

**EAST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS MEETING
1580 PAOLI PIKE
January 6, 2014 – 6:00pm
Final Approved Minutes**

Present: Supervisors Senya D. Isayeff, Carmen Battavio, Marty Shane, Chuck Proctor and Janet Emanuel. Also present were Township Manager Rick Smith, CFO Jon Altshul, Zoning Officer Mark Gordon, and ABC member Kathryn Yahraes (Historical Commission).

Executive Session

The Board met in Executive Session from 6:00pm to 6:15pm to discuss a personnel matter.

Call to Order & Pledge of Allegiance

Senya called the public meeting to order at 6:15pm. He asked Judge Thomas Tartaglio 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.

Swearing In of Supervisors Carmen Battavio and Janet Emanuel

Supervisors Carmen Battavio and Janet Emanuel were sworn in by District Judge Thomas Tartaglio.

Elect Chairman (Resolution 2014-1)

Senya nominated Marty for the position of Chairman for 2014. Carmen seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

Resolutions 2014-116 and 2014-117

Senya moved to approve Resolutions 2014-116 and 2014-117 to remove the properties located at 1662 East Boot Road and 1631 East Strasburg Road, respectively, from the Historic Resources Inventory. Carmen seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

Appoint Township Officials (Resolution 2014-4)

Marty moved to adopt Resolution 2014-4 appointing Township Officials for 2014 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 – Gary Althouse & Vincent DiMartini
- Fire Marshal – Carmen Battavio
- Assistant Fire Marshals – Mark Miller, Gary Althouse, Vincent DiMartini
- Township Solicitor – Buckley, Brion, McGuire & Morris
- Township Engineer – Pennoni Associates
- Back-up Township Engineer – Chester Valley Engineers
- Emergency Management Coordinator – Mark Miller
- Assistant Emergency Management Coordinator – Kevin Miller
- Delegate to the Chester County Tax Collection Committee – Jon Altshul
- Alternate Delegate to the Chester County Tax Committee – Brian McCool

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

Re-appoint Township Employees (Resolution 2014-5)

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 2014-6)

Marty moved to approve the following depositories for Township funds:

- 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. Carmen 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 2014-7)

Marty moved to affirm the five Supervisors, the Township Manager and the CFO/Treasurer as delegates to the PSATS Convention in 2014. The Voting Delegate will be Rick Smith. The Alternate Voting Delegate will be Jon Altshul. Carmen seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

Confirm 2014 Holiday Schedule (Resolution 2014-8)

Marty moved to adopt the 2014 Holiday Schedule listed in Resolution 2014-8. Carmen seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

Confirm 2014 Meeting Schedule (Resolution 2014-9)

Marty moved to adopt the 2014 Meeting Schedule listed in Resolution 2014-9. The Board of Supervisors will meet the 1st and 3rd Tuesday of each month and will only meet on the 2nd, 4th and 5th 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 2014-10)

Marty moved to confirm that Keystone Collection Agency will serve as the Earned Income and Local Services Tax Collector for the Township in 2014. Carmen seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

Appoint Independent Auditors for Township (Resolution 2014-11)

Marty moved to appoint Maillie LLP as the independent auditor for the Township in 2014. Carmen seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

Fee Schedule (Resolution 2014-34)

Janet moved to approve the 2014 Fee Schedule as corrected. Carmen seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

Municipal Risk Management Workers' Compensation Pooled Trust (Resolution 2014-65)

Marty moved to approve Resolution 2014-65 authorizing participation in the Municipal Risk Management Workers' Compensation Pooled Trust. Carmen seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

All Other Applicable Resolutions

Marty moved to continue all other applicable resolutions that were adopted previously. Carmen seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

Chairman's Report

Marty announced the Board met in Executive Session on December 17, 2013 and earlier this evening to discuss a personnel matter. He also announced that the Annual Planning Session would be held Saturday, January 11 at 9:00am. *[Note: the meeting has since been rescheduled to January 25.]*

Fire Marshal Report

Carmen reported that a water leak from a vanity in Bellingham's Longwood Building set off a smoke alarm on December 15, 2013. The problem was fixed.

ABC Appointments

Janet moved to appoint the following individuals to ABCs for 2014. Chuck seconded the motion.

- James McReePlanning Commission
- Al ZuccarelloPlanning Commission
- Peter MylonasZoning Hearing Board
- Jack YahraesMunicipal Authority
- Dolores HigginsHistoric Commission
- Ann Marie Fletcher-Moore....Park Commission
- Erich MeyerConservancy Board
- Gwenne AlexanderVacancy Board

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

Replacement of HVAC System in Township Building

Carmen moved to award the bid for replacement of the HVAC system in the Township building with a geothermal system to Five Star, Inc. in the amount of \$409,900 per the recommendation of Rick Smith. Senya seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion. A list of all bids received is attached to these minutes.

Pressure Sealer

Carmen moved to authorize the purchase of a Paitec ES5000 pressure sealer (used by office staff to fold mailings) in the amount of \$3,175.00 with an annual service contract fee of \$468.00 per the recommendation of Brian McCool. Janet seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

Appoint Police Commissioner (Resolution 2014-3)

Carmen moved to reappoint Chuck Proctor as Police Commissioner for 2014. Janet seconded the nomination. There was no discussion or public comment. The Board voted unanimously to approve the motion.

Review of Minutes

The Board reviewed and corrected the minutes of December 12, 2013 and December 17, 2013. Marty said the minutes would stand approved as corrected.

Elect Vice-Chairman (Resolution 2014-2)

Marty moved to appoint Senya as Vice-Chairman for 2014. Chuck seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

Treasurer’s Report & Expenditure Register Report

See attached Treasurer’s Report for January 2, 2014. The Board reviewed the Treasurer’s Report and the current invoices. Carmen 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. Janet seconded the motion.

Senya recommended that the Township continue to monitor the changes being made at the Chester County SPCA. Rick will add this to the Action List.

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

Action List

Hersheys Mill Dam – Revised plans were sent to DEP on January 6. Senya asked the staff to contact Malvern prep to find out details of the work being done to their dam.

Comprehensive Plan – Project is proceeding on schedule.

Open Space Plan – Interviews are in process.

Correspondence & Reports of Interest

Marty acknowledged receipt of a letter from Buckeye Partners regarding vegetation management on their pipeline right of way in the vicinity of the Ashbridge Preserve and Towne Drive.

Meetings & Dates of Importance

Marty noted the upcoming meetings as listed in the agenda.

Public Comment Period

None.

Adjournment

There being no further business, the regular meeting was adjourned at 6:50pm.

Executive Session

The Board met in Executive Session until 9:00pm to discuss a police labor contract issue.

Anne Meddings
Recording Secretary

Attachments:

Treasurer's Report

List of HVAC Bids

January 2, 2014

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

GENERAL FUND

Real Estate Tax	\$9,907.76
Earned Income Tax	\$115,200.00
Local Service Tax	\$0.00
Transfer Tax	\$0.00
General Fund Interest Earned	\$3,739.79
Total Other Revenue	\$983,004.48
Total Receipts:	\$1,111,852.03

Accounts Payable (2013)	\$1,402,805.63
Accounts Payable (2014)	\$536,876.75
<u>Electronic Pmts:</u>	
Health Insurance	\$0.00
Credit Card	\$1,776.54
Postage	\$1,000.00
Debt Service	\$0.00
Payroll	\$194,602.80
Total Expenditures:	\$2,137,061.72

STATE LIQUID FUELS FUND

Receipts	\$0.00
Interest Earned	\$0.00
Total State Liquid Fuels:	\$0.00

Expenditures:	\$530,400.00
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SINKING FUND

Interest Earned	\$3,739.80
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Expenditures (2013):	\$166,031.10
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TRANSPORTATION FUND

Interest Earned	\$0.00
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Expenditures:	\$0.00
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SEWER OPERATING FUND

Receipts	\$69,844.90
Interest Earned	\$0.00
Total Sewer:	\$69,844.90

Accounts Payable (2013)	\$319,526.44
Accounts Payable (2014)	\$11,389.37
Debt Service	\$0.00
Credit Card	\$0.00
Total Expenditures:	\$330,915.81

REFUSE FUND

Receipts	\$14,402.03
Interest Earned	\$0.00
Total Refuse:	\$14,402.03

Expenditures (2013)	\$26,218.00
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SEWER SINKING FUND

Interest Earned	\$0.00
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Expenditures	\$0.00
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OPERATING RESERVE FUND

Receipts	\$500,000.00
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Expenditures	\$0.00
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Events Fund

Receipts	\$15,000.00
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Expenditures	\$0.00
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REPLACEMENT OF THE HVAC SYSTEM

December 18, 2013

Company	Base Bid	Deduct #1
Five Star Inc.	\$409,900.00	\$10,000.00
GEM Mechanical Services	\$478,000.00	\$22,000.00
Garden Spot Mechanical Inc.	\$483,000.00	\$4,800.00
Precision Mechanical Services LLC	\$495,000.00	\$19,500.00
Allstates Mechanical	\$499,000.00	\$15,000.00
Gaudelli Brothers Inc.	\$512,000.00	\$24,000.00
Air Control Technology Inc.	\$525,116.00	\$9,000.00
WHL Enterprises	\$529,900.00	\$9,000.00
Myco Mechanical Inc.	\$532,000.00	\$22,000.00
Surety Mechanical	\$574,000.00	\$9,310.00
Worth & Company Inc.	\$579,000.00	\$10,000.00
Guy M. Cooper Inc.	\$598,000.00	\$9,000.00
Herman Goldner Company	\$615,000.00	\$15,500.00