

**EAST GOSHEN TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
1580 PAOLI PIKE  
January 7, 2013 – 6:00pm  
Final Approved Minutes**

**Present:** Supervisors Senya D. Isayeff, Carmen Battavio, Marty Shane, Thom Clapper and Chuck Proctor. Also present were Township Manager Rick Smith, Kathryn Yahraes (Historical Commission) and Erich Meyer (Park & Rec).

**Executive Session**

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

**Call to Order & Pledge of Allegiance**

Senya called the public meeting to order at 7:00pm. He asked Erich Meyer 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**

None.

**Elect Chairman (Resolution 2013-1)**

Chuck moved to reappoint Senya as Chairman for 2013. Thom seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

**Elect Vice-Chairman (Resolution 2013-2)**

Thom moved to appoint Carmen as Vice-Chairman for 2013. Marty seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

**Appoint Police Commissioner (Resolution 2013-3)**

Marty moved to appoint Chuck to serve as Police Commissioner for 2013. Thom seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

**Appoint Township Officials (Resolution 2013-4)**

Carmen moved to adopt Resolution 2013-4 appointing Township Officials for 2013 as follows:

- Township Manager/Secretary – Louis F. (Rick) Smith ,Jr.
- Chief Financial Officer/Treasurer – Jon Altshul
- Director of Public Works – Mark Miller
- Zoning Officer – Mark Gordon

- Assistant Zoning Officer – Louis F. (Rick) Smith, Jr.
- Building Inspectors – Taylor H. (Mike) Merwin and Gary Althouse
- Fire Marshal – Carmen Battavio
- Assistant Fire Marshals – Mark Miller, Taylor H. (Mike) Merwin, Gary Althouse
- Township Solicitor – Buckley, Brion, McGuire, Morris & Sommer
- Township Engineer – Yerkes Associates
- Back-up Township Engineer – Chester Valley Engineers
- Emergency Management Coordinator – William Keslick
- Assistant Emergency Management Coordinator – Mark Miller
- Delegate to the Chester County Tax Collection Committee – Jon Altshul
- Alternate Delegate to the Chester County Tax Committee – Brian McCool

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

**Re-Appoint Township Employees (Resolution 2013-5)**

Marty moved to reappoint the Township employees. Carmen seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

**Appoint Township Depositories for Township Funds (Resolution 2013-6)**

Marty moved to approve the following depositories for Township funds:

- Beneficial Bank
- DNB First
- National Bank of Malvern
- National Penn Bank
- Susquehanna Bank
- Penn Liberty Bank
- PLGIT-PA Local Government Trust and Plus
- TD Bank
- M&T Bank
- Meridian Bank

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

Marty moved to authorize the CFO/Treasurer to make investments at banks paying the best rate of interest and with the best terms. Chuck seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

**Certify Delegates to the PSATS Convention (Resolution 2013-7)**

Marty moved to affirm the five Supervisors, the Township Manager and the CFO/Treasurer as delegates to the PSATS Convention in 2013. The Voting Delegate will be Rick Smith. The Alternate Voting Delegate will be Jon Altshul. Chuck seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

**Confirm 2013 Holiday Schedule (Resolution 2013-8)**

Marty moved to adopt the 2013 Holiday Schedule listed in Resolution 2013-8. Chuck seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

**Confirm 2013 Meeting Schedule (Resolution 2013-9)**

Marty moved to adopt the 2013 Meeting Schedule listed in Resolution 2013-9. The Board of Supervisors will meet the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month and will only meet on the 2<sup>nd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Tuesdays as needed. Carmen seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

**Confirm Tax Collector for Township (Resolution 2013-10)**

Marty moved to confirm that Keystone Collection Agency will serve as the Earned Income and Local Services Tax Collector for the Township in 2013. Chuck seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

**Appoint Independent Auditors for Township (Resolution 2013-11)**

Marty moved to appoint Maillie Falconiero & Company as the independent auditor for the Township in 2013. Carmen seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

**Establish Fee Schedule (Resolution 2013-34)**

Marty moved to adopt the 2013 Fee Schedule in Resolution 2013-34. Carmen seconded the motion. There was no further discussion and no public comment. The Board voted unanimously to approve the motion.

**Municipal Risk Management Workers' Compensation Pooled Trust (Resolution 2013-65)**

Carmen moved to authorize the Township's participation in the Municipal Risk Management Workers' Compensation Pooled Trust in 2013. Chuck seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

**All Other Applicable Resolutions**

Senya announced that all other applicable resolutions adopted previously will be continued into 2013.

**Chairman's Report**

Senya announced the following:

- The Board met in Executive Session on December 18 and prior to tonight's meeting to discuss a personnel matter.
- The Township's Annual Planning Session will be held on Saturday, January 12 beginning at 9:00am.

**ABC Appointments**

Marty moved to appoint the following individuals to Township ABCs:

- Rachel Burso – Conservancy Board (Unexpired Term, expires in 2013)
- Susan Carty – Planning Commission
- John Chatley – Vacancy Board
- Tara Dougherty – Deer Committee
- Ed McAssey – Municipal Authority (Unexpired Term, expires in 2015)
- Virginia Newlin – Conservancy Board
- John Nicholson – Zoning Hearing Board
- Tim O’Reilly – Pension Committee
- Dana Pizarro – Municipal Authority
- Chris Reardon – Historical Commission
- Scott Sanders – Conservancy Board
- Bill Schultz – Historical Commission
- Walter Wujcik – Conservancy Board
- Ed Sweany – Deer Committee

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

**Group Bid Awards**

Marty moved to accept Mark Miller’s recommendation of January 4, 2013 to award bids to the following companies, which are the lowest responsible bidders in each category. (A full list of bids received is attached to these minutes.)

Group 1 – Bituminous Concrete

	<b>FOB Total</b>	<b>Delivered Total</b>
Highway Materials	\$218,000.00	\$238,700.00

Group 2 – Stone

	<b>FOB Total</b>	<b>Delivered Total</b>
Martin Limestone	\$17,320.50	\$34,632.50

Group 3 – Fuel

Reilly & Sons, Inc.                    \$31,443.20 (Total Price - 93 Octane Gas & Diesel Fuel)

Group 4 – Soda Ash

	<b>Soda Ash</b>	<b>Alum.</b>	<b>Magnesium</b>
Main Pool & Chemical Co.	\$7,056.00	\$16,660.00	\$14,720.00

Group 5 – Rental Equipment with Operators

S.A. Macanga, Inc.                    \$99,020.00 (Total Price)

Group 6 – Rental Equipment without Operators

	<b>Weekly</b>	<b>Monthly</b>
Ransome Rents	\$5,475.00	\$15,400.00

Group 7 – Printing

Graphic Impressions of America \$1,572.20 (Total Price)

Group 8 – Posts and Signs

Garden State Highway Products \$6,339.25 (Total Price)

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

**Confirm Robert Miller as the Member-at-Large for the Police Commission**

Thom moved to confirm Robert Miller from Thornbury Township as the Member-at-Large for the Police Commission, per the recommendation from the Thornbury Township Board of Supervisors. Marty seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

**Consider Recommendation to Purchase Two-Way Radios to Comply with new FCC Rules**

Marty moved to accept Mark Miller's January 3 recommendation to use budgeted funds to purchase replacement two-way radios for Public Works Department vehicles. The cost for the radios will be \$5,350.78 under the Co-stars pricing program. The new radios will be in compliance with new FCC requirements. Carmen seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

**Any Other Matter**

Marty noted that the ABCs need to submit information to the Board regarding the goals they are working on for the coming year.

**Review of Minutes**

The Board reviewed the draft minutes of December 18 and had no changes. Senya said the minutes would stand approved as submitted.

**Treasurer's Report & Expenditure Register Report**

*See attached Treasurer's Report for January 3, 2013.* The Board reviewed the Treasurer's Report and the current invoices. Thom moved to accept the Treasurer's Report and the Expenditure Register Report as recommended by the Treasurer and to accept the receipts and authorize payment of the invoices just reviewed, with the exception of Invoice #76 (Requisition #34763) in the amount \$2,300 for dogwood trees from the Woodlawn Garden Center. Carmen seconded the motion. There was no further discussion and no public comment. The Board voted unanimously to approve the motion.

**Action List**

Hershey Mill Dam - Per DEP, the Township should have comments on the plan by mid-January.  
TAG Action List - COG will be meeting at the end of January and may address the IT issue.

**Correspondence & Reports of Interest**

None.

**Meetings & Dates of Importance**

Senya noted the upcoming meetings as listed in the agenda.

**Public Comment Period**

Kathryn Yahraes reported that Jane Davidson, formerly of the County Historic Preservation Office, passed away on December 15, a great loss to the County. Kathryn asked that Rick check the notification board near the triangle to make sure it properly advertises the ABC Planning Session for January 12. She requested the staff send a Constant Contact notice out inviting residents to the January 12 meeting. She asked that resumes of the new ABC appointees be shared with the ABC chairpersons. She asked if Bill Schultz will be notified he has been appointed to the Historical Commission and Rick said yes.

**Adjournment**

There being no further business, the regular meeting was adjourned at 7:36pm.

**Executive Session**

The Board met in Executive Session until 8:15pm to discuss a personnel matter.

Anne Meddings  
Recording Secretary

*Attachments: Treasurer's Report, List of Bids*

January 3, 2013

**TREASURER'S REPORT**  
**2012/2013 RECEIPTS AND BILLS**

**GENERAL FUND**

Real Estate Tax (2012)	7,723.51	Accounts Payable (2012)	\$86,551.55
Earned Income Tax (2012)	93,289.94	Accounts Payable (2013)	\$768,964.87
Local Service Tax (2012)	615.41	<u>Electronic Pmts:</u>	
Transfer Tax (2012)	0.00	Health Insurance	\$0.00
<i>General Fund Interest Earned (2012)</i>	1,222.43	Credit Card (2012)	\$888.23
Total Other Revenue (2012)	382,042.69	Postage	\$0.00
Total Other Revenue (2013)	17,187.20	Debt Service	\$0.00
Total Receipts:	<u>\$502,081.18</u>	Payroll (2012)	\$105,000.00
		Total Expenditures:	<u>\$961,404.65</u>

**STATE LIQUID FUELS FUND**

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

**CAPITAL RESERVE**

<i>Interest Earned (2012)</i>	<u>\$1,121.07</u>	Expenditures (2012):	<u>\$139,892.00</u>
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**TRANSPORTATION FUND**

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

Receipts (2012)	50,365.55	Accounts Payable (2012)	\$116,616.82
<i>Interest Earned</i>	<u>\$0.00</u>	Accounts Payable (2013)	\$14,031.90
Total Sewer:	<u>\$50,365.55</u>	<i>Debt Service</i>	<u>\$0.00</u>
		Total Expenditures:	<u>\$130,648.72</u>

**REFUSE**

Receipts (2012)	20,876.61	Expenditures (2012)	\$31,577.86
<i>Interest Earned</i>	<u>\$0.00</u>	Expenditures (2013)	<u>\$4,991.82</u>
Total Refuse:	<u>\$20,876.61</u>	Total Expenditures:	<u>\$36,569.68</u>

**SEWER CAPITAL RESERVE**

<i>Interest Earned</i>	<u>\$0.00</u>	Expenditures	<u>\$0.00</u>
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