

East Bradford Township Board of Supervisors Meeting Minutes July 6, 2023

The July meeting of the East Bradford Township Board of Supervisors (BOS) was held on July 6, 2023, 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 December 23, 2022. The agenda was posted on the Township website and at the Township building on July 3, 2023. Copies of the agenda were available for attendees.

Board members present:

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

Board members absent: None

Staff/Professionals present:

Andrea Campisi, Director of Planning and Zoning/Zoning Officer
Mandie Cantlin, Township Manager/Secretary
Peggy Lennon, Director of Finance
Rich Phifer, Property and Recreation Director

Staff/Professionals absent:

Randy Behmke, Director of Public Works
Mark Lucas, P.E., Township Engineer

Others in attendance:

Approximately eight guests were present.

CALL TO ORDER: The meeting was called to order at 6:30 p.m. by Chair Laverty.

PUBLIC COMMENT: Robert Tucker and Bird Milliken were in attendance to express concerns about stormwater runoff, erosion, and flooding. The storms at the end of June were intense events that caused damage throughout the area. Discussion ensued on a variety of topics. Particularly heavy storm events exceed the capacity of drainage systems, resulting in damage to downhill properties. Further, older homes and roadways were established long before there were floodplain restrictions and stormwater management requirements. In response to comments and questions, Ms. Cantlin will ask Public Works to investigate the stone that was placed on Guthrie Road and any drainage project plans that the Township prepares are available for public review. While the Township is working on various drainage improvements on its roadways, private property owners may need to engage design professionals to manage stormwater and mitigate damage on their own property.

ANNOUNCEMENTS:

1. Summer Concert Series – East Bradford Park; every other Thursday evening; 7:00 p.m.:
 - a. July 13: Little Red Rooster Blues Band
 - b. July 20: West Chester Community Band
 - c. July 27: Slingshot
 - d. August 10: Flying Komorowski Brothers
 - e. August 24: One Alternative
2. Guided Nature Hikes:
 - a. July 15: Sugar's Bridge Nature Area; 9:00 a.m.
 - b. August 19: Paradise Valley Nature Area; 9:00 a.m.

PUBLIC HEARING: None.

CONSENT AGENDA: Mr. Snook made a motion to approve the consent agenda, consisting of:

1. Minutes from June 1, 2023 6:30 pm
2. Recognition of Executive Sessions: June 1, 2023 (enforcement and litigation)
3. Bills to Pay for July 2023

4. Financial Report for May 2023
5. Records Disposition Resolution: None

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

BUSINESS:

1. West Chester Library – Kelly Dungee and Victoria Dow were in attendance on behalf of the West Chester Library for their annual presentation to the Board. They thanked the Township for the increased contribution for 2023, noting that East Bradford has been supporting the West Chester Library for roughly 30 years. Mr. Davis encouraged the library to contact Finance Director Peggy Lennon concerning contribution requests for 2024 sooner rather than later.
2. SD #656 Rudloff (Hillsdale Road) – The applicant is seeking a time extension through August 31, 2023. Mr. Snook made a motion to grant the time extension request. Mr. Davis seconded the motion. There was no discussion and the motion passed unanimously.
3. Marshall CU Application #2 – The applicant is seeking a time extension through January 31, 2024. Mr. Davis made a motion to grant the time extension request. Mr. Snook seconded the motion. There was no discussion and the motion passed unanimously.
4. 1313 Bridge Road ZHB Application – The applicant is seeking a variance from Section 115-6 of the Code to construct a single-family dwelling and driveway on the property. The requested relief would allow the applicant to use a shared driveway to access the new home in lieu of providing separate and direct access to the street. Given that a shared driveway will help to reduce environmental impacts, Mr. Snook made a motion to support the application. Mr. Davis seconded the motion. There was no discussion and the motion passed unanimously.
5. 1060 Copeland School Road (HR#47) – The applicant, James Gwynn, was in attendance. He submitted a building permit application to install solar panels on the newly constructed detached garage on the property. During their meeting on June 20, 2023, the Historical Commission recommended approval of the application. Mr. Snook made a motion to approve the building permit application. Mr. Davis seconded the motion. There was no discussion and the motion passed unanimously.
6. Zoning Code Update Project – There was a brief discussion about the Brandywine Scenic River District Boundary and whether it needs to be reviewed and updated. Mr. Snook offered to review it since it was prepared as part of a Brandywine Conservancy project. It may make sense to take a closer look at the map next time the Open Space Plan is updated.
7. Chester County Art Association – Last month, Bob Perna attended the Board of Supervisors meeting on behalf of the Chester County Art Association (CCAA). In addition to the 3.2-acre property that is home to the CCAA facilities, the Association also owns a 2+ acre vacant property that is west of the facility on Hillsdale Road. For several years, the CCAA has been considering options for this property. They do not want to sell it for development but are rather hoping to use it in a way that can both enhance their mission and benefit the community. While they have not committed to a specific plan or vision, they anticipate some sort of public trail access. In order to clean up the property, remove invasive species, and construct some preliminary trails, the CCAA is seeking cooperation from the Township. Specifically, they want to use some of the Township's equipment to clear vegetations and build trails. During the June meeting, the Board expressed support for this approach and was open to using a memorandum of understanding (MOU) as a vehicle to memorialize this arrangement.

Mr. Phifer presented a draft MOU to the Board for consideration. The MOU has been reviewed and approved by the Township's solicitor and insurance agent. Mr. Snook made a motion to approve the MOU as drafted and to authorize Bruce Laverty to execute the document. Mr. Davis seconded the motion. There was no discussion and the motion passed unanimously.

8. Bike the Brandywine – The Brandywine Conservancy (BC) will be hosting its sixth Bike the Brandywine ride on September 23, 2023, to promote and support the work of the Conservancy and its Brandywine Creek Greenway initiative. The ride is an organized, fully supported bike ride that offers three loops (25, 45, and 62 miles) to riders that will start and finish at the Chadds Ford Historical Society site along Creek Road in Chadds Ford. The ride will take place between the hours of 7:00 am and 4:30 pm, with check-in opening at 6:30 am. The ride attracted

around 400 riders in 2022 and the BC expects that number to grow slightly in 2023 to around 500 riders. All routes pass through East Bradford Township via Creek Road, Route 842, Allerton Road, and Lucky Hill Road. The Conservancy has requested a letter from the Township confirming notification of the ride and indicating no objection to the use of state or Township roads within the municipality. The Board expressed support and will issue the requested letter.

9. Hunting Program for 2023-2024 – With Supervisor authorization, the Brandywine Valley Archery Club will return for the 2023-2024 archery deer season to hunt select East Bradford Township properties. Last season (2022-2023), club members harvested 42 deer, all but seven of which were females. Starr Farm Park accounted for half of the deer that were harvested (21). Mr. Snook made a motion to reauthorize the BVAC program for the 2023-2024 season. Mr. Davis seconded the motion. There was no discussion and the motion passed unanimously.
10. Park Signage – Earlier in the year, Mr. Snook expressed interest in reviewing the appearance and format of park signage. Mr. Phifer shared several concepts for consideration and discussion. The Board agreed that the signage should be consistent and should include the name of the park, reference to East Bradford Township, and the address. They also suggested that the letters be title case. Mr. Davis suggested that the address should be reflective, if possible. One of the samples utilized individual boards and routed letters, which the Township could do in house. Mr. Phifer will talk to Randy Behmke about preparing a sample for the Board to review.
11. Ravine Road Bridge – The Township is in receipt of a proposal from Carroll Engineering to design and oversee repairs to the Ravine Road Bridge. The proposal is based on several PennDOT inspections that have identified deficiencies. The estimated cost for engineering, design, and construction oversight is \$109,000. The Township has \$50,000 budgeted for this work in 2023. Mr. Snook made a motion to authorize the work outlined in the proposal and Mr. Davis seconded the motion. There was no discussion and the motion passed unanimously.
12. Jefferis Bridge – Eric Quinn was present on behalf of Chester County Facilities. The County attended the Historical Commission (HC) meeting in June to discuss the color for the to-be-refurbished Jefferis Bridge. In short, the County researched colors that would have been period appropriate with the time the bridge was created and found that black or gray would have been the standard colors. The sea foam green color that the bridge is today was en vogue around the time the bridge was placed at the current location. The County wants to paint the bridge gray (black would be problematic because it wouldn't show cracks, which is critical for their inspections). However, the HC would rather see the bridge remain green because that's what people are familiar with. The Supervisors concurred with the HC recommendation. Mr. Quinn will take this feedback back to the County. Ultimately, the County will make the final decision with regard to color.
13. Open Space Fund – During the 2023 budget discussions (October 2022), the Board briefly considered how to handle the Open Space Fund balance (e.g., whether to use it to pay down the debt or whether to preserve it for future transactions). At that time, there was discussion about scheduling a meeting with representatives from Stifel who acquired Boenning & Scattergood's public finance group. Earlier this year, Stifel prepared a debt map of the Township's current debt and several alternatives. After discussion, the Board agreed that a presentation from Stifel that focuses on the Township's debt would be beneficial. Ms. Cantlin and Ms. Lennon will schedule that presentation for a future meeting.
14. Office Hours for Public – There was discussion about shifting the public office hours to respond to staffing schedules and public service needs. Options included shifting the hours slightly earlier and/or reducing hours on Friday afternoons. The Board wants to ensure there are adequate opportunities for the public to access the Township office, but they are open to considering changes. Ms. Cantlin will generate a few options for Board consideration.
15. Fire and Police Agreements – Update
 - a. West Bradford Fire – Ms. Cantlin met with West Bradford representatives in May. West Bradford's initial ask in terms of an annual contribution is roughly \$74,350. Ms. Cantlin is still reviewing the contribution metrics.
 - b. West Chester Fire – The Borough is reviewing budget issues and plans to communicate with the partners in the next few weeks.

- c. West Chester Police – The Borough has approved the one-year extension. Mr. Snook made a motion to authorize advertisement of an ordinance approving a one-year extension. Mr. Davis seconded the motion. There was no discussion and the motion passed unanimously.

16. Laser Fiche – The Township is in receipt of a proposal to upgrade the Laser Fiche system. The upfront cost to upgrade would be about \$7,900. This will enable the staff to reduce hardware (standalone desktop and scanner) and integrate the Laser Fiche files so that they are accessible from individual workstations. This will be helpful from both workflow and space perspectives. The annual fee will be somewhat higher than our current annual payment. Mr. Davis made a motion to authorize the Laser Fiche upgrade. Mr. Snook seconded the motion. There was no discussion and the motion passed unanimously.

17. Front Office Position – The Township is preparing to recruit and hire for the front office position. The Board was in receipt of a proposal in the amount of \$2,500 from BHHC Consulting to assist with applicant screening. Mr. Davis made a motion to approve the BHHC proposal in the amount of \$2,500. Mr. Snook seconded the motion. There was no discussion and the motion passed unanimously.

ITEMS NOT ON THE AGENDA: None.

PUBLIC COMMENT: None.

NEXT MEETINGS:

- July 13, 2023 at 6:30 pm (tentative)
- August 3, 2023 at 6:30 pm (regular meeting)

EXECUTIVE SESSION: The Board met with staff in executive session from 8:15 p.m. to 8:45 p.m. to discuss litigation involving a property on Brandywine Avenue and personnel-related issues.

ADJOURNMENT / CONTINUANCE: At approximately 8:45 p.m., Mr. Davis made a motion to adjourn the meeting. Mr. Snook seconded the motion. There was no discussion and the motion passed unanimously.

Mandie Cantlin
Secretary