

**EAST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS MEETING
1580 PAOLI PIKE
February 7, 2012 – 6:00pm
Final Approved Minutes**

Present: Chairman Senya D. Isayeff, Vice-Chairman Thom Clapper, and Supervisors Marty Shane, Carmen Battavio and Chuck Proctor. Also present were Township Manager Rick Smith, Sue Carty (Planning Commission), Kathryn Yahraes (Historical Commission), Lisa O'Neill (Friends of East Goshen), and residents Phyllis Marron and Erich Meyer.

Executive Session

The Board met in Executive Session from 6:00pm until 7:30pm to discuss a personnel matter.

Call to Order & Pledge of Allegiance

Senya called the meeting to order at 7:35pm. He asked three ladies from Summit House to lead everyone in the Pledge of Allegiance.

Moment of Silence

Carmen called for a moment of silence to honor the troops.

Recording of Meeting

No one indicated they would be recording the meeting.

Public Comment on Non-Agenda Items

Sherri McGuinness stated that Summit House is being cited by the Township for storing metal items in a fenced area on Summit House property. Representatives from Summit House met with Mark Gordon and Rick Smith about this matter but things are "at a stalemate." Senya advised her that a Board of Supervisors' meeting is not the correct venue for this type of matter, and suggested she schedule another meeting with Mark and Rick. Senya recommended that Thom Clapper also attend the meeting to help bring about a resolution.

Chairman's Report

Senya announced that the Board met in Executive Session on January 17 and earlier this evening to discuss a personnel issue and to interview ABC candidates.

Fire Company Monthly Report

Jerry Fokas gave a report on Fire Company and EMS activities for 2011 and a Fire Company report only (no EMS) for January 2012. Jerry said he has learned the Goshen Fire Company is the second busiest fire company and EMS station in Chester County. The Easter flower sale will take place from April 6-8.

Bid Award for 87 Octane Gasoline

Rick reported that three bids were received for 87 Octane gasoline:

	<u>Unit Price</u>	<u>Total Cost</u>
Reilly & Sons, Inc.	\$2.78 72	\$5,574.40
Atlantic Coast Energy	\$2.99 99	\$5,998.00
Superior Plus Energy	\$2.85 68 + \$18.95	\$6,092.60

Thom moved to award the bid for 87 Octane gasoline to Reilly & Sons, Inc. in the amount of \$5,574.40 per the January 25 recommendation of Mark Miller. Carmen seconded the motion. There was no discussion or public comment. The motion passed unanimously.

Farmers' Market

Carmen moved to approve a request from the East Goshen Farmers' Market Committee to conduct the Farmers' Market on the following dates in 2012:

- May 3 through August 30 (3:00pm to 7:00pm)
- September 6 through November 1 (2:00pm to 6:00pm)
- November 8, 15 and 29 (3:00pm to 5:00pm)
- November 20 from 1:00pm to 5:00pm (Thanksgiving Market)

If the hours change, the Board of Supervisors must be notified. Thom seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

Pension Committee

Marty moved to appoint the Pension Committee as Trustee of the Post-Employee Benefit Trust and to appoint Victor Cozzone, Financial Advisor with Raymond James, as the Fund Manager. Carmen seconded the motion.

Chuck said it appears that Mr. Cozzone has recently returned to the securities field and asked if the rest of the board is comfortable with that. Senya said Mr. Cozzone began working in the financial field in 1987. Marty said the Pension Committee has met with Mr. Cozzone for 6-8 hours in total and reviewed all his qualifications and checked his references. The Pension Committee sees no reason not to select Mr. Cozzone. Marty noted that Mr. Cozzone will receive periodic performance reviews, and there are protections and benchmarks built into the contract with Raymond James. Thom said he shared Chuck's concerns and would prefer someone with more experience. Carmen asked about the terms of the contract. Marty said the contract is for one year and it can be cancelled at any time for any reason.

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

Apartment Height Ordinance

Rick summarized the proposed ordinance to amend Chapter 240 of the Township Code, titled "Zoning," Section 240-29.C(6), regulating the maximum height of apartment buildings, as

approved by the Planning Commission on February 1. Marty said he had no objection to going forward with this ordinance, but he would like the Township to review the height issue in all districts instead of doing it on a piecemeal basis. The rest of the Board had no objection to this ordinance and the consensus was for the staff to move forward with it.

Vision Partnership Program Grant (VPP)

Marty moved to proceed with the VPP Grant application as recommended by Mark Gordon in his February 1 memo. Carmen seconded the motion. Marty then said he would like to have an RFP sent out for this work, and Carmen agreed. Marty would also like the BOS to meet with the companies interested in doing this work. Marty and Carmen withdrew their motion. Rick will prepare an RFP for the Board's review.

Prioritization of ABC Goals

This item was tabled. The Supervisors will provide their feedback to Rick, who will compile the responses.

Online Payments

Rick summarized his memo of January 31 on this topic. He said the Board could pay for costs associated with taking online payments by 1) imposing a surcharge on all credit card users or 2) increasing the Township fees so everyone shares the cost, no matter how they pay.

Carmen suggested the Township looking into using a third-party service such as PayPal.

Thom moved to charge credit card users all charges incurred by the Township to process their payment plus 1/4 of one percent to reimburse the Township for the software license fee of \$350. Carmen seconded the motion.

Public Comment: Erich Meyer, Monte Vista Drive - Stated that West Whiteland uses a third party to handle credit card transactions on its website (MunicipiPAY Nationwide Payment Solutions).

Public Comment: Kathryn Yahraes, Vista Drive - Said a web-based payment system is preferable to her as a resident due to the convenience factor. She would also be willing to call the Township with her information and wait on the phone while a staff member runs her card.

The consensus of the Board was for staff to check with other municipalities to see how they handle this issue. Rick noted that Westtown imposes a 2.5% surcharge on all credit card transactions.

Thom and Carmen withdrew their motion.

ABC Educational Program

At Thom's request, the Board agreed to table this matter until the Park & Rec Board has been reconstituted.

Job Classification and Compensation Study and Analysis

Rick received six responses to his request for an RFP for this work:

Firm	Phase 1	Phase 2	Timeframe	Notes
Ackley Consulting West Chester, PA	\$85,000 + expenses	\$65,000	Six months	References include no muni's in PA.
Center for Social & Economic Policy Research (WCU) West Chester, PA	\$24,137.28	Included in Phase 1	Completion by mid- November	References include no muni's in PA.
Condrey & Associates Athens, GA	\$17,000	No cost through June 30 except for travel.	4 months	Refs include no clients from PA
Hay Group Philadelphia, PA	\$41,000 to \$48,000	\$12,000	8-14 weeks	Extensive local experience.
Peter R. Johnson Co. West Chester, PA	\$8,400 to \$9,500	\$4,200 to \$4,700	8-10 weeks	Extensive local experience
Public Sector Personnel Consultants Columbus, OH	\$15,000	No cost for follow-up technical assistance for one year.	3 months	Extensive PA experience.
Waters Consulting Group Dallas, TX	\$11,700	Training not specifically included in the report.	10 weeks	Extensive experience but no clients from PA. Additional work outside scope is \$200/hr. Additional onsite mtgs are \$1,500 per day plus expenses.

Rick noted in his February 2 memo that the maximum cost for the Peter R. Johnson Company is \$200 more than the next lowest responsive proposal; however, he opined it would be easier to work with a firm in West Chester than one based in Ohio.

Marty said that due to the impact this analysis will have on the Township in the long term, he would like to have face-to-face meetings with the two most likely candidates. Marty moved to bring in representatives from both West Chester University and the Peter R. Johnson Company to be interviewed by the Board. Carmen seconded the motion.

Thom noted there is a \$10,000 cost difference between West Chester University and the Peter R. Johnson Company. He also noted that the Peter R. Johnson Company has more relevant experience.

Senya noted that the Board could review the reports these firms have generated for other nearby municipalities to help in the decision-making process.

Chuck expressed concern that West Chester University's mid-November completion date would conflict with the Township's budget talks.

There was no further discussion and no public comment. The Board voted 4:1 and the motion carried. (Thom was opposed.) Rick will try to schedule the interviews for February 28.

Hershey Mill Dam

Rick summarized his memo of February 3 on this topic.

Carmen moved to accept the February 3, 2012 proposal from Edward B. Walsh & Associates in the amount of \$37,160 for civil engineering and professional land surveying services necessary

to evaluate the existing dam and spillway and to provide a modified system that will meet DEP regulations. Chuck seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion. Senya regretted that Neil DeRiemer was not present so that he could thank him for his efforts.

Any Other Matter

Township Signage – Senya suggested the Board consider getting replacement signs for every entry point to the Township similar to the new sign just purchased to replace the one at West Chester Pike and Ellis Lane.

Community Day & Fireworks – Senya said that the ad hoc committee for Community Day has suggested June 23 as the event date.

New Supervisor Training – Chuck reported that he has attended the first of two sessions of PSATS New Supervisor Training in Lancaster and found it to be a great networking opportunity.

Revenue from Cell Tower - Rick summarized his memo of February 6 on this topic in regard to a separate fund being created for the revenue generated by the cell tower. Marty said the amount of revenue will not be very significant in light of the size of the Township's budget and therefore he does not think a special fund is necessary. The consensus of the Board was to put the revenue into the Operating Fund.

Resolution 2012-66 – Thom moved to adopt Resolution 2012-66 (Cafeteria Plan). Chuck seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

Finance Department Restructuring Plan – Marty moved to accept the January 17 recommendation from the Township Manager to hire a new employee with a Masters in Public Administration, Business Administration or related area, and with relevant experience to serve as the Township CFO, and to accept the proposal from West Chester University to do a candidate search at a charge of \$3,000 plus expenses. Chuck seconded the motion. The Board then recessed for a 10-minute Executive Session at the request of Thom.

Public Comment: Kathryn Yahraes, Vista Drive – Asked how this will impact current staff. Marty told her one individual will be directly affected.

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

Review of Minutes

The Board reviewed and corrected the draft minutes of January 7 (Annual Planning Session) and January 17. Senya said the minutes would stand approved as corrected.

Treasurer's Report & Expenditure Register Report

See attached Treasurer's Report for February 2, 2012. The Board reviewed the Treasurer's Report and the current invoices. Thom moved to accept the Treasurer's Report of February 2

and the Expenditure Register Report as recommended by the Treasurer, to accept the receipts and to authorize payment of the invoices just reviewed. Chuck seconded the motion. There was no discussion and no public comment. The Board voted unanimously to approve the motion.

Action List

Cell Tower – The agreement with Liberty Towers was executed on January 17.

Electronic Newsletter – Rick reported that the subscription database has been set up with sixty households. Payments were received from 30 households and 30 more are eligible to receive free subscriptions.

Sign Ordinance – Still under review by Planning Commission.

IT Committee – The Board reviewed an updated list of IT recommendations.

TAG Action List – The Board reviewed an updated TAG Action List.

Correspondence & Reports of Interest

Senya acknowledged receipt of the following:

- Memo from Mark Miller dated January 30 regarding tires purchased from Bain and Rudolph.
- Monthly Activity Report from Mark Miller dated January 25.
- Recreation update from Frank Vattilano dated January 26.

Meetings & Dates of Importance

Senya noted the upcoming meetings as listed in the agenda.

Public Comment Period

Erich Meyer, Monte Vista Drive – Asked about the closure of the District Court. Senya said that Judge Darlington is retiring at the end of 2013. The County has made a proposal to the State to realign district court boundaries. Under the proposal, which has not yet been approved, a consolidated District Court will operate from the East Goshen location.

Kathryn Yahraes, Vista Drive -

- Noted the February 13 Municipal Authority meeting has been changed to February 20.
- Reported that the Township sign near the New Kent Apartments is still down. Rick will have Mark Gordon check into it.
- Asked if the Township has contacted PSATS or PMAA for information about how to handle online payments. Senya said the Township is looking into it.
- Asked if correspondence has gone out to the ABCs in regard to Senya's suggestion that they publish an article a month. Senya said nothing has gone out yet.
- Asked who the monthly newsletter articles should be sent to, and Rick said to Brian McCool.
- Asked about the status of the fire extinguisher in the Plank House. Rick said it's up to date. Senya asked that maintenance inquires be directed to Township staff in future.

- Asked who is on the ad hoc committee for Community Day. Senya said Thom Clapper, Frank Vattilano, and himself are on the committee. He added that a notice will be sent out soliciting volunteers.

Adjournment

There being no further business, the regular meeting was adjourned at 9:42pm.

Executive Session

The Board met in Executive Session until 10:00pm to discuss a personnel matter.

Anne Meddings

Recording Secretary

Attachment: Treasurer's Report

February 2, 2012

TREASURER'S REPORT
2011 RECEIPTS AND BILLS

GENERAL FUND

Real Estate Tax	\$350.00
Earned Income Tax	\$206,919.09
Local Service Tax	\$11,077.67
Transfer Tax	\$0.00
General Fund Interest Earned	\$0.00
Total Other Revenue	\$90,633.70
Total Receipts:	\$308,980.46

Accounts Payable	\$258,228.48
Electronic Pmts:	
Health Insurance	\$0.00
Credit Card	\$3,120.52
Postage	\$1,000.00
Debt Service	\$0.00
Payroll	\$191,000.00
Total Expenditures:	\$453,349.00

(4 Weeks)

STATE FUND

Interest Earned	\$0.00
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Expenditures:	\$0.00
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CAPITAL RESERVE

Interest Earned	\$0.00
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Expenditures:	\$9,153.23
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TRANSPORTATION FUND

Interest Earned	\$0.00
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Expenditures:	\$0.00
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SEWER OPERATING

Receipts	\$292,467.30
Interest Earned	\$0.00
Total Sewer:	\$292,467.30

Accounts Payable	\$249,897.95
Debt Service	\$0.00
Total Expenditures:	\$249,897.95

REFUSE

Receipts	\$87,672.22
Interest Earned	\$0.00
Total Refuse:	\$87,672.22

Expenditures	\$15,810.15
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SEWER CAPITAL RESERVE

Interest Earned	\$0.00
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Expenditures	\$0.00
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