

**WEST BRADFORD TOWNSHIP
BOARD OF SUPERVISORS
ORGANIZATION & BUSINESS MEETING
JANUARY 4, 2016**

ATTENDANCE:

BOARD OF SUPERVISORS

Bruce W. Lavery, Vice Chairman

Mark J. Blair, Member

Jack M. Hines, Jr., Member

TOWNSHIP PERSONNEL

Doug Kapp, Interim Township Manager

Jim Lucas, Building and Codes Director

Mark Blair called the meeting to order at 7:00 p.m.

PUBLIC COMMENT

- Mark Slouf, representing the Friends of Marshallton Trust, discussed an upcoming project with the Chester County Museum Preservation. The project involves a self-guided tour of the Battle of the Brandywine including troop movements in and around the Marshallton area. Marshallton, if chosen, would serve as a Heritage Center. The Friends of Marshallton Trust is interested in making Marshallton an official Heritage Center.
- Jack M. Hines, Jr., North Wawaset Road, gave notice as Township Supervisor he wished to take part in the Municipal employee health benefit program. Mr. Hines also gave notice he would likely recuse himself from actions involving the following organizations that he currently is active with: The Brandywine Conservancy, Downingtown Library and the Pennsylvania State Police Camp Cadet program.

REORGANIZATION

Election of Chairman of the Board of Supervisors

Mr. Blair motioned to appoint Mr. Lavery as Chairman of the Board of Supervisors, second by Mr. Hines. All ayes, motion carried 3 – 0.

Election of Vice Chairman of the Board of Supervisors

Mr. Hines motioned to appoint Mr. Blair as Vice Chairman of the Board of Supervisors, second by Mr. Lavery. All ayes, motion carried 3 – 0.

Appointment of Township Manager

Mr. Hines motioned to appoint Doug Kapp as Interim Township Manager, second by Mr. Blair. All ayes, motion carried 3 – 0.

2016 Appointments

Mr. Lavery motioned to approve the following appointments:

1. Secretary-Treasurer – Douglas Kapp, to serve at the pleasure of the Board, and to require a bond in the amount of \$2 million;
2. Finance Director & Assistant Township Treasurer – Nancy Althouse, to serve at the pleasure of the Board;
3. Zoning Officer – Douglas Kapp, to serve at the pleasure of the Board;
4. Assistant Zoning Officer – James Lucas, to serve at the pleasure of the Board;

5. Building Code Official & Junk Yard Inspector – James Lucas, to serve at the pleasure of the Board;
6. Township Fire Marshal – James Lucas, to serve at the pleasure of the Board;
7. Emergency Management Director – Glenn Allison, for the year 2016;
8. Deputy Emergency Management Director – James Lucas, for the year 2016;
9. Delegate to the Western Chester County Regional UCC Board of Appeals – James Lucas, for a two-year term to expire December 31, 2017;
10. Voting Delegate to the 2016 Annual Convention of the State Association of Township Supervisors – Mark J. Blair;
11. Voting Delegate to the ACT 32 Tax Collection Committee – Jack M. Hines, Jr., for a term to expire on December 31, 2016;
12. Alternate Voting Delegate to the ACT 32 Tax Collection Committee – Vincent Visoskas, for a term to expire on December 31, 2016;
13. Representative to the Brandywine Creek Greenway and The Chester Valley Trail Extension Study – Ramsey Reiner, for the year 2016;
14. Representative to the Downingtown Area Recreation Consortium – Michael J. Euler, for the year 2016;
15. Township Solicitor – The Law Office of John Good, Esquire, at a rate of \$170.00 per hour;
16. Alternate Township Solicitor – Buckley, Brion, McGuire & Morris, at a rate of \$190.00 per hour;
17. Township Engineer – Edward B. Walsh & Associates, Inc., per the fee schedule on file at the Township Building;
18. Township Sanitary Sewage Engineer – AECOM, per the fee schedule on file at the Township Building;
19. Third Party Inspection Agency – Keystone Municipal Services, at the rate of \$65.00 per hour;
20. CPA firm to conduct FY 2015 audit – BBD, LP, pursuant to Resolution 13-15;
21. Members to the Emergency Services Board – Richard Coster and Joseph Solecki, each for a four-year term to expire December 31, 2019;
22. Members to the Historical Commission – Divya Giare and Abbie Kessler, each for a three-year term to expire on December 31, 2018;
23. Members to the Planning Commission – Karen DeFazio and Robert Lyng, each for a four-year term to expire on December 31, 2019, and Chris Parker, Ex-Officio post, for a one-year term to expire on December 31, 2016;
24. Members to the Recreational Commission – Maripat Rhoad, to fill a vacant term to expire December 31, 2016;
25. Members to the Zoning Hearing Board – John T. Prader, Member, and Douglas Gindin, Alternate Member. each for a three-year term to expire on December 31, 2018;
26. Chairman to the Vacancy Board – John A. Haiko, for a one-year term to expire on December 31, 2016;

Mr. Hines provided a second to the above motion. All ayes, motion carried 3 – 0.

Township Depository

Mr. Laverty motioned for TD Bank, Pennsylvania Local Government Investment Trust to be the Township Depository, second by Mr. Blair. All ayes, motion carried 3-0.

Newspaper of Record

Mr. Laverty motioned for *Daily Local News*, West Chester to be the Township's Newspaper of Record. Second by Mr. Hines. All ayes, motion carried 3 – 0.

2016 Board of Supervisor Meeting Schedule

Mr. Lavery motioned to schedule meetings of the Board of Supervisors in 2016 on the second Tuesday of each month at 8:00 p.m., and on the fourth Tuesday of each month at 8:00 p.m., if needed, and to schedule work sessions of the Board of Supervisors to be held before and/or after said meetings, if needed, second by Mr. Blair. All ayes, motion carried 3 – 0.

2016 Mileage Reimbursement

Mr. Lavery motioned to establish the mileage reimbursement rate for miles driven for business purposes at the rate as set by the Internal Revenue Service, presently 54 cents per mile (\$0.54) , second by Mr. Hines. All ayes, motion carried 3 – 0.

MINUTES – DECEMBER 8, 2015

Mr. Blair motioned to approve the December 8, 2015 Meeting Minutes, as presented, second by Mr. Lavery. All ayes, motion carried 3 – 0.

TREASURER'S REPORT

Mr. Kapp notified the Board that due to the meeting being the first business day of the New Year the treasurer's report was incomplete. Once completed he would distribute it to the Board via an email, for consideration at the February Board of Supervisors meeting.

DEPARTMENT OF BUILDING SAFETY

Mr. Lucas presented a report on code enforcement, zoning and like activities for the previous month; a copy of this report is on file at the Township Building.

PUBLIC WORKS DEPARTMENT

Mr. Kapp presented a report on refuse and recyclable collection, roadway repairs and improvements, sanitary sewer treatment, vehicle fleet maintenance and like activities for the previous month; a copy of this report is on file at the Township Building.

PARKS DEPARTMENT

Mr. Kapp presented a report on park maintenance, recreational programs, facility maintenance and like activities for the previous month; a copy of this report is on file at the Township Building.

FIRE COMPANY REPORT

On behalf of Fire Chief Law, Assistant Fire Chief Lucas presented a report of the West Bradford Fire Company activities for the previous month; a copy of this report is on file at the Township Building.

STATE POLICE REPORT

On behalf of Lt. Erin Magee, Mr. Lavery presented a report of Pennsylvania State Police activities in the Township for the previous month; a copy of this report is on file at the Township Building.

BUSINESS

Resolution 2016-01

Mr. Hines motioned to approve emergency services response areas for 2016, as presented, second by Mr. Lavery. All ayes, motion carried 3 – 0.

Resolution 2016-02

Mr. Hines motioned to approve the 2016 Fee Schedule subject to a change to the Building Appeals Board Fee by adding a note stating it is an escrow and any remaining balance is returned to the applicant, Second by Mr. Blair. All ayes, motion carried 3 – 0.

Resolution 2016-03

Mr. Hines motioned to authorize participation in the Pennsylvania Capital City Automotive and Equipment Contract Program, second by Mr. Blair. All ayes, motion carried 3 – 0.

Supplemental Bill Run

Mr. Hines motioned to authorize the preparation of a supplemental bill run for the month of January as well as the financial report to be ratified at the February meeting, second by Mr. Blair. All ayes, motion carried 3 – 0.

SUBDIVISIONS

There were no subdivisions considered at this evening's meeting.

NOTICES

Mr. Lavery gave the following notices:

- The January 12 and January 26 Board of Supervisors Meetings will be cancelled.
- The Elected Auditors Organization Meeting is on January 5 at 7:30 p.m. at the Township Building.
- The Board will next meet on February 9 at 8:00 p.m. at the Township Building.

There being no additional business, at 7:25 p.m. Mr. Hines motioned to adjourn the meeting, second by Mr. Blair. All ayes, motion carried 3 – 0.

Respectfully submitted,



Douglas K. Kapp
Interim Township Secretary

DKK/kw