

WORK SESSION:

The Board of Supervisors (BOS) of East Bradford Township (Township), Chester, County, PA held a Pre-Regular Meeting Work Session on November 12, 2013 in the in the McCardle Meeting Room in the Township Building, 666 Copeland School Road, West Chester and County of Chester, 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:

- Vincent M. Pompo, Esq., Chair (arrived 06:27 P.M.)
- Dr. Thomas A. Egan, Vice-Chair
- John D. Snook, Supervisor

Supervisors not present: All present.

Staff / Professionals in attendance:

- Township Manager Michael P. Lynch
- Assistant Manager Amanda M. Cantlin
- Township Engineer Mark J. Lucas
- Township Codes Enforcement Officer Brenden L. Beaumont
- Public Works Foreman John P. Carroll

Not in attendance:

- Township Services Coordinator Tenley F. Adams
- Township Solicitor – Unruh, Turner, Burke & Frees – Ross A. Unruh, Esq.

Also in attendance (ABC's):

None in attendance.

Others / Citizens / Residents in Attendance *(and those noted below in the body of the Minutes):*

- Marian McGrath
- Tom Masano / George Gibson, Masano Architect Group

The work session commenced at approximately 06:06:27 P.M.

The purpose of this regularly scheduled public work session was to discuss ongoing Township business.

EAST BRADFORD TOWNSHIP BOARD OF SUPERVISORS

TUESDAY, November 12, 2013, 06:00 P.M.

(Pre-regular Mtg) Work Session Agenda

Scheduled attendees: V. Pompo, T. Egan, J. Snook, M. Lynch, A. Cantlin, M. Lucas, B. Beaumont, J. Carroll
Attendance not scheduled:

i. 11-12-13 Regular Mtg Agenda:

- | | |
|------------------------|---|
| Public Hearing – | None Scheduled |
| Presentations – | None this period |
| Treasurer – | October 2013 |
| | 2014 Preliminary Budget – authorize Public Notice |
| Subdivision / Zoning – | Cond'l Use – Ciccarone (riparian buffer) issue Decision |
| Escrow – | None this period |
| Other Business – | Bills to Pay – November 2013 |

Executive Session – BOS discretion (legal, real estate, personnel) Executive Session
The Board of Supervisors convened an Executive Session during this Pre-Regular Meeting from 09:47 P.M. to 10:30 P.M. to discuss several real estate matters. All Supervisors were present with Township Staff.

Public Comment –
None received / offered at this time.

Discussion Items –

- A. Budget 2014 – 2014 Preliminary Budget – authorization to publish Public Notice (20-day comment period)
Twp Mgr / Treasurer Lynch reported the Preliminary Budget is in order to authorize Public Notice

pending any additional comment from the BOS.

The BOS discussed employee performance in 2013 and compensation adjustment for 2014 and agreed on a 2.5% wage increase for 2014 together with performance recognition the equivalent to a .5% compensation increase be added to the Preliminary 2014 Budget.

B. Ciccarone, SD # 606 – issue Conditional Use Decision

The BOS discussed a draft Decision prepared by Twp Solicitor Ross Unruh, Esq. and agreed no changes were necessary at this time.

C. Public Works Facilities Improvements – discussion with Masano Architect Group

The BOS and Staff, together with Masano Architect Group – Tom Masano, Principal and George Gibson, discussed the status of the public bids received and opened (10-18-13). The bids received are significantly higher than the pre-bid estimates provided by MAG.

Upon inquiry by Vice Chair Egan, Mr. Masano acknowledged the pre-bid estimate prepared by MAG failed to effectively estimate the costs particularly electrical, plumbing and site work. The BOS relied upon the estimate to establish a funding base for the project as provided from the 2013 Bond Issue. The BOS indicated that it would be necessary to re bid the project.

In an effort to advance the project the BOS, Staff and MAG proceeded to discuss and revise a Draft / Revision 2.0 document (11-13-13) prepared by MAG by undertaking a line by line review of the construction and contract components listed in the 7 page Proposed Addendum #5. Items were identified to remain in the base project scope, re bid as options, deleted or removed to be performed by Owner (the Township).

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to reject all bids and to re bid the project scope in early December as revised with a tentative bid deadline opening of 01-06-14.

D. Codes & Enforcement – November Report

CEO Beaumont reported the junk vehicle enforcement matters related to Meadow Lane have been resolved.

Mr. Beaumont reported that junk vehicles remain on several properties in the vicinity of Bradford Avenue and on a property along Route 842 (Miner Street). One of the properties – Bradford Retail Shoppes – has removed / relocated some of the stored junk vehicles in the parking lot. Mr. Beaumont indicated that the junk vehicles parked in this commercial center could complicate a pending application for a new tenant and is counter to the original land development (conditional use) agreement.

Upon discussion, The BOS agreed the CEO should monitor the junk vehicles stored on the subject properties, informally engage the property owners to seek a resolution, and update the BOS at the next work session (12-05-13).

Mr. Beaumont updated the BOS on the solar glare enforcement issue related to the Earyes property indicating the property owner is relocating existing panels to a new garage addition which is expected to resolve the situation upon completion. An application to the ZHB remains on hold pending completion of the improvements and relocation of the offending solar panels.

E. Fire Services Agreements – approve WCFD Fire Protection Agreement renewal

Twp Mgr Lynch reported the revised and final version of the Agreement is in order for approval by the BOS.

This is a multi-municipal renewal agreement with a 5 year term at a fixed annual cost of \$182,795. The agreement renewal represents a 51% cost increase from the prior 5 year agreement. WCFD provides first response fire protection service to almost 80% of the Township.

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to approve a renewal (5 year term) Fire Protection Agreement (“Agreement”) with the Borough of West Chester for fire service protection services by the West Chester Fire Department to 12-31-2018 in the amount of \$182,795 annually for the term.

F. Brandywine Trail Phase 5 feasibility assessment – McCormick-Taylor revised proposal

Asst Mgr Cantlin referred the BOS to a revised (per BOS comment 11-05-13) proposal from McCormick Taylor dated 11-11-13 to provide engineering services for a Brandywine Creek Trail: Phase V Feasibility Study.

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to approve the McCormick Taylor proposal (11-11-13) in the not-to-exceed amount of \$19,500 (2014 Capital Reserve Budget).

G. Cable Franchise Agreement (renewal) w/ Comcast

Vice-Chair Egan discussed the process to renew the Cable Franchise Agreement (renewal) w/ Comcast during the past year, as requested by Comcast, in advance of the current Agreement expiration (December 2014) and as provided for under the terms of the Cables Communications Policy Act of 1984, as amended.

Dr. Egan indicated Comcast overall was cooperative but that an item related to use of unencrypted video by Comcast (which would not require a set top box) could not be resolved.

The BOS agreed that the Effective Date of the renewal Agreement to be November 12, 2013 (expires 11-12-2028).

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to approve a renewal, non-exclusive contract Franchise Agreement (draft dated 11-12-2013) between Comcast of Southeast Pennsylvania, LLC for a 15 year term, commencing upon the Effective Date of the Franchise November 12, 2013.

H. Personnel Policy – approve Leave of Absence policy (per PMHIC / Benecon)

Twp Mgr Lynch explained the genesis, purpose, and intent of the policy which is indicated by Benecon, administrator for the PMHIC (PA Municipal Health Insurance Coop) to which the Township is a member, to ensure that if an eligible employee requires a Leave of Absence (for disability) that they are eligible to continue Township health insurance benefits. The Disability Leave of Absence Policy is a distinct policy from the Short Term Disability Insurance Benefit with different eligibility requirements and benefits for all Township full time employees employed by the Township for at least one year.

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to accept the recommendation of the Twp Manager and approve the Disability Leave of Absence Policy proposed by Benecon, administrator for the PMHIC (PA Municipal Health Insurance Coop).

I. 2014 Township (artist) Calendar

Vice Chair Egan commented on a status report of calendar sales prepared by Township Staff (Nancy Holland, Admin Asst 11-12-13).

The BOS requested the Art Scholarship Committee to actively market and distribute the calendar during the last 6 weeks of the year to area organizations and businesses to enable complete sale of the calendars which proceeds will fund the East Bradford Township Art Scholarship Fund.

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

Twp Engineer Lucas updated the BOS indicating that Township engineering consultant, Gilmore Associates, is preparing a cost estimate for the Township to consider various options for addressing the traffic concerns and preparing a submission to PADOT.

K. Resolution – Honoring Pat Morrison, CCATO Secretary (26 years)

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to adopt a Resolution (#22 of 2013) honoring and thanking Patricia 'Pat' Morrison for her outstanding service to the Chester County Association of Township Officials and its member municipalities for 26 years of caring and dedicated service.

Other Items:

None discussed at this time.

The meeting was recessed at 07:05 P.M. and reconvened at 07:30 P.M. and ended at approximately 10:35 P.M.

Michael P. Lynch,
Township Secretary