

**WORK SESSION:**

The Board of Supervisors (BOS) of East Bradford Township (Township), Chester County, PA held a work session February 05, 2015 in the Township Building, 666 Copeland School Road, West Chester, and Chester County, PA 19380-1822.

*Public Notice of the 2015 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:

Father Daniel Meyer, Holy Ascension Church (Highland Road) together with (5) members of the congregation

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

**Upcoming meeting schedule:**

- 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
- Public Hearing Regulation of Surface Land Uses Affiliated w/ Transmission

Pipelines

- March 05, 2015, Thursday 06:00 P.M. - BOS regular work session
- March 10, 2015; Tuesday 06:00 P.M. - BOS pre-reg work session
- March 10, 2015; Tuesday 07:00 P.M. - BOS regular meeting

**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 08:50 P.M. to 10:10 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. **Budget / Finance** – February Report

1. Budget 2015 / 2016

Twp Mgr Lynch reported preparation of the 2016 Budget(s) is underway and that he is commencing preparation of an article for the Township web site about the 2016 Budget and need for an increase in tax receipts previously reported during the 2015 Budget process.

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

1. Comerford, SD# 626 – plan status (current review clock to 02-15-15 / no extension request pending)

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

This item not discussed at this time. This matter deferred to the Regular Meeting Agenda 02-10-15.

2. Comprehensive Plan Update – scope and task force

Asst Mgr Cantlin reported on the status of the project.

Scope - The Scope has been revised by the consultant (TCA) to reflect BOS and Planning Commission comments. Vice Chair Egan indicated he could not support a traditional plan update with unnecessary surveys, meetings, narrative and data that distracts from the strategic themes (4) identified. Ms. Cantlin indicated further revision to the Scope could impact County grant funding. Supervisor Snook indicated that basic comprehensive plan updates are necessary (15% of the budget/scope). Mr. Snook suggested the economic market analysis option be performed.

On motion of Mr. Snook, seconded by Mr. Pompo, the Board of Supervisors voted unanimously to approve the revised Scope of Services and to keep all options available sans commitment for consideration as the actual project work commences.

Task Force - The Planning Commission has identified (but not solicited) 12 members to establish the Task Force. Chair Pompo suggested a regular meeting date be determined that can work with the schedules of all Supervisors.

### 3. West Whiteland Twp Comprehensive Plan Amendment – comment (Whitford Rd & Lincoln Hwy Corridor Plan)

The BOS commended the effort of West Whiteland Township on the Corridor Plan for Whitford Road and Lincoln Highway and in particular its incorporation of elements of the Central Chester County Pedestrian and Bicycle Plan.

### 4. Holy Ascension Church (Highland Rd) – BOS input on planning issues

Twp Engineer Lucas reported on a recent meeting and an exploratory discussion about the expansion of the church building located along Highland Road. Mr. Lucas referred the BOS to a memorandum (02-02-15) summarizing a variety of planning issues. Father Meyer and members of the congregation were in attendance.

The planning issues included sanitary sewer (BOS would consider an amendment to the Act 537 Plan if necessary but the Church should obtain an engineering feasibility / cost analysis.); parking requirements (BOS is receptive to discuss waiver relief to reflect realistic use conditions.); stormwater management (BOS receptive to use of innovative pervious and green parking spaces to address stormwater management challenges in an expansion of the facility.); impervious coverage (BOS interested in additional information before commenting on a suggested Code revision as to maximum impervious coverage limitations for this type of use.); and riparian buffer area (BOS reserves comment until the pending under review amendments to the riparian buffer regulations are completed.).

Twp Engineer Lucas will continue to assist the Church in the process of further identifying and articulating the planning issues.

Father Meyer thanked the BOS and indicated his intent to appear before the Supervisors in the near future toward advancing the expansion project with further comment from the Supervisors once additional information is assembled.

## C. **Open Space, Parks & Trails** – February Report

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

### 1. Paradise Valley NA – Chapel Trail Feasibility Study results

Asst Mgr Cantlin reported the Trails Sub-committee of the P & R Board recommends a small working group be established to work on the remediation / mitigation of the runoff issues that have closed the trail for the past year and further to engage volunteers to perform the work. The BOS expressed support for this effort with the interest of opening the trail as soon as practical.

### 2. Brandywine Battlefield – 01-29-15 mtg w/ Township property owners

Supervisor Snook reported on a recent meeting of the Brandywine Battlefield Task Force at the Township (01-29-15) to engage property owners in the Township with historic properties relevant to the Battlefield. The objective is to identify and expand strategic historic landscapes including Wawaset Road to Jeffers Ford and Barry Road to Sconnelltown Road (Strode's Mill Troop Staging Area). The Task force is working to document historic roads from the period which was associated with British Troop movements. Supervisor Snook stated the Task Force is very interested in the Strode's Sausage property as a potential interpretive site.

### 3. Mt. Bradford Preserve – beekeeping

Chair Pompo reported on a recent conversation with Township resident Walt Talunas who also is Vice President of the Chester County Beekeeping Association and the interest to maintain hives in the

Township open space such as Mt. Bradford Preserve.

Upon discussion, the BOS was receptive to further consideration of this activity pending identification of the most appropriate Township ABC to establish guidelines and oversight of such a program. Twp Staff indicated the Environmental Advisory Council, in coordination with the Parks & Recreation Board, may be a 'good fit' and as one of the current EAC members is an avid beekeeper.

Twp Mgr Lynch will follow-up on this matter and report back to the BOS for the 03-05-15 work session.

**D. Engineering – February Report**

1. Boot Road/ PADOT – updates

Twp Engineer Lucas reported PADOT has communicated it will review the existing signage at the twin tunnels and consider signage upgrades.

**E. Public Works – February Report**

1. Road Program 2015 – authorize public bids (paving, materials...)

PW Director Carroll affirmed the planned road resurface project work for 2015 – Harmony Hill Road (Guthrie to Valley Creek and Skelp Level to Gibson's Bridge @ Rt. 322) and Highland Road (Brookworth to Strasburg) and Brookworth Road. Twp Mgr Lynch reviewed the 2015 Budget and available funds for the proposed work (approximately \$450,000 from Liquid Fuels and Capital Reserve). Mr. Carroll previewed the 2016 Road Program indicating resurfacing projects for Hillsdale Road and Bradford Avenue.

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to authorize advertisement and public notice for bids for road maintenance paving, materials and related services (including pavement marking and fuel) with bid awards tentatively scheduled for 03-10-15.

2. Public Works Facility – update

Twp Mgr Lynch reported receipt of a close-out invoice from Masano Architect Group (12-31-14). The invoice includes an amount \$22,500 related to an oversight by the firm from its original proposal wherein it failed to include its fee for services related to all (4) prime contractors, incorrectly providing for only 1 prime contractor (@ \$7,500). MAG is seeking consideration by the Township for this oversight. Upon review and discussion, the BOS did not authorize the payment of the requested 'oversight consideration' (\$22,500) requested by the Masano Architect Group.

**F. 2015 Code Amendments – February Report**

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

CEO Beaumont reported the Brandywine Conservancy continues its review of various technical matters related to establishing a reasonable basis for drafting effective standards. At this time there is no identifiable date for Staff / BOS review of a draft ordinance or public hearing.

2. Pipelines – PH re scheduled 02-10-15 (Ordinance # 04 and 05 – 2015)

CEO Beaumont reported the ordinance is in proper form and public notice duly advertised for a Public Hearing 02-10-15 (07:00 P.M.)

3. Wireless Management – draft ordinance status

CEO Beaumont referred the BOS to a draft ordinance amending the Zoning Chapter and providing standards and provisions related to the location, placement, construction and maintenance of tower-based wireless communication facilities and non-tower wireless communication facilities.

Upon discussion, the BOS agreed the draft ordinance be submitted to the CCPC for (Act 247) review and comment.

4. Alarms Ordinance – review / authorize PN advertisement

This item was moved to the Pre-regular mtg Work Session (02-10-15).

5. Signs (billboard / digital) – update

CEO Beaumont referred the BOS to a draft ordinance amending Article VXII – Signs, of the Zoning Chapter. Upon discussion, the BOS agreed the draft ordinance be submitted to the CCPC for (Act 247) review and comment.

**G. Codes & Enforcement – February Report**

1. Codes Enforcement – update

CEO / ZO Beaumont referred the BOS to the 01-27-15 Code Update Report which was discussed by the BOS. The BOS discussed the status of various properties listed on the report.

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to accept the recommendation of the Codes Enforcement Officer to grant a 30 day time extension on the current Enforcement Notice for the Zarelli property (Marie Rochelle Drive) to allow additional time to bring the property into compliance.

## 2. William Penn Tree removal / WCUSC

CEO Beaumont reported consultation with Township legal counsel (Tom Oeste, Esq.) regarding enforcement action.

The BOS agreed that the matter be discussed next at the 03-10-15 Regular Board Meeting, 07:00 P.M. Twp Mgr Lynch reported that West Chester United Soccer Club Board Member Gary Bevilacqua has expressed an interest to attend.

Mr. Lynch distributed review comments received to date from several of the Township ABC's on the matter. Chair Pompo directed Twp Staff to notify the property owner of the 'opportunity' to improve and manage the driveway ingress / egress now that the calming device / obstacle (William Penn Tree) has been removed and to copy the notice to PADOT (S. Creek Road is a State road).

Supervisor Snook recommended the Township, through the web site and Township Newsletter, educate the community about William Penn Trees and consider establishing a program to identify such historic trees.

## H. **WCACOG** – February Report

### 1. Joint Building Code Appeals Board

Twp Mgr Lynch reported the WCACOG, at its 01-29-15 meeting, discussed the status of the existing Joint Building Code Appeals Board and requested input from member municipalities whether to continue the regional board (currently 2 vacancies) or to disband and return to individual municipal boards. Mr. Lynch stated the sentiment expressed at the meeting from the representatives in attendance was to continue to maintain the regional body and fill the vacancies.

Upon discussion, the BOS agreed to continue to support the Joint Building Code Board of Appeals through the WCACOG.

## **Township Staff / Admin Operations / Services** – February Report

### 1. Employee Compensation Policy – draft review

Asst Mgr Cantlin reported that this matter will be shared with the human resources consultant engaged by the Township to update the Township Personnel Policy Handbook.

### 2. Records Retention – records disposal resolution (Res.06-2015)

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 (#06-2015) 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).

### 3. Township Sewer System / Agreement w/ West Chester Borough (Wastewater Conveyance & Treatment)

Twp Mgr Lynch indicated the intention to commence the renewal process for the Sewer Agreement with West Chester Borough which expires 12-31-15.

Upon discussion, the BOS agreed the current Agreement be updated by Twp Staff and submitted to the Borough for review and consideration.

## I. **Organization** – February Report

### 1. ABC's – current vacancies – Green Committee (12-31-17) and Historical Commission (12-31-15)

Twp Mgr Lynch reported that both the Green Committee and Historical Commission have identified interested residents to fill the vacancies and that recommendations from the respective ABC's would be submitted to the BOS for consideration.

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

Upon brief discussion the BOS agreed not to schedule a meeting at this time.

- J. **ZHB** – February Report – ***Pending applications / decisions / appeals at this time***
  - 1. Latta, Conner Road – variance (farm pond/floodplain); Hearing #2 01-20-15; BOS support (11-03-14); Decision 01-20-15 relief granted pending agreement w/ adjoining property owner (ref: 01-21-15 letter to Applicant from 01-20-15 Hearing)
  
- K. **Emergency Services** – February Report
  - 1. WCPD for EBT monthly briefing / report – WCPD Chief Scott Bohn  
This item not discussed at this time.
  
  - 2. Police Services – WCACOG (Regional Police Services)  
Twp Mgr Lynch reported that this subject was discussed at the recent WCACOG meeting (01-22-15). Upon discussion, the BOS agreed Twp Mgr Lynch contact the PA Governor’s Center for Local Government Services to discuss what administrative and procedural steps are necessary to initiate a regional police study.

**Other Items:**

None discussed at this time.

The meeting ended at approximately 10:10 P.M.  
Michael P. Lynch, Township Secretary

Next Regular WS: **March 05, 2015**

Next Ordinance: [04-2015 \(last Intergov - PSATS Trusts 01-13-15\)](#)

Next Resolution: [06-2015 \(last ref BVSCC\)](#)