

WORK SESSION:

The Board of Supervisors (BOS) of East Bradford Township (Township), Chester County, PA held a work session July 09, 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.

Other Residents / Citizens in attendance:
None.

The work session commenced at approximately 06:04 P.M.

**EAST BRADFORD TOWNSHIP BOARD OF SUPERVISORS
Thursday, July 09, 2015, 06:00 P.M. AGENDA**

Upcoming Meeting Schedule:

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|---------------------------|--|
| July 09, 2015, Thursday | 06:00 P.M. - BOS regular work session |
| July 09, 2015; Tuesday | 06:00 P.M. - BOS pre-reg work session |
| July 14, 2015; Tuesday | 07:00 P.M. - BOS regular meeting |
| | - Public Hearing- Amending Chapter 115 – Zoning (Wireless communication facilities) |
| | - Public Hearing- Acquisition of an open space interest of real property (tentative) |
| August 06, 2015, Thursday | 06:00 P.M. - BOS regular work session |
| August 11, 2015; Tuesday | 06:00 P.M. - BOS pre-reg work session |
| August 11, 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 08:35 P.M. to 09:05 P.M. to discuss real estate matters. All Supervisors were in attendance together with Township Staff.

Priority / Action Items: *None at this time*
Presentations Briefings: *None scheduled.*

Discussion / Briefing Items:

A. Budget / Finance – July Report

1. Budget 2015 / 2016 – schedule budget work session
Twp Mgr / Treasurer Lynch referred the BOS to Preliminary (draft) 2016 Budgets for the General Fund and Capital fund with 06-30-15 YTD figures. The BOS discussed underperforming 2015 revenues (EIT, and R.E. Transfer Tax in particular) and several new expenses indicated in the mid-year draft spreadsheet for the 2016 General Fund Budget (police and municipal software).
The BOS also commented on feedback received from Township residents regarding the information

outreach articles published on the Township web site and Township Newsletter.
The BOS agreed to schedule a Budget Work Session 08-19-15.

B. Emergency Services – July Report

1. Police Services

The BOS continued its discussion on an initiative to coordinate with area municipalities to undertake a regional discussion of and cooperation for police services.

2. WCPD for EBT monthly briefing / report – WCPD (*Chief Scott Bohn*)

The BOS acknowledged receipt of the June 2015 Police Report.

C. Planning / Land Developments – July Report

1. Comerford, SD# 626

Asst Mgr Cantlin reported the Applicant has not executed the letter of approval and conditions. Upon discussion, the BOS agreed inquiry should be made of the Applicant as to their intent.

2. Comprehensive Plan Update

Asst Mgr Cantlin provided a progress report for the project and solicited BOS input on two items:

1. Developer Panel Mtg – The BOS agreed to proceed with this exercise with Tom Comitta to serve as panel moderator for selected developers with all members of the Task Force invited to attend and a tentative date of 08-05-15; and,

2. Public Input Blog – upon discussion the BOS agreed to not pursue this communication medium at this time.

D. Open Space, Parks & Trails – July Report

Executive Session (Real Estate) – see Page 1 above for additional details.

1. Brandywine Creek Greenway – Resolution Endorsing the Greenway and 2014 Strategic Action Plan (Res._14_-2015)

On motion of Dr. Egan, seconded by Mr. Snook, the Board of Supervisors voted unanimously to adopt a resolution – Resolution 14-2015 – Endorsing the Brandywine Creek Greenway and Its Strategic Action Plan.

2. Strode's Mill Agreement (draft) w/ Friends Of

The BOS considered a draft Agreement between the Friends of Strode's Mill (a non-for-profit) and the Township intended to establish a formal relationship between the entities toward the preservation and improvement of the Strode's Mill buildings and property recently acquired by the Township from the estate of the late Mark Rowan.

Asst Mgr Cantlin indicated that BOS review of preliminary concept sketches be reviewed by the BOS in August with the objective of providing specific direction to the Friends Of Strode's Mill regarding next steps in the preservation effort.

Upon review and discussion the BOS agreed to transmit the draft Agreement to the Friends of Strode's Mill for its review and comment.

E. Engineering – July Report

1. Stormwater Project(s) Schedule / Budget

Twp Engineer Lucas updated the BOS on the status of the project planning.

Mr. Lucas reported the scope of the project and estimated cost to effect in 2015 (\$10,000) with Public Works labor and equipment. The actual extent of work to be completed remains dependent upon the schedule of Public Works such that the completion of the intended work for the project may not occur until 2016.

The BOS emphasized that prior to commencement of any work by the Township all property owners must sign-off on the project with regard to property owner responsibility for future maintenance upon completion.

The start date of work will be dependent upon property owner sign-off.

2. Holy Ascension Church (Highland Rd) – sewer planning

Twp Eng Lucas reported the Holy Ascension Church is in contact with contiguous property owners with regard to securing access easements for the sewer line.

F. Public Works – July Report

1. Road Program 2015 – update

Pb Wks Dir Carroll reported the road paving work (performed by Sucher & Sons) has been completed workmanlike and consistent with the bid specifications and on budget. Mr. Carroll indicated that the Pb Wks Dept. will be performing a number of smaller pavement maintenance jobs throughout the remainder of the year on selected roads.

G. 2015 Codes & Amendments – July Report

1. Wireless Management – CCPC review 06-01-15 (“township should adopt...”) / PH 07-14-15 (Ord. # _10_ -2015)

CEO Beaumont reported the proposed ordinance is in order and duly advertised for the scheduled hearing 07-14-15.

H. Codes & Enforcement – July Report

1. Codes Enforcement – update

CEO / ZO Beaumont referred the BOS to the 07-02-15 Code Update Report which was discussed by the BOS.

The BOS discussed the status of various properties listed on the report including the Zarelli property and the Bridge Road Associates property (a.k.a. Woodward). Mr. Beaumont indicated that Mr. Woodward is making good progress overall but that the matter of the non-permitted trailers on the property will be administered under a separate time table toward compliance.

2. West Chester United Soccer Club / Delacy property

CEO Beaumont reported continued progress and effective communication with the property owner and WCUSC. CEO Beaumont stated the certified arborist engaged by WCUSC has developed a tree maintenance plan which is being effected by the WCUSC (for the property owner) and that the compensatory tree replacements (sycamores) are targeted for planting this Fall.

I. Township Staff / Admin Operations / Services – July Report

1. Sewer System – AUS Proposal (System Inventory / Valuation)

The Township solicited and received (2) proposals from AUS Consultants (PA Office, Camp Hill, PA), dated 06-22-15, for preparation of an Original Cost Study and a Business Enterprise Valuation (Sewer Operations) for the Township public sewer conveyance system.

Upon discussion, the BOS agreed that both studies should be performed and that AUS is a highly qualified firm to perform the scope of services indicated. It also was acknowledged that substantial Staff time (Twp Engineer and Manager) will be necessary to support the efforts of the consultant in completion of the studies. The BOS discussed the respective costs of the two proposals (to be expensed from the Sewer Fund) - \$32,500 to \$37,000 for the Original Cost Study and \$35,000 to \$40,000 for the Business Enterprise Valuation – but expressed reservations that both proposals indicated the price range should not be considered as a “not to exceed” quote.

The BOS agreed that both proposals could be approved provided they were “not to exceed”.

On motion of Dr. Egan, seconded by Mr. Pompo, the Board of Supervisors voted unanimously to approve (2) proposals from AUS Consultants (PA Office, Camp Hill, PA), dated 06-22-15, for preparation of an Original Cost Study and a Business Enterprise Valuation (Sewer Operations) for the Township public sewer conveyance system provided that AUS commit to a not to exceed cost of \$37,000 for the Original Cost Study and a not to exceed cost of \$40,000 for a Business Enterprise Valuation (Sewer Operations) report.

2. Records Retention – records disposal resolution (Res._15_-2015)

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

On motion of Mr. Snook, seconded by Mr. Pompo, the Board of Supervisors voted unanimously to adopt a Township Resolution (#15-2015) 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).

J. Organization – July Report

1. West Chester University Center for Community Solutions Initiative – Township appointment to Advisory

Board

Twpmgr Lynch referred the BOS to information pertaining to this new advisory body initiated by West Chester Borough Mayor Comitta and W.C.U. President Weisenstein. The advisory body, to be seated with representatives from the area municipalities is based on the premise that universities have extensive expertise that can be tapped to assist communities in a wide array of challenges. W.C.U. is seeking a representative from East Bradford Township to serve on the advisory board.

The BOS agreed it would like the Township to be represented on the advisory board and will undertake to identify a suitable Township resident. In the interim, the BOS requested more information on the commitment.

2. Electronic Board Books

The BOS discussed its transition from a paper format to an electronic agenda and document format with the use of iPads and supporting software. It was agreed that the transition will require patience and commitment to the expected learning curve but that the effort will provide real benefits including a readily accessible document archive and efficiency with Staff in preparation of the monthly agenda 'packets'.

K. WCACOG – July Report**1. By-laws Amendment - Resolution (Res._16_-2015)**

Twpmgr Lynch explained the background of the proposed action contained in the resolution.

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to adopt a resolution – Resolution 16-2015 – to affirm and approve amendments (related to Eligibility and Membership Quorum) to the By-laws of the West Chester Area Council of Governments (WCACOG) to which East Bradford Township is a Member.

2. Joint Building Code Appeals Board – Resolution (Res._17_-2015)

Twpmgr Lynch explained the background of the proposed action contained in the resolution.

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to adopt a resolution – a Resolution to Designate and Delegate to a Joint Building Code Board of Appeals Established through the West Chester Area Council of Governments (WCACOG) the Authority to Hear and render Decisions on Appeals Filed Pursuant to the East Bradford township Building Code and Codes Adopted by the Township as part of the PA Construction Code, Act 45 of 1999, as amended.

L. ZHB – July Report – *Pending applications / decisions / appeals at this time***1. Stack, Scanneltown Road – variance relief (impervious coverage); Hearing pending; BOS comment pending**

This item deferred to the Pre-reg Mtg WS Agenda for 07-14-15.

M. Traffic Committee – July Report**1. Scanneltown Road – pending review / recommendations re: posted speed limit (next mtg 08-20-15)**

The BOS discussed briefly the intent of the municipality with lower speed limit postings on roads in the Township including Scanneltown Road indicating that enforcement historically and statistically has indicated a reasonable margin over the posted speed limit before citations are issued that effectively promotes a safe speed limit and not excessive enforcement.

Other Items:

None discussed at this time.

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

Michael P. Lynch, Township Secretary

Next Regular WS: August 06, 2015

Next Ordinance: # 10-2015 (last #09-15 Riparian Buffer)

Next Resolution: # 14-2015 (Sewer S-01-15; Open Space OS-05-15)Next Regular WS: July 09, 2015