

# **EAST BRADFORD TOWNSHIP 2004 ANNUAL REPORT**



## **ACCOMPLISHMENTS & NOTABLE EVENTS**

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## INTRODUCTION

The information contained in the following pages is an administrative summary of the municipal activity occurring in East Bradford Township in 2004. 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 (ABC's) and the daily activities of the Township staff can be examined through recorded minutes, the annual budget(s) / 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 obtained from the Township web site ([www.eastbradford.org](http://www.eastbradford.org)) including historical facts, Board of Supervisors and ABC minutes, codes (including zoning and subdivision), municipal services, and annual budgets. 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".

## ORGANIZATION & ADMINISTRATION

- Vincent M. Pompo, Esq. was officially sworn into office at the 2004 Organization Meeting. Mr. Pompo was elected in November 2003 to a 6-year term of office.
- Mr. Harold Holtz was elected to another 6-year term on the Board of Auditors.
- Township Engineer Robert F. Harsch retired from the Township after approximately 37 years of service. Thank you to Bob for his years of dedication!
- Assistant Manager William Gladden resigned in June 2004 and Mandie Cawley was appointed as acting assistant manager and zoning officer.
- The front office staff was reorganized into more identifiable roles. Tenley Adams (formerly administrative assistant) was repositioned as township services coordinator and Nancy Holland (formerly clerical secretary II) was repositioned as administrative support coordinator.
- East Bradford upgraded its tax parcel and sewer utility software and initiated plans to out source property tax collection and sewer invoicing / collection services with Berkheimer. Outsourcing is scheduled to commence in 2005.

## ADVISORY BOARDS & COMMISSIONS (ABC's)

- The following volunteers were appointed or reappointed during 2004:
  - John Lynch, Planning Commission
  - George Fasic, Planning Commission

- Alfred Gollatz, Zoning Hearing Board
  - Eleanor Thompson, Historic Commission
  - Ann Armstrong, Historic Architectural Review Board
  - Michael Litwa, Parks and Recreation
  - Jim Horn, Building Code Board of Appeals
  - Steve Werner, Environmental Advisory Council
  - Margaret Van Gilder, Environmental Advisory Council
  - Michael Colley, Open Space Review Board
- The Plum Run/Strode's Mill Area Study Committee established in 2002 completed its service during 2004 and submitted its final report titled "Plum Run Hydrologic and Flood Study" (prepared by Gilmore & Associates) to the Supervisors in March. The Board accepted the recommendations in June 2004.
  - The Scenic Roads Study Committee, which was initially established in 2003, completed its assignment to: (1) formulate answers to the question "What is a scenic road?" (2) consider how to prevent litter, (3) address signage, (4) consider the impact of land disturbances, and (5) address proper maintenance in Township rights-of-way. In October 2004, the Committee submitted its draft report to the Board.
  - In August 2004, the Historical Commission received a grant in the amount of \$12,482 from the PA Historical and Museum Commission. The grant funds will be used to complete a photo inventory of the historic resources in the Township over a 2-year period.
  - In November 2004, the Board appointed a Trails Subcommittee of the Parks and Recreation Board. The initial members include John Spangler and Peter Orr with Mandie Cawley as staff liaison.
  - In February 2004, the Board of Supervisors approved a communication policy for staff and appointed officials with regard to persons seeking to do business in the Township. The purpose is to prevent misunderstandings and confusion among the involved parties.
  - In an effort to improve communication and coordination between the Board of Supervisors and ABC's, the Board established designated liaisons with each of the ABC's.
  - The Board of Supervisors adopted a Township Code of Ethics for Township Supervisors, appointed officials and volunteers, and staff.

## **PLANNING & ZONING**

- The following subdivision and/or land development plans were reviewed during 2004:
  - SD #513 Bradford Shops – The Declaration of Restrictive Covenants and Easement Agreement for Bradford Shops was amended in December 2004.

- SD #548 West Chester University; final plan – In May 2004, the Supervisors approved an amendment to the approved final plan to provide for field changes related to landscaping.
- SD # 552 Talleyville Properties – The applicant submitted a conditional use application and a final plan amendment to enlarge the bank pad, which required a minimal encroachment into the front yard setback. The conditional use hearings took place in April and May 2004; the decision was issued in June 2004. The final plan amendment was granted in August 2004.
- SD #561 Robal Associates; final plan – The Board granted final plan approval in March 2004.
- SD #564 Baldwin Book Barn; preliminary subdivision plan – The applicant continued presenting to the Planning Commission throughout 2004.
- SD #568 McCool; final plan – The Board approved the final lot line change plan in July 2004.
- SD #573 Grace Baptist Church; final land development plan – Grace Baptist submitted an application in August to expand their church located at 558 Highland Road. The applicant presented to the Planning Commission during 2004.
- SD #574 American Ice Tool Museum; final land development plan – The applicant submitted an application in August to restore the historic barn located at Miner Street and Sconneltown Road and use it as an ice tool museum. The applicant presented to the Planning Commission during 2004.
- SD #576 Drury; final plan – An application was submitted in August 2004, but was later withdrawn because it was determined that subdivision approval was not needed.
- SD #577 Gambone; final subdivision plan – The Township and Gambone worked cooperatively on this application to adjust the road right-of-way for O’rmead Lane. The applicant presented to the Planning Commission during 2004.
- SD #578 Giant Foods; preliminary plan – Giant Foods submitted an application to reconstruct the food store at Bradford Plaza (currently Guinta’s) in October. The application was being reviewed by the Planning Commission at the end of 2004.
- SD #579 Shanley; final plan – The applicant withdrew the application in December 2004.
- The following conditional use applications were heard in 2004:
  - SD # 552 Talleyville Properties – The applicant submitted a conditional use application to enlarge the bank pad, which required a minimal encroachment into the front yard setback. Hearings took place in April and May 2004; the decision was issued in June 2004.

- Kim; 878 Frank Road – The property owner submitted a conditional use application to conduct a hair styling business (major home occupation) in their residence. The hearing took place on September 14, 2004; the Board issued its decision approving the application in October.
- The following Zoning Hearing Board applications were submitted in 2004
  - Berran; Scenic Drive – Variance to encroach into the front yard setback and exceed the maximum permitted impervious surface. Relief was granted in February 2004.
  - Lehman; Cottage Lane – Variance to elevate a structure in a floodplain. Relief was granted in March 2004.
  - Cunius; Copeland School Road – Variance to disturb steep slopes to access the property. The application was withdrawn in May 2004.
  - Kurtz; West Miner Street – Variance to create a nonconforming lot. Relief was granted in May 2004; however, the Township appealed the decision because creating non-conforming lots is contrary to the efforts of the Township to provide for orderly development. The applicant and Township later signed a stipulation to reverse the Zoning Hearing Board's decision.
  - Children's Country Week Association; Valley Creek Road – Variance to disturb steep slopes to construct a new driveway. Hearing continued into 2005.
  - Monaghan; Cottage Lane – Variance to elevate a structure in a floodplain. Relief was granted in May 2004.
  - Johnson; Copeland School Road – Special exception / variance to expand a nonconforming building. Relief was granted in May 2004.
  - Weldon; Sunset Hollow Road – Variance to construct a detached barn / garage within the front yard area. Relief was granted in July 2004.
  - Stack; Sconnelltown Road and Miner Street – Special exception to use a historic barn as a museum / educational use. Relief was granted in July 2004.
  - CVS; Brookworth Plaza – Variance for signage. The Supervisors opposed the application because it is contrary to the conditional use and land development approvals for the development. The Zoning Hearing Board granted the majority of the relief requested in October. The applicant and Township later signed a stipulation addressing several items in the decision.
  - Grace Baptist Church; Highland Road – Variance relative to the expansion of a nonconforming building. Relief was granted in October 2004.
  - Giant Foods; Bradford Plaza – Variance relative to the expansion of a nonconforming building. The hearing was continued until 2005.
  - Acme Markets; Brookworth Plaza – Variances for signage. The application was withdrawn.

- Brandywine Auto Repair; Bradford Avenue – Appeal from a zoning enforcement notice. The hearing was continued until 2005.
- Video Warehouse; Brookworth Plaza - Challenge to the sign ordinance. The hearing was continued until 2005.
- The Township commenced an update of its 1996 Township Comprehensive Plan toward the end of 2002. A Planning Commission Comprehensive Plan Task Force, composed of representatives of each of the ABCs and at-large citizen representatives, began meeting on a monthly basis with technical assistance provided by a professional land use consultant. A public hearing was held on August 10, 2004; the Plan was officially adopted in September 2004. The updated Plan will guide the Township in all matters related to land use during the next decade. A summary of the updated Plan will be mailed to all residents in the first quarter of 2005.
- The West Chester Regional Planning Commission (WCRPC) Traffic Assessment continued throughout 2004. The purpose of the study is to (1) identify how traffic flows from West Chester and points west to Route 202 and (2) suggest mechanisms to improve traffic flow through and around the Borough. East Bradford participated in the planning effort throughout the year and was supportive of the committee's recommendations to improve Section 100 of Route 202 and better the function of Route 202 as a limited highway. On the other hand, the Supervisors expressed concern about the committee's desire to open Tigie Road (AKA West Chester University's access road) to the general public. Tigie Road is a narrow country Township road that is officially designated as both historic and scenic. The Board also expressed concern about the conceptual Route 322 Bypass / Route 202 ramps.

## **ROADS & PUBLIC WORKS**

- In April 2004, the Township hosted a "Roads Colloquium" to discuss a number of road related issues and questions concerning the Township. Attendees included State Senator Robert Thompson, Legislative Director Charles Dexter, Jr., Representative Chris Ross, Representative Elinor Taylor, and PennDOT District 6-0 Administrator Andrew Warren. Specific topics discussed included State Route 322, Tigie Road, Copes Bridge, State Route 162, State Route 52, and State Route 202.
- PennDOT began the process to rehabilitate the Copes Bridge in the fall of 2004. The project is intended to strengthen and stabilize the bridge and increase the level of safety for the traveling public. The bridge was initially constructed in 1807 and is listed on the National Register of Historic Places, as well as PennDOT's historic bridge survey. This process continued into 2005.
- The State Route 322 intersection improvements project construction was completed in the summer of 2004. Construction for the \$2.65 M project commenced in May 2002 after approximately 10 years of planning, design, right of way acquisition, review, and approval.

- The Roads Department was reorganized in 2004 and is now referred to as the Public Works Department. As the Township has matured, the breadth of maintenance and services has increased (roads, parks, open space, stormwater control, and sewer). The new name recognizes the broader scope of activities. The Township also hired David Mushrush to fill the new position of public works superintendent.

## BUILDING & ENFORCEMENT

- In April 2004, the Township adopted the new PA Uniform Construction Code Act 45 of 1999.
- A summary of building permit activity is provided below:

<u>Type</u>	<u>#</u>	<u>Construction Cost</u>	<u>Permit Cost</u>	<u>Public Sewage</u>	<u>Highway Fund</u>
Single Family Detached	8	\$2,494,044.00	\$9,585.00		\$4,000.00
Single Family Attached	9	\$3,693,534.00	\$34,526.00	\$140,140.00	\$19,000.00
Multi-Family	0				
Commercial	3	\$2,520,000.00	\$5,745.00		
Sprinklers	8	\$346,325.00	\$7,260.00		
Residential Alterations / Additions	54	\$3,585,705.00	\$16,172.00		
Pools	21	\$777,792.00	\$12,271.00		
Commercial Alterations / Additions	12	\$490,230.00	\$4,515.00		
Other (inc. decks)	40	\$223,901.00	\$4,449.00		
Construction Trailers	5	\$5,500.00	\$1,250.00		
Retaining Walls	4	\$100,190.00	\$3,050.00		
Demolition	3	\$7,500.00	\$1,200.00		
Accessory	14	\$511,242.00	\$3,999.00		
<b>Total</b>	<b>181</b>	<b>\$ 14,755,963.00</b>	<b>\$104,022.00</b>	<b>\$140,140.00</b>	<b>\$23,000.00</b>

## LEGISLATION

- The following ordinances were adopted in 2004:
  - Ordinance 01-2004 was adopted in January 2004 to add a new Chapter 22 to the Code titled "Regulation of Parks and Open Space."
  - Ordinance 02-2004 was adopted in April 2004 to replace existing Chapter 45 of the Code (Building Construction) with the new PA Uniform Construction Code Act 45 of 1999.
  - Ordinance 03-2004 was adopted in May 2004 to amend the Subdivision and Land Development Chapter (95) of the Code to incorporate provisions of the PA DEP Model Stormwater Management Ordinance for Small Municipal Separate Storm Sewer System Communities (MS4).
  - Ordinance 04-2004 was adopted in August 2004 to amend/correct miscellaneous sections of the Zoning, Subdivision, and Erosion and Sedimentation Ordinances.

- Ordinance 05-2004 was adopted in September 2004 to amend Article VII (Signs) of the Code.
- Ordinance 06-2004 was adopted in September 2004 to amend the Parks and Recreation Chapter of the Code to provide for a minimum number of members on the Park and Recreation Board.
- Ordinance 07-2004 was adopted in December 2004. This ordinance governs the municipal management of on-lot sewage disposal systems. Beginning in 2005, property owners will be required to pump their systems once every 3 years. DEP required the Township to adopt a program of this nature as a condition of the Township's Act 537 Plan approval.
- Ordinance 08-2004 was adopted in December 2004. This ordinance regulates the terms and conditions under which the Township may grant non-exclusive, revocable cable franchises. The ordinance represents several years of negotiations with Comcast. The renewal term of the agreement is 10 years.
- Ordinance 09-2004 was adopted in December 2004. This ordinance adopts a revised version of the Township Official Map. It is expected that the map will be updated annually in the future.
- The following resolutions were adopted in 2004:
  - Resolution 1-2004 was adopted in February to request that the State of PA restrict large through truck traffic on PA Route 41.
  - Resolution 1-2004OS was adopted in January 2004 to authorize the acquisition of land donated by Pennsylvania Suburban Water Company known as Ingram's Mill.
  - Resolution 2-2004 was adopted in February to construct and operate a traffic signal at Rosedale Avenue and State Route 52.
  - Resolution 2-2004OS was adopted in January 2004 to authorize the purchase of a conservation easement on the Giorgiani property located along Shenton Road.
  - Resolution 3-2004 was adopted in July 2004 to reaffirm the Employee Personnel Policy Handbook and participation in PSATS's CDL performance monitoring program.
  - Resolution 3-2004OS was adopted in April 2004 to authorize the acquisition of a conservation easement over approximately 360 acres of lands owned by Children's Country Week Association.
  - Resolution 4-2004 was adopted in September 2004 to amend the pension plan and benefits policy.
  - Resolution 4-2004OS was adopted in June 2004 to authorize the acquisition of a conservation easement on a 28.3-acre property along the Brandywine River (the property owner wishes to remain anonymous).

- Resolution 5-2004 was adopted in August 2004 to establish a portion of Birmingham Road (between Lenape Road / State Route 52 and Creek Road) and a portion of State Route 842 (south of Creek Road) as PA Scenic Byways.
- Resolution 5-2004OS was adopted in June 2004 to approve the filing of an application for Chester County Landscapes 21<sup>st</sup> Century Fund Grant Program assistance.
- Resolution 6-2004 was adopted in September 2004 to adopt the Comprehensive Plan update.
- Resolution 6-2004OS was adopted in November 2004 to authorize the acquisition of the 238-acre Sonoco property located between the Brandywine River and Skelp Level Road for \$2,390,000.
- Resolution 7-2004 was adopted in December 2004 to authorize the Board Chair to execute a cable television franchise renewal agreement with Comcast.
- Resolution 8-2004 was adopted in December 2004 to amend the Township fee schedule.

## **OPEN SPACE & TRAILS**

- In January 2004, the Township purchased the 10-acre DeFrenes property (875 Brandywine Road) for open space preservation. The property was resold at a public auction in November with a conservation easement. It sold for \$425,000. The property is contiguous to the Thompson open space easement and the Paradise Valley open space.
- In January 2004, the Board of Supervisors accepted a 36-acre open space donation from Aqua America (formerly Pennsylvania Suburban Water Company). A press conference took place in February, which 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. 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.
- In February 2004, the Township purchased a conservation easement on the 38-acre Giorgiani property, located along Shenton Road. The Township worked with the property owner, Harvey Giorgiani, for more than 3 years to accomplish this open space preservation effort.
- In April 2004, the Township purchased a conservation easement over approximately 360 acres of the Children's Country Week Camp (AKA Paradise Farms Camp). Grant funding in the amount of \$900,000 was received from DCNR and Chester County.

- The Township held its second Open Space Dinner on September 18, 2004. The event was planned to take place at the Stroud Preserve; however, due to hurricane weather, the event was moved to the Township building at the last minute. Approximately 35 people attended the gathering.
- In October 2004, the Township purchased a conservation easement over a 28.2-acre property along the Brandywine River (the property owner wishes to remain anonymous). The cost of the acquisition was approximately \$115,000. The land is situated between two other conserved properties. A public trail that traverses the property is planned.
- The Township entered into an Agreement of Sale with Sonoco Products Company to purchase Sonoco's 238-acre property located between the Brandywine River and Skelp Level Road. The authorized purchase price was \$2,390,000. A grant in the amount of \$500,000 was received from Chester County. Settlement is expected to occur in early 2005.
- East and West Bradford Township acquired a Transportation Enhancement Grant to construct a multi-purpose trail from the covered bridge at Harmony Hill Road to the Trestle Bridge in West Bradford Township. The primary purpose of the trail is to reroute Bicycle Route L off of State Route 322. Initial planning and design began in September 2004.

## MUNICIPAL SERVICES

- In July 2004, The Board of Supervisors authorized the implementation of a Township-wide roadside litter collection. Commencing in August 2004, Browning-Ferris Industries (BFI) started collecting roadside litter once a week on State roads and every two weeks on Township roads.
- In December 2004, the Township adopted an on-lot septic system management program to ensure that all on-lot systems are routinely inspected, pumped, and properly maintained. The program requires property owners with on-lot systems to pump their septic tank every 3 years. The administration of this program will begin in the first quarter of 2005.
- Township staff continues to update the Township Web Site ([www.eastbradford.org](http://www.eastbradford.org)), in an effort to keep Township residents informed.

## 2004 BUDGET

The summary of the 2004 budget (projected and actual) is provided below:

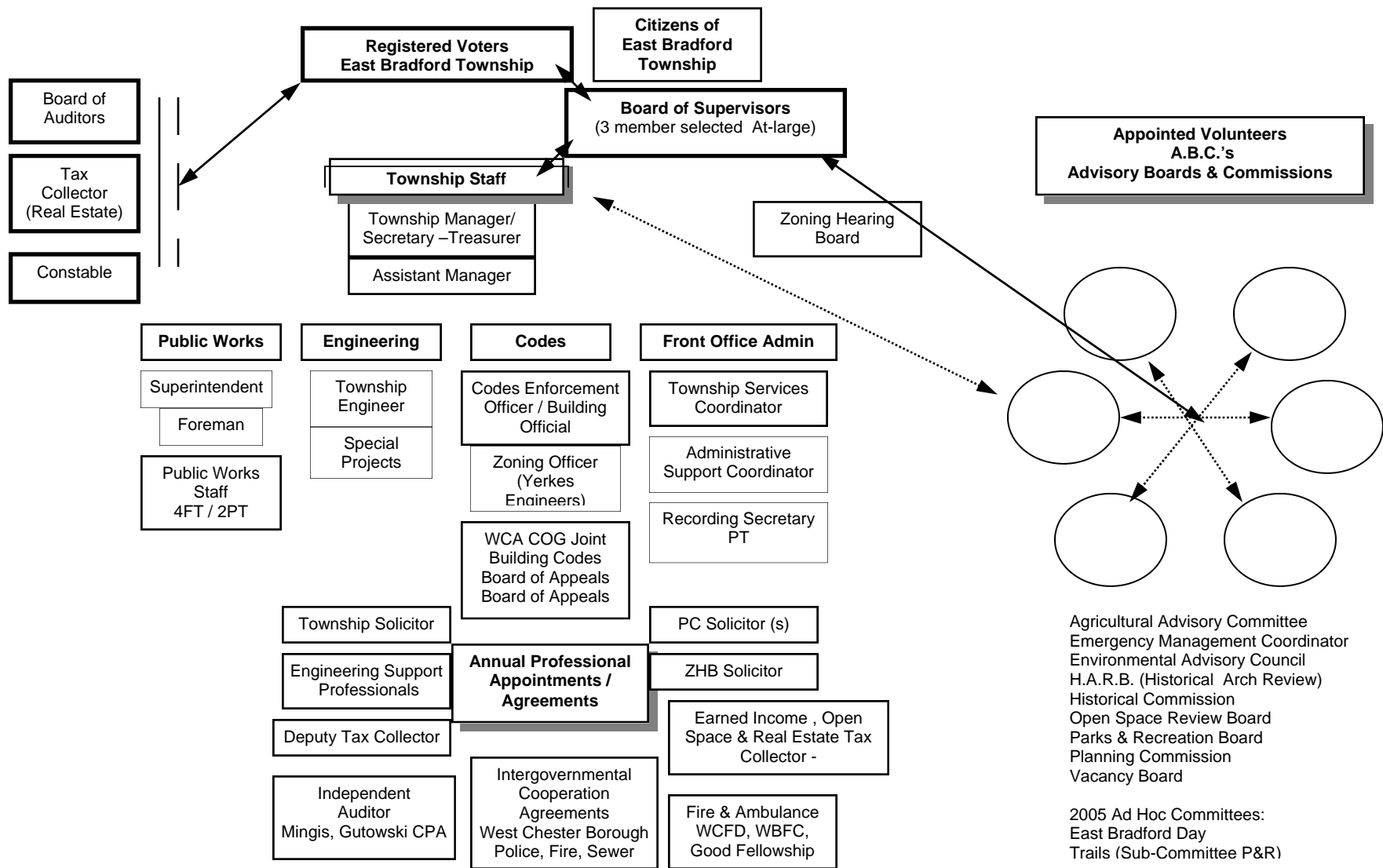
	2004 Budgeted Revenues	2004 Budgeted Expenditures	2004 Actual Revenues	2004 Actual Expenditures
<b>General Fund</b>	\$2,515,962	\$2,514,977	\$2,855,669	\$2,666,620
<b>Sewer Fund</b>	\$762,198	\$1,101,310	\$629,752	\$648,966
<b>Highway Improvement Fund</b>	\$71,550	\$133,550	\$36,831	\$50,464
<b>State Liquid Fuels Fund</b>	\$198,860	\$380,000	\$201,875	\$158,041
<b>Open Space Fund</b>	\$1,459,250	\$10,051,540	\$2,089,096	\$6,346,458
<b>Capital Reserve</b>	\$18,750	\$525,500	\$222,756	\$133,763

- General Fund – The General Fund represents the principal operating fund for the Township (police and fire, parks and recreation, planning/zoning, codes enforcement/engineering, legal, administration).
- Sewer Fund – The Sewer Fund is a utility fund established to provide public sewer service to over 1,050 customers in the Township through an inter-municipal agreement with the Borough of West Chester. Fees charged by the Borough increased 6% in 2004.
- Highway Improvement Fund – The Highway Improvement Fund is a proprietary fund established for design and construction of road improvements in the Township. Revenues are derived from developers' contributions. 2004 expenditures included the completion of the traffic control improvements at the Route 322 Business and Route 322 Bypass intersection.
- State Liquid Fuels Fund – Receipts for the State Liquid Fuels Fund are provided by the Commonwealth of Pennsylvania from (gas) tax disbursed annually to all municipalities. The receipts are based upon Township road miles and population. Use of the fund is limited to road maintenance/reconstruction and related equipments purchases. The following roads were improved during 2004: Scenic Drive, Shropshire Drive, Skelp Level Road, Brandywine Avenue, and Hillside Drive.
- Open Space Fund – The Open Space Fund, which was established in 1999, comes from the open space preservation tax (1/4 of 1% on earned income). Expenditures are restricted to acquisition of interests in real property and costs associated with these activities.
- Capital Reserve Fund – The Capital Reserve Fund is comprised of appropriated monies that are used for capital projects, major equipment purchase/replacements, etc.

## **MISCELLANEOUS**

- The first ever East Bradford Day is scheduled to take place on September 17, 2005. A planning committee was established during 2004; Augie Murray-Young is heading the effort.
- Keep East Bradford Beautiful Day took place on April 3, 2004.
- During the second half of 2004, retractable panel room dividers were installed in the McCardle Meeting Room to create two conference rooms. Superior Engineering Products constructed the partitions.

# APPENDIX A – TOWNSHIP ORGANIZATIONAL CHART – 2004-2005



The Board of Supervisors, at its Organization in January, appoints citizen volunteers to the boards and commissions and professional staff including Manager, Treasurer, Secretary, Codes Enforcement Officer, Zoning Officer, Deputy Tax Collector, Public Works Superintendent, Engineer and Solicitors and other professional support consultants. There is no hierarchy among the A.B.C.'s; these bodies routinely coordinate but report to and advise the Board of Supervisors.