

**EAST GOSHEN TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
1580 PAOLI PIKE  
JANUARY 4, 2016 – 7:30 pm  
FINAL MINUTES**

**The Board met in Executive Session from 5:30 p.m. to 7:00 p.m. to conduct ABC interviews.**

**At 7:00 p.m., District Justice Thomas Tartaglio swore in Supervisor Elect E. Martin Shane**

**Present:** Chairman Marty Shane, Vice-Chairman Senya D. Isayeff, and Supervisors Janet Emanuel, Chuck Proctor, Carmen Battavio, Township Manager Rick Smith, Township CFO Jon Altshul, Township Director of Code Enforcement/Zoning Officer Mark Gordon, ABC Members Erich Meyer (Conservancy Board), John Stipe (Commerce Commission), Al Zuccarello (Commerce Commission) and Township Solicitor Alexandra Trunzo (in place of Kristin Camp), Skip Brion (Buckley, Brion, McGuire & Morris).

**Call to order & Pledge of Allegiance:**

Marty called the meeting to order at 7:32 pm and asked Skip Brion to lead the assembly in the Pledge of Allegiance.

**Moment of Silence:**

Carmen called for a moment of silence to honor the members of the military who keep us safe both locally and abroad, and in the memory of the recently passed, Francis Beck, a long standing East Goshen volunteer and ABC Committee member.

**Recording of Meeting:** Leo Sinclair, a resident at 217 North Lochwood Lane was present and indicated he would be recording the meeting.

**Chairman's Report:** Marty announced that the Annual Planning Session will be held on Saturday, January 9, 2016 at 8:00 a.m. Refreshments will be served.

**Re-Organization Actions:**

- a. **Elect Chairman (Resolution 2016-1):** Chuck motioned to elect Senya Isayeff as Chairman of the Board. Janet seconded. The Board voted unanimously in favor of the motion.
- b. **Elect Vice Chairman (Resolution 2016-2):** Senya motioned to elect Marty Shane as Vice Chairman of the Board. Carmen seconded. The Board voted unanimously in favor of the motion.
- c. **Appoint Police Commissioner (Resolution 2016-3):** Marty motioned to appoint Chuck Proctor as Police Commissioner. Carmen seconded. The Board voted unanimously in favor of the motion.
- d. **Appoint Township Officials (Resolution 2016-4):** Marty motioned to appoint the following Township Officials. Janet seconded. The Board voted unanimously in favor of the motion. The appointments are:

- Township Manager/Secretary/Assistant Zoning Officer—Louis F. Smith, Jr.
  - Chief Financial Officer/Treasurer – Jon Altshul
  - Director of Public Works – Mark Miller
  - Director of Code Enforcement/Zoning Officer/Building Code Official – Mark Gordon
  - Building Inspectors – Gary Althouse & Vincent DiMartini
  - Fire Marshal – Carmen R. Battavio
  - Assistant Fire Marshals – Mark Miller, Gary Althouse & Vincent DiMartini
  - Township Solicitor – Buckley, Brion, McGuire & Morris
  - Township Engineer – Pennoni Associates
  - Emergency Management Coordinator – Kevin Miller
  - Assistant Emergency Management Coordinator – Michael Holmes
  - Delegate to the Chester County Tax Collection Committee – Jon Altshul
  - Alternate Delegate to the Chester County Tax Collection Committee – Brian McCool
  - Deputy Tax Collector – Jon Altshul
- e. **Re-Appoint Township Employees (Resolution 2016-5):** Marty made a motion to re-appoint the Township employees. Janet seconded. The Board voted unanimously in favor of the motion.
- f. **Appoint Township Depositories for Township Funds (Resolution 2016-6):** Marty motioned. Janet seconded. The Board voted unanimously to appoint the following depositories for Township Funds:
- DNB First
  - National Bank of Malvern
  - National Penn Bank
  - BB&T Bank
  - Penn Liberty Bank
  - PLGIT-PA Local Government Trust and Plus
  - TD Bank
  - M&T Bank
  - Meridian Bank

Marty motioned to authorize the Chief Financial Officer/Treasurer to make investments at banks paying the best rate of interest and with the best terms. Janet seconded. The Board voted unanimously in favor of the motion.

- g. **Certify Delegates to the PSATS Convention (Resolution 2016-7):** Chuck motioned, Carmen seconded, and Board voted unanimously in favor of the following delegates:
- The five Supervisors, Manager and Chief Financial Officer/Treasurer will be affirmed as delegates.
  - Rick Smith as Voting Delegate
  - Jon Altshul as Alternate Voting Delegate
- h. **Confirm 2016 Holiday Schedule (Resolution 2016-8):** Marty motioned, Carmen seconded and the Board voted unanimously in favor of the 2016 Holiday schedule (available on the website).
- i. **Confirm 2016 Meeting Schedule (Resolution 2016-9):** Carmen motioned, Chuck seconded, and the Board voted unanimously in favor of the motion to announce that the

Board of Supervisors will meet on the first and third Tuesdays of each month, and only meet as needed on the second, fourth and fifth Tuesdays of each month.

- j. **Confirm Keystone Collection Agency is the Earned Income and Local Services Tax Collector for the Township (Resolution 2016-10):** Marty motioned, Carmen seconded and the Board voted unanimously in favor of the motion to confirm Keystone Collection Agency as the Earned Income and Local Services Tax Collector for the Township.
- k. **Consider Maillie, LLP. As independent auditor for the Township (Resolution 2016-11):** Marty motioned, Carmen seconded and the Board voted unanimously in favor of the motion to name Maillie, LLP as the independent auditor for the Township.
- l. **Establish the 2016 Fee Schedule (Resolution 2016-34):** Chuck motioned, Carmen seconded and the Board voted unanimously in favor of the proposed Township Fee Schedule.
- m. **Authorize participation in the Municipal Risk Management Workers' Compensation Pooled Trust (Resolution 2016-65):** Carmen made a motion to authorize participation in the Municipal Risk Management Worker's Compensation Pooled Trust. Chuck seconded. Joe Buonanno, 1606 Herron Lane asked why the Township used MRM for Worker's Compensation. Jon replied that the MRM continues to be the lowest cost provider. There being no further discussion, the Board voted unanimously in favor of the motion.
- n. **Announce the Continuance of all other Applicable Resolutions that were previously adopted:** Marty motioned, Chuck seconded, and the Board voted unanimously in favor of the motion to announce the continuance of all other applicable resolutions that were previously adopted.

**Public Hearing: Consider adoption of an amendment to Chapter 225 of the East Goshen Township Code titled "Vehicles and Traffic:** The Board held a public hearing on amendments to Chapter 225 of the Township Code prohibiting leaves, other debris and dumpsters in the cartway and adding a speed hump on Waterview Road. Marty made a motion to adopt the ordinance as advertised. Carmen seconded the motion. The motion passed unanimously. A court recorder was present and will provide a complete transcript of the hearing.

**Police/EMS Reports:**

- a. **Fire Marshal:** Carmen reported on the December 26, 2015 Marydell bonfire.

**Old Business:**

- b. **Consider Hershey Mill Dam:** Tabled to a future date to be determined.

**New Business:**

- a. **Consider Paoli Pike Trail Master Plan Resolution:** Natasha Manbeck, McMahon Associates, discussed the Trail Master Plan and the changes and revisions that have been made to the report in response to residents' comments, especially relating to connectivity to the Trail. Marty discussed the Resolution to approve and adopt the Paoli Pike Trail Feasibility Study and Master Plan, and noted that the Resolution does not in any way bind the Township to constructing of the Trail. Senya further commented that other municipalities have sought corporate and private funding as a means to pay for such initiatives.

Marty motioned to approve the Resolution to adopt the Paoli Pike Trail Feasibility Study and Master Plan. Janet seconded. The Board voted unanimously in favor of the motion.

- b. **Consider Resolution Disbanding the Commerce Commission and creating the position of Commerce Liaison:** Marty explained that because the Commerce Commission had succeeded in realizing its goal of reducing commercial vacancies in the Township, the continued existence of the group was no longer necessary. Marty thanked the members for their years of exceptional service to the Township. Al Zuccarello, Commerce Commission Chairman, was in agreement with Marty. John Stipe, a Commerce Commission member, expressed concern about not being notified about the proposal to disband the Commission prior to reading the agenda for tonight's meeting. Marty made a motion to disband the Commerce Commission and create a new position of "Commerce Liaison" who shall be a Township resident experienced in business affairs that shall be appointed annually by the Board of Supervisors. Senya seconded, providing the name of this new position be called "Commerce Representative". The Board voted unanimously in favor of the motion.
- c. **Consider ABC Appointments:** Carmen motioned for the following appointments and re-appointments to the ABC Committees, with an increase to seven to nine members on the Park and Rec Commission:

Peter Knupp, Park and Recreation Commission  
Debbie Snyder, Park and Recreation Commission  
Sigmund Fleck, Zoning Hearing Board  
Adam Kraut, Alternate to Zoning Hearing Board  
Toby Gelman, Historical Commission  
Phil Mayer, Municipal Authority  
Dan Daley, Planning Commission  
Adam Knox, Planning Commission  
Ed McAssey, Municipal Authority  
John Scheidt, Conservancy Board  
Walter Wujcik, Conservancy Board  
Scott Sanders, Conservancy Board  
Ed Coyle, Park and Recreation Commission  
Gwenne Alexander, Vacancy Board  
Al Zuccarello, Commerce Representative

Marty seconded the motion.

*Leo Sinclair, 217 North Lochwood Lane*, expressed his concern for the Parks and Rec Commission being increased in number to 7 to 9 people. Mr. Sinclair feels that a 9 member commission is too big. Carmen and Senya explained that due to the increase in programs and activities of the Parks and Rec Department, and the Park Master Plan initiatives, the need for increased volunteer effort and expertise was justified and necessary.

The Board voted unanimously in favor of the motion.

- d. **Consider Yardley Village Phase 2 Escrow Release:** Senya motioned to authorize the release of \$8,635 currently being held in escrow, with \$1,365 to be withheld until the Township staff can talk to the builder in this matter. Carmen seconded. The Board unanimously voted in favor of the motion.
- e. **Consider Recycling Grant:** Rick described the Hough Associates proposal to the Chester County Managers Consortium to prepare and submit recycling grants on behalf of municipalities, with Hough retaining a fraction of the additional extra revenue generated. Marty motioned to participate in the West Chester Area Council of Governments initiative with Hough Associates. Carmen seconded. The Board unanimously voted in favor of the motion.
- f. **Consider Resolution authorizing application for Transportation Alternative Plan Grant:** Natasha Manbeck discussed the upcoming deadline to apply to the Pennsylvania DOT for Transportation Alternatives Plan Program (TAP) funding for the Paoli Pike Trail – Segment C between Reservoir Road and Boot Road. The maximum award for this program is \$1M from this funding source. The total cost of this segment is estimated to be \$1.6 M. Segment C of the PPT was determined to have the most utility and benefit to the public, justifying why this was the first targeted segment for construction. Natasha and Mark Gordon explained that grant applications may be resubmitted if they are not initially successful, and that funders are more inclined to award additional funds to municipalities and projects that they have funded in the past. Marty expressed concern for not having a complete picture of all the government funding received for the entire PPT at one time, thus making it very difficult to give the green light to the entire project. Senya suggested that Natasha create an overlay of the grants being applied for, their scheduled award date, along with their “shelf life”, vis a vis the PPT segments for which they are intended. Marty made a motion to approve the resolution authorizing application for a TAP grant. Janet seconded the motion. The motion passed unanimously.
- g. **Consider recommendation to replace HVAC unit at Plank House:** Carmen discussed the estimate to replace the HVAC system at the Plank House, and felt that the estimate was lacking a warranty, SEER and GSPF numbers. This item was tabled until more information can be provided.
- h. **Consider recommendation for a new phone provider:** Jon discussed the recommendation for a new phone provider, as the existing contract is being terminated by the carrier due to the carrier no longer supporting the Township’s telephone hardware. Marty made a motion to contract with Netcarrier for Integrated Voice and Data Service, with no redundancy service. Chuck seconded. The Board unanimously voted in favor of this motion.
- i. **Consider recommendation for Construction Inspection for East Boot Road Bridge:** Carmen motioned to accept the proposal from Carroll Engineering in the amount of \$34,350 for a construction inspection and compilation of all the documentation required

for grant reimbursement related to the replacement of the superstructure on the East Boot Road Bridge. Marty seconded. The Board unanimously voted in favor of this motion.

**Approval of Minutes:** The Board reviewed and corrected the minutes from the following meetings:

- December 1, 2015. Marty motioned to approve. Janet seconded.
- December 15, 2015. Marty motioned to approve. Carmen seconded.

The Board unanimously voted to approve the corrected minutes.

**Treasurer's Report:**

*See attached Treasurer's Report for December 30, 2015.* The Board reviewed the Treasurer's Report and the current invoices. Carmen moved to graciously accept the Treasurer's Report and the Expenditure Register Report as recommended by the Treasurer, to accept the receipts and to authorize payment of the invoices just reviewed. Janet seconded the motion. The Board voted unanimously to approve the motion.

**Correspondence, Reports of Interest:** The Board acknowledged receipt of the following correspondence and reports of interest:

- Mars Drinks SARAS Notice
- An E-mail from John Smith, 26 Lockwood Lane, regarding the Paoli Pike Trail and a response from Marty Shane

**Adjournment:**

There being no further business, Carmen motioned to adjourn the meeting at 10:10 pm. Janet seconded. The Board voted unanimously to adjourn.

Respectfully submitted,  
*Christina Rossetti Hartnett*  
*Recording Secretary*

Attachment: *Treasurer's Report for December 30, 2015*