

**WEST BRADFORD TOWNSHIP  
BOARD OF SUPERVISORS  
ORGANIZATION & BUSINESS MEETING  
JANUARY 3, 2011**

**ATTENDANCE:**

**BOARD OF SUPERVISORS**

Mark J. Blair, Chairman  
John A. Haiko, Vice Chairman  
Bruce W. Laverty, Member

**TOWNSHIP PERSONNEL**

Jack M. Hines, Jr., Township Manager  
Randy Behmke, Public Works Director  
James Lucas, Building and Codes

Chairman Bruce Laverty called the meeting to order at 7:00 PM.

**PUBLIC COMMENT**

Ms. Lisa Van Houten - Stated she is President of the Bradford Glen Homeowners Association and wanted to thank the staff who have helped with various issues. She asked about getting plot plans for all homes in the development and wanted to know if the Township would meet regarding erosion of the Columbia Gas pipeline easement that crosses the land owned by the HOA.

The plot plans may be available if they are not part of the purging under the records maintenance ordinance and it was noted that they are not as-built, but conceptual plot plans. The Township would not participate in the meeting regarding the erosion that is occurring on private property. It should be addressed with the pipeline company and the County Conservation District.

**CHAIRMAN - BOARD OF SUPERVISORS**

Mr. Laverty motioned to appoint Mr. Blair to be Chairman for 2011. Mr. Haiko seconded the motion and the motion passed unanimously.

*Mr. Blair assumed control of the meeting.*

**VICE CHAIRMAN - BOARD OF SUPERVISORS**

Mr. Blair motioned to appoint Mr. Haiko to be Vice Chairman for 2011. Mr. Laverty seconded the motion and the motion passed unanimously.

**TOWNSHIP MANAGER**

Mr. Blair motioned to appoint Mr. Hines to be Township Manager. Mr. Haiko seconded the motion and the motion passed unanimously.

**SECRETARY-TREASURER**

Mr. Blair motioned to appoint Mr. Hines to be Secretary/Treasurer and require a bond in the amount of \$2,000,000. Mr. Laverty seconded the motion and the motion passed unanimously.

**FINANCE DIRECTOR AND ASSISTANT TOWNSHIP TREASURER**

Mr. Blair motioned to appoint Ms. Althouse to be Finance Director and Assistant Township Treasurer. Mr. Haiko seconded the motion and the motion passed unanimously.

*Mr. Blair motioned to make the following appointments and set meeting schedules.*

**SOLICITOR** – John Good, Esquire – To be paid at a rate of \$170.00 per hour.

**ALTERNATE TOWNSHIP SOLICITOR** – Buckley, Brion, McGuire, Morris & Sommer – To be paid at a rate of \$175.00 per hour.

**SOLICITOR FOR ZONING HEARING BOARD** – Kimberly P. Venzie, Esquire – To be paid a rate of \$170.00 per hour.

**TOWNSHIP ENGINEER** – Ted Gacomis, Edward B. Walsh and Associates, Inc. – Per attached fee schedule.

**SEWAGE ENGINEER** – URS, Inc. – Per attached fee schedule.

**THIRD PARTY INSPECTION AGENCY** – Keystone Municipal Services – Per attached fee schedule.

**OTHER CONSULTANTS** – Brandywine Conservancy, Thomas Comitta Associates, Frens and Frens, LLC – Fees will be billed at rates charged to Township – Per attached fee schedules.

**ZONING OFFICER** – Jack M. Hines, Jr.

**ASSISTANT ZONING OFFICER** – James Lucas.

**BUILDING CODE OFFICIAL AND JUNK YARD INSPECTOR** – James Lucas.

**TOWNSHIP FIRE MARSHALL** – James Lucas.

**EMERGENCY SERVICES BOARD** – Term to expire December 31, 2014 (Dennis Dougherty).

**HISTORICAL COMMISSION** - Terms to expire December 31, 2013 (Margaret Thomas and Susan Gregson).

**PLANNING COMMISSION** – Term to expire December 31, 2014 (Matthew Hammond) and ex-officio term to expire December 31, 2011 (James Freeman).

**RECREATION COMMISSION** –Term to expire December 31, 2014 (Steven Mahrlig).

**ZONING HEARING BOARD** –Term to expire December 31, 2013 (Edwin R. Hill).

**VACANCY BOARD** – Dennis Dougherty for year 2011.

**EMERGENCY MANAGEMENT DIRECTOR** – Glenn Allison for year 2011.

**ASSISTANT EMERGENCY MANAGEMENT DIRECTOR** – James Lucas for year 2011.

**DEPOSITORY** –TD Bank, Pennsylvania Local Government Trust Fund.

**NEWSPAPER OF RECORD** – *Daily Local News*

**MEETING SCHEDULE:**

**Board of Supervisors**

- Monthly - Second Tuesday at 8:00 p.m. (Fourth Tuesday at 8:00 p.m. only if necessary)
- The Work Session will be the same day beginning at 7:30 p.m.
- The first meeting of the month will be the Business Meeting and Subdivision Meeting. Second meeting will only be held if necessary.
- Subdivision plans will be accepted for review on the second Tuesday of each month.

**VOTING DELEGATE TO THE STATE ASSOCIATION ANNUAL CONVENTION**

Mark J. Blair, Board of Supervisors

**REPRESENTATIVE TO DOWNINGTOWN AREA RECREATION CONSORTIUM**

Michael J. Euler, Parks Director

*Mr. Haiko seconded the motion and the motion passed unanimously.*

**MINUTES – December 14, 2010**

Mr. Lavery motioned to accept the minutes as presented. Mr. Haiko seconded the motion and the motion passed unanimously.

**TREASURER'S REPORT**

Mr. Hines read the financial statements and presented a list of the bills to be paid. Mr. Blair motioned to accept the reports and to pay the bills as listed. Mr. Haiko seconded the motion and the motion passed unanimously.

### **DEPARTMENT OF BUILDING SAFETY**

Mr. Lucas listed 23 permits that were issued during the month of December and provided an annual report for 2010 to the Board.

### **PUBLIC WORKS DEPARTMENT**

Mr. Behmke listed the activities of the various public works sections for the month of December.

### **PARKS DEPARTMENT**

The report was not received in time for the meeting.

### **FIRE COMPANY REPORT**

Chief Allison stated that the Fire Company Report would be available later and thanked the Board for the provision of the new fire truck for use by the Fire Company.

### **STATE POLICE REPORT**

The report was not received in time for the meeting.

### **BUSINESS**

#### **Resolution 11-01 Emergency Services Response Areas**

Mr. Hines noted that the areas have not changed from previous years. Mr. Blair motioned to adopt Resolution 11-01. Mr. Haiko seconded the motion and the motion passed unanimously.

#### **Resolution 11-02 Setting Various Fees to be Charged During 2011**

Mr. Hines reviewed the changes that have been made to the fee schedule. Mr. Laverty motioned to adopt Resolution 11-02. Mr. Haiko seconded the motion and the motion passed unanimously.

#### **Resolution 11-03 To Participate in the Cooperative Purchase Contract with the City of Harrisburg.**

Mr. Blair motioned to adopt Resolution 11-03. Mr. Haiko seconded the motion and the motion passed unanimously.

#### **Standard Business Mileage Rate**

Mr. Blair motioned to set the IRS standard mileage rate for mileage reimbursement. Mr. Laverty seconded the motion and the motion passed unanimously.

#### **Sale of Recycling Truck**

Mr. Haiko motioned to approve the sale of the 2006 Freightliner Recycling Truck for \$30,101 as being the highest bid received through electronic bidding. Mr. Laverty seconded the motion and the motion passed unanimously.

**NOTICES**

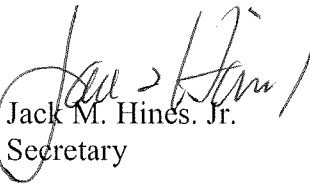
Mr. Blair gave the following notices:

The February Business/Subdivision meeting will be held on Tuesday, February 8, 2011 at 8:00 PM.

Elected Auditors will meet on Tuesday, January 4, 2011 at 7:30 PM. The Planning Commission will hold their Organization Meeting and Formal/Work Session on the 4<sup>th</sup> also, beginning at 8:00 PM.

Mr. Blair motioned to adjourn. Mr. Laverty seconded the motion and the meeting was adjourned at 7:30 PM.

Respectfully submitted,

  
Jack M. Hines, Jr.  
Secretary

JMH/kw