

WORK SESSION:

The Board of Supervisors (BOS) of East Bradford Township (Township), Chester, County, PA held a work session on July 15, 2014 in the McCardle Meeting Room (Conference Room) of the Township Building, 666 Copeland School Road, West Chester and County of Chester, PA 19380-1822.

Public Notice of this work session of the East Bradford Township Board of Supervisors published in the Daily Local News 07-13-14 and at www.eastbradford.org.

Supervisors present:

- Vincent M. Pompo, Esq., Chair
- Dr. Thomas A. Egan, Vice Chair
- John D. Snook, Supervisor

Supervisors All present:

Staff / Professionals in attendance:

- Township Manager Michael P. Lynch
- Assistant Manager Amanda M. Cantlin

Not in attendance:

- Township Engineer Mark J. Lucas
- Township Codes Enforcement Officer Brenden L. Beaumont
- Public Works Foreman, John P. Carroll
- Township Solicitor – Unruh, Turner, Burke & Frees

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

No citizens (Township residents) in attendance.

The work session commenced at approximately 06:15 P.M.

The purpose of this special meeting work session was to discuss pre-budget organizational business.

The public notice did not provide for discussion of other business at this work session.

Public Notice of the meeting was published in the Daily Local News, 07-13-14, posted on the Township web site www.eastbradford.org and posted at the Township Building.

EAST BRADFORD TOWNSHIP BOARD OF SUPERVISORS

Tuesday, July 15, 2014, 06:00 P.M. AGENDA

Upcoming meeting schedule:

August 07, 2014, Tuesday	06:00 P.M. - BOS regular work session
August 12, 2014; Tuesday	06:00 P.M. - BOS pre-reg work session
August 12, 2014; Tuesday	07:00 P.M. - BOS regular meeting / Public Hearing – Ch. 89 - Sewer
August _____, 2014, _____ (week of August 18th)	06:00 P.M. – Budget WS – Capital
September 04, 2014, Tuesday	06:00 P.M. - BOS regular work session
September 09, 2014; Tuesday	06:00 P.M. - BOS pre-reg work session
September _____, 2014, _____ (week of September 15th)	06:00 P.M. – Budget WS – General

Public Comment: Discretion of BOS

None received / offered at this time.

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

The Board of Supervisors convened an Executive Session during this work session from 06:20 P.M. to 07:42 P.M. to discuss personnel matters. All Supervisors were present together with Township Staff.

Discussion / Briefing Items:

- A. **Organizational Structure and Staff(ing)** (60 minutes) **Executive Session**
- B. **ABC's** (15 minutes)
 - 1. BOS Liaison role w/ ABC's – resource / time ...pre & post ABC mtg Chair / Liaison communication (mtg attend discounted)
 - Asst Mgr Cantlin prepared a draft document for distribution to the BOS for review that provides

narratives for ABC Chair Roles, ABC BOS Liaison Roles and ABC Staff Liaison Roles on agenda, minutes, communication, meetings and budget.

2. ABC Organization

a. Coordination and Project Prioritization
The BOS and Staff generally discussed this item.

b. P & R Board – programmatic attention
Chair Pompo indicated that “people in the parks” should be a focus of the Board.

c. ABC reorganization /consolidation
The BOS suggested that each ABC prepare a mission statement (referencing a recent effort by the Green Committee) as both a good exercise in organizational management for current members and also as a guide for continuity of future volunteers.

C. **Capital Funding** (15 minutes)

1. Stewardship Plans – implementation, funding, Staff resources
The BOS and Staff generally discussed this item. It was agreed that the expense for preparation of stewardship plans should be budgeted from the Open Space Fund, consistent with PA Act 115 of 2013 that provides legislative authority for use of dedicated open space tax funds for purposes to develop, improve, design, engineer, and maintain properties acquired using open space tax dollars.

2. Capital Projects (2015)

- a. Dog Park
- b. PW Bldg – new (settling in period) & existing (maintenance / repairs)
- c. Focus on maintenance of existing facility & needs; Defer all other / new (unless emergency)

The BOS and Staff generally discussed this item which will be the subject of more detailed discussion during the 2015 Budget review and approval process.

D. **Sub-topics, Other Projects** (30 minutes)

- 1. Open Space debt refinancing - This item not discussed.
- 2. Comprehensive Plan Update – identifying strategic plan components
The BOS discussed whether a dedicated task force body was necessary versus vesting the process primarily with the Planning Commission and engaging others from the ABC's and Township at-large during various aspects of the plan update which has an estimated project term of 22 months.
- 3. Roads, Stormwater & Infrastructure -This item not discussed.
- 4. IT – office network / vendor
Vice Chair Egan reported he is discussing this operational / campus infrastructure matter with the Township IT consultant (Robert Iannelli) and envisions a comprehensive approach to connect all buildings on the Township Campus (estimated cost \$70,000 +/-) and will address various software solutions later in 2015.
- 5. Township web page overhaul - This item not discussed.
- 6. Sewer System disposition - This item not discussed.
- 7. Sunoco 'Mariner' Pipeline - This item not discussed.
- 8. Outreach (Finding Pulse of Community) -Needs Survey(s) – ABC's & the Township residents
This item not discussed.

E. **Strategic**

- 1. East Bradford Township Mission -This item not discussed.
- 2. Adequate funding / resource (managing expectations) -This item not discussed.

Other Budget Related

None discussed at this time.

The meeting ended at approximately 08:15 P.M.

Michael P. Lynch, Township Manager / Secretary-Treasurer