

**WORK SESSION:**

The Board of Supervisors (BOS) of East Bradford Township (Township), Chester, County, PA held a Pre-Regular Meeting Work Session on February 10, 2015 in the in the McCardle Meeting Room in the Township Building, 666 Copeland School Road, West Chester and County of Chester, 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:

- Vincent M. Pompo, Esq., Chair
- Dr. Thomas A. Egan, Vice-Chair
- John D. Snook, Supervisor

Supervisors not present: All present.

Staff / Professionals in attendance:

- Township Manager Michael P. Lynch
- Assistant Manager Amanda M. Cantlin
- Township Engineer Mark J. Lucas Township
- Codes Enforcement Officer Brenden L. Beaumont

Not in attendance:

- Public Works Director John P. Carroll
- Administrative Assistant Tenley F. Adams
- Administrative Assistant Nancy F. Holland
- Township Solicitor – Unruh, Turner, Burke & Frees – Ross A. Unruh, Esq.

Also in attendance (ABC's):

None in attendance.

Others / Citizens / Residents in Attendance (*and those noted below in the body of the Minutes*):

None in attendance.

The work session commenced at approximately 06:07 P.M.

The purpose of this regularly scheduled public work session was to discuss ongoing Township business

**EAST BRADFORD TOWNSHIP BOARD OF SUPERVISORS**

**TUESDAY, February 10, 2015, 06:00 P.M.**

**(Pre-regular Mtg) Work Session Agenda**

- i. 02-10-15 Regular Mtg Agenda:
  - Public Hearing – Regulation of Surface Land Uses Affiliated w/ Transmission Pipelines
  - Presentations – None scheduled
  - Treasurer – January 2015
  - Subdivision / Zoning – None scheduled
  - Escrow – None this period
  - Other Business – Bills to Pay – February 2015

**Executive Session** – BOS discretion (legal, real estate, personnel)

The Board of Supervisors convened an Executive Session during this Pre-Regular Meeting from 07:50 P.M. to 08:20 P.M. to discuss several real estate matters. All Supervisors were in attendance together with Township Staff.

**Public Comment** –

None received / offered at this time.

**Discussion Items** –

- A. Comerford, SD # 626 – accept time extension on preliminary/final plan (to 04-10-15)  
On motion of Dr. Egan, seconded by Mr. Snook, the Board of Supervisors voted unanimously to accept and approve the Applicant request (02-09-15) for a plan review time extension to 04-10-15 for Comerford, SD # 626.
- B. Alarms Ordinance – review / authorize PN advertisement  
Twp Staff continued discussion / review with the BOS. Asst Mgr Cantlin indicated the primary

objective for the amendments to Ch. 42 – Alarms is updating obsolete language and proactive administration of the data base of properties with alarms. The current draft ordinance, respecting comments from the BOS in January, updates language to reflect current technology and procedures with no fees charged to property owners for registration of new alarms or annual renewal (only the fee schedule of false alarm fines).

The BOS provided comment including inclusion of a reference for ANSI standards (Sec. 42-6), deletion of reference to inspections (Sec. 42-6) and deletion of language related to a “Consent Form”.

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to authorize Twp Staff to process the draft ordinance as revised and advertise Public Notice for public hearing 03-10-15.

C. Chester County Municipal Grant – adopt Resolution for application submission

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to adopt a Chester County Grant Resolution (OS-01-2015) to approve the filing by the Township of an application for Chester County Municipal Grant Program assistance.

D. Codes Enforcement – Bridge Road Associates / Woodward – update

Twp CEO Beaumont provided an update on the subject property. Allowing for the current winter weather conditions, the tenant for the property owner (Larry Woodward) continues to stage junk materials / debris for removal (limited but acceptable progress).

Mr. Beaumont suggested a preference for continued review of this matter (including attendance of Mr. Woodward as warranted) at the Thursday BOS work session (rather than the regular Meeting.)

E. S. Creek Road Delacy / WCUSC Fields access

The BOS agenda for the 03-10-15 Regular Meeting is to include a discussion of this matter. The WCUSC Board members will be invited to attend together with the property owner (Delacy).

The Traffic Committee (02-19-15) is scheduled to discuss the existing driveway access to the WCUSC soccer fields located exactly where the William Penn Tree was removed.

Twp Engineer Lucas and the Traffic Committee plan to discuss the jurisdiction of PADOT in the matter as S. Creek Road is a State road.

CEO Beaumont reported that the opinion of Twp legal counsel (Tom Oeste, Esq.) is that the interpretation of the enforcement is proper and that ‘others’ could be subject to citation and enforcement. At this time only a courtesy notice concerning the zoning violation has been transmitted to the property owner. The BOS did not take any action at this time on consideration of an official Enforcement Notice and will await the outcome of the public meeting on March 10.

The BOS indicated it was interested to discuss this matter with the West Chester United Soccer Club Board, as an organization.

F. Budgets – capital reserve funding / data / reserve studies

Twp Mgr Lynch requested BOS input and clarification on continued preparation and use and schedule for various capital reserve studies and data used to prepare budgets and municipal fiscal forecasts.

The current inventory of Township capital assets and related reserve studies was discussed with regard to usefulness as budget planning and fiscal management tools.

While the Township has endeavored to develop a comprehensive inventory of assets for depreciation valuing and capital replacement budgeting, there remain important components to be completed including components of Twp Campus Buildings, stormwater management facilities, road drainage infrastructure, and Township-owned bridges.

Vice Chair Egan reiterated the importance of knowing the depreciated value of all the Township assets to determine annual funding (through the Capital Reserve Fund). Currently the Township does not explicitly budget for capital depreciation of assets within its Capital Reserve Budget. It is agreed that the annual funding is necessary, it will be substantial and that the Township will need to increase its tax receipts commencing in 2016 to address this fiscal management liability.

Twp Mgr Lynch stated the Township currently does have some useful reserve budgeting information, but as indicated above, it is not comprehensive at this stage for accurate future cost assessments for capital budgeting and funding. The additional important reserve assessments indicated will require consultant assistance and significant staff time to complete during the next two (or more) years. The current Capital Reserve Fund is in a state of decline with a 12-31-15 year-end balance forecast of less than \$200K.

The BOS directed Twp Mgr Lynch to identify and engage the necessary resources to advance this

strategic financial planning / budgeting need.

G. Consumer Price Index

Twp Mgr Lynch requested BOS input following a comparative review of Consumer Price Indices (US and Phila. Region) with the objective to settle upon which index to use for annual base wage / salary adjustments.

The 11 year average CPI for US All Urban Consumers is 2.25%. The 11 year average for Philadelphia Region All Urban Consumers is 2.32%.

Upon discussion, the BOS agreed to use the CPI for US All Urban Consumers as the base data for Township annual base wage / salary adjustments.

**Other Items:**

None discussed.

Chair Pompo recessed the work session at 07:00 P.M.

The work session reconvened at 07:50 P.M following the Regular Meeting.

The Pre-regular meeting work session ended at approximately 08:20 P.M.

Michael P. Lynch,  
Township Secretary

Next Pre-Reg Mtg WS: March 10, 2015

Next Ordinance: 04-2015 (last PSATS – Amended Trusts)

Next Resolution: #07-2015 (Sewer S-02-15; Open Space OS-02-2015)