

**EAST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS MEETING
1580 PAOLI PIKE
August 6, 2013
Final Approved Minutes**

Present: Chairman Senya D. Isayeff, Vice-Chairman Carmen Battavio, and Supervisors Marty Shane, Chuck Proctor and Janet Emanuel. Township Manager Rick Smith was also present, as were CFO Jon Altshul and Director of Code Enforcement Mark Gordon. ABC members in attendance were Erich Meyer (Park & Rec) and Kathryn Yahraes (Historical Commission). John Snook, representing the Brandywine Conservancy, was also present.

Executive Session

The Board met in Executive Session from 6:30pm to 7:00pm to interview candidates for the Zoning Hearing Board.

Call to Order & Pledge of Allegiance

Senya called the regular meeting to order at 7:00pm and asked Scout Charlie Barton to lead everyone in the Pledge of Allegiance.

Moment of Silence

Carmen called for a moment of silence to remember the troops and all those in uniform who help keep us safe.

Recording of Meeting

No one recorded the meeting.

Eagle Scout Project

Scout Charlie Barton of Paoli Troop 1 gave a presentation on a storm shelter he would like to build along the western part of the trail in the Applebrook Park for his Eagle Scout project. If approved for construction, the completed project would be dedicated to the residents of East Goshen who served in the Armed Forces, with the pavilion named in honor of the late Sgt. Louis Fastuca. Scoutmaster Dick Bensing would supervise the project and other scouts would help with the construction. The shelter would be very similar to the one built within the park by another Eagle Scout.

Carmen said it is noble of Scout Barton to want to dedicate the project in this manner. He said normally the Park & Rec Commission has to give a recommendation to the Board of Supervisors for approval of projects of this nature. He said he hoped to get pre-approval from the Board this evening in anticipation of Park & Rec approving the project at their meeting August 8.

Public Comment: Kathryn Yahraes - Kathryn Yahraes told Scout Barton that if a memorial plaque is created to honor East Goshen residents who served in the armed forces, it should include residents back to the French & Indian War. She asked Scout Barton if he planned to have a memorial dedication service. Scout Barton said he was open to the idea.

The Board had no objections to the project, and advised Scout Barton to use Mark Miller as his primary contact at the Township.

Public Comment on Non-Agenda Items

Kathryn Yahraes reported that the Town Tours and Village Walks event on July 25 was quite successful. A volunteer group of 37-40 individuals worked on the event, which had a Civil War theme. Approximately 200 people attended, and about 90% were non-Township residents. The event was well publicized and earned “stellar” reviews from attendees. The Historical Commission will be changing back to the Revolutionary War period in the next 2-3 weeks.

Chairman’s Report

Senya announced that the Supervisors interviewed two individuals for the Vacancy Board. Marty moved to appoint Gwen Alexander to the Vacancy Board. Carmen seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

Openspace Plan Update/RFP Responses

Mark Gordon reported that the Township received three responses to the Openspace Plan Update RFP as follows:

Toole Recreation.....	\$26,370
Urban Research Development Corporation.....	\$36,700
Simone Collins Landscape Architecture	\$44,980

Mark said if the Board is inclined to award the proposal, the staff recommendation is to go with Toole Recreation Planning and for the Township Manager to negotiate the contract price. He noted that the staff does not believe that combining the Openspace Plan Update with the Comprehensive Plan Update is necessary or prudent at this stage of the Comprehensive Plan Update process.

Marty asked if the RFP is for a standalone plan, and John Snook said yes.

Marty requested that this matter be tabled pending additional information as to the true cost for the work and a detailed listing of what East Goshen will get for that cost. John Snook suggested that a meeting be scheduled to discuss ways to save costs since it has been learned that Chester County will not provide funding for this endeavor. He suggested that attendees at the meeting include Rick Smith, Mark Gordon, representatives from the Brandywine Conservancy and Toole Recreation.

Marty moved to table this matter pending further information. Chuck seconded the motion. There was no additional discussion and no public comment. The Board voted unanimously to approve the motion.

Audio System for Board Room

Rick reported that PDM has quoted the Township for a Telecor audio system at a cost of \$4,974.00 to replace the Auditel system which is 14 years old and no longer supported with parts or service.

Chuck moved to authorize the purchase of the Telecor audio system at a cost of \$4,974.00. Carmen seconded the motion for discussion purposes.

Marty said he would like to see quotes from additional vendors with a listing of the features their systems would provide. Carmen said he would like to know if the staff is sure the Telecor system will do everything the Township wants it to do now and in the near future. He said if the Township's only goal is to swap out the existing, outdated system with a similar but operative replacement, he would have liked to see at least two prices.

Senya suggested that Rick attach copies of proposals (such as the one from PDM) to these types of memos in the future.

The Board agreed to table this matter pending further information, which Rick will provide for the next meeting. The motion was withdrawn.

Replacement Copier

Jon reported that the Savin copier from KDI has become increasingly unreliable. The staff has spoken with six vendors about replacing it with a new copier and buying out the existing KDI lease. The staff recommends changing over to Rothwell Document Solutions, a local firm with an exceptional reputation, and leasing their Lanier C5503 copier at an estimated monthly price of \$735.41. This price includes the lease and maintenance, and is approximately \$80 less expensive than the current plan with KDI.

Jon noted that after the bids were posted to the Township website, two of the vendors reached out to the Township to reduce their quotes.

Janet said she would like to get reviews of the Lanier C5503 from other users before agreeing to lease this copier. Jon said he will check with Rothwell for some references and get back to the Board.

Carmen moved for the staff to negotiate with Rothwell Document Solutions to lease a new copier pending a satisfactory answer to Janet's request for reviews of the equipment. Chuck seconded the motion. There was no further discussion and no public comment. The Board voted unanimously to approve the motion.

Resolution Establishing Various Financial Policies

Marty summarized the financial policies recommended by the Finance Committee as outlined in a draft resolution, and thanked Jon for his work on the resolution. He noted that the Township also plans to establish a fund for the purchase of new equipment. This fund will maintain a balance of \$150,000.

Marty moved to adopt the Resolution Establishing Various Financial Policies. Chuck seconded the motion.

Chuck stated that he disagreed with the wording in the Resolution, especially that in paragraph 1), but he would also like paragraphs 2) and 3) to be tweaked.

After some discussion the Board agreed to table this matter until Jon revises the language in the resolution. The motion was withdrawn.

Geothermal Engineering Project for Township Building

Rick reported that Alderson Engineering has completed Phase 1 of the geothermal engineering project, and their report indicates the new geothermal system will pay for itself in less than 9 years.

Marty moved to authorize Alderson Engineering to proceed with Phase 2 of the project. Carmen seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

Ashleybrooke Estates Escrow Release #1, #2, #3, #4

Carmen moved to authorize the escrow releases #1, #2, #3 and #4 in the total amount of \$193,187.70 from the Ashleybrooke Estates escrow per the August 2 recommendation of Public Works Director Mark Miller. These releases will cover the following items: earthwork, erosion & sediment control, storm sewer, waterline construction, clear & grub, and demolition. After these releases there will be a \$132,578.35 balance in escrow. Chuck seconded the motion.

Senya requested that future such requests have the Engineer's letter attached to them for the Board's reference.

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

New Kent II

Mark Gordon reported that the Township has received the Land Development and Financial Security Agreement from the Hankin Group for the plan to construct an additional apartment building within the New Kent Apartment complex.

Carmen moved to authorize the Land Development and Financial Security Agreements and sign the final plans for the approved land development plan of the Hankin Group for one new apartment building and associated parking within the New Kent Apartment community per the July 24 recommendation of Mark Gordon. Janet seconded the motion.

Marty asked Mark Gordon if Hankin has satisfied all the issues raised in the Engineer's letter and Mark said yes. Carmen stated that the hydrant issue has also been addressed.

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

Any Other Matter - Duct Cleaning at District Court

Rick reported that the Township received two quotes for duct cleaning at the District Court as follows:

Indoor Air Solutions\$5,500
General Aire Systems\$4,499

Rick recommended accepting the proposal from General Aire Systems.

Janet moved to accept the proposal from General Aire Systems to clean the ducts at the District Court for a cost of \$4,499. Marty seconded the motion.

Carmen said that next time preventive maintenance is performed on the District Court's HVAC system he would like a report on how dirty the air filters are.

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

Review of Minutes

The Board reviewed and corrected the draft minutes of July 16 and July 23. Senya said the minutes would stand approved as corrected.

Treasurer's Report & Expenditure Register Report

See attached Treasurer's Report for August 1, 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 – Rick reported the revised plan was sent to DEP on July 1, and Adam Brower has not heard back yet.

Act 167 Ordinance – A county-wide workshop is scheduled for August 7 in Coatesville.

Correspondence & Reports of Interest

Senya acknowledged receipt of the following:

- Letter of thanks from residents Keith and Gale Banks regarding the great job done by Mark Miller and the Public Works employees at the intersection of Dutton Mill and Goshen Roads.
- Letter from resident Leanne M. Corba regarding conditions at 1423 Garrett Lane. Senya said he would personally follow up with Ms. Corba. Mark Gordon noted he had a meeting scheduled with the property owner of 1423 Garrett Lane for later this week.

- Letter from the PA Department of Environmental Protection regarding their approval of the County-wide Stormwater Management Plan for Chester County.
- 2013 second-quarter Remedial Action Progress Report from Environmental Alliance for the Sunoco property at 1425 Paoli Pike.
- Letter from Herbert E. MacCombie, Jr., P.E. regarding a Notice of Intent for Coverage under the General NPDES Permit for the Goshen Meadows project at 1323 West Chester Pike.

Meetings & Dates of Importance

Senya noted the upcoming meetings as listed in the agenda.

Public Comment on Non-Agenda Items

None.

Adjournment

There being no further business, the meeting was adjourned at 8:48pm.

Submitted by:

Anne Meddings

Recording Secretary

Attachment: Treasurer's Report

August 1, 2013

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

GENERAL FUND

Real Estate Tax	\$4,246.61	Accounts Payable	\$296,873.19
Earned Income Tax	\$369,947.84	<u>Electronic Pmts:</u>	
Local Service Tax	\$12,660.83	Health Insurance	\$52,377.94
Transfer Tax	\$0.00	Credit Card	\$1,704.53
General Fund Interest Earned	\$3,740.41	Postage	\$1,000.00
Total Other Revenue	\$50,153.13	Debt Service	\$0.00
Total Receipts:	<u>\$440,748.82</u>	Payroll	\$148,626.46
		Total Expenditures:	<u>\$500,582.12</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>\$3,780.82</u>	Expenditures:	<u>\$38,540.00</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	\$227,901.72	Accounts Payable	\$281,746.38
Interest Earned	\$0.00	Debt Service	\$0.00
Total Sewer:	<u>\$227,901.72</u>	Total Expenditures:	<u>\$281,746.38</u>

REFUSE

Receipts	\$69,140.18	Expenditures	<u>\$14,622.94</u>
Interest Earned	\$0.00		
Total Refuse:	<u>\$69,140.18</u>		

SEWER CAPITAL RESERVE

Interest Earned	<u>\$0.00</u>	Expenditures	<u>\$8,170.00</u>
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