

**WORK SESSION:**

The Board of Supervisors (BOS) of East Bradford Township (Township), Chester County, PA held a work session March 03, 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., John D. Snook  
Supervisors not in attendance: Thomas A. Egan

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 06:12 P.M.

**EAST BRADFORD TOWNSHIP BOARD OF SUPERVISORS  
Thursday, March 03, 2016, 06:00 P.M. AGENDA**

**Upcoming Meeting Schedule:**

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)
April 07, 2016, Thursday	06:00 P.M. - BOS regular work session
April 12, 2016; Tuesday	06:00 P.M. - BOS pre-reg work session
April 12, 2016; Tuesday	07:00 P.M. - BOS regular meeting - PH – Toll Bros., 07:30 P.M. (# 05) - PH – Timber Harvesting Ordinance - PH – Emergency Radio Satellite Signal Booster Ordinance

**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. Planning / Land Developments – March Report**
  - 1. SD# 632, Toll Bros. (Tigue Farm) – review status (*next Conditional Use hearing (#04) 03-08-16, 07:30 PM*)  
Asst Mgr Cantlin reported that review and comments have been completed and packaged for the BOS and Applicant for consideration. Ms. Cantlin indicated Toll Bros. planned to discuss the plan revisions since the last hearing and present traffic planning / engineering information at the 03-08-16 hearing.
  - 2. SD# 629, Nastase – time extension (current clock to 03-12-16 / new clock to 06-10-16)  
The Planning Commission (02-23-16) upon receipt of a letter from the Applicant requesting a 90 day time extension, the Commission recommended approval of the extension.

On motion of Mr. Snook, seconded by Mr. Pompo, the Board of Supervisors voted 2-0 to accept the recommendation of the Planning Commission and grant the request of the Applicant for a 90 day time extension for SD# 629, Nastase to 06-10-16.

### 3. Comprehensive Plan Update

The Task Force's most recent meeting (03-02-16) focused on draft revisions to the corridor strategies and an energy policy planning component to the Plan Update.

The next Task Force meeting is scheduled for 03-30-16.

The scheduled target for the plan adoption is 06-14-16.

## B. Open Space, Parks & Trails – March Report

### 1. Starr Farm Park Farming Lease

Asst Mgr Cantlin reported the current farm lease expires at the end of March and requested BOS consideration to continue farming the property and authorize advertisement of Public Notice to solicit bids. The proposed term is one (1) year which allows the Township flexibility compared to a longer lease term that might constrain (presently unknown) Township plans for improvement to this approximate 20 acre open space currently improved with a small parking lot and field trail.

On motion of Mr. Snook, seconded by Mr. Pompo, the Board of Supervisors voted 2-0 to authorize Public Notice advertisement for sealed bids for a farming lease of the Starr Farm Park (southeast intersection of Harmony Hill and Skelp Level Roads). Bid review and award tentatively is scheduled for 04-12-16.

### 2. Strode Barn property – stewardship assessment proposal

Asst Mgr Cantlin referred the BOS to a Natural Lands Trust (NLT) Natural Land Areas Stewardship Report Plan Proposal (02-05-16) for the 6.9 acre Strode Barn Township-owned property. The scope of work is itemized in the proposal including site review of existing conditions and preparation of the report document. The proposed cost is \$3,590.

Upon discussion, the BOS agreed that due to the unique nature of this 'open space' that includes both a historic resource (currently in preservation review and planning) and setting in a historic landscape (Battle of the Brandywine), that NLT be requested to provide a revised proposal to consider these important elements.

### 3. 'Wilson' Trail

Asst Mgr Cantlin referred the BOS to a 02-23-16 Memorandum that considers options to effect a through-trail to Bradford Avenue from Sconnelltown Road. The review includes a title search and explanation of the authority available under the Second Class Township Code and steps to accomplish the process. An available option provides for the property owners to initiate a petition to the Township to take ownership of the currently private road.

The Township, as another option, also could initiate the process to open the road to public access.

Upon discussion, the BOS agreed Staff continue to investigate the ownership conditions of the properties under consideration.

## C. Public Works – March Report

### 1. 2016 Road Maintenance Program – update / authorize public bid notice

Pb Wks Director Carroll updated the BOS on the proposed and revised 2016 Road Maintenance Program including a recent meeting with PADOT District 6-0 Municipal Services representatives to ensure a proper and effective bidding process and PADOT Project Approval clearance. For 2016, Public Works plans to perform the scheduled paving using any materials and labor type contract whereby the Township purchases the materials (saving 6% sales tax). Township roads scheduled for pavement resurfacing in 2016 now include Highland Road (remaining section), Hillsdale Road (entire), Chandlee Drive, Jordon Circle; Connection Drive, Highland Farm Road, and Highview Circle.

Twp Mgr Lynch reported that a recent meeting with the Borough of West Chester regarding Bradford Avenue and coordinated maintenance improvements did not result in an effective plan for 2016. The Borough was unable to commit to funding for maintenance paving in 2016. However, Aqua PA is scheduled to undertake infrastructure work along Bradford Avenue this year which will result in some pavement restoration that could improve some portions of the jointly-owned sections of Bradford Avenue between Strasburg Road and Price Street.

Chair Pompo requested a memorandum be prepared for the BOS to consider for continued outreach

planning and coordination with the Borough of West Chester.

Mr. Carroll requested BOS consideration to advertiser public notice for bids.

On motion of Mr. Snook, seconded by Mr. Pompo, the Board of Supervisors voted 2-0 to accept and authorize the recommendation of the Public Works Director to advertise public notice for sealed bids for Pavement Marking, Fuel, and Road Resurfacing, as specified in the bidding / contract documents. Award of bids to be considered at the 04-12-16 BOS Regular Meeting.

**2. PEMA/FEMA Winter Storm Emergency Reimbursements**

Pb Wks Director Carroll updated the BOS on the status of the process. The Township submitted reimbursements requests to PEMA totaling \$47,000.

**D. Engineering – March Report**

**1. 2016 Stormwater Projects – schedule update**

Twp Engineer Lucas updated the BOS on planned storm drainage projects in 2016 including Springwood Drive and Shadowwood Drive. Pb Wks Director Carroll indicated the Shadowwood Drive project is targeted for completion in July while the Springwood Drive project is targeted for September.

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

The public meeting has been duly advertised. Twp Engineer Lucas prepared a brief TMDL Plan Summary for distribution on 03-08-16. Mr. Lucas indicated plans to present a short summary of the Plan using two (2) key maps from the report for the Public Meeting (03-08-16).

**E. Codes & Enforcement – March Report**

**1. Codes Enforcement – update**

CEO / ZO Beaumont referred the BOS to the 02-26-16 Code Enforcement Update Report which the BOS acknowledged receipt without comment at this time.

**F. 2016 Codes & Amendments – March Report**

**1. Emergency Communication Systems (Bi-directional Amplifiers / CC DES recommends) – update**  
Chair Pompo offered comment on the draft ordinance and requested Mr. Beaumont to verify whether Section 44.5 A. - Acceptance Test Procedures - minimum two-way radio coverage percentage is accurate (90% vs. 95%).

This item will be discussed next at the 03-08-16 Pre-reg mtg Work Session.

**2. Timber Harvesting – Update (PH 04-12-16)**

CEO Beaumont reported the draft ordinance has been submitted to Chester County Planning Commission for required Act 247 review and comment.

Mr. Snook provided a number of comments and suggested revisions to the draft.

This item will be discussed next at the 03-08-16 Pre-reg mtg Work Session.

**G. Township Staff / Admin Operations / Services – March Report**

**1. Sewer System – AUS (OCS and BEV) update**

Twp Mgr Lynch reported the draft reports are in final stages of completion.

Chair Pompo indicated upon acceptance by the Township of the (2) reports, next-step planning will need to be identified by Staff for consideration by the BOS.

**2. Records Management – Records Disposal (Resolution 09 - 2016)**

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 2-0 to adopt a Township Resolution (# 09-2016) 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).

**3. Staff Transitional Planning – next update 04-07-16 WS**

Twp Mgr Lynch reported Staff is working on transition planning for the Codes Department and an update will be presented at the April meeting for requested BOS input.

#### 4. Logo

Asst Mgr Cantlin shared a sampling of color combinations for the updated Township logo which were acceptable to use at the discretion of Staff for the Township web site or other application (letterhead, business cards...).

#### H. Environmental Advisory Council - March Report

##### 1. EAB Project – update

Twp Mgr Lynch reported that the EAC and Staff have been working to establish an intern relationship agreement with WCU to utilize the services of a graduate student. A proposal, inclusive of a scope of services, is in final draft form which will serve as the foundation for the agreement.

Mr. Lynch reported that the WCU Center for Community Solutions is assisting the Township in this effort which could result in additional student resources to accomplish aspects of the project including field survey assessments.

#### I. Emergency Services March Report

##### 1. WCPD for EBT - monthly briefing / report (*current Agreement expires 12-31-2017*)

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

##### 2. Police Services – Intergovernmental services (CCATO 03-10-16 presentation)

#### J. Budget / Finance – March Report

##### 1. Budget 2016 / 2017

Twp Mgr Lynch reported the 2015 Audit has been completed and submitted, as required, to the PA Department of Community and Economic Development.

Mr. Lynch reported receiving and responding to inquiries from Township residents regarding the 2016 Budget and the property tax increase.

#### K. Organization – March Report

##### 1. Community Campus Coalition – seeking an East Bradford Township representative

The Community Campus Coalition, at the invitation of Chair Mayor Carolyn Comitta, is seeking an East Bradford Township resident to join the group. The Coalition is tasked with working together to reduce alcohol-related incidents and improve public education and quality of life in our West Chester University 'campus community'.

Upon discussion, the BOS suggested the Township reach out to the East Bradford community through the Township web site and announcements at upcoming public meetings to identify an interested resident.

#### Other Items:

##### 1. FEMA – National Flood Insurance Program (NFIP)

Chair Pompo referred Staff to a FEMA letter (02-24-16) indicating steps each municipality should undertake in the months ahead to ensure continued participation in the National Flood Insurance Program (NFIP) including a high quality Flood Insurance Rate Map (FIRM) for the Township.

Upon inquiry, Zoning Officer Beaumont stated that he is aware of the FEMA notice to undertake planning updates and is actively underway in consort with Twp Engineer Lucas to address the indicated actions by FEMA.

This item will be added to upcoming meeting agendas to keep the BOS informed and engaged on the progress of this effort.

##### 2. Brandywine Farm – (north) subdivision / (south) – park improvements

This item to be added to the Pre-reg mtg Work Session (03-08-16) Agenda.

The meeting ended at approximately 07:25 P.M.

Michael P. Lynch, Township Secretary

Next Regular WS: April 07, 2016

Next Ordinance: # 02-2016 (last #01-2016 – Intergovernmental Agreement SMT / WC)

Next Resolution: # 10-2016 (last # 09–Records Disposition 03-03-16) (Sewer S-01-16; Open Space OS-01-16)