

The Board of Supervisors (BOS) of East Bradford Township (Township), Chester County, PA held the annual Organization meeting Monday, January 07, 2013 (05:30 P.M.) in the Township Building, 666 Copeland School Road, West Chester, and Chester County, PA 19380-1822.

*Public Notice of the 2013 Organization public meeting of the East Bradford Township Board of Supervisors was advertised in the Daily Local News 12-17-12 and on the Township web site [www.eastbradford.org](http://www.eastbradford.org).*

Secretary’s Note: Pursuant to Second Class Township Code – Organization Meeting to be convened first Monday in January of each year but if the first Monday is a legal holiday the meeting shall be held the following day.

Supervisors present were: Vincent M. Pompo, Thomas A. Egan and John D. Snook

Supervisors not in attendance: All present

Staff / Township Professionals in attendance:

- Township Manager/Secretary-Treasurer, Michael P. Lynch
- Township Engineer, Mark J. Lucas
- Township Public Works Foreman, John P. Carroll

NOT in attendance:

- Township Asst. Mgr., Amanda M. Cantlin
- Township CEO, Brenden L. Beaumont
- Township Services Coordinator Tenley Adams
- Township Solicitor Ross A. Unruh, Esq. / Township Solicitor Anthony Verwey, Esq.

Also in attendance (including ABC’s):

None in attendance.

Others / Residents / Citizens in attendance:

None in attendance.

**EAST BRADFORD TOWNSHIP BOARD OF SUPERVISORS  
ORGANIZATION MEETING AGENDA**

Monday, January 07, 2013, 5:30 P.M.

**1. Call to Order & Pledge of Allegiance to the Flag**

The meeting Call to Order occurred at 05:36 P.M. by Chair Pompo and opened with the Pledge of Allegiance before the Flag of the United States of America.

**2. Public Comment**

None offered / received at this time.

**3. Recognize Newly Elected Officials / Oath of Office**

- Board of Supervisors - None for 2012 (next term expiration John D. Snook 12-31-13)
- Board of Auditors - None for 2012 (next term expiration Mathew Phayre 12-31-13)
- Elected Tax Collector - None for 2012 (next term expiration Kimberley Spaziani 12-31-14)

Twp Secretary Lynch reported Oaths of Office are on file for all current elected officials.

Secretary’s Note: Oaths of Office may be submitted prior to the Organization meeting or the Oath must be taken at the meeting of elected officials. The Oaths of Office are a public record on file at the Township Building.

**4. Organize Board of Supervisors**

- (i). Appoint Temporary Chair (must be member of BOS)
  - A. Nominate / Elect Chair
  - B. Nominate / Elect Vice Chair

On motion of Mr. Snook, seconded by Dr. Egan, the Board voted to appoint Mr. Pompo as Acting (Temporary) Chair and Secretary for the singular purpose of electing a Chair of the Board of Supervisors

for 2013.

Mr. Pompo asked for nominations for the position of Chairman. Mr. Snook moved and nominated Mr. Pompo as Chair and Dr. Egan seconded the nomination. Mr. Snook then moved to nominate Dr. Egan as Vice Chair and Dr. Egan seconded the nomination.

Vincent M. Pompo, Esq. and Thomas A. Egan were elected Chair and Vice Chair, respectively, of the Board of Supervisors for 2013

5. **Appoint Township Officials** (Annual Appointment) (\*\* Oath of Office)
- A. Township Secretary / Township Treasurer / Township Manager \*\*
  - B. Township Assistant Manager / Planning Admin Secretary \*\*
  - C. Codes Enforcement Officer \*\*
  - D. Zoning Officer \*\*
  - E. Public Works Foreman \*\*
  - F. Township Engineer \*\*
  - G. Deputy Tax Collector (Berks County Intermediate Unit & Tenley F. Adams) \*\*
  - H. Open Records Officer (Act 3 2008 – Right To Know) \*\*
  - I. CC Tax Collection District Committee Delegates (Act 32 - Countywide Tax Collection)

Secretary's Note: At this time the BOS used a consensus motion for the above appointments (A. through I.). The appointments are individually listed below to identify the specific person(s) so appointed.

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously as a consensus motion to re appoint the current Township Employees (listed above) to their current positions listed in A .through I. for 2013 identified by name and position below in separate motions.

A. Township Secretary; Township Treasurer; Township Manager

On motion of Mr. Snook, seconded by Dr. Egan, the Board voted unanimously to appoint Michael P. Lynch as Township Secretary, Township Treasurer and Township Manager for a 1-year term of office.

B. Assistant Township Manager / Planning Commission Secretary

On motion of Mr. Snook, seconded by Dr. Egan, seconded by Mr. Snook, the Board voted unanimously to appoint Amanda M. Cantlin as Assistant Township Manager for a 1-year term of office.

C. Codes Enforcement Officer

On motion of Mr. Snook, seconded by Dr. Egan, the Board voted unanimously to appoint Brenden L. Beaumont Code Enforcement Officer (including Building Codes Official / Inspector) for a 1-year term of office.

D. Zoning Officer

On motion of Mr. Snook, seconded by Dr. Egan, the Board voted unanimously to appoint Brenden L. Beaumont as Township Zoning Officer for a 1-year term of office.

E. Public Works Foreman

On motion of Mr. Snook, seconded by Dr. Egan, the Board voted unanimously to appoint John P. Carroll as Township Public Works Foreman for a 1-year term of office.

F. Township Engineer

On motion of Mr. Snook, seconded by Dr. Egan, the Board voted unanimously to appoint Mark J. Lucas Township Engineer for a 1-year term of office.

G. Deputy Tax Collector

As tax payments are collected for the Township by a third party for the Elected Tax Collector, the Tax Collector Handbook states that the Board of Supervisors should appoint the entity and / or employee

collecting the tax as Deputy Tax Collector.

On motion of Mr. Snook, seconded by Dr. Egan, the Board voted unanimously to appoint Berks County Intermediate Unit and Township employee Tenley F. Adams, as Township Deputy Tax Collectors for a 1-year term of office (2013).

- H. Open Records Officer (Act 3 2008 – Right To Know) \*\* (Amanda M. Cantlin)  
Twp Mgr Lynch recommended reappointment of Asst Mgr Cantlin as Open Records Officer.  
On motion of Mr. Snook, seconded by Dr. Egan, the Board voted unanimously to appoint Mandie M. Cantlin Open Records Officer (Act 3 2008 – Right To Know) for a 1-year term of office.

- I. CC Tax Collection District Committee Delegates (Act 32 - Countywide Tax Collection)  
(Lynch, Adams, Cantlin)

Secretary's Note: The Chester (County) Tax Collection Committee was organized in 2009 and the CTCC in 2010 selected Keystone Collections Group to commence County-wide collection of Earned Income Tax (and Local Services Tax) to commence January 2011 pursuant to Act 32 of 2008.

On motion of Mr. Snook, seconded by Dr. Egan, the Board voted unanimously to appoint Michael P. Lynch Tax Collection District Committee Delegate to the CTCC with Twp Services Coordinator Adams as 1<sup>st</sup> Alternate Delegate and Asst Mgr Cantlin as 2<sup>nd</sup> Alternate Delegate, in compliance with Act 32 and that Twp Services Coordinator Adams be appointed as Alternate Voting Delegate.

Secretary's Note: Keystone Collections Group is the Earned Income Tax and Local Services Tax administrator for 2013 pursuant to Act 32 of 2008 and through contract with the Chester County Tax Collection Committee

6. **Authorize Township Manager Bond Limit (\$25,000 same as prior years)**  
**Authorize Township Treasurer Bond Limit (\$5,000,000 same as 2012)**

The Manager Bond has been set at \$25,000 over the past (20+) years in recognition of the positions of Treasurer and Manager currently held by one person. The current bonds are with Travelers Casualty and Surety of America Company for the Treasurer and with the Hartford Insurance Group for the Manager (both through H.A. Thompson).

*Amendments to the Second Class Township Code (1996) authorize the Supervisors to set (rather than recommend to the Auditors) the Treasurer Bond and Township Manager Bond limits. Certification of the Treasurer Bond has been included (commencing in 1996) in the annual Liquid Fuels Actual Use Report.*

On motion of Mr. Snook, seconded by Dr. Egan, the Board voted unanimously to maintain and set the bond for the Township Manager at \$25,000 for 2013 and to increase and set the Treasurer bond in the amount of \$5,000,000 for 2013 consistent with the interpretation of the Second Class Township Code (Article VII, Section 702) and as estimated by the Board of Supervisors.

7. **Appoint Township Professional Consultants**

(and approve rates) including Financial, Engineering & Legal

Twp Mgr Lynch submitted a list of recommended professionals and consultants for Township support and technical assistance in 2013 (dated 12-11-12) as follows:

- A. Audit & Financial Professionals  
1. Independent Auditor – Engagement Mingis, Gutowski & Company - Approve 2012 Audit Engagement (current Agreement (audit years 2012, 2013, 2014))

On motion of Mr. Snook, seconded by Dr. Egan, the Board voted unanimously to approve an engagement Agreement (for Audit Year 2012) for Independent Auditor services with Mingis, Gutowski & Company and to so appoint Mingis, Gutowski & Company as Township Independent Auditor for 2013.

2. Financial Advisor(s) -  
Boenning & Scattergood (Michael Wolfe)

T.K. Beckett Associates (Thomas Beckett)

3. Bond (Debt) Counsel

Stradley Ronon (Michael Roynan, Esq.)

On motion of Mr. Snook, seconded by Dr. Egan, the Board voted unanimously to appoint, on an as needed basis, the following financial advisor professionals and bond counsel:

Boenning & Scattergood (Michael Wolfe)

Thomas Becket Associates (Thomas Becket)

Stradley Ronon (Michael Roynan, Esq. (Bond Counsel)

B. Engineering / Planning / Engineering (ref: Twp Mgr Recommendations List)

Planning / Land Development / Engineering:

General Engineering Services  
(including GIS / Mapping)

Gilmore Associates

Survey Services

Gilmore Associates

Geo Technical Services & Structural

Yerkes Associates

Gilmore Associates

(2013 – Principal PE \$110/hr. / Associate PE \$85 to \$105 / hr. + \$5 from 2012)

Landscape Design

Glackin Associates / Gilmore Associates – Lisa Thomas  
(2013 – Principal \$150-\$190/hr.; Sr. Designers/Planners \$95-\$120/hr. (+ \$20 from 2012);

Project Planners/Land Architects \$70-\$90/hr.; Admin \$55/hr.; (No change from 2012 rate schedule)

Lighting Design

C. Stanley Stubbe

(2013 – \$60/hr. no change 2012 / unchanged from 2008)

Traffic Planning

Heinrich & Klein- Special

(2013 - \$110/hr. no change from 2012)

Gilmore Associates– General

(2013 – See above)

Site Inspection Services

Northeast Inspections (T. Smith)

(2013 - \$65/hr. no change from 2012)

Sanitary Sewer Systems Installations

Carroll Engineering

(2013 \$125/hr.+ \$5.00/hr. from 2012)

General Planning

Brandywine Conservancy (Environmental Management Center)  
(2013 no change from 2012 – subscriber rates)

Zoning & Building:

Building Codes Inspection

Keystone Municipal Services, Inc.

Richard Hicks, CBO – back-up Codes Support –

(2013 \$65/hr. no change from 2012)

Sewer Operations:

Sewer System Operations/Design

Carroll Engineering

(2013 \$125/hr. + \$5 from 2012)

Preventive Maint & Repair  
(Pump Stations)

Aqua Wastewater Management

(2013 + 5% from 2012)

Monthly PM \$2,684 (6 pump stations

Mechanic Foreman \$74/hr., Mechanic \$69/hr., Electrician \$74/hr.

Vacuum Truck & Operator \$130/hr.

Open Space Planning/Environmental Management:

Environmental Planning

Habitat by Design – Jeff Keller

(2013 \$160/hr. no change from 2012)

Open Space Easement Planning

Natural Lands Trust (NLT)

Brandywine Conservancy

North American Land Trust (NALT)

Network / IT / Web Page	Inter MEDIA 2013 \$79.95/hr. no change from 2012)
Other:	
Berks County Intermediate Unit	Real Estate Tax Administration (per contract) Sewer Billing /Collection Administration (per contract)
Keystone Collections Group (Act 32)	EIT, Open Space EIT & Local Services Tax (per CCTCC contract)
Connectivity	Comcast and/or Verizon

On motion of Mr. Snook, seconded by Dr. Egan, the Board voted unanimously to accept the recommendations of the Township Manager for the above (B.) listed consultants for 2013.

Chair Pompo acknowledged Staff receipt of proposals from several traffic engineering consultants and with accord from Supervisors Egan and Snook the interest to interview one or more of the firms during 2013.

Secretary's Note: Consultant appointments are conditioned upon the below listed conditions / qualifications of disclosure and representation.

While recommended / selected consultants cannot guarantee exclusive representation to the Township, each respective consultant will be queried in advance of commencement of any specific project to ensure that there is no immediate or direct conflict with an applicant, developer or related party.

In appointing the above listed professionals and consultants, as recommended by the Township Manager for 2013, the Board of Supervisors reaffirmed as a condition of the appointment that any professional consultant engaged by the Township shall notify the Township in advance of a conflict of interest (potential or actual) with another client who may be before the Township. Accordingly, the professional consultant for the Township shall either relinquish their client relationship with such person(s) during the term of business with the Township, with specific regard to such business in the Township, and represent exclusively the Township during such time or relinquish the appointment relationship with the Township before proceeding.

C. Zoning Hearing Board Solicitor (BOS acknowledge / affirm ZHB appointment selection)  
Twp Manager Lynch reported from a conversation with Zoning Hearing Board Chair Gollatz that the Zoning Hearing Board would be re appointing the firm of Buckley, Brion, McGuire, Morris & Sommer with Joseph (Skip) Brion, Esq., as ZHB Solicitor for 2013 (at an hourly rate of \$190 +\$5/hr. from 2012) to which the Board of Supervisors was in agreement.

D. Legal (ref: Twp Mgr Recommendations List)	
Township Legal Counsel	Unruh, Turner, Burke & Frees – Ross A. Unruh, Esq.; Anthony Verwey, Esq., Andrew Rau, Esq.; Wm. Burke, Esq. & other firm attorneys (2013 \$190/hr. + \$5/hr. from 2012)
Zoning Hearing Board	Buckley, Nagle, McGuire, Brion - Joseph Brion, Esq. (2013 \$190/hr. + \$5/hr. from 2012 (pending ZHB appointment)
Planning Commission	Special Counsel Parke, Barnes, Spangler, Oeste & Wood – Thomas Oeste, Esq (2013 \$175/hr. no change from 2012) General – Unruh, Turner, Burke & Frees See above

On motion of Mr. Snook, seconded by Dr. Egan, the Board voted unanimously to accept the recommendations of the Township Manager and re appoint the firm of Unruh, Turner, Burke & Frees as Township Solicitor and General Counsel (inclusive of Ross A. Unruh, Andrew Rau, Anthony Verwey, Amanda Sundquist and William Burke) and Planning Commission Special Counsel Parke, Barnes, Spangler, Oeste &

Wood – Thomas Oeste, Esq. for 2013.

Secretary's Note: None of the above professionals are appointed under a retainer form. In addition, while recommended / selected consultants cannot guarantee exclusive representation to the Township, each respective consultant is queried in advance of commencement of any specific project to ensure that there is no immediate or direct conflict of interest between the Township and with an applicant, developer or related party.

In appointing the above listed professionals and consultants, as recommended by the Township Manager for 2013, the Board of Supervisors reaffirmed as a condition of the appointment that any professional consultant engaged by the Township shall notify the Township of a conflict (potential or real) with another client who may be before the Township and that the professional consultant for the Township shall either relinquish their client relationship with such person(s) during the term of business with the Township, with specific regard to such business in the Township, and represent exclusively the Township during such time or relinquish the appointment relationship with the Township.

	<u>Term</u>	<u>Incumbent</u>
8. <b>Appoint Vacancy Board Chair</b>	(1 year term)	(Johnson) @

Twp Mgr Lynch indicated Mr. Johnson communicated he was available and receptive to reappointment for 2013 if the Board of Supervisors moved the appointment.

On motion of Mr. Snook, seconded by Dr. Egan, the Board voted unanimously to reappoint John Johnson, Township resident, as Chair of the Vacancy Board for a 1-year term of office.

9. **Appointments to Township Boards, Commissions and related**

The Board considered appointments (re appointments) to the various Township Advisory Boards and Commissions (ABC's) for 2013 based upon prior notice to Township residents (published in the Township Newsletter, Township web site and public meetings) and responses there from. Mr. Lynch submitted (12-11-12) a summary packet of Applicants and related information for review by the Supervisors.

A.	Planning Commission (1) Planning Commission	(4 year term) Vacancy (term to 12-31-13)	(Korbonits) @
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On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to reappoint Robert Korbonits to the Planning Commission for a 4 year term.

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to accept the recommendation of the Planning Commission and appoint Wesley Thomas to fill the unexpired term of Alan Pomeroy to the Planning Commission for the remaining term to 12-31-2013.

The Board of Supervisors thanked Alan Pomeroy for his dedicated and active participation and service on the Planning Commission since 1999.

	WCRPC Township Representative	(1 year term)	vacancy
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The BOS agreed the Township Representative to the WCRPC remain vacant pending re activation of a viable agenda for the regional planning advisory body.

B.	Zoning Hearing Board (1) Zoning Hearing Board Alternate (#2)	(3 year term) (3 year term)	(Gollatz) @ vacant
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On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to reappoint Al Gollatz, Esq. to the Zoning Hearing Board for a 3 year term.

The Board of Supervisors agreed there was no pressing need to appoint a 2<sup>nd</sup> Alternate to the Zoning Hearing Board at this time.

- C. Historical Commission (2) (5 year term) (Armstrong) @  
(5 year term) (Kirijan) @

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously 2-0 to reappoint Ann Armstrong and Rick Kirijan to the Historical Commission, each, for a 5 year term.

- D. H.A.R.B. (1) (5 year term) (Thompson) @

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to reappoint Eleanor Thompson to the Historical Architectural Review Board for a 5 year term.

- E. Parks & Recreation Board (1) (5 year term) (Bausinger) @  
Parks & Recreation Board Vacancy (term to 12-31-15)

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously re appoint Marianne Bausinger to the Parks & Recreation Board for a 5 year term.

The BOS agreed to defer action on the vacancy on the Parks & Recreation Board (December 2012 resignation of Peter Orr) pending identification of a candidate and recommendation from the Parks & Recreation Board.

The Board of Supervisors thanked Peter Orr for his 22 years of dedicated, exceptional and active service on the Parks and Recreation Board (as perennial Chair) since 1991.

- F. Emergency Management Coordinator (1 year term) **(Ruggeri)**

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to appoint William Ronayne as Township Emergency Management Coordinator for a 1 year term.

The Board of Supervisors thanked Eric Ruggeri for his proactive and professional service provided to the Township as Emergency Management Coordinator since 2004.

- G. Environmental Advisory Council (3) (3 year term) (Sheehan) @  
(3 year term) (Van Gilder) @  
(3 year term) (Werner) @

Environmental Advisory Council Vacancy (term to 12-31-14)

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to re appoint Maura Sheehan, Margaret Van Gilder and Steven Werner, each, to the Environmental Advisory Council for a 3 year term.

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to accept the recommendation of the EAC and appoint David Williams to fill the unexpired term of Andrew Lister to the Environmental Advisory Council for the remaining term to 12-31-2014.

The Board of Supervisors thanked Andrew Lister for his valued service on the EAC since 2007.

- H. Green Committee (2) (3 year term) (Johnson) @  
(3 year term) (Scholl) @

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to re appoint John Johnson and Don Scholl, each, to the Green Committee for a 3 year term.

- I. Communications Liaison (1 year term) (Nathan)

The Board of Supervisors did not take action on this appointment.

- J. Trails Sub-Committee of P&R Board (15 +/- ad hoc members)  
(Spangler, Baxter, Colley, Cornwell, Fleming, Hawkes, Kenny, Mehl, Parman, Redmond, Rothman, Singer, Schaum, Hagens, Wakefield)
- Re Commission for 2013  
(1 year term)

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to re commission the Trails Sub-committee for 2013 and to re appoint the following persons to the Trails Sub-Committee of the Parks & Recreation Board, each, for a 1 year term: Spangler, Baxter, Colley, Cornwell, Fleming, Hawkes, Kenny, Mehl, Parman, Redmond, Rothman, Singer, Schaum, Hagens and Wakefield.

- K. Traffic Committee (7 members)  
(Davis, Cavanaugh, Yarnall, Bohn, Lucas, DeFonzi, Ronayne (Carroll –Ad-hoc))
- Re Commission for 2013  
(1 year term)

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to re commission the Traffic Committee for 2013 and re appoint the following persons to the Township Traffic Committee, each, for a 1 year term: Patrick Davis, Jo Anne Yarnall (WCASD), Chief Scott Bohn (WCPD), Twp Engineer Mark Lucas, Andrew DeFonzo, Ken Cavanaugh and William Ronayne.  
The Board of Supervisors agreed to reappoint Twp Public Works Foreman John Carroll to the Traffic Committee as an ad hoc member for 2013.

- L. Agricultural Area Advisory Committee (5 members)  
(Armstrong, Bedwell, Cornwell, Duffy, Egan)
- Re Commission for 2013  
(1 year term)

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to re commission the Agricultural Area Advisory Committee for 2013 and to re appoint the following persons to the Township Agricultural Advisory Committee each for a 1 year term: Joseph Armstrong, Mark Bedwell, Moses Cornwell, Beatrice Duffy and Township Supervisor Thomas Egan (required by Act to serve as Committee Chair).

Twp Mgr Lynch advised that the mandatory (7 year) ASA Review is scheduled to occur in 2013.

- M. East Bradford Day Committee (2013) (1 year term) De-activated in 2012

The BOS did not take action to re activate this body for 2013 (no event planned or budgeted for 2013).

- N. Open Space Review Board (2013) (1 year term) De-activated in 2012

The BOS did not take action to re activate this body for 2013.

- O. BVSBC (2) (Brandywine Valley Scenic Byway Commission)  
BVSBC (1 Year Term) (Rothman) @  
(1 Year Term) (Haigney) @

On motion of Dr. Egan, seconded by Mr. Pompo, the Board of Supervisors voted 2-0 with Mr. Snook abstaining (employee of Brandywine Conservancy and project consultant to the BVSBC Commission) to continue membership in the BVSBC (Brandywine Valley Scenic Byway Commission) for 2013 and to reappoint Fred Rothman and James Haigney as Township representatives on the Commission each for a 1 year term.

The Supervisors requested a status report from Township Representatives Rothman and Haigney on the progress of the Commission in 2012 and prospects for progress on the Brandywine Valley Scenic Byways Corridor Plan for 2013.

- P. WCACOG Representatives (1 year term) (Snook) @

On motion of Dr. Egan, seconded by Mr. Pompo, the Board of Supervisors voted 2-0 to reappoint John Snook to serve as Township representative on the West Chester Area Council of Governments for a 1 year term.

Q. Additional Appointments  
None at this time.

Secretary's Note: The Township Building Code Appeals Board (re) established 08-09-12 (Resolution #15-2012) and there from delegated authority to the WCACOG Appeals Board w/ members Lister (East Bradford Township), Krug, Horn (East Bradford Township), Balch and Forrest, each, appointed to 5 year terms.

@ = incumbent seeking re appointment  
**bold** = NOT seeking re appointment  
\*\* = Oaths of Office to be taken

The Board of Supervisors thanked all the Township ABC volunteers who were re appointed this year for their continued interest to serve the Township and to those standing members on the ABC's who continue to serve.

The Supervisors also thanked all of the Township residents who expressed an interest in seeking a volunteer appointment and to continue to express interest to serve their Township if they were not appointed this year. The Supervisors finally extended thanks and best wishes for a successful appointment and service to each of the newly appointed Township volunteers.

10. **Ratify Depositories for Township Funds** (Susquehanna Bank; PLGIT)

On motion of Mr. Snook, seconded by Dr. Egan, the Board voted unanimously to accept the recommendations of the Township Manager for continuation of Susquehanna Bank for all regular banking and selected savings, operating & investment accounts and continuation of PLGIT (Pennsylvania Local Government Investment Trust) for selected fund investments.

11. **Affirm (BOS) Regular / Work Session(s) Monthly Meetings for 2013**

Regular Meeting – 2<sup>nd</sup> Tuesday, 7:00 P.M.  
Work Session -- Thursday prior to Regular Meeting, 12:00 P.M.  
Work Session-- 2<sup>nd</sup> Tuesday, 6:00 P.M.

The BOS agreed to continue its current meeting schedule for 2013 as follows:

BOS work session – Thursday each month, 12:00 P.M. (prior to BOS regular second Tuesday meeting);

BOS pre-regular meeting work session – second Tuesday each month, 06:00 P.M.; and,

BOS regular business meeting – second Tuesday each month, 07:00 P.M.

12. **Newspaper(s) to Publish Legal Notices** (Daily Local News)

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to continue to use the Daily Local News (or other area newspapers deemed to be of acceptable local distribution, at the discretion of the Township Secretary) for publication of advertisements and other public notices for 2013.

The PA Legislature was unable to adopt legislation in 2009 to permit municipalities to publish legal notices on its web site. The BOS suggested this effort be reintroduced by area legislators in 2013.

Twp Mgr Lynch indicated that [www.eastbradford.org](http://www.eastbradford.org), the Township official web site will continue to serve as an unofficial vehicle for broadcast of public notices in 2013.

Secretary's Note: Public Notice of the annual meeting schedule of the Board of Supervisors and inclusive of the respective regular meeting schedules of the Planning Commission, Historical Commission, Parks & Recreation Board, Environmental Advisory Council, Trails Sub-committee, Traffic Committee and Green Committee and other Township

bodies is published in the Daily Local News each year (12-28-12 for 2013 Schedule).

Public notices for other Township bodies that meet infrequently as needed (Zoning Hearing Board, H.A.R.B. and Agricultural Advisory Committee) are published in the Daily Local News in accordance with legal notice requirements. Public Notices also are posted at the Township Building and the Township web site ([www.eastbradford.org](http://www.eastbradford.org)).

13. **Confirm 2012 holidays** (12) for Township employees (11 days in 2011, 12 days in 2010) (NY, PD, GF, MD, ID, LD, TD (+T Friday), CD (+Eve ) and (2) Floating)

Twp Mgr Lynch confirmed the employee holidays and indicated the list remains essentially unchanged since 1990 and recommended the continuation of same in 2013 as follows: New Years, Presidents Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve, Christmas Day, and two (2) Floating Holidays.

On motion of Mr. Snook, seconded by Dr. Egan, the Board voted unanimously to authorize the following employee holidays for 2013 wherein the Township Offices will be closed (or be open for limited hours w/ skeleton staff): New Years, Presidents Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve, Christmas Day, and two (2) Floating Holidays (12 total for 2013).

Secretary's Note: The Township Administration Offices and Public Works Garage are open on the following days: Martin Luther King Day, Veterans Day, Flag Day and Election Day.

Twp Mgr Lynch reaffirmed the (2004) policy of maintenance of a 'skeleton' administrative staff on non-federal holidays for 2013 (Good Friday, Thanksgiving Friday, Christmas Eve and any other non-federal holidays).

14. **Certify Delegates to the PSATS Annual Convention** (optional)

Mr. Lynch indicated that PSATS recommends the townships appoint delegates to the annual PSATS convention (April, 2013). The Township Manager may be a delegate but a Township Supervisor must serve as the voting delegate.

The Board of Supervisors agreed to defer certifying Township delegates to the 2013 PSATS Spring (and Fall) Convention(s) pending decisions on attendance and participation by the Supervisors.

#### **OATH OF OFFICE**

Twp Manager Lynch in referring to Act 76 of 2008 which clarifies the language within the oath or affirmation of office that every appointed municipal officer is required to take indicated that all required Township employees will take the Oath of Office Tuesday, 01-08-13 before commencing their duties including Township Manager, Township Asst Manager, Township Engineer, Township Codes Official, Township Deputy Tax Collector and Public Works Foreman.

15. **Other (Old / New) Business:**

A. Adopt Emergency Services Resolution (#1 of 2013) – same as 2012

(Note: service boundary changes pending for later in 2013 due to Downingtown FC notice (12-17-12) to not renew service agreement.

Twp Mgr Lynch recommended the current form Resolution from 2012 be adopted to commence 2013 with the knowledge that a boundary revision is likely pending confirmation of an alternative primary response fire company (Downingtown Borough notified Township 12-17-12 of its intent to not renew the Agreement for 2013 but would continue coverage until an alternate fire company is in place).

On motion of Mr. Snook, seconded by Dr. Egan, the Board voted unanimously to adopt Resolution # 01 of 2013 describing the emergency service providers and first response boundaries for the Township in 2013.

B. Adopt 2013 ZHB Appointment Resolution (per Act 247) Resolution (#2 of 2013)

The purpose of the proposed resolution is to comply (technically) with Act 247, The Municipalities

Planning Code, wherein it indicated Zoning Hearing Board members are to be appointed by the governing body by "resolution".

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to adopt East Bradford Township Resolution # 02 of 2013, appointing all current members to the Zoning Hearing Board as provided in Article IX of Act 247, as amended.

C. Adopt 2013 Emergency Management Plan Update Resolution (#3 of 2013)

Outgoing Twp Emergency Management Coordinator Eric Ruggeri, requests the Board of Supervisors adopt the Resolution approving the various administrative updates to the East Bradford Township Emergency Management Plan for 2013.

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to adopt East Bradford Township Resolution # 03 of 2013, approving an update to the East Bradford Township Emergency Management Plan for 2013.

D. Adopt 2013 Fee Schedule Resolution (#4 of 2013)

Asst Mgr Cantlin prepared and submitted the proposed annual resolution and fee schedule to the BOS which provides for various charges, fees, escrow deposits and related service costs charged by the Township to conduct business.

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to adopt East Bradford Township Resolution # 04 of 2013 providing for an update of the fees required by the Township for the conduct of business including subdivision / land development fees and escrows, building permit fees, zoning fees and miscellaneous administrative fees for services.

E. Ratify motions / actions of the BOS from 01-03-13 work session.

Twp Mgr Lynch announced that action on this item was not necessary as there were no motions of the Board of Supervisors during the January 03, 2013 work session.

**OTHER BUSINESS:**

Twp Manager / Secretary Lynch recommended the BOS cancel the scheduled work session this evening (01-07-13, 06:00 P.M.) and Regular Meeting (01-07-13, 07:00 P.M.) due to time constraints on the Supervisors and light agendas for both meetings. The Board of Supervisors concurred.

In lieu of conducting the above referenced meetings this evening, Mr. Lynch suggested the BOS consider action on the following items:

1. Bradford Plaza Expansion (UCM/TSV) – Close-out / Escrow Release Maintenance Agreement and Traffic Signal Easement Agreement

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to authorize the Chair to execute a Maintenance Agreement Secured by Cash Escrow executed by UCM/TSV – Bradford Plaza L.P and a Traffic Signal Easement Agreement executed by UCM/TSV – Bradford Plaza L.P for the Bradford Plaza Expansion, dated 01-07-2013 and as reviewed to the satisfaction of the Township Solicitor and Township Engineer.

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to accept the recommendation of the Township Engineer to authorize the final release of financial security for the Bradford Plaza Expansion in the amount of \$436,767.50 and respecting representation from UCM/TSV Bradford Plaza L.P. (01-04-13) that prior to construction of the undeveloped bank pad at Bradford Plaza the developer will comply with Township Subdivision & Land Development Chapter provisions (Section 95-8.C) by executing a Road Improvements and Construction Agreement with financial surety (110% of cost of associated bank pad completion of improvements

2. Public Works Facility Improvements – Architectural / Design Services

The BOS reviewed a revised (01-07-13) Proposal for Architectural Services from Masano Architects Group, Inc. Upon discussion, the BOS agreed to accept add-on options including preparation of a 3-D cardboard display model of the proposed New Maintenance Building (\$1,800) including landscaping and two dimensional representation of existing campus structure (Twp Bldg, salt shed, parking lot...);

Probable Cost estimate (\$2,000); and, Gant bar chart schedule for project schedule (\$500). Upon discussion with Twp Engineer Lucas regarding preparation of the land development plans, the BOS agreed to accept the recommendation of Mr. Lucas such that the land development plans and designs will be completed by the architect on a time and materials basis not to exceed \$11,000.00 if the architect completes 100% of the work and if the Township Engineer assists in the land development plan preparation and/or design architect fees shall be reduced proportionately to the work completed by the Township Engineer.

With regard to liability insurance, the BOS reiterated that the architectural firm must include professional liability insurance (errors and omissions) in the minimum amount of \$1 million and for the Twp Solicitor to represent the Township to ensure satisfactory coverage.

Dr. Egan also stated that a project schedule needs to be provided for the complete project process (and this is a different deliverable from the Gant chart schedule).

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to authorize the Staff (and Twp Solicitor) to negotiate a revised agreement for services with Masano Architects Group, Inc. consistent with the above direction of the Board of Supervisors including agreed additional services, land development plan preparation and liability insurance coverage.

3. W.C.U. SD# 610– Escrow Release # 4 in amount \$180,123.19; Balance \$2,139,177.61  
Twp Engineer Lucas referred the BOS to an Escrow Release schedule and recommended approval of Escrow Release #4 in the amount of \$180,123.19 for erosion control, site prep / earthwork, storm sewer, sanitary sewer, paving / concrete work, and surveying.

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to accept the recommendation of the Twp Engineer and approve Escrow Release # 4 in the amount of \$180,123.19 for W.C.U. SD# 610.

4. Minutes

The Board of Supervisors, on motion of Mr. Snook and seconded by Dr. Egan, approved the following minutes: 01-03-13 work session, 12-11-12 pre-reg work session and 12-11-12 regular meeting.

5. Monthly Financial Statement – December 2012

The Board of Supervisors, on motion of Mr. Snook and seconded by Dr. Egan, accepted the December 2012 Financial Reports prepared by the Township Treasurer.

6. Approve Bills to Pay Lists for January as appropriated in 2013 Budget

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to approve the Bills to Pay Lists for January 2013 as appropriated in the 2013 Budget, recommended for payment by the Treasurer and signed by at least two members of the Board of Supervisors and/or Township Treasurer.

**PUBLIC COMMENT –**

None offered / received at this time.

**Executive Session** (at discretion of Chair) –

Chair Pompo reported the following Executive Session(s) occurred during the period since the last Regular Meeting:

1. 01-03-13 during scheduled work session – real estate matter – Supervisors Pompo and Egan present.

On motion of Mr. Snook, seconded by Dr. Egan, the meeting was adjourned at approximately 06:12 P.M.

Michael P. Lynch,

Township Secretary

Secretary's Note: Second Class Township Code – Organization Meeting first Monday in January of each year but if the first Monday is a legal holiday the meeting shall be held the following day.