

**EAST GOSHEN TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
1580 PAOLI PIKE  
August 20, 2013  
Final Approved Minutes**

**Present:** Chairman Senya D. Isayeff, Vice-Chairman Carmen Battavio and Supervisor Janet Emanuel. Supervisors Marty Shane and Chuck Proctor were absent. Also present were Township Manager Rick Smith, CFO Jon Altshul; Erich Meyer and Heidi Karpa (Park & Rec), Kathryn Yahraes (Historical Commission) and Ginnie Newlin (Conservancy Board). Officer Ted Lewis (President of the WEGO Police Association) and reporter Michael Price of the *Daily Local* were also in attendance.

**Call to Order & Pledge of Allegiance**

Senya called the regular meeting to order at 7:00pm and asked Officer Lewis 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.

**Public Comment on Non-Agenda Items**

None.

**Chairman's Report**

- Rick Smith announced the 2014 Minimum Municipal Obligation for the following pension plans:  
Fire Pension Plan.....\$55,591  
Township Non-Uniformed Pension Plan.....\$0  
Township Non-Uniformed Defined Contribution Pension Plan .....\$80,700  
Police Commission Non-Uniformed Defined Contribution Pension Plan ....\$9,288
  
- Senya announced that John Snyder, Esq. has been appointed to the Zoning Hearing Board.
  
- Officer Lewis of WEGO announced that applications are being accepted for the 2013 Citizens' Police Academy. The course will run for 12 weeks and will be better than ever. There is no cost except for a \$27 fee to cover costs associated with Red Cross CPR/First Aid certification.

**Malvern Fire Company Report**

Rick reported that Malvern responded to 1 call from East Goshen in July, for an automatic fire alarm.

### **Financial Report for July**

Jon Altshul reported that as of July 31 the General Fund had a positive variance of \$1,173,532 excluding pass-through accounts. Compared to the YTD budget, there was a positive variance of \$383,608. At this time, Jon projects the General Fund will finish the year with a positive budget variance of \$527,685.

### **Replacement Copier**

Carmen noted that a new copier contract with Rothwell Document Solutions was approved at the August 6 meeting pending references from others familiar with the Lanier (Ricoh) C5503 copier. Carmen said after reading Jon's memo of August 14 he is satisfied with the information received. He stated that East Goshen could not ask for a better local company with which to do business than Rothwell. Carmen moved for staff to proceed with executing the contract with Rothwell Document Solutions to lease a Lanier (Ricoh) C5503 copier at an estimated monthly price of \$735.41. This includes the lease and maintenance, and is approximately \$80 per month less expensive than the current plan with KDI. Janet seconded the motion. There was no further discussion and no public comment. The Board voted unanimously to approve the motion.

### **Financial Policies**

Senya requested that this matter be tabled until Marty and Chuck are in attendance. Janet moved to table the matter. Carmen seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

### **Audio System**

Rick noted that the packet contained additional information on the Telecor audio system that was not in the previous packet. Senya asked if the existing desk microphones will work with the new system and Rick said yes. Carmen asked if the existing speakers in the room are adequate for the new system and Rick said yes. Carmen moved to authorize the purchase of the Telecor audio system from PDM at a cost of \$4,974 to replace the Auditel system which is 14 years old and no longer supported with parts or service. Janet seconded the motion.

*Public Comment: Leo Sinclair, Lochwood Lane* – Asked if the new system will have a recording feature. Rick said yes - if additional, optional equipment is purchased.

*Public Comment: Ginnie Newlin* – Said she is pleased the Board will be getting a new audio system that will allow her to hear the meetings for a change.

*Public Comment: Kathryn Yahraes* – Asked if the new system will allow for remote or lavalier microphones and Rick said yes.

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

### **Request for Regional Police Study**

Senya said that East Goshen and Westtown have been approached by West Goshen Township to consider a study on expanding the current regional police force to include West Goshen.

Carmen moved to approve the formation of a committee consisting of one or more supervisors each from East Goshen, Westtown and West Goshen along with the Township Managers and the Police Chiefs. The committee will be tasked with developing an RFP for the study of the feasibility of adding West Goshen to WEGO, as well as identifying the various legal and operational issues that would need to be addressed. Janet seconded the motion.

Carmen said the Police Commission has always been in favor of expanding. An expanded regional police force could be a showcase for Chester County. Janet said it's important to investigate any type of regional cooperation that could lead to more efficiencies.

*Public Comment: Leo Sinclair, Lochwood Lane* – Asked who made the request. Senya said West Goshen. Mr. Sinclair asked who signed the letter. Senya said the West Goshen Township Manager. Mr. Sinclair asked the date the request was made and Senya said August 8. Mr. Sinclair asked who will pay for the study. Senya said the issue of payment will be discussed by the participating parties when and if a committee is formed. Mr. Sinclair asked if anyone approached West Goshen to “instigate” the generation of this request. Senya stated that West Goshen approached WEGO. Mr. Sinclair asked if the Township Manager of West Goshen wrote the letter on his own. Senya said the Township Manager no doubt acts on behalf of his Board of Supervisors. Carmen noted that the Township was in a similar situation in 1997, and a regional police study was conducted at that time. Mr. Sinclair said he believes this request from West Goshen has been conveniently timed to coincide with the upcoming contract negotiations for the West Goshen officers.

*Public Comment: Officer Ted Lewis (President of WEGO Police Association)* – Said there is a rumor that West Chester Borough was involved in a recent meeting about this matter but does not wish it known they were in the meeting. He asked if the Borough was part of the meeting and Senya said no. Officer Lewis said the fact that WEGO is being approached to consider expansion speaks volumes about the work done in the department during the past year. He said the Police Association has no position yet on this matter because no real information is available as yet, but they do support a study being conducted to determine the feasibility of expansion. The WEGO Police Association and the West Chester Police Association hope they will be included in any discussions. They would be valuable resources.

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

### **Refuse & Recycling Bid Options**

Rick summarized his memo of August 12 on this topic. Carmen suggested that unless there is a pressing reason to go out to bid again, the Board consider staying with the current provider and contract. There is no need to go through all the pain again when the Township has a trash hauler providing excellent service and there are almost no complaints from residents. Carmen moved to stay with the current provider and not bid out the refuse and recycling contract at this time. Janet seconded the motion.

*Public Comment: Erich Meyer* – Said he agreed with Carmen. If something isn't broken, don't try to fix it.

*Public Comment: Ginnie Newlin* – Said she also agreed with Carmen.

*Public Comment: Bill Egan, Mill Creek* – Said he is in favor of investigating a once-per-week option for trash pickup. Mr. Egan asked about the tonnage breakdown for the first trash pickup of the week versus the second trash pickup of the week. Rick said to his recollection approximately 2/3 of the tonnage is picked up on the first pickup and 1/3 on the second pickup. Mr. Egan said that once per week pickup would be better for the environment. Senya said the trucks would cover the same mileage and burn the same amount of diesel whether they came once per week or twice per week. Mr. Egan said it would be worth investigating.

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

### **Police Report**

Chief Bernot reported the 2013 Citizens' Police Academy will start September 4 and run for 12 weeks. The only charge will be \$27 to cover Red Cross certification. There will be a Drug Takeback Initiative on October 26. On August 9 an individual from the 1300 block of Ivy Lane was arrested for involvement in the theft of lottery tickets from Wawa. The police are investigating this matter. Chief Bernot stated that she will be curbing traffic enforcement in Thornbury as the PPU's are too high.

### **Manley Road Speed Limit**

Rick stated that based on data obtained from electronic speed limit signs and input from WEGO, he recommends changing the speed limit on the section of Manley Road east of North Chester Road to 35 mph. It's currently 25 mph.

Carmen moved to direct staff to begin the process of changing the speed limit per the recommendation of the Township Manager. Janet seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

### **Director of Recreation**

Rick summarized his memo of August 14 on this topic. He recommends the search for a new Director of Recreation begin in September instead of October. Janet moved to accept Rick's recommended timeline for recruitment of a new Director of Recreation. Carmen seconded the motion.

*Public Comment: Kathryn Yahraes* – Expressed concern that the new person will not have enough time to spend with Frank Vattilano before Frank has to leave. Carmen told her that was already taken into consideration, and the Board feels the timeline will be adequate. Senya stated there will be an opportunity for the new hire to spend additional time with Frank, and Frank will be around (in the area) to answer questions after he retires. Carmen also noted that if the new hire has recent experience, that person should be current on their background checks, etc. meaning they will be able to start sooner, allowing more time with Frank.

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

Carmen said he asked Rick to create a spreadsheet outlining the hours the Director of Recreation will generally be required to work throughout the year, broken out by season. This will help give the candidates an idea of the demands of the job. Senya said that sounds like a good idea and he trusts the judgment of the search committee in this matter.

### **Any Other Matter**

MARS Drinks N.A. Land Development and Financial Security Agreement – Carmen moved to authorize the Land Development and Financial Security Agreement for MARS Drinks N.A. and to sign the final plans for the approved land development plan of MARS Drinks N.A. for the improvements depicted on the plans as recommended by Township Zoning Officer Mark Gordon in a memo to the Board dated August 19. Janet seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

BOS Meeting Agenda – Jon Altshul reported that Mark Gordon's intern Travis has designed an agenda format for the website that contains hyperlinks to the appropriate packet materials, and he urged the Board to give it a test drive.

Farmers' Market – Jon said Park & Rec would like \$4,000 in additional funds to advertise the Farmers' Market for the remainder of 2013. They are considering charging rental fees for the Winter Market to raise approximately \$2,000 of the needed amount, and using surplus Community Day donations for the balance.

Senya asked Heidi Karpa to confirm that the fees charged to Farmers' Market vendors are not for the purpose of raising money, but to cover expenses involved in running the market. She confirmed this. Senya suggested that East Goshen stop charging the vendors any fees, but operate like the Borough of West Chester and have the vendors do everything themselves in lieu of a fee. Heidi said she would be hesitant to turn over control of the Market in this way to the vendors. The Market works out much of the Park & Rec's mission statement. It serves a very important function in the Township and really helps to build community, provides an alternate food source, and also meets goals of the Commerce Commission. She described the various advertising currently being done for the Farmers' Market and remarked on how well it's been working. Park & Rec would like to continue this advertising.

Carmen made a motion to increase the budget for Farmers' Market expenses by \$4,000 for additional marketing expenses for the remainder of the year and Farmers' Market revenues by \$2,000 to reflect additional rental fees for planned outdoor markets in November and December. Janet seconded the motion. There was no further discussion and no public comment. The Board voted unanimously to approve the motion.

*Public Comment: Kathryn Yahraes* - Said the ABCs are wasting an opportunity if they don't use the Farmers' Market as a venue to reach out to residents.

*Public Comment: Ginnie Newlin* – Asked if a survey has been conducted to find out what the public wants to see at the Farmers' Market. Heidi said she has been working on that and a survey is coming soon.

### **Review of Minutes**

The Board agreed to table the draft minutes of August 6 until Marty and Chuck are present.

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

*See attached Treasurer's Report for August 15, 2013.*

The Board reviewed the Treasurer's Report and the current invoices. Janet 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**

**Comcast Franchise Renewal** -- Rick reported that Township Solicitor Kristin Camp is marking up the draft agreement.

### **Correspondence & Reports of Interest**

Senya acknowledged receipt of the following:

- 3<sup>rd</sup> Quarter Goals from the Historical Commission
- Letter from CIG Comp Tower, LLC regarding transfer of the lease for the cell tower on the Township property from Liberty Towers, LLC to CIG Comp Tower, LLC effective July 30, 2013.

### **Meetings & Dates of Importance**

Senya noted the upcoming meetings as listed in the agenda.

### **Public Comment on Non-Agenda Items**

*Kathryn Yahraes* stated that the Historical Commission is concerned about the placement of the storm shelter to be built by Scout Charlie Barton for his Eagle Scout project. The proposed location for the shelter in Applebrook Park is in an area the Historical Commission would like to keep "pristine." She requested the Board reconsider the placement of the shelter. Carmen said Scout Barton is amenable to locating the shelter wherever the Township would like it placed. The Board approved construction of the shelter and the general vicinity, but not the exact location. Senya suggested the Historical Commission and Park & Rec members walk the site and make a determination for a suitable location in consultation with Township staff.

*Erich Meyer* made some suggestions to Jon Altshul on how to improve the new interactive agenda feature. Jon said he would convey the suggestions to Travis.

### **Adjournment**

There being no further business, the meeting was adjourned at 8:42pm.

Submitted by:

Anne Meddings, Recording Secretary

*Attachment: Treasurer's Report*

August 15, 2013

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

**GENERAL FUND**

Real Estate Tax	\$4,692.18	Accounts Payable	\$97,152.54
Earned Income Tax	\$609,306.02	<u>Electronic Pmts:</u>	
Local Service Tax	\$20,654.74	Health Insurance	\$53,978.34
Transfer Tax	\$57,884.33	Credit Card	\$0.00
General Fund Interest Earned	\$1,394.35	Postage	\$0.00
Total Other Revenue	\$47,564.94	Debt Service	\$18,082.89
Total Receipts:	<u>\$741,496.56</u>	Payroll	\$101,000.00
		Total Expenditures:	<u>\$270,213.77</u>

**STATE LIQUID FUELS FUND**

Receipts	\$0.00		
Interest Earned	\$185.24		
Total State Liquid Fuels:	<u>\$185.24</u>	Expenditures:	<u>\$0.00</u>

**CAPITAL RESERVE**

Interest Earned	<u>\$716.04</u>	Expenditures:	<u>\$8,422.23</u>
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**TRANSPORTATION FUND**

Interest Earned	<u>\$305.73</u>	Expenditures:	<u>\$0.00</u>
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**SEWER OPERATING**

Receipts	\$146,993.42	Accounts Payable	\$47,621.65
Interest Earned	\$88.32	Debt Service	\$28,837.47
Total Sewer:	<u>\$147,081.74</u>	Total Expenditures:	<u>\$76,459.12</u>

**REFUSE**

Receipts	\$68,237.16		
Interest Earned	\$42.69		
Total Refuse:	<u>\$68,279.85</u>	Expenditures	<u>\$14,765.07</u>

**SEWER CAPITAL RESERVE**

Interest Earned	<u>\$152.18</u>	Expenditures	<u>\$0.00</u>
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