

**EAST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS MEETING
1580 PAOLI PIKE
August 9, 2011 – 7:00pm
Final Approved Minutes**

Present: Chairman Senya D. Isayeff, Vice-Chairman Don McConathy, and Supervisors Marty Shane, Carmen Battavio and Thom Clapper. Also present were Township Manager Rick Smith, Phyllis Marron and Erich Meyer (Park & Rec), Kathryn Yahraes (Historical Commission), and Bryan DelMonte (Conservancy Board).

Call to Order & Pledge of Allegiance

Senya called the meeting to order at 7:00pm. He asked Jeremy Gerrard of the *Daily Local News* to lead everyone in the Pledge of Allegiance.

Moment of Silence

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

Recording of Meeting

No one indicated they would be recording the meeting.

Public Comment on Non-Agenda Items

None.

Chairman's Report

Senya announced that the Board met in Executive Session on July 26 to discuss personnel and legal matters.

Transition to Electronic Newsletter

Rick summarized his memo of July 28 regarding the transition to an electronic newsletter. Marty said he thought the newsletter was going to be done entirely in-house, without the involvement of the printer anymore. Senya said the Township could have the printer continue to do the layout and create a PDF copy, but Township staff can print the copies in house. Don agreed it would be best to have the printer create the PDF file since the Township does not have the capability to create a good quality PDF. Rick said he would investigate what computer software and training would be necessary to have staff create the newsletter in house.

The Board discussed the subscription rate to be charged to residents wanting a paper copy of the newsletter in order to defray the cost of printing and postage. Rick said that under the rules of the Right-To-Know law, a copy of a 16-page newsletter would cost a resident \$2. This amount does not include postage and administrative time.

Senya moved to have the printer design, layout and create a PDF file of the newsletter at a cost of \$571 per newsletter beginning in spring 2012. Copies of the PDF file will be printed in house by Township staff as requested by residents. For those residents wanting a hard copy mailed to

them, the annual subscription fee will be \$12. Individual copies will also be available at the Township Building at a cost of \$2 per issue. Carmen seconded the motion.

Public Comment: Kathryn Yahraes, Vista Drive – Asked how many pages the electronic newsletter will have. Senya said 16 pages. Kathryn said she thought that having the newsletter in electronic format would allow more space for Historical Commission articles. Senya said the newsletter could be created on a monthly basis, if warranted, which would allow for more information to be shared with residents.

After additional discussion by the Board, Senya withdrew his motion, stating it was apparent to him the Board was not yet ready to switch to an electronic newsletter.

Public Comment: Erich Meyer, Monte Vista Drive – Showed the Board a color copy of the current East Goshen newsletter he printed from the file posted online.

Thom moved to have the printer design, layout and create a PDF file of the newsletter at a cost of \$571 per newsletter beginning in spring 2012. Copies of the PDF file will be printed in house by Township staff as requested by residents. For those residents wanting a hard copy mailed to them, the annual subscription fee will be \$12. Individual copies will also be available at the Township Building at a cost of \$2 per issue. Carmen seconded the motion.

Don asked Rick if the Township would need to rebid the printer service for the newsletter, and Rick said no.

There was no further discussion or public comment. The Board voted 4:1 and the motion passed. (Don was opposed).

The Board then reviewed the draft notice to residents about the transition to an electronic newsletter and suggested some changes to Rick. Rick will revise the letter and provide an updated draft for the Board's review.

OPEB Trust Agreement & Ordinance

The Board reviewed and edited the draft OPEB Trust Agreement and Ordinance. Rick will make the suggested changes and have the document reviewed by the Township Solicitor.

IT Committee

The Board reviewed and suggested some changes to the letter Rick had drafted to go to residents who have volunteered to serve on the IT Committee. Thom moved to proceed with Rick's recommendation and to have the letter sent to the volunteers. Carmen seconded the motion. (The Board did not vote on this motion).

Don asked Rick what types of IT issues the committee would be reviewing. Rick said he would ask them to look at the Township's hardware, servers, AMS, Geoplan, office software, and email system. Marty recommended the committee be asked to recommend improvements and changes that will make the Township operate more effectively and efficiently. Don suggested they also

be asked to review the IT services the Township pays for. Don said he would like to see the IT Committee become a COG issue.

Thom then moved for Rick to send out the letter to those residents who expressed an interest in volunteering on the IT Committee. Senya seconded the motion. There was no further discussion and no public comment. The Board voted unanimously to approve the motion.

Speed Humps in Supplee Valley

Rick announced that resident Bo Wozny knocked on many doors and was successful in getting 66 households in Supplee Valley (70% of the neighborhood) to sign a petition in favor of installing speed humps in their neighborhood. Rick said that all the residents in Supplee Valley have been notified, and white lines have been painted on Baldwin Drive where the four humps will be installed.

Carmen moved to approve the installation of four speed humps in Supplee Valley as depicted on the plan prepared by Orth-Rodgers & Associates dated March 29, 2009. Marty seconded the motion.

Public Comment: Bo Wozny, Baldwin Drive – Asked when the humps will be installed. Rick said they should be in by the end of October.

There was no discussion and no further public comment. The Board voted unanimously to approve the motion.

Revised RFP for HVAC Consultant

The Board reviewed the revised RFP prepared by Rick and had no changes. Thom moved to proceed with the RFP as revised. Carmen seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

National Bank of Malvern/YMCA Parking Lot

The Board reviewed Mark Gordon's July 28 memo on this topic and had no comments.

Brine System

The Board reviewed an August 4 memo from Mark Miller requesting authorization to purchase a brine tank system to store brine for use during snow storms. The brine solution will be purchased from West Goshen Township. Carmen moved to authorize the purchase of the brine tank system in the amount of \$12,170. Don seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

Ordinance Amendments

The Board reviewed several proposed ordinance amendments prepared by Mark Gordon and outlined in a memo from him dated August 5. The amendments are for the following chapters:

Chapter 131
Chapter 205
Chapter 96

Chapter 240-32.U
Chapter 240-31.C

Regarding Chapter 96, Carmen asked Bryan DelMonte if the Conservancy Board would be establishing guidelines for the Wildflower Meadow Standards to be put into a resolution, and Bryan said yes. The Board had no other questions or comments, and advised Rick to have the staff send the proposed amendments to the County for their review.

Review of Minutes

The Board reviewed and corrected the draft minutes of July 26 and had no changes. Don moved to accept the minutes. Marty seconded the motion. There was no discussion or public comment. The motion passed unanimously.

Treasurer's Report & Expenditure Register Report

See attached Treasurer's Report for August 4, 2011. The Board reviewed the Treasurer's Report and the current invoices. Thom moved to accept the Treasurer's Report of August 4 and the Expenditure Register Report as recommended by the Treasurer, to accept the receipts and to authorize payment of the invoices just reviewed. Carmen seconded the motion. There was no discussion and no public comment. The Board voted unanimously to approve the motion.

Action List

Goshen Fire Company Expenses – The meeting with Jerry Fokas must be rescheduled. Rick will send out an email to the Board to select a new date.

TAG Action List – The Board reviewed the updated list.

Hershey Mill Dam – Neil DeRiemer sent the Township an email indicating he is still waiting to hear back from his engineer.

Correspondence & Reports of Interest

Senya acknowledged receipt of Mark Miller's Monthly Operations Report dated August 4.

Meetings & Dates of Importance

Senya noted the upcoming meetings as listed in the agenda.

Public Comment Period

Resident Bo Wozny of Baldwin Drive thanked the Board for approving the installation of speed humps in Supplee Valley.

Adjournment

There being no further business, the meeting was adjourned at 8:43pm.

Executive Session

The Board met in Executive Session until 10:30pm to discuss personnel and legal matters.

Anne Meddings
Recording Secretary

Attachment: Treasurer's Report

August 4, 2011

TREASURER'S REPORT
2011 RECEIPTS AND BILLS

GENERAL FUND

Real Estate Tax	\$4,521.43	Accounts Payable	\$406,577.37
Earned Income Tax	\$32,366.57	<u>Electronic Pmts:</u>	
Local Service Tax	\$929.12	Health Insurance	
Transfer Tax	\$0.00	Credit Card	
General Fund Interest Earned	\$583.33	Postage	
Total Other Revenue	\$41,114.78	Debt Service	\$103,000.00 (2 Weeks)
Total Receipts:	<u>\$79,515.23</u>	Payroll	
		Total Expenditures:	<u>\$509,577.37</u>

STATE FUND

Interest Earned	<u>\$87.92</u>	Expenditures:	<u>\$0.00</u>
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CAPITAL RESERVE

Interest Earned	<u>\$249.04</u>	Expenditures:	<u>\$0.00</u>
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TRANSPORTATION FUND

Interest Earned	<u>\$124.30</u>	Expenditures:	<u>\$0.00</u>
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SEWER OPERATING

Receipts	\$193,733.03	Accounts Payable	
Interest Earned	\$23.91	Debt Service	
Total Sewer:	<u>\$193,756.94</u>	Total Expenditures:	<u>\$5,154.89</u>

REFUSE

Receipts	\$60,246.46	Expenditures	<u>\$9,525.41</u>
Interest Earned	\$41.51		
Total Refuse:	<u>\$60,287.97</u>		

SEWER CAPITAL RESERVE

Receipts	\$0.00	Expenditures	<u> </u>
Interest Earned	\$342.68		
Total Sewer Capital Reserve	<u>\$342.68</u>		