

## **East Bradford Township Board of Supervisors Work Session Meeting Minutes February 8, 2022**

The February work session meeting of the East Bradford Board of Supervisors was held on February 8, 2022, at 6:30 p.m. 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 January 14, 2022. The agenda was posted on the Township website and at the Township building on February 4, 2022. Copies of the agenda were available for attendees.

Board members present:

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

Board members absent: None

Staff/Professionals present:

Mandie Cantlin, Township Manager/Secretary  
Rich Phifer, Property and Recreation Director

Staff/Professionals absent:

Randy Behmke, Director of Public Works  
Andrea Campisi, Director of Planning and Zoning/Codes Enforcement Officer  
Peggy Lennon, Director of Finance  
Mark Lucas, P.E., Township Engineer

One guest was in attendance.

**CALL TO ORDER:** The meeting was called to order at 6:35 p.m. by Chair Snook.

**PUBLIC COMMENT:** None.

### **BUSINESS**

1. Organization Follow-ups – Historic Architectural Review Board (HARB) candidate, R. Stewart Gross, was in attendance. Mr. Gross talked about his West Chester roots and his family's long-time involvement in real estate (particularly historic real estate). The Board confirmed their motion from last week, which was to appoint Tom Russo and Stewart Gross to the HARB.
2. Open Burning and Traffic Ordinance – Ms. Cantlin distributed a draft ordinance that is intended to accomplish three objectives:
  - i. Incorporate the Environmental Advisory Board's recommendation to expand open burning prohibitions during Red Flag Warnings.
  - ii. Prohibit parking along the deceleration lane for Tacie Lynn Drive on southbound Route 52 to address resident complaints.
  - iii. Restrict trucks on Skelp Level Road, consistent with Gilmore's study and the Traffic Committee's recommendation.

Mr. Davis made a motion to authorize advertisement of the draft ordinance. Mr. Lavery seconded the motion. There was no discussion and no public comment. The motion passed unanimously.

3. COVID Policy – Ms. Cantlin discussed the most recent draft of the policy with the staff earlier in the week. She conveyed some of the staff's concerns to the Board, which include unclear implications, the open-ended duration, and a concern about what could evolve from this policy. Board members voiced their frustration with people's general aversion to the vaccine, but ultimately directed the Township Manager to prepare another revision to the policy for consideration.
4. Meeting Room Technology – Ms. Cantlin distributed an updated breakdown of the meeting room IT options. The Board reviewed the proposals and agreed that they wanted a TV screen in the main meeting room (as opposed to the projector) and a cart solution for the rear room (as opposed to a built-in solution). Mr. Davis made a motion to award the project to New Era for approximately \$60,000. Mr. Lavery seconded the motion. There was no further discussion and no public comment. The motion passed unanimously. Ms. Cantlin noted that the Township plans to use ARP funding for this project.
5. Highland Road Bridge – Carroll Engineering exceeded the original engineering budget for this work by \$1,859.82. The contractor submitted an alternative design for the tieback anchors, which required additional construction administration, inspection, and shop drawing review. The original contract price was \$85,500; the increase brings this amount up to \$87,359.82. Mr. Davis made a motion to authorize the additional payment of \$1,859.82 to Carroll Engineering for this project. Mr. Snook seconded the motion. There was no discussion and no public comment. The motion passed unanimously.
6. CivicRec Website – Mr. Phifer asked the Board to consider expanding the Township's scope with CivicPlus (website design firm) to include CivicRec, which provides specific functionality for recreation management. The capabilities of this platform will help the Township to streamline and automate functions such as field permitting, pavilion scheduling, and event registration. The cost of the solution would be about \$12,388-\$15,538 (depending on GIS integration tasks) with an annual reoccurring cost of \$6,300. Given the broadened application, ARP funding could be used for this purpose. Mr. Lavery made a motion to approve the expansion of the scope of work to include the CivicRec solution. Mr. Davis seconded the motion. There was no further discussion and no public comment. The motion passed unanimously.

**ITEMS NOT ON THE AGENDA:** None.

**PUBLIC COMMENT:** None.

**EXECUTIVE SESSION:** None.

**NEXT MEETINGS:** The next meetings of the Board of Supervisors are scheduled for:

- February 8, 2022 at 7:30 pm (regular meeting)
- March 1, 2022 at 6:30 pm (work session)
- March 8, 2022 at 6:30 pm (work session)
- March 8, 2022 at 7:30 pm (regular meeting)

**ADJOURNMENT / CONTINUANCE:** At approximately 7:30 p.m. the Board agreed to adjourn the meeting.

Mandie Cantlin, Secretary