



T H O R N B U R Y T O W N S H I P
D E L A W A R E C O U N T Y

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**BOARD OF
SUPERVISORS:**

James H. Raith
James P. Kelly
Sheri Perkins

*Public Meetings
1st & 3rd Wednesday of each month*

MINUTES

**Thornbury Township Board of Supervisors Public Meeting
Wednesday, November 3, 2021**

The Thornbury Township Board of Supervisors held a Public Meeting, Wednesday November 3, 2021, hosted at the Township Administration Building, 6 Township Drive, Cheyney PA. Chairman Raith called the meeting to order at 7:00 p.m. with a salute to the flag.

PRESENT:

James H. Raith, Chairman
Sheri L. Perkins, Supervisor
Jeffrey Seagraves, Township Manager
Geoffrey Carbutt, Township Secretary
Art Risley, Township Roadmaster
Kenneth D. Kynett, Esq., Township Solicitor
Mike Ciocco, PE, Township Engineer
Charles Faulkner, PE, Township Sewer Engineer
Other Attendees: 7

Chairman Raith announced that the Board previously held a brief Executive Session this evening regarding real estate matters.

APPROVAL OF CHECK REGISTERS

*On a motion by Sheri Perkins, seconded by James Raith and carried unanimously, the General Fund check register in the amount of \$**184,046.55**, for the period October 21, through November 3, 2021, was approved. Chairman Raith called for comment. There was none.*

*On a motion by Sheri Perkins, seconded by James Raith and carried unanimously, the Sewer Fund check register in the amount of \$**7,865.84**, for the period October 21, through November 3, 2021, was approved. Chairman Raith called for comment. There was none.*

*On a motion by Sheri Perkins, seconded by James Raith and carried unanimously, the Capital Improvement Fund check register in the amount of \$**1,150.00**, for the period October 21, through November 3, 2021, was approved. Chairman Raith called for comment. There was none.*

APPROVAL OF MINUTES

On a motion by Sheri Perkins, seconded by James Raith and carried unanimously, the Wednesday, October 20, 2021 Ordinance Hearing minutes were approved as presented. Chairman Raith called for comment. There was no comment.

On a motion by Sheri Perkins, seconded by James Raith and carried unanimously, the Wednesday, October 20, 2021 Work Session meeting minutes were approved as presented. Chairman Raith called for comment. There was no comment.

BOARDS AND COMMISSIONS

PARKS & RECREATION

Joe Burke was not present. Chairman Raith introduced Mike Mattson and congratulated him on his new position on the Board of Supervisors and is excited to see what is next for Mike and also for himself. Mike reported the Fall Festival went very well and he thanked Jerry Daudert for his help with all of the hot dogs. Mike mentioned upcoming events, Kids Paint Night, Senior Luncheon at Duffers, the Holiday Tree Lighting, the Wreath Workshop, the Holiday Express Train and the Luminaries Light up the Township Night with a fire company drive through. The Board thanked Mike.

HISTORICAL COMMISSION

Ric Miller reported they did not hold their October meeting. Property Studies are on schedule and mentioned the Historical Commission's recommended annual contributions.

*On a motion by Sheri Perkins, seconded by James Raith and carried unanimously, the Historical Commission's recommended contributions of **\$250.00** each to: the ALS Association of Greater Philadelphia Chapter, in memory of Mark Kelly, the Chester County History Center, for National History Day Registration Fees, the Pennsylvania Colonial Plantation Farm's Animal Fund, the Delaware County Historical Society's Children's' Educational Center, the Delaware County Veterans Memorial Hall of Prayers, and to the Sanderson Museum, to be used to digitize and preserve audio tapes and films, for a total cost of **\$1,500.00**, were approved.* Chairman Raith called for comment. There was none. The Board thanked Ric.

PLANNING COMMISSION

No one from Planning was in attendance. Jeff mentioned their schedule.

SEWER ADVISORY COMMITTEE

Ted Jacquet said they did not meet last month and had nothing to report.

ENVIRONMENTAL ADVISORY COUNCIL

No one from the EAC was in attendance.

LIBRARY BOARD

Jean Mackenzie reported. She thanked the Township for supporting the Library. The new website will be testing for one month and they will be applying for the Keystone Grant. The Board thanked Jean.

AGENDA ITEMS

Chuck Faulkner reported on the completion of the work to the Aeration Tank.

*On a motion by Sheri Perkins, seconded by James Raith and carried unanimously, Final Payment No.4 to J.P. Smith Contractors, Inc. for the Aeration Tank Painting Contract, in the amount of **\$19,193.22**, in accordance with the Township Sewer Engineer's recommendation letter dated October 28, 2021, was approved.* Chairman Raith called for comment. There was none.

Jeff Seagraves reported on the 2022-24 Recycling Contract.

On a motion by Sheri Perkins, seconded by James Raith and carried unanimously, the Contract Base Bid and Alternates #1 & #2, with a cost of disposal at MARKET PRICE per ton, for weekly curbside recycling with Opdenaker Trash Removal, Inc., for the 2022-24 Recycling Contract, was approved. Chairman Raith called for comment. There was none.

Jeff Seagraves mentioned the extension on the Daniels Subdivision.

On a motion by Sheri Perkins, seconded by James Raith and carried unanimously, the extension for the Daniels Subdivision from November 18, 2021, to February 16, 2022, was approved. Chairman Raith called for comment. There was none.

NON-AGENDA ACTION ITEMS

Jeff Seagraves mentioned the need to upgrade our security and fire alarm systems.

On a motion by Sheri Perkins, seconded by James Raith and carried unanimously, adding the Security and Fire Alarm upgrade proposal to tonight's agenda, was approved. Chairman Raith called for comment. There was no comment.

*On a motion by Sheri Perkins, seconded by James Raith and carried unanimously, authorizing the Township Manager to execute the Security and Fire Alarm upgrade proposal from Defender Systems at a cost not to exceed \$**2,345.00**, was approved.* Chairman Raith called for comment. There was no comment.

Jeff Seagraves mentioned the need to replace the gutters on the Post Office building.

On a motion by Sheri Perkins, seconded by James Raith and carried unanimously, adding the Gutter Replacement proposal to tonight's agenda, was approved. Chairman Raith called for comment. There was no comment.

*On a motion by Sheri Perkins, seconded by James Raith and carried unanimously, authorizing the Township Manager to execute the Gutter Replacement proposal from Gary Strafford at a cost not to exceed \$**4,922.00.**, was approved.* Chairman Raith called for comment. There was no comment.

PUBLIC COMMENT

There was no public comment.

STAFF REPORTS

TOWNSHIP MANAGER'S REPORT- Jeff Seagraves

Jeff reported we have a meeting scheduled for Friday 11-5-21 with S&T Bank to discuss details regarding online banking and other security measures.

We have finalized our comprehensive plan with the Delaware County Planning Department. I have discussed this with our Planning Commission Chairman and we are working to have this on their agenda for the November meeting. Also, the plan has been provided to contiguous municipalities, the County Planning Commission, and WCASD.

The Non-Liquid fuels paving projects have started and we are on schedule to complete the paving at the Post Office on Veterans Day 11-11-21.

We met with Sunoco last week to discuss the remaining issues with their project as well as to review the discussions we had with the Andover HOA Board. The meeting was productive. I followed up with Andover HOA after the meeting and we are awaiting their plans on how they intend to move forward.

Our 2020 liquid fuels audit is scheduled for tomorrow 11-4-21. We received the engagement letter from John Sockett, the State's Auditor.

The budgets have been prepared and we have advertised that they will be available for public inspection starting tomorrow. This will enable us to adopt the budget at our first meeting in December. Chairman Raith mentioned he was happy with the proposed budget.

We have been contacted by Anthony Baldassare, of the PA Bureau of Municipal Pension audits. He sent an engagement letter along with a list of documents he will be inspecting. We are prepared for the audit which has been scheduled for 11-10-21. The audit will cover the time period from January 1, 2017 to December 31, 2021.

Jeff reached out to the county to discuss the use of the Prison property several weeks ago. They referred me to Laura Cairns, of the DELCO Commerce Center. Ms. Cairns indicated that the county solicitor would be attending. I am seeking direction to see if the board wants to authorize Ken Kynett to attend as well and Chairman Raith agreed, and then explained what the County is trying to do with a solar farm proposal. The Board thanked Jeff.

TOWNSHIP ROADMASTER'S REPORT – Art Risley

The Roadmaster's report was submitted and is attached. Art reported the non-liquid fuels portion of the road program has begun. Chairman Raith explained the paving at the Treatment Plant and the Post Office and why we are using non-liquid fuels funds. The Board thanked Art.

TOWNSHIP SOLICITOR'S REPORT – Kenneth Kynett, Esq.

The Township Solicitor's Report was submitted and is attached. Ken reported he is caught up with preparing mortgage satisfaction pieces. The Board thanked Ken.

TOWNSHIP ENGINEER'S REPORT – Mike Ciocco, PE

The Township Engineer's Report was submitted and is attached. Mike reiterated on the Non-Liquid Fuels portion of the Road Program. The Board thanked Mike.

TOWNSHIP SEWER ENGINEER'S REPORT – Charles Faulkner, PE

The Township Sewer Engineer's Report was submitted and is attached. Chuck reported on the Isabella Lane sewer line contract and the force main flushing on the West Side. The Board thanked Chuck.

ADJOURN

The meeting adjourned at 7:25pm.

Respectfully submitted,

Geoffrey Carbutt, Township Secretary

cc: Board of Supervisors
Kenneth Kynett, Esq.
Jeffrey Seagraves, Township Manager