

WORK SESSION:

The Board of Supervisors (BOS) of East Bradford Township (Township), Chester County, PA held a work session September 05, 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
Public Notice of the meeting time postponement was published on the Township web site www.eastbradford.org
and posted at the Twp Bldg (08-26-13).*

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):

None.

Others / Residents / Citizens in attendance:

- George & Mary Whittam, Township residents

The work session commenced at approximately 06:00 P.M.

Chair Pompo announced the meeting time for this meeting was changed (postponed) from 12:00 P.M. to 06:00 P.M. in respect to the revised business schedule of the Supervisors. The BOS meeting schedule for this regularly scheduled work session will proceed month to month through the end of 2013 with the likely time change from 12:00 P.M. to 06:00 P.M. for the Thursday (prior to the 2nd Tuesday) monthly regularly scheduled work session.

EAST BRADFORD TOWNSHIP BOARD OF SUPERVISORS

Thursday, September 05, 2013, 06:00 P.M. AGENDA

Upcoming meeting schedule:

September 05, 2013, Thursday	06:00 P.M. - BOS regular work session
September 10, 2013, Tuesday	06:00 P.M. - BOS pre-reg work session
September 10, 2013, Tuesday	07:00 P.M. - BOS regular meeting
September 10, 2013, Tuesday	07:00 P.M. - Public Hearing – On-site Sewage Management Ordinance Amendments
September 10, 2013; Tuesday	07:00 P.M. - Public Hearing – Parks & Recreation Rules Amendments
September 30, 2013; Monday	07:00 P.M. - Township Codes Workshop
October 03 , 2013; Thursday	06:00 P.M. - BOS regular work session
October 08, 2013; Tuesday	06:00 P.M. - BOS pre-reg work session
October 08, 2013; Tuesday	07:00 P.M. - BOS regular meeting
October 08, 2013; Tuesday	07:00 P.M. - Public Hearing – Zoning Ordinance Amendments – municipal campus provision
October 08, 2013; Tuesday	07:00 P.M. - Public Hearing – Conditional Use – Ciccarone (Riparian Buffer)

Public Comment: *Discretion of BOS*

M/M Whittam offered comment on Agenda Item D.1.—see Minutes below.

Executive Session: *Discretion of BOS -- Real Estate / Legal / Personnel*

The Board of Supervisors convened an Executive Session during the work session from 08:25 P.M. to 08:55 P.M. to discuss several real estate matters. All Supervisors were in attendance together with Twp Staff.

Priority / Action Items: None at this time

Presentations Briefings: None at this time

Discussion / Briefing Items:

A. **Organization** – September Report

1. BOS Mtg Schedule

The BOS discussed modifications to the current meeting schedule to accommodate recent changes in the Supervisors' personal / professional schedules (inclusive of this meeting).

At this time, the BOS agreed to proceed month-to-month through 2013 with particular regard to this Thursday work session and to plan for a 06:00 P.M. start time.

The next BOS Thursday work session is scheduled for 10-03-13, 06:00 P.M.

2. Network Maintenance – update services / performance

Staff reported that certain issues related to system performance ('the pause') appear to have been corrected by InterMedia. The Supervisors reported continued apparent issues with the password access protocol.

3. ABC Chair Meetings – next meeting 10-29-13 (Supervisor VMP)
This item not discussed at this time.

B. Budget / Finance 2013-2014 – September Report

1. Budget 2014 – schedule (next) budget work session #2 (last 08-22-13)

The BOS agreed to incorporate the next budget work session into the 10-03-13 work session.

C. 2013 Code Amendments –

1. Act 167 County-wide Stormwater Model Ordinance – draft update / review status; ordinance adoption deadline 01-05-14

Twp Engineer Lucas updated the BOS on the review of the model ordinance towards mandated Township adoption and implementation. Subjective language references are being edited, i.e., from "may" to "shall". Mr. Lucas indicated that subsequent to adoption and implementation after a period of perhaps one year, there likely will be indications for further revisions.

Chair Pompo suggested, and the BOS agreed, that a provision should be included in the Township ordinance to enable the governing body the reserved right to waive provisions in the ordinance in the sole discretion of the BOS, for example, in situations where the applicant due to a hardship (to be defined) cannot comply. Vice Chair Egan added that in such cases the applicant has the burden of burden of proof to demonstrate such hardship. Zoning Officer Beaumont indicated the Staff review should be completed within the next two (2) weeks for submission to the BOS for consideration in advance of the 10-03-13 work session.

2. On-lot Sewage Maintenance Amendments – hearing scheduled 09-10-13

This item not discussed and is in order for the 09-10-13 public hearing.

3. Parks & Recreation Rules Amendments - hearing scheduled 09-10-13

This item not discussed and is in order for the 09-10-13 public hearing.

4 Zoning Chapter Amendments (R-3 District Municipal Campus) – hearing scheduled 10-08-13

This item not discussed and is in order for the 09-10-13 public hearing.

D. Public Works – September Report

1. Public Works Facilities Improvements (SD# 623) – update / draft bid package / municipal campus zoning amendments

George & Mary Whitam, Township residents, requested the Township install landscape buffering to provide partial screening of the proposed Public Works building from his property contiguously located on the east side of the Township property. Mr. Whitam said he did not object to the proposed building. Mr. Whittam presented a sketch drawing of the suggested locations for additional (3 requested) evergreen plantings and also pointed out several existing trees not located on the Township plans.

The BOS thanked M/M Whittam for their input, that the request seemed reasonable and Staff should proceed to incorporate the request for additional landscape buffering into the plans for consideration in response to the request.

PW Foreman Carroll referred the BOS to the substantial plan and bidding documents package prepared by Masano Architect Group. Mr. Carroll indicated that if the draft document review is completed by 09-11-13, that Masano can schedule a bid opening for 10-11-13 and consideration of a bid award for 11-12-13.

Twp Engineer Lucas to date in his review has not encountered any 'red flags'. CEO Beaumont indicated the building structure type typically is a non-problematic design. He has scheduled a meeting with Keystone Municipal Services (KMS) to review the mechanical plans. KMS will be conducting the inspections during the construction phase.

Upon inquiry by Chair Pompo and discussion, the BOS agreed to defer to MAG with its preference not to use MuniBid for the bid solicitation and submission process. The BOS agreed the bid advertisement should be included on the Township web site and emphasized the importance of effecting and full compliance with accepted open public bid procedures.

Chair Pompo indicated an interest to carefully review the legal provisions of the bid package. Mr. Pompo reminded the need to make sure the proper Federal form is included to ensure contractor disclosure and compliance with Federal Immigration laws.

Vice Chair Egan indicated an interest to carefully review the telecommunications specifications for items including but not limited to wire type, data drops and wireless connectivity.

All agreed to carefully review the Bid Proposal form to ensure it is complete with regard to the break out of various building and construction options.

2. Road Program 2013

a. Ravine Road Bridge – review repair quotes / options

Staff reviewed with the BOS proposals for repair to the Ravine Road Bridge (damaged during an August storm and flood event and currently closed to all traffic). A structural engineering review and assessment conducted with the assistance of PADOT indicated the bridge structure (other than scouring of the bridge abutments) is sound with damage limited to the decking pavement. Malloy Paving submitted a low quotation proposal of \$8,900 to perform the paving repairs including milling, base and wearing course paving. Staff recommends Malloy Paving to complete the repair work.

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to accept the recommendation of Twp Staff and to approve Malloy Paving to complete the repairs for the quotation proposal of \$8,900.

The BOS deferred to the discretion of Twp Treasurer Lynch for which fund the expenditure should be debited>

b. Boot Road Closure (AMTRAK) August 21 (09:00 AM --03:00 PM Boot Road twin tunnels)
The work is expected to be completed in mid-October.

3. Highland Road / Strasburg Road Intersection Review – update

The BOS discussed with Staff the recent modifications to the intersection completed by PADOT (sight distance vegetation maintenance) or as recommended by PADOT (pavement markings and signage installed by the Township per PADOT) and agreed that some limited improvement has resulted.

E. Planning / Land Developments – September Report

1. Ciccarone, SD# 606 – approval status / conditional use application (schedule hearing) time extension (current expires 10-09-13)

Staff reported the Applicant has not filed a conditional use application as of this date to address proposed impact and modifications to the riparian buffer.

The BOS discussed review comments from the Twp Historical Commission. Supervisor Snook indicated that the Red Stream (to) Blue Program project currently underway on the property was required to obtain PHMC review and approval and has received clearance which should address comments related to archeological impact. Per Township Code the Applicant will be required to submit a Historical Impact Study as a condition of any final plan approval.

2. East Bradford Township SD# 623 – preliminary plan review / approval status

The BOS reviewed and discussed the status of the plans. Staff reported the Township is awaiting the review by the CCPC. The Twp Planning Commission commenced review of the plans 09-03-13 and received public comment from neighbors at that time (Rodebaugh, Whittam, Harvey, Angle, and Scarcelle). The interested property owners were generally accepting of the proposed Township project but offered several specific comments to ensure that stormwater, landscape buffer / screening and lighting components of the land development are adequately incorporated to ensure no impact on their contiguous properties.

F. Capital Project Priorities 2013 – September Report

1. BT Phase III (Skelp Level Trail Connection) – project update / PADOT Sugar's Bridge reconstruction implications
Twp Engineer Lucas briefed the BOS on long term plans by PADOT to replace Sugar's Bridge (Rte. 322 'singing' bridge) and that currently an environmental / feasibility assessment is underway to determine the most appropriate location for the relocated bridge. The south side of Rte. 322 may be the preferred location for the Township (less disruption / impact on the under construction trail segment) but this location has potentially significant environmental constraints / impact. Mr. Lucas indicated the original target to complete the actual construction was 2022 but recently available funding he was told by PADOT could accelerate the schedule.
Twp Engineer Lucas will provide updates to the BOS as available.

G. Open Space & Trails – September Report

Executive Session – see Page 1. Above for details.

1. Timbertop Farm Trail Easement – dog prohibition request by property owner

Asst Mgr Cantlin reported that the property owner is scheduled to attend the BOS 09-10-13 meeting to discuss the matter directly with the Supervisors.

H. Engineering – September Report

1. W.C.U. (SD# 610) – Escrow Release # 11 in amount \$168,863.73; Remaining Balance \$374,075.48

Twp Engineer Lucas referred the BOS to an Escrow Release recommended for approval by Mr. Lucas -- Release # 11 in the amount of \$168,863.73 for erosion control, for site prep / earthwork, paving / concrete work, storm sewer, trash enclosures & traffic signal improvements.

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 # 11 in the amount of \$168,863.73 for W.C.U. SD# 610.

2. Sewer PS (Hillsdale & Plum Run) EG Replacement – review / approve purchases

The BOS reviewed and discussed a Staff recommendation to authorize a Co-Stars contract (#008-196) quotation from Winter Generator Service to replace emergency back-up power generators for two Township sewage pump stations – Hillsdale PS and Plum Run PS. The funds to replace the existing emergency generators are included in the 2013 Sewer Budget. Staff reported that additional costs to complete the installations would be substantially offset with the 'trade-in' / sale of the existing generators which are still operational.

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to accept the recommendation of the Twp Engineer and authorize acceptance of the Winter Generator Service Co-Stars quotation (08-26-13) in the amount of \$54,310.

I. **Codes & Enforcement** – September Report

CEO Beaumont referred the BOS to the monthly report.

1. Woodward property (Bridge Road) – letter of complaint from adjoining property owner

Following a briefing from CEO Beaumont, the BOS agreed Mr. Beaumont follow Township standard procedure to notify the property owner (Woodward) of the existing violations in the form of a courtesy letter and request voluntary clean-up and compliance.

The BOS also discussed other reported violations in the current Codes & Enforcement Report with particular regard to junk vehicles. Upon discussion, the BOS agreed Mr. Beaumont follow Township standard procedure to notify the following property owners of the existing violations in the form of a courtesy letter and request voluntary clean-up and compliance – Bradford Retail (Freas) (27 junk vehicles); West End Swim Club (Spaziani) (5 or more junk vehicles); and, Back Roads Market (7 junk vehicles).

The BOS also agreed CEO Beaumont, in lieu of unresponsiveness (to telephone calls & certified mail), hand deliver an Enforcement Notice (accompanied by WCPD escort) to James Montague (51-5R-25).

J. **Parks & Recreation (Board)** – September Report

1. Social Media (Facebook / Twitter) – recommendation (08-28-13)

The BOS discussed the P & R Board recommendation and agreed generally that it was time to incorporate this communication / outreach technology into the Township business operation. The BOS agreed that establishing policy and procedures is a first step and that the effort be a holistic approach for the Township (i.e., not limited to parks and recreation). The BOS agreed that unless there was a very special Township volunteer identified, that this social media effort would need to be managed by existing Staff which will have an impact on workload and tasking. Vice Chair Egan suggested the Township seek volunteers. Supervisor Snook suggested this is a good topic for discussion at the next ABC Chair meeting in late October.

K. **Emergency Services** – September Report

1. WCPD for EBT monthly briefing / report – WCPD Chief Scott Bohn

The BOS acknowledged receipt of the August 2013 Report.

2. WBFC fire services proposal / WC Borough Fire Protection Agreement Renewal (mtg 09-11-13)

Twp Mgr Lynch updated the BOS on preparation for the upcoming meeting to discuss the renewal proposal and thanked Chair Pompo for his active participation and scheduled attendance.

L. **Township Staff / Operations / Services** – September Report

1. Records Retention – adopt records disposal resolution

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.16-2013) 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) – last mtg w/ Comcast reps 03-20-13

Vice Chair Egan suggested it was time to finalize the agreement with a desire to approve before the end of 2013. Twp Mgr Lynch will notify the Comcast representatives.

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

1. Converse – Special Exception re: elevate structure above flood –Riverbend Lane – hearing 09-16-13; BOS neutral

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

The meeting ended at approximately 08:55 P.M.

Michael P. Lynch, Township Secretary