

**EAST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS MEETING
1580 PAOLI PIKE
April 26, 2011 – 7:00pm
Final Approved Minutes**

Present: Chairman Senya D. Isayeff, Vice-Chairman Don McConathy, Supervisors Marty Shane and Thom Clapper. Supervisor Carmen Battavio arrived at 8:20pm. Also present were Township Manager Rick Smith, Zoning Officer Mark Gordon, Phyllis Marron (Park & Rec), and Jim McRee (Deer Committee and Planning Commission). Township Solicitor Kristin Camp was present for the public hearings.

Call to Order & Pledge of Allegiance

Senya called the regular meeting to order at 7:00pm. He asked Kristin Camp to lead everyone in the Pledge of Allegiance.

Moment of Silence

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

Recording of Meeting

No one indicated that they planned to record the meeting.

Public Comment on Non-Agenda Items

None.

Chairman's Report

Senya announced that the Board will hold a long-range financial planning session on May 26 from 1:00pm to 4:30pm. The meeting will be open to the public.

Public Hearings

Ordinance Implementing Provisions of the Fire Escrow Act (Act 39 of 1994)

The Board held a public hearing to consider adoption of an ordinance titled "Fire Insurance Claims" which shall be codified as a new Chapter 138 of the East Goshen Township Code. Don moved to adopt the ordinance. Marty seconded the motion. There was no public comment. The motion passed unanimously. A court reporter was present and will provide a complete transcript of the proceedings.

Amendments to Township Code re: Park & Rec Board, and Park & Rec Areas

The Board held a public hearing to consider amendments to the Park & Recreation Board (Section 51-2) and Park & Recreation Areas (Section 163-3.E) of the Township Code. The Board made one change to the draft ordinance. Thom moved to adopt the two amendments incorporating the change made this evening. Marty seconded the motion. There was one public comment from Phyllis Marron. The motion passed unanimously. A court reporter was present and will provide a complete transcript of the proceedings. Note: the Board will add an

amendment to include re-enactors and honor guards, which they will vote on at the May 10 meeting.

Executive Assistant & Permit Coordinator Positions

Mark Gordon summarized his memo of April 21 requesting that a full-time Permit Coordinator be hired in addition to the full-time Executive Assistant.

Marty moved to make the Permit Coordinator job a full-time position. Senya seconded the motion.

Don said he is unsure what had changed since last fall when the Board decided the Township could do without two administrative positions. Now the Board is looking to fill two full-time jobs.

The Board discussed which of the two new positions would be responsible for maintaining the website – the Permit Coordinator or the Executive Assistant. No consensus was reached.

Don said the responsibility for the Township newsletter should be taken away from the Finance Department if two new administrative employees are going to be hired. The Finance Department already has quite enough to do. Marty agreed the newsletter work does not belong in the Finance Department, and should be under Administrative.

Marty then noted that after consideration, he is not in favor of the two-tiered salary structure that was proposed by Carmen at the April 12 Board meeting.

Marty said the Board first needs to agree whether an Executive Assistant is really needed since not all the Board seems to think so and the motion generated a 3:2 vote (two opposed) at the April 12 meeting.

Senya suggested that Marty amend his motion to indicate that before advertising, the job description for the Permit Coordinator would be tweaked by staff and would indicate that the person would be responsible for web site maintenance.

After more discussion, the Board agreed to table discussion of these positions until the full board can be present. Marty withdrew his motion.

Senya asked Mark Gordon and Rick Smith if they really need a full-time person in the Codes Department, and both said yes; they need to replace Terry Bonenberger with a full-time person.

Don said it's a shame the staff and Board did not correctly forecast the Township workload before eliminating positions last year.

Mark Gordon said he will continue to do the website maintenance work for now, and noted that some of the website work has been delegated out to other departments. Tia will continue with the newsletter for the time being.

Marty then moved to authorize hiring a full-time Permit Coordinator per the recommendation of Mark Gordon in his April 21 memo to the Board. Senya seconded the motion.

Public Comment: Leo Sinclair, Lochwood Lane – Asked how this will impact the budget. Senya said it will have no impact because the position is already in the 2011 budget. Mr. Sinclair suggested the Township consider using a college intern for website maintenance work. He asked if the employees that were laid off by the Township last year would have an opportunity to apply for the new job openings. The Board told him that anyone is welcome to apply. Rick noted, however that the individuals in question were terminated, not laid off.

Public Comment: Jim McRee, Oneida Lane – Said he saw two “no” votes forming in two of the Supervisors present. He said that even if the Township is able to keep up with the workload for now, over time it will start to show up as things fall through the cracks due to lack of manpower. Don said he doesn’t question whether the permit coordinator job is needed, but he has concerns as to how it gets filled. Mr. McRee suggested the Board let the Township management decide how the work load would best be shared among the employees. Thom said he has no doubt the workload of the Permit Coordinator needs to get done. His problem is hiring two full-time people when the Township only lost one (Terry) after the restructuring.

Public Comment: Leo Sinclair, Lochwood Lane – Said he could get someone to do the website work for free. There are individuals who would love to have something like a Township website on their resume to use as a “springboard” to other opportunities. Senya told him the Township needs someone to stay with the job for the sake of continuity. A volunteer doing the job for free might not feel as committed as a paid employee. Mr. Sinclair disputed this. Don then noted that this job involves routine web maintenance, not web design and therefore it would not serve as much of a “springboard.” Mr. Sinclair said he would still personally guarantee he could find someone to do the website work for free. Rick noted that Frank Vattilano has advertised for an intern to help set up a Facebook page for the Park & Rec Board but no one is interested when they find out it is an unpaid position.

There was no further discussion or public comment. The Board voted 3:1 and the motion passed. (Thom was opposed).

Senya instructed Mark Gordon to go ahead and advertise the Permit Coordinator job.

The Board agreed to discuss the job description for the Executive Assistant when the full Board is present.

Resolution 2011-57 Establishing Permit Criteria and Procedures for the Use of the Township Parks

Don said he wants preference given to Township residents when applying for permits. The Board agreed that in the event of a conflict, residents should be given precedence. Rick will have the Park & Rec permit application revised to reflect this. Per the Board’s request, Rick will also revise the permit application form to indicate “sponsor” instead of “resident.”

Don wants the permit application to reflect that Frank Vattilano is the Park & Rec Board's designee.

Marty wants the Park Rules & Regulations (on the back of the permit application) to indicate that what is listed is only a summary of the ordinance.

Public Comment: Leo Sinclair, Lochwood Lane – Suggested adding a field that applicants could check off if they want to receive a full copy of the Park & Rec ordinance.

Public Comment: Jim McRee, Oneida Lane – Said it won't matter to the public who the Park & Rec's designee is; they just want their permit application approved.

Marty moved to adopt Resolution 2011-57 with the changes made this evening. Thom seconded the motion. There was no further discussion or public comment. The Board voted unanimously to approve the motion, with one abstention (Don).

Resolution in Support of Renewing Growing Greener Program

The Board reviewed a request from Franklin Township asking East Goshen to support the Growing Greener program by adopting a resolution. Don moved to adopt the resolution. Marty seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

Any Other Matter

Applebrook Bridge Dedication Ceremony – The Board agreed to dedicate the Joe McDonough bridge at Applebrook Park on May 9 at 10:00am. Rick will notify the appropriate parties. Senya asked him to put out a notice via Constant Contact.

Township Signs – Senya said he has received feedback that the Township signs are nearly invisible and that perhaps something more eye-catching could be installed. Rick will get cost estimates for replacements. Don suggested that replacement signs have brass or aluminum screws to avoid rusting.

Fireworks – The Board discussed whether it would be feasible to have fireworks this year. Senya suggested having it during the June 25-26 weekend. He found out the cost for the fireworks show would be \$10,500 but the provider needs a firm reservation by the end of the week. The YMCA has offered \$5,000 plus a band; Applebrook has offered \$5,000; and there is \$1,000 available from the 501(c)(3) that was designated for Park & Rec programs. Senya said the Township would need to raise another \$20,000 to cover all the costs involved. Thom said he had a message to contact some individuals at Applebrook who would like to make private donations if they could be tax deductible, but he has not called them yet. Thom noted there are many fireworks providers and if the Township cannot make the end-of week deadline for the one Senya contacted, they could always pick another. Marty and Don said they were not in favor of going ahead with a fireworks program if it is not fully funded. Carmen agreed and said he is not willing to gamble with the taxpayers' money. He added that the longer the Township waits to reserve a fireworks provider, the more expensive it will be because they will start to add in premiums.

Public Comment: Leo Sinclair, Lochwood Lane – Suggested the Township set up a Holiday Committee for this sort of thing. He said he would be willing to donate money to the cause. The Board advised him to make his donation to the 501(c)(3). Thom told Mr. Sinclair that the newly-expanded Park & Rec Board is working on developing various subcommittees, and a holiday/event subcommittee will be one of them. Mr. Sinclair then agreed to help Senya try and raise the \$20,000 by the end of the week.

Review of Minutes

The Board reviewed and edited the draft minutes of April 19. Don moved to accept the minutes of April 19 as corrected. Marty seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

Treasurer's Report & Expenditure Register Report

See attached Treasurer's Report for April 21, 2011.

The Board reviewed the Treasurer's Report and the current invoices. Rick will check on why \$202,800 received from Keystone was not reflected in the financial summary sheet. Thom moved to accept the Treasurer's Report of April 21 and the Expenditure Register Report as recommended by the Treasurer, to accept the receipts and to authorize payment of the invoices just reviewed. Don seconded the motion. There was no discussion and no public comment. The Board voted unanimously to approve the motion.

Action List

Cell Tower Proposals – The subcommittee has met with the 3 carriers. A recommendation is forthcoming.

Quarterly Report on I&I – The Board had no comments on this report.

Quarterly Summary of Pending Legal Cases – The Board reviewed the summary.

Quarterly 2010 Financial Reports – Pending review by the Finance Group.

Wireless Ordinance – The Planning Commission is still reviewing the draft ordinance.

Correspondence & Reports of Interest

Senya acknowledged receipt of a letter from resident Rita Hartleroad thanking Thom Clapper, Mark Miller and the Public Works crew for assisting them with a sewer line problem.

Senya acknowledged receipt of a \$250 donation from Beneficial Bank toward the Township Egg Hunt.

Meetings & Dates of Importance

Senya noted the upcoming meetings as listed in the agenda.

Public Comment Period

None.

Adjournment

There being no further business, the regular meeting was adjourned at 8:45pm.

Executive Session

The Board met in Executive Session until 9:00pm to discuss a personnel matter.

Anne Meddings

Recording Secretary

Attachment: Treasurer's Report

April 21, 2011

TREASURER'S REPORT
2010 RECEIPTS AND BILLS

GENERAL FUND

Real Estate Tax	\$40.00
Earned Income Tax	\$102,449.59
Local Service Tax	\$35,998.02
Transfer Tax	\$0.00
General Fund Interest Earned	\$0.00
Total Other Revenue	\$8,152.77
Total Receipts:	<u>\$146,640.38</u>

Accounts Payable	\$23,862.31
Electronic Pmts:	
Health Insurance	\$50,490.39
Credit Card	\$0.00
Postage	\$0.00
Debt Service	\$0.00
Payroll	\$42,000.00
Total Expenditures:	<u>\$116,352.70</u>

STATE FUND

Interest Earned	<u>\$0.00</u>
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Expenditures:	<u>\$0.00</u>
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CAPITAL RESERVE

Interest Earned	<u>\$0.00</u>
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Expenditures:	<u>\$0.00</u>
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TRANSPORTATION FUND

Interest Earned	<u>\$0.00</u>
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Expenditures:	<u>\$0.00</u>
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SEWER OPERATING

Receipts	\$72.00
Interest Earned	\$0.00
Total Sewer:	<u>\$72.00</u>

Accounts Payable	
Debt Service	
Total Expenditures:	<u>\$0.00</u>

REFUSE

Receipts	\$72.50
Interest Earned	\$0.00
Total Refuse:	<u>\$72.50</u>

Expenditures	<u>\$0.00</u>
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