

**EAST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS MEETING
1580 PAOLI PIKE
March 4, 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, Director of Public Works Mark Miller, CFO Jon Altshul, Staff Accountant Brian McCool, ABC member Erich Meyer (Conservancy Board) and Poet Laureate Ginnie Newlin.

Call to Order & Pledge of Allegiance

Marty called the meeting to order at 7:00pm. Senya D. 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

Ginnie Newlin reported that she met with Jason Lang to discuss the possibility of having poetry readings at the Township Park on Farmers' Market days, from 5:00 to 7:00pm in one of the pavilions. It would also be an opportunity for visual artists and musicians from East Goshen to showcase their talent. She and Jason also discussed developing a poetry program to take into the schools, and holding a poetry workshop for residents if there is enough interest. She asked if the Supervisors would authorize her to select 2-3 qualified individuals to form a Poet Laureate Committee to develop these ideas. Marty thanked Ginnie for her creative ideas but suggested she explore them with the Park & Rec Commission first and have them make a recommendation to the Board of Supervisors.

Chairman's Report

Marty reported that the Board met in Executive Session on February 25 for a personnel matter.

Comprehensive Plan Update

None.

Friends of East Goshen Update

None.

Proposal to Update Township Website

Brian McCool shared the additional information he received from Revize Software concerning their proposal to update the Township's website. Carmen thanked him and said his concerns had been addressed. Senya asked the staff if the Township has received negative comments from the

public on the design of the website. Rick said that no log has been kept, but Joanne frequently has to spend time on the phone with residents walking them through the website to find information or forms they are seeking. He also noted that the Search feature on the current website is not functional. John said that more than ever, a website is an important reflection of the community it represents. Janet said that other communities use their websites more effectively to market themselves.

Carmen moved to award the bid to redesign and host the Township website to Revize Software Systems of Troy, MI in the amount of \$8,000 for the upgrade, \$1,800 for annual hosting and support, and \$17,000 for five years of hosting & maintenance per the recommendation of staff. The final contract will reflect discussions the staff held with Revize indicating that an additional (fourth) iteration of the design will be provided at no additional fee. Janet seconded the motion.

Public Comment: Joe Buonnano, Herron Lane – Asked if a five-year contract isn't too long. Brian said the five years is for hosting and maintenance. Mr. Buonnano requested the Township develop a website that is more interactive and responsive to the needs of residents.

Senya stated that he has never heard any complaints about the website from residents. He is concerned about authorizing this project without hard numbers to back it up. He said he has no issue with wanting to update the website or spending the money to do so, but he doesn't believe the Board has the scope of work in hand.

Carmen asked if the Township could get resident feedback during the period of beta testing. Resident Joe Buonnano said it's too difficult to do at that point.

Rick suggested sending out an email to folks on Constant Contact asking for their input on the website – what they don't like about it and what features they would like to see.

Jon proposed the following three steps:

1. Send an open-ended inquiry to residents to solicit feedback on the website.
2. Have residents vote on the template options the vendor presents.
3. Ask residents to participate in usability/beta testing of the new website.

Resident Joe Buonnano suggested having a pop-up box come up on the existing site to ask residents to take a short survey about the site.

Senya and Chuck indicated they would prefer to table this matter. The Supervisors agreed to table this matter for two weeks while the staff solicits feedback from residents. Carmen withdrew his motion.

2014 ABC Goals

Senya moved to accept and proceed with the suggested 2014 ABC Goals as compiled by Marty Shane and Rick Smith, listed in Rick's February 26 memo to the Board. Carmen seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

2013 Cost of Services Report

Marty thanked Jon for his perseverance in preparing this detailed, comprehensive report. Carmen called it "so good it's almost idiot-proof." The Board received this report from Jon for informational purposes only. No action was required or taken.

Pot Hole Repairs

Mark Miller reported that the Public Works crew has been keeping up with the potholes so far this year, making temporary repairs as needed. However, in April he plans to do a complete road inspection to get a better handle on the damage done by all the freezing and thawing this winter. He will provide the Board with a full report.

Marty thanked Mark and his crew for doing such a great job with the Township roads.

Senya requested that the minutes list the roads in East Goshen which are not Township Roads:

West Chester Pike
Paoli Pike
North Chester Road
Greenhill Road
Boot Road
Strasburg Road

Marty said he has received comments from 20-30 individuals who reside in other nearby Townships remarking on how well East Goshen roads are maintained, plowed, etc. He asked that Mark let his entire crew know how much their work is appreciated by the residents.

Chuck asked if the Public Works crew will be scheduling time to take care of fallen tree limbs along the roadways. Mark said they have been keeping up with it so far.

Ginnie Newlin asked why some potholes on Greenhill Road have been filled but others have not. She was told that Greenhill Road is a state road, and not under the Township's jurisdiction. However, Mark said he has been talking almost daily to his contact at the state concerning this road, which is in very bad condition at present.

Erich Meyer asked if Mark knows if the state will be cleaning up the debris along state roads anytime soon. Mark said his contact did not give him a timeframe for that.

Resident Joe Buonnano said that the gutters in Bowtree are broken and water flow is impacted. Mark said he will take a look at it.

Newsletter Survey Insert

The Board discussed Jon's February 27 memo on this topic. Senya would prefer to take a survey electronically first, via Constant Contact perhaps, before considering a paper insert to the newsletter. Carmen would like the cost factor added to each scenario. The Board agreed to have staff proceed with an electronic survey in which they will list the cost factors for the various options.

ABC Appointments

Carmen moved to appoint Thomas Kilburn, Luann Petrellis and Rogers Vaughn to the Futurist Committee. Senya seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

Carmen moved to approve Montejean Gay to the Historic Commission. Senya seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

Carmen moved to appoint Cheryl McCabe to the Malvern Library Board. Senya seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

Tobacco Cessation Resources

Jon summarized his February 27 memo on this topic. Marty suggested scheduling a Healthy Living Seminar at the Township and opening it up to residents as well as staff. Carmen thinks it might be best to keep an employee seminar separate from one for the general public. Jon said he would check with Chester County Hospital.

Senya moved for staff to compile a simple one-page summary about tobacco cessation resources available in the area, to schedule a Healthy Living Seminar run by the Chester County Hospital, and to encourage employees to attend the seminar. Carmen seconded the motion. There was no further discussion and no public comment. The Board voted unanimously to approve the motion.

Barclay Woods

Carmen moved for the Chairman to send three letters of support to the Borough of West Chester as they seek a grant to acquire Barclay Woods. Senya seconded the motion, but requested that each of the letters be personalized. Carmen accepted this amendment to the motion. There was no further discussion and no public comment. The Board voted unanimously to approve the motion.

Boot Road

The Board discussed the issue of widening and/or restriping Boot Road to help alleviate traffic congestion between Wilson Drive and Greenhill Road. Senya stated that nothing will alleviate this issue until the bridge over Route 202 is widened. Marty suggested that Rick speak with Randy Waltermeyer to see what traffic count information he has. Senya asked if the Traditions development completed a traffic study and Rick said yes, and he has a copy. Rick was also directed to contact West Goshen to see if they would be willing to split the cost of this project with East Goshen. The Board agreed to table this matter pending the additional information.

First Draft of the Openspace and Recreation Plan Update

Janet said that as written, this document cannot be included in the Comprehensive Plan. It's too repetitive and has numerous errors. Carmen stated that the document as written is exactly what East Goshen asked the consultants not to do. The Board agreed to review this document in detail on March 18.

Review of Minutes

The Board reviewed and corrected the draft minutes of February 11 and February 18. Marty stated that the minutes would stand approved as corrected.

Treasurer's Report & Expenditure Register Report

See attached Treasurer's Report for February 27, 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. There was no further discussion and no public comment. The Board voted unanimously to approve the motion.

Action List

Hershey Mill Dam – A response was received from DEP. Adam Brower is reviewing it and will respond to DEP's request for clarification.

Openspace Plan – Currently on schedule.

Correspondence & Reports of Interest

Marty acknowledge receipt of emails from residents complimenting the Public Works crew for their handling of snow removal. He also acknowledged receipt of a letter from Westtown Township requesting comments on their Open Space, Recreation, and Environmental Resources Plan Update.

Meetings & Dates of Importance

Marty noted the upcoming meetings as listed in the agenda.

Public Comment Period

Carol Rennard of 405 N. Chester Road asked for the Township's assistance in dealing with conditions at 1601 E. Strasburg Road (next door to her). The new landlord is allowing his tenants' trash to pile up. It is unsightly, odiferous, and attracts unwanted wildlife. There are also concerns about electrical hazards in the structure, and one of the dryer vents is visibly clogged with lint, a fire hazard. In addition, there may be undocumented aliens living in one of the units. Rick will check to see if an inspection of the property was done when the latest reoccupancy permit was issued.

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

February 27, 2014

**TREASURER'S REPORT
2014 RECEIPTS AND BILLS**

GENERAL FUND

Real Estate Tax	\$145,020.36
Earned Income Tax	\$210,400.00
Local Service Tax	\$36,600.00
Transfer Tax	\$27,083.75
General Fund Interest Earned	\$0.00
Total Other Revenue	\$81,500.91
Total Receipts:	\$500,605.02

Accounts Payable	\$139,665.26
<u>Electronic Pmts:</u>	
Health Insurance	\$0.00
Credit Card	\$8,113.03
Postage	\$1,000.00
Debt Service	\$0.00
Payroll	\$105,010.29
Total Expenditures:	\$253,788.58

STATE LIQUID FUELS FUND

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

Expenditures:	\$0.00
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SINKING FUND

Interest Earned	\$0.00
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Expenditures:	\$6,822.89
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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	\$267,988.20
Interest Earned	\$0.00
Total Sewer:	\$267,988.20

Accounts Payable	\$18,015.60
Debt Service	\$0.00
Credit Card	\$0.00
Total Expenditures:	\$18,015.60

REFUSE FUND

Receipts	\$88,176.98
Interest Earned	\$0.00
Total Refuse:	\$88,176.98

Expenditures	\$8,613.97
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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	\$0.00
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Expenditures	\$0.00
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Events Fund

Receipts	\$0.00
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Expenditures	\$0.00
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