

WORK SESSION:

The Board of Supervisors (BOS) of East Bradford Township (Township), Chester County, PA held a work session October 03, 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

Staff NOT in attendance:
John P. Carroll, Public Works Foreman
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
None.

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, October 03, 2013, 06:00 P.M. AGENDA**

**Last updated 10-02-13 PM mpl
FOR PUBLIC DISTRIBUTION**

Upcoming meeting schedule:

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)
November 07, 2013; Thursday	06:00 P.M. - BOS regular work session (re schedule pending)
November 12, 2013; Tuesday	06:00 P.M. - BOS pre-reg work session
November 12, 2013; Tuesday	07:00 P.M. - BOS regular meeting / authorize PN 2014 Preliminary Budget
November 12, 2013; Tuesday	07:00 P.M. - Public Hearing (re schedule pending)

Public Comment: *Discretion of BOS*
None offered / received 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 07:37 P.M. to 07:59 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. Budget / Finance 2013-2014 – October Report

1. Budget 2014 –review / discuss draft Preliminary budgets (WS #2)

Twp Mgr Lynch distributed updated budget information to the BOS. The BOS discussed both the General Fund and Capital Reserve Fund 2014 draft budgets. In particular, the BOS continued discussion of capital funding, the content and status of various capital reserve schedules (facilities, roads, Public Works fleet /equipment) and consideration to reflect certain capital reserve expenditures directly in the General Fund budget. The BOS also discussed employee compensation and (health insurance) benefits and related to pending notice (by mid-October) of (expected) health insurance rate increase.

The BOS agreed to schedule another budget work session for later in October.

2. Bond Issue Compliance – policy resolution / appoint Bond Compliance Officer

This item not discussed and deferred to the Pre-reg mtg Work Session Agenda (10-08-13).

3. Volunteer Fire Relief Association – 2013 distribution

Twp Mgr Lynch reviewed the 2013 allocation (100% pass-through funds from the Commonwealth) with the BOS and requested input on the distribution to the various fire relief associations that serve the emergency response entities serving East Bradford Township.

The BOS agreed to provide the respective percentage previously distributed to Downingtown Fire Relief Association in 2012 to West Bradford Fire Relief Association.

The Supervisors agreed the distribution should be based upon fire service response boundaries and tax assessment valuation.

B. Emergency Services – October Report

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

The BOS acknowledged receipt of the September WCPD Report for East Bradford Township.

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

Chair Pompo reported on the status of the WCFD (Borough) Fire Services Agreement renewal noting a cost revision (decrease) by the Borough related to the capital equipment replacement schedule. In particular, due in large part to comment from former Township EMC Eric Ruggeri, the replacement of a \$400,000 tanker truck has been revised to refurbishment due to its limited utility.

Chair Pompo indicated the Township remains interested in WCFD assuming 100% coverage of the Township and this should be pursued until the Borough explicitly responds "Yes" or "No".

C. Organization – October Report

1. BOS Mtg Schedule – November

Chair Pompo suggested the November 11-07-13 Work Session occur at 12:00 P.M. rather than a date change due to meeting conflicts on other dates by all the Supervisors. The BOS agreed.

2. Network Maintenance – update services / performance

Twp Staff and the BOS continued discussion related to inconsistent performance of the network system transition (to cloud), InterMedia service, fees and response. Asst. Mgr. Cantlin indicated overall the changes effected to date in 2013 have not been effective and a solution is not apparent at this time.

This matter has budget implications as it relates to hardware, software and IT service provider.

3. ABC Chair Meetings – next meeting 10-29-13 (Supervisor VMP)

This item not discussed.

D. 2013 Code Amendments – October Report

1. Act 167 County-wide Stormwater Model Ordinance – review draft (ordinance adoption deadline 01-05-14)

This item not discussed and deferred to the Pre-reg mtg Work Session Agenda (10-08-13).

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

This item not discussed.

E. Public Works – October Report

1. Public Works Facilities Improvements (SD# 623) – update / pre-bid mtg (09-27-13)

Twp Engineer Lucas reported the pre-bid meeting was well attended (19 bid document packages purchased).

The consensus of the potential bidders in consort with Masano Architect Group is that a 6 month construction period is not reasonable to account for pre-engineered fabrication of building structural components; an 8-month schedule should be incorporated into the bid documents.

Mr. Lucas reported that two Addendums are being prepared to the bid package documents related to building plan revisions. Chair Pompo indicated he would like to review the Addendums.

2. Road Program 2013 - .curb replacement maintenance – review / approve quotation(s)

This item not discussed and deferred to the Pre-reg mtg Work Session Agenda (10-08-13).

3. Boot Road Closure (AMTRAK) August 21 (09:00 AM --03:00 PM Boot Road twin tunnels) until mid-October.
This item not discussed.

F. Planning / Land Developments – October Report

1. East Bradford Township SD# 623 – review / approval status

Twp Eng Lucas reported the plan review is in good order, including recent plan revisions completed by MAG for the Township, for consideration to grant approval.

Chair Pompo directed this item to the BOS 10-08-13 Regular Meeting Agenda.

2 Ciccarone, SD# 606 – conditional use hearing 10-08-13 / time extension (current expires 10-09-13)

The scheduled hearing is limited for the BOS to consider a request by the Applicant to disturb / modify the riparian buffer and impose any reasonable conditions.

Currently a Red Stream-Blue Project is underway along Plum Run on the property.

The BOS agreed the matter of a time extension for continued plan review of SD # 606 needs to be addressed at the hearing.

Twp Solicitor Unruh will conduct the hearing and a Court Reporter is scheduled to record the proceedings.

3. CCAA, SD# 625 – time extension request (current clock expires 11-04-13 / new clock to 02-02-14)

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to accept the recommendation of the Planning Commission of a an Applicant request for a 90 day time extension for Chester County Art Association, SD# 625, new clock to 02-02-14.

G. Capital Project Priorities 2013 – October Report

1. BT Phase III (Skelp Level Trail Connection) – project update / ratify Change Order #1

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to ratify a recommendation of the Township Staff approving a Change Order (#1) in the amount of \$975 to install an ADA rest area.

2. The Circuit – Resolution in Support

Asst Manager Cantlin explained “The Circuit” (a regional trail network) and intent of the pending Resolution in Support.

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to adopt a Resolution (# 18-2013) in support of The Circuit (a regional network of connected multi-use trails throughout the region – when completed totaling approximately 750 miles).

H. Open Space & Trails – October Report

Executive Session – See page 1 above for more details.

1. 2014 Stewardship Reports – award proposal

Asst Manager Cantlin reviewed the proposals for continued preparation of Stewardship Reports (2014 Budget) for Township open space properties. Natural Lands Trust was the only entity that submitted a proposal.

This item not discussed and deferred to the Pre-reg mtg Work Session Agenda (10-08-13).

I. Engineering – October Report

1 W.C.U. (SD# 610) – a. Escrow Release #12 (FINAL) in amount \$374,075.48; Remaining Balance \$0
b. Contingency Bond Release (\$360,840)
c. Maintenance Bond (\$431,544.60) – approve / adopt Resolution

This item deferred to the 10-08-13 Pre-Reg Mtg Work Session Agenda.

2. Rte. 52 / Edgemill Way traffic review – update

This item deferred to the 10-08-13 Pre-Reg Mtg Work Session Agenda.

J. Codes & Enforcement – October Report

The BOS acknowledged receipt of the October Report (dated 10-01-13).

1. Woodward property (Bridge Road)

This item not discussed and deferred to the Pre-reg mtg Work Session Agenda (10-08-13).

K. Parks & Recreation (Board) – October Report

1. East Bradford Elementary PTO – request to use East Bradford Park
Twp Mgr Lynch reviewed the request with the BOS.

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to approve a request from the East Bradford Elementary PTO for use of East Bradford Park for a seasonal event with students, parents and faculty and to waive associated park use fees.

L. Township Staff / Operations / Services – October 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.19-2013) 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

Twp Mgr Lynch reported receipt of a revised Cable Franchise Renewal Agreement from Comcast (09-26-13) for Board review and consideration.

Chair Pompo commented positively on the current draft renewal agreement.

The BOS agreed that a 15 year term is acceptable but an automatic 5 year term extension at the end of the 15 year term is not acceptable.

3. Refuse / Recycling Services – A.J. Blosenski & CCSWA

Twp Mgr Lynch reported on a recent matter that has been resolved effectively regarding A.J. Blosenski & Chester County Solid Waste Authority and timely payment of tipping fees by the hauler to the Authority on behalf of the Township (and as required in the service contract agreement between the Township and A.J. Blosenski).>

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

1. Converse – Special Exception re: elevate structure above flood –Riverbend Lane – BOS neutral;
ZHB granted relief 09-16-13
2. Earyes – Appeal EN w/ Validity Challenge (01-24-13) re: solar array glare – hearing ON HOLD;
BOS discussed 02-07-13

Other Items:

None discussed at this time.

The meeting ended at approximately 08:00 P.M.

Michael P. Lynch, Township Secretary