

**WEST BRADFORD TOWNSHIP
BOARD OF SUPERVISORS
ORGANIZATION-BUSINESS-SUBDIVISION MEETING
JANUARY 2, 2018**

BOARD OF SUPERVISORS

Jack M. Hines Jr., Chairman
William R. Christman, III, Vice Chairman
Laurie W. Abele, Member

TOWNSHIP PERSONNEL

Justin Yaich, Township Manager
Ron Youtz, Public Works Director
James Lucas, Codes Director
Kevin Letrinko, Parks Director

CALL TO ORDER:

Jack M. Hines called the meeting to order at 7:00 p.m.

Mr. Hines announced that the Board met in executive session on January 2, 2018 from 6:40 p.m. to 7:00 p.m. to discuss real estate and personnel.

PUBLIC COMMENT

Mr. Hines opened the floor to public comment.

Mark Slouf – 416 Cann Road – Presented the Board with an update on the Marshallton Kiosk that is being proposed. Mr. Slouf gave the Board an outline of the project and some preliminary costs. Friends of Martin's Tavern will continue to work on securing the location of the Kiosk and will keep the Township informed of the progress.

REORGANIZATION

Chairman – Board of Supervisors

Mr. Christman motioned to appoint Mr. Hines as Chairman of the Board of Supervisors, second by Mrs. Abele. Motion carried 3-0.

Vice Chairman – Board of Supervisors

Mr. Hines motioned to appoint Mr. Christman as Vice Chairman of the Board of Supervisors, second by Mrs. Abele. Motion carried 3-0.

2018 Appointments

Mr. Christman motioned to approve the following appointments:

1. Township Manager – Justin Yaich;
2. Secretary-Treasurer – Justin Yaich, to serve at the pleasure of the Board and to set the bond amount at \$2 million;
3. Finance Director and Assistant Township Treasurer – Rosemary Moore, to serve at the pleasure of the Board;
4. Zoning Officer – Justin Yaich, to serve at the pleasure of the Board;
5. Assistant Zoning Officer – James Lucas, to serve at the pleasure of the Board;

6. Building Code Official and Junk Yard Inspector – James Lucas, to serve at the pleasure of the Board;
7. Fire Marshal – James Lucas, to serve at the pleasure of the Board;
8. Emergency Management Director – James Lucas, for the year 2018;
9. Delegate to The Western Chester County Regional UCC Board of Appeals – James Lucas, for a five-year term to expire on December 31, 2022;
10. Voting Delegate to the 2018 Annual Convention of the State Association of Township Supervisors – Jack M. Hines, Jr., for the year 2018;
11. Voting Delegate to the Act 32 Tax Collection Committee - Jack M. Hines, Jr., for a term to expire on December 31, 2018;
12. Alternate Voting Delegate to the Act 32 Tax Collection Committee – Justin Yaich, for a term to expire on December 31, 2018;
13. Representative to the Brandywine Creek Greenway and the Chester Valley Trail Extension Study – Kevin Letrinko, for the year 2018;
14. Representative to the Downingtown Area Recreation Consortium – Kevin Letrinko, for the year 2018;
15. Interim Township Solicitor – Buckley, Brion, McGuire, Morris & Sommer, at a rate of \$190.00 per hour;
16. Township Engineer – Edward B. Walsh and Associates, Inc., per the fee schedule on file at the Township Building;
17. Township Sanitary Sewage Engineer – AECOM, per the fee schedule on file at the Township Building;
18. Third Party Inspection Agency – Keystone Municipal Services, at a rate of \$65.00 per hour
19. CPA Firm to Conduct FY 2017 Audit – BBD, LLP, pursuant to Resolution 16-24;
20. Representative to the Downingtown Library Board of Directors – Jack M. Hines, Jr., for a three-year term to expire December 31, 2020;
21. Members to the Historical Commission – Matthew Downs and Chris Hankins, each for a three-year term to expire on December 31, 2020;
22. Members to the Land Preservation Committee – Lyle Frederick for a three-year term to expire on December 31, 2020.
23. Members to the Planning Commission – William Cook and John Merva, each for a four-year term to expire on December 31, 2021, and Steve Williams, Ex-Officio post, for a one-year term to expire on December 31, 2018;
24. Members to the Recreation Commission – Carol Crothers and Marrea Smith, each for a four-year term to expire on December 31, 2021;
25. Chairman to the Vacancy Board – John A. Haiko, for a term to expire on December 31, 2018;
26. Township Depository – TD Bank, Pennsylvania Local Government Trust Fund;
27. Newspaper of Record – Daily Local News.

Mrs. Abele seconded the above motion. Motion carried 3-0.

2018 Board of Supervisors Meeting Schedule

Mrs. Abele motioned to schedule the meetings of the Board of Supervisors in 2018 on the second Tuesday of each month at 8:00 p.m. and 8:00 p.m. on the fourth Tuesday of each month, as may be necessary. Work sessions to be held before and/or after above meetings, as needed, second by Mr. Christman. Motion carried 3-0.

2018 Mileage Reimbursement

Mr. Christman motioned to set IRS standard mileage rate as the rate for mileage reimbursement (currently \$0.545 per mile), second by Mrs. Abele. Motion carried 3-0.

MINUTES – DECEMBER 12, 2017

Mr. Christman motioned to approve the December 12, 2017 Meeting Minutes as presented, second by Mrs. Abele. Motion carried 2-0.

TREASURER'S REPORT

Mr. Yaich reported on fund activity for the year to date and presented a list of bills to be paid. Mr. Christman motioned to pay the bills as presented, second by Mrs. Abele. Motion carried 3-0. Mr. Yaich accepted a letter from Supervisor Laurie Abele stating that she intended to participate in the Township provided healthcare.

DEPARTMENT OF BUILDING SAFETY REPORT

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 REPORT

Mr. Youtz presented a report on the Public Works Department that covered street, refuse, and sewer; a copy of this report is on file at the Township Building.

PARKS DEPARTMENT REPORT

Mr. Letrinko 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

Report not present due to early reorganizational meeting.

STATE POLICE REPORT

Report not present due to early reorganizational meeting.

BUSINESS

Resolution 18-01 – Emergency Services Response Area for 2018

Mr. Christman motioned to adopt Resolution 18-01, second by Mrs. Abele. Motion carried 3-0.

Resolution 18-02 – To Set Various fees to be Charged for Townships Services that are Offered on a Fee Basis.

Mrs. Abele motioned to adopt Resolution 18-02, second by Mr. Christman. Motion carried 3-0.

Resolution 18-03 – To Participate in the Cooperative Purchasing Contract with the City of Harrisburg.

Mr. Christman motioned to adopt Resolution 18-03, second by Mrs. Abele. Motion carried 3-0.

Supplemental Bill Run

Mrs. Abele motioned to approve the supplemental bill run in January, to be ratified at the February 13th Board of Supervisors Meeting; second by Mr. Christman. Motion carried 3-0.

SUBDIVISIONS

There were no subdivisions.


NOTICES

Mr. Hines gave the following notices:

- The January 9th and January 23rd Board of Supervisors Meetings will be cancelled.
- The Elected Auditors Organization Meeting is on January 3rd at 7:30 p.m. at the Township Building.
- The Planning Commission Organization Meeting is on January 9th at 8:00 p.m. at the Township Building.
- The Board will next meet on February 13th at 8:00 p.m. at the Township Building.

There being no additional business, at 7:34 p.m., Mr. Christman motioned to adjourn the meeting, second by Mrs. Abele. Motion carried 3-0.

Respectfully submitted,



Justin V. Yaich
Township Secretary

JVY/kw