

WORK SESSION:

The Board of Supervisors (BOS) of East Bradford Township (Township), Chester County, PA held a work session February 04, 2016 in the McCardle Meeting Room of the Township Administration Building, 666 Copeland School Road, West Chester, and Chester County, PA 19380-1822.

Public Notice of the 2016 East Bradford Township public meeting schedule was published in the Daily Local News 01-07-16.

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
Mark J. Lucas, Township Engineer
Brenden L. Beaumont CEO / Zoning Officer
John P. Carroll, Public Works Director

Staff / Professionals NOT in attendance:
Township Solicitor - Unruh, Turner, Burke & Frees

Also in attendance Advisory Boards and Commissions (ABC's):
None.

Other Residents / Citizens in attendance:
None.

The work session commenced at approximately 06:00 P.M.

**EAST BRADFORD TOWNSHIP BOARD OF SUPERVISORS
Thursday, February 04, 2016, 06:00 P.M. AGENDA**

Upcoming Meeting Schedule:

February 04, 2016, Thursday	06:00 P.M. - BOS regular work session
February 09, 2016; Tuesday	06:00 P.M. - BOS pre-reg work session
February 09, 2016; Tuesday	07:00 P.M. - BOS regular meeting
	- PH – Susquehanna Municipal Trust Worker Comp 07:00 P.M.(Ord #01-2016)
March 03, 2016, Thursday	06:00 P.M. - BOS regular work session
March 08, 2016; Tuesday	06:00 P.M. - BOS pre-reg work session
March 08, 2016; Tuesday	07:00 P.M. - BOS regular meeting
	- PM – TMDL Plan Strategy 07:00 P.M.
	- PH – Toll Bros., 07:30 P.M.(# 04)

Public Comment: *Discretion of BOS*
None offered or received at this time.

Executive Session: *Discretion of BOS -- Real Estate / Legal / Personnel*
The Board of Supervisors did not convene an Executive Session during this work session.

Priority / Action Items: *None at this time*

Presentations Briefings: *None at this time*

Discussion / Briefing Items:

A. Organization – February Report
1. Organization – a. EAC vacancy (*Charles Myhre 01-27-16/ current term to 12-31-17*); b. ZHB 2nd Alt; c. BVSBBC rep
Twp Mgr Lynch updated the BOS on several open vacancies.

B. Township Staff / Admin Operations / Services February Report
1. Recycling Performance Grant – WCACOG / Hough Associates

Twp Staff updated the BOS on the status of a service proposal review for consideration to engage a third party (Hough Associates) to prepare the annual Act 904 Recycling Performance (DEP) Grant with the representation from Hough Associates that 'new' grant monies can be located through their grant application approach and demonstrated record of success with municipalities primarily in Montgomery County. This third party service is recognized (but not endorsed per se) by both the Chester County Recycling Coordinator and the DEP Recycling Coordinator for Chester and Montgomery Counties. Upon discussion Vice Chair Egan suggested a 'wait and see' approach by the Township for 2016 pending the experience of several other WCACOG municipalities who have decided to engage Hough Associates this year. Chair Pompo concurred. Mr. Pompo suggested that Supervisor Snook be advised of this discussion and that the matter be continued to the next agenda with the BOS if Mr. Snook had a different perspective.

2. IT Services – proposal review / recommendation

Asst Mgr Cantlin reviewed the results of an extensive consultant review for IT services – 10 firms submitted proposals and were interviewed and evaluated during the past 5 months. Ms. Cantlin, in consort with current IT consultant Robert Iannelli, identified three (3) firms deemed most qualified – SSI, Stratix, and Premier. The recommendation is to engage the IT firm of Premier (located in Southampton, PA, 14 employees, 200 clients).

On motion of Dr. Egan, seconded by Mr. Pompo, the Board of Supervisors voted 2-0 to accept the Staff recommendation to accept the proposal and engage the IT firm of Premier for 2016 at a monthly cost of \$940.

3. Sewer System – AUS Original Cost Study 12-31-15 Draft Report

The BOS acknowledged receipt of a draft Original Cost Study & Depreciated Original Cost at December 31, 2015, prepared by AUS Consultants for the Township. This report is the first of two studies commissioned by the Township to quantify, inventory, and assess the value and condition of the Township public sewer conveyance system.

Chair Pompo and Twp Eng Lucas offered several comments regarding the draft report which is subject to further review and revision.

The second study – Business Enterprise Valuation (Sewer Operations) – is in preparation by AUS and expected later in 2016.

4. Records Management – Records Disposal (*Resolution 08 - 2016*)

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 (# 08-2016) 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).

5. Susquehanna Municipal Trust – *Trust Agreement & Ordinance (PH 02-09-16)*

Twp Mgr Lynch reported the proposed ordinance has been duly advertised and is in proper form for public comment and BOS consideration to adopt at the Public Hearing 02-09-16.

C. **Planning / Land Developments** – February Report

1. SD# 632, Toll Bros. (Tigue Farm) – review status (*Conditional Use continued to 03-08-16 (PH #04) (07:30 P.M.)*)

Twp Staff updated the BOS on the progress of the reviews currently underway by the Planning Commission (lead ABC for the Application), Twp Engineer, Twp Zoning Officer, Historical Commission and Traffic Committee, WCFD and related Township consultants.

2. Comprehensive Plan Update – Draft Comprehensive Plan Update 2016 (01-28-16)

The BOS discussed the status of the plan update process including the draft and the schedule.

D. **Open Space, Parks & Trails** – February Report

1. Chapel Hill Trail Project

The BOS acknowledged, with appreciation, the recent decision of the Children's Country Week Board of Directors to fund a 50% share of the project. A pending PECO Green Region grant, if awarded, would ensure full funding of the trail improvement project and effective leverage of Township funds.

Chair Pompo, at this time, acknowledged the Township award of a PA DCNR Grant in the amount of \$84,000 toward the acquisition of the historic Strode Barn property and commended Asst Mgr Cantlin for successfully preparing and coordinating the grant process. Added together with the Chester County Grant award of \$102,000, successful grantsmanship for this project now has accounted for 86% of the acquisition cost (\$215,000).

E. Public Works – February Report

1. Public Works – update

Pb Wks Dir Carroll reviewed the effective winter maintenance operation response to the January 23 / 24 snow storm (24" +) and the positive resident feedback. The Township is in the process of documenting the storm costs for application to PEMA for potential reimbursements. Chair Pompo recommended and Vice Chair Egan concurred that Public Works employees be awarded a recognition day off for the excellent performance.

It was noted that the new Public Works building played a very positive and productive role in the storm operations for both equipment preparation and staging and employee use for meals and rest (during the 48 hour operation).

Mr. Carroll introduced the 2016 road paving program. Upon discussion it was agreed to defer authorization to advertise for bids pending further review of plans and coordination for road paving maintenance on Bradford Avenue with the Borough of West Chester.

F. Engineering – February Report

1. TMDL Strategy Plan – update (*PH 03-08-16 / Plan submission deadline 03-31-16*)

Twp Engineer Lucas updated the BOS on the draft plan. Township consultant Carroll Engineering has assisted Mr. Lucas in the preparation of this complex DEP regulated undertaking.

The draft plan is posted on the Township web site www.eatbradford.org for review during the next 30+ days in advance of a scheduled Public Meeting 03-08-16.

Mr. Lucas referred the BOS to a memorandum (02-04-16) of important points related to the TMDL (Total Maximum Daily (sediment) Load Strategy indicating East Bradford Township may be unique due to its land use pattern and extensive stream network which has implications for compliance remediation. A meeting with DEP officials is indicated to review the unique circumstances in the context of the program permit requirements and formula calculations.

Mr. Lucas reported the estimated consultant support costs for the plan preparation at \$15,000 (to date).

2. Ravine Road / Bridge – PADOT inspection report / recommendations

Twp Mgr Lynch reported a recent meeting with West Whiteland Township officials to discuss the road and bridge conditions. Ravine Road 'east' is owned and maintained by West Whiteland Township. At the meeting the respective township managers agreed to share information and jointly consider strategies for cooperation.

Upon discussion, the BOS agreed the Township (Public Works) should schedule the repair / replacement of the damaged bridge railing as indicated in the recent PADOT Bridge Inspection Report.

G. Codes & Enforcement – February Report

1. Codes Enforcement – update

CEO / ZO Beaumont referred the BOS to the 01-27-16 Code Enforcement Update Report which the BOS acknowledged receipt without comment at this time.

H. 2016 Codes & Amendments – February Report

1. Timber Harvesting – review draft ordinance language

On motion of Dr. Egan, seconded by Mr. Pompo, the Board of Supervisors voted 2-0 to authorize Township Staff to proceed with scheduling County Act 247 Review of the proposed ordinance and subsequently advertise Public Notice for a Public Hearing tentatively 04-12-16.

2. Emergency Communication Systems (Bi-directional Amplifiers) – Chester County Dept. Emergency Services recommendation

CEO Beaumont reported that a draft ordinance is in preparation for planned BOS review and comment at the 03-03-16 WS.

3. FEMA Floodplain revised regulations & ordinance amendments indicated
CEO Beaumont provided a brief update of anticipated revisions to the regulations on the schedule for later in 2016.

4. Cable Franchise Agreements

Twp Mgr Lynch discussed a recent conference with the Cohen Law Group (Pittsburgh, PA) regarding offered / potential services of interest to the Township related to the current cable franchise agreements (Comcast and Verizon).

Upon discussion, it was agreed that based upon the current contractual terms of the (2) agreements there was no immediate need to engage the law firm at this time.

I. Parks & Recreation Board – February Report

1. 2016 Agenda

Twp Mgr Lynch reported on the January 'organization' meeting of the Parks & Recreation Board and with regard to recommendations offered by the Twp Mgr to the P & R Board 2016 agenda which was acknowledged by the BOS.

2. Bicycle "Pump Track"

Twp Mgr Lynch reported that the interested parties attended the January meeting with a focus on identifying a name for the facility. The name, "Brandywine Bike Park" has been suggested.

Chair Pompo and Vice Chair Egan indicated that the name should reflect East Bradford unless there is substantive contribution from other neighboring municipalities.

The parties are interested to declare a name as part of the process to establish a 501 3.c. Not-for-Profit IRS designation.

The BOS agreed to discuss this item further at the 02-09-16 Pre-Reg Mtg WS when all Supervisors are present.

J. Environmental Advisory Council - February Report

1. 2016 Agenda

Twp Mgr Lynch reported on the January 'organization' meeting of the EAC and with regard to recommendations offered by the Twp Mgr to the EAC 2016 agenda which was acknowledged by the BOS.

2. Tree Planting 2016 Project

Twp Mgr Lynch reviewed a recommendation from the EAC to undertake another round of riparian tree plantings at Shaw's Bridge Park in 2016 in cooperation with The Brandywine Conservancy. The BOS expressed its support for the project.

On motion of Dr. Egan, seconded by Mr. Pompo, the Board of Supervisors voted 2-0 to approve a Landowner – Grantee Agreement in cooperation with The Brandywine Conservancy and participate in the Commonwealth Financing Authority Watershed Restoration and Protection Grant Program for tree planting at Shaw's Bridge Park.

K. Emergency Services February Report

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

The BOS acknowledged receipt of the February 01, 2016 Police Report.

2. Police Services – intergovernmental services

Twp Mgr Lynch reported that Ron Stern, Governor's Center for Local Government, is scheduled to attend the CCATO Spring Conference (03-10-16) for a program presentation on Police Consolidation.

Mr. Lynch indicated he would notify interested municipalities of this opportunity to continue the discussion of regional police services with neighboring municipalities.

L. Budget / Finance – February Report

1. Budget 2016 / 2017

The BOS discussed the administration and response to calls from interested residents regarding the 2016 Budget and property tax increase.

Twp Mgr Lynch reported communications with a number of residents and intention to continue to address residents' comments.

Other Items:

1. Chester County Art Association -

Twp Staff reported notification from CC Art Association of its intent to submit an amended land development plan. Twp Staff has undertaken some preliminary review.

The BOS requested an update on the status of related aspects of the plan pertaining to the proposed trail / connection public improvements along Hillsdale Road (ref: WCASD and Windon HOA).

The meeting ended at approximately 08:20 P.M.

Michael P. Lynch, Township Secretary

Next Regular WS: March 03, 2016

Next Ordinance: # 01-2016 (last #12-15 Ch. 42 Auto Protect Devices)

Next Resolution: # 09-2016 (last # 08-Records Disposition 02-04-16) (Sewer S-01-16; Open Space OS-01-16)