

## **East Bradford Township Board of Supervisors Meeting Minutes September 7, 2023**

The September meeting of the East Bradford Township Board of Supervisors (BOS) was held on September 7, 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 September 1, 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:

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

Staff/Professionals absent:

Rich Phifer, Property and Recreation Director

Others in attendance: Approximately two guests were present.

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

**PUBLIC COMMENT:** None.

**ANNOUNCEMENTS:**

1. September 22 – Stargazing; Starr Farm Park
2. September 23 – Bike the Brandywine
3. October 14 – Tire Recycling Event; Township Building; 9 am – 1 pm
4. October 21 – Paper Shredding Event; Township Building; 9 am – 1 pm
5. October 22 – Autumn Festival; East Bradford Park
6. November 11 – Intro to Orienteering; Harmony Hill Nature Area

**PUBLIC HEARING:** None

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

1. Minutes from August 3, 2023 6:30 pm
2. Recognition of Executive Sessions: August 3, 2023 (real estate)
3. Bills to Pay for September 2023
4. Financial Report for July 2023
5. Records Disposition Resolution: None

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

**BUSINESS:**

1. Open Space Fund Discussion – Edward Murray and Alex Tumolo were present on behalf of Stifel to provide a review of the Township's current debt. Mr. Murray discussed the existing debt structure and considerations pertaining to paying down the debt. Given the current interest rates, he advised that the Township is better investing funds rather than using them to pay off the existing debt. The Board agreed. He also talked about new borrowing scenarios and provided an update on the market conditions. Finally, he noted that DelVal has offered

to transition the Township's variable rate to a fixed rate (presently at 3.945%) and he recommended the Township make that change. Mr. Snook made a motion to lock in the fixed rate. Mr. Davis seconded the motion. There was no discussion and the motion passed unanimously. Ms. Lennon will find out whether any additional action is needed from the Board to make this change.

2. 2024 Budget – Ms. Lennon asked the Board members when they want to schedule the initial 2024 Budget meeting. The Board agreed to meet at 5:00 p.m. on October 5 (date of regular meeting) to discuss the 2024 budget.

In addition, Mr. Behmke shared the present challenges associated with ordering vehicles and that it can take more than a year to acquire a vehicle once it is ordered. This makes working within an annual budget challenging. He presented his draft budget requests and asked if the Board would be willing to allow him to place orders on his top three priority vehicles in 2023 to get a jump on the ordering process (several additional vehicles are also slated for purchase next year). Priority vehicles include:

Replacing Truck 4 =	\$274,000
Replacing Truck 5 =	\$92,000
Replacing Truck 6 =	\$127,000

Mr. Davis made a motion to authorize Mr. Behmke to place orders on the priority vehicles now for delivery in 2024. Mr. Snook seconded the motion. There was no discussion and the motion passed unanimously.

3. SD #656 Rudloff (Hillsdale Road) – The applicant is seeking a time extension through October 31, 2023. 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. SD #632 Darlington Ridge – The Township is in receipt of an escrow reduction request. Based on an inspection completed by Carroll Engineering Corporation and their representatives' recommendations, Mr. Lucas is recommending a reduction in the amount of \$599,219.79 for the general site work completed, leaving \$491,394.56 remaining in escrow. After discussion, Mr. Davis made a motion to reduce the performance guarantee secured by bond for Darlington Ridge by \$599,219.79. Mr. Lavery seconded the motion and Mr. Snook abstained from voting. There was no discussion and the motion passed.

Mr. Lucas and Ms. Cantlin noted that the Darlington job is lingering. The majority of the work is complete, but Toll has not provided a timeline for closing out the project. The Municipalities Planning Code (MPC) allows municipalities to increase escrows for incomplete improvements due to the passage of time. The Board was in support of pursuing additional escrow to cover the remaining items in accordance with the MPC.

5. Comerford Conditional Use – The applicant is seeking a time extension through March 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.
6. 203 Wencin Way Lot Line – Earlier this spring, there was a title question relating to 203 Wencin Way. The lot was created in 1978 as part of the Court-Field Spring subdivision. The original subdivision plan is recorded. Sometime around 1986, a lot line change plan was created to swap pieces of land (each about 0.03 acres) between 201 Wencin Way and 203 Wencin Way. There is a plan on file that illustrates the swap, but there is no evidence that the plan was ever approved or recorded. However, deeds were created and recorded in 1986 to affect the transfer. Since then, the transfer has shown up in the deeds as the properties have sold. Despite this issue, the property was sold on June 22, 2023. But the new owners are still looking to resolve the issue for the sake of clarity. There are two possible routes the Township can take to assist the owner to properly memorialize the lot line change: a formal subdivision approval or a subdivision waiver.

The Board is not inclined to take any action, given that there is no real Township issue to be solved. It was not uncommon in the 1980s for this type of minor adjustment to occur without a plan recordation. Further, given that the property sale has already occurred, they preferred that the new owner approach the Township as opposed to the prior owner. They asked Ms. Cantlin to convey their sentiments to the prior owner but authorized her to obtain a cost estimate from the solicitor in the event either party feels strongly about pursuing a subdivision waiver.

7. Zoning Code Update Project – The Board reviewed the Airport Overlay, R-Residential Overlay and the Brandywine Scenic River Overlay Districts. There are very few changes to these districts, but Ms. Campisi distributed drafts for Board review.

8. Emergency Responder Agreements –

a. West Chester Police Agreement – Complete

b. West Chester Fire Agreement – Ms. Cantlin presented the Board with updated budget information. For the past five years (2019-2023), East Bradford has been contributing \$187,193 per year. As drafted, the proposed agreement includes the following contribution schedule:

2024	\$182,658
2025	\$188,810
2026	\$195,181
2027	\$201,780
2028	\$208,616

As drafted, East Bradford's costs will actually decrease in year one of the contract and then increase about 14% over the course of the five years. The Board is supportive of the current structure and urged the group to advance the agreement.

c. West Bradford Fire Agreement – East and West Bradford have been meeting for the past few months to refine the five-year contribution schedule. The current proposed schedule is outlined below:

2024	\$58,666.47
2025	\$60,428.52
2026	\$62,241.38
2027	\$64,108.62
2028	\$66,031.88

(For the past five years (2019-2023), East Bradford has been contributing \$43,000 per year.) The staff and Board are comfortable with the current fee schedule. Mr. Davis made a motion to authorize advertisement of the ordinance authorizing the Township to enter into the fire services agreement. Mr. Snook seconded the motion. There was no discussion and the motion passed unanimously.

d. Good Fellowship Ambulance – The Township is in receipt of Good Fellowship's request for 2024, which encompasses a ~15% increase (\$62,685.73 to \$72,015.98). The Agreement indicates that parties have the right to modify or terminate the agreement if the Company's requested payment exceeds the prior year's payment by more than 10%. Good Fellowship has indicated that this increase is due to three factors: increase in call volume, decrease in West Goshen's call volume, and increase in operating expenses. After discussion, the Board agreed to budget the amount requested by Good Fellowship (\$72,015.98).

**ITEMS NOT ON THE AGENDA:** None

**PUBLIC COMMENT:** None.

**NEXT MEETINGS:** The next scheduled meeting of the Board of Supervisors is September 14, 2023 at 6:30 pm.

**EXECUTIVE SESSION:** The Board met in executive session with staff from 7:35 p.m. to 7:50 p.m. to discuss personnel and litigation matters.

**ADJOURNMENT / CONTINUANCE:** At approximately 7:50 p.m., Mr. Lavery made a motion to adjourn the meeting. Mr. Davis seconded the motion. There was no discussion and the motion passed unanimously.

Mandie Cantlin  
Secretary