

WORK SESSION:

The Board of Supervisors (BOS) of East Bradford Township (Township), Chester County, PA held a work session January 09, 2014 in the Township Building, 666 Copeland School Road, West Chester, and Chester County, PA 19380-1822.

Public Notice of the 2014 East Bradford Township Board of Supervisors public meeting schedule advertised in the Daily Local News 12-31-13

Supervisors present were: Vincent M. Pompo, Esq., Thomas A. Egan (arrived 06:20 P.M.), 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
Jean Renshaw, Township resident / volunteer appointment candidate

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

**EAST BRADFORD TOWNSHIP BOARD OF SUPERVISORS
Thursday, January 09, 2014, 06:00 P.M. AGENDA**

Upcoming meeting schedule:

January 06, 2014; Monday	06:00 P.M. - Organization
January 09, 2014, Thursday	06:00 P.M. - BOS regular work session
January 14, 2014; Tuesday	06:00 P.M. - BOS pre-reg work session
January 14, 2014; Tuesday	07:00 P.M. - BOS regular meeting
January 14, 2014; Tuesday	07:00 P.M. - Public Hearing – none scheduled
February 06, 2014, Thursday	06:00 P.M. - BOS regular work session
February 11, 2014; Tuesday	06:00 P.M. - BOS pre-reg work session
February 11, 2014; Tuesday	07:00 P.M. - BOS regular meeting
February 11, 2014; Tuesday	07:00 P.M. - Public Hearing – none scheduled

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 from 09:18 P.M. to 09:38 P.M. to discuss a real estate matter. 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. **Budget / Finance 2013-2014 – January Report**
 - 1. Budget 2014 2015
Twp Treasurer Lynch provided an overview of the 2013 Budget performance which overall was positive with particular regard to the General Fund.
The 2013 Township Audit, with Independent Auditor Mingis, Gutowski will commence later this month.

2. Sewer Capital Reserve Study – funding indications for 2015 Budget

Twp Engineer Lucas referred the BOS to information from Carroll Engineering and its completion of the Sewer Capital Reserve Study. The purpose of the study is to provide data and recommendations to make the existing Sewer Capital Reserve Fund self-sustaining. The draft report documents that a (Township) sewer rate increase is necessary commencing in 2015 (8.7%).

The BOS agreed that the documentation be made available (Township web site), exclusive of confidential customer data and for Township Staff to be knowledgeable of the report to provide explanations to residents when queried. Twp Mgr Lynch indicated he is interested to more thoroughly review the report with the most current sewer fund performance (12-31-13).

B. Organization – January Report

1. BOS Mtg Schedule

This item not discussed as the BOS meeting schedule for 2014 was established at the Organization meeting (01-06-14).

2. Organization Meeting – follow-ups (open appointments – HC, H.A.R.B., Independent Auditor (02-06-14))

The BOS greeted and discussed with Township resident Jean Renshaw her interest in seeking an appointment as a Township volunteer to fill an opening on the Historical Commission. Ms. Renshaw, Esq. previously served on the Historical Commission.

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to appoint Jean Renshaw, Esq. to the Township Historical Commission for a 5 year term to 12-31-18.

The BOS next considered filling the vacancy on the Township Historical Architectural Review Board (HARB). The current vacancy must be filled by a current member of the Historical Commission.

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to appoint Mary Sue Boyle to fill the vacancy on the Township Historical Architectural Review Board to 12-31-17.

3. ABC Chair Meetings – schedule January meeting (Supervisor Pompo) (10-29-13 mtg cancelled)

It was agreed the next meeting be scheduled for Monday, February 17, 2014, 06:00 P.M.

C. 2014 Code Amendments – January Report

1. 2014 Code Updates – identify proposed / pending amendments

Supervisor Snook recommended a review of the Township riparian buffer, woodland and vegetation management regulations be undertaken in 2014, citing numerous examples of provisions needing clarification and refinement. It was agreed that Mr. Snook would work with Township Staff and coordinate with various ABC's including the EAC to advance a report for recommended amendments.

Twp Mgr Lynch referred the BOS to a current initiative by the West Chester Area Council of Governments (WCACOG) for member municipalities to participate and engage a consultant review with the Cohen Law Group (Pittsburgh, PA) regarding wireless facility management and regulation.

The BOS agreed to review the Proposal. Chair Pompo inquired whether the WCACOG had solicited other local law firms / consultants for proposals.

D. Public Works – January Report

1. Public Works Facilities Improvements – review (re)bid results

This is a re-bid of the project (original bid opening 10-18-13 / all bids rejected by BOS 11-11-13).

PW Foreman Carroll prepared and presented to the BOS a Competitive Bid Tabulation (bid opening 01-06-14).

The BOS reviewed and discussed all line items and bid pricing for the General Construction (7 bidders), Electrical (5 bidders), Plumbing (4 bidders) and Mechanical (6 bidders) components. Mr. Carroll included recommendations for each line item of the bid specifications (delete, add...).

Upon review the BOS agreed with a substantial majority of the recommendations. In particular, the BOS agreed to include in the General Construction component a 5' building overhang. Several clarifications remain including the pricing of a single vs. double HVAC system in the Mechanical bid which could affect the outcome of the bid award. Overall, the consensus is that the re-bid has resulted in more satisfactory pricing.

Mr. Carroll next will codify the BOS discussion input from this meeting and present an updated bid tabulation report and recommendation for discussion at the 01-14-14 BOS meetings.

2. Road Program 2014 – winter maintenance

PW Foreman Carroll discussed the recent winter storm maintenance operations which have been effective (based upon resident input / follow-up calls & minimal issues).

Twp Mgr Lynch reported that the frequency of storms and necessary response has resulted in increased purchases of salt and brine materials which have decreased the Liquid Fuels Fund to its lowest balance in years (the annual State Liquid Fuels Allocation receipt is not expected until March 2014).

E. Planning / Land Developments – January Report

1. Chester County Art Association, SD# 625 – Preliminary Plan status / time extension (review clock expires 02-02-14)

Twp Engineer Lucas updated the BOS on the status of the Preliminary Plan review indicating the plan may be satisfactory for preliminary plan approval but not final plan approval at this time as more input is necessary from the Applicant on a number of open issues (including the pedestrian trail location and easement across Hillsdale Elementary School property).

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to accept the request of the Applicant (01-08-14) for a 90-day review clock extension for Chester County Art Association, SD# 625 to (05-02-14).

2. Ciccarone, SD# 606 – Preliminary Plan status / time extension (review clock expires 01-15-14)

Twp Engineer Lucas updated the BOS on the status of the Preliminary Plan review indicating that a (complex) flood study related to the access bridge (bridge cannot be overtopped by a 100-year flood event) is not complete. This is the only open issue related to BOS consideration for Preliminary Plan approval.

3. Comerford, SD# 626 – DEP Planning Module Resolution / discuss engineer review

Twp Engineer Lucas updated the BOS on the status of the Preliminary Plan review and the plan review was prepared for a 3-lot subdivision independent of any other pending discussions of the property and its disposition.

The BOS agreed to consider approval of the DEP Sewage Planning Module at the 01-14-14 meeting.

4. Comprehensive Plan Update

This item was deferred to the 01-14-14 BOS Work Session Agenda.

F. **Open Space & Trails** – January Report

Executive Session – refer to Page 1 above for details.

G. **Engineering** – January Report

1. Shadow Wood Farm drainage issue – update

Twp Engineer Lucas updated the BOS indicating the affected owners (which granted Township access to investigate) requested turf restoration with sod due to the shaded condition of the lots (and to which the BOS agreed).

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

Twp Engineer Lucas updated the BOS that the assessment report from Gilmore Associates will be submitted for the February BOS meeting schedule.

H. **Codes & Enforcement** – January Report

1. Junk Vehicles – update on identified non-compliant properties

Twp CEO Beaumont updated the BOS on the matter indicating that official Enforcement Notices to offending properties will be prepared and served within the next week.

I. **Township Staff / Operations / Services** – January Report

1. Records Retention – adopt records disposal resolution

Asst Mgr Cantlin prepared the current subject 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 Township Resolution (# 06-2014) 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. On-lot Septic Management Program – enforcement administration (for non-compliance)

Asst Mgr Cantlin updated the BOS on the status of response and compliance by property owners to the scheduled system pumping requirements indicating that a number of property owners (currently 84) have not responded to the Second Notice and / or have not paid the attendant \$25 (Second Notice) administrative fee.

Upon discussion, the BOS agreed that Twp Staff prepare and send another letter to the identified properties with an enclosed invoice, a time allowance of 60 days to comply and consequences / penalties of continued non-compliance.

On an inter-related matter, the BOS discussed the Township public sewer aging report with particular regard to delinquent accounts and consideration to advance the current administrative policy and procedures to include professional support to cure the existing liens (through the County Sheriff Department rather than waiting for transfer / resale of the properties). Chair Pompo suggested contacting a law firm experienced in this type of service to discuss a program to improve collection of delinquent sewer accounts.

3. 2014 Township Artist Calendar

This item was deferred to the 01-14-14 BOS Work Session Agenda.

4. Employee sharing of accrued time off

Twp Mgr Lynch discussed an employee inquiry for voluntary sick leave donation to another employee. Upon discussion, the BOS agreed that it had no position on this matter.

J. **Emergency Services** – January Report

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

The BOS acknowledged receipt of the current report (December 2013).

K. **ZHB** – January 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

This item not discussed.

Other Items:

None discussed at this time.

The meeting ended at approximately 09:38 P.M.

Michael P. Lynch, Township Secretary