

**EAST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS MEETING
1580 PAOLI PIKE
June 4, 2013
Final Approved Minutes**

Present: Chairman Senya D. Isayeff, Vice-Chairman Carmen Battavio, and Supervisors Marty Shane and Chuck Proctor. Supervisor Thom Clapper was absent. Also present were Township Manager Rick Smith, CFO Jon Altshul, and Public Works Director Mark Miller. ABC members in attendance were Erich Meyer (Park & Rec), Kathryn Yahraes (Historical Commission) and Janet Emanuel (Zoning Hearing Board). Former Supervisor John Chatley was also present, as was Jeremy Gerrard of the *Daily Local*.

Call to Order & Pledge of Allegiance

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

Moment of Silence

Carmen called for a moment of silence to remember the troops, EMS workers, and police who help keep us safe.

Recording of Meeting

No one recorded the meeting.

Chairman's Report

Senya reported that the Township's Community Visioning Session was held last evening.

Police Report

Lt. Jim DiCave reported there were 528 calls for service from East Goshen in April. Patrols have been increased in Bow Tree and along Greenhill Road in response to increased crime in those areas. Phone scams involving Green Dot cards (prepaid credit cards) targeting the elderly continue to be a problem. Officer Wassell recorded a spot to air on the Hershey Mill TV station. The next Citizens' Police Academy session will begin in September, and details will be posted on the WEGO website soon.

Malvern Fire Company Report

Rick reported that Malvern assisted East Goshen on one call in April.

Public Comments on Non-Agenda Items

Kathryn Yahraes reported that Living History Day on June 1 went very well. There were approximately 425-435 attendees, 70% of which were new visitors. The event was staffed by 70 volunteers with an additional 10 volunteers who worked behind the scenes to make it all happen. The day was a prelude to East Goshen's upcoming Town Tours & Village Walk event scheduled for Thursday, July 25.

Financial Report

Jon Altshul summarized his May 13 memo to the Board. As of April 30 the General Fund had a positive variance of revenue to expenses in the amount of \$1,065,669. Revenues were \$407,222 over budget while expenses were \$181,484 under budget for a positive budget variance of \$558,706.

Noise Ordinance

The Board discussed Rick's memo of May 15 on this topic, written in response to a resident's complaint about a lawn service starting work before 7:00am in Bow Tree. Senya said he would like the police to enforce the existing ordinance rules (7:00am start time) before the Board attempts to change the ordinance to indicate a later start time for grass mowing. Marty said he agreed with Senya. Rick said he will contact the police again and ask for additional patrols in Bow Tree to enforce the 7:00am start time.

Trees at Township Building

Mark Miller reported that a review by Bartlett Tree Experts shows the three mature oak trees on the east and west sides of the Township Building are showing stress and need attention. Dead wood needs to be cut out and soil amendments should be applied, as outlined in Mark's May 15 memo to the Board. The total cost for the work will be \$4,968.00. If nothing is done, the trees will rapidly decline and eventually die.

Marty moved to accept the quote from Bartlett Tree Experts to perform the aforementioned services for the Township trees in the amount of \$4,968.00. Carmen seconded the motion. It was noted that the Township building was located specifically at its current location in order to save those particular trees. There was no further discussion and no public comment. The Board voted unanimously to approve the motion.

Personnel Manual

Jon Altshul summarized his memo of May 29 outlining suggested changes to the Township Personnel Manual which was last updated in 2008. John noted that an additional change not listed in the memo should also be made to delete all references to an "Appointing Authority" throughout the manual.

Marty said he would like the procedure to change so that resolutions are automatically created when the Board takes action that would make a change affecting the personnel manual. That way the manual will always be up to date.

The Board discussed proposed change #5 (sick time for dependents) at some length. Senya and Marty feel that sick time paid for by the Township should be used only when *employees* are ill and is not meant to be used to care for dependents. Rick noted it may be to the Township's financial advantage to allow employees to use sick time for dependents. This way, the Township may avoid paying employees at a higher rate of pay down the road for accrued sick time.

Marty moved to adopt a resolution incorporating all proposed changes to the Township Personnel Manual with the exception of #5 (allowing sick leave to be used for dependents), and

also deleting all references to an "Appointing Authority" throughout the manual. Carmen seconded the motion.

Carmen suggested the Board consider lumping all paid time off into one pot, allowing employees to use their time off as they wish and as they need. Marty said that may be worth considering for the future but does not impact the motion on the table.

Public Comment: Janet Emanuel – Stated that "Paid Time Off" (all categories put into one bucket, as Carmen mentioned) is trending as a human resources solution to some of these very issues.

Public Comment: Joe Buonnano, Herron Lane – Noted that Paid Time Off cannot be accrued. Employees must use it or lose it.

Public Comment: John Chatley – Stated that Paid Time Off (PTO) is the wave of the future.

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

Jon will research the concept of Paid Time Off to see if it might be an option for Township employees.

Employee Incentive Program

The Board discussed Jon Altshul's memo of May 28 on this topic. Marty stated that if compensation is chosen by an employee over paid time off, the rate of pay should be uniform for all employees to make it fair. The Board discussed using an average of the daily wage for hourly employees as the pay rate for this incentive. Jon and Rick will review this item again and come back to the Board with a revised recommendation. Until then, this matter will be tabled.

Printed Newsletter

Rick summarized his memo of May 28 to the Board regarding a suggestion from the Municipal Authority for the Township to resume mailing printed newsletters to each Township household.

Marty said he conducted an informal survey at the polls on Election Day. Of the 20 residents he spoke with, only 1 accesses the newsletter online. Marty said a printed newsletter is the only means of communication the Township has whereby the Board knows the information will get to the residents and be read by them. The online version will not be effective means of communication until many more residents sign on to Constant Contact. Marty said he is in favor of reinstating the printed newsletter. The Board may have voted to switch over to an electronic newsletter for valid financial motives, but it's apparent it was not the right time to make this change.

Rick noted that registrations for all Park & Rec programs have declined since the printed newsletter was phased out. In addition, many residents have indicated to him they thought Frank Vattilano had left the Township and was no longer conducting Park & Rec programs.

Carmen said he agreed the Board should consider bringing back the printed newsletter, and he suggested the Board look into accepting advertisements as a means of defraying the cost. The Board then briefly discussed services that print newsletters for municipalities, etc. and the consensus was that would be another option worth investigating again.

Senya noted that the Township spent a year letting residents know the printed newsletter was being discontinued and how they could access the information online. Senya asked Jon to obtain data showing the number of visitors to the Township website. Jon said he will have Brian McCool get this information. Senya asked how many residents have subscribed to get a paper copy of the newsletter mailed to them, or who stop by the Township Building for a free copy, and Jon said very few in both cases.

The Board then discussed the possibility of reducing the number of issues of a printed newsletter from the tradition 4 per year down to 3 or even 2.

The consensus of the Board was to have staff review this matter and provide a recommendation for various options (with pricing) for bringing back a printed newsletter.

Public Comment: Joe Buonnano, Herron Lane – Stated that Bow Tree has started a Bow Tree magazine. He received his first issue in the mail today.

Prevailing Wage

Marty moved to adopt a resolution urging the Pennsylvania General Assembly to enact commonsense reforms to the Prevailing Wage Act to reduce the financial burden on taxpayers consistent with what is set forth in HB 796 (PN 1496) and HB 665 (PN 1495). Carmen seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

Pulte Escrow Release #3

Carmen moved to approve Applebrook (Pulte Homes) Escrow Release #3 in the amount of \$182,674.16, leaving a balance of \$115,952.34 to complete the remaining few items per the revised punch list dated May 9, 2013. Chuck seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

Solicitation Policy

Rick apologized for not getting the documents pertaining to this matter into the packet. He reported that he spoke with Kristin Camp and she said having an “opt-out” feature for residents to avoid solicitations is okay. Rick will tweak the ordinance appropriately. Senya noted that maintaining a list of residents wishing to opt out of solicitations will be a service the Township can provide to its residents.

Township Real Estate Tax Policy

The Board briefly discussed the matter of a resident whose eligibility for the discounted rate (payment received within the discount period) on the Township real estate tax is in question due to a dispute regarding when the payment was postmarked. After staff revealed that the amount

in dispute is only \$3.00, the Board advised the staff to credit this amount to the resident in question.

Shoring Struts

The Board reviewed a May 30 memo from Mark Miller requesting approval to purchase eight new shoring struts which are used by the Public Works Department when working in trenches. The old struts need to be replaced.

Carmen moved to authorize the purchase of eight new struts with the extensions and swivels used on shoring struts at a total cost of \$8,152.00. Chuck seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

Radar LED Speed Signs

The Board reviewed a May 30 memo from Mark Miller requesting approval to purchase two new mobile radar LED speed signs to be posted in developments. Marty moved to authorize the purchase of two new Radar LED Speed Signs with conventional batteries at a total cost of \$4,338.00. Chuck seconded the motion. Mark was asked if solar batteries were an option. Mark said yes, but the conventional batteries work best in these units. There was no further discussion and no public comment. The Board voted unanimously to approve the motion.

Any Other Matter

Community Day – Jon reported that Frank Vattilano has requested authorization to spend an additional \$600 on Community Day to pay for an Elvis impersonator (\$275), a balloon artist (\$200) and food for the members of the band (\$125). (The band is performing for free so Frank would like to provide food for them.) Because donations to the Friends of East Goshen for this event exceed the current budget for the event, the additional costs can be absorbed at no cost to Township taxpayers. Marty moved to authorize the additional expenditure of \$600 for Community Day. Chuck seconded the motion. There was no further discussion or public comment. The Board voted unanimously to approve the motion.

Cell Tower Ground Lease – Rick reported that CIG Wireless Corp. is acquiring the cell tower ground lease belonging to Liberty Towers, and CIG has asked East Goshen to execute an Estoppel Certificate. Marty moved to authorize the Chairman to execute the requested Estoppel Certificate. Carmen seconded the motion. Senya wants to make sure that CIG has the financial resources to post bond and to support the terms of the contract. Rick noted that Liberty Towers' bond will remain in place until the Township gets the new bond from CIG. Chuck suggested sending a letter to Liberty Towers requesting to be kept apprised of the transfer of the contract and requesting notification when the bond is switched over to the new owner.

Public Comment: John Chatley – Suggested the Township also request copies of any exhibits or agreements. Chuck agreed that was a good idea, and suggested sending Liberty Towers a general, blanket letter to cover all the bases.

Public Comment: Joe Buonnano, Herron Lane – Stated that an Evergreen bond is an option for the Township to consider.

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 May 7. Janet Emanuel and Kathryn Yahraes also had corrections. Senya stated the minutes would stand approved as corrected.

Treasurer's Report & Expenditure Register Report

See attached Treasurer's Report for May 30, 2013.

The Board reviewed the Treasurer's Report and the current invoices. Marty 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. Carmen seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

Action List

Hershey Mill Dam – Adam Brower will have an update to the Township by the end of the week.

Employee Picnic – Due to the weather forecast, the event will be rescheduled to July.

Comprehensive Plan – Rick reported that the Community Visioning Event ran until 9:30pm on June 3 and there were 10 or 11 residents in attendance not associated with any of the ABCs.

Comprehensive Plan Goals from ABCs – On May 30 a letter was sent to the ABCs clarifying the information needed by the Board.

Applebrook Golf Outing – A meeting has been scheduled with Hank Belber for June 13.

Light Fixtures at Municipal Complex – The retrofitting of the fixtures is under way.

Correspondence & Reports of Importance

Senya acknowledged receipt of the following:

- Letter from residents John & Corrine Edelman praising Township employees Joanne Morgan, Mark Miller and Steve Biondi for help with a sewer issue at their home.
- Letter from Rep. Dan Truitt congratulating East Goshen on receiving a \$15,148 grant for recycling efforts in the Township.
- Letter from Carolyn Comitta, Mayor of West Chester, in gratitude to the WEGO Police Department for their assistance to the West Chester Police Department in handling a crowd disturbance on May 4. Chuck requested that a copy of the letter be sent to Chief Brenda Bernot.
- State Ethics Commission's Advice of Counsel regarding whether members of Township ABCs are required to sign ethics forms for the State.
- Letter from resident Donald C. Ruddy regarding his property at 1410 Linden Lane.
- Response Letter from Mark Gordon to Donald C. Ruddy regarding his property at 1410 Linden Lane.
- Letter from Mark Gordon to property owners within 1,000 ft of 1637 Manley Road regarding a subdivision sketch plan submitted by Patricia O'Neill for that property.
- Letter from the Renehan Building Group regarding construction at 1526 Greenhill Road.

Meetings & Dates of Importance

Senya noted the upcoming meetings as listed in the agenda.

Public Comment

Erich Meyer reported that CIG has a settlement date with Liberty Towers scheduled for the end of June for approximately 290 properties.

Joe Buonnano, Herron Lane – Stated that the residential hunting group in Bow Tree does not wish to merge with the professional hunting group.

John Chatley – Stated that he will be moving from East Goshen in two weeks to Milton, DE. He thanked Rick, Mark, the Board and staff at East Goshen for their assistance and camaraderie during his 46 years of serving the Township. Carmen wished John the best of luck and thanked him for all he did for East Goshen over the years and said he'd been an instrumental part of the Township.

Adjournment

There being no further business, the meeting was adjourned at 8:57pm.

Anne Meddings

Recording Secretary

Attachment: Treasurer's Report

May 30, 2013

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

GENERAL FUND

Real Estate Tax	\$75,631.33
Earned Income Tax	\$779,305.58
Local Service Tax	\$25,118.03
Transfer Tax	\$34,172.22
General Fund Interest Earned	\$0.00
Total Other Revenue	\$294,129.79
Total Receipts:	<u>\$1,208,356.95</u>

Accounts Payable	\$165,989.38
Electronic Pmts:	
Health Insurance	\$54,778.54
Credit Card	\$5,030.98
Postage	\$1,000.00
Debt Service	\$18,082.89
Payroll	\$170,000.00
Total Expenditures:	<u>\$414,881.79</u>

STATE LIQUID FUELS FUND

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

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

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

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

Receipts	\$400,938.08
Interest Earned	\$0.00
Total Sewer:	<u>\$400,938.08</u>

Accounts Payable	\$57,244.51
Debt Service	\$29,774.67
Total Expenditures:	<u>\$87,019.18</u>

REFUSE

Receipts	\$119,778.68
Interest Earned	\$0.00
Total Refuse:	<u>\$119,778.68</u>

Expenditures	<u>\$74,702.58</u>
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SEWER CAPITAL RESERVE

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