

**EAST BRANDYWINE TOWNSHIP BOARD OF SUPERVISORS**  
**PM SESSION**  
**September 15, 2022**

**Those in Attendance:**

Carl K. Croft, Vice-Chairman  
Jason Winters, Supervisor  
Luke D. Reven, Township Manager  
Matthew VanLew, Township Roadmaster  
Jeff Yankanich, Lieutenant  
Tom Oeste, Township Solicitor  
Lisa Taraschi, Township Secretary

The East Brandywine Township Board of Supervisors meeting of Thursday, September 15, 2022 was called to order at 6:30 PM at the East Brandywine Township Municipal Complex.

**Opening of Meeting**

Vice-Chairman Croft opened the meeting by announcing that this meeting is being recorded. He then asked everyone to stand for the Pledge of Allegiance.

**Public Comment on Agenda Items**

There was no public comment.

**Approval of Minutes**

Supervisor Winters made a motion to approve the meeting minutes from the September 1st Board meeting. Vice-Chairman Croft seconded the motion, with both members voting Aye. Motion passed 2-0.

**Treasurer's Report, Authorization to Pay Bills and Approve Payroll**

Vice-Chairman Croft made a motion to authorize the payment of bills. Supervisor Croft seconded the motion, with all members voting Aye. Motion passed 2-0.

**Reports**

Township Manager Reven stated he did not have a report to present to the Board this evening. Mr. Reven presented the Building Inspector's report to the Board.

Roadmaster VanLew stated he did not have a report to present to the Board as well this evening.

Lieutenant Yankanich presented the Police Department report to the Board. A copy, verbatim et literatim, is attached to these minutes and made part of the record.

1. COVID UPDATE – The COVID-19 CDC and State mandates have been lifted in the Police Department. Employees in the PD will continue taking temperatures as a precaution for a while. Officers will continue wearing masks or other PPE on medical calls that require a higher level of caution.
2. The PLEAC assessors were at the PD on Tuesday August 30, 2022. I have very proud of the presentation that Lieutenant Yankanich and Officer Harnish gave regarding our accreditation program. The assessors spent most of the day inspecting and reviewing the Police Department operations. The lead assessor advised us during the exit interviews that our operations were one of the best he had been involved in inspecting. I am also very proud to announce that we will be recommended for a three-year re-certification as a PA Accredited Police Agency. The East Brandywine Township Police have been accredited since 2016 and go through a re-inspection every three years.
3. Our three new Police candidates have been identified and are all in a different stage of hiring. Andrew DiPaolo has completed all of the hiring requirements, is sworn in, and is assigned to the Field Training Program. Gary Parsons is awaiting his MPOETC certification approval. Once that is received, he will be sworn in and begin Field Training. Rebecca Sousa has accepted her conditional offer of employment and is completing her medical testing. We are still planning for a formal swearing at one of the October BOS meetings.

**Monthly Statistics:** August 2022

Total monthly events for EB	2026
Investigations completed	185
Criminal Arrests	7
Summary Arrests	0
Warrant Arrests	3
Juvenile Petitions	0
Accidents Investigated	9
Traffic Citation issued	97
Warnings Issued	56
Patrol Miles logged	8,584

**Training Completed:**

Officer Maureen Rae – Street Cop Intervention

Officer Mike Triola – Field Training Officer certification

East Brandywine Township Fire Marshal Joe Edwards presented the Fire Company’s report to the Board. Mr. Edwards advised the Fire House building will be completed in the next 2 weeks and they are hoping to have an open house the end of September.

Supervisor Winters made a motion to accept the reports and the Planning Commission minutes. Vice-Chairman Croft seconded the motion. With both members voting Aye, motion passed 2-0

**Old Business**

There was none.

## **New Business**

### **Draft Official Map: Permission to Advertise**

Mr. Reven presented the draft map to the Board. He stated it's more than a year's work on behalf on the Ordinance Task Force. The Planning Commission and Ordinance Task Force recommended that the Board pass this map on to the County for ACT 247 review and to schedule a date to adopt the map. Mr. Reven added this ordinance must be advertised, the earliest it can be approved by the Board would be during the October 20<sup>th</sup> meeting.

Vice-Chairman Croft made a motion that the Township advertise the official map. Supervisor Winters seconded the motion. With both members voting Aye, motion passed 2-0.

### **Amended Soils Bondsville Mill: Additional Soil Request Bid Award for Purchase of Plants at Bondsville Mill**

Mr. Jim Buczala, Chairman of Bondsville Mill Committee, informed the Board that the calculation for the amount of amended soils originally requested was not enough. They are in need of an additional 750 yards more, equating to an additional \$34,740. Mr. Buczala asked the Board for permission to purchase more soil and asked for an increase in their budget to cover the deficit of approximately \$14,000. The discussion continued. Mr. Croft advised the budget for 2022 was approved based on what was requested. He stated we are not large enough to switch money around. He added he does not have a problem shifting the money from areas that the Mill Committee hasn't used in their already approved budget. He also added he is not sure where the additional \$14,000 will come from and is not willing to authorize this tonight.

Mr. Reven rephrased Mr. Buczala question to; is there cash in order to pay an additional \$14,000 out of the Township's Capitol Reserve. He added the answer is yes, if the Board authorizes the Bondsville Mill Committee to go over budget. He also went on to state the other fiscal notes from an administrative perspective is this is a COSTARS purchase; we can purchase more or less depending on the rate that is on the COSTARS contract.

The Board advised if they give Bondsville Mill Committee the extra \$14,000 as requested, that amount will need to be removed from their 2023 budget.

Mr. Reven explained that this deliverable is part of Phase 2 of the park to remove a concrete pad, replace the area excavated with soils, to purchase plants and install hardscaping and to install a parking lot. He added these are phases 1-4 of this project. He added we have substantial grant funding for this project. All of these over budget items are increasing the proportion of the total project costs being paid by the taxpayers of East Brandywine instead of the County and state through their grant programs. Mr. Reven stated the Township

has an obligation to fill these gaps as they appear, in order to meet our match on these grants. He added there is a sequencing concern as the delivery of the soils must occur prior to the next phase which is the planting. It is his recommendation that the Board authorize the additional soil purchase.

Mr. Keith Dodds of the Community asked for clarification on the request of funds. Is there an erosion issue? Why is it needed? Mr. Croft explained it's the soil needed for plants. Mr. George Henderson suggested they rescope the project and make it smaller in order to accommodate a secondary budget for 2023. The Board explained that won't work because it is a four phase project.

Vice-Chairman Croft made a motion that the Board approve the request of Bondsville Mill to purchase additional amended soils under the original COSTARS contract in the amount of 750 cubic yards amounting to approximately \$35,000. Supervisor Winters seconded the motion. With both members voting Aye, motion passed 2-0

### **Bid Award of Purchase of Plants at Bondsville Mill Park**

Mr. Buczala explained to the Board the Mill rebid the plants for Phase 3 due to time line changes resulting from hurricane damage to the bridge. He explained the low bidder was Malco Landscaping Inc. in the amount \$58,348.21. He added Pennoni has reviewed the bid and credentials and is recommending that this bid be accepted. He also stated this is just for the purchase of the plants, the installation will be done by the volunteers at the Mill.

Supervisor Winters made a motion to award the landscaping contract for Bondsville Mill to Malco Landscaping Inc. in the amount of \$58,348.21 for the total base bid contingent upon the contract as well the furnishing of the required bond and insurance. Vice-Chairman Croft seconded the motion. With both members voting Aye, motion passed 2-0.

### **Hide Away Farms HOA: Parking Concerns**

Greg Rhoads, President and Keith Dodds, Treasurer, of the Hide Away Farms HOA explained to the Board that the residents of Hide Away have concerns regarding no parking signs being placed on some of their streets.

Mr. Reven informed the Board that all of the roads in the development are dedicated to the Township. He advised once we accept dedication of roads, we amend our traffic ordinances to establish what are 4-way stops and/or 3-way stops and where parking is permitted. This allows for police enforcement authorizing them to issue citations for any infractions. He added some of the trails share the road in areas and other areas the asphalt trails. The areas where they share the road would be marked as no parking. He also stated there is no rule that they must be marked as no parking. However, if we receive a call that someone is parking in a share the road area our ticket will not stand-up. Mr. Croft stated he is concerned about safety issues of parking in areas that are meant to be a trail, adding because it is a Township road it is our responsibility to protect our residents. The HOA suggested no parking throughout the community and requiring the resident to ask the HOA for permission for parking on the street for parties and other functions. Mr. Croft agreed suggesting self-enforcement.

The HOA's major concern is the signage and how it may affect the community. Mr. Oeste added there is enough room to park on the other side of the road. The HOA agreed that in order to support the police they are willing to accept some signage in the community. Mr. Dodds added they were under the impression that the Township was stating no parking in the community at all not realizing it was meant for only on the walking trails. Lieutenant Yankanich stated if painting on the road was a possibility, he would be fine with that. Mr. Oeste stated he would look at the vehicle code. Mr. Reven added the Township would be responsible for the painting of the signs on the roads. Mr. Oeste stated the general consensus is that there would be no parking on the side of the street that contains the walking path. Adding we will have to research how it can be enforced. Mr. Rhoads asked for confirmation that this would only be on the side of the streets containing the walking path.

### **Subdivision & Zoning Applications**

There was none.

### **Ordinances & Resolutions for Consideration**

#### **Resolution 15 of 2022: Designation of Emergency Services Providers**

Mr. Reven present the resolution to the Board. A copy, verbatim et literatim, is attached to these minutes and made part of the record.

**RESOLUTION 15 OF 2022  
A RESOLUTION OF EAST BRANDYWINE TOWNSHIP,  
CHESTER COUNTY, PENNSYLVANIA,  
DESIGNATING EMERGENCY SERVICE PROVIDERS FOR  
EAST BRANDYWINE TOWNSHIP**

**WHEREAS**, the Board of Supervisors of East Brandywine Township is responsible under the Second-Class Township Code for the public safety of the residents of East Brandywine Township; and

**WHEREAS**, the Board of Commissioners of the County of Chester has requested that East Brandywine Township provide a resolution outlining the methods and agencies chosen to fulfill the public safety needs of East Brandywine Township for the efficient administration of the integrated emergency communications system of the Chester County Department of Emergency Services.

**NOW, THEREFORE, BE IT RESOLVED** the East Brandywine Fire Company will provide fire protection. East Brandywine Fire Company chooses a combination of designated primary coverage area and the use of Automatic Vehicle Location services; and,

**FURTHER, BE IT RESOLVED** the Minquas Fire Company Ambulance of Downingtown will provide Basic Life Support ambulance services; and,

**FURTHER, BE IT RESOLVED** the East Brandywine Township Police Department will provide full-time police protection; and,

**FURTHER, BE IT RESOLVED** that the East Brandywine Fire Company will provide rescue service; and,

**FURTHER, BE IT RESOLVED** that the ALS Division of the Minquas Fire Company Ambulance of Downingtown will provide Advanced Life Support Services; and,

**FURTHER, BE IT RESOLVED** that Benjamin Serfass is designated as the Township's Emergency Management Coordinator; and

**FURTHER, BE IT RESOLVED** that Bob Nye is designated as the Township's Deputy Emergency Management Coordinator; and

**FURTHER, BE IT RESOLVED** that the Board of Supervisors of East Brandywine Township have reviewed and revised, if necessary, and adopted the East Brandywine Township Emergency Operations Plan; and has reviewed and adopted the National Incident Management System as a common operating practice.

**AND FURTHER, BE IT RESOLVED**, the contact person between said organizations and the Chester County Department of Emergency Services shall be Luke Reven, Township Manager.

**ENACTED** this 15th day of September, 2022, by the Board of Supervisors of East Brandywine Township, Chester County, Pennsylvania, in lawful session duly assembled.

**Resolution 16 of 2022: Appointing Non-Voting Members to the East Brandywine Township Planning Commission.**

Mr. Tom Oeste presented the resolution to the Board. A copy, verbatim et literatim, is attached to these minutes and made part of the record.

**RESOLUTION NO. 16 OF 2022  
A RESOLUTION OF THE BOARD OF SUPERVISORS OF  
EAST BRANDYWINE TOWNSHIP APPOINTING NONVOTING MEMBERS TO THE EAST  
BRANDYWINE TOWNSHIP PLANNING COMMISSION**

**WHEREAS**, Section 66.1 of the Code of the Township of East Brandywine provides for the appointment of up to four nonvoting members of the East Brandywine Township Planning Commission; and

**WHEREAS**, there are currently no nonvoting members appointed to the Planning Commission; and

**WHEREAS**, the Planning Commission has recommended three residents of the Township to serve as nonvoting members who are willing to serve.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Supervisors of East Brandywine Township that Jenna Richter, Nicole DiTomo and George Henderson are appointed as nonvoting members of the East Brandywine Township Planning Commission, each for a term commencing immediately and ending on the first Monday of January, 2026.

**RESOLVED AND EFFECTIVE** this 15th day of September, 2022.

### **Public Comment on Non-Agenda Items**

There was none.

### **Notices**

There was none.

### **Adjournment**

Vice-Chairman Croft made a motion to adjourn at 7:25 PM. Supervisor Winters seconded the motion, with both members voting Aye. Motion passed 2-0.

Respectfully submitted,

Lisa Taraschi  
Township Secretary