

**EAST BRANDYWINE TOWNSHIP BOARD OF SUPERVISORS**  
**WORK SESSION**  
**Thursday, September 1, 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, September 1, 2016, to order at 8:00 AM at the East Brandywine Township Municipal Complex. There were no visitors in attendance.

**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 Board of Supervisors' Minutes for August 17, 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 August 17, 2016 minutes. Mr. Scriber seconded the motion with all voting Aye.

**Roadmaster Report to the Board of Supervisors for September 1, 2016**

Equipment Update - The 2017 Ford Dump Truck has not been given a production date due to Ford discontinuing green as a standard color, so this truck needed to be special ordered. As a result, their production waits until a designated number of orders for that particular color before they will build the truck. New Holland Ford will advise Mr. VanLew when the truck is in production. He still expects delivery of the truck before the end of the year.

The snow blower attachment for the John Deere tractor has been delivered to our supplier Knox Rental. Mr. VanLew hopes to have them pick up our tractor within the next few weeks for installation. He is currently having the boom mower repaired for a final mowing this year.

Personal and Vacation Policy for Road Department for Road Department Employees and Winter Road Maintenance Season - This past spring, Mr. VanLew was directed to provide the Supervisors with a road maintenance/plowing plan for blizzard and other inclement weather/winter conditions. One component of the plan was to develop a vacation policy for Road Department Personnel. One of our employees scheduled a travel vacation during the blizzard in late January; this caused additional work for others and extended plowing times. Mr.

VanLew provided a draft Personal and Vacation Policy for Road Department Employees and Winter Road Maintenance Season for the Board's review. With the Board's approval, he would like to put this policy in place soon due to the upcoming winter season.

Mr. VanLew made some minor changes from the original draft based on recommendations made by Stacey Fuller, Esq., the Township Solicitor.

Chairman Fischer asked if Mr. VanLew if he has shared the draft policy with his employees. He said he did, and the only comment he received was that the policy should help to ensure the Road Department is not short-staffed during the next snow event. The Policy outlines specific penalties that can lead to dismissal after the third violation, at the discretion of the Board of Supervisors. The violation can be on three concurrent days for a long snow event or may be for three specific events, depending upon the circumstances.

Vice-Chairman Kring made a motion to approve the Personal and Vacation Policy for Road Department Employees and Winter Road Maintenance Season. Mr. Scribner seconded the motion, with all voting Aye.

Other components added to our winter season plan are the purchase of a new dump truck and snow blower attachment, an additional full time employee and hiring of part-time personnel. With these additions, the Road Department will be better prepared for the winter season.

#### **Consider Solicitor Conflict of Interest Waiver**

Mr. Piersol explained that one of the partners in Township Solicitor Stacey Fuller's office has acted as attorney for the Downingtown Area School District with regard to the sale and development of its property located at Bollinger Road and Horseshoe Pike. Once Ms. Fuller became aware of this, she advised the Board that they might wish to consult independent counsel or formally waive any conflict which may exist concerning Gawthrop Greenwood, PC's continued representation of both East Brandywine Township and Downingtown Area School District. Mr. Kring made a motion to approve the Waiver of Conflict of Interest. Mr. Scribner seconded the motion, with all voting Aye.

#### **Re-appoint Township Budget Committee**

Vice-Chairman Kring made a motion to re-appoint Carl Croft, David Kirkner, Mark Kocsi, Robert Long, Scott Piersol, Luke Reven, Mary Beth Smedley and Matthew VanLew to the Township Budget Committee for 2016. Mr. Scribner seconded the motion, with all voting Aye.

#### **Presentation of Pension Plan Minimum Municipal Obligation Report**

According to the State Pension Act, the 2017 Minimum Municipal Obligation must be presented to the Board of Supervisors by September 30, 2016. The calculations, based on the estimated gross payroll, have been completed and were filed yesterday with Thomas Zimmerman from

Conrad Siegel, the Township's Actuary. The Non-Uniform MMO is \$68,267.00 and the Police Pension MMO is \$185,170.00. The Non-Uniform State Aid estimate is \$43,746.50 and the Police State estimate is \$131,239.50.

### **Police Accreditation**

Chief Kocsi reported that the Police Accreditation would take place on September 7<sup>th</sup> and 8<sup>th</sup>. He thanked Mr. VanLew for his assistance during this process.

### **Mobile Vehicle Recovery Systems**

Chief Kocsi has received a quote from WatchGuard, a COSTARS vendor, for the mobile vehicle recording systems for \$52,775. Chief Kocsi budgeted \$60,000 for this purchase in 2016. He expects to move forward with purchase and installation sometime in October. Vice-Chairman Kring made a motion to approve the purchase from WatchGuard for \$52,775. Mr. Scribner seconded the motion, with all voting Aye.

### **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. There were no comments.

### **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,

Mary Beth Smedley  
Secretary/Treasurer