

**Meeting Minutes of October 3, 2013  
Board of Supervisors**

Chairman Thomas McCaffrey called the West Brandywine Township (WBT) Board of Supervisors meeting of October 3, 2013 to order at 7:33 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 McCaffrey and Supervisor Josef G. Obernier, Sr. in attendance. Vice-Chairman William Webb was absent. Also present were Public Works Director Thomas Eells and Codes Enforcement Officer Dale Barnett.

**Acceptance of Minutes from Previous Meetings –**

*September 5, 2013 and September 19, 2013.* Meeting Minutes of September 5, 2013 and September 19, 2013 were tabled to allow for additional time to review them.

**Public Notification** – Supervisor Obernier stated that Vice-Chairman Webb requested that an executive meeting be held after the Township Meeting, should he arrive in time. Vice-Chairman Webb has two (2) issues he would like to discuss.

**Treasurer’s Report** N/A

**Special Public Presentation** – N/A

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

*Lori Petri requested to be on the Agenda to discuss signs.* Lori asked the Board why there are still political signs up from the primary election. Chairman McCaffrey told Lori that if she would submit a list of where the signs are, he will take care of it. Supervisor Obernier informed the audience that Chairman McCaffrey experienced someone stealing his signs and they could have put them back up to create an irritation. Chairman McCaffrey reiterated that if he is given a list of sign locations, he will have them removed.

**Reports of Organizations, Boards and Commissions -** N/A

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

1. Information to Act Upon

- a. *Signing of escrow release #17 for the Hideaway Farms for \$88,237.43.* – Tabled until next meeting in order to allow sufficient time to review and discuss with BoS and Historic Commission.

- b. *The Township is in receipt of an escrow release request from Alvaro Costa dated August 29, 2013 requesting the Maintenance Escrow Bond in the amount of \$49,025 be released for the Western side of Hidden Meadows for Sunshine Circle and Steven Way. – Linda Formica informed the Board that the Township is still waiting on items from Al Costa. This topic was tabled until issues resolved.*

2. Information to Note

- a. *The Township has submitted the Municipal Recycling Performance Grant application, Section 904 of Act 101, for the 2012 calendar year. – No comment.*
- b. *The Township is in receipt of the 2012 Municipal Annual Audit and Financial Report from Kimmel, Lorah & Associates, LLP. – Dr. Pristernick asked when this would be released to the public. Chairman McCaffrey stated that it will be scanned and made available for the website. Doug Smith asked for clarification on the 2012 date. Chairman McCaffrey and Linda Formica explained the process. Elizabeth Zanowski requested that the entire audit report be available. Linda said she would scan the entire report for the web site.*
- c. *The Public Works Department continues its work to repair Icedale Road Bridge. – Public Works Director Tom Eells stated that the road department is still in the process of digging out the beams. Chairman McCaffrey voiced concern for the reciprocity for labor the Township gets from other communities is equal. Supervisor Obernier stated he was speaking with Paul Fitzmeyer, Supervisor of West Caln, who offered the assistance of his road department for any additional help, if needed.*
- d. *The Fall/Winter newsletter is being prepared to send to the printer. – Linda Formica finalizing the newsletter.*

**Public Hearings (Ordinances as advertise) – None**

**Public Hearings (Ordinances as advertised) – None**

**Old Business – None**

**Old Business from the Floor – None**

**Old Business from Board – None**

**New Business**

1. *The Board of Supervisors to consider adopting the following policies.*
  - a. *Personnel Records*
  - b. *Credit/Debit Card Policy*
  - c. *Vehicle Use Policy*
  - d. *Petty Cash Policy*
  - e. *Mileage Reimbursement Policy*
  - f. *Medical Reimbursement Policy*
  - g. *Non-Disclosure Policy*

Chairman McCaffrey stated that this is an attempt to correct the misuse of the above-referenced, and not to cover anything up or prevent people from speaking. Dr. Pristernick asked what would happen should policy be broken. Chairman McCaffrey stated that there would be some sort of action taken against the individual.

#### **New Business from the Floor – None**

**New Business from the Board** – Supervisor Obernier asked Tom Eells that when he is preparing his budget for 2014, to include the costs of upgrading the two traffic lights. Tom informed Supervisor Obernier that the Township can't afford that at this time. Supervisor Obernier stated that preemption on the lights has been requested by all the fire departments over the last several years. Tom explained that the way it has been funded in the past was through ARLE Grants. Tom Eells also stated that it sounds like the BoS are pressuring him to put this in the budget. Supervisor Obernier stated he is pressuring him to find out how much it costs and put it on the list. Chairman McCaffrey would like to have an honest appraisal of how the departments will function without adding things that they do not feel are necessary. Tom Eells explained to the BoS that there is no room for any extras, just a bare bones budget. Supervisor Obernier stated that he has been attending all the financial meetings, save one, and has a handle on what is going on. Chairman McCaffrey stated he does not believe the BoS should be at the financial meetings, that you will not get an honest appraisal if a member of the Board is there influencing the meeting and he will wait for the financial committee to present the budget to the Board. Supervisor Obernier stated that none of the members have done it before and they need guidance.

The topic of taxes ensued. Supervisor Obernier states he will not raise taxes. Don Smallwood stated that you can't run a Township without raising taxes because the cost of all other things continues to go up. Supervisor Obernier asked that since it has been happening for 22 years in a row, is it possible that maybe it can be done without raising taxes. Chairman McCaffrey said that people are having a hard time and you don't raise taxes and make things worse. Don stated that although it has been going on for 22 years, the Township cannot continue to do so. Supervisor Obernier said that the Township has done this for a long time and have worked hard to keep things the same. Don stated he does not believe the Township is wasting money, only that the Township can't continue this way. One example was the potholes on Highspire Road. Dr. Pristernick stated if the taxes would have been raised at a miniscule amount, everyone would have only been hit with pennies, creating a capital reserve for a rainy day.

Elizabeth Zanowiak asked the BoS what the cost was to build the Township building and where did the money come from. Chairman McCaffrey stated he did not know the total cost but it was a planned purchase, meaning it was planned to be a portion of the Township's budget for a given number of years. Supervisor Obernier informed Elizabeth that the building cost 2.6 million. The whole package, including the land behind the building, was 3.4 million. That did not include the garage across the street. Tom Eells stated the garage was \$800,000.00.

#### **Ordinances and Resolutions – None**

#### **Developer Presentation**

*Charlie Jelke, Norm Jelke, and Charlie Jelke, Jr. have requested to be on the agenda with regard to expanding their building that is located at 1808 Horseshoe Pike. - Bill Steimer, Architect for Jelkes Fabrication, presented to the BoS the plan for the expansion of their building. As long as all information is delineated on the plan, they are ok with the expansion of the building. They requested that they continue to work with Dale Barnett on the project.*

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

1. *The Township is in the process of looking into ways to repair Pratts Dam Road and Lafayette Road (est. cost \$45,000 + engineering & permit fees). – No comments.*
2. *The Township continues its efforts to look for funding for a permanent fix for Icedale Road Bridge. – No comments.*
3. *The Board is exploring options regarding new financial software. – Elizabeth Zanowski asked why the need for this upgrade. Chairman McCaffrey informed Elizabeth that the audit of the books cost more because the current software is somewhat primitive compared to what is available today. Elizabeth asked who the vendor is the Township is looking at. Linda Formica informed her that the company they are looking at is called “Sage 100” at a cost of approximately \$10-\$15,000 with a yearly maintenance fee of approximately \$1,600.*
4. *The Township is in the process of preparing Ordinance No. 2013-01 as it pertains to the Airport Hazard Area zoning. – No further comment.*
5. *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. – Elizabeth asked for clarification on this. Chairman McCaffrey explained that there are improvements or additions being made to outdoor lighting requirements in the Township.*

Lori Petri asked if the above Ordinances are being prepared in house or is Ron Rambo doing them. Chairman McCaffrey explained that Stan Stubbe did the initial work and Ron was working on it to put it all together. Lori then asked that when these are completed will that conclude his involvement and asked if the Township has been paying him monthly. Supervisor Obernier told her that Ron is paid based on the number of hours he works. Lori also asked if the money that Ron is being paid will show up on invoices. She was told yes.

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

### **Review and Payment of Bills**

1. General Fund	\$25,637.00
2. Fire Appropriations Fund	\$28,119.62
3. Open Space Fund	\$0
4. Solid Waste Fund	\$ 9,243.80
5. State Liquid Fuels Fund	\$64,490.89

Supervisor Obernier made a motion to pay all bills, seconded by Chairman McCaffrey. Board members Obernier and McCaffrey voted aye.

### **Upcoming Meetings/Events**

1. Parks and Recreation Board, Tuesday, October 8, 2013 at 7:00 p.m.
2. Municipal Authority, Thursday, October 10, 2013 at 7:30 p.m.
3. Historic Commission, Monday, October 14, 2013 at 7:30 p.m.
4. Board of Supervisors, Thursday, October 17, 2013 at 7:30 p.m.

5. Open Space Review Board, Thursday, October 24, 2013 at 7:00 p.m.
6. Planning Commission, Thursday, October 24, 2013 at 7:30 p.m.
7. WBT Ad Hoc Review Committee, Tuesday, November 5, 2013 at 6:30 p.m.

### **Adjournment**

There being no further business before the Board, Supervisor Obernier motioned to adjourn the meeting at 8:37 p.m. Chairman McCaffrey seconded the motion. Board Members Obernier and McCaffrey voted aye.

Linda Formica  
Secretary/Treasurer