

WORK SESSION:

The Board of Supervisors (BOS) of East Bradford Township (Township), Chester County, PA held a work session November 03, 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

This work session re scheduled (from 11-06-14) due to a meeting conflict; Public Notice published in Daily Local News 10-27-14.

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
- John P. Carroll, Public Works Foreman

Staff NOT in attendance:

- 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):

- James Haigney – Township Brandywine Valley Scenic Byway Commission

Other Residents / Citizens in attendance:

- Howard Sundwall, West Chester Public Library (ref: Agenda – Presentations)

The work session commenced at approximately 06:04 P.M.

EAST BRADFORD TOWNSHIP BOARD OF SUPERVISORS

Monday, November 03, 2014, 06:00 P.M. AGENDA

FOR PUBLIC DISTRIBUTION

Upcoming meeting schedule:

November 03, 2014; Monday	06:00 P.M. - BOS regular work session (re scheduled from 11-06-14)
November 11, 2014; Tuesday	06:00 P.M. - BOS pre-reg work session
November 11, 2014; Tuesday	07:00 P.M. - BOS regular meeting / 2015 Budget
December 04, 2014; Thursday	06:00 P.M. - BOS regular work session (WCPL Annual Update)
December 09, 2014; Tuesday	06:00 P.M. - BOS pre-reg work session
December 09, 2014; Tuesday	07:00 P.M. - BOS regular meeting / 2015 Budget - Public Hearing (Ch.115 – Zoning – Riparian Buffer)
January 05, 2015, Monday	06:00 P.M. - BOS Organization

Public Comment: *Discretion of BOS*

None offered / received at this time.

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

The Board of Supervisors convene an Executive Session during this work session from 07:35 P.M. to 07:50 P.M. to discuss several real estate matters. All Supervisors were present together with Township Staff.

Priority / Action Items: None at this time

Presentations Briefings:

1. WCPL – Annual Update (Howard Sundwall, Board of Directors, Immediate Past President)

West Chester Public Library Board Member Howard Sundwall thanked the BOS and Township for its past and continued (2015 Budget) support and provided an update of activity and programming. Mr. Sundwall, distributed a copy of the 2013 Annual report of the West Chester Public Library, noting 2014 has been a very successful year for this community resource in its 126th year of service to West Chester and its neighboring municipalities. East Bradford Township resident usage of the library resources represents about 14% of total usage (150,000 items checked out last year). The WCPL remains on budget, on task and on mission with electronic media and access continuing to increase annually. Currently the WCPL is funded and supported by over 50% non tax individuals and private sponsors and corporate donors. Mr. Sundwall reiterated that East Bradford Township continues to be a respected and invested partner with the West Chester Public Library which is greatly appreciated.

www.wcpubliclibrary.org

2.BVSBC – Scenic Byway Corridor Management Plan

Jim Haigney, Township Representative on the Brandywine Valley Scenic Byways Commission updated the BOS on the status of the [Rt. 52] Corridor Management Plan. Fred Rothman, also Twp Rep on the BVSBC, was not available to attend this meeting.

Mr. Haigney distributed a copy of the Final (draft) Brandywine Valley (Route 52) Corridor Management Plan. The purpose of the planning document (in preparation for nearly 5 years) is to guide the preservation and enhancement of character along this historic and scenic Chester County corridor.

Mr. Haigney indicated the BVSBC is seeking member municipality approval / endorsement of the Corridor Management Plan via a resolution form (template to be prepared by the BVSBC) within the next 60 days following review and comment.

The BOS agreed the Township ABC's and the Supervisors should timely review the plan (next 30-45 days) and provide comment. Mr. Haigney stated he would provide a web page link to the BVSBC and the document for review. The BOS also agreed the link should be added to the Township web site for citizen access and the document identified as a draft.

Discussion / Briefing Items:

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

1. Budget 2014 / 2015 – 11-11-14 approve PN 20 day public comment period (10-14; 09-30, 09-09, 08-12, & 07-15-14)

Twp Mgr / Treasurer Lynch reported the 2015 Budget is in good order for authorization by the BOS 11-11-14 to advertise Public Notice of the 20 day budget review / comment period prior to adoption during the 12-08-14 public meeting.

B. **Organization** – November Report

1. ABC Chair Meeting – *none scheduled at this time (deferred to 1st Qt 2015)*

The next ABC Chair meeting will be scheduled during the First Quarter 2015.

Supervisor Snook inquired about the annual Organization Meeting (01-05-15). Twp Mgr Lynch reported a request for volunteers has been included in the Fall Township Newsletter (recently mailed in October) and also on the Township web site www.eastbradford.org.

Mr. Lynch indicated that a packet for the Organization Meeting will be provided at the 12-04-14 BOS WS including agenda, current ABC's seeking reappointment, expiring terms on the various ABC's (Advisory Boards and Commissions) and also Staff Recommendations for Professional Appointments (2015 including legal and engineering).

C. **Public Works** – November Report

1. Public Works Facility Construction – project update (time extension granted to 11-14-14)

PW Director Carroll reported the building is near completion (all systems operational), on schedule and on budget. Pending issuance of a Certificate of Occupancy, Public Works plans a 'move-in' by late November. Mr. Carroll reported a punch list has been prepared and will be addressed. There are no significant issues with the construction at this time.

- a. Change Order Requests – None at this time.

2. Road Program 2014 – update

- a. Ravine Road – 11-11-14 resident comment

Twp Engineer Lucas reported the letter to property owners along Ravine Road inviting their attendance and comment to the November BOS meeting was transmitted in early October.

Mr. Lucas and Mr. Carroll, upon inquiry from Chair Pompo, stated a presentation of the road condition / implications will precede any public comment offered that evening.

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

1. Comerford, SD# 626 – plan status – time extension / approval action

Asst Mgr Cantlin updated the BOS on the status of the application.

Ms. Cantlin reported the Planning Commission (10-28-14) did not provide a recommendation and, in lieu of, assumed a neutral position.

The BOS discussed the application status including consideration to ensure that then existing Township codes / regulations will be applicable to any future development of the property, i.e., prior to issuance of

any building permits. The BOS also agreed that any consideration of a plan approval include appropriate financial security.

Twp Engineer Lucas stated the Applicant is informed of the need to comply with any / all current / then current PADOT requirements for any HOP onto state roads, i.e., Copeland Road.

Chair Pompo directed this item to the Pre-regular mtg Work Session Agenda for consideration of a time extension (request pending from Applicant but recommended by the Planning Commission 10-28-14).

2. Comprehensive Plan Update

Asst Mgr Cantlin reported continued work on revision of the Scope of Services with TCA (Thomas Comitta Associates), the planning firm approved by the Township to update the Township Comprehensive Plan.

3. Brookworth Plaza

Chair Pompo briefed the Supervisors to elicit their comment on the interest by Talleyville Properties to repurpose the vacant Acme building with a self-storage facility.

Upon discussion by the BOS, the consensus is that a self-storage facility would not be an effective use of the primary building in the shopping center to return viability to the struggling commercial / retail development and benefit the residents in the immediate community.

Under the current zoning regulations a self-storage facility is not permitted in a planned commercial development (only as a stand alone use).

The BOS also suggested and welcomed the property owner to participate in the strategic update of the Township Comprehensive Plan which will occur in 2015 to envision community compatible and viable options for Brookworth Plaza revitalization.

E. 2014 Code Amendments – November Report

1. 2014 Code Updates

The BOS commented on the 10-29-14 Code Update Report prepared by CEO Beaumont.

Riparian Buffer – Supervisor Snook discussed suggested revisions and clarifications with particular regard to the buffer width and zones with regard to natural constraints, i.e., steep slopes. Upon discussion with Staff, the BOS agreed Staff attempt to clarify the indicated provisions and a revised draft be reviewed at the Pre-regular mtg Work Session (11-11-14).

Wireless Facilities – Cohen / Unruh have completed its scope of services and CEO Beaumont is commencing to prepare a draft ordinance.

F. Codes & Enforcement – November Report

1. Codes Enforcement – update

CEO / ZO Beaumont referred the BOS to the 10-29-14 Code Update Report which was discussed by the BOS.

The BOS discussed the status of several properties listed in the report including Woodward (to appear before the BOS 11-11-14 to update status); Rowan Estate (complaint being processed by District Justice) and Brandywine Auto repair (ebb and flow of vehicles at times contra to the Stipulation).

G. Open Space, Parks & Trails – November Report

Executive Session – Refer above to Page 1 of these Minutes for details.

1. Brandywine Trail Phase V Feasibility Study – draft final report

The BOS agreed the document as prepared is acceptable and should serve as a foundation to seek grant funding to pursue some of the recommendations.

2. Starr Farm Park – authorize County Declaration (re: County trail funding)

Asst Mgr Cantlin briefed the BOS on a Declaration of Covenants, Conditions and Restrictions from Chester County regarding the Municipal Grant Program for the Brandywine Trail (Phase III) and deed restriction of property associated. To fulfill the obligation, the Township has agreed to deed restrict 11 acres of the Starr Farm Park which is consistent with Township policy.

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to approve and so authorize the Chairman of the Board of Supervisors to execute a Declaration of Covenants, Conditions and Restrictions from Chester County for Tax Parcel 51-2-128.1 as more particularly described in Exhibit "A" of the Declaration (Starr Farm Park 11 acre portion).

H. **Engineering** – November Report

1. Sewer System - Strode's Mill PS investigation update

Twp Engineer Lucas reported Birmingham Township has confirmed correction of the illegal sump pump / foundation drain correction. The Township plans to televise the line to document the efficacy of the correction.

Mr. Lucas also reported the Township is engaging the Rowan Estate to address an easement (access) issue associated with the Strode's Mill Sewage Pump Station. The Rowan Estate is the property owner of the contiguous parcel.

2. Rt. 52 / PADOT – update

Twp Engineer Lucas reported receipt of a response letter (10-29-14 from PADOT Louis Belmonte, District 6-0 Traffic Engineer) that confirms ongoing discussions to address the curves north of Edgemill Road (chevrons (16) through the curves w/ advisory plaques of 30 mph on every other chevron) and installation of advance curve warning marking. This work will be included as part of maintenance work (contract) to be completed by July 2015. PADOT also is considering high friction surface treatment for this location (among a number of candidates in the region) for 2015 / 2016. In addition, PADOT has requested a survey to make a final determination on the location of a property owner fence existing in the PADOT right-of-way within the next few weeks.

Mr. Lucas also reported continued efforts by the Township to seek a speed reduction by PADOT on this section of Route 52.

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

1. Records Retention – (adopt records disposal resolution (Res. 17-2014)

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 (#17-2014) 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).

J. **ZHB** – November Report – ***Pending applications / decisions / appeals at this time***

1. Latta, Conner Road – variance relief (farm pond /floodplain); Hearing (date pending); BOS position pending

ZO Beaumont reviewed and discussed the (revised) application with the BOS.

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to support the Latta application to the Zoning Hearing Board.

K. **Emergency Services** – November Report

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

The BOS acknowledged receipt of the October 2014 WCPD Report for East Bradford Township.

Other Items:

1. Pipeline regulation – Chair Pompo reviewed with the Supervisors (map) information related to the existing (and proposed) pipelines in the Township toward preparation of regulations to identify a suitable corridor and regulate pipeline surface facilities.

Upon discussion, the BOS agreed that a zoning overlay approach utilizing the model ordinance language prepared by Gaadt Perspectives and considering the existing utility rights of way in the Township and Township properties should be prepared in draft form for further consideration.

The meeting ended at approximately 08:25 P.M.

Michael P. Lynch, Township Secretary

Next Regular WS: December 04, 2014

Next Ordinance: 06-2014 (last PH 09-09-14 # 05-2014 Neighborhood Blight Protection)

Next Resolution: 17-2014 (Sewer S-02-14; Open Space OS-02-2014) Blight Protection)