



Board of Supervisors Meeting Minutes

Hybrid Meeting Via 801 Burrows Run Road & Zoom
March 4, 2026
7:00 p.m.

Attending Board of Supervisors: M. Patricia Muller, Chair; Geoffrey Gamble, Esq., Vice-Chair; Michael J. Bailey, Supervisor

Township Personnel: Alison S. Dobbins, Township Manager; Amy Heinrich, Director of Finance; Katelynn Morgenstern, Director of Planning & Zoning; Ted Otteni, Director of Public Works; Dave Sander, Solicitor.

Excused: Matt Gordon, Chief of Police

1. Call to Order

Ms. Muller called the meeting to order at 7:00pm.

2. Pledge of Allegiance

Ms. Muller led the meeting in the Pledge of Allegiance.

3. Executive Session Announcements

Solicitor Sander announced that there were not any executive sessions to announce.

4. Meeting Minutes

a. February 18, Meeting Minutes

Motion to approve the February 18, 2026, Meeting Minutes was made by Mr. Bailey and seconded by Ms. Muller.

Motion passed 2-0. One (1) abstention

b. **Kennett Library Presentation**

Collis Townsend, Kennett Library President gave a brief presentation on the vitality of the Kennett Library.

5. Business Items

a. March 4, 2026, Bill Voucher

Motion to approve the March 4, 2026, bill voucher in the amount of \$182,116.73 and to approve the total transfers in the amount of \$15,241.78 was made by Mr. Gamble and seconded by Mr. Bailey.

Motion passed 3-0.

b. Consider Resolution 2026-10: Pennsylvania Municipal Assistance Program (MAP)

Motion to adopt Resolution 2026-10: Municipal Assistance Program (MAP) Grant Application was made by Mr. Bailey and seconded by Mr. Gamble.

Katelynn Morgenstern, Director of Planning & Zoning, discussed what the Municipal Assistance Program (MAP) is and the financials for the Comprehensive Plan update.

Motion passed 3-0.

c. Consider approving Anson B Nixon's Capital Campaign Letter of Support

Motion to sign the letters of support for Anson B. Nixon Park's Capital Campaign was made by Mr. Gamble and seconded by Mr. Bailey.

Alison Dobbins, Township Manager, gave a brief overview of the letters of support for the Kennett Area Park Authority's campaign. There is no financial obligation for the township. The letters would be going to the Senate and our State Representative.

Diane McGovern (E. Hillendale Rd.) inquired about the grant amount that the Kennett Area Park Authority is seeking. Alison Dobbins; Township Manager announced she will follow up with Kennett Area Park Authority regarding the grant amount.

Motion passed 3-0.

d. Consider execution of agreement to relocate Verizon poles for trail project

Motion to authorize the Township Manager, Alison Dobbins, to sign the Letter Agreement with Verizon regarding the E. Hillendale Road Trail Project with an estimated cost of \$14,300.00 was made by Mr. Bailey and seconded by Mr. Gamble.

Ted Otteni, Director of Public Works, gave a brief overview of the agreement with a figure showing the new pole replacement to accommodate part of the Greenway trail.

Motion passed 3-0.

e. Consider authorizing the execution of a contract for meeting room Audio Visual repairs and enhancements

Motion to authorize Alison Dobbins, the Township Manager, to execute a final contract with the chosen provider not to exceed \$25,000 and to amend the 2026 Budget to include the contract amount was made by Mr. Gamble and seconded by Mr. Bailey.

Amy Heinrich, Director of Finance & HR, gave background information on the current state of the AV system, the temporary system that was configured to keep all hybrid meetings on track since the beginning of 2025 when the system crashed.

Ms. Muller & Mr. Bailey commented on the transparency of the township.

Motion passed 3-0.

f. Review results of fuel bids via CCIU

Amy Heinrich, Director of Finance & HR, went through the current prices that the township is locked into for the year.

6. Township Manager

Alison Dobbins, Township Manager announced that there will be a Polic Facility Design Workshop on Wednesday, March 11th at 6pm. Registration is required. The next Board of Supervisors meeting will be on Wednesday, March 18th at 7:00pm.

7. Board of Supervisors Comments

Mr. Gamble suggested adding additional amenities to the Public Meeting Room.

Ms. Muller commented on the Municipal Facility Expansion, thanking the public for their input and is interested in the design meeting that is coming up on March 11th.

8. Public Comment

There were no public comments.

9. Adjournment

Motion to adjourn. The meeting was adjourned at 7:42pm.



Bill Voucher Report - Full Detail

Board Meeting Date: 3/4/2026

Payment Type	Fund	Amount
ACH Pull		
	General Fund	\$ 2,458.21
	Sewer Fund	\$ 106.78
ACH Pull Total		\$ 2,564.99
ACH Push		
	General Fund	\$ 28,845.23
	Capital Fund	\$ 8,200.00
ACH Push Total		\$ 37,045.23
Check		
	General Fund	\$ 25,333.29
	Sewer Fund	\$ 110,238.22
	Capital Fund	\$ 6,935.00
Check Total		\$ 142,506.51
TOTAL BILLS TO APPROVE		\$ 182,116.73
From Sewer Fund to General Fund	Insurance (ACH) Reimbursement	\$ 106.78
From Capital Fund to General Fund	ACH & Check Reimbursement	\$ 15,135.00
TOTAL TRANSFERS TO APPROVE		\$ 15,241.78

March 4, 2026


 Patricia Muller


 Geoffrey Gamble, Esq.


 Michael J. Bailey

Kennett Township Bill Voucher Details by Vendor

BOS Meeting Date: March 4, 2026

Vendor name	Payment Type	Fund	Project name	Account	Account title	Department name	Bill	Memo	Amount
Amazon	ACH Push	General Fund	(blank)	52380	Uniforms	Police	1VJK-GDCM-PCFF	Police - Uniforms	\$ 66.28
				52130	IT Supplies & Equipment	Police	1VJK-GDCM-PCFF	Police - IT Supplies	\$ 59.84
Amazon Total									\$ 126.12
Andrea E Ramirez	Check	General Fund	(blank)	59999	Miscellaneous Expenses	Police	3	Police - Headshots	\$ 300.00
Andrea E Ramirez Total									\$ 300.00
Apex Elevator Inspection & Testing, LLC	Check	General Fund	(blank)	54500	Contracted Services	Twp Building	79724	Twp Bldg - Elevator Testing	\$ 70.00
Apex Elevator Inspection & Testing, LLC Total									\$ 70.00
Axon Enterprise, Inc.	ACH Push	General Fund	(blank)	54500	Contracted Services	Police	Mar 2026	Police - Car Cameras (Contract Year 1)	\$ 18,198.72
Axon Enterprise, Inc. Total									\$ 18,198.72
BlueTriton Brands, Inc	Check	General Fund	(blank)	52100	Office, meeting & cleaning supplies, furnit.	Twp Building	0688720319864	Twp Bldg - Water	\$ 521.50
BlueTriton Brands, Inc. Total									\$ 521.50
Borough Of Kennett Square	Check	Sewer Fund	(blank)	53640	Sewer Treatment, KS Borough	Sewer	2025Q4 CWA	2025Q4 Borough Sewage (CWA) Treatment Costs	\$ 107,652.82
Borough Of Kennett Square Total									\$ 107,652.82
Brandywine Valley Scenic Byway Commission	Check	General Fund	(blank)	55407	Brandywine Vly Scenic Byway Com	Community Development	2026	2026 Contribution	\$ 600.00
Brandywine Valley Scenic Byway Commission Total									\$ 600.00
Cardiac Life Products, Inc	ACH Push	General Fund	(blank)	52170	Police Equipment	Police	157788	Police - Equipment	\$ 567.99
Cardiac Life Products, Inc. Total									\$ 567.99
Carroll Engineering Corp	ACH Push	Capital Fund	5 Points Project/Grant	53130	Engineering Services	Engineering Services	251747 Five Points	Five Points Intersection Upgrades	\$ 8,200.00
Carroll Engineering Corp Total									\$ 8,200.00
Chester County Public Safety Training Campus	Check	General Fund	(blank)	54600	Training & Conferences	Police	25-0065	Police - Training (Belt - 2/17-2/18)	\$ 600.00
Chester County Public Safety Training Campus Total									\$ 600.00
Chris Boyle Law Enforcement Consulting, LLC	Check	General Fund	(blank)	54600	Training & Conferences	Police	1698	Police - Law Update Training	\$ 1,089.00
Chris Boyle Law Enforcement Consulting, LLC Total									\$ 1,089.00
CivicPlus, LLC	ACH Push	General Fund	(blank)	54520	IT Services	IT Services	360318	2026 Annual Fee for Website/Hosting/Support/10GB Storage	\$ 5,637.21
CivicPlus, LLC Total									\$ 5,637.21
Collidge Tire & Auto	Check	General Fund	(blank)	53720	Vehicle Maintenance & Repair	Police	163714	Police - Oil Change (2021 Explorer *0247)	\$ 41.45
Collidge Tire & Auto Total									\$ 41.45
Eastern Salt Company, Inc.	Check	General Fund	(blank)	52461	Snow & Ice Control Supplies	Public Works	INV158764	Snow & Ice Control Supplies	\$ 14,199.10
Eastern Salt Company, Inc. Total									\$ 14,199.10
Gale M Fitzpatrick	Check	General Fund	Basciani and Stinson Variances	53072	Zoning Hearing Board	Planning & Zoning	26-06	Court Reporter Services-Zoning Hearing Board	\$ 385.00
Gale M Fitzpatrick Total									\$ 385.00
Garnet Ford, Inc.	Check	General Fund	2025 Activity	53720	Vehicle Maintenance & Repair	Public Works	206792	PW - Vehicle Repair	\$ 1,847.92
Garnet Ford, Inc. Total									\$ 1,847.92
Great America Fin. Services	ACH Pull	General Fund	(blank)	54500	Contracted Services	Twp Building	41287009	Admin - Copier Rental February 2026	\$ 178.00
	Check	General Fund	(blank)	54500	Contracted Services	Police	41029976	Police - Copier Rental 202601	\$ 278.00
							41238217	Police - Copier Rental 202602	\$ 153.00
Great America Fin. Services Total									\$ 609.00
Help-Now, LLC	Check	General Fund	(blank)	54520	IT Services	IT Services	31030 - Admin	Admin - IT Services (Service Calls 202601)	\$ 213.75
Help-Now, LLC Total							31030 - Police	Police - IT Services (Service Calls 202601)	\$ 71.25
International Association of Chiefs of Police	Check	General Fund	(blank)	54200	Dues & subscriptions	Police	457000	Police - 2026 IACP Membership Dues	\$ 285.00
International Association of Chiefs of Police Total									\$ 285.00
International Association of Chiefs of Police Total	Check	General Fund	(blank)	59999	Miscellaneous Expenses	Twp Building		PW - Replacement Mailbox (102 Richardsons Brook)	\$ 150.00
International Association of Chiefs of Police Total									\$ 220.00
Joe Bartasius	ACH Push	General Fund	(blank)	54500	Contracted Services	Planning & Zoning	(blank)	Building Inspections - 20260206 - 20260213	\$ 1,680.91
Joe Bartasius Total									\$ 1,680.91
Keystone Municipal Services, Inc.	Check	Sewer Fund	Ashford Pump Station	53701	Repair & Maint - Ashford PS	Sewer	22608	Ashford Pump Maintenance & Testing (February 2026)	\$ 1,228.40
Keystone Municipal Services, Inc. Total									\$ 1,228.40
M&B Environmental	ACH Push	General Fund	(blank)	53110	Auditing Services	Finance/HR	126747	Progress Billing for 2025 Audit	\$ 1,000.00
M&B Environmental Total									\$ 1,000.00
Mailite LLP	ACH Push	General Fund	(blank)	53721	Vehicle Maintenance & Repair (in-house)	Public Works	142556	PW - Vehicle Maintenance Supplies	\$ 39.24
Mailite LLP Total									\$ 39.24
Napa Auto Parts- PW	Check	General Fund	(blank)	52500	Maintenance Supplies	Public Works	2602-013974	PW - Maintenance Supplies	\$ 114.10
Napa Auto Parts- PW Total							2602-018319	PW - Maintenance Supplies	\$ 199.90
Peter Lumber Company									\$

Kennett Township Bill Voucher Details by Vendor

BOS Meeting Date: March 4, 2026

Vendor name	Payment Type	Fund	Project name	Account	Account title	Department name	Bill	Memo	Amount
Peter Lumber Company Total									314.00
Petroleum Traders Corporation	ACH Push	General Fund	(blank)	52310	Gasoline/Diesel	Public Works	2160503 2164507	PW - Diesel PW - Diesel	\$ 844.47 \$ 175.18
Petroleum Traders Corporation Total									1,019.65
Premium Power Services, LLC	Check	Sewer Fund	(blank)	53700	Repair & Maintenance Services	Sewer	45786	PW - Repairs (VFW)	\$ 1,357.00
Premium Power Services, LLC Total									1,357.00
PSATS	Check	General Fund	(blank)	54200	Dues & Subscriptions	Administration	INV-186279-QSWD	Admin/PSATS Membership Dues	\$ 2,231.00
PSATS Total									2,231.00
Standard Insurance Company	ACH Pull	General Fund	(blank)	51980	Life, Disability, H&L Insurance	Employee Benefits (non-uniform) Police	764146 March 764146 March	764146 NonUni - 2026 Life/AD&D and Short and Long-Term Disability Insurance 764146 Police - 2026 Life/AD&D and Short and Long-Term Disability Insurance	\$ 1,221.90 \$ 1,058.31
		Sewer Fund	(blank)	51980	Life, Disability, H&L Insurance	Sewer	764146 March	764146 Sewer - 2026 Life/AD&D and Short and Long-Term Disability Insurance	\$ 106.78
Standard Insurance Company Total									2,386.99
Tony's Emergency Services, LLC	Check	Capital Fund	(blank)	57400	Veh-Equip (to capitalize)	Public Works Capital	1489	PW - Truck Lights	\$ 6,935.00
Tony's Emergency Services, LLC Total									6,935.00
Wilson of Wallingford, Inc	Check	General Fund	(blank)	53600	Utilities	Public Works	11613379 PW Garage 11613380 Pole Barn 11613378 Twp Building	PW Garage - Propane PW Pole Barn - Propane Twp Building - Propane	\$ 901.27 \$ 107.19 \$ 1,039.86
Wilson of Wallingford, Inc Total									2,048.32
World Fuel Services, Inc.	ACH Push	General Fund	(blank)	52310	Gasoline/Diesel	Police	3458624-41525	Police - Gas	\$ 324.39
World Fuel Services, Inc. Total									324.39
YCG, INC.	ACH Push	General Fund	(blank)	54500	Contracted Services	Police	236628	Police - Calibration Fee 202602	\$ 251.00
YCG, INC. Total									251.00
Grand Total									\$ 182,116.73

Policy/Information Briefing Summary

Board of Supervisors



Regarding: Resolution 2026-10: MAP Grant Application
Prepared By: Katelynn Morgenstern, PP, AICP, CZO
Date Prepared: February 27, 2026
Date of Proposed Action: March 4, 2026

ACTION FORCING EVENT

The PA Department of Community & Economic Development (DCED) administers the Municipal Assistance Program (MAP) to assist local governments to plan for and efficiently implement a variety of policies, programs, or projects related to shared service activities or community planning initiatives. Kennett Township's proposed Comprehensive Plan update is a well-qualified project for these grant funds.

BACKGROUND & ANALYSIS

A Comprehensive Plan is a strategic long-range planning document that serves as the blueprint for a community's future. The document is intended to guide local decision-making on policy and development topics including housing affordability, infrastructure, economic development and natural resources. Kennett Township's Comprehensive Plan was last updated and adopted in 2015.

This Resolution is a requirement of the Municipal Assistance Program grant application. The application deadline is April 1, 2026.

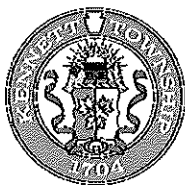
FINANCIAL IMPACT

The estimated cost for the Comprehensive Plan Update project is approximately \$125,000.00. The MAP grant considers grants for up to 50 percent of eligible costs and a 50 percent match requirement. The required match may be achieved through cash match, in-kind match or a combination thereof.

The project Township cost is approximately \$62,500.00 committed through a combination of cash and in-kind services. The approved 2026 budget allocates \$50,000.00 to this project. This grant would benefit the Township financially.

RECOMMENDED MOTION

To approve Resolution 2026-10: MAP Grant Application



**KENNETT TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

RESOLUTION No. 2026-10

**RESOLUTION AUTHORIZING AN APPLICATION TO THE PENNSYLVANIA MUNICIPAL
ASSISTANCE PROGRAM.**

WHEREAS, Kennett Township will be undertaking a project to prepare a Comprehensive Plan for Kennett Township; and

WHEREAS, the Pennsylvania Department of Community and Economic Development makes available grants-in-aid to such projects through the Municipal Assistance Program;


NOW THEREFORE BE IT RESOLVED that the Board of Supervisors of Kennett Township hereby authorizes submission of an application to the Municipal Assistance Program in the amount of \$62,500 and

BE IT FURTHER RESOLVED that the Board of Supervisors of Kennett Township hereby commits municipal resources in the amount of \$62,500 as cash and in-kind match for said project.

RESOLVED and **ADOPTED** this 4th day of March, 2026.

ATTEST:

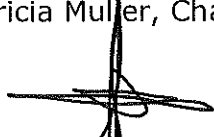
**BOARD OF SUPERVISORS OF
KENNETT TOWNSHIP**



Alison Dobbins, Secretary



M. Patricia Muller, Chair



Geoffrey Gamble, Vice-Chairman



Michael Bailey, Member



March 4, 2026

The Honorable Chrissy Houlahan
U.S. House of Representatives
West Chester District Office
709 East Gay Street, Suite 4
West Chester, PA 19380

**RE: Kennett Area Park Authority – WaterWorks Revitalization
FY 27 Community Project Funding/Congressionally Directed Spending — Support Letter**

Dear Senator Houlahan:

On behalf of Kennett Township, I am once again seeking your support for the Kennett Area Park Authority's (KAPA) WaterWorks Revitalization project located at Anson B. Nixon Park.

Anson B. Nixon Park encompasses 110 acres that provide protected open space and recreational amenities for residents and visitors in the Kennett Square Area. The park features two ponds and over three miles of hiking and walking trails that connect to the Kennett Greenway, as well as playground areas and community space that attract over 170,000 visitors each year. Revitalization efforts will transform the historic WaterWorks buildings on site to create new office space and a boardroom for KAPA, a catering kitchen and picnic pavilion, and indoor and outdoor classrooms and exhibit space for education and learning activities. Additional amenities include a picnic pavilion, a public plaza with a splashpad, and restrooms. KAPA's ongoing community-focused initiatives provide integral opportunities to some of Chester County's most disadvantaged and historically marginalized communities. This project is an extension of those efforts.

With a portion of the Park located in our township, we are proud to pledge our continued support of this project and respectfully request your advocacy regarding this funding request.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Alison S. Dobbins".

Alison S. Dobbins
Kennett Township Manager



March 4, 2026

The Honorable John Fetterman
U.S. Senate
Philadelphia District Office
200 Chestnut Street, Suite 600
Philadelphia, PA 19106

**RE: Kennett Area Park Authority – WaterWorks Revitalization
FY 27 Community Project Funding/Congressionally Directed Spending — Support Letter**

Dear Senator Fetterman:

On behalf of Kennett Township, I am once again seeking your support for the Kennett Area Park Authority's (KAPA) WaterWorks Revitalization project located at Anson B. Nixon Park.

Anson B. Nixon Park encompasses 110 acres that provide protected open space and recreational amenities for residents and visitors in the Kennett Square Area. The park features two ponds and over three miles of hiking and walking trails that connect to the Kennett Greenway, as well as playground areas and community space that attract over 170,000 visitors each year. Revitalization efforts will transform the historic WaterWorks buildings on site to create new office space and a boardroom for KAPA, a catering kitchen and picnic pavilion, and indoor and outdoor classrooms and exhibit space for education and learning activities. Additional amenities include a picnic pavilion, a public plaza with a splashpad, and restrooms. KAPA's ongoing community-focused initiatives provide integral opportunities to some of Chester County's most disadvantaged and historically marginalized communities. This project is an extension of those efforts.

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Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Alison S. Dobbins".

Alison S. Dobbins
Kennett Township Manager



March 4, 2026

The Honorable Dave McCormick
U.S. Senate
Philadelphia District Office
2000 Market Street, Suite 610
Philadelphia, PA, 19103

**RE: Kennett Area Park Authority – WaterWorks Revitalization
FY 27 Community Project Funding/Congressionally Directed Spending — Support Letter**

Dear Senator McCormick:

On behalf of Kennett Township, I am once again seeking your support for the Kennett Area Park Authority's (KAPA) WaterWorks Revitalization project located at Anson B. Nixon Park.

Anson B. Nixon Park encompasses 110 acres that provide protected open space and recreational amenities for residents and visitors in the Kennett Square Area. The park features two ponds and over three miles of hiking and walking trails that connect to the Kennett Greenway, as well as playground areas and community space that attract over 170,000 visitors each year. Revitalization efforts will transform the historic WaterWorks buildings on site to create new office space and a boardroom for KAPA, a catering kitchen and picnic pavilion, and indoor and outdoor classrooms and exhibit space for education and learning activities. Additional amenities include a picnic pavilion, a public plaza with a splashpad, and restrooms. KAPA's ongoing community-focused initiatives provide integral opportunities to some of Chester County's most disadvantaged and historically marginalized communities. This project is an extension of those efforts.

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Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script, reading "Alison S. Dobbins".

Alison S. Dobbins
Kennett Township Manager

Policy/Information Briefing Summary

Board of Supervisors



Regarding: Audio Visual Repairs and Improvements for Public Meeting Room

Prepared By: Amy Heinrich, Finance & HR Director

Date Prepared: February 27, 2026

Date of Proposed Action: March 4, 2026

ACTION FORCING EVENT

The Q-SYS system that controls our audio-visual capability in the Public Meeting Room failed in late 2025. We have been operating with temporary solutions that don't provide long-term adequate hybrid meeting capabilities.

BACKGROUND

The Q-SYS Core is the system that controls our audio-visual capabilities in the Public Meeting room, including the permanent camera, microphones, and speakers. It failed in late 2025. Our current provider evaluated it, could not repair it, and recommended replacing it. We have worked with our current provider and 3 other Co-stars providers to evaluate our options.

Additionally, we would like to add wireless microphones, a battery back-up, and a service plan. The current wired microphones require large cables to be draped across the floor, causing a dangerous and unsightly situation. They also won't reach the Department Head Table during the Board meetings or other potential set-ups used by other groups. The lack of battery back-up can cause issues with the system in the case of power outages. We have a whole building generator, but the battery back-up is needed to bridge the brief outage in the case of power failure. The lack of battery back-up can cause strain on the system due to sudden shutdown. Lastly, we have not had a service plan with our current provider. Every time we needed support, we had to wait for extended periods of time due to their full schedule and been charged labor rates of ~\$500/hour.

We had budgeted \$23.7K for these improvements in the 2025 Capital Budget. At the time of drafting the 2026 budget, the Core was still working, and we were planning to complete the other enhancements in 2025. Therefore, we did not carry the budget into the 2026 Capital Budget.

We've been functioning with a portable temporary video camera and speaker phone. Both the picture and sound quality are inadequate for the long-term. The cords around the room are dangerous and unsightly and require people speaking to be positioned in awkward places, at times.

ANALYSIS & FINANCIAL IMPACT

The desired package includes a new Q-SYS core including programming, an associated table-top controller, 8 gooseneck wireless microphones, associated receivers and docking stations, a battery back-up, integration of a Township-provided computer, and a service and maintenance plan.

All options retain the current permanent camera, which meets our needs, and overhead projector and screen. At some point, we recommend replacing the projector and screen with a large TV on an audio cart, but are not prioritizing it currently.

We collected recommendations for CoStars providers from other municipalities. We had three vendors provide recommendations and quotes, in addition to our current provider. We saw price ranges from \$24K to \$51K for similar products, plus the cost of the appropriate computer (under \$1K) and a maintenance plan after the first year.

We are conducting our final due diligence by checking references on the top two providers and will make a final choice when that is finished.

RECOMMENDATION

Given that we have been operating with inferior AV solutions in the interim, we recommend proceeding with a motion that authorizes the Township Manager to execute a “not to exceed” contract.

RECOMMENDED MOTION

To authorize Alison Dobbins, the Township Manager, to execute a final contract with the chosen provider not to exceed \$31,000 and to amend the 2026 Budget to include the contract amount.

MEMO



Regarding: Chester County Intermediate Unit (CCIU) Fuel Bid Results
Prepared By: Denise Serino, Purchasing Specialist
Date Prepared: 2/25/2026
Date of Proposed Action: No Action Required

Background

The purpose of this memo is to provide details of the fuel bid opening through CCIU for the period of August 1, 2026, to July 31, 2027. Fuels included in the bid are heating oil, unleaded gasoline, 2% biodiesel, and propane. Vendors were required to give floating and firm pricing for each bid by February 18, 2026. CCIU summarized the bids and sent an email on February 18, 2026, to all participating entities. The results below show that the fixed rate pricing is advantageous to the floating pricing from this bid and our current floating pricing. We expect to save a total of \$6,462 or 10% vs. the pricing of the prior contracts. However, our estimated volumes have increased, which offsets the savings.

The rates below may change slightly based on market conditions. Once an agreement is signed, we are locked in for fixed rates that will not change for the full term. No action is required by the Board.

Below is the pricing breakdown for each fuel:

Fuel Type	Est. Quantity in Gallons	Vendor	Firm Pricing	Floating Pricing	Current Pricing	Total Cost with Firm Pricing	Equivalent Cost w/ Current Pricing	Estimated Cost Savings
2% Bio-ULSD	8,000	Guttman Oil	2.4252	2.8392	2.61	\$19,402	\$20,880	-\$1,478
Unleaded Gas	13,500	Petroleum Traders	2.1483	2.1398	2.45	\$29,002	\$33,075	-\$4,073
Propane	6,500	Rhoads Energy	1.1899	1.1263	1.33	\$7,734	\$8,645	-\$911
Total	28,000					\$56,138	\$62,600	-\$6,462