

*This meeting is being audio recorded for public record*

**A G E N D A**

**Borough Council Work Session Meeting**

Red Clay Room of the Kennett Fire Co

423 Dalmatian Street

March 7, 2022 @ 7:00 PM

**Borough Council Members:**

Doug Doerfler	President	Term Expires: 12/31/23
Rosa G. Moore	Vice President	Term Expires: 12/31/23
Kathleen Caccamo	Councilmember	Term Expires: 12/31/26
Samantha Ferraro	Councilmember	Term Expires: 12/31/26
Timothy Kerver	Councilmember	Term Expires: 12/31/26
Bob Norris	Councilmember	Term Expires: 12/31/26
Mayra Zavala	Councilmember	Term Expires: 12/31/23

**Mayor:** Matthew Fetick

**Borough Manager:** Kyle Coleman

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**Borough Council Work Session Meeting**

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Comments, suggestions, petitions by residents in attendance regarding items that are not on the agenda

**Reports**

- 4) President's
- 5) Borough Manager's
- 6) Solicitor's
- 7) Police Department
- 8) Kennett Fire Co
- 9) Committees

**Discussion Items**

10) *Special Events*

- a. Consider Special Event Application – Kennett Flash Summer Concert Series, 2022 (Attachment)  
The Summer Concert series would begin April 23<sup>rd</sup> and run through October 9<sup>th</sup>, on the rooftop level of the parking garage. Set up for the event begins at 2pm, with each event beginning at 7pm and ending at 9pm, with cleanup from 9p-11pm. Expected attendance is 110 – 150 per event. They plan to sell non-alcoholic beverages and snacks at each event.

***Financial Impact – TBD***

- b. Consider Special Event Application – 2022 Kennett Run, Saturday, May 7 (Attachment)  
The Kennett Run is the same as it has been in prior years, a 5K, 10K, 1 mile and Kids Fun Run races. The races begin and end at Anson B. Nixon Park. They use the services of both the Kennett Square Police Department, the Kennett Township Police Department and the East Marlborough Police Department. The Kennett Fire Company EMT service will provide medical services as needed.

***Financial Impact – TBD***

- c. Consider Special Event Application – Casa Guanajuato – Cinco de Mayo, May 7<sup>th</sup> (Attachment)  
The Cinco de Mayo celebration will be held in the parking lot of 600 S. Broad Street with. The expected attendance is approximately up to 1,000 people.

***Financial Impact – TBD***

- d. Consider Special Event Application - Kennett Square Memorial Day Parade, May 30 (Attachment)  
After a 2-year hiatus, the Memorial Day Parade is back with the same route as in 2019. The event planners have the parade line-up staged at the Kennett High School, parking lot of 600 S. Broad Street, part of S. Broad Street and along Birch Street. They also will have an Emcee and DJ in front of the Genesis Walkway near State Street.

***Financial Impact – TBD***

- e. Consider Special Event Application – Mushroom Festival, September 10<sup>th</sup> and 11<sup>th</sup> (Attachment)  
The Mushroom Festival will be held uptown this year with 175 vendors and expected attendance of approximately 45,000 people over the two-day event. The Mushroom Festival raises money for area nonprofit organizations.

***Financial Impact – TBD***

11) Grants

- a. Kennett Area Park Authority (KAPA)/Friends of Anson B. Nixon Park – Grant Endorsement Resolution (Attachment)

The Kennett Area Park Authority (KAPA) will be preserving approximately 15 old growth ash trees and replanting 125 bare root native species in the current ash grove adjacent to the disc golf course and the main vehicular entrance of Anson B. Nixon Park. The ash grove is also next to an area where stream restoration was recently completed, and a portion of the popular 2.5 mile running/walking trail and volleyball courts. As part of this project, which will improve more than 2 acres in the park, invasive species will be removed and brush control will be implemented. These efforts will support the County's goals to reduce greenhouse gas emissions and protect open space through naturally occurring environmental processes. The estimated cost for the project is approximately \$35,000.

***Financial Impact – None***

- b. Square Roots Collective is withdrawing its application for the LSA grant for the Red Clay Demonstration Project. Previously they asked the Borough to consider applying for the LSA grant to complete this project, and it was approved at the February 9 meeting. They were unaware of the library's desire to apply for the LSA and do not believe competing applications from the same legislative district have a high chance of success. A representative from Square Roots Collective is available for questions. (Attachment)

***Financial Impact – None***

- c. Consider Approval of Resolution Authorizing the Filing of a Commonwealth Financing Authority (CFA) Local Share Account (LSA) Grant Application for the Construction of the new Kennett Library

Recently, the State announced a new Statewide Local Share Account (LSA) grant opportunity, applications due on March 15, 2022 with a request cap of \$1M. Because, like many state grants, the LSA application requires a municipality to formally act as a partner, and the Library is requesting the Borough's assistance. The responsibilities of an LSA municipal partner will be minimal, with virtually all the administrative costs and details handled by the Library.

***Financial Impact – None***

12) 600 S. Broad Street Updates

- a. Chester County Economic Development Council (CCEDC) – Leasing Agent

***Financial Impact – To be discussed at Council Meeting***

- b. Consider Contract with Architect (Attachment)

This is for the design and fitting out of the first-floor reception area and Police Department

***Financial Impact – \$260,300***

- c. Consider Acceptance of Bid Package for Council Meeting Room (Attachment)

The Council suite includes the Council table, staff table, and podium. This project was put out to bid to encourage local artisans/cabinetmakers to consider. A single bid was received by a local cabinetmaker. Comparison pricing with a quote from a large distributor shows a significant savings as well as support of local artisan by accepting the current bid.

***Financial Impact – \$37,530***

13) Parking

- a. Resolution for Garage Parking Fees

Proposing fees to match comparable area garages.

***Financial Impact – TBD***

14) Administration

- a. Consider Approval of the Borough Manager Evaluation Form (Attachment)

To begin the Borough Manager evaluation process, the Borough Manager Evaluation Form requires approval by Borough Council.

***Financial Impact – None***

- b. Consider Approval of MIPP Fine Agreement with South Mill (Attachment)

The original Council approval for monthly payments of past fines was given in the November 2021 Council meeting. The payments in that agreement included fines for overflows. Due to the accuracy limitations of the meter the fines are not viable and have been removed. The monthly payments have been adjusted to reflect the new payments.

***Financial Impact – 10 monthly payments of \$23,456.42 to be paid in full by 12/31/2022 totaling \$211,107.75***

- c. Consider Approval of Resolution – Disposition of Records (Attachment)  
This Resolution is brought forward every year to note that the Borough will follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual.

***Financial Impact – None***

- d. Approval of the February 7 and 9, 2022 Borough Council Meeting Minutes (Attachments)

***Financial Impact – None***

- e. Approval of Bills Paid (Attachment)

***Financial Impact – Bill Total for the Month \$490,207.94***

15) Workshop Sessions

- a. Staff Objectives
- b. Council Priorities

**Discussions to be Held on Wednesday, March 9**

- 1. Sewer Discussion
  - a. Presentation: History, Funding and Potential Amendment to the Agreement with Kennett Township, Rob Moran, Director of Public Works
- 2. NVF Discussion
  - a. Presentation: History Zoning and Community Survey Results, Bo Wright, Executive Director, Kennett Collaborative

**Final Council/Manager/Mayor Comments and Announcements**

***Adjournment***