

**Township of West Bradford  
Resolution 05-22**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF WEST BRADFORD  
TOWNSHIP ESTABLISHING A TOWNSHIP HISTORICAL COMMISSION; ITS  
ORGANIZATION, DUTIES, AND MEMBER TERMS**

**WHEREAS**, the Board of Supervisors of West Bradford Township deem it in the best interests of the Township to identify and protect certain historical areas and structures located within the Township;

**WHEREAS**, it benefits both existing and future residents to have a written record of the history and culture of the Township; and

**WHEREAS**, there is an identified need for public historical education and outreach within the community and interaction with other historical bodies within the County.

**NOW THEREFORE, BE IT AND IT HEREBY IS RESOLVED** that the Board of Supervisors of West Bradford Township establish the West Bradford Township Historical Commission with the following organization, responsibilities, and by-laws. This resolution shall supercede Resolution 1975-08.

Section 1 - Purpose

The West Bradford Township Historical Commission is organized to:

1. Record the history of West Bradford Township;
2. Oversee the update of the historical component (including the Township's Historical Site Survey) of the Township's Comprehensive Plan at a minimum of every ten years;
3. Gather information on the historical resources that may be affected during development and provide recommendations to the Township Planning Commission on mitigating these impacts;
4. Develop a public education and outreach program on the Township's history and its important sites;
5. Advise and assist the Board of Supervisors and Township staff in the acquisition or restoration of any objects and sites relative to the Township's history;
6. Following the approval of the Board of Supervisors, seek grant funding for activities and projects under the purview of the Commission;
7. Gather documentary evidence, illustrations, photographs, and other appropriate materials that will establish architecture and landmarks as significant and worthy of protection; and
8. Undertake such other duties and responsibilities as may be delegated from time to time by the West Bradford Township Board of Supervisors.

## Section 2 – Composition

1. The Commission shall consist of seven (7) members, who shall be residents of the Township.
2. The Board of Supervisors shall appoint the Commission members for a term of three (3) years.
3. The first terms of Commission members shall be as follows:
  - a. Two of the members first appointed shall be for one (1) year;
  - b. Two of the members first appointed shall be for two (2) years;
  - c. Three of the members first appointed shall be for three (3) years; and
  - d. Thereafter members shall serve three (3) year staggered terms, beginning on January 1<sup>st</sup> of each year.
4. The Board of Supervisors shall fill a vacancy on the Commission for the unexpired term.
5. The Board of Supervisors shall appoint a Township staff member annually as liaison to the Historical Commission. This person shall serve as an ad-hoc member with all the rights and privileges, except for voting, as the other members.

## Section 3 – Compensation

1. The members of the Historical Commission shall serve without compensation, although they may be reimbursed for expenses at current Township rates necessary to carry out the mission of the Commission.
2. The Board of Supervisors, or their designee, shall approve expenses in advance of such expenditures.

## Section 4 – Organization

1. The Commission shall elect its own Chairperson and Vice-Chairperson from its members during its re-organizational meeting in January.
  - a. The Chairperson shall preside over the Committee's meetings, prepare the meeting agenda in consultation with the Secretary, shall represent the Commission at official functions and meetings, and shall present the annual Historical Committee report to the Board of Supervisors;
  - b. The Vice-Chairperson shall undertake the Chairperson's duties in his absence.
2. The Commission Secretary shall be the staff liaison appointed by the Board of Supervisors. The Secretary's duties are as follows:
  - a. Final preparation and distribution of meeting agendas in consultation with the Chairperson;
  - b. Preparation and distribution of meeting minutes; and
  - c. The distribution of inbound correspondence and the preparation and signature of outbound correspondence.
3. A majority of the Commission shall constitute a quorum, and any action taken at any meeting shall require an affirmative vote of the majority.

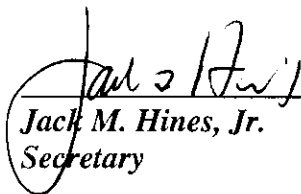
4. The Commission shall schedule meetings as needed, but official public meetings shall not take place more frequently than monthly.
5. The Historical Committee may create task forces to work on particular issues under the supervision of the Committee. These task forces may include non-committee members, however at least two (2) Committee members must serve on each task force.

Section 5 – Sites of Historical Significance

1. The following characteristics shall be utilized to determine the initial historical significance of buildings, structures, sites, objects, and landmarks in West Bradford Township. Further research and documentation may be completed to justify the actual preservation of these.
  - a. An age of seventy-five (75) years or older containing features of general historical, architectural, cultural, archaeological merit, or
  - b. An age of fifty years (50) years or older containing particular historical, architectural, cultural, archaeological merit significant in that:
    - i. It can be identified with a historical personage or event;
    - ii. It is representative of a period style of architecture;
    - iii. It is a notable work of a recognized master architect, designer, or builder who influenced his/her era; or
    - iv. It has particular significance for any reasons of local, state, or national history.

**RESOLVED THIS 9<sup>TH</sup> DAY OF AUGUST, 2005**

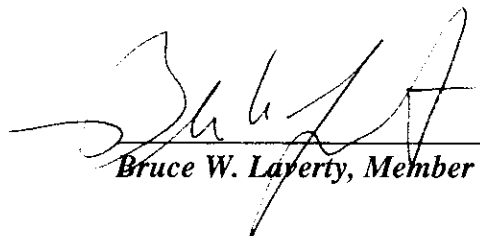
*Attest:*

  
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*Jack M. Hines, Jr.*  
*Secretary*

*Township of West Bradford*  
*Board of Supervisors:*

  
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*Mark J. Blair, Chairman*

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*John A. Haiko, Vice Chairman*

  
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*Bruce W. Laverty, Member*