

**WORK SESSION:**

The Board of Supervisors (BOS) of East Bradford Township (Township), Chester County, PA held a work session September 04, 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 public meeting schedule was published in the Daily Local News 12-31-13.*

Supervisors present were: Vincent M. Pompo, Esq., Thomas A. Egan, 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, Administrative Assistant
- Nancy F. Holland, Administrative Assistant
- Township Solicitor Unruh, Turner, Burke & Frees - Ross A. Unruh, Esq.

Also in attendance Advisory Boards and Commissions (ABC's):

Refer to Presentations / Briefings below.

Others / Residents / Citizens in attendance:

None.

The work session commenced at approximately 06:03 P.M.

**EAST BRADFORD TOWNSHIP BOARD OF SUPERVISORS  
Thursday, September 04, 2014, 06:00 P.M. AGENDA**

**Upcoming meeting schedule:**

September 04, 2014; Thursday	06:00 P.M. - BOS regular work session
September 09, 2014; Tuesday	06:00 P.M. - BOS pre-reg work session
September 09, 2014; Tuesday	07:00 P.M. - BOS regular meeting / Public Hearing (Ch. 72 - Blight) (Ord. # 05-2014)
September 09, 2014, Tuesday	Budget -- Post Regular Mtg – reconvene Pre-Reg Mtg WS
September 2014	WCACOG 09-25-14 / Neighborhood University Program – commences
October 02, 2014; Thursday	Volunteer Appreciation
October 09, 2014; Thursday	06:00 P.M. - BOS regular work session
October 14, 2014; Tuesday	06:00 P.M. - BOS pre-reg work session(
October 14, 2014; Tuesday	07:00 P.M. - BOS regular meeting / Public Hearing (Ch.115 – Zoning – Riparian Buffer)
October 14, 2014, Tuesday	Budget -- Post Regular Mtg – reconvene Pre-Reg Mtg WS

**Public Comment:** *Discretion of BOS*

None offered / received at this time.

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

The Board of Supervisors did not convene an Executive Session during this work session..

**Priority / Action Items:** None at this time

**Presentations Briefings: Planning Commission- consultant presentations, 07:00 P.M.**

At this time, the BOS, together with the Planning Commission (Members Biacchi (Chair), Deaville, Korbonits, Thomas & Tritle), received presentations from two (2) planning consultant firms under consideration for selection to update the 2004 Township Comprehensive Plan.

**Discussion / Briefing Items:**

A. **Budget / Finance** – September Report

1. Budget 2014 / 2015 – next work session 09-09-14 (previous 08-12-14, 07-15-14)

Twp Manager / Treasurer Lynch distributed 2015 draft Budgets to the BOS for review and preparation of

the next budget discussion (09-09-14).

**2. Compensation Policy – proposed revisions**

Twp Mgr Lynch briefed the BOS on proposed revisions to the current compensation policy. The proposed revisions recommend return to a merit-based performance compensation adjustment as part of the annual employee performance evaluation. The proposed policy revisions include position pay scales (minimum / maximum) that are responsive to the consumer price index. A consumer price index adjustment would continue to be incorporated into the annual budget as a base compensation adjustment for all employees in good standing. The BOS last revised the compensation policy in 2005 in the form of an annual uniform compensation adjustment for all employees in January each year. This item deferred to the Pre-regular Mtg Work Session 09-09-14.

**3. Municipalities Continuing Disclosure Cooperation Initiative (MCDCl)- SEC program for municipal self-reporting**

Chair Pompo updated the Supervisors on his understanding of the SEC “Initiative” and indicated that if the bond underwriter for the Township (Boenning & Scattergood) plans to participate, then the Township should participate.

Twp Mgr / Treasurer Lynch stated that neither he nor Boenning & Scattergood is aware of any matters of misstatement or omission related to prior reporting for either the 2009 or 2013 Township bond issues. Mr. Lynch will follow-up and discuss with Michael Wolf, Managing Director, Boenning & Scattergood.

**B. Organization – September Report**

**1. PSATS / Trustees Insurance & Retirement) – adopt Trust resolutions (pension & health) for Amended & Restated Declaration**

Chair Pompo requested Staff resend the documents (prior electronic transmission was incomplete) for BOS review and discussion at the 09-09-14 Pre-regular Mtg Work Session.

**2 Workers Compensation Insurance (Notice of Nonrenewal)**

Asst Mgr Cantlin reported the Township is consulting with H.A. Thomson to identify viable insurance carriers with acceptable coverage. Twp Mgr Lynch stated the Notice of Nonrenewal is not based on Township claim performance but rather industry wide response to laws enacted by the Commonwealth related to worker compensation reform.

**3. ABC Chair Meetings – schedule next mtg \_\_\_-\_\_-14 (Supervisor \_\_\_\_\_)**

The BOS agreed to defer scheduling the next Chair meeting at this time and in lieu of the scheduled Volunteer Appreciation event in October.

**C. Public Works – September Report**

**1. Public Works Facility Construction – project update**

Twp Mgr Lynch reiterated a recent update from PW Director Carroll that the project is on schedule and proceeding effectively.

**a. Change Order Requests**

None pending.

**b. IT Service Proposal – Robert Iannelli**

Asst Mgr Cantlin updated the BOS on a proposal from Robert Iannelli to provide IT services to the Township’s municipal administration operations. The BOS discussed the scope of services and associated fees and agreed the proposal to be satisfactory. BOS discussed the transition of services from the current Township IT service provider and agreed that proper notice be communicated timely.

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to approve a professional services contract with Robert Iannelli for a Scope of (IT) Services including onsite and remote support to end users for daily functions at a billable rate of \$100 per hour.

**2. Road Program 2014 – update**

The BOS continued discussion of Ravine Road and the problem of deteriorating road condition.

The BOS agreed that Township property owners along Ravine Road should be invited to the 11-11-14 BOS meeting to solicit their comment.

The BOS requested Twp Engineer Lucas and PW Director Carroll prepare a brief history of the road and

options for consideration to present at the November meeting. The Township does not have a plan at this time pending property owner input.

**D. Planning / Land Developments – September Report**

1. Comprehensive Plan Update – Proposal review / consultant selection process  
Refer to Page 1 above - Presentations

2. Nastase, SD# 629 – time extension

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to accept the recommendation of the Planning Commission and grant the request of the Applicant for a 90 day time extension for plan review to 12-18-14 for Nastase, SD# 629.

3. Chester County Art Assoc, SD# 625 – trail

Twp Engineer Lucas reported Deed of Dedication documents (prepared by Twp Solicitor Unruh) currently are under review and further preparation by Township consulting engineer Gilmore Associates.

4. WCU, SD# 630 (Maintenance Bldg) – PC approval recommendation

Asst Mgr Cantlin reported the Planning Commission recommended final land development approval 07-22-14, pending plan revisions which Ms. Cantlin reported have been completed and reviewed as satisfactory by Twp Engineer Lucas.

The BOS discussed the plan status including the fee in lieu of (open space / recreation) and agreed it is applicable to the subject land development.

The BOS requested Staff to prepare a draft approval with conditions to be transmitted to the Applicant prior to the 09-09-14 meeting.

Chair Pompo directed this item to the Regular Meeting agenda for consideration 09-09-14.

**E. 2014 Code Amendments – September Report**

1. 2014 Code Updates

The BOS commented on the 09-01-14 Code Update Report prepared by CEO Beaumont.

In particular, the BOS discussed the draft revisions to the sign regulations related to digital billboards.

2. Ch. 42 – Alarms – recommended revisions / consistency w/ WCPD (Police Agreement)

This item deferred to the Pre-Regular Mtg Work Session 09-09-14.

3. Ch. 72 – Blight – Public Hearing 09-09-14

The BOS discussed and agreed on an administrative clarification to the proposed ordinance that is not deemed materially substantive - inclusion of direct reference to the Board of Supervisors rather than implied as "Other Body" (which would necessitate re advertisement of Public Notice).

The Public Hearing was advertised in the Daily Local News 08-20-14 (and on the Township web page [www.eastbradford.org](http://www.eastbradford.org)).

**F. Codes & Enforcement – September Report**

1. Codes Enforcement – update

CEO / ZO Beaumont referred the BOS to the 08-28-14 Code Update Report which was discussed by the BOS.

The BOS discussed several items but there were no additions to the listing and no actions by the BOS at this time.

**G. Open Space, Parks & Trails – September Report**

Executive Session - refer to Page 1 of these Minutes for additional details.

1. Stewardship (draft) Plans – Shaw's Bridge Park, Copeland Park, Sugar's Bridge NA

This item deferred to the Pre-Regular Mtg Work Session 09-09-14.

2. Brandywine Farm (north) –disposition / use

This item deferred to the Pre-Regular Mtg Work Session 09-09-14.

3. Trail Blazer Run – postscript

This item deferred to the Pre-Regular Mtg Work Session 09-09-14.

4. Paradise Valley NA – proposal to address wash-out

This item deferred to the Pre-Regular Mtg Work Session 09-09-14.

5. Proposed Tree Planting (Fall 2014) – discuss issues  
This item deferred to the Pre-Regular Mtg Work Session 09-09-14.

6. E. Brad Elem School Trail – Twp connection  
This item deferred to the Pre-Regular Mtg Work Session 09-09-14.

H. **Engineering** – September Report

1. Sewer System - Strode’s Mill PS investigation update  
This item deferred to the Pre-Regular Mtg Work Session 09-09-14.

2. Rt. 52 (Traffic Analysis) – PADOT response  
This item deferred to the Pre-Regular Mtg Work Session 09-09-14.

I. **Township Staff / Admin Operations / Services** – September Report

1. Records Retention – none this period (adopt records disposal resolution (Res. \_\_-2014)

2. Public Sewer delinquent account collection – Portnoff Law Associates – PH Ch. 89 amendments 08-12-14  
Twp Mgr Lynch reported that delinquent sewer account processing has commenced and coordination of the details between the Township and Portnoff has been effective.

3. Admin Staff Vehicle (2004 Ford Escape)  
Twp Mgr Lynch reported that a ‘second opinion’ was obtained which differed from the initial repair assessment and the less costly repairs were completed (by In-Fleet) and to date effective.

J. **ZHB** – September Report – *Pending applications / decisions / appeals*

1. Rowan Estate – appeal to Enforcement Notice -- Decision 08-18-14 – EN upheld / denial of appeal  
This item not discussed.

K. **Emergency Services** – September Report

1. WCPD for EBT monthly briefing / report – WCPD Chief Scott Bohn  
This item not discussed.

2. Fame FC (WCFD) Capital Building Program  
This item deferred to the Pre-Regular Mtg Work Session 09-09-14.

**Other Items:**

None discussed at this time>

The meeting ended at approximately 09:35 P.M.  
Michael P. Lynch, Township Secretary

Next Regular WS: October 09, 2014

Next Ordinance: 05-2014 (last PH 08-12-14 # 04-2014)

Next Resolution: 16-2014 (Sewer S-02-14; Open Space OS-02-2014)