

East Bradford Township Board of Supervisors Special Meeting Minutes October 4, 2022

A special meeting of the East Bradford Board of Supervisors was held on October 4, 2022, at 5:00 p.m. in the East Bradford Township McCardle Meeting Room, 676 Copeland School Road, West Chester, PA, 19380. The main purpose of the meeting was to discuss the 2023 budget. A public notice was published in the Daily Local News on September 27, 2022. The agenda was posted on the Township website and at the Township building on September 30, 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
Peggy Lennon, Director of Finance

Staff/Professionals absent:

Randy Behmke, Director of Public Works
Andrea Campisi, Director of Planning and Zoning
Mark Lucas, P.E., Township Engineer
Rich Phifer, Property and Recreation Director

No guests were in attendance.

CALL TO ORDER: The meeting was called to order at 5:05 p.m. by Chair Snook.

PUBLIC COMMENT: None.

BUSINESS – 2023 BUDGET: Ms. Lennon reviewed the account balance summary for 2022-2023.

Capital Reserve Fund

As in prior years, capital needs are one of the most notable challenges. Mr. Davis stressed the importance of putting money into the capital reserve fund proactively to even out the demand over time. Ms. Cantlin reviewed earlier efforts (circa 2012) to initiate this type of practice. The Township is currently in the position of concurrently trying to address deferred needs while planning for future expenditures.

Some of the most notable capital needs are infrastructure related. About \$780,000 is budgeted for five specific stormwater projects, with an additional \$50,000 allocated for other unanticipated needs that arise during 2023. In addition, \$1.17 million is budgeted for four specific road/bridge projects with an additional \$125,000 for other work (sinkholes, etc.) that arises in 2023. Ms. Lennon considered several strategies to bolster the Capital Reserve Fund, some of which relate to the function and performance of the sewer fund. Another strategy discussed involves transferring income earned on the Capital Investment Fund directly to the Capital Reserve Fund (as opposed to the General Fund). She also suggested increasing the contribution from the General Fund from \$750,000 to \$1.8 million.

Another component of capital expenditures involves parks/recreation improvements. The Township plans to use Fee in Lieu of Recreation payments for trail improvements at Copeland School Park and initiate planning for a playground upgrade at East Bradford Park. In future years (beyond 2023), the Board will have to contemplate the Township's investment in the Strode's Barn and Plum Run efforts. The Plum Run trail is expected to cost roughly \$1 million. While the staff plans to apply for grants (DCED, DCNR,

ChecCo), matching funds will need to be included in 2024 budget. In addition, the Strode's barn restoration is expected to cost about \$550,000. Again, the Township plans to seek grant funding and leverage efforts of the Friends of Strode's Barn, but Township funds will likely be required to augment these efforts in 2024-2025.

Vehicle and equipment purchase/replacement is budgeted at \$533,500, which is consistent with prior years. The Public Works Director requested approval to order the small dump truck included in the draft budget in the last quarter of 2022 to ensure sufficient lead time so that the truck can be delivered in 2023. The Board agreed to approve the ordering of that vehicle at a cost not to exceed \$200,000; passed unanimously.

Open Space Fund

There was discussion about the utilization of the revenue associated with the Starr Farm project. The Township anticipates \$2.6 million in grant funding (County and State) for Starr Farm in 2023. Combined with the proceeds from the sale of the Starr Farm house/property and the Open Space earned income tax, the fund balance is projected to be around \$3.7 million by end of 2023. Before deciding whether to preserve that balance for future transactions or pay down current debt, Ms. Cantlin will schedule a meeting with representatives from Stifel. For now, the budget will only document the anticipated receipts.

General Fund

Township practice has typically been to use the annual CPI for base wage/salary adjustments. The current CPI is 8.3%; but given the volatility of the market, the Board is inclined to plan for 5% increases. The Board agreed to maintain the same contribution to Minquas Fire Company for ambulance service. They contemplated an increase in the library contribution but agreed to postpone that discussion until the 6:30 work session because West Chester Library will be in attendance.

ITEMS NOT ON THE AGENDA: None.

PUBLIC COMMENT: None.

EXECUTIVE SESSION: None.

ADJOURNMENT / CONTINUANCE: At approximately 6:30 p.m. the Board agreed to adjourn the meeting.

Mandie Cantlin, Secretary