

**Board of Supervisors Meeting Minutes  
January 16, 2014**

Chairman William Webb called the West Brandywine Township (WBT) Board of Supervisors meeting of January 16, 2014 to order at 7:47 p.m. and led those present in the Pledge of Allegiance. Roll call of the Board of Supervisors (BoS) by Secretary/Treasurer Linda Formica noted Chairman William Webb, Vice-Chairman Doug Smith and Supervisor Josef G. Obernier, Sr. in attendance. Also present were Chief of Police Walter Werner, Public Works Director Thomas Eells, and Codes Enforcement Officer Dale Barnett.

**Acceptance of Minutes from Previous Meetings**

*January 6, 2014 Organization, January 6, 2014, January 14, 2014 Special Meeting* – Vice-Chairman made a motion to table the acceptance of meeting minutes to allow Supervisor Obernier to review, seconded by Chairman Webb. Board members Smith and Webb voted aye. Supervisor Obernier abstained.

**Public Notification**

1. *Supervisor's Webb and Smith attended East Brandywine Fire Company's meeting and officer appointment ceremony on January 9, 2014.* – No comments.
  
2. *An executive session was held tonight, January 16, 2014 to discuss the Police Department contract.* – No comments.

**Treasurer's Report**

General Fund	\$	5,709.26
Fire Appropriations Fund	\$	3,669.65
Open Space Fund	\$	41,751.35
Solid Waste & Recycling	\$	37,074.58
Capital Equipment Fund	\$	58,584.69
Developer Escrow Fund	\$	336,853.59

**Special Public Presentation** – N/A

**Public Comments** (*residents or representatives of taxpayers of the Township requesting to be on the agenda*) - N/A

**Department Reports**

Chief Walt Werner gave the December 2013 Police Department report noting there were a total of 197 arrests for the month, personnel worked 1,187.5 hours, 153 complaints were addressed, and a total of 6,141 miles were patrolled.

Public Works Director Tom Eells gave the December 2013 monthly report of the Public Works Department. A total of 950 hours was worked by personnel, 3,973 miles were traversed in Township trucks, 89 hours were spent on Township equipment, and 801 gallons of fuel were consumed. Maintenance of the building and grounds, vehicles, equipment and roadways was performed during the month.

Codes Officer Dale Barnett gave the December 2013 monthly report for the Code Office. 13 Building Permits were issued for the month with permit base fees collected of \$3,701.00 4 U&O permits issued with a fee of \$125 collected, 33 U&O permits issued cursory, 1 Contractors Licenses issued totaling \$45.00. A total of 15 inspections were completed (in-house/on-site). Total fees collected \$3,871.00.

Fire Inspector Dale Barnett gave the December 2013 monthly report. A total of 12 campfire permits and 0 farming cleanup permits were issued.

Chief John Edwards gave the December 2013 fire report for East Brandywine Fire Company. He noted a total of 7 fire calls and 18 EMS calls were responded to in WBT, 11.5 service hours; 217 miles were traversed in WBT, 147 gallons of fuel were consumed.

Assistant Chief Bob Yearsley of Wagontown Fire Company gave the December 2013 fire report. He noted a total of 8 calls were responded to in WBT, 84.5 gallons of fuel were consumed.

President John Sly of Westwood Fire Company gave the December 2013 Ambulance Report. He noted there were 40 calls for WBT, 11 of those were at Freedom Village (27.5%).

Chairman Webb informed the audience that Martins Corner Fire Company does not serve West Brandywine Township. Wagontown and East Brandywine Fire Company's cover West Brandywine Township.

Emergency Management Coordinator Doug Smith gave the December 2013 EMC Report. They continue to work with Pope John Paul Regional Elementary School and Freedom Village in developing an emergency operations plan in the event of a massive evacuation.

#### **Reports of Organizations, Boards and Commissions**

1. Historic Commission – No comments.
2. Parks and Recreation – No comments.
3. Planning Commission – Jack Conti informed the BoS the YMCA Plan has been tabled.
4. Open Space Review Board – No quorum per John Cassels
5. Municipal Authority – New billing for MA was briefly discussed.
6. Agricultural Security Area Committee – No comments.
7. Ad Hoc Review Committee – No comments.

#### **Correspondence/Communications (information to note and act upon)**

1. Information to Act Upon
  - a. *Establishment of part-time wages for road wages: maintenance work - \$13.65/hour, snow plowing - \$20.00/hour.* – Vice-Chairman Smith made a motion to establish the part-time wages for maintenance work and snow plowing, seconded by Supervisor Obernier. Board members Smith, Obernier and Webb voted aye.

- b. *Appoint voting delegate to PSATS State Convention.* – Supervisor Obernier made a motion to appoint Chairman Webb as voting delegate to PSATS, seconded by Vice-Chairman Smith. Board members Obernier, Smith and Webb voted aye.
2. Information to Note
- a. *The Township is accepting letters of Interest for Appointment as Auditor to the Board of Auditors.* – Supervisor Obernier stated this is required by Law but there is zero work because this work is given out to a CPA firm.
  - b. *The Township is in receipt of references for Galco and Phone America.* – No comments.
  - c. *The Township is in receipt of a letter dated January 10, 2014 from the Chester County Planning Commission requesting an inventory of all municipally owned recreational parks and open space.* – John Cassels helping with getting the map onto the website.
  - d. *The Township is in receipt of correspondence from David's Drive 831, Inc to thank the Township and Parks and Recreation Board for the donation that benefits veterans.* – No comments.
  - e. *The Board to discuss Board Members having a Township issued phone.* – Discussed under New Business.
  - f. *The Board to discuss Parks and Recreation.* – Discussed under New Business.

**Public Hearings (Ordinances as advertised) – N/A**

**Old Business**

- 1. *Discuss the 2014 Budget.* – Discussion ensued among the Board Township and residents on the 2014 Budget.  
 Before continuing on with Old Business Items 2-8, Vice-Chairman Smith made a motion to move to “New Business, Item #1, seconded by Supervisor Obernier. Board members Smith, Obernier and Webb voted aye.  
 Further discussion ensued among the Board and residents on various issues within the budget and where there could be some savings.
- 2. *The Township to discuss rules of decorum within Township meetings.* – Supervisor Obernier made a motion to table this discussion until the next meeting, seconded by Vice-Chairman Smith. Board members Obernier, Smith and Webb voted aye.
- 3. *The Township to discuss appointing Dale Barnett as the Municipal Solid Waste and Recycling Officer. (Resolution #02-2014)* – Dale briefly explained duties of this position and what it entails. Further discussion ensued.
- 4. *Articles for the spring/summer edition of the newsletter are due on Linda Formica's desk by February 15<sup>th</sup> 2014.* – Supervisor Obernier will provide an article on background information on the township building.
- 5. *The Township to discuss accepting a proposal from either Galco in the amount of \$9,815.00 plus options for battery backup and extended warranty (total \$10,510) or Phone America in the amount of \$10,702 plus options for warranty and expansion module (total \$11,477).* – Based on references and costs, Linda Formica recommended accepting Galco. Vice-Chairman Smith made a motion to approve Linda's recommendation to use Galco, seconded by Supervisor Obernier. Board members Smith, Obernier and Webb voted aye.

6. *The Township to discuss accepting the proposal from Prosoft for new accounting software.* – Linda Formica briefly explained that she is still reviewing a proposal for accounting software but at this time is not ready to recommend accepting it due to still working out details. Vice-Chairman Smith made a motion to table this, seconded by Supervisor Obernier. Board members Smith, Obernier and Webb voted aye.
7. *The Board to discuss Relational Nepotism, Fiscal Nepotism, and Locational Nepotism.* – Supervisor Obernier made a motion to table this until the next meeting, seconded by Vice-Chairman Smith. Board members Obernier, Smith and Webb voted aye.
8. *Discuss maintaining the Chester County SPCA. (The BoS approved \$500 contract at the December 5, 2013 Mtg.)* – Chief Werner looking into obtaining information from Lamancha (a no-kill rescue shelter).

### **Old Business from the Floor**

### **Old Business from Board**

### **New Business**

1. *The Board to discuss a resolution for the tax collector salary.* – Chairman Webb read out loud the resolutions for the tax collector salary. Vice-Chairman Smith made a motion to table this item to allow time for information to be obtained, seconded by Supervisor Obernier. Board members Smith, Webb and Obernier voted aye.
2. *Consider being involved in a taskforce with the objective of regionalizing collective police forces in the area.* – The Township was approached by Honey Brook Township Supervisor about possibly regionalizing WBT Police with Honey Brook. Further discussion ensued on who would attend the Task Force meetings. It was suggested that the Chief, Supervisor Smith, and Union Reps attend initial meetings. Additional information will be placed in Township newsletter.
3. *Chad Speiser, representative of EBVA requested to be on the agenda to review the status of discussion from September 2013.* – EBVA is seeking land to build a sports facility for playing in-door basketball and in-door soccer. A possible location is the former spray irrigation space next to Ramblewood. Vice-Chairman Smith made a motion to allow EBVA to form a sub-committee to look further into this facility, seconded by Supervisor Obernier. Board members Smith, Obernier and Webb voted aye. Members to include one member from the following: Parks & Rec, Planning Commission, Twp. Codes Officer, BoS, and one resident of Ramblewood.
4. *The Board to consider exploring its options to disband the municipal authority.* – Item Tabled.

### **New Business from the Floor**

1. Dr. Pristernik submitted Affidavit for Deputizing.
2. Elizabeth Zanowiak asked about getting a new Township Map.

### **New Business from the Board**

1. On advice of Solicitor, BoS should not use personal phones for Township business. Supervisor Obernier made a motion to approve Vice-Chairman Smith securing and using a Township supplied cell phone, seconded by Chairman Webb. Board members Obernier and Webb voted aye. Vice-Chairman Smith abstained.

2. Vice-Chairman Smith discussed budget for the Parks & Rec and ways to bring in funds. Chairman Webb suggested letters be sent out for potential sponsors to donate funds.
3. Vice-Chairman Smith signed up for PSATS Boot Camp in March.

### **Ordinances and Resolutions**

1. *Resolution #02-2014: Municipal Solid Waste and Recycling Officer* - Vice-Chairman Smith made a motion to pass Resolution #02-2014: Municipal Solid Waste and Recycling Officer, seconded by Supervisor Obernier. Board members Smith, Obernier and Webb voted aye.
2. *Resolution #03-2014: Tax Collector Salary* – Chairman Webb made a motion to have Township Solicitor offer advice on how to proceed, seconded by Vice-Chairman Smith. Board members Webb, Smith and Obernier voted aye.

### **Public Comments** (individuals not on the agenda)

1. Dr. Pristernik questioned if Township millage is available now or if waiting until February 15th, sending bills out March 1<sup>st</sup>.
2. A township resident volunteered to assist getting Ordinances scanned into PDF format for web site.
3. Judge Cabry asked if it was possible to have fire company coverage services placed on the web site.

### **Developer Presentations** – N/A

### **Open Issues before the Township**

1. *Appointment of Board member to Municipal Authority.* – Supervisor Obernier will continue in this capacity.
2. *The Township is in the process of looking into ways to repair Lafayette Road (est. cost \$45,000 + engineering & permit fees) and Pratts Dam Road.* – Public Works Director Tom Eells working with MacCombie Engineers on possible solutions and costs. Elizabeth Zanolwiak suggested making Pratts Dam Road one-way. Tom Eells to look into this further.
3. *The Township is in the process of preparing an Ordinance as it pertains to the Airport Hazard Area zoning.* – Supervisor Obernier suggested this be handled by MacCombie Engineers. Vice-Chairman Smith suggested Dale Barnett if he is able to do this.
4. *The Township is in the process of preparing an Ordinance to amend sections of the Township's Outdoor Lighting requirements for presentation to the Township's Planning Commission and the County Planning Commission.* – Supervisor Obernier suggested this be handled by MacCombie Engineers. Vice-Chairman Smith suggested Dale Barnett if he is able to do this.
5. *The Township continues its efforts to look for funding for a permanent fix for Icedale Road Bridge.* – No comments.
6. *The Public Works Department continues their work to repair Icedale Road Bridge.* – No comments.
7. *The Township continues its efforts to resolve site distance issues at the intersection of Route 82 and Cedar Knoll/E. Reeceville Road.* – No comments.
8. *The Township is in the process of obtaining information for IT support.* – No comments.

**General Obligation Note** (*Emmaus Bond Pool Adjustable Rate Bond for the Twp. and Public Works Facility/Park Construction: interest rate for the month is 1.35%*) – No comments.

**Review and Payment of Bills**

- |                                       |             |
|---------------------------------------|-------------|
| 1. General Fund                       | \$ 2,205.68 |
| 2. Fire Appropriations Fund           | \$          |
| 3. Open Space Fund                    |             |
| 4. Solid Waste Fund                   | \$ 3,336.88 |
| 5. State Liquid Fuels Fund            | \$20,740.58 |
| 6. Medical Reimbursement Fund (WBTPD) |             |

Supervisor Obernier made a motion to pay all bills, seconded by Vice-Chairman Smith. Board members Obernier, Smith and Webb voted aye.

**Upcoming Meetings/Events**

1. Open Space Review Board, Tuesday, January 23<sup>rd</sup> at 7:00 p.m.
2. Planning Commission, Tuesday, January 23<sup>rd</sup> at 7:30 p.m.
3. WBT Ad Hoc Review Committee, Tuesday, February 4<sup>th</sup> at 6:30 p.m.
4. Board of Supervisors, Thursday, February 6<sup>th</sup> at 7:30 p.m.
5. Historic Commission, Monday, February 10<sup>th</sup> at 7:30 p.m.
6. Parks and Recreation Board, Tuesday, February 11<sup>th</sup> at 7:30 p.m.
7. Municipal Authority, Thursday, February 13<sup>th</sup> at 7:30 p.m.

**Adjournment**

There being no further business before the Board, Vice-Chairman Smith motioned to adjourn the meeting at 10:53 p.m. Supervisor Obernier seconded the motion. Board members Smith, Obernier, and Webb voted aye in favor of adjournment.