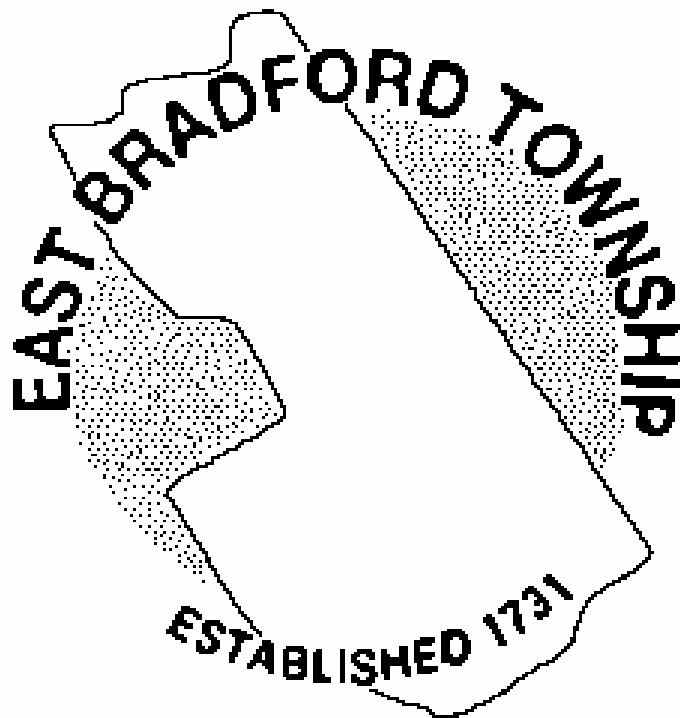


East Bradford Township

Accomplishments & Notable Events

2003



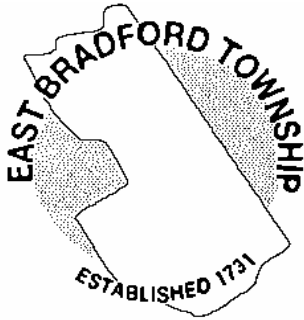


September 29, 2004

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INTRODUCTION



The information contained in the following pages is an administrative summary of municipal activity occurring in East Bradford Township in 2003. The purpose of this publication is to serve as a vehicle for highlighting municipal accomplishments and noteworthy events during the past year rather than as a statistical compendium. The details of the monthly business of the Board of Supervisors, its appointed Advisory Boards and Commissions (A.B.C.'s) and the daily activities of the Township Staff can be examined through the recorded minutes, the annual budget(s) and audit, codes and building reports, subdivision / land development files, monthly financial reports and numerous other municipal records available to the citizens of East Bradford Township and the general public upon request (under the Open Records Law). Increasingly more municipal information for East Bradford Township can be accessed from the Township web site www.eastbradford.org including historical facts, Board of Supervisors and A.B.C. minutes, East Bradford Codes (including zoning and subdivision), municipal services and annual budgets.

This report is prepared by the Township Manager as part of the requirements of Ordinance No. 140 of 1992, titled "Township Manager". The intent of the Annual Report is to serve as an educational resource and archival document for East Bradford taxpayers, property owners and citizens, elected and appointed Township officials and those persons interested in the business of local government operation and administration. The Board of Supervisors of East Bradford Township embraces the attitude of "local government as accessible, responsive and service oriented".

ACCOMPLISHMENTS AND NOTABLE EVENTS

The following highlights are not necessary in chronological order. When the highlighted item was the result of a volunteer advisory board or commission, the accomplishment is more fully described in the section devoted to the applicable ABC. When the activity was more directly attributable to the Board of Supervisors – a notation has been made and a more thorough summary is provided below.

- Vincent M. Pompo, Esq. commences first full term as Township Supervisor. Mr. Pompo was elected in November 2003 to a 6-year term of office and officially sworn to office at the January 5, 2004 organizational meeting.
- The **Board of Supervisors** continued to improve access to and responsiveness of the Township through the official East Bradford Township web site www.eastbradford.org. The enhanced web site provides additional opportunities to keep informed with timely announcements, municipal business and services.
- The **Board of Supervisors** continued to implement changes targeted to improve communication and coordination with all advisory boards and commissions (A.B.C.'s). A staff member has been designated to serve as liaison with every Township A.B.C.
- Advisory Board and Commission members volunteered an estimated 2,500 hours in 2003 attending meetings, work sessions, conducting site visits and overseeing various projects as advisors to the Board of Supervisors and in service to the citizens of East Bradford Township.
- Keep East Bradford Township Beautiful Day (KEBTBD). The **Board of Supervisors** cracked down on litter, adopting a zero tolerance policy. They continue to challenge Township staff, volunteers and residents to take up the charge of making East Bradford Township a "no litter zone." Two KEBTBD events were held in 2003 (April and November) for residents to collect trash along the roads. The November 2003 event saw the largest KEBTBD turnout ever, coverage on WCOJ AM and in the Philadelphia Inquirer. In spite of these efforts, the Township continues to be despoiled by litter and the Township will continue examining ways to combat the problem.
- At the request of the **Board of Supervisors**, the Scenic Roads Study Committee was established and held its first meeting in 2003. A "limited term" committee, their goal is to provide recommendations on a range of issues related to the "scenicity" of roadways throughout the Township. Tasks on their agenda include formulating answers from the fundamental question "What is a scenic road?", to litter prevention (a request and top priority of the Board of Supervisors), signage, the impact of land disturbances, and proper maintenance in Township road right-of-way. The findings of the Committee will be forwarded to the Board. Recommendations adopted by the Board will be implemented by the standing committee most directly related to the respective issue(s).

- Purchase of the DeFrenes property (January 2004) (10 acres, 875 Brandywine Road) for open space preservation and public trail access. The property was purchased in January in fee simple with the intent to resell with a conservation easement. The property is contiguous to the Thompson open space easement and Paradise Valley Open Space (a passive recreation park owned and managed by the Township).
- The Board of Supervisors officially accepted a 34-acre open space donation from Philadelphia Suburban Water Company, now Aqua America, at a press conference (02-06-04) at the Township Building. The property is located along Creek Road adjacent to the recently refurbished Ingram's Mill Water Treatment Facility. The property is open to the public and affords recreational access to the Brandywine River. The press conference was attended by numerous elected officials and representatives including Aqua America Chief Executive Officer, Nicolas DeBenedictis, Chester County Commissioner Chairperson Carole Aichele and special guest Secretary of the Pennsylvania Department of Environmental Protection Kathleen ('Katie') A. McGinty.
- Restoration of Historic Gibson's Bridge was completed and re-opened for public use in 2003. This historic 1872 covered bridge located on the Township line between East Bradford and West Bradford on Harmony Hill Road (at the intersection with Rt. 322) sustained severe structural damage from flood waters from record rainfall (10" to 12") attendant to Hurricane Floyd in late 1999. As a result the bridge was closed to all traffic. The Bridge is owned and maintained by Chester County.
- Significant progress on the 'comprehensive' update to the comprehensive plan was made in 2003 as a result of diligent time and effort donated by Township resident volunteers to the Comprehensive Plan Update Task Force. The update is scheduled for completion in 2004.
- Rt. 322 intersection improvements project continued through 2003. The \$2.65 M project (10 plus years in the planning/review approvals/design/right of way acquisition) is targeted for completion by the Summer of 2004.
- Strode's Mill Area Study Committee continued its service to the Township through 2003. A technical report on issues throughout the Plum Run Watershed was commissioned and scheduled for distribution in 2004. The Study Committee is expected to conclude its work in 2004 with submission of a final report to the Board of Supervisors. All approved action items would then be implemented by the appropriate standing advisory board, committee or commission.

- The **Board of Supervisors** adopted a Township Code of Ethics for Township Supervisors, appointed officials and volunteers and Township Staff.
- The **Board of Supervisors** approved a communication policy with regard to persons seeking to do business in the Township for Staff and appointed officials. The purpose is to prevent misunderstandings and confusion among the involved parties.
- The **Board of Supervisors** continued to implement changes targeted to; improve communication and coordination with all A.B.C.'s, advance the agenda of improving access to the Township and responsiveness to the public, enable staff to be more proactive in advancing Township priorities, provide a more detailed accounting of Township affairs by creating and filling two new staff positions; Assistant Township Manager and Zoning Officer.
- The **Board of Supervisors** established a Board of Supervisor and staff liaison for each of the A.B.C.'s. in order to improve communication and coordination with the advisory boards and commissions

LAND DEVELOPMENT & PUBLIC WORKS PROJECTS UNDER CONSTRUCTION

The Minutes of the Board of Supervisors and the Planning Commission provide information about subdivision applications and land development plans. In addition, information about other subdivision applications and related matters, as they are brought before the Board of Supervisors, are recorded in the Minutes of the relevant public meetings. All subdivision files and plans are available for public review during regular business hours.

Subdivision Submissions

SD# 556

Mercer's Mill (Cornerstone Communities - David DellaPorta)

Conditional Use 27 Townhouses in 9 groups of 3

Rt. 842 (1/4 mile west of Bradford Avenue)

02-25-03 Approval - Planning Commission

03-13-03 Approval - Board of Supervisors

SD# 562

Abbott, Reynolds, Hyatt

Conservation Development Plan: 6 lots

Near juncture of Creek & Hillsdale Roads

01-28-03 Approval - Planning Commission

02-11-03 Approval - Board of Supervisors

- Chadds Ford Abstract (Conservation Plan, 4 lots for single family homes - approved)

SD#563

College Campus Partners

West Chester University (South)

Tigue Road/New Street

Conditional Use for multifamily student housing

06-24-03 Approved – Planning Commission

06-25-03 Approved – Board of Supervisors

- West Chester University (By right, for construction of 11 dormitories and clubhouse – approved)

SD# 565

Wildasin/Boyd Property

1130 Copeland School Road

(Minor subdivision to change lot line – approved)

Planning Commission Approved

Board of Supervisors Approved

SD# 566

Smith/Frankel Property

933 Bridle Lane

(Minor subdivision to change lot line – approved)

05-27-03 - Planning Commission Approved

06-10-03 - Board of Supervisors Approved

Ingram's Mill (Minor subdivision to donate lot to Township – approved)

Planning Commission Approved

Board of Supervisors Approved

SD# 548

Park Place (Stancato & Abdala, later Nolen Builders)
Major Subdivision (townhomes)
Rt. 322
Approved 06-12-01 (amended plan 11-13-01)

SD# 552

Brookworth Plaza (Talleyville Properties)
Land development (commercial / retail)
Rt. 322
Approved 01-06-03 (conditional use approval 12-20-01)

Conditional Use, 88,230 sf shopping center within 5 buildings
Planning Commission Approved
Board of Supervisors Approved

SD# 563

College Campus Partners
Land development
(Conditional Use – OSDO R-4 multi family student housing Decision)
Application Review 1/22/03, Approved June 2003.

SD# 568

RCM Associates Property
(Minor subdivision to change lot line – approved)
Planning Commission Approved
Board of Supervisors Approved

BUILDING PERMIT ACTIVITY SUMMARY 2003



The Township continued to operate (for building inspection and permit business) under the 1993 BOCA National Building Code (Twelfth Edition) in 2002 and 2003. The BOCA Code provides minimum standards to insure the public, health, and welfare insofar as they are affected by building construction and to secure safety to life and property from all hazards incident to the occupancy of

buildings, structures and premises. The Board of Supervisors initiated the creation of a Township Building Code Appeals Board in 1995. Revisions to the new statewide uniform building code were finalized in 2003. The Township will be adopting all resolutions and amendments in 2004 that are needed to ensure compliance with the new code while protecting fiscal and natural resources of the Township.

TYPE	Total Numbers	Cost of Construction	Cost of Permits	Public Sewage**	Highway Fund **
Single Family Detached	18	\$ 4,466,900	\$ 19,760	\$0	\$9,000
Single Family Attached	9 (54 DU)	\$3,715,614	\$27,351	\$250,560	\$24,000
Multi-Family	11 (132 DU)	\$10,604,000	\$24,000	\$401,940	\$72,000
Commercial	9	\$4,255,662	\$20,771	\$181,660	\$0
Residential Alterations Additions	79	\$3,265,284	\$23,277	\$0	\$0
Commercial Alterations Additions	2	\$205,500	\$1,030	\$0	\$0
Pools	17	\$541,033	\$8,685	\$0	\$0
Residential Accessory	18	\$283,549	\$2,035	\$0	\$0
Decks	26	\$132,005	\$2,158	\$0	\$0
Demolition	7	\$24,010	\$725	\$0	\$0
Retaining Walls	4	\$655,000	\$11,270	\$0	\$0
Sprinklers (Fire)	21	\$506,898	\$8,220	\$0	\$0
Temp Structures (Site Trailers)	6	\$19,545	\$875	\$0	\$0
TOTALS	230	\$28,888,000	\$151,058	\$834,160	\$105,000

** Note: Totals and sub-totals may be at variance to the audited accounts due to the date of permit issuance and actual posting of fee receipts to accounts.

ZONING HEARING BOARD ACTIVITY

The position of Township Zoning Officer was created and filled in 2003 with the hiring of Amanda "Mandie" Cawley. No report was submitted for applications heard by the East Bradford Township Zoning Hearing Board in 2003.

The Zoning Hearing Board, appointed by the Board of Supervisors, is a quasi-judicial body, empowered by the Municipalities Planning Code, Act 247 of 1968, as amended. Its purpose is to help assure fair and equitable application and administration of the zoning ordinance by hearing appeals of interpretations by the Zoning Officer and by granting relief from the literal enforcement of the ordinance under specific hardship circumstances beyond the control of the applicant.

Decisions and related information on any hearings are available for review in the township building during regular business hours.

CODES ENFORCEMENT

Additional staff was hired in this area in 2003. As a result, the position of Codes Enforcement Officer / Zoning Officer was divided with one full-time individual dedicated to each task: 1) Codes Enforcement Officer, and 2) Zoning Officer. Routine investigations of alleged ordinance violations to ensure compliance and uniform enforcement continued. Monthly Codes Enforcement/Zoning Update reports were presented to the Board of Supervisors to keep the Board informed about general code and zoning related enforcement matters and to obtain necessary authorization from the elected officials when enforcement action is warranted. The Minutes of the Board of Supervisors include report information when presented and attendant discussion by the Board of Supervisors.

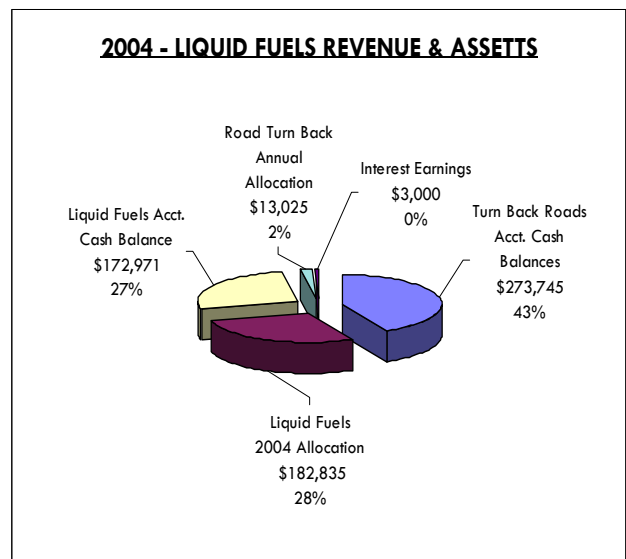
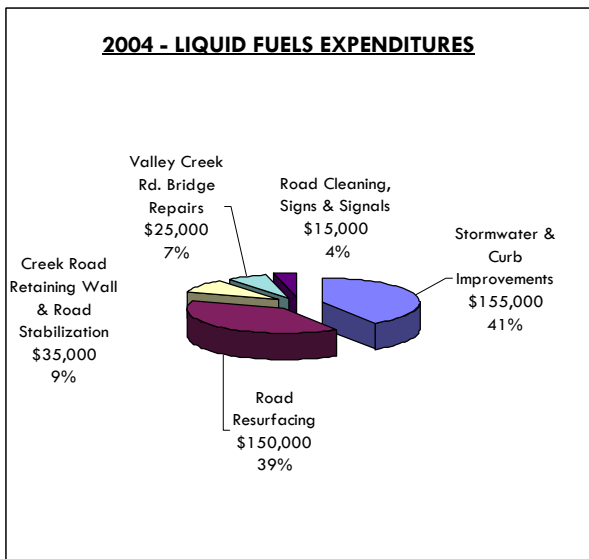
The following is a summary of activities reported to the Board of Supervisors in 2003: The East Bradford Township Codes Enforcement Officer, Brenden L. Beaumont, is working with new employee Amanda C. Cawley as she acclimates to the position of East Bradford Township Zoning Officer. The Zoning Officer provides interpretations of the Zoning Chapter to property owners, builders as well as the Planning Commission. The Township Zoning Hearing Board hears disputed interpretations.

ROAD MAINTENANCE & RELATED PROJECTS

Road maintenance and related public works are carried out under the supervision of the Township Roadmaster. Each year the Board of Supervisors conducts semi-annual road inspections to determine road maintenance and road reconstruction projects. The Township maintains a 10 Year Road Program that serves as a guide for scheduled maintenance, road improvements and resource allocation. A new Ford F-350 Truck with snow plow and spreader was purchased in 2003 replacing a similar model truck that was ten years old (purchased in 1993).

New Township Roads and Liquid Fuels Funding

East Bradford Township was responsible for maintaining over 45.41 miles (PADOT Liquid Fuels Road Inventory) of township roads including 42.61 ‘liquid fuels’ miles and 2.80 ‘turn back’ miles. The roads listed below were added to the Liquid Fuels Township Road Inventory in 2003 (and will be reflected in the 2004 Liquid Fuels Allocation and also in the Road Inventory). Township roads (typically new subdivision roads) constructed according to Township specifications, are offered for dedication by a developer and accepted for dedication by the Board of Supervisors, after which the roads are submitted to the Pennsylvania Department of Transportation to be included on the PADOT road inventory. Dedicated Township roads then qualify for Liquid Fuels Funds (derived from the state tax on motor fuels) which are distributed proportionately by the Commonwealth of Pennsylvania to all local municipal governments in Pennsylvania. Liquid Fuels Funds must be used for the maintenance, repair and reconstruction of township roads and also for purchase of road related equipment and machinery. East Bradford Township received \$195,860 of funds from the Commonwealth of Pennsylvania in 2003 which included a \$13,025 annual allocation for ‘take back’ road miles (see charts).



Route 322 Intersection Improvements

This is a cooperative project between the Township, PADOT and the Federal Highway Administration. The improvements will include lane construction and widening and traffic signalization of the intersections of Rt. 322 and the Rt. 322 Bypass and Rt. 322 and Copeland School Road. As traffic volumes continue to increase the need for completion of these improvements becomes more pressing each year. As of the end of 2003 construction was underway and is likely to conclude in the summer of 2004.

A Few Historical Notes:

The project was initiated in 1989 with its inclusion on the Chester County Twelve–Year Highway Improvement Program.

In 1997 PADOT agreed to assume 100% of the construction costs for the project (previously 80%); the Township agreed to assume 100% of all design expenses in excess of \$335,000.

Preliminary Engineering and Design of the US Route 322 / West Chester By-pass Intersection Improvements was completed in 1998 (after more than 5 years of environmental and related clearances and approval requirements).

Final Engineering and Design was completed in 1999.

In 1999 a revised estimate of the project construction cost was increased to \$2.4 million.

Edwards & Kelcey has been the traffic engineering consultant engaged by the Township to complete the Township related elements of the project.

The Township portion (20%) project expenses (engineering and ROW acquisition only) to date have been (and are expected to continue to be) funded entirely by the Township (Highway Improvement Fund contributions from developers).

Details of the project scope and design are available for review at the Township.

10-Year Road Plan – Completed Projects In 2003

In addition to the routine services performed on roads and within the right-of ways in the township (patching, line painting, sign installation & replacement, storm drainage to name a few) and emergency maintenance of roads from snow and storm events, the following projects, scheduled in the Township 10 Year Road Plan Program were completed in 2003:

Resurfacing Projects:

Ravine Road paving

BELLBROOK ROAD- 3,400 sq. yd. / 2060 L.F. bituminous overlay.

\$10,375

Also replaced sections of concrete curb. \$ 625 \$11,000

SQUIRES DRIVE- 9,800 sq. yd. / 4070 L.F. bituminous overlay

- Pipes were replaced on Tigue and Brandywine Roads.
- Road shoulders on New Street, Allerton Road, Shenton Road, washed out and were repaired.
- A road bank on Ashbridge Street and Ravine Road were repaired with 82 tons of R6 riprap and 47 tons of R4 riprap (with 122 tons of 2A subbase) respectively.
- Curbs on Shropshire and Peter Christopher Drive were replaced in preparation of paving.
- Bradford Avenue was milled and paved to reduce stormwater runoff and improve the integrity of the road surface.

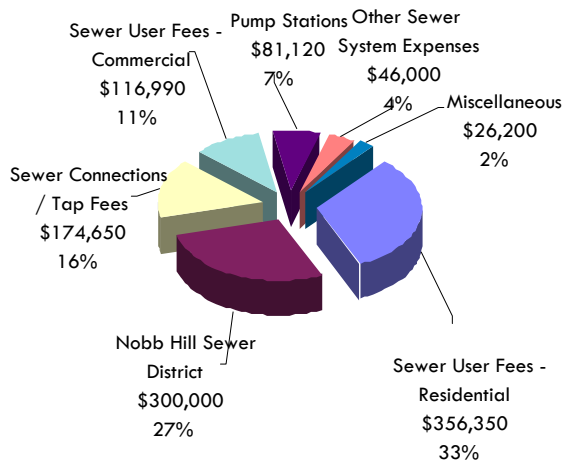
PUBLIC SERVICES

Sewer Operations

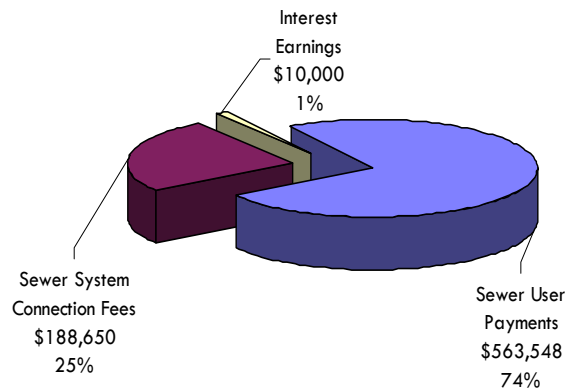
Public sewer service in East Bradford Township is reliant upon wastewater treatment by sewage facilities owned and operated by the Borough of West Chester through an Inter-municipal Cooperation Sewer Agreement between the Township and Borough. The Agreement sets forth the conditions by which sewage is to be conveyed from the Township to sewage processing facilities in West Chester Borough and provides for reserved allocation capacity, operations and conveyance specifications, charges and payments and payment of tapping fees. The original Agreement between the Township and the Borough was executed in January 1984. In October 1992, the Township, with the cooperation of the Borough, entered into an Inter-Municipal Agreement with Birmingham Township to receive sewage from Birmingham Township, the result of a subdivision (Radley Run IV) located in both townships.

As of October 21, 2003, East Bradford Township had 368 single family and 715 townhouse residential sewer customers. In addition, East Bradford Township serviced 10 commercial / institutional accounts in 2003 including Bradford Plaza; West Chester University Residence Halls; and, Brandywine Hall Care Center. Residential customers are invoiced on a fixed rate basis (vs. actual usage (gallons)). Commercial/institutional customers are invoiced based upon actual usage. The Township invoices its residential and commercial customers on a quarterly schedule.

2003 - SEWER FUND EXPENSES



SEWER FUND REVENUES



Approximately 40% of the dwelling units (households) in East Bradford Township are connected to public or private centralized (Radley Run Mews, Brandywine River Estates, Brandywine Overlook) sewage treatment.

The **annual** rates for residential customers in 2003 were as follows:

Single Family	\$412.44
Townhouse	\$314.80



Sewer rates increased 6% in 2003. This increase is commensurate with the increase in collection and disposal fees charged by West Chester Area Sewer Authority.

In 2003, the Township owned and operated four (4) sewer pump stations and related conveyance equipment to transmit the sewage flows to the Goose Creek Wastewater Treatment Plant and the Taylor

Run Wastewater Treatment Plant both of which are owned by the Borough of West Chester.

- Plum Run Pump Station, constructed in 1989, is located along Route 52 at the entrance to the Plum Tree townhouse community.

- Windon Pump Station, constructed in 1988, is located along Hillsdale Road near the entrance to the Terraces at Windon townhouse community.
- Strode's Mill Sewer Pump Station, constructed in 1994, is located at the southeast corner of the intersection of Route 52 and Birmingham Road.
- Kenmara Sewer Pump Station, constructed to serve the Kenmara subdivision and located at the intersection of Route 322 and Copeland School Road commenced operation in late 1998. Public dedication occurred in late 2000.

Additional Sewer Related Planning

East Bradford Township and Birmingham Township entered into an Inter-municipal Cooperation Agreement in 1998 to permit additional (13 +/- edu's) sewage flows from Birmingham through the East Bradford conveyance system to wastewater treatment facilities in the Borough of West Chester.

Act 537 Official Sewage Facilities Plan

The most current Act 537 Official Sewage Facilities Plan (Revision) for East Bradford Township was approved by the PA Department of Environmental Protection (DEP) December 1994. The February 1994 plan replaces a 1974 Sewerage Facilities Plan for East Bradford Township. The purpose of the 537 Plan, required by P.L. 1525 of 1966, Act 537, as amended, is to cause all municipalities in Pennsylvania to provide for and effectively manage the existing and projected wastewater flows in the municipality.

An integral aspect of the Plan, required by the DEP, includes long-term plan coordination with the Borough of West Chester to implement 10-year and 20-year public sewer service plans. In addition, the Township plans to initiate a plan for on-lot sewage management and maintenance in 2004. While a 1995 Township-wide ordinance governing municipal management of on-lot subsurface sewage disposal facilities was not adopted, the Township Supervisors have directed staff to re-examine the issue with an emphasis on identifying the most efficient process for promoting the proper maintenance and function of on-lot septic systems. Approximately 60% of properties in the Township continue to utilize on-lot sewage disposal so this issue has an impact on a majority of Township residents. System failure can be a significant source of groundwater and system replacement can be very costly. This is one area where an ounce of prevention is worth a pound of cure.

Solid Waste (Refuse) Collection & Recycling

BFI (Browning, inclusive of two 1-year options. -Ferris, Inc.) has the current service for collection and disposal of municipal waste and recyclables within the Township. BFI has

been a regular participant (at no cost to the Township) in the Keep East Bradford Beautiful Day litter pick-up and has focused on the most heavily traveled (and trashed) roadways throughout the Township including Routes 322, 162, and 52/100. The Township has initiated discussions with BFI regarding a more formal addition to the trash contract that would pay for litter pick-up on the state roads and throughout the Township on a much more frequent basis.

The Township continues its policy of requiring participation of all residential properties and setting a minimum level of service. The contractor is responsible for all invoicing/collection administration and residents remit payments directly to the contractor. This method has proven to be effective and economical to the residents of the Township. In 2003, the Township continued collection of leaf waste at curbside (3 times) during the (Fall) leaf season and (2 times) during the Spring leaf season.

The following is the annual cost per dwelling unit, including recyclables, bulk pick-up and leaf collection, for Township residents. Trash and recyclable materials are picked-up at curbside one time per week. The contractor invoices residential customers in the township quarterly.

	1998	1999	2000	2001	2002	2003
Monthly	\$10.92	\$11.14	\$11.38	\$11.60	\$11.85	
Annual	\$131.04	\$133.68	\$136.56	\$139.20	\$142.20	

Recycling Efforts and Performance

The Township continued to promote the value of recycling in 2003 with an increasing emphasis on aggressive, yet responsible participation. Residents have been encouraged to secure items left curbside: items including recycling as well as trash. Simple steps residents have been encouraged to take are securing trash can lids, firmly sealing any and all trash bags, placing trash and recyclables curbside the morning of the collection day and simply not littering. All of these steps would contribute to the minimization of trash throughout the Township. While the cooperation of one single Township resident may not make a visible difference, the cumulative impact of many homeowners stepping up in the fight against litter would significantly increase the visual beauty of the Township.

Recyclable materials collected at curb side include: newspaper; magazines; junk mail; aluminum cans; amber, green and clear glass; PET and HDPE plastics (#1 & #2); bi-metal cans; and, corrugated cardboard. In 2003, the Township continued to provide monthly drop-off recycling of large piece corrugated cardboard behind the Township Building.

Police Protection



“24 x 7” police protection for East Bradford Township is provided through an Inter-municipal Cooperation Agreement with the Borough of West Chester. Supplemental support routinely is provided when a response so warrants (traffic accident, criminal incident). A full complement of investigative services, juvenile officer review, D.A.R.E. Program, ESP (electronic speed surveillance) and enforcement, radio dispatching and multiple unit response is available to the Township under the terms of the Agreement.

Monthly police activity reports were prepared for 2003 and are available for review at the township building together with an East Bradford Township 2003 summary report. Calls for service from East Bradford Township increased from 3,275 in 2002 to 3,607 in 2003 (anytime a call is received from a citizen it is logged in the incident report regardless of whether there is a response). UCR Reportable Offenses (serious crime statistics required by the Federal Government) include Part I Offenses (murder, rape, assault, burglary, theft, and arson) and Part II Offenses (forgery, sex offenses, drunkenness, narcotics, vandalism, weapons, stolen property, fraud, vagrancy...). In 2003 East Bradford (one of four geographical sectors for which statistics are collected) represented 18% of the offenses (including attempts) throughout the West Chester Police Department service area. East Bradford Township with a Census 2000 population in excess of 9,400 continues to reflect a statistical profile for crime that is extremely low when compared with other suburban and

urban jurisdictions in the region.

The fee schedule under the current Agreement for police services:

POLICE PROTECTION SERVICES - CURRENT AGREEMENT SCHEDULE	
January 1, 1999 – December 31, 1999	\$411,161 annually (paid in quarterly installments of \$102,790)
January 1, 2000 – December 31, 2000	\$425,495 annually (paid in quarterly installments of \$106,374)
January 1, 2001 – December 31, 2001	\$442,147 annually (paid in quarterly installments of \$110,537)
January 1, 2002 – December 31, 2002	\$459,046 annually (paid in quarterly installments of \$114,762)
January 1, 2003 – December 31, 2003	\$580,054 annually (paid in quarterly installments of \$145,0140)
Capital expense (patrol vehicle replacement) of \$11,000 annually for the term of the Agreement is included.	

The Third Amendment to the Police Cooperation Agreement provides that a minimum 24 aggregate Speed Details (or ESP's – electronic speed patrols) be conducted annually at a separate rate per service (\$106.00 per hour) above the standard police services. The various police report are on file and available for public review at the Township Building or the WCPD at West Chester Borough Hall.

Fire, Ambulance, and Emergency Management

The Board of Supervisors of East Bradford Township is responsible, under the authority of the Second Class Township Code, for the provision of public safety services to the residents of the Township.

West Chester Fire Department and West Bradford Fire Company are 100% volunteer companies and provide primary fire protection and rescue services to the Township, the boundaries of which are contained in Resolution No. 1 of 2000 (traditionally the first resolution adopted by the Supervisors each year). In 2003, the entities referred to below provided coverage in the Township. Local governments, including Volunteer (Foreign) Fire Relief annual allocations; private citizen contributions; and, fire company fund raising efforts such as the Marshallton Triathlon are the principal sources of revenues to fund fire department operations.

West Chester Fire Department



The Borough of West Chester - West Chester Fire Department - utilizes a formal agreement with the Township to ensure equitable allocation of funding expenses for emergency coverage and service among participating municipalities. The current (5 year) Agreement was executed by the cooperating municipalities (West Chester Borough, Westtown Township, Thornbury Township, Birmingham

Township, West Goshen Township and East Bradford Township) in 2003, effective 1-1-2004 through 12-31-2008. The 2003 East Bradford cost of service was \$87,667.00. The annual fixed payment was 87,677. Payment of \$93,414 is budgeted for 2004 and will remain fixed at that level through 12-31-2008. This represents a 5% increase over the previous contract. Approximately 68% of the funding is allocated to operation and maintenance while 32% is for capital equipment replacement.

WCFD provides coverage to an estimated 85.5% of the Township by way of assessed valuation and approximately 70% of the land area of the Township.

West Chester Fire Department includes:

- First West Chester Fire Company #1 [Bradford Avenue & Miner Street (located in East Bradford Township)].
- Fame Fire Company #3 [Matlack Street & Rosedale Avenue]
- Goodwill Fire Company #2 [Gay Street (west of Matlack Street)]

West Bradford Fire Company

In 2003, the Township budgeted for and contributed \$19,478 to West Bradford Fire Company for fire protection service. West Bradford Township coverage includes the northern and western portions of the Township representing approximately 30% of the land area and 15% of the Township assessed property valuation. WBFC service area also includes West Bradford and Newlin Townships. West Bradford Township Fire Company completed a new (second) fire company facility in 1994, located on Poorhouse Road in West Bradford Township (next to the West Bradford Township Municipal Campus).

Good Fellowship Ambulance Club and Minquas Ambulance Service

Ambulance service continued to be provided by Good Fellowship Ambulance Club of Chester County and Minquas Ambulance Service in 2003. Good Fellowship Ambulance Club provides first response for the Township. In 2003, the Township contributed \$8,000.00 to Good Fellowship Ambulance and \$1,000.00 to Minquas Ambulance Company. Minquas Ambulance Company is a back-up response unit for the area of East Bradford Township.

All municipalities in Pennsylvania receive annual allocation funds from the Commonwealth for Foreign Fire Insurance Premium taxes paid by out of state insurance companies doing business in Pennsylvania. These funds are mandated for timely distribution to emergency relief association units providing services in the municipality. The funds are used for equipment and training. In 2003, East Bradford Township received \$83,477 which was distributed to West Chester Fire Department (45%), West Bradford Fire Company (45%) and Good Fellowship Ambulance Club (10%).

Monthly incident reports for fire and ambulance response in the Township (and the entire coverage areas) is available for review at the township building during regular business hours.

Emergency Management

The Board of Supervisors adopted an Emergency Operations Plan in July 1992. The PA Emergency Management Services Code mandates the Township prepare, maintain and keep current an emergency operations plan for prevention and minimization of injury and damage caused by a major emergency or disaster within the Township. A Township Emergency Coordinator is appointed by the Board of Supervisors to oversee the implementation and periodic revision of the Plan and to assist in the coordination of emergency response in the event of a local disaster or emergency. The Plan includes such facilities in the Township as the PSWCo water treatment plant; Brandywine Hall (Continuing) Care Center, Hillsdale and East Bradford Elementary schools and the Taylor Run Wastewater Treatment Plant.

The Township Administration Building would serve as an emergency command center in the event of an extreme natural disaster or civil disturbance. An emergency electrical back-up generator was placed into service January 1995 at the Township Building to ensure uninterrupted power for communications and related operations. The emergency generator was not activated for service in 1999.

Frank McCormick concluded many years of dedicated service as the Township Emergency

Management Coordinator. This position was filled by Eric Ruggeri who was appointed to the position at the Township organizational meeting of 2004. Township Emergency Coordinator, throughout 2003 Frank McCormick attended quarterly briefings and training sessions by the Chester County Emergency Services Department and briefed the Board of Supervisors monthly at its regular business public meeting. While federal and state requirements increased significantly in the wake of possible global instability and resultant potential for terrorist events within the Country, 2003 was a relatively 'quiet' year in East Bradford Township with regard community-wide emergency response and there were no serious incidents involving a broad-based emergency response (County, State, Federal). The Township deeply appreciates Frank's service throughout the years.

Township Park and Open Space Property

The following is a listing of Township park and open space properties as of March 2004:



'Copeland' Park (1990) - Copeland School & Frank Roads

7-acre park with 1 multi-purpose baseball field; 1 open field (soccer) and 1 basketball court. Popular park for organized soccer, little league, softball and junior lacrosse leagues. Exercise path connecting this park

with East Bradford Park was completed in 2000.

- **Jane Reed Memorial Park (1993)** - Frank Road (contiguous with west side of East Bradford Elementary School). This 9.7 acre park has a picnic pavilion, fitness equipment, and a walking trail. This park is used regularly by residents and school students as a picnic and playground area.
- **'Sconnelltown' Township property (1991)** - Sconnelltown & Birmingham Roads; 8.1 acres. Currently unimproved.

'Creekside' Open Space (1989) 14.4 acres; Creek Road across from Centennial Road.

The East Branch of Brandywine Creek runs through this property. In 1999 the Township installed a natural trail for access to the Brandywine River and constructed shoulder parking for several vehicles. The improvements provide recreational opportunities for fishing, boating and tubing.





Shaw's Bridge Park - S. Creek and Bridge Roads. 37.3 acres; located along banks of Brandywine River; Township accepted a deed of dedication in 1996 from Toll Bros. The Board of Supervisors awarded a bid for construction of the park improvements in June 1999 in the amount of \$236,000.00. Construction commenced August 1999 and was completed in August 2000. The Board of Supervisors officially dedicated Shaw's Bridge Park September 16, 2000. The park

improvements include stoned walking trails, informal recreation field, access to the Brandywine River, picnic facilities, restrooms and gravel parking area (for approximately 40 vehicles). The entire property is located in the floodplain of the Brandywine River. Concerted efforts were made to delineate and protect the existing wetlands.

East Bradford Park (Acquisition in 1998. Facility construction concluded in 2002) 26 acres– vicinity Copeland School Road and Rt. 322 with access from Weldon Drive (Kenmara subdivision). The showcase Township park for active recreational opportunities, East Bradford Park provides the following recreational amenities: two baseball fields, one soccer field, walking trails, picnic and playground facilities, tennis courts, an amphitheater, restroom facilities, public parking and related facility improvements.

Paradise Valley Nature Preserve (1998) – Valley Creek Road south of Ravine Road. 33 acres. Open meadow, woodlands and stream for public passive recreation uses (including fishing, picnicking and walking). In 2000 the property was replanted with warm-weather grasses to improve the meadow environment. Public access was improved in 1999 with the installation of a small gravel parking area.

Thompson Property (2000). In 2000, the Township engaged in ongoing negotiations toward a property acquisition and open space easement of a contiguous property (Thompson) which if acquired would provide an access opportunity from Briar Wood Circle (off of Harmony Hill Road) and trail system between Harmony Hill Road and Valley Creek Road.

Skelp Level Road Open Space (CCWA) – Skelp Level Road north of Spencer Drive and east of Shadow Farm Drive. The 44-acre parcel of open field, limited woodlands was acquired in early 1999. The long-term intent for this open space is a planned location for a (northern) Township community park during the next decade. In 2000 the property was replanted successfully with warm-weather grasses to improve the meadow environment but in the case of this property it also served to stabilize the soil from erosion. No substantial

discussions occurred in 2000 regarding the schedule of future improvements to this open space. The property is being managed for natural resource conservation and has been planted in warm season grasses and wildflowers with prescribed fire management. Access improvements (for sight distance) were considered in 2000 but not implemented.

Jules Rauch Open Space (1999) 15 acres – Copeland School Road and Sunset Hollow Road. This property was acquired by a ‘gift of deed’ to the Township. The Broad Run stream runs through the property that is characterized as a wooded floodplain and wetlands area, is expected to remain undisturbed in its natural state with no “improvements”.

Rt. 842 Open Space (1999) - This unnamed open space, consisting of just under 6 acres along Rt. 842 at the intersection of Birmingham Road and Allerton Road was acquired in 1999 as an “acquisition in lieu of condemnation”. The corporation holding the property could not develop the property due to poor soil conditions and offered to ‘give’ the open space to the Township for back taxes. The actual acquisition consideration was \$6,200. The property remains unimproved.

The Steuber Property (2001) -- Creek Road and alongside the Brandywine River – The Steuber property (a.k.a ‘The Stilt House’). The Township also viewed the property as an opportunity to create limited public access to the river.

OTHER CULTURAL

Libraries

The Board of Supervisors adopted Resolution No. 8 of 1993 to appropriate general funds, in the amount of \$10,000, to the Chester County Library System to include one half of the contributions specifically designated to the West Chester Public Library and the other half specifically designated to the Chester County [Main] Library in Exton. The Board of Supervisors continued to fund this service at the same level in 2003.

Copeland School

Copeland School completed its tenth full year of its new service life in 2003. The Board of Supervisors in June 1996 re-dedicated the restored Copeland School as a township community meeting and activity building. Numerous not-for-profit community organizations including the Girl Scouts, Junior New Century Club, West Chester United Soccer, West Side Little League, West Chester Fish and Game, General Federation of Women’s Clubs, Greater West Chester Cooperation Committee all continued to express appreciation for the availability and use of such a facility. The restoration of the Copeland School continues to demonstrate the value of adaptive reuse restorations that actively preserve our built

historical resources in East Bradford Township. The no fee policy for use of the Copeland



School by community organizations furthers the Board of Supervisors philosophy that “public buildings are for public use by the citizens”.

In 2003 the existing hot water heater failed and was replaced by the Township. Annual inspections continued in order to minimize the potential that the structures integrity will be compromised by termites or any other infestations and to ensure the safety and well being of all who use the facility.

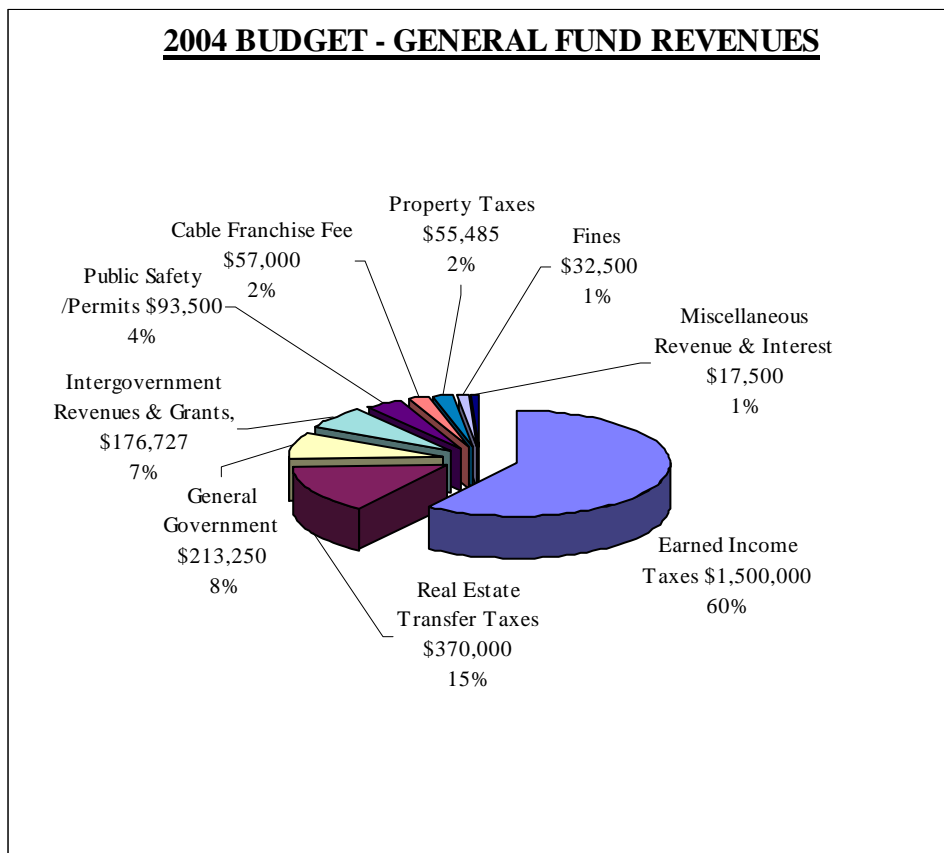
ADMINISTRATION OPERATIONS & OTHER NOTABLE EVENTS

The following are highlights of singular events or summaries of ongoing activities:

- The Board of Supervisors continued to engage the services of Berkheimer Associates for the administration and collection of the Township Act 515 Earned Income Tax and also to collect Act 153 Open Space Tax. The current Agreement provides annual renewal of the agreement (w/ 90 day notice to terminate clause). The terms of the collection commission include 1.5% for current; 5.25% for delinquent; and, 7.1% for unregistered collections.
- In 2003 there were two additions to the administration office; Assistant Township Manager and Zoning Officer. The expanded administrative staff consists of Township Manager & Secretary/Treasurer (Michael P. Lynch); Assistant Township Manager

(William D. Gladden II); Township Engineer (Mark J. Lucas); Special Projects Engineer (Robert F. Harsch); Codes Enforcement Officer (Brenden L. Beaumont); Zoning Officer (Amanda C. Cawley); Administrative Clerk (Nancy F. Holland); and Administrative Assistant (Tenley F. Adams).

- The Township continued quarterly publication of the East Bradford Township Newsletter. The Newsletter is desktop published in house. The Newsletter received positive comment and response from Township residents as an informative source of East Bradford news. The Township Newsletter has been recognized by the State Association of Township Supervisors in its annual awards for township publications as an effective means of providing public information and education.
- The Township continued administering the billing and collection processing of the Township Real Estate Property Tax (.071 mill) for the Elected Tax Collector. The total property tax receipt for the Township in 2003 was \$55,485 (see chart below). Earned income tax and real estate transfer tax continued to provide the majority of general fund receipts (75%) to the Township in 2003. The Elected Tax Collector (Elizabeth Jordan) was assisted with the daily duties of collection and certification by Deputy Tax Collector (Administrative Assistant Tenley F. Adams).



- An independent accounting firm (Mingis, Gutowski, Associates) completed the 2003 Audit Report March 2004, without comment. The Board of Supervisors agreed in 1998 to engage the services of an independent auditor. The Elected Board of Auditors remained intact and cooperated with the independent auditor as needed. Both Monthly Financial Statements and the Township Audit are on file and available for public review.
- The Township completed its 12th year of financial operations using a computer network including software designed for the special requirements of municipal government fund accounting. In 2003 the Township network (7 stations) utilized the Windows 95/98 and Microsoft XP operating systems, Microsoft Office Professional (including E-mail and integrated Scheduling software), Microsoft Project, Municipal Software Library (MSL), Fund Accounting/Property Records/Tax Billing software and Freedom Systems Utility Operations/Billing software.
- The Township maintained Internet service using a dedicated line service for network connection in 2004 and expanded use of its web site – www.eastbradford.org.
- The Board of Supervisors continued to participate in a regional information portal demonstration project. Neighboring municipalities, local business and not-for-profits engaged in numerous meetings to achieve a framework for a portal site to serve as a local source of information and e-commerce. 2003 saw the release of the first generation web site portal to serve as an information utility for residents of the greater West Chester area. Portal group participants also embarked upon strategic planning process for future development and promotion of the portal including possible collaborations with other nonprofit organizations.
- E-mail communication continues to grow as a means of communicating with residents and as an efficient means of communicating with Township officials and consultants (documents including agendas and minutes routinely were communicated using this mode). The current East Bradford general e-mail address is info@eastbradford.org.
- In 2003, Township continued its memberships with the Pennsylvania Association of Township Supervisors (PSATS) and the Chester County Consortium of Managers (approximately 30 Chester County members with municipal managers) and the Greater West Chester Area Intergovernmental Cooperation Committee (GWCAICC), (East Bradford Township together with the Borough of West Chester and East Goshen, West Goshen, Westtown, Thornbury, Birmingham and West Whiteland Townships).

ACTIVITIES OF APPOINTED ADVISORY BOARDS & COMMISSIONS (The A.B.C's)

Appendix A, Township Government Organizational Chart (2003), illustrates the relationships between the Board of Supervisors and the various appointed employees and officials, appointed consultants; and, appointed volunteer bodies that comprise the Township staff. Appendix B lists the membership for all ABC's and their respective liaison from the Board and staff.

Below an overview of the accomplishments of the volunteer **Advisory Boards** and **Commissions** of East Bradford Township presented in alphabetical order. The 2004 meeting schedule and the members who have volunteered their valuable time and energy can be found in Appendixes A and B.



Environmental Advisory Council

The Environmental Advisory Council was formally established in 200_. Highlights of 2003 were:

- Provided comments to the Board of Supervisors and Planning Commission on three land use matters: 1) West Chester University South Campus Expansion; 2)

Schramm Conditional Use Application (which was eventually withdrawn prior to consideration by the Board of SupervisorsO; and, 3) provided input regarding revisions to the comprehensive plan and participated on the Comprehensive Plan Update task force.

- Began to review township ordinances in three key areas; 1) Landscaping, 2) Environmental Impact Assessments; and, 3) Stormwater.
- Formulated and began implementation of a communication plan. Implementation in 2003 focused on authoring a column for the Township newsletter and plans are in place to expand the breadth of education initiatives in 2004.
- Served as the "standing committee" Partner with the Strode's Mill Area Study Committee
- Established interfaces with groups outside the Township who are working on similar issues.
- Began identification of available resources for a comprehensive Township-wide Environmental Resource Inventory

Historical Commission



East Bradford Township (established 1731) has more history available to its citizens through its surviving buildings and architecture than any other type of tangible documentation. The Historical Commission volunteers over the years have continued to research and archive our rich built history. Perhaps more importantly the

Commission continues to work to educate us all about the importance of preserving our architectural treasures of the past.

Behind it are two (2) Township Historic Districts and a Historic Inventory of more than 175 important sites and structures in the Township. The Historical Commission has compiled and maintains a file and pictorial Inventory of structures in East Bradford Township that are designated on the official Historic Resources map as having historic significance.

In 2003, the Commission continued effective coordination with the Planning Commission in the review of properties with historic resources present including the

Listing of the Historic Districts of East Bradford Township

- Strode's Mill Historic District [National Register of Historic Places] (1989)
[H.A.R.B. Ordinance Certified]
- Taylor-Cope (Cope's Bridge) Historic District [National Register of Historic Places] (1989) [H.A.R.B. Ordinance Certified]

A listing in the National Register entitles these Historic Districts to a stringent state and federal review process designed to protect its historic resources and minimize the negative impact of state and federal undertakings. The listing also may qualify the district for historic preservation grants.

2003 Historical Commission Activities/Reviews Summary:

The Historical Commission was involved in several land development issues in 2003. The Commission has begun to address signage in the township pertaining to Historic Districts and will meet with scenic roads committee in 2004 to discuss possible signage options.

We continue with title searches on all outstanding Class I and II Resources.

We have begun a photo survey project for all pre -1940 houses/structures, in the township, seeking a grant match to soften the impact of the expenditure.

We have reviewed and made recommendations for the documents incorporated in the Comprehensive Plan with the Codes Enforcement Officer and members of HARB

We will complete the Certified Local Government Application in the first quarter of 2004 and submit to PHMC for approval

We have submitted the Expansion of the Strode's Mill Historic District to PHMC and in February of 2004, submitted the request for additional information to PHMC.

- The Historical Commission held its regular monthly meeting on the 4th Tuesday in 2003.
- Reviewed plans for inclusion of a Goddard School as part of the Rosenberger Dairy commercial shopping center plan, located in the C-3 Historic Neighborhood Commercial District.
- Discussed condition of Plum Run stream through the Strode's Mill Certified Historic District.
- Reviews associated with a ZHB application from Sunoco, Inc. for improvements to the A-Plus mini market located in the C-3 Historic Neighborhood Commercial District.
- Submitted application to expand the Strode's Mill Historic District to the Pennsylvania Historic and Museum Commission.
- Reviewed award to Wise Associates of contract for Historical survey and Historic Resource Documentation of Resources in the Township that predate 1942.
- Submitted an application to the Pennsylvania Historic Resources Commission to provide matching funds for the abovenoted historical survey.
- Adopted a Resolution recommending/requesting to the Board of Supervisors endorse the proposed submission to the Pennsylvania Department of Transportation to designate parts of Creek Road, Bradford Avenue, Tigie Road, Rt. 162 and Route 100 as a Pennsylvania Scenic Byway.
- Participated in Chester County Historic Preservation Network.

Historical & Architectural Review Board (H.A.R.B.)

The Historical Architectural Review Board, commonly referred to as "HARB" serves the Board of Supervisors regarding the advisability of issuing Certificates of Appropriateness on construction and alteration (restoration) proposals pertinent to the preservation of the

historic integrity and nature of buildings and structures located within Certified Historic Districts in the Township.

There are two Certified Historic Districts in East Bradford Township:

1. Strode's Mill Historic District - consisting of properties in and around the intersections of Birmingham Road and Lenape Road (Rt. 52/100) and as more fully described in Section 115-131 of the East Bradford Code; and,
2. Taylor-Cope (Copes Bridge) Historic District - located to the north and south of Route 162 (Strasburg Road) for a distance of 3,600 feet to the east of its intersection with Creek Road to a point 400 feet west of its intersection with Telegraph Road and as more fully described in Section 115-131 of the East Bradford Code.

The HARB reviewed the following applications in 2003 and prepared recommendations to the Board of Supervisors for issuance of Certificates of Appropriateness (applications were recommended for certificates and approved by the Board of Supervisors unless noted otherwise):

- Abiah Taylor Barn, Creek Road and Strasburg Road, to perform exterior renovations, located in the Taylor-Cope Historic District. HARB voted in November 2000 to recommend a certificate of appropriateness be issued.

Open Space Review Board



The Board of Supervisors established the Open Space Review Board in December 1998 as a direct response to the approval of the November 1998 open space tax referendum. 2000 represented the second full year of activity by the Open Space Review Board (inaugural appointments occurred February 1999). This Board is integral to implement the ongoing open space conservation

[acquisition] program that is a priority of the Board of Supervisors. Duties of the five (5) member board, appointed by the Board of Supervisors, include:

- Identify, review, evaluate, and rate potential properties for open space conservation.

- Prepare recommendations on the type of real property interest to be acquired (fee simple, conservation easement); type of use of the real property interest (passive, active, public access, public view); suggest management, covenants and restrictions to be considered; and, determine whether open space property should be purchased on an installment or other deferred basis.
- Review proposed ordinance provisions that relate to the protection, preservation and management of open space in the Township and coordinate with the Parks & Recreation Board and Planning Commission to ensure effective dialogue towards the goal of preserving open space in East Bradford.

2003 marked a year of significant progress on many fronts. Negotiations continued on the list of top Township preservation priorities. Applications were submitted to Pennsylvania's Department of Conservation and Natural Resources for over \$1 million in matching funds for the proposed acquisition of development rights at Paradise Farm Camps land holdings in East Bradford Township. Discussions were advanced on a number of high priority parcels in 2003 as the task of refining the easement documents and working with multiple parties was the means toward achieving a mutually satisfactory end for the property owner and the Township was the order of the day.

2003 Open Space Review Board Activities/Reviews:

- Open Space Review Board held its regular monthly meeting on the 3rd Monday.
- In May 2003 the Township applied for a Chester County Landscapes 21st Century Municipal Acquisition Grant for \$500,000 for the purchase of development rights at Paradise Farm Camps. The Township was notified that the Commissioners of Chester County fully funded the grant request. Conservation partner Natural Lands Trust, Inc. submitted a similar grant request for \$400,000 which was also granted by the Commissioners of Chester County.
- A \$129,523 grant awarded by the Chester County Commissioners to the Natural Lands Trust for acquisition of development rights over a portion of the Abbott/Hyatt/Reynolds parcels along Creek and Hillendale Roads was received in late 2003.
- Continued negotiations (including property appraisal) with Harvey Giorgiani for a conservation easement of the 27-acre farm property along Shenton Road.
- Continued to negotiate a conservation easement with Lauray Cammarato on their 28-acre property located along Creek Road (estimated value \$115,000).
- Assisted the Board of Supervisors with the purchase of the DeFrenes property (January 2004) (10 acres, 875 Brandywine Road) for open space preservation and public trail access. The property was purchased in January in fee simple with the intent to resell with a conservation easement. The property is contiguous to the Thompson open space easement and Paradise Valley Open Space (a passive recreation park owned and managed by the Township).

- The Board of Supervisors officially accepted a 34-acre open space donation from Philadelphia Suburban Water Company, now Aqua America, at a press conference (02-06-04) at the Township Building. The property is located along Creek Road adjacent to the recently refurbished Ingram's Mill Water Treatment Facility. The property is open to the public and affords recreational access to the Brandywine River. The press conference was attended by numerous elected officials and representatives including Aqua America CEO, Nicolas DeBenedictis, County Commissioner Carole Aichele and special guest PA DEP Secretary Kathleen ('Katie') A. McGinty.
- Assisted the Board of Supervisors in the purchase a conservation easement on the former Boyd Davis 62-acre property, along Creek Road and Hillsdale Road. Funding was provided by the Chester County Commissioners with project and easement management services provided by Natural Lands Trust.
- Hosted a recognition and education event for conservation minded landowners throughout the Township.
- The Board continued to engage the conservation planning consultation services of Natural Lands Trust Inc., Media Pennsylvania for specific conservation easement negotiations, evaluations, land management, and conservation planning services.

Parks & Recreation Board

The Township Parks and Recreation Board, an advisory body of appointed Township residents, is established by Township Ordinance No. 102-1988. The Board is charged with supervising and regulating the use of parks and recreation facilities and administering agreements between the Township and organizations making use of the facilities.

In 2003, the Parks and Recreation Board presented recommendations to the Board of Supervisors regarding active recreation programming in the Township for 2004.

The 1993 East Bradford Township Open Space, Recreation and Environmental Resources Plan continued to serve the Board as an action guide for acquiring, developing and preserving recreation and open space in the Township.

The Parks and Recreation Board continual search for other possibilities for acquiring and developing active recreation in the Township was complemented in 1999 with the efforts of the Open Space Review Board. It became clear at the end of 1998 the emphasis was shifting from acquisition to improvement. Nonetheless, ensuring adequate active recreation opportunities are provided for Township residents remain one of the top priorities of the Board of Supervisors.



In 2003, the East Bradford Township Board of Supervisors continued (since 1992) its successful participation in an Inter-Municipal Cooperation Agreement with the Borough of West Chester (West Chester Recreation) to provide recreation activities and programs to the residents of the Township. In 2003 West Chester Recreation provided both seasonal events and musical presentations for children and adults. West Chester Recreation also provides services to Westtown Township, which in total (3 municipalities) provides a very extensive offering of activities to Township residents. West Chester Recreation publishes ever-changing seasonal activities programs for distribution to the public.

The total cost of the Recreation Agreement for services approved for 2004 was \$23,750.00. The decrease in cost from the previous year reflects the Park and Recreation Board's determination that several programs were not sufficiently attended relative to their cost. Put another way, it was determined that the cost per participant was too high to justify full subsidy by all taxpaying residents of the Township. Previous service agreements cost approximately \$41,000. The Parks and Recreation Board met with West Chester Recreation representatives several times in order to assess event attendance, cost accounting and accountability.

The Township recreation program of events and activities, its planning and execution undoubtedly will be an area of potential change in the years ahead as the Township completes its park and recreation facilities.

2003 Additional Parks & Recreation Board Activities/Reviews:

- The Parks and Recreation Board held its regular monthly meeting on the 4th Wednesday in 2003.
- Provided ongoing review and oversight to Township staff and consultants regarding the maintenance of existing improvements at Shaw's Bridge Park, East Bradford Park, Copeland Park, and Timber Top Farm.
- Direct oversight on use, maintenance and scheduling of fields by leagues and groups.
- Reviewed, evaluated and directly assisted several Eagle Scout candidates with park-related projects.

Planning Commission

The Township Planning Commission, an advisory body of appointed Township residents, is established by Township Ordinance No. 62-1983, and empowered by Act 247, The Municipalities Planning Code, (1968, P.L. 805), as amended.

The Planning Commission reviewed and/or made recommendations for action to the Board

of Supervisors on the subdivision/land development applications in 2003 as listed below. All subdivision / land development plans must be reviewed by the Chester County Planning Commission (and this is a requirement before a plan can be recorded at the Recorder of Deeds).

New and Pending Applications Reviewed in 2003

- SD# 556 Mercer's Mill – conditional use application, OSDO, 27 Townhouses in 9 groups of 3. Approved.
- SD# 562 Chadds Ford Abstract – conservation plan, 4 lots for single family homes. Approved.
- SD# 567 Schramm Property – conditional use application, OSDO, 32 lots for single family homes. Withdrawn.
- SD# 564 Baldwin's Book Barn – by right, 3 lots for single family homes. Pending.
- SD# 565 Wildasin/Boyd Property - minor subdivision to change lot line. Approved.
- SD# 566 Smith/Frankel Property – minor subdivision to change lot line. Approved.
- SD# 570 Ingram's Mill – minor subdivision to donate lot to Township. Approved.
- SD# 568 RCM Associates Property – minor subdivision to change lot line. Approved.
- SD# 569 Cunius Property – by right, 1 lot for single family home. Withdrawn

Projects Under Construction

- Laurier: 15 new single-family homes and renovation of 4 existing single family homes. Route 52 and Rosedale Avenue.
- Diesel System: Facility expansion at Bradford Avenue.
- Sugarbridge: 5 single-family homes at Shenton and Valley Creek Road.
- Mercer's Mill: 27 townhouse homes at Miner and Price Street.
- Park Place: 72 townhouse homes at Route 322 and Ashbridge Street.

In 2003 the Planning Commission worked on the following projects/studies:

- Planned University Zoning District (created to enable completion of a harmonious campus development without the need for various types of relief due to previous residential zoning – approved).
- The Commission continued in 2003 its membership in and support of the West Chester Regional Planning Commission.



- East Bradford Township was a member of the Pennsylvania Planning Association and the American Planning Association in 2003.

The following conditional use applications were granted approval (unless otherwise noted) by the Board of Supervisors in 2003:

SUBDIVISION	PURPOSE	ACTION
SD# Mercer's Mill	to utilize Open Space Development Option	
SD# Schramm Property	to utilize Open Space Development Option	Withdrawn

Scenic Roads Advisory Committee

The Board of Supervisors established the Scenic Roads Advisory Committee in 2003 to assess the scenic qualities of roadways throughout the Township, review past and current efforts to protect these qualities and propose recommendations and actions to the Board of

Supervisors for their consideration.

Accomplishments for 2003 included

- Committee formation
- Review of current Township designations, policies, goals and objectives relative to Scenic Roads
- Literature review regarding definitions of scenic roads and protection/preservation measures.

Stode's Mill Area Study Committee

The Board of Supervisors established the Strode's Mill Area Study Committee in 2002 for the singular purpose to study and assess the watershed characteristics and existing conditions related to the Plum Run Watershed and its interrelationship with the historical landscape of the Strode's Mill Certified Historic District.

Accomplishments for 2003 included:

- Study Committee members inspected and photographed the Plum Run watershed and Strodes Mill Historic District to obtain a better understanding of the natural and historic resources.
- Participated and provided input on storm water management issues surrounding West Chester University's successful land development application for the expansion of South Campus.
- Retained Gilmore & Associates to conduct a formal study of the Plum Run Watershed.
- Worked with Township Engineer Mark Lucas to prepared a GIS map of the watershed, including highlighted land parcels within the Plum Run watershed which might be candidates for future conservation efforts.

Zoning Hearing Board

The Zoning Hearing Board, appointed by the Board of Supervisors, is a quasi-judicial body, empowered by the Municipalities Planning Code, Act 247 of 1968, as amended. Its purpose is to help assure fair and equitable application and administration of the zoning ordinance by hearing appeals of interpretations by the Zoning Officer and by granting relief from the literal enforcement of the ordinance under specific hardship circumstances beyond the control of the applicant.

The following applications were heard by the East Bradford Township Zoning Hearing Board in 2003:

<u>Applicant</u>	<u>Purpose</u>	<u>Date 1st Hearing</u>	<u>Decision</u>
Schindler	Setback relief to reconstruct an existing barn.		Relief granted
Sweeney	Setback relief to construct a front porch.		Relief granted
Haug	Setback and impervious coverage relief.		Relief granted
Dunn	Setback relief.		Relief granted
Cadden	Setback relief.		Relief granted
Robal	Setback relief.		Relief granted

The Decisions and related information on the hearings are available for review in the township building during regular business hours.

LOCAL LEGISLATION

East Bradford Township is a township of the Second Class of the Commonwealth of Pennsylvania and accordingly exists and operates on authority provided from the Second Class Township Code, Act of May 1, 1933 (P.L. 103, No. 69), reenacted and amended July 10, 1947 (P.L. 1481, No. 567), and As Amended. It should be noted that a new numbering system was adapted in 1996 to better reference the year in which the ordinance was adopted. The specific purpose and full text of adopted ordinances is available for review at the Township Building during regular business hours. These are permanent records of the Township. Resolutions, which can either be in formal 'resolution form "Whereas and Therefore', or as a motion form by the Board of Supervisors in the Minutes also are available at the Township Building.



Ordinances Adopted in 2003

NAME	#	ADOPTED
• Chapter 42 Amend – Alarm Systems	1	January 14, 2003
• Historic Resource Protection	2 (A&B)	March 13, 2003
• West Chester Area Council of Governments (WCACOG)	3	March 13, 2003
• Planned University (PU) District & Zoning Map Amendment	4	April 8, 2003
• Amend Zoning Chapter – Definition of Planned Commercial Development	5	August 12, 2003

Resolutions Adopted in 2003

NAME	#	ADOPTED
• Fees Update	1-2003	October 14, 2003
• PA Scenic Byways Designation	2-2003	October 14, 2003
• Sewer Fee Schedule Update	3-2003	November 11, 2003
• PA Scenic Byways Designation (revised)	4-2003	November 11, 2003
• Code of Ethics	5-2003	December 9, 2003
• Chester County Grant Children's Country Week Association	OS 1 2003	March 13, 2003
• Emergency Aid Grant – Winter Maint.	PEMA 1 2003	April 8, 2003
• Chadds Ford Abstract – Abbott Easement	OS 2 2003	June 10, 2003
• Updated Twp. Emergency Mgt. Plan	1 E 2003	June 10, 2003

APPENDIX A **MEETING SCHEDULE**

Board of Supervisors Regular Meeting	2 nd Tuesday (7:00 P.M.)
Board of Supervisors Work Session	Thursday prior to regular meeting (12:00P.M.)
Comprehensive Plan Task Force	2 nd Monday (6:30 P.M.)
Environmental Advisory Council (EAC)	4 th Monday (Regular Meeting)
EAC Work Session	1 ST Wednesday
H.A.R.B.	As needed
Historical Commission:	3 rd Tuesday (Regular Meeting)
Historical Commission Work Session:	1 ST Wednesday
Open Space Review Board:	4 th Tuesday
Parks & Recreation Board:	4 th Wednesday (7:30 p.m.)
Planning Commission:	4 th Tuesday (7:30 p.m.)
Planning Commission Work Session:	1 st Tuesday (7:30 p.m.)
Scenic Roads Advisory Committee	1 st Wednesday (commence 11-2003)
Strode's Mill Area Study Committee	3 rd Monday
Zoning Hearing Board:	As needed on 3rd Monday or as scheduled

All meetings 7:00 P.M. in the Township Building unless otherwise advertised.

(Elected) BOARD of SUPERVISORS (6 year term)

Egan, Dr. Thomas A.	12-31-05	Chair
Hagens, Dr. John B.	12-31-07	Vice Chair
Vincent M. Pompo, Esq.	12-31-09	

(Elected) AUDITORS (6 Year Term)

Holtz, Harold (Chair)	12-31-09
Pryor, Diane G.	12-31-07
Howlett, Beatrice E.	12-31-05

APPENDIX B **ADVISORY BOARDS AND COMMISSIONS**

BUILDING CODE APPEALS BOARD (5 Year Term) (Established 1-3-95)

Registered Design Professional (Architect:)

Lister, A.I.A., John A. 12-31-04

Registered Design Professional (Architect/Structural Engineering)

Socie, P.E., Kenneth S. 12-31-05

Registered Design Professional (Fire Protection Engineering/Contractor)

Lynch, P.E. John M. 12-31-06

Registered Design Professional (Mechanical Engineering/Plumbing)

Davis, Mark R. 12-31-07

Registered Design Professional (Electrical Engineering/Contractor)

Horn, James T. 12-31-08

Alternates:

[First Alternate] Vacant – As of 03-2003

[Second Alternate] Vacant – As of 01-1998

EMERGENCY MANAGEMENT COORDINATOR (No formal term)

(Emergency Operations Plan (EOP))

Ruggeri, Eric D. 12-31-04

ENVIRONMENTAL ADVISORY COUNCIL (EAC) (3 Year Term)

Whitelaw, Seth B. 12-31-05 Chair

Cantwell, Jeffrey 12-31-04

Molholt, Bruce, Ph.D. 12-31-05

Piazza, Mark 12-31-06

Struble, Robert G., Jr. 12-31-04

Van Gilder, Margaret 12-31-06

Werner, Steven I. 12-31-06

Board of Supervisors Liaison: Vincent M. Pompo, Esq.

Staff Liaison: Mark J. Lucas, Township Engineer

HISTORICAL ARCHITECTURAL REVIEW BOARD (HARB)(5 Year Term)

Armstrong, Ann 12-31-08

Beaumont, Brenden 12-31-06

Buchanan, AIA, Richard D. 12-31-04 (architect) Archer & Buchanan Architecture, Ltd.

McClure Moses, Barbara 12-31-05

Thompson, Eleanor 12-31-07

Board of Supervisors Liaison:

West Chester Regional Planning Commission (Township Representative)**Thompson, William 12-31-04****PLANNING COMMISSION COMPREHENSIVE PLAN TASK FORCE**

(Established 06-11-02 for duration of the plan update)

Biacchi, Anthony (Tony) J.	Planning Commission Chair
Hagens, John B.	Board of Supervisors
Buscaglia, Carl D.	Planning Commission
Colley, Michael C.	Open Space Review Board
Fasic, George W.	At-Large Member
Johnson, John	Open Space Review Board
Korbonits, Robert A.	Planning Commission
Lynch, Michael P.	Township Manager
Molholt, Bruce; Ph. D.	Environmental Advisory Council
Murnane, Esq., Patricia J.	Historical Commission
Orr, Peter W.	Parks and Recreation Board
Renshaw, Jean	At-Large Member
Sampsell, Patrick J., P.E., Esq., AICP	Rettew Associates Planning Consultant
Scholl, Peggy	H.A.R.B.
Whitelaw, Seth B.	Environmental Advisory Council
Wiedmer, Mary Sue B.	Historical Commission
Board of Supervisors Liaison: Dr. John B. Hagens	
Staff Liaison: Michael Peter Lynch	

STRODE'S MILL AREA STUDY COMMITTEE

Cantwell, Jeffrey
 Johnson, John
 Molholt, Bruce
 Schaum, P. Andrew
 Wiedmer, Mary Sue B.
 Board of Supervisors Liaison:
 Staff Liaison: Mark J. Lucas, Township Engineer

(Elected) TAX COLLECTOR (4 Year Term)

Jordan, Elizabeth 12-31-05

DEPUTY TAX COLLECTOR (1 year term) for Tax Collection/Administration

Adams, Tenley F. 12-31-04

VACANCY BOARD (1 Year Term)

Haller, Stanley, Jr. 12-31-04

WEST CHESTER PORTAL CORP. (1 Year Term – By tradition)

Schaum, Andrew P. 12-31-04

ZONING HEARING BOARD (3 Year Term)

Plummer, Dr. Wm. (Chair) 12-31-04

Ali-Jackson, Kamil 12-31-05

Gollatz, Esq., Alfred 12-31-03

Schaum, Andrew P. (Alternate) 12-31-04

APPOINTED STAFF AND PROFESSIONAL SUPPORT

TOWNSHIP MANAGER /SECRETARY –TREASURER: Michael Peter Lynch

TOWNSHIP ASSISTANT MANAGER: William D. Gladden II

ENGINEER

Township Engineer: Mark J. Lucas, P.E.

Special Projects Engineer: Robert F. Harsch, P.E.

CODES ENFORCEMENT OFFICER / BUILDING OFFICIAL: Brenden L. Beaumont

ZONING OFFICER: Amanda C. Cawley

ADMINISTRATIVE ASSISTANT: Tenley F. Adams

ROADMASTER (Public Works Supervisor): Francis A. Trego, Jr.

LEGAL COUNSEL

Township Solicitor: Ross Unruh, Esq.: Unruh, Turner, Burke & Frees

Planning Commission General Counsel: Fronefield Crawford, Esq.: Crawford, Wilson, Ryan

Planning Commission Special Counsel: George Brutscher, Esq.: Brutscher, Foley, Milner & Land

Zoning Hearing Board: Ronald Nagle, Esq.: Buckley, Nagle, Gentry, Brion, McGuire & Morris

Open Space: William J. Burke III, Esq.: Unruh, Turner, Burke & Frees

PROFESSIONAL CONSULTANT SUPPORT

Engineering/Planning & related Consultant Professionals

General Engineering Services

Gilmore Associates

Survey Services

Gilmore Associates

Geo Technical Services

Gilmore Associates

Structural Eng Services

Gilmore Associates

Landscape Design

Glackin Associates & / or Gilmore Associates

Lighting Design

C. Stanley Stubbe

Traffic Planning

Orth-Rodgers Associates – General

Site Inspection Services	Heinrich & Klein
General Planning	Chester County Innovation
	Brandywine Conservancy (EMC)

Sewer Operations:

Sewer System Operations/Design	American Water Services – T. Duerr
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Open Space Planning/Environmental Management:

Environmental Planning	Habitat by Design – Jeff Keller
Open Space Easement Planning	Natural Lands Trust (NLT)
IT Services:	Brandywine Computer/Beacon Technologies

INDEPENDENT AUDITOR

Mingis, Gutowski & Co., CPA

FINANCIAL CONSULTANTS

Penn Capital Advisors, L. Gordon Walker
Bond (Debt) Counsel , Pepper Hamilton - David A. Franklin, Esq.

APPENDIX C
TOWNSHIP ORGANIZATIONAL CHART

APPENDIX D

TAXPAYER BILL OF RIGHTS

Act 50 of 1998, signed into law by Governor Ridge May 5, 1998 enacts a Local Taxpayers Bill of Rights. This Bill of Rights relates to the collection of any tax imposed under the Local Tax Enabling Act, except for real estate taxes, giving taxpayers certain rights relative to tax audits, tax refund requests, administrative appeals and the collection of local taxes generally.

Under the Local Taxpayers Bill of Rights, the taxing authority must provide to a taxpayer, upon request, a list of these rights, written in plain English. Further, Under Act 50, the taxing authority must establish an administrative process which taxpayers may utilize to appeal tax deficiency assessments and tax refund denials.

East Bradford Township Resolution 8-98, adopted December 23, 1998 establishes the following:

- Township policy on Local Taxpayers Bill of Rights;
- Taxpayers Bill of Rights Disclosure Statement (See below);
- Taxpayers Bill of Rights Notice;
- Tax Appeal Information and Regulations;
- Information Request Time Extension Procedure Notice; and
- Petition for Appeal form

The following is a Summary of the Township Taxpayers Bill of Right Disclosure Statement:

Every taxpayer is obligated to pay all taxes levied by the Township. The Township has legal rights to enforce taxpayer obligations. The Local Taxpayers Bill of Rights grants legal rights to taxpayers and creates obligations for townships to ensure equity and fairness control in how the Township collect taxes.

Applicability/Eligible Taxes

The Disclosure Statement does not apply to real estate taxes. The specific eligible taxes, under Act 50, in East Bradford are 1) Earned Income; and 2) Realty Transfer. The Township Disclosure Statement does not apply to the earned income tax as EIT in the Township is administered and collected by Berkheimer Associates. Berkheimer has prepared a separate disclosure statement for earned income tax and it is available directly from Berkheimer.

Taxpayer Rights and Township Obligations

When the Township requests information or audits taxpayer records, the taxpayer has 30 calendar days to respond and it will grant reasonable time extensions. The Township may

require a taxpayer to provide copies of federal tax returns if the Township can show the information is reasonably necessary for enforcement or collection.

Tax Overpayment Refunds

A taxpayer may file a written request with the Township for a refund or credit. The filing of a written request will not preclude a taxpayer from later filing a tax appeal petition. The request must be made within 3 years of the date due for filing the return or 1-year after payment of the tax, whichever is later.

A tax return filed by a taxpayer showing a tax overpayment will be considered a written request for a cash refund unless stated otherwise. If the taxpayer pays a tax as a result of receiving a notice of underpayment, the taxpayer must file a written request for a refund within 1 year of the payment date. With certain exceptions, the Township will pay interest, at a rate determined pursuant to state law.

Tax Assessment/Underpayment/required Notice

The Township must notify the taxpayer in writing of the basis for any underpayment determined by the Township.

Tax Appeals

To appeal a tax assessment or denial of a refund request, the taxpayer must file a tax Appeal Petition with East Bradford Township. Tax petitions appealing a tax assessment or notice of underpayment must be filed within 90 days after the date of the tax assessment or underpayment notice.

Regulations regarding the form and content of petition, as well as practice and procedure for tax appeals may be obtained in person or by mailing a request to the Township. The Township will issue a decision on Tax Appeal Decisions within 60 days after the receipt of a complete and accurate petition.

If the petition was complete and accurate when filed and the Township fails to render a decision within 60 days will render the result in the petition being deemed approved.

Any person aggrieved by a decision of the Township who has a direct interest in the decision has the right to appeal to the County Court of Common Pleas. Such appeals must be filed within 30 days after the date of the Township's adverse decision.

Township Enforcement Procedures

If a taxpayer has not paid a tax liability determined to be due, a partial list of enforcement actions include: Township audit of taxpayer records; Township may employ a private collection agent; Township may file a lien against the taxpayer; Township may require an employer to attach a wage reduction; Township may file suit before the District Justice or County Court of Common Pleas; and Township may seek criminal prosecution of the taxpayer.

Tax Information Confidentiality

Taxpayer information gained by the Township shall be confidential but confidentiality shall not preclude disclosure for official purposes.

Taxpayer Complaints

If a taxpayer has a complaint about a Township action relating to taxes, the Township manager may be contacted in writing to facilitate resolution of the complaint.

A complete copy of the East Bradford Township Taxpayer Bill of Rights Disclosure Statement is available upon request at the Township Building, 666 Copeland School Road, West Chester, 19380.