

**EAST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS MEETING
1580 PAOLI PIKE
March 5, 2013
Final Approved Minutes**

Present: Chairman Senya D. Isayeff, Vice-Chairman Carmen Battavio, and Supervisors Marty Shane and Thom Clapper. Supervisor Chuck Proctor was absent. Also present were Township Manager Rick Smith, CFO Jon Altshul, Kathryn Yahraes (Historical Commission), Erich Meyer and John Jamgochian (Park & Rec) and Susan Carty (Planning Commission). Amber Cifrese (Graduate Intern) was also present for a portion of the meeting.

Call to Order & Pledge of Allegiance

Senya called the meeting to order at 7:00pm and asked Erich Meyer to lead everyone in the Pledge of Allegiance.

Moment of Silence

Carmen Battavio called for a moment of silence to remember the troops.

Recording of Meeting

No resident recorded the meeting.

Public Comment on Non-Agenda Items

Joy Vining-Crozier, Raewyck Drive – Said the residents were told at the last Police Commission meeting to attend this meeting tonight to have their concerns addressed. She stated she would like the four-year college degree requirement for the new police chief to be removed.

Senya noted that the Township's Police Commissioner Chuck Proctor was absent due to a death in the family or he would have him address this issue. Senya stated that in 2011, the boards of East Goshen and Westtown worked with the PA Police Chiefs Commission to draft the requirements for the job. The boards decided jointly to engage a search committee under the new contract that was reached last year. They agreed to seek candidates with four-year college degrees or higher levels of education, with command experience, and with a strong financial knowledge. Ms. Vining-Crozier asked if the education requirement was reconsidered as the residents were told it would be at a Police Commission meeting. Senya said no; that Chuck Proctor was misquoted in the *Daily Local*. Ms. Vining-Crozier said Mr. Proctor was not misquoted because she has the record of the Police Commission meeting. Senya said that Chuck could address the matter at a future meeting.

Ms. Vining-Crozier asked Carmen why Lt. Cahill was told he had the job and then the promise was walked back. Carmen said at one point it was discussed by the Police Commission and informally with the other Supervisors as a good idea to have an internal candidate fill the role, but nothing was promised.

Senya said this topic would have to be continued at the end of the meeting once the agenda items had been covered.

Chairman's Report

Senya announced that the Board met in Executive Session on February 21 to discuss a personnel matter.

Comprehensive Plan Update

In Chuck's absence, Marty (Chuck's alternate) reported on the first Comp Plan Task Force meeting. The group agreed to pay invoices as they go. Susan Carty was elected Chairperson, with Dan Daley as Vice Chairman. Marty recommended Supervisors hold a special meeting to determine what information they need to provide to the consultant.

Financial Report

Jon Altshul reported that the auditors completed their on-site work last week.

Refuse & Recycling Survey

Graduate Intern Amber Cifrese introduced herself and gave a summary of the information collected from a survey of ten nearby municipalities regarding their refuse/recycling contracts.

Jon Altshul noted that East Goshen has a more robust program than any of the municipalities in the survey at one of the lowest costs to residents.

Marty said he is still in favor of doing a statistically valid survey of residents to provide the Board with more information and to give a higher degree of comfort with whatever decision is reached. Thom wondered if the Township should get bids before conducting the survey. Marty said he would like to do the survey first. Jon said he was not sure it would be practical from a time perspective to get the bids first, as it would put staff under a time crunch to get the survey done in time.

Carmen said that for the upcoming contract he would like the Board and staff to consider if there is any way of accommodating residents who are "snowbirds." Jon said it would probably be administratively challenging to do that.

Carmen said he agreed with Marty that it would be best to do the survey before getting bids. Jon and Carmen agreed that the Township has enough information from previous bids that can be extrapolated for use as a basis for formulating questions.

Senya said he would like to get bids before deciding on doing a survey.

Rick offered that the Board could compile a list of survey questions while getting the bids, and then plug in the numbers as the information comes in. That would help to get the survey out in a timely manner.

Senya asked how many complaints the Township receives concerning the cost of trash service and Rick said very few. Marty noted that the cost came down for this last contract and the quality of service went up with the new hauler, so of course there would be few complaints. Marty said because Amber is here at the Township for a short time and is capable of conducting the survey why not go ahead and do it.

Senya asked Ed McFalls (in the audience) if Hershey's Mill has had complaints about their twice-weekly trash pickup. Mr. McFalls said there are not many complaints but the units have limited storage space for trash.

Thom asked what would happen if the survey comes back with 60% of households in favor of once-weekly trash pickups. Would the Township still have an obligation to those in favor of twice-weekly pickups? Marty said if the cost difference between once-weekly and twice-weekly is significant enough, folks may reconsider their opinion and find they are able to live with weekly pickups.

Marty expressed concern about putting Jon and his staff under unnecessary pressure by holding off on the survey until bids come in. Senya expressed concern that if the survey is done in advance, word will get out to the bidders and they will artificially inflate their prices based on which way they know the Township wants to bid. He doesn't want the Township to get "painted into a corner." Marty said the Township should conduct the survey and then bid all the options, as was done in the past, not just the scenario residents preference based on survey results.

Marty moved to conduct the survey before getting bids. Carmen seconded the motion.

Public Comment: Tacuma Bethea, Cider Knoll – Suggested the Board consider the following when bidding the contract: a 45-day window, a three-year contract, and a contract determination date before the end of the fiscal year. Senya thanked him for his comments.

There was no further discussion or public comment. The Board voted 2:2 and the motion did not pass. This matter will be discussed again at a future meeting.

Proposed Revisions to Sullivan's Grove Residential Subdivision, 1526 Greenhill Road

Ed McFalls of Wooldridge Construction was present along with Jim Renehan of the Renehan Building Group and Stephen Sauselein of EB Walsh.

Mr. McFalls summarized the changes they wish to make to the plans for Sullivan's Grove. They want to remove the decorative entrance walls, remove the fence along Greenhill Road, change the road name from Sullivan Circle to Ashleybrooke Circle, and dedicate the cul-de-sac to the Township instead of making it private.

Carmen said he would prefer the road stay private, as cul-de-sacs can be problematic for the Township staff to plow in winter. Mr. McFalls and Mr. Renehan stated they would rather not have to create an HOA for a community of just four homes.

Carmen noted that the fire hydrant will be another Township expense, and reiterated that he preferred the road remain restricted for homeowners only. He said he does not necessarily want another cul-de-sac in the Township. Carmen then strongly suggested the developers consult with the Township Historical Commission regarding the name change.

Marty asked if an engineering review would be conducted and Rick said no engineering review would be required.

Carmen then stated that if the Township has to take dedication of the road he does not want an island in the middle of it. Mr. Renehan said that would be okay with him.

Thom asked about the trees with the X's on them in the plan along Greenhill Road. Mr. Renehan said they plan to keep as many trees as possible, and they hope to relocate, if possible, the ones that must be removed. They plan to keep all the trees along the fence line except those which provide a line of sight issue.

Marty stated he was not prepared to vote on the revised plan this evening. He would prefer to follow the usual process and let the Planning Commission review the changes first, and get input from the Conservancy Board and Historical Commission. Marty also stated he too would prefer the road remain private but could live with a cul-de-sac dedicated to the Township.

Senya thanked Mr. Renehan for choosing to develop in East Goshen. He asked how long the road was and Mr. Sauselein said approximately 250 lineal feet. Senya said he would like to give the developers an answer on their proposed changes, and noted that the issue of whether or not the road should be private was the only outstanding issue. Carmen said he would prefer to err on the side of caution and have the Planning Commission provide input to the Board. Carmen stated that the road issue was not a line in the sand for him but he would prefer a private road. Senya stated that if the developer agreed to keep it a private road he was prepared to support this tonight.

Thom said he was satisfied with the plan as is. He prefers a private road but would accept a public cul-de-sac because the homeowners would be taxpayers like everyone else in East Goshen, and it would only be fair to them to have the Township do their plowing, etc.

Thom moved to approve the requested changes except for the change regarding the private road. Carmen seconded the motion. Marty wanted to amend the motion to reflect that the revised landscaping plan must be discussed with the Conservancy Board, and the change in road name from Sullivan Circle to Ashleybrooke Circle must be approved by the Historical Commission. Thom accepted the change although in his opinion the developer should have latitude to name the street what he wishes. Carmen also accepted Marty's amendment.

There was no further discussion or public comment. The Board voted 3:1 and the motion carried. Marty voted against the motion because he doesn't believe the road should have to be private; in his opinion it's perfectly appropriate for this to be made a public road.

Community Day

Jon reported the Township received a check for \$12,250 from the Chester County Community Foundation (CCCF) for funds received by donors earmarked for the 2013 Community Day. The Board noticed the cover letter from the CCCF mistakenly referenced the upcoming Community Day as "Community Day 2012." Marty moved to ask CCCF to send the Township a corrected letter. Thom seconded the motion. There was no further discussion and no public comment. The Board voted unanimously and the motion passed. (Carmen was out of the room when the vote was taken.)

Mowing Agreement with PADOT for 2013 Season

After brief discussion, Thom moved to authorize Rick Smith to execute the mowing agreement with PADOT for 2013 and the accompanying resolution. Senya seconded the motion. There was no further discussion and no public comment. The Board voted unanimously to approve the motion. (Carmen was out of the room when the vote was taken.)

Sprint Wireless Communication Facility on Edgewood Road

Rick summarized Mark Gordon's February 26 memo on this topic. No action was required by the Board at this time.

Geese Removal Agreement

Marty moved to accept the Cooperative Services Agreement with the U.S. Department of Agriculture and Plant Health Inspection Service Wildlife Services for the roundup and removal of geese in 2013 at a cost not to exceed \$4,999.14. Thom seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

Resolution 2013-68 Supporting the Establishment of the Friends of East Goshen

Thom reported that the group has the incorporation paperwork ready to file, and they would like the Township to pay the costs of filing and advertising. Thom noted that Chuck Proctor has spent many hours working on this at no charge, saving the Township thousands of dollars in legal fees. Thom moved to accept Resolution 2013-68. Carmen seconded the motion.

Public comment: Kathryn Yahraes - Noted the resolution is very heavy on references to Park & Rec. She asked if donors who wish to earmark funds to the Historical Commission may do so. Senya said yes, and pointed out that the phrase "activities that improve the quality of life for township residents and the community at large" will cover the Historical Commission and any other ABC. Thom stated that under this resolution, anyone can donate funds or goods to the Township or an individual ABC and get a tax deduction. Kathryn asked if the Historical Commission will be able to request funding from the 501(c)(3) and Thom said yes, it is anticipated they will do so. Senya said they are encouraged to do so.

Marty recommended the motion be amended to indicate that the fourth and fifth paragraphs be switched to improve the flow of the resolution. Thom and Carmen accepted the amendment.

There was no further discussion or public comment. The Board voted unanimously to approve the motion. Senya thanked Thom and Chuck for their work on this matter.

Memorandum/Notice of Lease Between East Goshen Township and Liberty Towers, LLC

Carmen moved to authorize the Chairman to execute the revised Memorandum of Lease with Liberty Towers, LLC to reflect the fact that the Township has granted Liberty Towers an easement for access to the tower across Parcel 53-4-78.1E. Thom seconded the motion. There was no discussion or public comment. The motion passed unanimously.

Senya told Susan Carty (in the audience) that every time he sees the cell tower he is thankful that the Planning Commission recommended the color that it did as it was a good choice.

Revised Police Activity Report Form

The Board reviewed the revised report format as prepared by the staff, and another version as prepared by resident Erich Meyer. The consensus of the Board was to have future reports follow Erich's format. Senya thanked him for taking the time to create the new report format.

Any Other Matter

Director of Recreation Vacancy – Jon reported that Frank Vattilano has given his notice that he will be leaving his job at the end of March. The Board needs to discuss how they wish to go about filling his duties, either with a full-time employee or a part-time employee. Jon said he and Rick discussed the matter and agree that a full-time person is needed, even more so now that running the Farmers' Market has been added as a job duty of this position. Carmen agreed that a full-time employee must be hired for the job and noted that the Farmers' Market has great potential to expand, which would mean even more work for the person hired.

Carmen moved to hire a full-time person to replace Frank Vattilano per the staff recommendation as noted in Jon Altshul's March 1 memo to the Board, and to authorize staff to begin the search process. The salary of the person will be left open, to be determined by the qualifications of the candidates considered for the job. Marty seconded the motion.

Thom said he would like more discussion on whether to hire a full-time or part-time person. He also asked if it will be possible for one person to administer the summer recreation program and also spend all the hours required to manage the Farmers' Market.

The Board briefly discussed that there has been demand for the summer rec program to offer a full-day option.

Carmen stated the Township needs an overall manager of the Park & Rec programs and the Farmers' Market. A part-time person will not be enough. Instead, a full-time person is needed with part-time helpers to fill in as needed. Carmen noted that the vendors at the market always want to know who's in charge and to have the manager around.

Public Comment: John Jamgochian - Said he is not sure why the vendors at the Farmers' Market, who are responsible adults, need supervision.

Public Comment: Joy Vining-Crozier – Stated that the residents definitely want the summer rec program for kids to have a full-day option.

Marty said the Board should consider adding a full-day option for next year but at this point the Township will be fortunate to get Frank's job filled in time to carry out the normal half-day program this summer.

Public Comment: Katie Scheckner – Said her son has attended the half-day program and it's one of the best in the area. He has liked it more than any other summer program he's attended. She would like the Township to team up with the YMCA to make the program even better.

Public Comment: Kathryn Yahraes – Noted that 20 years ago, when Frank’s job went from part-time to full-time the Township planned to have the person help out with other functions in the Township, and not just be limited to Park & Rec matters.

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

Thom suggested that a search committee be formed to screen candidates and provide a recommendation to the Board. He recommended it consist of himself, Rick Smith, Jon Altshul, Mark Miller, Frank Vattilano, and a Park & Rec member.

Employee Incentive Program – Thom would like the Board to consider implementing an incentive program for employees who come up with cost-saving suggestions for the Township. The Board agreed to have staff make a recommendation to the Board within 3-4 months. Rick will add this to the Action List.

Staff Picnic - Thom recommended the Township plan a morale-boosting staff picnic for this summer. The Township office could close at 4pm and the picnic could be held at the park, with the Township providing hotdogs and hamburgers and the employees bringing potluck dishes. Carmen offered to host the event in his yard with the use of his swimming pool.

Retirement Party – Thom recommended that staff plan a retirement party for Mike Merwin and Frank Vattilano to be held at the end of the month. He also suggested the Board allow part of the first Supervisors’ meeting in April to be set aside for residents to honor Frank Vattilano.

Review of Minutes

The Board reviewed and corrected the draft minutes of February 19. Kathryn Yahraes also had one correction. Senya stated the minutes would stand as corrected.

Treasurer’s Report & Expenditure Register Report

See attached Treasurer’s Report for February 28, 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, to accept the receipts and to authorize payment of the invoices just reviewed. Marty seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

Action List

Hershey Mill Dam – Still waiting for DEP comments on revised plans.

Correspondence & Dates of Importance

Senya acknowledged receipt of the following:

- Notification from PPL regarding vegetation clearing.
- Notification from PADEP regarding the Township’s receipt of an Act 101 Recycling Program Performance Grant in the amount of \$15,148.00 for calendar year 2010.

Meetings & Dates of Importance

Senya noted the upcoming meetings as listed in the agenda.

Public Comment

Joy Vining-Crozier, Raewyck Drive – Asked why the Police Commission cannot hire Lt. Cahill but make it a condition that he complete his four-year degree within a certain time limit. Senya said there are several requirements for the job which he enumerated earlier, not just the college requirement. Furthermore, the Commission is not looking for a candidate to grow into the job, but one that can assume full control from the start. There are also the requirements for financial savvy and command experience. Ms. Vining-Crozier said that was new to her, as the residents were told at the Police Commission meetings that the only sticking point in this case was the four-year degree. Senya stated that the candidate must have experience and skills that have already been proven. He said he was sorry if residents were led to believe the only issue at hand was the four-year degree. Senya stated that a decision has already been made regarding the requirements and that decision is final.

Ms. Vining-Crozier asked why residents cannot be on the selection committee as they were in Coatesville.

Senya noted that only three residents were present this evening for this particular matter. He reported that of the 220 signatures on the petition for Lt. Cahill that was received by East Goshen, 53 of the names were repeated. Of the remaining 167 signatures, only 35 of those were from residents of East Goshen. He said Board has to do what they believe is best for all the residents, for today and in the future.

Ms. Vining-Crozier asked when the selected candidate would be announced. Senya said he did not have a date.

Public Comment: Katie Scheckner – Asked the timeline for the search. Senya said the Commission hopes to have someone in place by the end of Gene Dooley's six-month contract as interim Police Chief, but the sooner the better.

Senya thanked the residents at the meeting for coming out to attend this evening.

Adjournment

There being no further business, the regular meeting was adjourned at 9:21pm.

Anne Meddings
Recording Secretary

Attachment: Treasurer's Report

February 28, 2013

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

GENERAL FUND

Real Estate Tax	\$189,674.33	Accounts Payable	\$341,449.40
Earned Income Tax	\$134,500.00	<u>Electronic Pmts:</u>	
Local Service Tax	\$24,900.00	Health Insurance	\$0.00
Transfer Tax	\$0.00	Credit Card	\$3,889.79
General Fund Interest Earned	\$664.47	Postage	\$0.00
Total Other Revenue	\$64,738.41	Debt Service	\$0.00
Total Receipts:	<u>\$414,477.21</u>	Payroll	\$88,000.00
		Total Expenditures:	<u>\$433,339.19</u>

STATE LIQUID FUELS FUND

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

CAPITAL RESERVE

Interest Earned	<u>\$0.00</u>	Expenditures:	<u>\$6,488.75</u>
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TRANSPORTATION FUND

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

Receipts	\$286,363.67	Accounts Payable	\$15,773.64
Interest Earned	\$0.00	Debt Service	\$0.00
Total Sewer:	<u>\$286,363.67</u>	Total Expenditures:	<u>\$15,773.64</u>

REFUSE

Receipts	\$102,078.43	Expenditures	<u>\$9,954.93</u>
Interest Earned	\$0.00		
Total Refuse:	<u>\$102,078.43</u>		

SEWER CAPITAL RESERVE

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