

**EAST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS WORKSHOP
1580 PAOLI PIKE
JULY 28, 2009 9:00am
Final Approved Minutes**

Present: Chairman Marty Shane, Vice-Chairman Carmen Battavio, Joe McDonough, Don McConathy and Thom Clapper. Also present were Assistant Township Manager Joe Gill, Finance Director Deb Beury and Accounting Associate Brian McCool.

WORKSHOP

Call to Order & Pledge of Allegiance

Chairman Marty Shane called the meeting to order at 9:00 a.m. and led everyone in the Pledge of Allegiance to the Flag.

Moment of Silence

Carmen called for a moment of silence to honor the men and women serving their country in the armed forces, and their families.

Minutes

The draft minutes of July 21 were reviewed and corrected. Don moved to approve the minutes as corrected. Thom seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

Bills

The Treasurer's Report and Expenditure Register Report were reviewed.

Treasurer's Report & Expenditure Register Report

The Treasurer's Report for July 23, 2009:

	RECEIPTS	EXPENDITURES
GENERAL FUND		
Real Estate Tax	\$ 0.00	
Earned Income Tax	\$ 26,671.24	Accounts Payable \$ 24,655.48
LST	\$ 11,000.00	Electronic Payments \$ 1,792.42
Transfer Tax	\$ 0.00	Debt Service \$ 0.00
Codes, Park & Rec (2009)	\$ 6,296.86	Payroll \$ 46,000.00
Total Receipts	\$ 43,968.10	Total Expenditures \$ 72,447.90
State Fund	\$ 0.00	\$ 0.00
Capital Reserve	\$ 0.00	\$ 0.00
Transportation Fund	\$ 0.00	\$ 0.00
Sewer Operating	\$ 162,369.67	\$ 140,542.66
Refuse	\$ 36,908.53	\$ 5,456.13
Capital Projects	\$ 0.00	\$ 0.00

Joe moved to accept the Treasurer's Report and Expenditure Register Report dated July 23 as recommended by the Treasurer in her July 23, 2009 memo to the Board, to accept the receipts and to authorize payment of the invoices just reviewed. Carmen seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

Greenhill Sewer Association

Carmen motioned to authorize the Chairman to sign the Operations and Maintenance agreement with Greenhill Sewer Association as amended. Joe seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

Goshen Fire Company substation access right of way

The Supervisors agreed to notify East Goshen Township residents within 1,000 feet of the Goshen Fire Company substation of the upcoming West Goshen Township's Conditional Use Hearing regarding the proposed Traditions development and the impact to the easement on the property of the firehouse and other related potential impacts.

2nd Quarter 2009 Financial update

The first part of the financial review was a discussion of follow up items from the June 25 Board meeting. The Board reviewed Deb Beury's memo dated July 25 which listed the status of items previously requested by the Board. The responses below are for the action items from the June 25 meeting. (Answers are in bold.)

1. Determine the Township's options with costs for the collection of monies owed for the property at 1419 Center Street. **We will proceed to Sheriff Sale. Open**
2. A report on the past due sewer bill for 1306 Goshen Parkway. **Bill was paid. Closed**
3. All future newsletters should include a block ad for "Constant Contact". **Yes. Closed**
4. The Township should continue to publicize in the Newsletter the dates that the utility bills and tax bills are mailed and due. **Yes. Closed**
5. Check with the Township Solicitor on whether or not utility billing data, specifically the property owner's name, address, and past due balance are a public record. **Yes, they are. Closed**
6. Complete the report on the Real Estate Taxes that have been turned over the County Tax Claim Bureau for the Board's review on July 28th. **Included with Financial Reports. Reformat by year/address. Provide quarterly. Open**
7. Reformat the sewer operating and refuse budget reports to show the variance from budget. **Included with Financial Reports. Closed**
8. The reports for all funds should utilize the same format. **Included with Financial Reports. Closed**
9. Develop a master list of all items that have been cut or reduced, for the Board's consideration when the economic situation improves. **Draft presented by Deb; will be consolidated with previous report from Rick. Show annual cuts done for the past two years and all years going forward. Include item description and budget value. Open**

10. A recommendation from staff on whether or not to publish the newsletter 3 or 4 times a year. **Open**
11. A report on the proposed \$22,000 expense for the tennis courts. **Open**
12. A report on the cost effectiveness of preparing payroll in house. **No apparent savings. Closed**
13. A report on visiting nurses contribution. **Submitted but more information requested by the Board. Open**
14. A recommendation on the contribution to the Malvern Library. **Submitted but more information requested by the Board. Open**
15. Check on the Utility Account for Leake (account # 2544L) - is it a wrong account # or misfiled in the report? **Issue with account resolved: 'L' indicator will no longer be used. Closed**
16. A report listing options to improve the billing process for sewer and refuse bills - follow-up phone calls, change the format of the bill, etc. **Resolution will be edited and re-presented to the Board. Follow up process to be detailed. Open**
17. Revise 2008 Final "Marty" Report in the format as discussed during the meeting. **Closed.**
18. A report on the debt service to see if any loans make sense to be prepaid. **Open.**
19. Check with the solicitor on the length liens remain with a property - 7 years or forever or somewhere in-between? **Liens attach to property and do not expire. Do they have to be renewed to maintain position for payment? Open**
20. Check with the solicitor on whether a better collection process is possible for non-escrowed accounts receivable (i.e. engineering recharges). **New Report format in Financial Reports but may be incomplete. Open**
21. Revise utility billing reports so that the reports track the quarterly billing cycle. **Open**
22. Update District Court report to show 2008 year end data. **Closed.**
23. Add a "bad debt" line item to General Fund, Sewer and Refuse fund budgets. **Bad Debts are not booked under cash basis accounting. Net amounts are used for budgeting. Closed**
24. Joe Gill to provide an assessment of the Capital Reserve Fund. **Open.**

Additional items developed by staff after the June 25 meeting discussed were:

25. Rental of Snow Loader. **Rental period reduced but can more savings be had? Look at on-demand rental option. Open**
26. Quarterly Summary of Pending Legal Cases. **Draft submitted, will be revised. Open**
27. Is Labor Included in Applebrook Path & Line Road Project Estimates? **For Applebrook, labor is not included in the budget line item. For the Line Road path, labor is included in the budget line item. Closed**
28. Omega Settlement Summary Report. **Summary of settlement proceeds and expenses to date for property submitted. Provide final report once all expenses are known. Open**
29. Policy on Letters of Credit. **Open.**
30. DPW Legal Expense Detail. **Legal Expense charged to DPW was for Resolution 09-36 and HVAC bids. Closed**
31. Breakout Legal in Permits & Zoning Accounts. **Will appear in future financial reports. Open**
32. Revise Variance Summary Report. **Included with Financial Reports. Closed**

33. Memo on Budget Adjustments. **Adjustments accepted by Board. Closed**
34. Add Lien & Interest Lines to Sewer & Refuse Accounting. **Consider for 2010 Budget. Open**
35. Policy for Sewer & Refuse Delinquent Accounts Payment Application. **Open.**
36. Can We Charge Interest Retroactively if not done in Sewer & Refuse? **Lien balances accrue statutory interest of 6%. Pre-lien interest (9%) must be included in lien. Closed.**
37. Reformat Capital Reserve Fund Report. **Open.**
38. Revise Fund Balance Report. **Open.**
39. Process improvement for non-escrow A/R recharges will be reviewed for 2010. **Open**

The second part of the financial review was discussion of the 2nd Quarter Operating Results:

Currently, an operating deficit of \$322,521 is projected. This is about \$640,000 better than the 2009 Budget deficit of \$958,690. Significant positive impact items are Police General Expense, Capital Reserve contribution, and the Earned Income Tax.

New items requested by the Board were:

40. Status of Monies owed by Westtown for Barkway and Ashbridge pump stations..
41. Status of new trees at Line Rd and Paoli Pike.
42. Submit Grant for circle path at Applebrook Park.
43. Add appropriate YTD budget column to Summary Operating Reports.
44. Generate Memo to ABC's requesting 2010 budget input– response due by Sept 15.
45. Prepare Master Calendar of Finance deadlines, important dates and reporting dates.
46. Prepare Master Calendar of Administration deadlines and important dates
47. Update Escrow list with missing items.

Supervisor Clapper left the meeting at 11:50am and Supervisor Battavio left the meeting at 9:55am. Joe McDonough left the meeting at 12:30pm.

Adjournment

There being no further business, the public meeting adjourned at 12:30pm.

Following the meeting, Marty Shane and Don McConathy reviewed the Action List.

Respectfully submitted,

Deborah Beury
Director of Finance