

The Board of Supervisors (BOS) of East Bradford Township (Township), Chester County, PA held the annual Organization meeting Monday, January 04, 2016 (06:00 P.M.) in the Township Building, 666 Copeland School Road, West Chester, and Chester County, PA 19380-1822.

**Public Notice of the 2016 Organization public meeting of the East Bradford Township Board of Supervisors was advertised in the Daily Local News 12-11-15 and on the Township web site [www.eastbradford.org](http://www.eastbradford.org).**

*Secretary's Note: Pursuant to Second Class Township Code – Organization Meeting to be convened first Monday in January of each year but if the first Monday is a legal holiday the meeting shall be held the following day.*

*Legend (as referenced below):       @ = incumbent seeking re appointment  
  **bold** = NOT seeking re appointment  
  \*\* = Oaths of Office to be taken*

Supervisors present were: Vincent M. Pompo, Thomas A. Egan and John D. Snook  
Supervisors not in attendance: All present

Staff / Township Professionals in attendance:  
    Township Manager/Secretary-Treasurer, Michael P. Lynch  
NOT in attendance:  
    Township Asst. Mgr., Amanda M. Cantlin  
    Township Engineer, Mark J. Lucas  
    Township CEO / ZO, Brenden L. Beaumont  
    Township Public Works Director, John P. Carroll  
    Township Solicitor Ross A. Unruh, Esq.

Also in attendance (including ABC's):  
    None in attendance.

Others / Residents / Citizens in attendance:  
    None in attendance.

**EAST BRADFORD TOWNSHIP BOARD OF SUPERVISORS  
ORGANIZATION MEETING AGENDA  
Monday, January 04, 2016, 06:00 P.M.**

**1. Call to Order & Pledge of Allegiance to the Flag**

The meeting Call to Order occurred at 06:03 P.M. by Chair Pompo and opened with the Pledge of Allegiance before the Flag of the United States of America.

**2. Public Comment**

None offered / received at this time.

**3. Recognize Newly Elected Officials / Oath of Office**

Board of Supervisors - *Vince Pompo re-elected -- new term to 12-31-21*  
Board of Auditors - *James Vanderwaal elected – term to 12-31-21*  
Elected Tax Collector - *None (current William Reiter term to 12-31-19)*

Twp Secretary Lynch reported Oaths of Office were filed with the Township Secretary from Supervisor-elect Vince Pompo (dated 01-04-16) and Elected Auditor-elect James VanderWaal (dated 11-30-15).  
Twp Secretary Lynch reported Oaths of Office are on file for all current elected officials.

*Secretary's Note: Oaths of Office may be submitted prior to the Organization meeting or the Oath must be taken at the meeting of elected officials. The Oaths of Office are a public record on file at the Township Building.*

**4. Organize Board of Supervisors**

- (i). Appoint Temporary Chair (must be member of BOS)
  - A. Nominate / Elect Chair
  - B. Nominate / Elect Vice Chair

On motion of Mr. Snook, seconded by Mr. Pompo, the Board voted to appoint Dr. Egan as Acting (Temporary) Chair and Secretary for the singular purpose of electing a Chair of the Board of Supervisors for 2016.

Dr. Egan asked for nominations for the position of Chairman. Mr. Snook moved and nominated Mr. Pompo as Chair and Dr. Egan seconded the nomination. Mr. Snook then moved to nominate Dr. Egan as Vice Chair and Mr. Pompo seconded the nomination.

Vincent M. Pompo, Esq. and Thomas A. Egan were elected Chair and Vice Chair, respectively, of the East Bradford Township Board of Supervisors for 2016.

5. **Appoint Township Officials** (Annual Appointment) (\*\* Oath of Office)

- A. Township Secretary / Township Treasurer / Township Manager \*\* (Lynch)
- B. Township Assistant Manager / Planning Admin Secretary \*\* (Lynch)
- C. Codes Enforcement Officer \*\* (Beaumont)
- D. Zoning Officer \*\* (Beaumont)
- E. Public Works Director \*\* (Carroll)
- F. Township Engineer \*\* (Lucas)
- G. Deputy Tax Collector (Chester County Treasurer & Michael P. Lynch) \*\*
- H. Open Records Officer (Act 3 2008 – Right To Know) \*\* (Cantlin)
- I. CCTCC Delegates (Act 32 - Countywide EIT & LST Tax Collection) (Lynch / Cantlin)
- J. Bond Compliance Officer (Michael P. Lynch)

*Secretary's Note: At this time the BOS used a consensus motion for the above appointments (A. through J.). The appointments are individually listed below to identify the specific person(s) so appointed.*

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously as a consensus motion to re appoint current Township Employees (listed below) to their current positions listed in A .through J. for 2016 identified by name and position below in separate motions.

A. Township Secretary; Township Treasurer; Township Manager

On motion of Mr. Snook, seconded by Dr. Egan, the Board voted unanimously to appoint Michael P. Lynch as Township Secretary, Township Treasurer and Township Manager for a 1-year term of office.

B. Assistant Township Manager / Planning Commission Secretary

On motion of Mr. Snook, seconded by Dr. Egan, seconded by Mr. Snook, the Board voted unanimously to appoint Amanda M. Cantlin as Assistant Township Manager for a 1-year term of office.

C. Codes Enforcement Officer

On motion of Mr. Snook, seconded by Dr. Egan, the Board voted unanimously to appoint Brenden L. Beaumont Code Enforcement Officer (including Building Codes Official / Inspector) for a 1-year term of office.

D. Zoning Officer

On motion of Mr. Snook, seconded by Dr. Egan, the Board voted unanimously to appoint Brenden L. Beaumont as Township Zoning Officer for a 1-year term of office.

E. Public Works Director

On motion of Mr. Snook, seconded by Dr. Egan, the Board voted unanimously to appoint John P. Carroll as Township Public Works Director for a 1-year term of office.

F. Township Engineer

On motion of Mr. Snook, seconded by Dr. Egan, the Board voted unanimously to appoint Mark J. Lucas Township Engineer for a 1-year term of office.

## G. Deputy Tax Collector

*Secretary's Note: As tax payments are collected for the Township by a third party for the Elected Tax Collector, the Tax Collector Handbook states that the Board of Supervisors should appoint the entity and / or employee collecting the tax as Deputy Tax Collector.*

On motion of Mr. Snook, seconded by Dr. Egan, the Board voted unanimously to appoint Chester County (Office of Treasurer) and Township employee Michael P. Lynch, as Township Deputy Tax Collectors for a 1-year term of office (2016).

H. Open Records Officer (Act 3 2008 – Right To Know) \*\* (Amanda M. Cantlin)  
Twp Mgr Lynch recommended reappointment of Asst Mgr Cantlin as Open Records Officer.

On motion of Mr. Snook, seconded by Dr. Egan, the Board voted unanimously to appoint Amanda M. Cantlin Open Records Officer (Act 3 2008 – Right To Know) for a 1-year term of office.

I. CC Tax Collection District Committee Delegates (Act 32 - Countywide Tax Collection)  
(Lynch, Cantlin)

*Secretary's Note: The Chester County Tax Collection Committee was organized in 2009 and the CCTCC in 2010 selected Keystone Collections Group to commence County-wide collection of Earned Income Tax (and Local Services Tax) to commence January 2011 pursuant to Act 32 of 2008.*

On motion of Mr. Snook, seconded by Dr. Egan, the Board voted unanimously to appoint Michael P. Lynch Tax Collection District Committee Delegate to the CTCC with Asst Manager Cantlin as 1<sup>st</sup> Alternate Delegate, in compliance with Act 32 and that Asst Manager Cantlin be appointed as Alternate Voting Delegate.

*Secretary's Note: Keystone Collections Group is the Earned Income Tax and Local Services Tax administrator for 2016 pursuant to Act 32 of 2008 and through contract with the Chester County Tax Collection Committee*

## J. Bond Compliance Officer

On motion of Mr. Snook, seconded by Dr. Egan, the Board voted unanimously to appoint Michael P. Lynch Township Bond Compliance Officer.

6. **Authorize Township Manager Bond Limit (\$25,000 same as prior years)**  
**Authorize Township Treasurer Bond Limit (\$5,000,000 same as 2015)**

The Manager Bond has been set at \$25,000 over the past (20+) years in recognition of the positions of Treasurer and Manager currently held by one person. The current bonds are with Travelers Casualty and Surety of America Company for the Treasurer and with the Hartford Insurance Group for the Manager (both through H.A. Thomson Insurance).

*Secretary's Note: Amendments to the Second Class Township Code (1996) authorize the Supervisors to set (rather than recommend to the Auditors) the Treasurer Bond and Township Manager Bond limits. Certification of the Treasurer Bond has been included (commencing in 1996) in the annual Liquid Fuels Actual Use Report.*

On motion of Mr. Snook, seconded by Dr. Egan, the Board voted unanimously to maintain and set the Township Manager Bond at \$25,000 for 2016 and to maintain and set the Treasurer Bond in the amount of \$5,000,000 for 2016 consistent with the interpretation of the Second Class Township Code (Article VII, Section 702) and as authorized by the Board of Supervisors.

7. **Appoint Township Professional Consultants**

(and approve rates) including Financial, Engineering & Legal

Twp Mgr Lynch submitted a list of recommended professionals and consultants for Township support and technical assistance in 2016 (dated 12-03-15) as follows:

## A. Audit &amp; Financial Professionals

1. Independent Auditor – Engagement Mingis, Gutowski & Company – Audit 2015 Year (current Agreement approved 01-13-15 for audit years 2015, 2016, 2017)

On motion of Mr. Snook, seconded by Dr. Egan, the Board voted unanimously to appoint Mingis, Gutowski & Company as Township Independent Auditor for 2016 and to conduct the 2015 Township Audit.

*Secretary's Note: Public Notice to appoint an Independent Auditor was advertised in the Daily Local News 12-11-15.*

2. Financial Advisor(s) -
  - Boenning & Scattergood (Michael Wolfe)
  - NW Financial Group, LLC (Thomas Beckett)
3. Bond (Debt) Counsel
  - Stradley Ronon (Valentino DiGiorgio III, Esq.)

On motion of Mr. Snook, seconded by Dr. Egan, the Board voted unanimously to appoint, on an as needed basis, the following financial advisor professionals and bond counsel:

Boenning & Scattergood (Michael Wolfe)  
 NW Financial, LLC (Thomas Becket)  
 Stradley Ronon (Valentino DiGiorgio III, Esq. (Bond Counsel)

B. Engineering / Planning / Engineering (ref: Twp Mgr Recommendations List)	
Planning / Land Development / Engineering:	
Engineering Services	Carroll Engineering (\$42 - \$140/hr – no change from 2015) (including General, Sanitary Sewer (operations / design / installation), Survey Services, Geo Technical & Site Inspection Services)
Landscape Design	Thomas Comitta Associates (\$75 - \$165/hr – new appointment)
Lighting Design	C. Stanley Stubbe (\$60/hr - no change from 2015)
Traffic Planning	McCormick Taylor (\$55 - \$155/hr - no change from 2015)
Sewer System Maint / Repair	Aqua Wastewater Management (\$66.63 - \$256.25/hr (2.5%increase from 2015)) (Lic Operator, Mech / Elec Foreman \$79.95/hr; Mechanic \$75.85/hr; Laborer \$66.63/hr; Mgr Exec \$102.50/hr; Vacuum Tk & Oper \$133.25/hr; HiVac & Oper \$256.25/hr Monthly Maint / PM Inspect (6 PS) \$2,915 (2.5% increase from 2015)
Zoning & Building:	Keystone Municipal Services, Inc.
Building Codes Inspection (Supplementary Support)	(\$50-\$100/hr - no change from 2015)
Environmental Planning	Habitat by Design – Jeff Keller (\$55 - \$185/hr – no change from 2015)
Open Space Easement Planning	Natural Lands Trust (NLT) Brandywine Conservancy North American Land Trust (NALT)
Network / IT / Web Page	<i>Primary IT support firm under review and TBD next month.</i> Supplemental / back-up IT support RMJR – Robert Iannelli (\$100/hr – no change from 2015)
Connectivity	Comcast and/or Verizon
Other:	
Chester County (Treasurer)	Real Estate Tax Administration (per contract)
MuniBilling	Sewer Billing & Collection (per contract – new provider for 2016)
Portnoff Law	Delinquent (sewer) collection
Keystone Collections Group (Act 32)	EIT, Open Space EIT & Local Services Tax (per CCTCC contract)

On motion of Mr. Snook, seconded by Dr. Egan, the Board voted unanimously to accept the recommendations of the Township Manager for the above (B.) listed consultants for 2016.

*Secretary's Note: Some consultant appointments include execution of a (Township) Professional Services Agreement to codify provision of various services. Consultant appointments are conditioned upon the below listed conditions / qualifications of disclosure and representation and as may be contained in the Professional Services Agreement.*

*While recommended / selected consultants cannot guarantee exclusive representation to the Township, each respective consultant will be queried in advance of commencement of any specific project to ensure that there is no immediate or direct conflict with an applicant, developer or related party.*

*In appointing the above listed professionals and consultants, as recommended by the Township Manager for 2016, the Board of Supervisors reaffirmed as a condition of the appointment that any professional consultant engaged by the Township shall notify the Township in advance of a conflict of interest (potential or actual) with another client who may be before the Township. Accordingly, the professional consultant for the Township shall either relinquish their client relationship with such person(s) during the term of business with the Township, with specific regard to such business in the Township, and represent exclusively the Township during such time or relinquish the appointment relationship with the Township before proceeding.*

C. Zoning Hearing Board Solicitor (BOS acknowledge / affirm ZHB appointment selection)  
Twp Manager Lynch reported from a conversation with Zoning Hearing Board Chair Gollatz that the Zoning Hearing Board would be re appointing the firm of Buckley, Brion, McGuire, & Morris with Joseph (Skip) Brion, Esq., as ZHB Solicitor for 2016 (at an hourly rate \$80-\$205/hr – no change from 2015) to which the Board of Supervisors was in agreement.

D. Legal (ref: Twp Mgr Recommendations List)	
Township Legal Counsel	Unruh, Turner, Burke & Frees – Ross A. Unruh, Esq.; Anthony Verwey, Esq., Andrew Rau, Esq.; Wm. Burke, Esq. & other firm attorneys (2016 \$190-\$205/hr – no change from 2015)
Zoning Hearing Board	Buckley, Nagle, McGuire, Brion - Joseph Brion, Esq. (2016 \$80-\$205/hr - no change from 2015)
Planning Commission	Special Counsel Parke, Barnes, Spangler, Oeste & Wood – Thomas Oeste, Esq (2016 \$185/hr – no change from 2015)

On motion of Mr. Snook, seconded by Dr. Egan, the Board voted unanimously to accept the recommendations of the Township Manager and re appoint the firm of Unruh, Turner, Burke & Frees as Township Solicitor (Ross A. Unruh, Esq.) and General Counsel and Planning Commission Special Counsel Parke, Barnes, Spangler, Oeste & Wood – Thomas Oeste, Esq. for 2016.

*Secretary's Note: None of the above professionals are appointed under a retainer form. In addition, while recommended / selected consultants cannot guarantee exclusive representation to the Township, each respective consultant is queried in advance of commencement of any specific project to ensure that there is no immediate or direct conflict of interest between the Township and with an applicant, developer or related party.*

*In appointing the above listed professionals and consultants, as recommended by the Township Manager for 2016, the Board of Supervisors reaffirmed as a condition of the appointment that any professional consultant engaged by the Township shall notify the Township of a conflict (potential or real) with another client who may be before the Township and that the professional consultant for the Township shall either relinquish their client relationship with such person(s) during the term of business with the Township, with specific regard to such business in the Township, and represent exclusively the Township during such time or relinquish the appointment relationship with the Township.*

	<u>Term</u>	<u>Incumbent</u>
8. <b>Appoint Vacancy Board Chair</b>	(1 year term)	(Johnson) @

Twp Mgr Lynch indicated Mr. Johnson communicated he was available and receptive to reappointment for 2016 if the Board of Supervisors moved the appointment.

On motion of Mr. Snook, seconded by Dr. Egan, the Board voted unanimously to reappoint John Johnson, Township resident, as Chair of the Vacancy Board for a 1-year term of office.

9. **Appointments to Township Boards, Commissions and related**  
 The Board considered appointments (re appointments) to the various Township Advisory Boards and Commissions (ABC's) for 2015 based upon prior notice to Township residents (published in the Township Newsletter, Township web site and public meetings) and responses there from. Mr. Lynch submitted (12-03-15) a summary packet of Applicants and related information for review by the Supervisors.

A.	Planning Commission (1)	(4 year term)	(Lynn) @
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On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to reappoint Donald Lynn, Esq. to the Planning Commission, for a 4 year term.

Alternates (3 Max)	(4 year term)
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The BOS did not appoint Alternate Members to the Planning Commission (pursuant to Act 42 – 2015) at this time.

B.	Zoning Hearing Board (1)	(3 year term)	(Gollatz) @
	Zoning Hearing Board Alternate (#2)	(3 year term)	vacant

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to reappoint Alfred Gollatz, Esq. to the Zoning Hearing Board for a 3 year term.

The Board of Supervisors expressed no need to appoint a 2<sup>nd</sup> Alternate to the Zoning Hearing Board at this time but upon suggestion of Supervisor Snook agreed Twp Manager contact interested Township resident Brett Bender, Esq. to determine his interest to serve as the ZHB 2<sup>nd</sup> Alternate.

C.	Historical Commission (1)	(5 year term)	(Boisvert) @
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On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to reappoint Marie Boisvert to the Historical Commission for a 5 year term.

D.	H.A.R.B. (1)	(5 year term)	(McClure-Moses) @
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On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to reappoint Barbara McClure-Moses to the Historical Architectural Review Board for a 5 year term.

E.	Parks & Recreation Board (1)	(5 year term)	(Swayne) @
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On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to reappoint Ash Swayne to the Parks & Recreation Board, each, for a 5 year term.

*Secretary's Note: Board membership returned to 7 members in 2015 through attrition/resignation.*

- F. Emergency Management Coordinator (1 year term) (Ronayne) @

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to re appoint William Ronayne as Township Emergency Management Coordinator for a 1 year term.

- G. Environmental Advisory Council (3) (3 year term) (Werner) @  
 (3 year term) (Sheehan) @  
 (3 year term) (Davis) @

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to re appoint Steven Werner, Maura Sheehan and Brooke Davis, each, to the Environmental Advisory Council for a 3 year term.

- H. Green Committee (2) (3 year term) (Johnson)  
 (3 year term) (Scholl)  
 (12-31-17) Vacancy

The BOS discussed the current status and constitution of the Green Committee in consideration of a recommendation in 2015 from the Committee (Chair) recommending the Committee be dissolved and or reconstituted with the EAC.

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to accept the 2015 recommendation of the members of the Green Committee to dissolve the Committee for 2016.

The BOS thanked the Township residents who have served on the Committee since its inception in 2009 and requested a letter of thanks be transmitted on behalf of the BOS and Township thanking the last seated members for their work and commitment.

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to appoint Neil Weissman and Mark Pontzer, Esq. to the Environmental Advisory Committee (EAC) as Alternate Members for a 1 year term.

Supervisor Snook offered to prepare recommendations to the EAC, i.e., By-law Amendments, to incorporate and utilize Alternate Members.

- I. Trails Sub-Committee of P&R Board Re Commission for 2016  
 (12-15 +/- ad hoc members) (1 year term)  
 (Spangler, Blanco, Colley, Fleming, Hamel, Hatzipavrides, Hawkes, Kenny, Mehl, Parman, Singer, Schaum, Wakefield)

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to re commission the Trails Sub-committee for 2016 and to re appoint the following persons to the Trails Sub-Committee of the Parks & Recreation Board, each, for a 1 year term: Spangler, Blanco, Colley, Fleming, Hamel, Hatzipavrides, Hawkes, Kenny, Mehl, Parman, Singer, Schaum, and, Wakefield.

- J. Traffic Committee Re Commission for 2016  
 (7 members) (1 year term)  
 (Davis, Cavanaugh, Yarnall, Bohn, Lucas, DeFonzi, Ruggeri (and Carroll –At-Large)

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to re commission the Traffic Committee for 2016 and re appoint the following persons to the Township Traffic Committee, each, for a 1 year term: Patrick Davis, Jo Anne Yarnall (WCASD), Chief Scott Bohn (WCPD), Twp Engineer Mark Lucas, Andrew DeFonzi, Ken Cavanaugh and Eric Ruggeri. The Board of Supervisors agreed to reappoint Twp Public Works Director John Carroll to the Traffic Committee as an At-Large member for 2016.

- K. Agricultural Area Advisory Committee (5 members)  
(Armstrong, Bedwell, Cornwell, Duffy, Egan) Re Commission for 2016  
(1 year term)

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to re commission the Agricultural Area Advisory Committee for 2016 and to re appoint the following persons to the Township Agricultural Advisory Committee each for a 1 year term: Joseph Armstrong, Mark Bedwell, Moses Cornwell, Beatrice Duffy and Township Supervisor Thomas Egan (required by Act to serve as Committee Chair).

Secretary's Note: The most recent mandatory (7-year) ASA Review was completed successfully in 2013.

- L. BVSBC (2) (Brandywine Valley Scenic Byway Commission)  
BVSBC (1 Year Term) (Haigney) @  
(1 Year Term) (Vacancy)

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to continue membership in the BVSBC (Brandywine Valley Scenic Byway Commission) for 2016 and to reappoint James Haigney as Township representatives on the Commission for a 1 year term.

Supervisor Snook suggested consideration to appoint a second representative, in respect to a vacancy created with resignation of Fred Rothman (relocating out of Township) and offered a suggested Township resident. Mr. Snook indicated first he should reach out to the Chair of the BVSBC to discuss the potential appointment before proceeding with consideration of the BOS on action to appoint.

- M. WCACOG Representatives (1 year term) (Snook) @

On motion of Dr. Egan, seconded by Mr. Pompo, the Board of Supervisors voted 2-0 to reappoint John Snook to serve as Township representative on the West Chester Area Council of Governments for a 1 year term.

- N. Strode Barn Study Committee (7 members)  
(Boyle, Breen, Buchannan, Hoopes, Kaat, Marshall, Schaum) Re Commission for 2016  
(current terms to 12-31-16)

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to re commission the Strode Barn Study Committee for 2016 maintaining the current members through the current term to 12-31-16.

*Secretary's Note: A multi-jurisdictional Building Code Appeals Board was (re) established 08-13-15 by the WCACOG with East Bradford Township participation (by Resolution #17-2015) which thereby delegates authority to the West Chester Area Council of Governments (WCACOG) Appeals Board for any Township-based appeals of the building code and its interpretation thereof. Joint Appeal Board Members current (5 year) terms to 08-12-2020 include John Lister, East Bradford Township; Steve Krug, West Chester Borough; Dave Daniels, West Whiteland Township; Dan Daley, East Goshen Township; Jeff Balch, Westtown Township; and, Alternate - Percy Neall, Thornbury Township.*

The Board of Supervisors thanked all the Township ABC volunteers who were re appointed this year for their continued interest to serve the Township and to those standing members on the ABC's who continue to serve.

The Supervisors also thanked all of the Township residents who expressed an interest in seeking a volunteer appointment and to continue to express interest to serve their Township if they were not appointed this year. The Supervisors finally extended thanks and best wishes for a successful appointment and service to each of the newly appointed Township volunteers.

10. **Ratify Depositories for Township Funds** (BB&T Bank; PLGIT)

On motion of Mr. Snook, seconded by Dr. Egan, the Board voted unanimously to accept the recommendations of the Township Manager for continuation of BB&T Bank for all regular banking and selected savings, operating & investment accounts and continuation of PLGIT (Pennsylvania Local Government Investment Trust) for selected fund investments.

11. **Affirm (BOS) Regular / Work Session(s) Monthly Meetings for 2016**

Regular Meeting – 2<sup>nd</sup> Tuesday, 7:00 P.M.  
 Work Session -- Thursday prior to Regular Meeting, 06:00 P.M.  
 Work Session-- 2<sup>nd</sup> Tuesday, 6:00 P.M.

The BOS agreed to continue its current meeting schedule for 2016 as follows:

BOS work session – Thursday each month, 06:00 P.M. (prior to BOS regular second Tuesday meeting);

BOS pre-regular meeting work session – second Tuesday each month, 06:00 P.M.; and,  
 BOS regular business meeting – second Tuesday each month, 07:00 P.M.

12. **Newspaper(s) to Publish Legal Notices** (Daily Local News)

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to continue to use the Daily Local News a.k.a. 21<sup>st</sup> Century Media (or other area newspapers deemed to be of acceptable local distribution, at the discretion of the Township Secretary) for publication of advertisements and other public notices for 2016.

The Board of Supervisors continued to express its displeasure with the current (legislative mandate) that does not allow local municipal governments to effectively and efficiently utilize their official web site as the official source for publication of public notices and related legal notices.

The PA Legislature was unable to adopt legislation in 2009 to permit municipalities to publish legal notices on its web site as the official location for such notices. The BOS again suggested that the Township State Senator and Representatives be contacted to request reintroduction of this legislation in 2016.

Twp Mgr Lynch indicated that [www.eastbradford.org](http://www.eastbradford.org), the Township official web site will continue to serve as the unofficial vehicle for broadcast of public notices in 2016.

Secretary's Note: Public Notice of the annual meeting schedule of the Board of Supervisors and inclusive of the respective regular meeting schedules of the Planning Commission, Historical Commission, Parks & Recreation Board, Environmental Advisory Counsel, Trails Sub-committee, Traffic Committee and other Township bodies is published in the Daily Local News each year (tentative Public Notice 01-07-16 for 2016 Meeting Schedule).

Public notices for other Township bodies that meet infrequently as needed (Zoning Hearing Board, H.A.R.B, and Agricultural Advisory Committee) are published in the Daily Local News in accordance with legal notice requirements. Public Notices also are posted at the Township Building and the Township web site ([www.eastbradford.org](http://www.eastbradford.org)).

13. **Confirm 2016 holidays** (12) for Township employees

(NY, PD, GF, MD, ID, LD, TD (+T Friday), CD (+Eve ) and (2) Floating)

Twp Mgr Lynch confirmed the employee holidays and indicated the list remains essentially unchanged since 1990 and recommended the continuation of same in 2016 as follows: New Years, Presidents Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Thanksgiving Friday, the Friday before Christmas (for Christmas Eve), Christmas Monday; and two (2) Floating Holidays.

On motion of Mr. Snook, seconded by Dr. Egan, the Board voted unanimously to authorize the following employee holidays for 2016 wherein the Township Offices will be closed: New Years, Presidents Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Thanksgiving Friday, Friday before Christmas (for Christmas Eve), Christmas Monday, and two (2) Floating Holidays (12 total for 2016).

*Secretary's Note: The Township Administration Offices and Public Works Garage are open on the following days: Martin Luther King Day, Veterans Day, Flag Day and Election Day.*

**14. Certify Delegates to the PSATS Annual Convention (optional)**

Mr. Lynch indicated that PSATS recommends the townships appoint delegates to the annual PSATS convention (April, 2016). The Township Manager may be a delegate but a Township Supervisor must serve as the voting delegate.

The Board of Supervisors agreed to certify John Snook and Vince Pompo as Township delegates to the 2016 PSATS Spring (and Fall) Convention(s) pending decisions on attendance and participation by the Supervisors.

**OATH OF OFFICE**

Twp Manager Lynch in referring to Act 76 of 2008 which clarifies the language within the oath or affirmation of office that every appointed municipal officer is required to take indicated that all required Township employees will take the Oath of Office Monday, 01-05-16 before commencing their duties including Township Manager, Township Asst Manager, Township Engineer, Township Codes Official, Township Deputy Tax Collector and Public Works Director.

**15. Other (Old / New) Business****A. Adopt Emergency Services Resolution (# 01 of 2016)**

(Note: service boundary revision reflects return of primary response service area (northern and western portions of Township) to West Bradford Fire Company.

On motion of Mr. Snook, seconded by Dr. Egan, the Board voted unanimously to adopt Resolution # 01 of 2016 describing the emergency service providers and first response boundaries for the Township in 2016.

**B. Adopt 2016 ZHB Appointment Resolution (per Act 247) Resolution (# 02 of 2016)**

The purpose of the proposed resolution is to comply (technically) with Act 247, The Municipalities Planning Code, wherein it indicated Zoning Hearing Board members are to be appointed by the governing body by "resolution".

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to adopt East Bradford Township Resolution # 02 of 2016, appointing all current members to the Zoning Hearing Board as provided in Article IX of Act 247, as amended.

**C. Adopt 2016 Emergency Management Plan Update Resolution (# 03 of 2016)**

Twp Emergency Management Coordinator William Ronayne, requests the Board of Supervisors adopt the Resolution approving the various administrative updates to the East Bradford Township Emergency Management Plan for 2016.

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to adopt East Bradford Township Resolution # 03 of 2016, approving an update to the East Bradford Township Emergency Management Plan for 2016.

**D. Adopt 2015 Fee Schedule Resolution (# 04 of 2016)**

Asst Mgr Cantlin prepared and submitted the proposed annual resolution and fee schedule to the BOS which provides for various charges, fees, escrow deposits and related service costs charged by the Township to conduct business.

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to adopt East Bradford Township Resolution # 04 of 2016 providing for an update of the fees required by the Township for the conduct of business including subdivision / land development fees and escrows, building permit fees, zoning fees and miscellaneous administrative fees for services.

**E. Adopt Multi-Jurisdictional Hazard Mitigation Plan of the County of Chester (# 05-2016)**

The Hazard Mitigation Plan will serve as a blueprint for sustaining current (emergency planning and preparedness) initiatives and undertaking new projects in an effort to save lives, protect community assets

and preserve economic viability during (in the event of) future disasters) (excerpted from Multi-Jurisdictional Hazard Mitigation Plan of the County of Chester, Executive Summary).

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to adopt the Multi-Jurisdictional Hazard Mitigation Plan of the County of Chester (December 2015) as recommended by the Chester County Department of Emergency Services and the Township Emergency Management Coordinator.

F. Pension (Act 44 – Chapter 7-A) Disclosure Statement (PSATS/Trustees) – adopt for 2016  
Twp Mgr Lynch referred the BOS to a Disclosure Statement required by Chapter 7-A of Act 44 of 2009 - Municipal Pension Plan Funding Standard and Recovery Act. The Disclosure Statement covers the administrative, actuarial, investment and advisory services which are provided to the Township for its non-uniform employee pension plan through the PSATS Pension Trust, Summit Financial Corporation and Nationwide. This is an annual update requirement.

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to accept the PSATS Pennsylvania Municipalities Pension Trust Disclosure Form as recommended and advised by PSATS for the Township Non-Uniform Employee Pension Plan for 2016.

The Disclosure Form will be posted on the Township web site.

G. BOS Liaison 2016 Assignments

On motion of Mr. Snook, seconded by Dr. Egan, the Board of Supervisors voted unanimously to maintain the same Board Liaison assignments for 2016, as follows:

Planning Commission	Pompo
Zoning Hearing Board	Pompo
Historical Commission & HARB	Egan
Parks & Recreation Board	Snook
Trails Sub-Committee of P&R	Snook
Traffic Committee	Pompo
EAC	Snook
Agricultural Area Advisory Committee	Egan
BVSBC	Egan
Strode Barn Study Committee	defer to Twp Mgr at this time
Staff	Pompo (BOS Chair)

**OTHER BUSINESS:**

None at this time.

**PUBLIC COMMENT –**

None offered / received at this time.

Twp Mgr Lynch confirmed the 01-07-16 BOS Regular Work Session would be cancelled with the next meetings of the Board of Supervisors scheduled for Tuesday, January 12, 2016.

**Executive Session** (at discretion of Chair) –

None at this time.

**MEETING ADJOURNMENT:**

The Board of Supervisors, on motion of Mr. Snook and seconded by Dr. Egan, adjourned the meeting at approximately 06:33 P.M.

Michael P. Lynch,  
Township Secretary

*Secretary's Note: Second Class Township Code – Organization Meeting first Monday in January of each year but if the first Monday is a legal holiday the meeting shall be held the following day.*