

**EAST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS MEETING
1580 PAOLI PIKE
January 28, 2014 – 7:00pm
Final Approved Minutes**

Present: Chairman Marty Shane, Vice-Chairman Senya D. Isayeff, and Supervisors Carmen Battavio, Chuck Proctor and Janet Emanuel. Also present were Township Manager Rick Smith, CFO Jon Altshul, and ABC members Ginnie Newlin, Sandra Snyder and Erich Meyer (Conservancy Board).

Call to Order & Pledge of Allegiance

Marty called the meeting to order at 7:00pm. Senya Isayeff led everyone in the Pledge of Allegiance.

Moment of Silence

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

Recording of Meeting

No one indicated they would be recording the meeting.

Public Comment on Non-Agenda Items

None.

Chairman's Report

Marty announced the Board met in Executive Session on January 6 to discuss a personnel matter.

Comprehensive Plan Update

Janet reported that the Task Force met January 27. They discussed the impairment status of the Chester and Ridley Creeks, and reviewed draft chapters on economic development and land use. They have instituted a new procedure with the Brandywine Conservancy; the Conservancy will provide the Task Force with copies of the second drafts of the chapters as they are completed.

Friends of East Goshen 501(c)3

Chuck reported that he officially resigned from the Board of the Friends effective December 31 to avoid any perceived conflict of interest. However, he will still attend the meetings and help complete the legal work. The group has still not heard back from the IRS but has received no "pushback" either, which is a positive sign.

Sandra Snyder, a Board member of the Friends, said the group is still seeking volunteers. It's not necessary to be an East Goshen resident to apply. The Friends are planning to meet with all ABCs except the Municipal Authority to advise them on the process for requesting funding and accepting donations, etc. The Friends plan to list all 2013 donors (who do not wish to remain anonymous) in an upcoming Township newsletter.

Chuck was asked if the group is a valid 501(c)3 yet, and he said technically the group was considered valid on the day it filed with the IRS, although it's not official yet.

Sandy added that those interested in donating to certain events or purchases can rest assured their donations will not be used for other purposes.

Bicentennial Committee

Marty announced that Senya is currently serving as the Chairman of the Bicentennial Committee, and is seeking volunteers to serve with him. Anyone who is interested in volunteering with Senya or donating to the event should contact Senya or Rick Smith. Marty directed Rick to request that West Goshen appoint Ray Halverson the Chairman of the West Goshen Bicentennial Committee. The rest of the Supervisors concurred with this request.

Subdivision Plan, Patricia O'Neill, 1637 Manley Road

Senya moved to approve the Subdivision Plan for the property at 1637 Manley Road as depicted in the plans dated March 25, 2013 and last revised November 11, 2013 with the following condition:

No improvements or site work of any kind shall be permitted until a Land Development Plan and application has been reviewed and approved by the Township and all items outlined in the Township Engineer's letter dated December 31, 2013 have been satisfactorily addressed.

Carmen seconded the motion. Mrs. O'Neill said she accepted this condition. There was no discussion or public comment. The Board voted unanimously to approve the motion.

Police Report

Chief Bernot gave a report on recent police activities. She also noted that 10 medication collection boxes have been obtained by the Chester County District Attorney's Office through a grant from the Pennsylvania District Attorneys Association, the State Commission on Crime and Delinquency, and the State Department of Drug and Alcohol Programs. Residents can use the collection boxes to safely dispose of expired and unwanted prescription and OTC medications. One of the boxes is located in the lobby of the WEGO building at 1041 Wilmington Pike.

Marty asked Chief Bernot to thank Lt. Cahill for the daily police reports he provides to the Supervisors, as they are much appreciated.

Malvern Fire Company Report

Malvern Fire Company's 2013 year-end report shows that they responded to 18 calls for service in East Goshen and assisted the Goshen Fire Company with 21 calls in 2013.

Fire Marshal Report

Carmen reported that a positive roundtable discussion was held with the Director of Bellingham and the Bellingham maintenance staff on January 10. They discussed present and future SOPs and protocol documentation to include adequate training of all staff on a routine basis.

2013 Year-End Financial Report (Unaudited)

Jon Altshul reported the General Fund ended 2013 under budget by \$1,212,810 and with a surplus of \$760,739. Excluding pass-through accounts (which were balanced), the \$500,000 year-end transfer to the Operating Reserve Fund, the additional \$337,400 transfer to fully fund the Sinking Fund, and outstanding clearing account balances, revenues were \$10,037,220 compared to expenditures of \$9,276,841. The fund balance was \$6,354,203 as of December 31.

Marty complimented Jon and Rick for doing such an excellent job.

Jon reported that Tia has recommended the Township file District Court complaints against six utility account holders with outstanding balances of over \$3,000 who are not on a payment plan or are in the process of foreclosure. Carmen moved to approve this request. Janet seconded the motion. Marty requested that staff prepare a resolution to automate this process in the future. There was no further discussion and no public comment. The Board voted unanimously to approve the motion.

Wireless Ordinance

Rick summarized his January 24 memo on this topic. Carmen moved to authorize East Goshen to participate in a WCACOG project to prepare a model ordinance to update the Wireless Communication section of the Zoning Ordinance at a cost not to exceed \$900. Janet seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

STEM Recreation Program

Rick summarized a January 9 memo from Director of Recreation Jason Lang, who is seeking authorization to incorporate a STEM (Science, Technology, Engineering and Math) program into the Township's recreation program for the summer of 2014. The program would use LEGO[®] robotics.

Carmen moved that \$6,000 in revenue and \$6,000 in expenses be appropriated in the 2014 budget for a STEM program utilizing LEGO[®] robotics and that staff be authorized to implement this program in the summer of 2014. Chuck seconded the motion.

Both Carmen and Chuck have personal knowledge of this program and highly praised it.

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

CCATO Resolutions

CCATO is seeking resolutions for consideration at the Spring County Association Convention. Senya suggested a resolution on pension reform. Carmen says he is working on an idea for another resolution and will share his idea with the Board once it's ready.

Thornbury Police Commissioner

Carmen moved to confirm the appointment of Jim Benoit as the Police Commissioner for Thornbury Township. Chuck seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

Recommendation from Deer Committee

Rick summarized a January 17 memo from Mark Gordon regarding recommendations of the Deer Committee in response to a request from resident John Linton, who wants changes in the Township's Deer Management Program. Carmen noted that the deer hunting clubs have insurance, whereas an individual would not. The Supervisors concurred with the recommendations of the Deer Committee, and Rick Smith was directed to respond back to Mr. Linton. Rick will advise Mr. Linton that he has the option to apply to join one of the deer clubs that is authorized to hunt on East Goshen property.

Police Merger Study

Rick summarized his January 16 memo on this topic.

Carmen moved to accept the recommendation of the Police Merger Committee to accept the proposal from CGR/LaBerge to serve as the consultant to study the feasibility of and logistics involved in merging the WEGO and West Goshen Police Departments at the fee of \$97,000 which includes one public presentation and \$3,000 for each additional public presentation. Chuck seconded the motion. It was noted that this proposal must be accepted by all three Townships to be validated. There was no further discussion and no public comment. The Board voted unanimously to approve the motion.

Senya suggested the Committee make a trip to Princeton, NJ where CGR/LaBerge was involved in a merger between the police departments of the Township and Borough of Princeton.

Goshen Meadows Investors L.P. Land Development Agreements and Final Plans

Senya moved to authorize the land development and financial security agreements and sign the final plans for the approved land development plan of Goshen Meadows Investors L.P. The amount of financial security shall be \$3,600. Carmen seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

Operation & Maintenance Agreement – Goshen Meadows Investors, EGT and PennDOT

Senya recommended approval of a maintenance agreement with Goshen Meadows Investors L.P. for a stormwater pipe within the PennDOT right-of-way. Janet seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

Mowing Agreement Between East Goshen and PennDOT

Carmen moved to adopt Resolution 2014-58 authorizing a mowing agreement between the Township and PennDOT. Senya seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

Removal from Historic Resources Inventory – 1331 E. Strasburg Road

Chuck moved to have attorney Ross Unruh of Unruh, Turner, Burke & Frees, P.C. represent the Township in this matter to avoid any perception of a conflict of interest. (The owner of the property is being represented by Township Solicitor Buckley, Brion, McGuire & Morris LLP.) Senya seconded the motion. There was no public comment. The Board voted unanimously to approve the motion.

Any Other Matter

ABC Appointment - Senya moved to appoint Monica Close to fill the vacancy on the Planning Commission. Ms. Close has expressed interest in serving on the Planning Commission for some time. She works as a paralegal for Riley Riper Hollin & Colagreco. Her legal experience and knowledge will be an asset to the Planning Commission. She will need to recuse herself from voting on matters where an applicant is represented by her employer, however. Chuck seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

Meeting Schedule - Senya asked that the Board consider rescheduling the February 4 meeting so that the Supervisors can attend an event at the Desmond Hotel where Dick Yoder (Mayor of West Chester) will be honored as the 2013 Citizen of the Year by the Chamber of Commerce of Greater West Chester. The Board members agreed to reschedule the February 4 meeting to February 11.

Neighborhood University – Senya reported that COG is resurrecting Neighborhood University. The next session starts on September 11.

Traffic Congestion at Boot Road and Route 202 – Marty reported that West Goshen is interested in revisiting the road restriping issue on Boot Road (discussed several years ago) to accommodate employers in their Township who are extremely frustrated with the traffic situation. Rick has suggested looking into the possibility of extending the second traffic lane that currently merges into the existing lane, and reaching out to PennDOT. Senya recommended that MaryFrances McGarrity of the Chester County Economic Development Council be contacted before PennDOT.

Review of Minutes

The Board reviewed and corrected the draft minutes of January 6, 2014. Marty said the minutes would stand approved as corrected.

Treasurer's Report & Expenditure Register Report

See attached Treasurer's Report for January 23, 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. Senya seconded the motion.

The Board discussed Req #38733 (Invoice #012214) from the West Chester Area School District for \$60.00 for a half-page ad in the school play program. Rick was directed to authorize any similar items going forward.

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

Action List

Comcast Franchise Renewal – Awaiting on a response from Kevin Broadhurst.

Futurist Committee – BOS to review resumes.

Bicentennial Committee – Senya has been appointed Chairman.

Workforce Development Committee – The members have met to outline a process.

Quarterly Report on Comprehensive Plan Goals for ABCs – Rick to provide a recommendation to the BOS.

Quarterly Report on Municipal Authority Projects – Lockwood has been completed except for removal of the fence. The Reserve Pump Station pipe work has been completed. Reservoir Road Pump Station plans have been submitted to PMHC and PACNR.

Quarterly Financial Reports – Provided to the Board in their packets. There was no discussion.

Quarterly Report on I&I – Rick said this information was not available yet.

Quarterly Review of Right-To-Know Requests – There was no discussion on this.

Tobacco Cessation Committee – No activity yet.

Correspondence & Reports of Interest

Marty acknowledged receipt of a resignation letters from ABC members Nathan Cline (Planning Commission) and Tara Dougherty (Deer Committee).

Meetings & Dates of Importance

Marty noted the upcoming meetings as listed in the agenda. The Board will not meet on February 4.

Public Comment Period

Ed Davidson of Malvern, who owns the property at 1603 East Strasburg Road, briefly discussed his desire for the Township to do something about the aesthetics at the substation across from his property. Mr. Davidson said he would come prepared to discuss this in detail at the next Board meeting. Marty requested that he speak to Rick to get added to the agenda.

Adjournment

There being no further business, the regular meeting was adjourned at 9:02pm.

Executive Session

The Board met in Executive Session after the regular meeting to discuss a personnel matter.

Anne Meddings
Recording Secretary
Attachments:
Treasurer's Report

January 23, 2014

TREASURER'S REPORT
2013 RECEIPTS AND BILLS

GENERAL FUND

| | |
|-------------------------------------|---------------------|
| Real Estate Tax (2013) | \$445.99 |
| Real Estate Tax (2014) | \$35.00 |
| Earned Income Tax | \$57,616.05 |
| Local Service Tax | \$4,960.88 |
| Transfer Tax | \$43,717.89 |
| General Fund Interest Earned (2013) | \$987.28 |
| Total Other Revenue | \$42,006.57 |
| Total Receipts: | \$149,769.66 |

| | |
|----------------------------|---------------------|
| Accounts Payable | \$248,984.74 |
| <u>Electronic Pmts:</u> | |
| Health Insurance | \$0.00 |
| Credit Card | \$4,020.36 |
| Postage | \$0.00 |
| Debt Service | \$16,552.98 |
| Payroll | \$153,782.75 |
| Total Expenditures: | \$423,340.83 |

STATE LIQUID FUELS FUND

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|----------------------------------|-----------------|
| Receipts | \$0.00 |
| Interest Earned (2013) | \$135.16 |
| Total State Liquid Fuels: | \$135.16 |

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|---------------|---------------|
| Expenditures: | \$0.00 |
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SINKING FUND

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|------------------------|----------|
| Interest Earned (2013) | \$632.32 |
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| Expenditures: | \$0.00 |
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TRANSPORTATION FUND

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|------------------------|----------|
| Interest Earned (2013) | \$261.68 |
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|---------------|-------------------|
| Expenditures: | \$3,120.00 |
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SEWER OPERATING FUND

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|------------------------|--------------------|
| Receipts (2013) | \$4,475.72 |
| Receipts (2014) | \$30,140.73 |
| Interest Earned (2013) | \$94.54 |
| Total Sewer: | \$34,710.99 |

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|----------------------------|---------------------|
| Accounts Payable | \$86,119.87 |
| Debt Service | \$34,928.09 |
| Credit Card | \$0.00 |
| Total Expenditures: | \$121,047.96 |

REFUSE FUND

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|------------------------|--------------------|
| Receipts (2013) | \$929.77 |
| Receipts (2014) | \$15,179.07 |
| Interest Earned (2013) | \$38.36 |
| Total Refuse: | \$16,147.20 |

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|--------------|--------------------|
| Expenditures | \$24,739.80 |
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SEWER SINKING FUND

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|------------------------|----------|
| Interest Earned (2013) | \$212.38 |
|------------------------|----------|

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|--------------|--------------------|
| Expenditures | \$19,456.19 |
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OPERATING RESERVE FUND

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|-----------------|--------|
| Receipts (2013) | \$8.01 |
|-----------------|--------|

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|--------------|---------------|
| Expenditures | \$0.00 |
|--------------|---------------|

Events Fund

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|-----------------|--------|
| Receipts (2013) | \$0.24 |
|-----------------|--------|

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|--------------|---------------|
| Expenditures | \$0.00 |
|--------------|---------------|