

**EAST BRANDYWINE TOWNSHIP BOARD OF SUPERVISORS
WORK SESSION
Thursday, August 4, 2016**

Those in Attendance:

Jay G. Fischer, Chairman
Arnold M. Kring, Vice-Chairman
Kyle Scribner, Member
Scott T. Piersol, Township Manager
Luke R. Reven, Assistant Township Manager
Mark Kocsi, Chief of Police
Matthew T. VanLew, Roadmaster
Mary Beth Smedley, Secretary/Treasurer

Chairman Fischer called the East Brandywine Township Board of Supervisors meeting of Thursday, August 4, 2016, to order at 8:00 AM at the East Brandywine Township Municipal Complex. Also in attendance was Bob Pringle, the MileMarker Editor.

Public Comment on Non-Agenda Items

Chairman Fischer asked if there were any comments from the public on non-agenda items. There were no comments.

Approval of the Planning Commission Minutes for July 6, 2016

Chairman Fischer asked if there were any questions or comments. Seeing none, Vice-Chairman Kring made a motion to approve the July 6, 2016 Planning Commission minutes as presented. Chairman Fischer seconded the motion, with all voting Aye.

Approval of the Board of Supervisors' Minutes for July 20, 2016

Chairman Fischer asked if there were any questions or comments. There were no comments. Vice-Chairman Kring then made a motion to approve the July 20, 2016 minutes. Mr. Scriber seconded the motion with all voting Aye.

Resolution 13 of 2016 – Requesting Amendment to the Sterling Act

Mr. Piersol explained that the Chester County Association of Township Officials (CCATO) is requesting that municipalities adopt a Resolution calling for revisions to the Sterling Act of 1932. If the Sterling Act is amended, earned income tax fees will be remitted to municipalities where residents reside if they work in Philadelphia. Mr. Piersol estimates that the Township would receive an additional \$118,000 a year in revenue. A hearing is scheduled for later this month where CCATO will speak on behalf of townships and boroughs in Chester County. Chairman Fischer asked if there were questions or recommends. Seeing none, Vice-Chairman Kring made a motion to adopt Resolution 13 of 2016. Mr. Kring seconded the motion, with all voting Aye.

Electronic Document Management System Discussion

Mr. Reven provided two proposals for electronic document management systems for the Supervisors to review. This purchase was anticipated for the 2016 budget. Currently, the Township uses an application called Flowfile. The proposed new system, Laserfiche Avante, will provide for easier searches, redaction, and for optical character recognition. It will also allow for indexing emails from the email server. The software is non-proprietary, with widespread adoption. There is a module that would permit remote access for consultants. However, the Township's IT Consultant has some security concerns so that module will not be part of the initial purchase, but may be considered in the future. The Township is not required to bid this project since the program will be purchased under COSTARS.

Mr. Reven considered two vendors for this project:

1. General Code – The purchase price is \$16,762.50, with an annual support fee of \$2,250.
2. Laserfiche Solution - The purchase price is \$17,100.00, with an annual support fee of \$2,325.00.

Mr. Reven is recommending the Board choose General Code. They submitted the lower of the two bids and currently codifies the Township's land use codes.

Mr. Scribner asked for clarification about the ability to access the system remotely. Mr. Reven explained that there is a separate module that can be purchased to allow remote access. Presently, there are some concerns about security. The system can be configured to allow for different levels of access. For example, consultants will not have access to personnel files.

Chief Kocsi asked Mr. Reven for more information about emails and how they will be indexed. Mr. Reven said that there would be a new button on Outlook that will allow emails to be indexed on Laserfiche. Chief Kocsi said that the Police Department does not use the same server as the Township. Mr. Reven and Chief Kocsi will discuss how the two systems could interface or if the Township and Police Department should consider a stand-alone email server.

Mr. Kring made a motion to accept the General Code proposal for \$16,762.50, with an annual support fee of \$2,250. Mr. Scribner seconded the motion with all voting Aye. Mr. Scribner asked that Mr. Reven and Chief Kocsi continue their discussion on how this will work for the Police Department.

Future Scheduled Meetings

1. East Brandywine Foundation Meeting – October 6, 2016 after the Work Session
2. Pension Committee Meeting – November 3, 2016 after the Work Session

Additional Public Comments

Chairman Fischer asked if there were additional comments from the audience. Mr. Pringle mentioned that there is a program called X1.com that will search emails and attachments. It will not replace Laserfiche, but it might be a helpful tool for the Township to consider.

Adjournment

There being no further business, Vice-Chairman Kring moved to adjourn the meeting at 8:20 A.M. Mr. Scribner seconded the motion, with all voting Aye.

Respectfully submitted,

A handwritten signature in cursive script that reads "Mary Beth Smedley". The signature is written in black ink and is positioned above the printed name.

Mary Beth Smedley
Secretary/Treasurer