

**WORK SESSION:**

The Board of Supervisors (BOS) of East Bradford Township (Township), Chester County, PA held a work session January 08, 2015 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 12-29-14*

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 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):

None in attendance.

Other Residents / Citizens in attendance:

- Linda Kaat, Lucky Hill Road
- Gregory & Gerallyn Duke, Briarwood Circle
- Father Daniel Meyer, Ascension Church (Highland Road)

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

**EAST BRADFORD TOWNSHIP BOARD OF SUPERVISORS  
Thursday, January 08, 2015, 06:00 P.M. AGENDA**

**Upcoming meeting schedule:**

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 - Public Hearing (Regulation Surface Land Uses – Pipelines) - Public Hearing (Intergovernmental Agreements -- PSATS Trusts)
February 05, 2015, Thursday	06:00 P.M. - BOS regular work session
February 10, 2015; Tuesday	06:00 P.M. - BOS pre-reg work session
February 10, 2015; Tuesday	07:00 P.M. - BOS regular meeting / 2015 Budget - Public Hearing (Ch. 115 Zoning – Riparian Buffer Amendments)

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

Township resident Linda Kaat addressed the BOS and offered to assist the Township in the acquisition and preservation of the historic Strode's (Black/Rowan) property located at the intersection of Rt. 52 and Birmingham Road. The historic structure is in advanced stage of deterioration. The BOS acknowledged the background and success Ms. Kaat brings to such an effort as a historic preservationist and advocate.

The property currently is part of the Estate of the late Mark Rowan with a long history of failed attempts to dispose of the property and preserve the structure.

Upon discussion, the BOS indicated general support for efforts by Ms. Kaat to identify available funding to purchase and / or restore the structure. The BOS emphasized in order for it and the Township to become further invested in such an effort, a detailed plan of action would be necessary and prepared by Ms. Kaat.

The BOS also agreed that the Twp Solicitor should be engaged to opine on the current relationship with the Estate as the Township has undertaken an enforcement action due to the "Demolition by Neglect" state of the property to ensure that if the Township does become involved in the disposition of the property that there is not any legal jeopardy for interference and / or conflict. The BOS also indicated it would consider update of an outdated appraisal of the property that was prepared by the Township at the request of the property owner some years ago.

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

The Board of Supervisors convened an Executive Session during this work session from 09:04 P.M. to 09:36 P.M.  
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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. **Budget / Finance** – January Report

1. Budget 2016

Twp Mgr Lynch reported the 2015 Budget Summary has been drafted for publication on the Township web page and the Township Newsletter. Mr. Lynch indicated that the 2015 Summary also introduces the 2016 Budget with reference to needed new capital funding. Mr. Lynch stated the intent to prepare two or three information briefs to Township residents during 2015 to highlight the background and basis for increased funding needed by the Township starting in 2016 to sustain the Capital reserve Fund.

B. **Planning / Land Developments** – January Report

1. Comerford, SD# 626 – plan status

The current time extension for plan review expires 02-15-15.

Twp Engineer Lucas reported the subdivision plan review continues and reiterated the confounding aspects of the plan related to SALDO waivers.

2. Comprehensive Plan Update

Asst Mgr Cantlin reported that a revised Scope of Services is pending and is expected to be available for discussion with the BOS in February.

3. Brookworth Plaza

This item not discussed. Twp Mgr Lynch stated he had communicated with the property owner but had not had a reply as to their interest in scheduling to meet with the BOS concerning the shopping center.

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

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

1. Brandywine Creek Greenway Strategic Action Plan Implementation – authorize Brandywine Conservancy

(Plum Run Green Corridor)

Asst Mgr Cantlin requested BOS input to authorize work outlined in the Proposal (12-22-14) to provide technical assistance relative to the Plum Run Green Corridor at no cost to the Township towards implementing the Brandywine Creek Greenway Strategic Action Plan.

On motion of Dr. Egan, seconded by Mr. Pompo, the Board of Supervisors voted 2-0 with Mr. Snook abstaining (employed by the Brandywine Conservancy) to authorize the Brandywine Conservancy to perform the work outlined in the Proposal (12-22-14).

2. Brandywine Trail @ Rt. 322 (Bridge Relocation) – DCNR funding

Asst Mgr Cantlin requested BOS input indicating Chester County has encouraged the Township to apply for grant funding to plan and construct a new trail head for the Brandywine Trail (located on a portion of Rt. 322 scheduled for abandonment due to a new bridge construction project).

Upon discussion, the BOS agreed Asst Mgr Cantlin discuss funding opportunities with funding agencies including DCNR and Chester County.

D. **BVSBC – Scenic Byway Corridor Management Plan** - January Report

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

Twp Mgr Lynch referred the BOS to a draft Resolution prepared by the BVSBC for the Township that seeks approval by the Township of the BVSBC Corridor Management Plan (September 2014).

Chair Pompo reported reviewing the Plan document and is supportive of the Plan as drafter. There were no other comments at this time.

On motion of Dr. Egan, seconded by Mr. Pompo, the Board of Supervisors voted 2-0, with Mr.

Snook abstaining (employed by the Brandywine Conservancy) to execute a Resolution of the Board of Supervisors of East Bradford Township Adopting the Brandywine Valley Scenic Byway Management Plan (September 2014).

**E. Engineering – January Report**

**1. Chem Services – accept sewer easement deed of dedication**

Twp Engineer Lucas briefed the BOS. Chair Pompo stated he is serving as general counsel for Chem Services and would abstain from discussion and / or action by the Board of Supervisors.

Chem Services has acquired a permit to install a sanitary sewer main from the Park Place development to its property on Tower Lane, to enable public sewer connection for its domestic waste. In doing so, Chem Services is offering a nominal fee public sewer easement to enable the public sewer to be extended to Tower Lane and enable connection of other properties on Tower Lane in the future. The issue is complicated in that Chem Services holds the easement on Park Place for the sewer main extension to the Chem Services property. This easement will need to be transferred to the Township in the future if the main is extended by the Township to service other properties on Tower Lane and to enable the portion of the main on the Park Place property to be inspected, maintained, repaired and replaced.

The Board indicated no objections to accepting dedication of the easement on the Chem Services property. Staff will investigate the transferability of the easement on Park Place from Chem Services to the Township.

**2. Briarwood Circle – stormwater system condition / maintenance / repair / responsibility**

Twp Engineer Lucas briefed the BOS on a stormwater management matter in the Briarwood Circle neighborhood regarding maintenance (and responsibility) of an existing stormwater basin.

Property owners M/M Duke were in attendance to offer comment.

The responsibility of the stormwater basin is vested with a number of the lots in the development (10, 11, 12 & 13) based upon the original Maintenance Agreement which Mr. Lucas described as vague. At this time the stormwater basin is functional but in apparent need of maintenance. Mr. Lucas indicated a survey is needed to determine the extent of maintenance that may be necessary. Somewhat complicating the matter is a contiguous (koi) pond constructed by one of the property owners that is aesthetically pleasing to neighbors (according to Gerallyn Duke) but apparently independent of and not dependent on the stormwater basin. A large black walnut tree (an 'accidental') also has grown in the stormwater basin. The survey will document the extent of silt accumulation in the basin and available design performance function according to Mr. Lucas.

The BOS agreed it supports Twp Engineer Lucas providing guidance to the property owners to assist in developing a performance schedule and for the Township to work cooperatively with the affected property owners responsible for maintaining the stormwater basin toward a successful outcome..

**3. 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 –a high friction surface treatment has been applied by PADOT and seems to be effective in mitigating accidents associated with an unusually slippery road surface especially during precipitation events.

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 remains pending to the Township (property owner) for response address.

Mr. Lucas reported additional work is to be performed by PADOT (signage, road surface) and is scheduled for Spring/ Summer 2015.

Boot Road – Mr. Lucas reported a response from PADOT is pending regarding a 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.

**F. Public Works – January Report**

**1. Public Works Facility – update**

Pub Wks Director Carroll reported that a punch list item related to the kitchen and compliance with ADA regulations is being resolved.

The Public Works Department is making progress to 'occupy' the new building but already has appreciated the ability to effectively prepare for a winter maintenance operation under the cover of the new building rather than out in the elements.

## 2. Road Program 2015 – update

Pub Wks Director Carroll briefed the BOS on preparations for the 2015 Road Program indicating that a bid package will be prepared and presented to the BOS for its February work session with a request to authorize advertisement of public bids.

At this time the 2015 Road Program includes repaving of Harmony Hill Road from Guthrie Road to Valley Creek Road, Highland Road from Brookworth Road (south) to Hillsdale Road, Brookworth Road and base repair on Hillsdale Road. Hillsdale Road and Bradford Avenue in coordination with West Chester Borough) are scheduled at this time for repaving in 2016.

Twp Engineer Lucas reported plans to meet with the CCCD regarding grant funding opportunities related to Ravine Road.

## G. 2015 Code Amendments – January Report

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

CEO Beaumont reported Twp Staff is awaiting additional review comments from the Brandywine Conservancy.

### 2. Pipelines – CCPC / Twp PC comment status; PH scheduled 01-13-15

Twp Mgr Lynch reported the ordinance is scheduled for consideration to enact at the 01-13-15 public hearing.

### 3. Wireless Management – draft ordinance status

CEO Beaumont discussed previously submitted comments on the draft with Chair Pompo. In particular, language to provide for a licensing agreement and associated fees for use of Township rights-of-way is to be incorporated into the draft.

### 4. Alarms Ordinance – review / authorize PN advertisement

Asst Mgr Cantlin reviewed the proposed revisions to Ch. 42 – Alarm Systems – of the East Bradford Township Code explaining the intent of the amendments is effective coordination with WCPD (administers the ordinance for the Township) and updating language and provisions to reflect current administration and procedures.

Chair Pompo inquired as to what is the problem driving the amendments to the ordinance and what is the benefit to Township residents. It was explained that the ordinance amendments will enable the Township (in cooperation with the WCPD) to improve the existing data base of properties in the Township with alarms and that when an (false) alarm is activated, the police can effectively and timely communicate with the alarm company and property owner. The current draft ordinance provides for penalties for excessive false alarms (on an annual basis) and also provides for a (reinstitution of) annual registration and associated fee of \$10.00. Chair Pompo stated no support for the \$10.00 annual registration fee.

The BOS agreed to place a hold on the draft ordinance at this time and pending further review and discussion with Twp Staff.

## H. Codes & Enforcement – January Report

### 1. Codes Enforcement – update

CEO / ZO Beaumont referred the BOS to the 01-02-15 Code Update Report which was discussed by the BOS.

Amrit Lal a.k.a. Bridge Road Associates ‘ Woodward’ property (Bridge Road)– CEO Beaumont prepared a comprehensive report of the property history / conditions which was discussed with Mr. Woodward and in preparation for the next appearance by Mr. Woodward at the 01-13-15 BOS meeting.

Collas property (Harmony Hill Road) - The BOS requested CEO Beaumont to further investigate the condition / ownership of the property including identifying an effective mailing address (for the Estate) to properly transmit the Enforcement Notice.

Zarelli property (Marie Rochelle Drive) – CEO has recommended issuance of an EN for business use in a Residential District.

On motion of Dr. Egan, seconded by Mr. Pompo, the Board of Supervisors accepted the recommendation of the Twp CEO and authorized processing and service of an Enforcement Notice for the Zarelli property (Marie Rochelle Drive) for non-permitted business use in a Residential District.

Williamson property (Brandywine & Fairview Avenues) - CEO has recommended issuance of an EN for junk storage and other documented code violations in a Residential District.

On motion of Dr. Egan, seconded by Mr. Pompo, the Board of Supervisors accepted the

recommendation of the Twp CEO and authorized processing and service of an Enforcement Notice for the Williamson property (Brandywine & Fairview Avenues) for junk storage and other documented code violations in a Residential District..

- I. **Township Staff / Admin Operations / Services** – January Report
1. Employee Compensation Policy – draft review  
Asst Mgr Cantlin requested BOS input on the draft policy and consideration to approve.  
Vice Chair Egan indicated upon review that he had numerous questions and was uncomfortable with the language of the draft policy offering a number of suggestions. Supervisor Snook expressed that the policy seems too bureaucratic and complex for the size of an organization like East Bradford Township with 12 employees. Mr. Snook also indicated the policy should be to provide guidance but not an obligation and subject to budget and available funding.  
Dr. Egan agreed to coordinate with Asst Mgr Cantlin to revise the policy.
  2. PSATS Trust Intergovernmental Ordinances (Pension, Health & UC Comp) – PH 01-13-15  
Twp Mgr Lynch reported the ordinances and public notice in good order for consideration to enact at the 01-13-15 public hearing.
- J. **Organization** – January Report
1. Organization – 01-05-15 follow-ups / open items  
This item not discussed.
  2. ABC Chair Meeting – *none scheduled at this time (deferred to 1<sup>st</sup> Qt 2015)*  
This item not discussed.
- K. **ZHB** – January Report – ***Pending applications / decisions / appeals at this time***
1. Bradford Plz (REEP-RTL Bradford PA LLC) – variance (signs); Hearing 12-16-14); BOS position support (12-09-14)
  2. Latta, Conner Road – variance (farm pond/floodplain); Hearing continued to 01-20-15; BOS position support (11-03-14)  
Upon inquiry, Mr. Beaumont explained the continuance was granted by the ZHB to allow a downstream property owner to further discuss potential impacts and stormwater management.
- L. **Emergency Services** – January Report
1. WCPD for EBT monthly briefing / report – WCPD Chief Scott Bohn  
This item not discussed.

**Other Items:**

None discussed at this time.

The meeting ended at approximately 09:37 P.M.  
Michael P. Lynch, Township Secretary

Next Regular WS: February 05, 2015  
Next Ordinance: 01-2015 ( )  
Next Resolution: 06-2015 (Sewer S-02-14; Open Space OS-02-2014)