

WORK SESSION:

The Board of Supervisors (BOS) of East Bradford Township (Township), Chester County, PA held a work session May 07, 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
Supervisors not in attendance: John D. Snook

Staff / Township Professionals in attendance:

Michael P. Lynch, Township Manager/Secretary-Treasurer
Amanda M. Cantlin, Township Asst Mgr
Brenden L. Beaumont CEO / Zoning Officer
John P. Carroll, Public Works Director

Staff NOT in attendance:

Mark J. Lucas, Township Engineer
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):

Patrick Davis, Traffic Committee

Other Residents / Citizens in attendance:

Gail McKenzie, Springwood Drive

The work session commenced at approximately 06:03 P.M.

Upcoming Meeting Schedule:

May 07 , 2015, Thursday 06:00 P.M. - BOS regular work session
May 12, 2015; Tuesday 06:00 P.M. - BOS pre-reg work session
May 12, 2015; Tuesday 07:00 P.M. - BOS regular meeting
- Public Hearing- Amending Ch. 115 – Zoning - Transmission Pipelines (Historic Resources)
- Public Hearing- Amending Chapter 115 – Zoning (Signs – Digital and Outdoor Advertising

Billboards)

- Public Hearing- Amending Chapter 115 – Zoning (Riparian Buffers)
- Public Hearing- Acquisition of an open space interest of real property

June 04, 2015, Thursday 06:00 P.M. - BOS regular work session
June 09, 2015; Tuesday 06:00 P.M. - BOS pre-reg work session
June 09, 2015; Tuesday 07:00 P.M. - BOS regular meeting
(Tentative) - Public Hearing- Amend Chapter 115 – Zoning (Wireless communication facilities)

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 08:00 P.M. to 08:35 P.M. to discuss real estate and personnel matters. Supervisors Pompo and Egan were present together with Township Staff.

Priority / Action Items: *None at this time***Presentations Briefings:** *None scheduled.***Discussion / Briefing Items:****A. Emergency Services – May Report****1. Police Services**

Patrick Davis, Traffic Committee member, was in attendance to discuss police services.

Mr. Davis provided some background information about an initiative for establishment of a County-wide central booking facility which would be a very beneficial service / facility for local police departments (particularly small departments) in Chester County.

The BOS expressed an interest to explore police service alternatives including a broader regional

approach (Southern Chester County Regional Police Project referenced) and an interest in cost containment.

The BOS suggested Twp Mgr Lynch prepare a schedule of tasks and schedule to consider for advancing this initiative. Mr. Davis stated he would be pleased to assist the Township in this effort as it advances. Chair Pompo directed this item to the BOS Pre-reg Mtg Work Session Agenda (05-12-15).

2. WCPD for EBT monthly briefing / report – WCPD Chief Scott Bohn
The BOS acknowledged receipt of the April 2015 Report.

B. Budget / Finance – May Report

1. Budget 2015 / 2016

Twp Mgr Lynch reported preparation of the next information outreach article to Twp residents – The 2016 Budget and Fiscal Planning. The article discusses the General Fund, its relationship to the Capital Reserve Fund and reference to the Five-Year General Fund Budget (as a fiscal planning discussion tool).

2. Bond Issue 2011 Refinancing

Twp Mgr Lynch reported that Twp Financial Advisor, Tom Beckett, has requested to contact Twp Bond Counsel to discuss preparation of the bond refinancing effort.

Upon discussion the BOS agreed that Mr. Beckett, for the Township, is authorized to proceed to discuss the bond refinancing with the Township Bond Counsel Stradley-Ronon subsequent to introductory contact from Twp Mgr Lynch. The BOS expressed an interest for Mr. Beckett to proceed with dispatch.

3. Capital Fund – reserve study (stormwater)

There was no update at this time.

C. Planning / Land Developments – May Report

1. West Whiteland Township – Land Use Assumptions Report – MPC comment period to 05-12-15

The BOS considered a submission from West Whiteland Township (04-13-15) titled “State-mandated Review of the Land Use Assumptions Report prepared as an element of a Transportation Capital Improvements Plan”. The Municipalities Planning Code (Act 247) requires that the final draft of the Land Use Assumptions Report be provided to adjoining municipalities for comment. The report was prepared in compliance with the PA Transportation Impact Fee Law (501-A through 506-A) of the MPC.

None of the study areas in the report for West Whiteland Township with projected future development immediately impact the Township, i.e., non-contiguous, no direct road connections with.

On motion of Dr. Egan, seconded by Mr. Pompo, the Board of Supervisors voted 2-0 to thank West Whiteland Township for the opportunity to review the Land Use Assumptions Report and that East Bradford Township had no comment (no indicated impact on the Township) and continued success on its Comprehensive Plan Update.

2. Harvey property, Downingtown Pike – zoning analysis review per inquiry (03-05-15)

Twp Engineer Lucas submitted a project update (05-05-15) for BOS consideration.

Mr. Harvey is seeking direction from the BOS on proceeding with his proposed subdivision. Mr. Lucas reported the subdivision should be feasible using either option listed in a review prepared by Mr. Lucas (04-29-15) but the manner of execution is at the discretion of the Board.

Upon discussion, the BOS agreed that the property owner submit the land development application and plan as proposed and that a zoning change was not warranted at this time.

3. Comprehensive Plan Update – Task Force opening mtg (05-06-15, 06:00 P.M.)

Asst Mgr Cantlin updated the BOS indicating that the opening meeting was a very good start. Chair Pompo stated that the Task Force is “an outstanding group of Township residents” and expressed confidence in both the (TCA) and the CCPC for a good outcome for both scope and schedule.

The survey format and content was discussed and it was assured that the hand-out from the meeting was simply a draft that was pending the input from both the Task Force and Supervisors to ensure its relevance to the strategic focus areas of the update.

Asst Mgr Cantlin emphasized the value and importance of regular input (and meeting attendance if possible) of the Supervisors to ensure continuity and adherence to the project schedule.

4. Comerford, SD# 626 – plan status / time extension (*current review clock to 06-15-15*)
This item not discussed.

D. Open Space, Parks & Trails – May Report

Executive Session – refer to Page 1 of these Minutes for additional details.

1. Naturalist Hike (announcement only) – 05-14-15 at CCWA-Paradise Farm Camps Trail
Vice Chair Egan commented that it is important to establish a ‘Township’ presence on this trail to ensure it is used properly.
2. Brandywine Trail Networking Event (announcement only) – 05-29-15
3. Trail Blazer Run (announcement only) – 06-18-15

E. Engineering – May Report

1. Stormwater Maintenance – budget / schedule reprioritization (re: Springwood Drive)

Twp Engineer Lucas submitted a project update (05-05-15) for BOS consideration.

Mr. Lucas prepared memorandum – Drainage Project reprioritization – 04-21-15. The most substantive change from the originally planned schedule is to complete a portion of the Shadow Wood Drive and Springwood Drive projects each rather than all of Shadow Wood Drive in 2015. Mr. Lucas indicates the most challenging aspect of the Springwood Drive project is clearance / removal of the vegetation by affected property owners from the “abandoned” swales to enable the Public Works Department to recreate the necessary channels to convey runoff around the problem areas. Reprioritization is at the discretion of the Board.

Gail McKenzie, Springwood Drive, was in attendance and inquired about a number of specific aspects of the project but in the absence of Twp Eng Lucas was deferred at this time.

Upon discussion, the BOS agreed to request additional information from Mr. Lucas including a proposed scope of work, a reliable cost estimate and schedule (inclusive of project area clearance and sign off by property owners). The BOS requested an assessment of the outcome of the work proposed for 2015 recognizing it would only be a partial address to the situation and some assurance that the outcome would be positive.

The BOS indicated with the communication to affected property owners, including a necessary access easement, the transmission should include also a description / illustration of where the stormwater is intended to move on the subject properties. Vice Chair Egan stated that it is important in all the communication to effectively manage the expectations.

Chair Pompo directed this item to the BOS Pre-reg Mtg Work Session Agenda (05-12-15).

2. Briarwood Circle (SW Basin #2) – update

No update at this time.

3. Intermunicipal Sewer Agreement (w/ West Chester Borough renewal 2016-2020)

The Township submitted a draft agreement renewal to the Borough in April and comment is pending.

4. ARLE (Automated Red Light Enforcement [Program]) Grant / Bradford Plaza / Hannum Ave intersection (pedestrian) improvements

Twp Mgr Lynch referred the BOS to digital images of the proposed project area and indicated improvements.

Twp Mgr Lynch shared some of the details of the ARLE Grant Program which is a no local match funds required (but local cost sharing encouraged) and that multi-municipal applications are encouraged. The intention is for the township and Borough of West Chester to submit a joint application with East Bradford Township as the lead applicant. The improvements are recommended by the Central Chester County Bicycle and Pedestrian Circulation Plan, endorsed by the Township in 2014.

On motion of Dr. Egan, seconded by Mr. Pompo, the Board of Supervisors voted 2-0 to authorize Twp Staff to proceed to prepare an ARLE (Automated Red Light Enforcement) Grant application to PADOT (as joint application w/ the Borough of West Chester) to seek funding for Bradford Plaza / Hannum Ave intersection (pedestrian) improvements.

5. Holy Ascension Church (Highland Rd) – sewer planning issues

Twp Engineer Lucas submitted a project update (05-05-15) for BOS consideration.

The Church has completed a feasibility study for connection to the public sewer system and has submitted a post card mailer to be forwarded to PADEP. Twp Engineer Lucas reviewed the proposed locations of the sewer pumping station, force main and connection to the public sewer and opines the tentative layout is feasible. A cost estimate for the construction has not been received to date. Mr. Lucas indicated based upon his understanding of the general budget the Church has allotted for this work that it can be accomplished within the budgetary amount. Holy Ascension Church is requesting permission from the BOS to proceed with a revision to the Township Act 537 Plan to include the property within the public sewer service territory. The Twp Engineer recommends the revision be granted. Upon discussion the BOS requested Twp Engineer Lucas to provide comment and report on the potential implications of extending the service area for this singular property and whether other properties in the immediate vicinity (and their sewage history) could be indicated. Chair Pompo directed continued discussion of this item at the Pre-reg Mtg Work Session 05-12-15.

F. Deer Management / BVAC – May Report

1. Request for reauthorization 2015-2016 Program

Twp Engineer Lucas (& BVAC Secretary) submitted the annual program update.

The BVAC requests Township authorization to continue the hunting program for 2015-2016.

The only substantive change from some prior years is that the PA Game Commission is permitting again baiting for our Wildlife Management Unit (5D, multi-county southeast PA region) on both private and publicly owned lands. Baiting was permitted a few years ago statewide on an experimental basis with mixed results. In prior years baiting yielded the highest harvest for the BVAC, approximately double the harvest of the past 3 seasons. The Township, as owner, will need to acquire a baiting permit from the PA Game Commission to permit baiting on its lands. Twp Engineer Lucas recommends approval of the program including baiting to increase the harvest, provide safer, closer and more planned shots and minimize the amount of deer not recovered.

On motion of Dr. Egan, seconded by Mr. Pompo, the Board of Supervisors voted 2-0 to re authorize the Brandywine Valley Archery Club to continue the wildlife habitat management hunting program for the 2015-2016 season and to administer the program consistent with the PA Game Commission regulations and permit requirements.

G. Public Works – May Report

1. Road Program 2015 – update

Pb Wks Director Carroll reported that resurface paving is scheduled to commence May 25th with curb replacement work to commence the 11th. The Twp Campus repaving is to occur after the road paving but the curb replacement will occur prior to the Primary Election Day (05-19-15) but that it should not create any disruptions / safety issues for voters / election workers.

H. 2015 Code Amendments – May Report

1. Transmission Pipelines (Historic Resources amendment) – PH scheduled 05-12-15

Public Notice of the hearing was advertised in the Daily Local News 04-23-15 and 04-30-15.

2. Signs (billboard / digital) – PH scheduled 05-12-15

Public Notice of the hearing was advertised in the Daily Local News 04-23-15 and 04-30-15.

3. Riparian Buffer – CCPC & Twp PC reviews / PH scheduled 05-12-15

Public Notice of the hearing was advertised in the Daily Local News 04-23-15 and 04-30-15.

4. Wireless Management – consider Twp Solicitor comment to CCPC 03-06-15 review

CEO Beaumont reported that the Twp Solicitor (Kim Venzie, Esq.) reviewed the 03-06-15 review comments from the CCPC and has submitted recommended revisions to the draft ordinance language (05-07-15).

CEO Beaumont stated he would transmit the suggested revisions to the draft to the BOS for consideration. It is likely a new ACT 247 Review by the CCPC will be necessary which could push the public hearing into July.

5. Tree Ordinance / Policy – Staff review / comment to PSATS April 2015 article / draft Tree Maintenance Policy

The BOS discussed Staff reviews (Beaumont (04-29-15) and Lynch (04-28-15)) of the PSATS tree ordinance article.

Upon discussion, the BOS agreed that a stand-alone tree ordinance does not appear necessary at this time, inclusive of a tree commission, as existing ordinances and regulations address the important elements of maintenance, location and removal.

Vice Chair Egan did indicate the need to pursue a tree inventory (currently under review of the Green Committee) and to seek grant funding to perform an inventory as discussed in the PSATS article. The BOS agreed it was satisfied with the content of the draft Tree Maintenance Policy; this item to be added to the BOS regular Mtg Agenda for 05-12-15.

I. Codes & Enforcement – May Report

1. Codes Enforcement – update

CEO / ZO Beaumont referred the BOS to the 04-29-15 Code Update Report which was discussed by the BOS.

The BOS discussed the status of various properties listed on the report including the Collas property, Brandywine Auto Repair and a preliminary review by CEO Beaumont of a possible unpermitted Home Occupation.

2. WCUSC / Delacy property

CEO Beaumont reported continued good interface with the parties including property owner Kevin Delacy. WCUSC is undertaking an effort to prepare a remnant of the fallen William Penn Tree and incorporate it with a WCUSC entrance sign.

Mr. Beaumont indicated Mr. Delacy is committed to comply with the compensatory planning schedule but that actual planting of the replacement trees may not occur until the fall. Twp Staff (Beaumont and Lucas) are scheduled for a site meeting later this month to discuss the property, relevant Township codes, and the driveway access improvements. Mr. Beaumont reported that the property owners have contacted PADOT to discuss the effort (S. Creek road is a PADOT roadway).

J. Township Staff / Admin Operations / Services – May Report

Executive Session (Personnel) – refer to Page 1 of these Minutes for additional details

1. BOS Electronic Agenda / Board Books – update

Asst Mgr Cantlin reported the Apple computer hardware has been ordered.

2. Records Retention – records disposal resolution (Res.10-2015)

Asst Mgr Cantlin prepared the current subject municipal records recommended for disposition on the current resolution.

On motion of Dr. Egan, seconded by Mr. Pompo, the Board of Supervisors voted 2-0 to adopt a Township Resolution (#10-2015) 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. Municipal Operations Software Upgrade – Munilogic

Asst Mgr Cantlin reported that an extensive review of municipal software options to upgrade the existing Township system has resulted in a Staff recommendation to engage Munilogic. The recommendation is to lease the software with the Township network server as host. The approximate cost is \$2,200 per month for a menu of software modules including property / records; customer complaint reporting; building permits; codes enforcement, subdivision / land development; zoning and infrastructure components for sanitary, roads and stormwater.

Vice Chair Egan indicated that Township hosting may not be the optimal scenario and indicated an interest to interface with Township IT consultant RJMR (Bob Iannelli).

Chair Pompo also expressed an interest for the Supervisors to participate in the early stage software training to understand the features and expected performance of the new municipal software.

The tentative schedule for implementation start-up is late summer (2015). This item to be discussed next at the 06-04-15 BOS work session.

K. Organization – May Report

1. ABC's – current vacancies – BVSBC / Trails

This item not discussed.

2. ABC Chair Meeting – *none scheduled at this time*

This item not discussed.

- L. **ZHB** – May Report – NO *Pending applications / decisions / appeals at this time*
This item not discussed.

Other Items:

1. Tigue Farm property – agreement of sale notice

The BOS acknowledged receipt of (verbal) notice from a member of the Tigue Family that the property is under an Agreement of Sale with Toll Brothers for development.

Upon discussion, the BOS agreed that information updates on the development process and activity should be added to the Township web site for regular updates.

The meeting ended at approximately 09:05 P.M.

Michael P. Lynch, Township Secretary

Next Regular WS: June 04, 2015

Next Ordinance: 07-2015 (last 06-15 Alarms)

Next Resolution: 11-2015 (Sewer S-01-15; Open Space OS-03-15)