

East Bradford Township Board of Supervisors Organization Meeting Minutes January 3, 2022

The East Bradford Township Board of Supervisors (BOS) held the annual organization meeting at 7:00 p.m. on January 3, 2022. The meeting was held in the East Bradford Township McCardle Meeting Room, 676 Copeland School Road, West Chester, PA, 19380. A public notice was published in the Daily Local News on December 27, 2021. The agenda was posted on the Township website and at the Township building on December 29, 2021. Copies of the agenda were available for attendees.

Board members present:

John Snook, Chair
J. Patrick Davis, Member
Bruce W. Lavery, Vice Chair

Board members absent: None

Staff/Professionals present:

Peggy Lennon, Director of Finance

Staff/Professionals absent:

Randy Behmke, Director of Public Works
Andrea Campisi, Director of Planning and Zoning/Codes Enforcement Officer
Mandie Cantlin, Township Manager/ Secretary
Mark Lucas, P.E., Township Engineer
Rich Phifer, Property and Recreation Director

Others in attendance:

No guests were present

CALL TO ORDER: The meeting was called to order at 7:00 p.m. by John Snook.

PUBLIC COMMENT: None.

ORGANIZATION

1. **RECOGNIZE NEWLY ELECTED OFFICIALS / OATH OF OFFICE** – The Supervisors acknowledged the following newly elected (or reelected) officials. Mr. Lavery was sworn in by the Honorable Bret M. Binder in advance of the meeting. Ms. Lennon reported that Mr. VanderWaal and Mr. Riedinger signed their oaths of office on December 28, 2021 and December 30, 2021, respectively.
 - a. Board of Supervisors – Bruce W. Lavery, elected in 2021 to a six-year term (to December 31, 2027)
 - b. Board of Auditors – James VanderWaal, elected in 2021 to a six-year term (to December 31, 2027)
 - c. Tax Collector – Scott Riedinger, elected in 2021 to a four-year term (to December 31, 2025)
 - d. Township Constable (Non-certified) – Eric Ruggeri, elected in 2021 to a six-year term (to December 31, 2027)

2. **ORGANIZE BOARD OF SUPERVISORS**
 - a. **Temporary Chair.** Mr. Snook made a motion to appoint Peggy Lennon as Temporary Chair for the purpose of taking nominations for Chair. Mr. Davis seconded the motion. There was no discussion and no public comment and the motion passed unanimously.
 - b. **Chair.** Ms. Lennon asked for nominations for Chair. Mr. Davis made a motion to appoint Mr. Snook as Chair. Mr. Lavery seconded the motion. There was no discussion and no public comment and the motion passed unanimously.
 - c. **Vice Chair.** Mr. Davis made a motion to appoint Mr. Lavery as Vice Chair. Mr. Snook seconded the motion. There was no discussion and no public comment and the motion passed unanimously.

3. APPOINT TOWNSHIP OFFICIALS – Mr. Snook made a motion to appoint/reappoint the following officials for one-year terms:

- a. Randy Behmke as **Public Works Director**
- b. Andrea Campisi as **Director of Planning and Zoning / Codes Enforcement Officer**
- c. Mandie Cantlin as **Township Manager / Secretary / Open Records Officer**
- d. Peggy Lennon as **Director of Finance / Township Treasurer / Bond Compliance Officer**
- e. Mark Lucas as **Township Engineer**
- f. Rich Phifer as **Director of Property and Recreation**
- g. Chester County (Office of the Treasurer) and Peggy Lennon as **Township Deputy Tax Collectors**
- h. Peggy Lennon as **Tax Collection District Committee Delegate** and Mandie Cantlin as **Alternate**

Mr. Lavery seconded the motion. There was no discussion and no public comment. The motion passed unanimously.

4. AUTHORIZE BOND LIMITS – Mr. Davis made a motion to maintain and set the Township Manager Bond at \$100,000 for 2022 and to set the Treasurer Bond in the amount of \$9,000,000 for 2022, consistent with Article VII, Section 702 of the Second Class Township Code. Mr. Snook seconded the motion. Ms. Lennon noted that the amount of the Treasurer bond was increased from \$5,000,000 to \$9,000,000 to equal the largest amount of funds on hand at any one time. There was no discussion and no public comment. The motion passed unanimously.

5. APPOINT PROFESSIONAL CONSULTANTS – Mr. Snook made a motion to reappoint the following professional consultants:

a. Independent Auditor	Mingis, Gutowski & Company	Fixed at \$10,000/year for 2021, 2022, and 2023
b. General Engineering Support / Wastewater Engineering	Carroll Engineering	\$97-\$157/hour (engineer rates only) (5% increase)
c. Traffic Engineering	Gilmore & Associates	\$80-\$175/hour (5% increase)
d. Sewer System Preventive Maintenance and Repair	TBD	TBD
e. Landscape Design / Land Planning	Thomas Comitta Associates	\$80-\$180/hour (no increase)
f. Lighting Design	C. Stanley Stubbe	\$60/hour (no increase)
g. Environmental Planning	Habitat by Design	\$55-\$210/hour (3% increase)
h. Building Codes Official / Building Inspection / Codes Enforcement Support	Keystone Municipal Services, Inc.	\$75/hour (new proposal)
i. Fire Marshal / Stormwater and Erosion and Sediment Pollution Control Inspection Services	Richard Hicks	\$75/hour (new proposal)
j. Township Legal Counsel	Unruh Turner Burke & Frees	\$190-\$205/hour (no increase)
k. Planning Commission Special Counsel	Gibbel Kraybill & Hess LLP	\$200/hour (3% increase)
l. Zoning Hearing Board Counsel	Buckley, Brion, McGuire, & Morris LLP	\$80-\$205/hour (no increase)

Ms. Lennon noted that the Township has not received a response from KBX with regards to sewer system preventative maintenance and repair. Mr. Lucas is investigating other options.

Mr. Davis seconded the motion. There was no discussion and no public comment. The motion passed unanimously.

6. APPOINT BOARD AND COMMISSION MEMBERS

Mr. Snook made a motion to appoint/reappoint the following volunteers as noted below:

- a. Joseph Armstrong, Mark Bedwell, Bea Duffy, Betsey Mehl, and John Snook to the **Agriculture Security Area Advisory Committee** for one-year terms.
- b. Jim Haigney to the **Brandywine Valley Scenic Byway Commission** for a one-year term.
- c. April Locke as **Community (WCU) Campus Coalition** representative for a one-year term.
- d. William Ronayne as **Emergency Management Coordinator** for a one-year term.
- e. Brook Davis and Maura Sheehan to the **Environmental Advisory Council** for three-year terms.
- f. Keystone Municipal Services (c/o Nick Vendetta) to the **Historical Architectural Review Board** for a five-year term. (Keystone is replacing Richard Hicks as the Building Code Official.)
- g. Tony Biacchi and Wes Thomas to the **Planning Commission** for four-year terms.
- h. Ken Cavanaugh, Andrew DeFonzo, Charles Myhre, Jr., Ed Nathan, Michele Porco (West Chester Area School District Transportation Manager), and the West Chester Police Department (representative) to the **Traffic Committee** for one-year terms.
- i. Sheila Fleming, Maria Kenny, Betsey Mehl, Andrew Schaum, Jacob Singer, John Spangler, and Jim Wakefield to the **Trails Committee** for one-year terms.
- j. Thomas Egan to the **Vacancy Board** for a one-year term.
- k. Bruce Laverty as **West Chester Area Council of Government** representative for a one-year term (with other Board members filling in as needed).
- l. Al Gollatz and Andrew Schaum to the **Zoning Hearing Board** for three-year terms.

In summary, the appointments listed above result in the following vacancies:

- a. Brandywine Valley Scenic Byway Commission (1)
- b. Environmental Advisory Council (1)
- c. Historical Architectural Review Board (1)
- d. Historical Commission (2)
- e. Parks & Recreation Board (1)
- f. Traffic Committee (1)
- g. Trails Committee (2)

Mr. Laverty seconded the motion. There was no discussion and no public comment. The motion passed unanimously.

The Board noted the existence of the **Art Scholarship Committee**, which consists of Kathryn Deaville, Barbie Johnson, Maryeileen Perri and Terri Morse. There is no term associated with this membership.

7. BOS LIAISON ASSIGNMENTS – Mr. Davis made a motion to recognize the following liaison roles for 2022:

- a. Planning Commission – John Snook
- b. Historical Commission – Patrick Davis
- c. Environmental Advisory Council – John Snook
- d. Parks and Recreation Board – Patrick Davis
- e. Trails Committee – John Snook
- f. Traffic Committee – Bruce Laverty
- g. Zoning Hearing Board – Bruce Laverty

Mr. Snook seconded the motion. There was no discussion and no public comment. The motion passed unanimously.

8. RATIFY DEPOSITORIES FOR TOWNSHIP FUNDS – Mr. Davis made a motion to continue to use BB&T/Truist, Malvern Bank, Fulton Bank, and PLGIT (Pennsylvania Local Government Investment Trust) for banking and investment. Mr. Laverty seconded the motion. There was no discussion and no public comment. The motion passed unanimously.

9. AFFIRM MONTHLY BOARD OF SUPERVISORS MEETINGS – Mr. Snook made a motion to establish the following meeting schedule for 2022 (commencing in February):

- a. First Tuesday of each month at 6:30 p.m. – Work session
- b. Second Tuesday of each month at 6:30 p.m. – Work session
- c. Second Tuesday of each month at 7:30 p.m. – Regular meeting
- d. Executive sessions will typically be scheduled in advance of the 6:30 meetings

The schedule for January is:

- a. January 3, 2022 at 7:00 p.m. – Organization meeting and work session
- b. January 11, 2022 at 6:30 p.m. – Work session
- c. January 11, 2022 at 7:30 p.m. – Regular meeting

Mr. Davis seconded the motion. There was no discussion and no public comment. The motion passed unanimously.

10. NEWSPAPER(S) TO PUBLISH LEGAL NOTICES – Mr. Snook made a motion to continue to use the Daily Local News (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 2022. Mr. Davis seconded the motion. There was no discussion and no public comment. The motion passed unanimously.

11. CONFIRM STAFF HOLIDAYS – The Board unanimously agreed to confirm the following holidays for 2022:

- a. Presidents Day (February 21, 2022)
- b. Good Friday (April 15, 2022)
- c. Memorial Day (May 30, 2022)
- d. Independence Day (July 4, 2022)
- e. Labor Day (September 5, 2022)
- f. Thanksgiving Day (November 24, 2022)
- g. Thanksgiving Friday (November 25, 2022)
- h. Christmas Eve (Observed December 23, 2022)
- i. Christmas Day (Observed December 26, 2022)
- j. New Year's Day (Observed January 2, 2023)
- k. Floating Day (a floating day was added to the 2022 schedule due to the way the Christmas and New Years holidays fell in 2021)

There was some discussion about Martin Luther King Day and Juneteenth, and the Board noted that they may revisit this list at a later date.

12. CONFIRM SALARIES AND WAGES FOR 2022 – Mr. Davis noted that the previous Board of Supervisors confirmed the staff salaries and wages for 2022 as part of approving the 2022 Budget during the December 14, 2021 meeting.

13. CERTIFY DELEGATES TO THE PSATS ANNUAL CONVENTION – Mr. Snook made a motion to certify John Snook and Bruce Laverty as Township delegates to the 2022 PSATS Convention. Mr. Laverty seconded the motion. There was no discussion and no public comment. The motion passed unanimously.

14. RESOLUTIONS – Mr. Davis made a motion to adopt the following resolutions:

- a. Resolution 01-2022, which readopts the Emergency Management Plan for 2021 (no changes).
- b. Resolution 02-2022, which describes the emergency service providers and first response boundaries for the Township in 2022.
- c. Resolution 03-2022 to ensure compliance with Act 247, The Municipalities Planning Code, which indicates that ZHB members are to be appointed by the governing body by resolution.
- d. Resolution 04-2022, the Township Fee Schedule.

Mr. Snook seconded the motion. There was no discussion and no public comment. The motion passed unanimously.

NEXT MEETINGS / ANNOUNCEMENTS: The next meetings of the Board of Supervisors are scheduled for January 11, 2022 at 6:30 p.m. (work session), and January 11, 2022 at 7:30 p.m. (regular meeting)

EXECUTIVE SESSION: None.

ADJOURNMENT / CONTINUANCE: At approximately 7:25 p.m. the Board unanimously agreed to adjourn the meeting.

Peggy Lennon
Acting Secretary