

**EAST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS MEETING
1580 PAOLI PIKE
December 18, 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, CFO Jon Altshul, Erich Meyer (Park & Rec), and Ginnie Newlin (Conservancy Board).

Executive Session

The Board met in Executive Session from 6:00pm to 8:15pm to interview ABC candidates.

Call to Order & Pledge of Allegiance

Senya called the meeting to order at 8:18pm and asked Lt. Jim DiCave to lead everyone in the Pledge of Allegiance.

Moment of Silence

Carmen Battavio called for a moment of silence in honor of the victims of the Newtown, CT massacre.

Donations for Newtown, CT Community

Carmen is planning to drive up to Newtown, CT on December 23 and is collecting notes, cards, teddy bears and other tokens of consolation and support from the local community. Donations can be taken to the Township Building or the specially designated table at the December 20 Farmers' Market.

Recording of Meeting

No resident recorded the meeting.

Public Comment on Non-Agenda Items

None.

Chairman's Report

Senya announced that the Board met in Executive Session on December 4 and earlier this evening to discuss personnel matters.

Police Report

Lt. Jim DiCave reported there were 520 calls for service from East Goshen during November.

The police are planning to put a public service announcement on the Hershey Mill closed-circuit channel warning residents to beware of "granny scam" phone calls. Also, thieves are stealing mail-order packages from mailboxes and porches, especially now during the holiday season. Residents should try to have items delivered to an address where someone will be present to receive them, if possible.

Shredding of the Township Bond

Everyone present participated in shredding the Township Bond from 1993 which was issued to pay for the cost of the Township Building.

Report from Goshen Fire Company

No report was provided. Rick said that Jerry Fokas is planning to attend the next BOS meeting in January.

Report from Malvern Fire Company

The Malvern Fire Company responded to two incidents in East Goshen in November.

Report from Fire Marshal

No report was provided. Per Rick there was no activity in November.

November Financial Report and Updated Year-End Projections

Jon Altshul reported that as of November 30 the General Fund had a positive variance of \$2,108,988 for the year.

Jon is currently projecting that at year's end there will be a \$1,515,435 surplus in the General Fund. Most of this improvement can be attributed to Earned Income Tax which is projected to end the year at \$1.01M over budget. In addition, revenue from real estate transfer taxes are projected to end the year with a positive variance of \$299,111.

Marty noted that before Jon started as CFO the Township had a projected deficit for 2012 in the amount of approximately \$239,000 but now the Township is anticipating a \$1.5M surplus. He said that a lot of this has to do with the Earned Income Tax (high earners in the Township are cashing in their stock options before the end of the year to avoid higher taxes effective in 2013) and revenue from real estate transfer taxes. In addition, the Public Works Department is under budget for paving for the year.

Senya noted that in spite of a depressed real estate market, homes in East Goshen are in demand and are selling. East Goshen is a desirable, destination Township.

Commerce Development Commission Information on Township Web Page

The CDC would like to post a Business Community Directory on the Township web page. Jon said he and Rick recently met with Al Zuccarello and Vince Lord of the CDC regarding this request. Jon and Rick feel that the Township staff can do the work in-house. The CDC has approached the businesses that will be listed and obtained their consent.

Marty moved to approve the CDC request to add a Township business directory to the Township web page. Thom seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

WEGO Sector Boundary for Thornbury

Rick reported that this has become a non-issue and no action by the Board is required.

Intern for Benefits Benchmarking Study

Jon reported that the Township was approached by a professor from the West Chester University Masters of Public Administration Program regarding possible internships with the Township for their students. Jon said he would like to take this opportunity to engage a qualified intern to assist him with a benefits benchmarking study of area municipalities. Jon recommended the Township pay \$10/hr to a qualified intern for this project. The intern could work approximately 20 hours per week over a 15-week semester.

Marty said this project would be a good complement to the salary study the Township just had done. Having the benchmark information would be beneficial to the Township, and \$10/hr for an intern is appropriate. Furthermore, this would be another opportunity to strengthen the Township's relationship with the University.

Marty moved for Township staff to proceed with finding a qualified WCU intern to assist Jon with a benefits benchmarking study, with a maximum payout to the intern of \$3,000 over the course of the project, along with the appropriate payroll taxes. Carmen seconded the motion.

Senya said he supports this effort and noted that the Township was able to find Jon Altshul as a result of its relationship with West Chester University.

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

Jacket for Historical Commission Member

Rick reported that the Historical Commission has requested that an East Goshen jacket be purchased for member Chris Reardon. The jacket would cost approximately \$50.

Senya stated that issuing East Goshen jackets or shirts to ABC members is the least the Township can do, and all ABCs should be allowed to have jackets or shirts for *esprit de corps* and easy identification by residents when out in the community.

Carmen moved to have the Township staff provide jackets or shirts to all ABC members. The staff will coordinate the ordering of the items so that there is uniformity in style and appearance. Chuck seconded the motion.

Public Comment: Ginnie Newlin (Conservancy Board) – Requested that the items be ordered to size.

There was no further discussion or public comment. The Board voted unanimously (4:0) in favor of the motion. Thom abstained from voting on this motion.

Police Chief Search

Rick reported that Greg Cary, a former police officer, has offered to form a committee of 2-3 police chiefs and a human resource person he knows to search for a new WEGO police chief. The committee would conduct the interviews and make a recommendation to the Board.

Mr. Cary has offered this service at no charge to the Township, and if the offer is accepted he estimates the process would be complete by mid-February 2013.

Marty said the Township should accept the offer as it gets the Township where it needs to be in a timely manner, and is a cost-effective approach. Marty moved to accept Greg Cary's offer. Carmen seconded the motion.

Thom requested that Mr. Cary not limit his search to officers from Philadelphia. Senya said he believes Mr. Cary would also look locally and state-wide for a qualified individual.

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

2013 Agreement with East Whiteland for Services of Chief Gene Dooley

Marty moved to accept the recommendation of, and support the WEGO Police Commission regarding extending the term of service for Chief Gene Dooley through June 30, 2013. Thom seconded the motion.

Marty noted that Chief Dooley has done a great job for the department during this time of transition.

Thom asked if the payment goes directly to Chief Dooley or to East Whiteland. Carmen said that payment goes to East Whiteland.

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

Any Other Matter

Hershey Mill Dam - Rick reported that he checked with the engineer about the dredging. In a worst-case scenario, the cost to obtain permits to do the dredging would be \$7,500.

Marty said he is personally not ready to move on this part of the project until the Township gets a cost to relocate the silt. Also, he wants to confirm if the Township will be reimbursed by Neil DeRiemer's group for the costs involved in the permitting, dredging and silt relocation. Carmen said he agreed with Marty and the Township should consider the dredging as "Phase II" of a two-phase project. Carmen wants to get the dam reconstruction ("Phase I") completed before adding on to the project.

Senya stated that Mr. DeRiemer and his group have said publicly many times that they will raise the money to reimburse the Township. However, the Township must be prepared to bear the costs if the group fails.

Carmen reiterated his desire to complete "Phase I" first. Marty wants to see how successful Neil's fundraising is for "Phase I" before adding more work to the project. Carmen and Thom indicated they share Marty's opinion on this matter, making a majority of the Board who feels this way. Therefore, this matter will be tabled.

In the meantime, Rick will try and get some costs for relocating the silt.

PSATS Conference – Marty moved for staff to take action in January to secure reservations for the Board to attend the PSATS Conference in Hershey in April. Chuck seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

Printed Newsletter – Chuck reported he has been approached by residents who do not use computers and miss getting printed copies of the newsletter. Rick told Chuck to have them stop by the Township Building and ask Joanne for a free copy. Alternatively, the residents can have newsletters mailed to their home for a subscription fee of \$12/year.

Review of Minutes

The Board reviewed and corrected the draft minutes of December 4. Senya stated that the minutes would stand approved as corrected.

The Board reviewed the draft minutes from the June 13 Financial Planning Session that were never formally approved. There were no changes. Senya stated that the minutes would stand approved as submitted.

Treasurer's Report & Expenditure Register Report

See attached Treasurer's Report for December 13, 2012.

The Board reviewed the Treasurer's Report and the current invoices. Thom moved to accept the Treasurer's Report of December 13 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 or public comment. The Board voted unanimously to approve the motion.

Action List

There were no Action Items due. Rick noted that two new items have been added to the list: The Comcast Franchise Renewal, and the Applebrook Golf Outings.

Correspondence & Dates of Importance

Senya acknowledged receipt of a letter from Comcast dated November 21 regarding the Programming Contract Renewal Website.

Meetings & Dates of Importance

Senya noted the upcoming meetings as listed in the agenda.

Public Comment

Linda Fisher, School Lane – Expressed interest in having a dog park within the Township. Marty said that Park & Rec looked into having a dog park some years back and determined that the "cons" outweighed the "pros." Senya suggested Ms. Fisher attend the upcoming Park & Rec meeting and ask them to consider addressing this topic again.

Adjournment

There being no further business, the regular meeting was adjourned at 9:30pm.

Executive Session

The Board met in Executive Session until 12:00 midnight to discuss a personnel issue.

Anne Meddings

Recording Secretary

Attachment: Treasurer's Report

December 13, 2012

**TREASURER'S REPORT
2012 RECEIPTS AND BILLS**

GENERAL FUND

Real Estate Tax	3,247.94
Earned Income Tax	124,586.35
Local Service Tax	11,187.68
Transfer Tax	64,817.33
General Fund Interest Earned	575.56
Total Other Revenue	67,676.34
Total Receipts:	<u>\$272,091.20</u>

Accounts Payable	284,763.82
Electronic Pmts:	
Health Insurance	\$47,207.67
Credit Card	\$0.00
Postage	\$0.00
Debt Service	\$18,138.36
Payroll	\$90,000.00
Total Expenditures:	<u>\$440,109.85</u>

STATE LIQUID FUELS FUND

Receipts	\$0.00
Interest Earned	\$36.41
Total State Liquid Fuels:	<u>\$36.41</u>

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

Interest Earned	<u>\$812.26</u>
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Expenditures:	<u>\$5,790.00</u>
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TRANSPORTATION FUND

Interest Earned	<u>\$225.80</u>
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Expenditures:	<u>\$0.00</u>
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SEWER OPERATING

Receipts	133,668.68
Interest Earned	\$84.24
Total Sewer:	<u>\$133,752.92</u>

Accounts Payable	\$35,892.29
Debt Service	\$29,774.67
Total Expenditures:	<u>\$65,666.96</u>

REFUSE

Receipts	31,216.30
Interest Earned	\$60.89
Total Refuse:	<u>\$31,277.19</u>

Expenditures	<u>\$67,636.14</u>
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SEWER CAPITAL RESERVE

Interest Earned	<u>\$204.89</u>
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Expenditures	<u>\$3,834.46</u>
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