

**WORK SESSION:**

The Board of Supervisors (BOS) of East Bradford Township (Township), Chester County, PA held a work session June 06, 2013 in the Township Building, 666 Copeland School Road, West Chester, and Chester County, PA 19380-1822.

*Public Notice of the 2013 East Bradford Township Board of Supervisors public meeting schedule advertised in the Daily Local News 12-28-12.*

Supervisors present were: Vincent M. Pompo, Esq., Thomas A. Egan and John D. Snook  
Supervisors not in attendance: All present

Staff / Township Professionals in attendance:

- Michael P. Lynch, Township Manager/Secretary-Treasurer
- Amanda M. Cantlin, Township Asst Mgr
- Mark J. Lucas, Township Engineer
- Brenden L. Beaumont CEO / Zoning Officer
- John P. Carroll, Public Works Foreman

Staff NOT in attendance:

- Tenley Adams, Services Coordinator
- Nancy F. Holland, Admin Support Coordinator
- Township Solicitor Unruh, Turner, Burke & Frees - Ross A. Unruh, Esq.

Also in attendance Advisory Boards and Commissions (ABC's):

- Marianne Bausinger, Chair - Parks & recreation Board

Others / Residents / Citizens in attendance:

None.

The work session commenced at approximately 12:04 P.M.

**EAST BRADFORD TOWNSHIP BOARD OF SUPERVISORS  
Thursday, June 06, 2013, 12:00 P.M. AGENDA**

**Upcoming meeting schedule:**

June 06, 2013, Thursday	12:00 P.M. - BOS regular work session
June 11, 2013, Tuesday	06:00 P.M. - BOS pre-reg work session
June 11, 2013, Tuesday	07:00 P.M. - BOS regular meeting
June 11, 2013, Tuesday	07:00 P.M. - Public Hearing #2 – Ciccarone (SD # 606) <b>(CONTINUED to 07-09-13)</b>
<b>July 02, 2013, Tuesday</b>	12:00 P.M. - BOS regular work session <b>(re scheduled from 07-04-13)</b>
July 09, 2013, Tuesday	06:00 P.M. - BOS pre-reg work session
July 09, 2013, Tuesday	07:00 P.M. - BOS regular meeting
July 09, 2013, Tuesday	07:00 P.M. - Public Hearing – Bond Authorization
July 16, 2013, Tuesday	07:00 P.M. – ABC Chair meeting (JDS)

**Public Comment:** Discretion of BOS  
No public comment received / offered at this time.

**Executive Session:** Discretion of BOS -- Real Estate / Legal / Personnel  
The Board of Supervisors convened an Executive Session during the work session (from 12:18 P.M. to 12:40 P.M. to discuss real estate matters. All Supervisors were in attendance together with Township Staff.

**Priority / Action Items:** None at this time

**Presentations Briefings:** None at this time

**Discussion / Briefing Items:**

**A. Public Works – June Report**

1. Public Works Facilities Improvements (SD# 623); update from 05-30-13 WS

PW Foreman Carroll and Twp Engineer Lucas updated the BOS on the progress of the planning / design with Masano Architect Group.

The BOS reviewed a recently prepared Life Cycle Cost Analysis (by Masano Architect Group (MAG)) that compared the estimated long term ownership costs of a wooden structure versus a steel structure, both pre-manufactured / fabricated. The analysis indicated the initial additional costs associated with the steel structure compared with the initial lower costs of the wooden structure plus expected life cycle maintenance (including roof, siding replacement) over the useful life are approximately the same. The Township Planning Commission reviewed the proposed building design and members commented that the steel structure design has advantages related to durability, long term maintenance, safety, and risk management (insurance).

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to authorize Masano Architect Group to proceed with preparation of bid documents for the Public Works Building with specifications for a Pre-fabricated Steel Building.

The BOS agreed preparation of two separate bid documents (steel and wood) was not necessary.

The BOS indicated it would need next to review the draft bid documents prior to taking action to authorize public bid notice.

The BOS next reviewed the current (#2) billing statement from MAG including additional charges related to the building orientation and building design and agreed that a charge related to an oversight by Masano (related to separate contracts due to Prevailing Wage Law) should not be borne by the Township.

The BOS requested a revised (gant) schedule to reflect the approximate 6 week additional design review.

2. Road Program 2013 – pavement marking (06-10-13) / line painting (06-17-13)

PW Foreman Carroll updated the comments>

3. Road Closures - Creek Rd Bridge (PADOT – road closed May 01 to June 30) /

Boot Rd (AMTRAK – east of Quarry Rd May 20 to June 30) POSTPONED /

Rt 322 Bridge (PADOT – Rt 322 remains open during construction through Sumer 2014)

**B. Budget / Finance 2013-2014 – June Report**

1. Series 2013 Bond Issue – appointment of bond issuer – Boenning & Scattergood

This item deferred to the BOS 06-11-13 Pre-regular meeting agenda.

2. Authorize ordinance & public notice for adoption hearing (07-09-13) – incurring non-electoral debt w/ general obligation bonds

This item deferred to the BOS 06-11-13 Pre-regular meeting agenda.

3. Budget 2014

Twp Mgr Lynch reported transmission of the annual budget request to the ABC's and Staff.

**C. Capital Project Priorities 2013 – June Report**

1. BT Phase III (Skelp Level Trail Connection) – project update (including Gilmore change order) / bid authorization  
Asst Mgr Cantlin reviewed the change order request from Gilmore Associates (related to parking lots re-design and DCNR requirements) in the amount of \$3,470.

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to accept and authorize Contract Agreement Change Order No.1 for Gilmore Associates in the amount of \$3,470.

A matter was discussed relating to the bid document specifying construction during summer months. At the current schedule, construction likely will occur late summer / fall 2013. This matter should be addressed at the pre-bid meeting with the objective to clarify this provision and avoid change orders related to wet conditions.

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to authorize public bid notice for the East Branch Brandywine Trail – South Segment to Skelp Level Road with a July 2013 target for bid opening.

**D. Organization – June Report**

1. Capital Reserve Study – update (Carroll change order)

Asst Mgr Cantlin reviewed the change order request from Carroll Engineering (related to changes initiated by the

Township to obtain a more useful report) in the amount of \$2,250.

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to accept and authorize the change order for Carroll Engineering in the amount of \$2,250.

2. ABC Chair Meetings – follow-ups from 04-30-12 meeting; next meeting 07-16-13 (JDS)  
Mgr Lynch indicated one agenda item for the meeting is to discuss the value and need to develop a comprehensive project priority list of all ABC and related projects and work requests to manage available resources (Staff and budget) and manage expectations.

**E. Engineering – June Report**

1. W.C.U. (SD# 610) – Escrow Release # 9 in amount \$336,475.43; Remaining Balance \$729,941.97  
Twp Engineer Lucas referred the BOS to an Escrow Release recommended for approval by Mr. Lucas -- Release # 9 in the amount of \$336,475.43 for erosion control, for site prep / earthwork, storm sewer, landscaping / hardscaping, lighting / electric 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 # 9 in the amount of \$336,475.43 for W.C.U. SD# 610.

2. Highland Road / Strasburg Road Intersection Review – update / mtg w/ PADOT (06-11-13, 11:00A.M.)

**F. Open Space & Trails Planning/Programs – June Report**

The Board of Supervisors convened an Executive Session to discuss real estate matters – also see Page 1 above.

1. W.C.U. (public) trail – name, signage, map  
The BOS indicated that, with the exception of ensuring that the trail and related (informational elements) are consistent with the approved final plans and conditions of approval, it had no comment.

2. Chester County Central Chester County Bike / Pedestrian Plan  
– plan endorsement / resolution - This item deferred to the 06-11-13 Regular Meeting agenda..

– June 11 CCPC presentation – The BOS agreed that another presentation was not necessary and thanked the CCPC for its work on the Plan and responsiveness to Township comments.

**G. Planning / Land Developments – June Report**

1. Ciccarone, SD # 606 (next hearing #2 06-11-13) - update hearing status  
Staff reported the Applicant has agreed to continue the hearing to 07-09-13 in deference to Township legal counsel unable to be present for the originally scheduled June hearing date and additional time needed by the Applicant's consultants to prepare engineering report data on the bridge structure.

2. 2013 Code Amendments  
This item not discussed.

**H. Agricultural Security Area – Seven-Year Review / Re-adoption Process – June Report**

1. Modification Hearing  
Asst Mgr Cantlin and Dr. Egan briefed the BOS on the status of the review.  
The BOS agreed to include the Township Brandywine Farm in the ASA.

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to modify the Township Agricultural Security Area by adding East Bradford Township Brandywine Farm ( N & S parcels) and deleting the Andrew Mongar property (Highland Road) from the Township ASA.

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to authorize public notice and hearing (07-09-13) for public comment and re-adoption of the Township Agricultural Security Area, as modified.

**I. Parks & Recreation Board – June Report**

1. Mt. Bradford Preserve – pond maintenance  
P & R Board Chair Bausinger addressed the BOS to describe an initiative to restore the pond at Mt. Bradford Preserve for recreational fishing including removal of invasive vegetation and dredging. The P & R Board is cognizant of funding limitations and is exploring ways to engage volunteers or Eagle Scouts.  
Upon inquiry from Dr. Egan, Chair Bausinger indicated that this pond appears to be the most viable pond (compared with Brookworth Road and HHNA 'ponds'). Chair Pompo inquired about the sequence of this initiative relative to the Mt. Bradford Stewardship Plan and other maintenance / improvement work indicated therein. Asst. Mgr Cantlin stated the pond restoration is a lower priority and one suggested strategy in the plan is to remove the pond and

restore the stream ecology. Twp. Engineer Lucas indicated that a structural assessment of the pond walls is necessary but this can not occur effectively until the overgrown vegetation is removed. There are no funds budgeted at this time for any of these projects.

It was agreed this initiative should be considered as part of the 2014 Budget process and that a project description and cost estimates be prepared for budget review.

**J. Township Staff / Operations / Services – June Report**

1. Records Retention – adopt records disposal resolution

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Asst Mgr Cantlin described the municipal records recommended for disposition on the current resolution.

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to adopt a Resolution (No.11-2013) for the Destruction of Specific Records (indicated in the Resolution) in accordance with the schedule and procedures set forth in the Municipal Records Manual as promulgated by the PA Historical and Museum Commission (PHMC).

2. Cable Franchise Renewal (Agreement expires 12-19-2014) – update from mtg w/ Comcast reps 03-20-13

This item not discussed.

**K. Codes & Enforcement – June Report**

1. Conditional Use – Major Home Occupation – 507 Natalie Drive – Decision 05-09-13 (30 day Appeal period expires 06-07-13)

This item not discussed.

**L. Historical Commission – June Report**

1. Brandywine Battlefield Preservation Study – update

This item not discussed.

**M. ZHB – June Report – Pending applications / decisions / appeals**

1. Earyes – Appeal EN w/ Validity Challenge (01-24-13) re: solar array glare – hearing ON HOLD; BOS discussed 02-07-13

**N. Emergency Services – June Report**

1. WCPD for EBT monthly briefing / report – WCPD Chief Scott Bohn  
The BOS acknowledged receipt of the May 2013 Incident Report.

2. WBFC – fire services proposal

This item not discussed.

**Other Items:**

1. Shaw's Bridge Park – Dr. Egan initiated discussion related to the renewed issues of use / abuse and enforcement primarily related to illegal parking. WCPD for the Township has been responsive (ticketing and vehicle towing). Dr. Egan emphasized the need for police to continue to provide weekly resources and response. The idea of engaging / hiring a part-time seasonal employee was briefly discussed without any decision. The BOS agreed to continue discussion at the next meeting (06-09-13).

2. Strode's Sausage (Historic Resource) - Dr. Egan initiated discussion related to the failure of the property owner to maintain the property grounds and structure (listed on the 2013 Demolition by Neglect Report from the Historical Commission) and the need for the Township to be more assertive to accomplish compliance (property lien, building maintenance code).

3. Dog Parks – Mr. Snook, regarding the initiative of the Parks & Recreation Board to establish designated dog park areas at the Brandywine Farm (Township open space) and Starr Farm (Township open space) inquired about available funding for 2013 to install fencing, signage and related facility improvements. Twp Mgr Lynch reported there is no designated funding this year for these projects in either the General Fund or Capital Fund but that reallocation of budgeted funds may be possible when actual project cost estimates are available and submitted by the P & R Board.

The meeting ended at approximately 02:07 P.M.

Michael P. Lynch, Township Secretary