	7/27/2020	702	GEORGE SPYROPOULOS, D	\$150.00	O
20535	7/27/2020	517	INDEPENDENCE BLUE CRO	\$5,247.20	O
20536	7/27/2020	1002154	VERIZON 250-441-074-0001-	\$57.91	O
20537	7/27/2020	1001913	VERIZON WIRELESS 722423	\$191.79	O
20538	8/3/2020	43	A & D ELECTRIC INC.	\$173.64	O
20539	8/3/2020	80	AQUA PENNSYLVANIA	\$120.60	O
20540	8/3/2020	873	CARDMEMBER SERVICE	\$943.95	O
20541	8/3/2020	66	CCATO	\$250.00	O
20542	8/3/2020	617	CHESTER WATER AUTHORI	\$653.40	O
20543	8/3/2020	1002121	CLEVENS K-9 SCOOP LLC	\$152.00	O
20544	8/3/2020	1001902	COMCAST CABLE	\$138.39	O
20545	8/3/2020	775	CONVENIENT CAR CARE C	\$989.55	O
20546	8/3/2020	1002606	CRYSTAL SPRINGS	\$3.34	O
20547	8/3/2020	232	ELYSE/BERBEN INSIGNIA	\$59.80	O
20548	8/3/2020	2	FREEDOM SYSTEMS	\$1,206.75	O
20549	8/3/2020	46	GALLS, LLC	\$420.79	O
20550	8/3/2020	933	GARNET AUTOMOTIVE GRO	\$2,952.42	O
20551	8/3/2020	780	GUMBALL MEDIA,LLC\LAND	\$505.00	O
20552	8/3/2020	422	HARRY TILLMAN AUTOMOTI	\$1,563.10	O
20553	8/3/2020	1002643	M. LABARE CERTIFIED ARB	\$3,800.00	O
20554	8/3/2020	1001755	MAJIC LANDSCAPES	\$1,809.00	O
20555	8/3/2020	1002642	METRO COMMUN - EDDYST	\$109.00	O

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17-Sep-20

From: 07-Jul-20 To: 03-Aug-20

Check No	Check Date	VendorNo	Vendor	Check Amount	Status
20556	8/3/2020	3	PA TWP HEALTH INS COOP	\$37.80	O
20557	8/3/2020	171	REILLY & SONS INC.	\$827.05	O
20558	8/3/2020	75	RJCRAIG GRAPHICS & DESI	\$74.00	O
20559	8/3/2020	507	ROTHWELL DOCUMENT SO	\$193.20	O
20560	8/3/2020	1001833	STAPLES BUSINESS ADVAN	\$361.21	O
20561	8/3/2020	23	VANDEMARK & LYNCH, INC.	\$8,031.59	O
20562	8/3/2020	61	VERIZON 753-804-167-0001-	\$363.56	O
20563	8/3/2020	917	WITMER PUBLIC SAFETY G	\$105.82	O

Bank Total:**\$39,188.87****Bank Account: 81 TRUMARK SEWER FUND**

10069	7/13/2020	661	COMMONWEALTH OF PENN	\$500.00	O
10070	7/13/2020	767	COMMONWEALTH OF PENN	\$100.00	O
10071	7/13/2020	2	FREEDOM SYSTEMS	\$124.50	O
10072	7/13/2020	164	PENNSYLVANIA ONE CALL	\$41.30	O
10073	7/13/2020	586	VERIZON 450-748-892-0001-	\$61.16	O
10074	7/13/2020	1001834	WM P MCGOVERN INC	\$270.00	O
10075	7/27/2020	1002641	PAINTER HOUSE SUITES, LL	\$4,279.44	O
10076	8/3/2020	149	AECOM	\$320.52	O
10077	8/3/2020	1002509	AQUA PA WW	\$1,308.91	O
10078	8/3/2020	2	FREEDOM SYSTEMS	\$804.50	O
10079	8/3/2020	780	GUMBALL MEDIA,LLC\LAND	\$1,035.00	O
10080	8/3/2020	1002424	M & S SERVICE COMPANY I	\$2,400.00	O
10081	8/3/2020	1001755	MAJIC LANDSCAPES	\$468.00	O
10082	8/3/2020	1002493	VERIZON 350-442-985-0001-	\$44.68	O
10083	8/3/2020	1002401	WALTON WATER SERVICES	\$6,847.90	O
10084	8/3/2020	574	WASTE MANAGEMENT OF S	\$182.38	O

Bank Total:**\$18,788.29****Total Of Checks:****\$57,977.16**