

WORK SESSION:

The Board of Supervisors (BOS) of East Bradford Township (Township), Chester, County, PA held a Pre-Regular Meeting Work Session on August 11, 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.

NOTE: The Board of Supervisors Thursday, August 06, 2015 Work Session was cancelled; that agenda was carried forward to this work session.

Supervisors present:

Vincent M. Pompo, Esq., Chair

Dr. Thomas A. Egan, Vice-Chair

Supervisors not present: John D. Snook, Supervisor

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

Public Works Director John P. Carroll

Not in attendance:

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 06:00 P.M.

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

EAST BRADFORD TOWNSHIP BOARD OF SUPERVISORS

TUESDAY, August 11, 2015, 06:00 P.M.

(Pre-regular Mtg) Work Session Agenda

i. 08-11-15 Regular Mtg Agenda:

Public Hearing –	None this period
Presentations –	None this period
Treasurer –	July 2015
Subdivision / Zoning –	None this period
Escrow –	None this period
Other Business –	Bills to Pay –August 2015

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

The Board of Supervisors did not convene an Executive Session during this Pre-Regular Meeting.

Public Comment –

None received / offered at this time.

Discussion Items –

A. **Budget / Finance** – August Report

1. Budget 2015 / 2016 – budget work session scheduled 08-19-15

Twp Mgr / Treasurer Lynch reported preparation for the upcoming budget work session. The BOS agreed presentation of the materials in electronic form preferred and each Supervisor would indicate after receiving the electronic documents whether a paper copy would be useful at the meeting.

Mr. Lynch indicated that the General Fund, Capital Reserve Fund and Open Space Fund, together with the 5-year Capital Reserve Schedule would be the subject of work session discussion on August

19th.

B. Emergency Services – August Report

1. Police Services

The BOS briefly discussed the status of municipal contacts and schedule.

2. Brandywine & Fairview Avenues No Parking restrictions – review posting / policy

Staff updated the BOS on the matter. Upon discussion, the BOS agreed that the property owner that offered Public Comment at the July meeting be contacted and advised of the Township regulations regarding residential driveways.

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

This item was not discussed at this time.

4. Automatic Protection Device (Alarm) Ordinance – Discussion with WCPD

Asst Mgr Cantlin updated the BOS indicating the WCPD for the Township is seeking a consistent and reliable form to obtain emergency contact information from property owners with alarm systems with the objective of improved administration and response. It was explained that apparently there is limited communication between the police and alarm service companies to obtain such information. Asst Mgr Cantlin indicated there is no intent to impose administration fees to obtain such information and perhaps through outreach / education on the Township web site, Township Newsletter and at the time of a false alarm incident report.

Upon discussion, the BOS agreed that ordinance amendment language (to Ch. 42) be drafted to accomplish this objective for review by the Supervisors at an upcoming meeting.

C. Planning / Land Developments – August Report

1. Comerford, SD# 626 (extension to accept conditions expires 09-15-15)

On motion of Dr. Egan, seconded by Mr. Pompo, the Board of Supervisors voted 2-0 to accept the request from the Applicant (Comerford) prepared by counsel Tim Barnard, Esq. (dated 08-07-15) to extend the time period for the Applicant, to accept and execute a letter of waivers and conditions (dated 06-17-15) for SD # 626, Comerford, and attendant to action by the Board of Supervisors (06-09-15) to approve the subdivision contingent upon acceptance of the conditions contained thereto in the 06-09-15 letter, to 09-15-15.

2. Ice Museum, SD# 631 (time clock expires 08-24-15; 90-day request submitted to 11-22-15)

On motion of Dr. Egan, seconded by Mr. Pompo, the Board of Supervisors voted 2-0 to accept the recommendation of the Planning Commission (07-28-15) and request of the Applicant for a 90 day time extension for plan review of SD# 631, Stack.

3. Comprehensive Plan Update

Asst Mgr Cantlin updated the BOS on the recent Task Force meeting (Chair Pompo was in attendance) and discussed the content of that session and with regard to Task Force workload and schedule.

The BOS agreed the Task Force, at its discretion, could meet more frequently (sans the consultant) to manage its workload but to maintain the current schedule.

Chair Pompo suggested one approach for the Task Force to consider in prioritizing identified actions and projects from the various scenarios is to think inclusively to avoid a potential missed opportunity (related to timing and grant availability for example) as part of the process as specific 'higher' priority projects are developed in more detail as part of the current Plan Update. It was also indicated that the Comprehensive Plan Survey Results should be considered as a tool to identify priorities, future actions and projects.

With regard to pedestrian and bicycle planning and improvements are there potential projects to be identified by the Task Force as top priorities? Additionally, the Community Workshop, scheduled for 09-29-15, should be an integral component used by the Task Force to identify / refine priorities.

Chair Pompo also suggested the Task Force consider including recommendations for code (zoning, saldo) amendments and potential acquisitions as warranted as part of the process and specific to the strategic areas of focus, i.e., 'the corridors'.

4. Birmingham Twp. Comprehensive Plan Update – Act 247 (45 day) comment period (to 09-09-15)
Twp Mgr Lynch briefed the BOS on the Plan Update submission from neighboring Birmingham Township and provided a synopsis of the plan scope and content. Upon discussion, the BOS agreed Staff to review potential trail and related connections between the townships toward the potential for future cooperation and otherwise, to thank Birmingham Township for the opportunity to review and comment. The Plan Update also was submitted to the Township Planning Commission for comment.

5. Toll Bros / Tigie Farm SD# 636

Twp Staff reported completion of Sketch Plan reviews for the project and pending application. The BOS generally discussed the proposed land development.

D. Open Space, Parks & Trails – August Report

1. Strode's Mill – Draft agreement and vision for the site

This item to be discussed next at the 09-03-15 work session with members of the Friends of Strode's Mill Board.

2. Trail Easement Marking ('Wilson' Trail)

Twp Staff briefed the BOS and upon discussion, it was agreed to reinstall the missing fence and that this trail segment be given priority status to advance its full and effective use.

3. Proposed Regulation Changes – Parks & Recreation Board recommendation

The BOS considered the recommended amendments to the rules including requirement to leash dogs in Copeland Park and East Bradford Park. The BOS also discussed the hours of use for parks (currently dawn to dusk) and whether more specificity was warranted.

Following discussion, the BOS agreed that the recommended rules changes be drafted into proper form for further consideration toward adoption.

4. Chester Valley Trail Extension Study – Select delegate(s)

On motion of Dr. Egan, seconded by Mr. Pompo, the Board of Supervisors appointed Shelia Fleming (trails Sub-committee) and Asst Twp Mgr Mandie Cantlin to the Chester Valley Trail Extension Study Steering Committee.

5. Transfer of PECO Lease (M. John Johnson Nature Center)

Asst Mgr Cantlin provided the background indicating that the effort by the West Chester Fish, Game and Wildlife Association to assign its lease (rights) to the Township commenced more than two years ago. The BOS discussed several areas of concern with the lease transfer language related to liability, indemnity and environmental impact assessments.

The BOS suggested the Township seek to incorporate the language used in the current trail lease agreements with PECO as an approach to address the open matters referenced above.

6. Brandywine Farm South (Dog Park) / PECO License Agreement

The BOS considered a License Agreement with the PECO Energy Company to permit the Township to install parking facilities on land owned by PECO on the Township Brandywine Farm open space property.

The planned parking facility will allow for visitor parking if the dog park is constructed and / or as overflow parking for Shaw's Bridge Park.

On motion of Dr. Egan, seconded by Mr. Pompo, the Board of Supervisors voted 2-0 to authorize the Twp Manager to execute the Lease Agreement with the PECO Energy Company for the authorized purpose of Township construction of a parking lot facility (term of lease is 25 years).

E. Engineering – August Report

1. Ravine Road

Twp Engineer Lucas reported the Township was awarded (07-16-15) a Commonwealth of PA Dirt, Gravel and Low Volume Road Grant in the amount of \$10,610, through the Chester County Conservation District (administering local agency) to perform limited road drainage improvements to Ravine Road. The work must be completed by August 2016.

The BOS agreed that the residents along Ravine Road should be updated (Staff to send letter) on this matter including the tentative construction schedule (2016) and report on the recent road core borings.

The BOS reiterated that while the grant is welcome and appreciated, the improvements will have

limited impact (grant provides for 3 new storm drains and associated piping, rip-rap stone...) on the overall road condition and geometry which the Township is not in a position to comprehensively address due to the prohibitive cost to reconstruct this Local Distributor / Local Road (low volume <1,000 vehicles per day).

2. Township Sewer Conveyance System

Twp Engineer Lucas reported that replacement of flow meters in three of the Township sewer pump stations is scheduled. The capital cost, as provided in the Sewer Capital Reserve, is approximately \$20,000.

F. **Public Works** – August Report

1. Road Program 2015 – update

PW Director Carroll reported the road marking (line painting, et al) tentatively is scheduled to occur next week (and ideally prior to the start of the new school year).

G. **2015 Codes & Amendments** – August Report

1. Wireless Communication facilities (Ord. 10 – 2015, adopted 07-14-15) – provision review – Historic Buildings (Sec. IV, B.3.c.)

ZO Beaumont referred the BOS to a review (dated 07-29-15) which concluded that while the provisions contained in are written differently in the Wireless Communication Facilities regulations (Ord. 10 – 2015, adopted 07-14-15) from the Surface Land Uses Affiliated with Transmission Pipelines (Ord. 07 – 2015, adopted 05-12-15), the provisions are all inclusive in each ordinance with regard to Historic Resources and therefore could find no substantive difference. Upon discussion, the BOS concurred with the review and interpretation of the Twp Zoning Officer.

2. Code Updates ‘lunchbox’

The BOS and Staff discussed several possible regulatory topics for possible amendments including the keeping of animals (chickens) and vegetation maintenance within road rights-of-way (in particular bamboo and other invasive flora).

With regard to keeping of animals, in particular chickens, CEO Beaumont suggested no change warranted at this time in the existing regulations and the BOS concurred.

Upon discussion it was agreed to seek information from the Township insurance carrier (PIRMA) regarding its position on vegetation impacting road rights-of-way.

H. **Codes & Enforcement** – August Report

1. Codes Enforcement – update

CEO / ZO Beaumont referred the BOS to the 07-31-15 Code Update Report which was discussed by the BOS.

The BOS discussed the status of various properties listed on the report including the Collas and Amrit Lal (Woodward) enforcement matters.

Upon briefing by Mr. Beaumont on an inquiry from the tenant on the Amrit Lal property (Lawrence Woodward) with regard to use / reuse of non-permitted tractor trailers on the property, that the property owner would be the authorized party to apply for any such permit / approvals.

I. **Township Staff / Admin Operations / Services** – August Report

1. Sewer System – AUS System Inventory / Valuation

Staff provided a brief update which includes preparing records and data on the system for submission to the consultant. Chair Pompo indicated the importance to undertake a thorough search and submission of all records to ensure the end product (the valuation) is maximized.

2. Records Retention – No resolution this month

J. **ZHB** – August Report – *Pending applications / decisions / appeals at this time*

1. Stack, Sconnelltown Road – variance relief (impervious coverage); Hearing 08-10-15; BOS supports relief

ZO Beaumont briefed the BOS on the hearing. Mr. Beaumont reported the ZHB suggested the Township review its current requirements for impervious coverage in Residential Districts. The subject property is located in the R-3 District. Mr. Beaumont indicated the ZHB announced at the conclusion of the hearing it would prepare a formal Decision granting the requested relief to the Applicant.

K. **Traffic Committee** – August Report

1. Scconnelltown Road – pending review/recommendations re: posted speed limit (next mtg 08-20-15)

L. **Organization** –

1. ABC's – current vacancies / resignations – Parks & Rec Board; BVSBC
Twp Mgr Lynch reported the recent resignation of Bradley Titus (07-27-15) from the Parks & Recreation Board (related to employment reassignment). The current term of the appointment expires 12-31-15. Mr. Lynch referred the BOS to a 2014 recommendation from the Parks and Recreation Board and accepted by the BOS to decrease the current 9 member board to 7 members through attrition / resignation. With the subject resignation, the P & R Board membership has returned to 7 members.

Other Items:

None discussed at this time.

Chair Pompo recessed the work session at 07:00 P.M.
The work session reconvened at 07:15 P.M following the Regular Meeting.
The Pre-regular meeting work session ended at approximately 08:10 P.M.

Michael P. Lynch,
Township Secretary

Next Pre-Reg Mtg WS: September 08, 2015
Next Ordinance: 11-2015 (last Wireless Communication Facilities)
Next Resolution: #18-2015 (Sewer S-01-15; Open Space OS-04-2015)