

**WEST BRADFORD TOWNSHIP  
BOARD OF SUPERVISORS  
ORGANIZATION-BUSINESS-SUBDIVISION MEETING  
JANUARY 7, 2019**

**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 5:00 p.m.

Mr. Hines announced that the Board met in executive session on January 2, 2019 from 3:00 p.m. to 4:00 p.m. to discuss real estate.

**PUBLIC COMMENT**

Mr. Hines opened the floor to public comment.

There was no public comment.

**REORGANIZATION**

Chairman – Board of Supervisors

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

Vice Chairman – Board of Supervisors

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

2019 Appointments

Mr. Christman read 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 2019;

9. Voting Delegate to the 2019 Annual Convention of the State Association of Township Supervisors – Jack M. Hines, Jr., for the year 2019;
10. Voting Delegate to the Act 32 Tax Collection Committee - Jack M. Hines, Jr., for a term to expire on December 31, 2019;
11. Alternate Voting Delegate to the Act 32 Tax Collection Committee – Justin Yaich, for a term to expire on December 31, 2019;
12. Representative to the Brandywine Creek Greenway and the Chester Valley Trail Extension Study – Kevin Letrinko, for the year 2019;
13. Representative to the Downingtown Area Recreation Consortium – Kevin Letrinko, for the year 2019;
14. Township Solicitor – Gawthrop Greenwood, PC, at a rate of \$175.00 per hour;
15. Alternate 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 \$67.00 per hour;
19. CPA Firm to Conduct FY 2018 Audit – BBD, LLP, pursuant to Resolution 18-21;
20. Member to the Emergency Services Board – Peter Thompson for a four-year term to expire on December 31, 2022;
21. Members to the Historical Commission – Abbie Kessler and Martin Roach, each for a three-year term to expire on December 31, 2021, and Divya Giare, Ex-Officio post, for a one-year term to expire on December 31, 2019;
22. Members to the Planning Commission – Scott Klein, for a four-year term to expire on December 31, 2022, and Steve Williams, Ex-Officio post, for a one-year term to expire on December 31, 2019;
23. Members to the Recreation Commission – Katherine Archibald and Maureen Collins, each for a four-year term to expire on December 31, 2022;
24. Members to the Zoning Hearing Board – John Prader, Member, and Steven Brown, Alternate Member, each for a three-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, 2019;
26. Township Depository – TD Bank, Pennsylvania Local Government Trust Fund;
27. Newspaper of Record – Daily Local News.

Mr. Hines motioned to make the appointments as read aloud, second by Mrs. Abele. Motion carried 3-0.

#### 2019 Board of Supervisors Meeting Schedule

Mrs. Abele motioned to schedule the meetings of the Board of Supervisors in 2019 on the second Tuesday of each month at 7:00 p.m. and 7:00 p.m. on the fourth Tuesday of each month, as may be necessary. With the exception of March, April and May which will be at 7:00 p.m. on the second Monday of the month. Work sessions to be held before and/or after above meetings, as needed, second by Mr. Hines. Motion carried 3-0.

**2019 Mileage Reimbursement**

Mr. Hines motioned to set IRS standard mileage rate as the rate for mileage reimbursement (currently \$0.58 per mile), second by Mrs. Abele. Motion carried 3-0.

**MINUTES – DECEMBER 11, 2018**

Mr. Hines motioned to approve the December 11, 2018 Meeting Minutes as presented, second by Mrs. Abele. Motion carried 3-0.

**TREASURER'S REPORT**

Mr. Yaich reported on fund activity for the year to date and presented a list of bills to be paid. Mrs. Abele motioned to pay the bills as presented, second by Mr. Christman. Motion carried 2-0. Mr. Hines abstained from voting due to a conflict with one of the invoices.

**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**

Fire Chief Law presented the report for the month; a copy of the report is on file in the Township Building.

**STATE POLICE REPORT**

Mr. Yaich presented the State Police report for the month; a copy is on file in the Township Building.

**BUSINESS**

**Public Hearing – Ordinance to Amend Township Zoning Ordinance – Merger of Lots**

Mr. Christman opened the public hearing on the proposed ordinance at 5:12 p.m. A court reporter took the record. Mr. Christman closed the public hearing at 5:17 p.m.

**Ordinance 19-01 – Zoning Ordinance Amendment – Merger of Lots**

Mr. Hines motioned to adopt Ordinance 19-01, Merger of Lots, second by Mrs. Abele. Motion carried 3-0.

Public Hearing – Ordinance Establishing 35 Mile Per Hour Speed Limit on Marshallton-Thorndale Road

Mr. Christman opened the public hearing at 5:19 p.m. A court reporter took the record. Mr. Christman closed the public hearing at 5:21 p.m.

Ordinance 19-02 – Establishing the Speed Limit on Marshallton-Thorndale Road at 35 MPH

Mrs. Abele motioned to adopt Ordinance 19-02, setting the Speed Limit at 35 MPH on Marshallton-Thorndale Road, second by Mr. Hines. Motioned carried 3-0.

Resolution 19-01 – Emergency Services Response Area for 2019

Mr. Hines motioned to adopt Resolution 19-01, second by Mrs. Abele. Motion carried 3-0.

Resolution 19-02 – To Set Various fees to be Charged for Townships Services that are Offered on a Fee Basis

Mrs. Abele motioned to adopt Resolution 19-02, with the changes noted to the language regarding Penn DOT fee schedules, second by Mr. Hines. Motion carried 3-0.

Resolution 19-03 – To Participate in the Cooperative Purchasing Contract with the City of Harrisburg

Mr. Hines motioned to adopt Resolution 19-03, second by Mrs. Abele. Motion carried 3-0.

Emergency Services Contract

Mr. Hines motioned to adopt the Emergency Services contract between East Bradford Township, West Bradford Township and the West Bradford Township Fire Company, second by Mrs. Abele. Motion carried 3-0.

Open Space Plan

Mrs. Abele motioned to authorize the Manager to sign the proposed open space plan contract with the Brandywine Conservancy, second by Mr. Christman. Motion carried 2-0. Mr. Hines abstained due to a conflict with his service to the Brandywine Conservancy.

902 Recycling Grant – Grinder Purchase

Mr. Hines motioned to approve the grant agreement with DEP and proceed with the purchase of a new horizontal grinder, second by Mrs. Abele. Motion carried 3-0.

Supplemental Bill Run

Mr. Hines motioned to approve the supplemental bill run in January, to be ratified at the February 12<sup>th</sup> Board of Supervisors Meeting; second by Mrs. Abele. Motion carried 3-0.

**SUBDIVISIONS**

There were no subdivisions.

**NOTICES**

Mr. Christman gave the following notices:

- The January 8<sup>th</sup> and January 22<sup>nd</sup> Board of Supervisors Meetings will be cancelled.

- The Elected Auditors Organization Meeting is on January 8<sup>th</sup> at 6:30 p.m. at the Township Building.
- The Planning Commission Organization Meeting is on January 8<sup>th</sup> at 7:00 p.m. at the Township Building.
- The Board will next meet on February 12<sup>th</sup> at 7:00 p.m. at the Township Building.

Mr. Hines noted that there is now a container for scrap metal at the compost site on Strasburg Road. Residents are encouraged to take advantage of this recycling service.

There being no additional business, at 5:29 p.m., Mr. Hines motioned to adjourn the meeting, second by Mrs. Abele. Motion carried 3-0.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Justin V. Yaich", written over a horizontal line.

Justin V. Yaich  
Township Secretary

JVY/kw