

## **East Bradford Township Board of Supervisors Regular Meeting Minutes August 9, 2022**

The August regular meeting of the East Bradford Township Board of Supervisors (BOS) was held on August 9, 2022, at 7:30 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 August 5, 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:

Andrea Campisi, Director of Planning and Zoning  
Mandie Cantlin, Township Manager/Secretary  
Peggy Lennon, Director of Finance  
Mark Lucas, P.E., Township Engineer  
Rich Phifer, Property and Recreation Director  
Edith Bradley, Intern

Staff/Professionals absent:

Randy Behmke, Director of Public Works

No guests were in attendance.

**CALL TO ORDER:** The meeting was called to order at 7:50 p.m. by Chair Snook.

**PUBLIC HEARING:** See following pages.

**PUBLIC COMMENT:** None.

### **ANNOUNCEMENTS:**

1. Parks and Recreation (<https://eastbradford.org/departments/parks-open-space-trails/events/>)
  - a. Summer Concert Series; East Bradford Park; 7 pm
    - i. August 11– MissBehavin’ Band
    - ii. August 25 – Slim and the Perkolators
  - b. Bike the Brandywine; Hosted by the Brandywine Conservancy; September 17; <https://www.brandywine.org/conservancy/bike-brandywine>
  - c. Paper Shredding Event – East Bradford Township; October 23

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

1. Minutes from:
  - a. July 12, 2022 6:30 pm (work session)
  - b. July 12, 2022 7:30 pm (regular meeting)

2. Recognition of Executive Sessions on:

- a. July 12, 2022 (real estate)
- b. July 19, 2022 (real estate)

3. Bills to Pay and Financial Report for July 2022

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

**BUSINESS**: None.

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

**PUBLIC COMMENT**: None.

**EXECUTIVE SESSION**: The Board met in executive session with staff from 7:55 p.m. to 8:15 p.m. to discuss litigation and personnel matters

**NEXT MEETINGS**: The Board agreed to cancel the September 6, 2022 work session. The next meetings of the Board of Supervisors are scheduled for:

- September 13, 2022 at 6:30 pm (work session)
- September 13, 2022 at 7:30 pm (regular meeting)

**ADJOURNMENT / CONTINUANCE**: At approximately 8:15 p.m., the Board unanimously agreed to adjourn the meeting and returned to the work session agenda.

Mandie Cantlin, Secretary

**East Bradford Township  
Board of Supervisors  
Hearing to Consider  
Amendments to Delinquent Account Collection Process  
August 9, 2022**

**CALL TO ORDER:** At approximately 7:50 p.m., Chair Snook convened a public hearing to consider an ordinance amending approving appointment of solicitor, interest assessment, and attorney fees and collection fees added to the amount collected as part of unpaid municipal claims for delinquent accounts. The hearing was advertised in the Daily Local News on July 26, 2022.

Board members present:

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

Board members absent: None

Staff/Professionals present:

Andrea Campisi, Director of Planning and Zoning  
Mandie Cantlin, Township Manager/Secretary  
Peggy Lennon, Director of Finance  
Mark Lucas, P.E., Township Engineer  
Rich Phifer, Property and Recreation Director  
Edith Bradley, Intern

Staff/Professionals absent:

Randy Behmke, Director of Public Works

No guests were in attendance.

The Consumer Financial Protection Bureau released new guidelines that became effective on November 30, 2021 that caused Portnoff Law Associates (PLA) to change the first step of its collection process. As a result of the new guidelines, PLA began sending model validation notices as their initial contact with the property owner. PLA sent these notices out this year at no charge to the Township or the property owner, but they will need to start charging a \$25 fee in 2023.

This initial cost will be charged directly to the delinquent property owner and not the Township. Any accounts that are paid in full during this step will negate the need for the Township to pay PLA the \$40 plus certified postage charge that was previously charged at the first collection step (this charge to the Township will now be moved to the second step). The benefit for the property owner is that payment at this initial step will come at a cost of only \$25, saving the property owner approximately \$21 from the prior first step. With this change, the first two steps of the collection process will come at a cost of only \$65 plus certified postage to the delinquent property owner.

This ordinance allows PLA to start charging for the validation notice next year.

**PUBLIC COMMENT:** None.

**ACTION:** Mr. Davis made a motion to adopt Ordinance 03-2022 to amend the Portnoff Law Associates collection process. Mr. Lavery seconded the motion. There was no discussion and no public comment. The motion passed.

**CONCLUSION:** The hearing closed at 7:53 p.m.