

WORK SESSION:

The Board of Supervisors (BOS) of East Bradford Township (Township), Chester County, PA held a work session December 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
- John P. Carroll, Public Works Director

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):
Jean Renshaw / Mary Sue Boyle, Historical Commission
Other Residents / Citizens in attendance:

The work session commenced at approximately 06:05 P.M.

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

Upcoming meeting schedule:

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
January 05, 2015, Monday	08:00 A.M. - BOS Organization
January 08, 2015, Thursday	06:00 P.M. - BOS regular work session
January 13, 2015; Tuesday	06:00 P.M. - BOS pre-reg work session
January 13, 2015; Tuesday	07:00 P.M. - BOS regular meeting / 2015 Budget

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 during this work session from 08:12 P.M. to 09:35 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: *None scheduled.*

Discussion / Briefing Items:

- A. **Historical Commission** – December Report
 - 1. Consultant engagement process / protocol
Jean Renshaw, together with Mary Sue Boyle, Historical Commission members, addressed the BOS and referred the Supervisors to a memorandum prepared by Ms. Renshaw (12-02-14) seeking advice on the proper procedure for engaging professional services for the Oral History Project initiated and developed by the Commission. The selection of a qualified professional to perform the specialized scope of the project has a unique aspect in that a member of the Commission is involved with a renowned video production company.
Historical Commission Member Renshaw explained that Historical Commission Member Eric Freeland, co-owner of Springhouse Films, LLC has offered the services of the company but that his professional time (estimated 80-100 hours) would be donated. The estimated project cost, spread over 3 years ('14, '15 & '16) is \$9,000.

Upon discussion, the BOS agreed the Historical Commission should proceed with the project as

described and utilizing the services of Springhouse Films, that a formal proposal should be provided to the Township for the indicated scope of work and fees, that the 2014, 2015 and 2016 Budget can accommodate the project expense (\$3,000 annually) and that the oral history interviews and project should be published on the Township web site upon completion (or as interviews become available).

B. Planning / Land Developments – December Report

1. Brookworth Plaza

Twp Mgr Lynch reported the property owner was not available to attend the meeting this month and confirmation to attend the BOS January meeting is pending.

2. SD# 627, Taraschi – final plan approval

Asst Mgr Cantlin updated the BOS on the status of the application and plan review.

The Planning Commission recommended final plan approval 11-25-14. Twp Engineer Lucas confirmed the minor subdivision is in order for consideration of final plan approval.

Upon discussion, Chair Pompo directed the matter to the BOS Regular Meeting Agenda for 12-09-14.

3. SD# 629, Nastase – 90 day time extension (to 03-18-15)

Twp Engineer Lucas updated the BOS on the status of the plan review indicating the Applicant plans to submit a letter of waiver requests to install a shared driveway to which the Planning Commission has indicated it is amenable pending satisfactory design and review.

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

4. WCASD, SD# 607, Escrow Release # 01 in amount \$510,650.94; Remaining Balance \$80,328.50

Twp Engineer Lucas briefed the BOS and recommended approval of the subject escrow release.

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to accept the recommendation of the Township Engineer and approve Escrow Release # 01 in amount \$510,650.94 for WCASD, SD# 607.

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

Asst Mgr Cantlin updated the BOS on the status of the application. At this time a shared driveway draft document is under review, a deed of dedication (Sunset Hollow Road) was just received 12-04-14 and is pending review, and review of a declaration of covenants draft is pending.

Upon discussion, the BOS agreed that consideration requested by the Applicant for BOS action to approve the subdivision is premature and the Applicant should be requested to submit a time extension for continued plan review.

6. 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. The BOS discussed details of the draft Scope of Services toward a consensus to proceed. The BOS discussed the objective of the Plan Update, priority themes / issues (4 identified by the BOS), and public engagement (strategies). Asst. Mgr. Cantlin indicated the Planning Commission is interested in a meaningful public participation process. Vice Chair Egan stated he was not supportive of a conventional comprehensive plan update with a large investment in traditional data and statistical chapters (housing, transportation...). Supervisor Snook stated the update should include an exploration of complementary land use between the Township and West Chester Borough (currently underway with its comprehensive plan update). Chair Pompo reiterated the importance of an effective economic analysis of the priority themes / issues with viable time frames, cost estimates and feasible land use / projects / programs utilizing reasonable assumptions.

Asst. Mgr. Cantlin indicated the Scope of Services will be revised and continued discussion of the project next occurring with the BOS at the 12-09-14 Pre-reg Mtg Work Session.

C. **Open Space, Parks & Trails** – December Report

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

1. Timber Top Farm Trail Easement Renewal

Asst. Mgr. Cantlin requested BOS input on a draft easement renewal document.

The BOS provided comment and Chair Pompo directed the matter to the 12-09-14 Pre-reg Mtg Work Session Agenda.

D. **Budget / Finance** – December Report

1. Budget 2015 – 12-09-14 approve Final Budget / Public Comment

Twp Mgr / Treasurer Lynch reported that no public comment has been received during the 20 day public comment period.

E. **Organization** – December Report

1. Organization – volunteer appointments / professional appointment Staff recommendations

Twp Mgr Lynch reported that all current ABC members with expiring terms are seeking re appointment with the exception of one volunteer who serves on the Green Committee and Trails Sub-committee.

To date only one Township resident has submitted information seeking a volunteer appointment.

Twp Staff is preparing recommendations for professional consultant appointments with responses on fees for 2015 and approval of the Township professional services agreement pending. Twp Engineer Lucas indicated consideration to revise the engineering consultant(s) is under review for 2015.

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

This item not discussed.

F. **Public Works** – December Report

1. Public Works Facility Construction – project update

Pub Wks Director Carroll reported on the status of the project indicating a Certificate of Occupancy (with conditions) was issued by the Township (12-04-14). The contractors are addressing the punch list items identified by the Masano Architect group in consort with Township Staff and Public Works is working on various finishes and fit-outs for the new building before operational use commences later in December.

2. Road Program 2014 – update

Pub Wks Director Carroll reported the Department is prepared for winter maintenance operations.

a. Ravine Road – traffic counts

Twp Engineer Lucas briefed the BOS and requested authorization to conduct traffic counts on the road. Mr. Lucas reported from a recent seminar that a Low Volume Dirt and Gravel Roadways Grant Program may be beneficial to the Township in assessment of Ravine Road conditions and solutions. In order to apply for the grant, traffic counts are necessary and some specified training of Public Works. The next grant application deadline is spring 2015.

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously for the Twp Engineer to proceed to schedule traffic counts on Ravine Road (WCPD) and to authorize preparation and submission of a grant application for the Low Volume Dirt and Gravel Roadways Grant Program (CCCD via PA Transportation Act 2013).

G. **Engineering** – December Report

1. Rt. 52, Rt. 842, Boot Road/ PADOT – updates

Twp Engineer Lucas updated the BOS on the status of various requests, reviews and scheduled work related to identified conditions needing correction on these PADOT roadways.

Rt. 842 – high friction surface paving is scheduled to be installed in 2014.

Rt. 52 – PADOT completed a ROW survey and a private fence is located in the PADOT right of way and an official letter from PADOT is pending to the Township for response.

Boot Road – Twp Engineer recent meeting with West Whiteland Twp Police Department which is supportive of signage upgrades (for truck height ref: twin tunnel height restrictions) and a meeting with PADOT to review the matter is the next step.

Vice Chair Egan requested Mr. Lucas contact PADOT to determine if PADOT is planning maintenance / repairs / rehabilitation of the historic stone (Lenape Bridge at Lenape Road and Creek Road).

H. **2014 Code Amendments** – December Report

The BOS commented on the 11-26-14 Code Update Report prepared by CEO Beaumont.

1. Riparian Buffer – status of review (Brandywine Conservancy)

The BOS and Staff discussed the recent review by the Brandywine Conservancy. The consensus of the review is positive but it is extensive which will require additional time to review and codify with existing Township regulations and before submittal to the County (CCPC) for review and scheduling a public hearing. The BOS agreed this process should proceed and is appreciative of the (no cost) technical review services being provided by the Environmental Management Center of the Brandywine Conservancy.

2. Pipelines – CCPC / Twp PC comment status; Public Hearing tentatively scheduled 01-13-15

The Planning Commission recommended (11-25-14) that the ordinance be adopted. The CCPC review is pending. It was agreed the ordinance be advertised (as authorized by the BOS in November) as soon as the County review is received (pending any substantive comment / recommendations).

3. Wireless Management – draft ordinance review

This item not discussed at this time.

4. Other codes updates

Codes revision to the Alarm regulations is in process and a review / recommendation from the CCPC for bicycle / pedestrian regulations was received recently for Township consideration.

I. **Codes & Enforcement** – December Report

1. Codes Enforcement – update

CEO / ZO Beaumont referred the BOS to the 11-26-14 Code Update Report which was discussed by the BOS.

CEO Beaumont reported a hearing on the Rowan / Strode's property before the District Justice is scheduled for 01-08-15. Mr. Beaumont will be in attendance together with the Twp Solicitor.

J. **Township Staff / Admin Operations / Services** – December Report

1. Records Retention – (adopt records disposal resolution (Res. 18-2014))

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 (#18-2014) 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. PSATS Trust Intergovernmental Ordinances (Pension, Health & UC Comp) – authorize advertisement PN for 01-13-15

Twp Mgr Lynch referred the BOS to various draft documents prepared by PSATS for consideration to approve and adopt as part of the process of updating the PSATS Trust Declarations for programs administered by PSATS for participating member municipalities. East Bradford Township participates in the Pension, Health and the Unemployment Compensation programs of PSATS and is being requested to approve the respective Intergovernmental Agreements via ordinance and public hearing.

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to authorize advertisement of Public Notice to consider adoption of the necessary Intergovernmental Agreements with the Pennsylvania Association of Township Supervisors (PSATS) related to Pension, Unemployment Compensation and Health Programs administered by PSTATS for the Township and other member municipalities in the Commonwealth. The Public Hearing is to be scheduled for Tuesday, January 13, 2015, 07:00 P.M.

K. **ZHB** – December Report – ***Pending applications / decisions / appeals at this time***

1. Bradford Plaza (REEP-RTL Bradford PA LLC) – variance relief (signs); Hearing 12-16-14; BOS position pending

Twp Mgr Lynch reported the Applicant has agreed to attend the Pre-reg Mtg Work Session (12-09-14) to discuss the application and shopping center.

2. Latta, Conner Road – variance relief (farm pond / floodplain); Hearing 12-16-14; BOS position support (11-03-14)

This item not discussed at this time.

L. BVSBC – Scenic Byway Corridor Management Plan - December Report

1. Corridor Management Plan (CMP) – adopt resolution to approve (January 2015)

Twp Mgr Lynch referred the BOS to a draft Resolution prepared by the BVSBC for the Township that approves the Corridor Management Plan.

The Planning Commission (11-25-14) commented on the Plan and recommended approval.

The Historical Commission (11-18-14) commented on the Plan but opposed the removal of Tigue Road from the Corridor Plan expressing that HR # 137 – Tigue Farm represents the type of property that the Plan is intended to protect and enhance. Supervisor Snook in respecting the comments of the Historical Commission indicated that the portion of Tigue Road originally included in the early stage of the CMP draft did not make sense to the overall continuity of the Corridor and its removal from the CMP is not counterproductive to the preservation of Tigue Road and the referenced property.

Supervisor Snook explained his understanding that West Chester Borough is considering participation in the Byway which will create continuity through the northern portion along Bradford Avenue.

The BOS had not additional comment and this item (Resolution adoption) will next be considered at the Pre-reg Mtg Work Session 12-09-14.

2. Intergovernmental Agreement – request from BVSBC to renew (January 2015)

Twp Mgr Lynch referred the BOS to a draft update of the original 2006 Intergovernmental Agreement. Mr. Lynch reported that amendments to the Agreement, which renews automatically for 5 year terms, are administrative and not substantive and that the amended Agreement does not require a public hearing only approval by the governing bodies of the member municipalities.

The BOS requested a copy of the redlined version of the draft document and that consideration to approve the Amended and Restated Intergovernmental Agreement for the BVSBC to be added to the Pre-reg Mtg Work Session 12-09-14 Agenda.

M. Emergency Services – December Report

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

This item not discussed at this time.

Other Items:

None discussed at this time.

The meeting ended at approximately 09:37 P.M.

Michael P. Lynch, Township Secretary

Next Regular WS: January 08, 2015

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

Next Resolution: 18-2014 ([Sewer S-02-14](#); [Open Space OS-02-2014](#))