

**Newlin Township  
Board of Supervisors  
Meeting Minutes  
May 8, 2023**

**Call to Order:** The Board of Supervisors' monthly meeting convened at 7:30 p.m. on Monday, May 8, 2023, at the Township Garage located at 1751 Embreeville Road. Present were Supervisors Bill Kelsall (Chair), Jim Cornell (Vice-Chair), Bob Pearson and Secretary/Treasurer Gail Abel.

**Announcements:** No announcements.

**Comments:** Erin Finnerty had questions about Laurel Road. She inquired about paving the filled trench crossing at Laurel Road at "Culvert #1". Mr. Pearson advised that because the recent Harveys Bridge Road erosion problem was anticipated to put a strain on this year's road-work budget, further repairs to Laurel Road may need to wait until 2024. Ms. Finnerty also questioned the adequacy of the stop sign at the bottom of Ridings Way. Mr. Pearson advised that Ridings Way is a private road with no Township jurisdiction. Mr. Pearson suggested Ms. Finnerty raise the issue with the Ridings Way Homeowners Association.

Chrissy Rissmiller said the sides/edges of Laurel Road are deteriorating and wanted to know if the Township could repair them. Mr. Pearson undertook to assess the situation.

**Minutes for Approval:** Ms. Abel presented the minutes of the April 10, 2023, Board Meeting. Mr. Cornell's motion to approve those minutes was seconded by Mr. Pearson and unanimously approved.

**Financial Report:** Ms. Abel presented the monthly Financial Report: As of April 30, 2023, the Township had \$1,153,777.08 on deposit, including \$668,739.92 in general and unrestricted funds. Overall, this represents a net increase of \$110,205.74 since March 31, 2023. Mr. Pearson's motion to accept the Financial Report was seconded by Mr. Cornell and unanimously approved.

**Bill Payment Authorization:** Ms. Abel presented a list of pending bills, invoices, and other recurring/routine payments totaling \$108,753.56 from the general fund and requested payment authorization. Mr. Pearson's motion to approve the requested payments was seconded by Mr. Cornell and unanimously approved.

**Zoning Hearing Board Alternate Appointment:** Mr. Kelsall noted that the Zoning Hearing Board consists of 3 members and suggested that if one of them is unable to attend, it would be prudent to have in place an appointed Alternate Zoning Hearing Board member. Mr. Kelsall's motion to nominate Michael Peters as Alternate Zoning Hearing member was seconded by Mr. Cornell and unanimously approved.

**Open Space Committee Update By: Janet Sidewater:** Janet Sidewater, Chair of Newlin Township's Open Space Committee, noted that since the Committee's inception in 2017, nearly 650 Newlin Township acres have been conserved through easements, and that 70% of the Township is now subject to open space, agricultural or conservation easements.

Ms. Sidewater advised that the Open Space Committee had received a request from Brandywine Red Clay Alliance "BRCA" for up to \$13,000 to cover costs associated with the anticipated

donation of an easement for parcel #49-2-90.1, and requested authorization from the Board of Supervisors for that expenditure. She detailed they estimated as follows:

1. Research, Baseline Consultants & Project Documentation	\$1,250
2. Survey & Mapping	\$5,500
3. Title Insurance & Closing Fees	\$1,000
4. Easement Preparation & Legal Fees	\$1,250
5. Stewardship & Defense Funds	\$5,000
	Total \$14,000

She advised that the property consists of approximately nine acres of woodlands, has nearly 500 feet of frontage along the West Branch of Brandywine Creek and is contiguous with 2 larger conservation corridors. She shared that the landowner was motivated to donate the easement after he saw another property being developed.

Mr. Cornell voiced concern that said that the “Stewardship and Defense” cost item had more to do with post-easement-grant issues than with the creation of the easement for this parcel. After discussion, Mr. Pearson’s motion to authorize the funding of up to \$11,500 from the Open Space Fund in connection with the easement of Parcel 49-2-90.1, with the proviso that not more than \$2,500 of those funds be utilized for Stewardship and Defense, was seconded by Mr. Cornell and unanimously approved.

**Retirement Plan Contribution:** Mr. Cornell noted that since the Township’s January 2023 contribution to Ms. Abel’s retirement account, Joe Cornelius had become eligible to participate in the Township’s Retirement Plan. Mr. Pearson’s motion to contribute \$5,000 each to Ms. Abel’s and Mr. Cornelius’ retirement accounts was seconded by Mr. Kelsall and unanimously approved.

**Library Update:** Barbara Forney, a Kennett Library Trustee, provided a library update. She advised that the new Library building is scheduled to open in about six weeks. A “soft opening” is planned for June 26<sup>th</sup> with the “grand opening” toward the end of August. Later, Chris Manna, Executive Director of the Kennett Library, will be available to attend a monthly Board Meeting. Mr. Pearson encouraged those in attendance to tour the new building. He also advised that the Library’s supporters have raised about \$20 million for the project, but are still seeking \$2 million to reach their goal.

**Road Master Update:** Mr. Pearson advised that work on Indian Hannah Road is continuing, but that the Scott Road Dirt & Gravel Grant project has been completed. He noted that Joe Cornelius has been mowing the road banks.

**Bid Advertisement Authorization for Harvey’s Bridge Road Project:** Mr. Pearson introduced James McKelvey, Director of the Geotechnical Design Division of Earth Engineering Incorporated to review Earth Engineering’s Harveys Bridge Road proposal and related sketches. Mr. McKelvey advised that following its a sub-surface survey at 638 Harveys Bridge Road (after the mudslide in January 2023), Earth Engineering had recommended the installation of a sheet wall in order to prevent any further erosion of the road’s edge, and that this approach could be accomplished in two to three weeks with just partial-day road closure (9:00 am to 3:00 pm). He confirmed that all work would be done within the road’s 16’ right of way

Beth McIlvaine voiced concern about the appearance of the knobs shown projecting from the side of the sheet wall in Earth Engineering's sketches. Mr. McKelvey confirmed that there would be nine such knobs. Ms. McIlvaine also noted that the repairs were extending beyond the area of the January 2023 erosion, Mr. McKelvey responded that this was an effort to forestall any additional erosion in the future.

Ms. McIlvaine repeated her concerns about the look of the finished wall with her in close proximity to her windows. A brief discussion ensued.

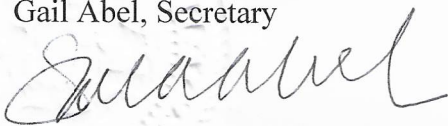
Mr. Pearson advised that he hoped to receive bids for the project in time for the Board's June meeting, and that work could not commence until two to four months after that because the winning bidder would need to order the necessary materials. He added that after completion of the sheet wall project, the Township will install a storm inlet to take the water across the road in order to prevent future runoff on the house side and will also pitch the road toward the side away from the house.

Michael Gill the Township Solicitor, reviewed the bid package. Mr. Pearson requested language stating that all bids must be from contractors pre-qualified by PennDOT. Mr. Cornell's motion to authorize the bid advertisement -with final dates and details to be determined by Mr. Pearson and Township Solicitor Kristin Camp, was seconded by Mr. Pearson and unanimously approved.

**Annual Road Bids 2023:** Ms. Abel announced that in response to its annual request for road bids, advertised in the Daily Local News in April, the Township had received one bid for the application of asphalt emulsion oil, from Asphalt Industries, and one bid for the operation of other roadwork-related rental equipment, from D.T. Taylor Excavating, LLC. Mr. Pearson's motions to accept these bids were seconded by Mr. Cornell and unanimously approved.

**Adjournment:** Upon Mr. Cornell's motion, seconded by Mr. Kelsall, the meeting was adjourned.

Time: 8:39 p.m.  
Respectfully Submitted,  
Gail Abel, Secretary



A handwritten signature in cursive script, appearing to read 'G. Abel', is written over a faint circular official seal of the township.