

Meeting Minutes of December 20, 2011
Board of Supervisors
(Rescheduled from December 15th)

Vice-Chairman Obernier called the West Brandywine Township (WBT) Board of Supervisors meeting of December 20, 2011 to order at 8:04 pm and then led those present in the Pledge of Allegiance. Roll call of the Board of Supervisors (BoS) by Manager Rambo noted Supervisor's Josef G. Obernier, Sr. and Thomas J. McCaffrey were in attendance and that Supervisor Carl S. Lindborg was absent due to work commitments. Also present were Ronald A. Rambo, Jr., Township Manager and Thomas Eells, Public Works Director.

Acceptance of Minutes from Previous Meetings

The December 1, 2011 were presented. Supervisor McCaffrey motioned to approve the minutes, seconded by Vice-Chairman Obernier. Board members McCaffrey and Obernier voted aye.

Treasurer's Report

Manager Rambo presented the Treasurer's Report, balance as of the end of November.

General Fund	\$34,750.87	State Liquid Fuel Fund	\$30,321.10
Fire Appropriations Fund	\$9,997.42	Capital Reserve Fund	\$15,018.50
K-9 Rudy Fund	\$295.34	Police Pension Fund	\$1,652,310.89
Open Space Fund	\$536,011.49	Non-Uniform Pension Fund	\$335,416.96
Solid Waste & Recycling	\$45,337.85	Payroll Fund	\$9,715.72
Revolving Reserve Fund	\$22,680.39	Operating Reserve Fund	\$10,014.73
Developer Escrow Fund	\$434,734.74		

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

Magisterial District Judge Cabry is in attendance to talk with the Board. Judge Cabry stated he is in attendance as Michael Cabry, a resident of WBT. Mr. Cabry expressed thanks and appreciation for the 28 years of service that Carl Lindborg has given to WBT noting that Carl was always very approachable and is a model for local supervisors and also thanked Sue and Carter Lindborg. Vice-Chairman Obernier concurred with Mr. Cabry noting that 28 years needs to be commended.

Correspondence/Communications *Information to act upon*

The Township is in receipt of information with regard to the PSATS Conference scheduled for May of 2012. Both Vice-Chairman Obernier and Supervisor McCaffrey will attend. Manager Rambo will find out if Bill Webb will also attend.

The Township is in receipt of the 2012 Traffic Signal Maintenance Agreements from Charles H. Higgins & Sons, Inc. and Signal Service for consideration. The Township received two proposals; Higgins for \$400 and Signal Service for \$550. Manager Rambo recommended the Township approve the Charles H. Higgins agreement. Supervisor McCaffrey motioned to approve the lowest bidder Charles H. Higgins, seconded by Vice-Chairman Obernier. Board members McCaffrey and Obernier voted aye.

Correspondence/Communications *Information to note*

PSATS has forwarded the Township information on their new member service, "The Township Emergency Management Association." Manager Rambo explained the State Association is starting a new program for

Emergency Management individuals. They will have a four hour class at the upcoming convention. Elizabeth Zanolwiak of Woodbrooke Drive asked about the new member service.

Steve Siana of Siana, Bellwoar & McAndrew, LLP has forwarded the Township their proposed 2012 hourly rates as Special Counsel. Manager Rambo noted the rates will be the same as in 2011, they will be reappointed during the organization meeting as special counsel for 2012. Ed Pristernick questioned what the rates are. Manager Rambo delineated Special Counsel's rates.

The State Workers' Insurance Fund has forwarded the Township correspondence with regard to the Township's Workers' Comp Insurance. Manager Rambo stated the Township is now a member of SWIF; the Township lost its previous carrier due its claim rate over the past three years. Workers Compensation rates have gone up from \$60,000 per year to \$96,000 per year. The two police claims over the past three years was the major reason for this.

The Township is in receipt of information from Recyclers' Update with regard to upcoming events. Manager Rambo noted the schedule for the Masters Composting Class for 2012.

Reports of Departments: *Month of November unless otherwise noted.*

Police Report: Submitted by Chief Werner and presented by Manager Rambo.

Criminal	7	Burglaries/Thefts	4	Total Complaints	508
Non Traffic	7	DOA's	0	Total hrs worked	1,132.6
Parking	5	Domestic/Disturbance	18	Overtime hrs	27.5
Traffic	93	Harassment	7	Fuel Used	536.8
Warnings	40	Premise Check	100	Total Miles Driven	5,750
Total Arrests	112	Susp. Cond/Vehs	9	Admin Hrs	164.5
Alarms	9	Vehicle Crashes	14	Court Hrs	13.8
Animal Calls	10	Vehicle Stops	118	Training Hrs	49
Assist other PD	9	All Other	210	Investigation Hrs	156.5

Public Works Department Report: Presented by Tom Eells, Public Works Director. Mr. Eells also noted work completed during the month. Discussion ensued regarding mulch.

Total man-hours	824.5	Miles traversed	2,635
Total Equipment hours	36.3	Total fuel gallons	932.8

Buildings/Codes/Fire Inspector Department Report: Submitted by Dale Barnett and presented by Manager Rambo .

Building & Codes

Building Permits issued	16	Cont. Ins. Fees collected	\$120
Permit base fees collected	\$4,792.4	Inspections completed	43
Occupancy fees collected	\$300	Failed Inspections (FI)	3
U&O permits issued	3	Failed Inspections Fees collected	0
U&O permits issued cursory	22	Total fees collected	\$6,156.27
Contractor Ins.Verification issued	3		

Fire Report:

Campfire/Recreational Permits	9	Denied – Construction Material	1
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East Brandywine Fire Company: Submitted by Deputy Chief Edwards and presented by Manager Rambo.

Fire

Number of calls dispatched into WBT	3	Initial dispatch into WBT	3
Second dispatch into WBT		Number of calls scratched	-

Medical Assist

Number of calls dispatched into WBT	17	Initial dispatch into WBT	17
Second dispatch into WBT	-	Number of calls scratched	6

Wagontown Fire Company: Submitted by Chief Ziegler and presented by Manager Rambo.

Fire

Number of calls dispatched into WBT	1	Initial dispatch into WBT	1
Second dispatch into WBT	0	Number of calls scratched	0

Medical Assist

Number of calls dispatched into WBT	-	Initial dispatch into WBT	-
Second dispatch into WBT	-	Number of calls scratched	-

Martins Corner: Submitted by Chief Dan Metzler and presented by Manager Rambo.

Fire

Number of calls dispatched into WBT	0	Initial dispatch into WBT	0
Second dispatch into WBT	-	Number of calls scratched	0

Westwood Ambulance: Presented by John Sly. John stated that Westwood Ambulance wanted to thank Carl Lindborg for his service on the BoS when they were selected as the Township’s ambulance service provider. They appreciated his support.

Ambulance - Types of calls dispatched into WBT

Medical	27	Fall	8
Vehicle Accident	3	Freedom Village Calls	15
Assault	1	Total # of Calls	39
Fire Stand By	0	Average Response Time (dispatch to on scene)	9 minutes
Cardiac Arrest	0		

Reports of Organizations, Boards and Commissions

No one was present from the Historical Commission. Manager Rambo noted the Historical Commission’s report stated they approved the Archdiocese proposed barn conversions. The second item was regarding the placement of a plaque for Costa Homes.

No one was present from the Planning Commission. Manager Rambo stated that the PC recommended that the two projects (GenTerra and Hannell ODonnell) be tabled. They are waiting for the engineer’s comments.

No one from the Parks and Recreation Board was present. Manager Rambo stated that Parks and Rec has contracted the Grease band for Father’s Day.

No one was present from the Open Space Review Board. Manager Rambo stated the OSRB supported moving forward with Dr. Eck’s conservation easement.

Municipal Authority Manager Rambo summarized progress to date on the interconnection of the extended Friendship Village system to the Kimberwick system and finalizing the outstanding issues regarding the construction of the Authority project.

Public Hearings (Ordinances as advertised)

Vice-Chairman Obernier opened the Public Hearing at 8:40 p.m. to receive comments on the proposed budget. Elizabeth Zanowiak stated that a while back the Township said that an email was going to be sent out if something important has come up. Passing the budget at tonight’s meeting should have been important enough to send out an email. Manager Rambo explained the budget was presented at the second meeting of November to the public. At which time the public had the opportunity to comment. The first meeting in December the budget was

also available for public comment. Tonight it is available for final comment before the BoS adopts it. It has been advertised in the paper, presented at two different meetings, and tonight is the third meeting where it will be adopted.

Vice-Chairman Obernier asked Ms. Zanolwiak if she had any comments about the budget. Ms. Zanolwiak commented that she has many, but declined to give any at this time.

Ed Pristernik asked if the budget is up or down compared to last year. Manager Rambo answered the General Fund Budget is down 7%, the Police Pension fund is up due to people on retirement and permanent disability. Thirteen funds makes up the entire budget. The total budget of all the funds is \$7,287,658. Of that the general fund is 22%, fire appropriations is 1%, K-9 Rudy fund is less than a percent, open space fund is 12%, solid waste is 9%, capital reserve is less than 1%, developer escrow fund is 6%, state liquid fuel fund is 3%, revolving reserve is 3%, police pension is 25%, non uniform pension is 6%, and payroll is 13%. The total is up because of addition monies coming out of the police pension fund. Roughly \$125,000 of the general fund goes into the police pension fund; \$130,000 is being paid out of the police pension fund.

Ed. Pristernik asked about putting the budget, year to date, on the website. Manager Rambo explained he is working on having an Excel spreadsheet to put on line.

Elizabeth Zanolwiak expressed that the budget is confusing, there has to be a simpler way, and asked if it could be tabled until another meeting. Manager Rambo stated no, is has to be adopted by the end of the year.

Supervisor McCaffrey stated the Township has to follow guidelines for when the State comes in; the way it is presented is the way the budget has to be done. Jack Conti also asked if the budget could be simplified and stated it is confusing having to add up the numbers. Vice-Chairman Obernier suggested having the accounting software do a report that puts running totals for vendors for the year. Supervisor McCaffrey stated he would like to see that as well, as long as it doesn't cost more. Vice-Chairman Obernier asked Manager Rambo to look at the accounting system for payments to vendors and how much they have been paid monthly and yearly. Manager Rambo answered yes, a vendor maintenance report can be run. If you look at the fund within each department it uses the same sub number, for example #213 is attorney fees and #213 in every department is attorney fees. The budget is the way it is because when Manager Rambo first started the budget was four pages and everyone wanted more detail. Supervisor McCaffrey stated it was expanded again this year because people wanted all the miscellaneous categories to go. If a line item gets used one time, according to the State that number stays with you forever.

Jack Conti questioned about how you figure out electricity for each department. Elizabeth Zanolwiak asked which staff members have cell phones. Manager Rambo answered the three full time Public Works Department staff, the Codes Officer, the Police Officers, and the Manager Rambo.

Jack Conti commended the Manger for doing a good job with the budget. At this time there were no further questions, Supervisor McCaffrey motioned to close the hearing. Vice-Chairman Obernier seconded the motion. Board members McCaffrey and Obernier voted aye.

The Hearing was closed at 9:03 p.m. The Township meeting was reopened at 9:03 p.m.

Old Business

The Public Works Director continues the gathering of information on the cost to repair or reconstruct the Icedale Road bridges. There were no comments.

The Manager continues the preparation of information necessary to add parcels to the Township's Agricultural Security Area. Manager Rambo stated the standard letter is almost complete to send out to those that currently participate in the ASA. The initial letter asked if they wanted to stay in the ASA. Elizabeth Zanolwiak asked for an explanation of the ASA. Manager Rambo and Supervisor McCaffrey briefly explained.

The Manager and Zoning Officer continue their review of the Zoning Ordinance as it pertains to areas that permit the operation of roadside stands. There were no comments.

The Township's Emergency Operations Committee will be meeting to discuss the updating of the Township's EOP on Monday, January 15, 2012 at 7:30 p.m. Manager Rambo stated so far they have had two meetings, a third meeting is scheduled. A new emergency operations plan is being compiled.

Discuss the 2012 proposed budgets that will be considered for adoption this evening. Elizabeth Zanowiak asked questions about the miscellaneous categories in the budget. Discussion ensued.

Old Business from the Floor

There was no Old Business from the Floor.

Old Business from the Board

Supervisor McCaffrey requested an update on the status of a letter that he requested be written to the Department of Agriculture regarding burning on farms. Manager Rambo explained he is trying to get the budget finished first. Discussion ensued. Vice-Chairman Obernier asked if Supervisor McCaffrey would like the BoS to sign the letter. Supervisor McCaffrey answered yes. Manager Rambo will send Supervisor McCaffrey the Ordinance so that Supervisor McCaffrey can draft a letter.

New Business

The Board of Supervisors is in receipt of a copy of the draft proposed amendments to the Township's lighting section of the Subdivision and Land Development Ordinance. There were no comments.

The Township will hold its yearly organizational meeting on Tuesday, January 3, 2012 at 7:30 p.m. and its first meeting of the New Year directly afterward. There were no comments.

The Board to discuss the providing of mulch to its residents free if picked up at the yard and by charging a fee for delivery (insurance company suggests getting a waiver signed before delivery- no need for a rider). Supervisor McCaffrey wanted to confirm that currently people can shovel their own mulch, but if they want the Township to load it, they must sign a waiver.

The Board of Supervisor to discuss the revised Permit Fee Schedule and the Hearing and Plan Submission schedule. Manager Rambo reviewed and revised the Permit Fee Schedule as well as the Hearing and Plan Submission schedule.

The Manager has forwarded the Township Solicitor a Contractual Agreement for Fire Protection Services for his review and input. The Township received a letter from John Good stated that he finds the proposed contractual agreement in order.

New Business from the Floor and from the Board

Elizabeth Zanowiak stated she has three concerns; one is regarding the condition of Pratts Dam Road, the other was regarding a tree on the lower end of Pratts Dam Road, and the third issue was about the smell of fuel in the meeting room that is making her ill. The Public Works Department will visit Pratts Dam Road and the Township will look into the smell as it relates to the start up of the generator for the building and is scheduled test time.

Judge Cabry noted there will be an Auditors meeting, Wednesday, January 4, 2012 at 7:30 p.m.

Supervisor McCaffrey noted the Township will be having a safety and loss prevention audit and asked if there is a way to better define disability for Workman's Comp. Manager Rambo will talk with SWIF when they come in and see what they suggest to assist the Township in preventing claims.

Elizabeth Zanowiak expressed to the Board of Supervisors that she felt she should be treated with more respect when she comes to the meetings. Vice-Chairman Obernier stated she absolutely has been treated with respect.

Ordinances and Resolutions

Resolution #33-2011: adoption of budgets.

Resolution #34-2011: establishment of Real Estate Tax.

Resolution #35-2011: establishment of Fire Appropriations Tax.

Resolution #36-2011: establishment of Solid Waste and Recycling Fee.

Supervisor McCaffrey motioned to adopt the above noted resolutions, #33-2011 - #36-2011, seconded by Vice-Chairman Obernier. Board members McCaffrey and Obernier voted aye.

Resolution #37-2011: establishment of new Permit Fee Schedule.

Resolution #38-2011: establishment of new Hearing/Plan/Land Development Submission Fee Schedule.

Supervisor McCaffrey motioned to approve resolutions #37-2011 and #38-2011. Vice-Chairman Obernier seconded the motion. Board members McCaffrey and Obernier voted aye.

Resolution #39-2011; acceptance of the Hidden Meadows Phase I Roadways. Supervisor McCaffrey motioned to approve resolution #39-2011, seconded by Vice-Chairman Obernier. Board members McCaffrey and Obernier voted aye.

Public Comments

There were no Public Comments.

Developer Presentations

There were no Developer Presentations.

Open Issues Before the Township

The Township Engineer and Manager continue their work on updating the Township's Act 537 Plan.

There were no comments.

The Township is looking for two volunteers to fill vacancies on the Parks and Recreation Board.

There were no comments.

The Township Manager is working to complete the Airport Hazard Zoning District Overlay.

There were no comments.

The Township is looking for a volunteer to fill a vacancy on the Historic Commission.

There were no comments.

General Obligation Note

(Emmaus Bond Pool Adjustable Rate Bond for the Twp. and Public Works Facility/Park Construction: interest rate for the week is 1.65%). There were no comments.

Review and Payment of the Bills

Manager Rambo noted the General Fund bills total \$27,971.44, Solid Waste Fund bills total \$2,417.00, and the Liquid Fuels Fund bills total \$1,179.40. Supervisor McCaffrey reviewed the bills, found them in order, and motioned to approve the bills, seconded by Vice-Chairman Obernier. Board members McCaffrey and Obernier voted aye.

Upcoming Meetings/Events

- Township offices closed: Friday, December 23, 2011, Monday, December 26, 2011, and Monday, January 2, 2012
- Township organizational meeting, Tuesday, January 3, 2012 at 7:30 p.m.
- Board of Supervisors first meeting of New Year, Tuesday, January 3, 2012 at 7:45 p.m.
- Auditors meeting, Wednesday, January 4, 2012 at 7:30 p.m.
- Historic Commission meeting, Monday, January 9, 2012 at 7:30 p.m.

- Parks and Recreation Board meeting. Tuesday, January 10, 2012 at 7:00 p.m.
- Municipal Authority organizational meeting, Thursday, January 12, 2012 at 7:30 p.m.
- Municipal Authority first meeting of New Year, Thursday, January 12, 2012 at 7:45 p.m.

A final mention before the closure of the meeting by Manager Rambo noted the BoS is in receipt of a copy of the proposed fire company contractual agreement for their review and that the Township awaits input from the fire companies. There is an increase contribution proposed for the fire companies. The Manager suggested that the increase be conditioned on signing the contract.

Adjournment

There being no further business before the Board, Supervisor McCaffrey motioned to adjourn the meeting at 9:42 p.m. Vice-Chairman Obernier seconded the motion. Board Members McCaffrey and Obernier voted aye in favor of adjournment.

Ronald A. Rambo, Jr.
Township Manager/Secretary/Treasurer