

The Board of Supervisors (BOS) of East Bradford Township (Township), Chester County, PA held the annual Organization meeting Monday, January 06, 2014 (06:00 P.M.) in the Township Building, 666 Copeland School Road, West Chester, and Chester County, PA 19380-1822.

Public Notice of the 2014 Organization public meeting of the East Bradford Township Board of Supervisors was advertised in the Daily Local News 12-31-13 and on the Township web site 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

NOT in attendance:

Township Asst. Mgr., Amanda M. Cantlin

Township Engineer, Mark J. Lucas

Township CEO, Brenden L. Beaumont

Township Public Works Foreman, John P. Carroll

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:

Mark Pontzer, Township resident

EAST BRADFORD TOWNSHIP BOARD OF SUPERVISORS ORGANIZATION MEETING AGENDA

Monday, January 06, 2014, 06:00 P.M.

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

The meeting Call to Order occurred at 06:14 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.

The BOS greeted Township resident Mark Pontzer who was seeking an appointment as a Township volunteer on one of the advisory boards and commissions.

3. Recognize Newly Elected Officials / Oath of Office

Board of Supervisors - John D. Snook re-elected to 12-31-19

Board of Auditors - Max Yocum elected 12-31-19

Elected Tax Collector - William Reiter elected to 12-31-17

Twp Secretary Lynch reported receipt of Oaths of Office from William Reiter (Elected Tax Collector), Max Yocum (Elected Auditor), and John Snook (Supervisor).

Twp Secretary Lynch reported Oaths of Office 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.

Chair Pompo congratulated Mr. Snook, Mr. Yocum and Mr. Reiter on their respective elections (November 2013).

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 Mr. Pompo, the Board voted to appoint Dr. Egan as Acting (Temporary) Chair and Secretary for the singular purpose of electing a Chair of the Board of Supervisors for 2014.

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 Mr. Pompo seconded the nomination.

Vincent M. Pompo, Esq. and Thomas A. Egan were elected Chair and Vice Chair, respectively, of the East Bradford Township Board of Supervisors for 2014

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 (Chester County Treasurer, William C. Reiter, & 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)
- J. Bond Compliance Officer (new appointment)

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 2014 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, 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 Chester County (Office of Treasurer), William C. Reiter, and Township employee, Tenley F. Adams, as Township Deputy Tax Collectors for a 1-year term of office (2014).

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 Administrative Assistant Adams as 1st Alternate Delegate and Asst Mgr Cantlin as 2nd Alternate Delegate, in compliance with Act 32 and that Administrative Assistant Adams be appointed as Alternate Voting Delegate.

Secretary's Note: Keystone Collections Group is the Earned Income Tax and Local Services Tax administrator for 2014 pursuant to Act 32 of 2008 and through contract with the Chester County Tax Collection Committee

J. Bond Compliance Officer

On motion of Mr. Snook, seconded by Dr. Egan, the Board voted unanimously to appoint Michael P. Lynch Township Bond Compliance Officer.

6. **Authorize Township Manager Bond Limit (\$25,000 same as prior years)**
Authorize Township Treasurer Bond Limit (\$5,000,000 same as 2013)

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 2014 and to set the Treasurer bond in the amount of \$5,000,000 for 2014 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 2014 (dated 12-31-13) as follows:

A. Audit & Financial Professionals

1. Independent Auditor – Engagement of Mingis, Gutowski & Company - Approve 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 2013) for Independent Auditor services with Mingis, Gutowski & Company and to so appoint Mingis, Gutowski & Company as Township Independent Auditor for 2014.

Twp Secretary Lynch reported a Public Notice to appoint an Independent Auditor was advertised in the Daily Local News 12-31-13.

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 Gilmore Associates

(including GIS / Mapping)

Survey Services

Gilmore Associates

Yerkes Associates

Geo Technical Services & Structural

Gilmore Associates

(2014 PE \$85/hr; no change from 2013)

+ \$5 from 2012)

Landscape Design

Glackin Associates / Gilmore Associates – Lisa Thomas

(2014 Principal \$160/hr; +\$10 from 2013)

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

Lighting Design

C. Stanley Stubbe

(2014 \$60/hr. no change 2013)

Traffic Planning

Heinrich & Klein - Special

(2014 \$110/hr. no change from 2013)

McCormick Taylor Engineers

(2014 \$100 - \$120/hr; no change from 2013)

Site Inspection Services

Northeast Inspections (T. Smith)

(2014 \$65/hr; no change from 2013)

Sanitary Sewer Systems Installations

Carroll Engineering

(2014 \$125/hr; no change from 2013)

General Planning

Brandywine Conservancy (Environmental Management Center)

(2014 no change from 2013 – subscriber rates)

Zoning & Building:

Building Codes Inspection Keystone Municipal Services, Inc.
Back-up Codes Support –
(2014 \$65/hr. no change from 2013)

Sewer Operations:

Sewer System Operations/Design Carroll Engineering
(2014 \$125/hr; no change from 2013
Preventive Maint & Repair Aqua Wastewater Management
(Pump Stations) (2014 rates – Mech Foreman \$74/hr, Mechanic \$69/hr, Electrician
\$74/hr, Vac Tk w/ Operator \$130/hr;
Monthly Maint/Inspect (6 pump stations) \$2,684
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
(2014 \$175/hr; 2013 \$160/hr)
Open Space Easement Planning Natural Lands Trust (NLT)
Brandywine Conservancy
North American Land Trust (NALT)

Network / IT / Web Page

Inter MEDIA
(2014 \$86.35; 2013 \$79.95/hr)

Connectivity

Comcast and/or Verizon

Other:

Chester County (Treasurer) Real Estate Tax Administration (per contract)
Berks County Intermediate Unit Sewer Billing /Collection Administration (per contract)
Keystone Collections Group (Act 32) EIT, Open Space EIT & Local Services Tax (per CCTCC contract)

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 2014.

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 2014, 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 2014 (at an hourly rate of \$190 for 2014) 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 (2014 \$190/hr; no change from 2013)
 - Zoning Hearing Board Buckley, Nagle, McGuire, Brion - Joseph Brion, Esq. (2014 \$190/hr; no change from 2013 (pending ZHB appointment)
 - Planning Commission Special Counsel Parke, Barnes, Spangler, Oeste & Wood – Thomas Oeste, Esq (2014 \$175/hr. no change from 2013)
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 2014.

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 2014, 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. Appoint Vacancy Board Chair | (1 year term) | (Johnson) @ |
- Twp Mgr Lynch indicated Mr. Johnson communicated he was available and receptive to reappointment for 2014 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 2014 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 (12-10-13) a summary packet of Applicants and related information for review by the Supervisors.

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|----|-------------------------|---------------|-------------|
| A. | Planning Commission (2) | (4 year term) | (Biacchi) @ |
| | Planning Commission | (4 year term) | (Thomas) @ |

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to reappoint Anthony Biacchi and Wesley Thomas to the Planning Commission, each, for a 4 year term.

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|----|-------------------------------------|---------------|------------|
| B. | Zoning Hearing Board (1) | (3 year term) | (Schaum) @ |
| | Zoning Hearing Board Alternate (#2) | (3 year term) | vacant |

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to reappoint Andrew Schaum, Esq. to the Zoning Hearing Board for a 3 year term.

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

C. Historical Commission (1) (5 year term) **(Thompson)**
The Board of Supervisors deferred action on this appointment at this time.

D. H.A.R.B. (1) (5 year term) (Vacancy)
The Board of Supervisors deferred action on this appointment at this time.

Chair Pompo, for the Board of Supervisors, thanked Eleanor Thompson for her dedication and committed service to the Township as a member of the Historical Commission and H.A.R.B. since 1980.

Secretary's Note: Eleanor Thompson resigned from the H.A.R.B. in late 2013 with the term to expire 12-31-13.

E. Parks & Recreation Board (2) (5 year term) (Spangler) @
Parks & Recreation Board (5 year term) (Colley) @

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously re appointed John Spangler and Michael Colley to the Parks & Recreation Board, each, for a 5 year term.

F. Emergency Management Coordinator (1 year term) (Ronayne) @

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

G. Environmental Advisory Council (2) (3 year term) (Bergmann) @
(3 year term) (Cantwell) @

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to re appoint Kathy Bergmann and Jeff Cantwell, each, to the Environmental Advisory Council for a 3 year term.

H. Green Committee (2) (3 year term) (Weissman) @
(3 year term) **(Arnold)**

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to re appoint Neil Weissman to the Green Committee for a 3 year term.

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to appoint Mark J. Pontzer, Esq. (in attendance) to the Green Committee for a 3 year term.

The Board of Supervisors thanked Bruce Arnold for his valued service on the Green Committee, as an organizing member and Chair since 2009.

I. Trails Sub-Committee of P&R Board (15 +/- ad hoc members) Re Commission for 2014
(1 year term)
(Spangler, Baxter, Colley, Cornwell, Fleming, Hawkes, Kenny, Mehl, Parman, Rothman, Singer, Schaum, Hagens, Wakefield, Hatzipavlidis)

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to re commission the Trails Sub-committee for 2014 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, Rothman, Singer, Schaum, Hagens, Wakefield, and Hatzipavlidis.

- J. Traffic Committee (7 members) (Davis, Cavanaugh, Yarnall, Bohn, Lucas, DeFonzo, Rugerri (and Carroll –At-Large) Re Commission for 2014 (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 2014 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 Eric Ruggeri. The Board of Supervisors agreed to reappoint Twp Public Works Foreman John Carroll to the Traffic Committee as an At-Large member for 2014.

- K. Agricultural Area Advisory Committee (5 members) (Armstrong, Bedwell, Cornwell, Duffy, Egan) Re Commission for 2014 (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 2014 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 was completed successfully in 2013.

- L. 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 2014 and to reappoint Fred Rothman and James Haigney as Township representatives on the Commission each for a 1 year term.

- M. 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.

- N. 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.

Agenda Legend (referenced above)

@ = 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 2014**

Regular Meeting – 2nd Tuesday, 7:00 P.M.
 Work Session -- Thursday prior to Regular Meeting, 06:00 P.M.
 Work Session-- 2nd Tuesday, 6:00 P.M.

The BOS agreed to continue its current meeting schedule for 2014 as follows:

BOS work session – Thursday each month, 06:00 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 2014.

The PA Legislature was unable to adopt legislation in 2009 to permit municipalities to publish legal notices on its web site. The BOS again suggested that the Township State Senator and Representatives be contacted to request reintroduction of this legislation in 2014.

Twp Mgr Lynch indicated that www.eastbradford.org, the Township official web site will continue to serve as an unofficial vehicle for broadcast of public notices in 2014.

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 Counsel, Trails Sub-committee, Traffic Committee, Green Committee and other Township bodies is published in the Daily Local News each year (12-31-13 for 2014 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).

13. **Confirm 2014 holidays** (12) for Township employees

(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 2014 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 2014 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 2014).

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.

Chair Pompo suggested revision of the policy (since 2004) of maintenance of a 'skeleton' administrative staff on non-federal holidays (commencing in 2014) including Good Friday, Thanksgiving Friday and Christmas Eve.

Based upon the low service demand (few telephone calls / walk-ins) from Township residents and others on these days, the BOS agreed not to Staff the Township Building but that notice and announcements be provided to Township residents through the web site and voice mail system (including emergency contacts info) and that a Staff member monitor and respond as necessary to email communication on these days.

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, 2014). The Township Manager may be a delegate but a Township Supervisor must serve as the voting delegate.

The Board of Supervisors agreed to certify John Snook and Vince Pompo as Township delegates to the 2014 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 (# 01 of 2014)

(Note: service boundary revision reflects return of primary response service area (northern and western portions of Township) to West Bradford Fire Company.

On motion of Mr. Snook, seconded by Dr. Egan, the Board voted unanimously to adopt Resolution # 01 of 2014 describing the emergency service providers and first response boundaries for the Township in 2014.

B. Adopt 2014 ZHB Appointment Resolution (per Act 247) Resolution (# 02 of 2014)

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 2014, appointing all current members to the Zoning Hearing Board as provided in Article IX of Act 247, as amended.

C. Adopt 2014 Fee Schedule Resolution (# 03 of 2014)

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 # 03 of 2014 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.

D. Adopt 2014 Emergency Management Plan Update Resolution (# 04 of 2014)
Twp Emergency Management Coordinator William Ronayne, requests the Board of Supervisors adopt the Resolution approving the various administrative updates to the East Bradford Township Emergency Management Plan for 2014.

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to adopt East Bradford Township Resolution # 04 of 2014, approving an update to the East Bradford Township Emergency Management Plan for 2014.

E. Adopt Bond Compliance Policy (#05 of 2014)
Twp Mgr Lynch reported on the status of this business and distributed a draft Resolution to the BOS for consideration. The policy resolution was reviewed by Township investment bond advisor Michael Wolf, Boenning & Scattergood.

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to adopt East Bradford Township Resolution # 05 of 2014, approving a policy resolution for Township compliance with regulations for tax-exempt securities (bonds).

F. BOS Liaison 2014 Assignments

The BOS agreed to maintain the same liaison assignments for 2014.

Planning Commission	Pompo
Zoning Hearing Board	Pompo
Historical Commission & HARB	Egan
BVSBC	Egan
Parks & Recreation Board	Snook
Trails Sub-Committee P&R	Snook
Traffic Committee	Pompo
EAC	Snook
Green Committee	Snook
Agricultural Area Advisory Committee	Egan
EB Art Scholar Committee (ad hoc established February 2013)	Egan
Staff	Pompo (BOS Chair)

OTHER BUSINESS:

None discussed at this time.

PUBLIC COMMENT –

None offered / received at this time.

Executive Session (at discretion of Chair) –

None at this time.

MEETING ADJOURNMENT:

The Board of Supervisors, on motion of Mr. Snook and seconded by Dr. Egan, adjourned the meeting at approximately 06:40 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.