

**EAST GOSHEN TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
1580 PAOLI PIKE  
JANUARY 3, 2017 – 7:30 pm  
FINAL MINUTES**

**The Board met in Executive Session from 5:30 p.m. to 7:00 p.m. for personnel matter**

**Present:** Chairman Senya Isayeff, Vice-Chairman Marty Shane, and Supervisors Janet Emanuel, Chuck Proctor, Carmen Battavio, Township Manager Rick Smith, Township CFO Jon Altshul, ABC Member Erich Meyer (Conservancy Board)

**Call to order & Pledge of Allegiance:**

Senya called the meeting to order at 7:00 pm and asked Erich Meyer to lead the assembly in the Pledge of Allegiance.

**Moment of Silence:**

Carmen called for a moment of silence to honor the members of the military who keep us safe both locally and abroad, and wished them pleasant Holidays and good health in 2017, and to honor those who have given the ultimate-their lives-through their service.

**Recording of Meeting:** None.

**Re-Organization Actions:**

- a. **Elect Chairman (Resolution 2017-1):** Carmen motioned to elect Marty as Chairman of the Board. Janet seconded. The Board voted unanimously in favor of the motion.
- b. **Elect Vice Chairman (Resolution 2017-2):** Chuck motioned to elect Carmen as Vice Chairman of the Board. Janet seconded. The Board voted unanimously in favor of the motion.
- c. **Appoint Police Commissioner (Resolution 2017-3):** Carmen motioned to appoint Chuck Proctor Police Commissioner. Janet seconded. The Board voted unanimously in favor of the motion.

**Senya motioned, Janet seconded, to accept all of the below Resolutions noted in Items d through n on the Agenda. The Board voted unanimously in favor of the motion.**

- d. **Appoint Township Officials (Resolution 2017-4):**
  - Township Manager/Secretary/Assistant Zoning Officer—Louis F. Smith, Jr.
  - Chief Financial Officer/Treasurer – Jon Altshul
  - Director of Public Works – Mark Miller
  - Director of Code Enforcement/Zoning Officer/Building Code Official – Mark Gordon
  - Building Inspectors – Gary Althouse & Vincent DiMartini
  - Fire Marshal – Carmen R. Battavio
  - Assistant Fire Marshals – Mark Miller, Gary Althouse
  - Township Solicitor – Buckley, Brion, McGuire & Morris

- Township Engineer – Pennoni Associates
  - Emergency Management Coordinator – Kevin Miller
  - Assistant Emergency Management Coordinator – Michael Holmes
  - Delegate to the Chester County Tax Collection Committee – Jon Altshul
  - Alternate Delegate to the Chester County Tax Collection Committee – Brian McCool
  - Deputy Tax Collector – Brian McCool
- e. **Re-Appoint Township Employees (Resolution 2017-5):**
- f. **Appoint Township Depositories for Township Funds (Resolution 2017-6):**
- DNB First
  - Fulton Bank
  - BB&T Bank
  - WSFS Bank
  - PLGIT-PA Local Government Trust and Plus
  - TD Bank
  - M&T Bank
  - Meridian Bank

Authorize the Chief Financial Officer/Treasurer to make investments at banks paying the best rate of interest and with the best terms

- g. **Certify Delegates to the PSATS Convention (Resolution 2017-7):**
- Five Supervisors, Manager and Chief Financial Officer/Treasurer will be affirmed as delegates.
  - Rick Smith as Voting Delegate
  - Jon Altshul as Alternate Voting Delegate
- h. **Confirm 2017 Holiday Schedule (Resolution 2017-8):** (available on the website).
- i. **Confirm 2017 Meeting Schedule (Resolution 2017-9):** The Board of Supervisors will meet on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday and only meet as needed on the 2<sup>nd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Tuesday of each month.
- j. **Confirm Keystone Collection Agency is the Earned Income and Local Services Tax Collector for the Township (Resolution 2017-10)**
- k. **Consider Maillie, LLP. As independent auditor for the Township (Resolution 2017-11)**
- l. **Establish the 2017 Fee Schedule (Resolution 2017-34)**
- m. **Authorize participation in the Municipal Risk Management Workers' Compensation Pooled Trust (Resolution 2017-65)**
- n. **Announce the Continuance of all other Applicable Resolutions that were previously adopted**

**Chairman's Report:** Marty announced:

- The Annual Planning Session will be held on Saturday, January 7, 2017 at 8:00 a.m. Refreshments will be served.
- The Board will hold a special meeting on January 10, 2017, to determine the location of the breach for the Hershey Mill Dam.

**Old Business:**

- a. **Consider Mail Machine:** Jon stated that he gathered information that Rothwell does not provide mail machine services, and that the estimates, as stated in the December 20, 2016 meeting minutes, still apply, it was his recommendation to award this bid to Neopost. Senya motioned to enter into a 60 month lease with Neopost for a Neopost IN600 mail machine. Chuck seconded. The Board voted unanimously in favor of the motion.

**New Business:**

- a. **Consider ABC Appointments:** Senya motioned to make the following re-appointments and appointments to the ABC Boards and Commissions. Chuck seconded. The Board voted unanimously in favor of the motion.
  - 1. Municipal Authority: Kevin Cummings
  - 2. Conservancy Board: Erich Meyer; Patti Brown
  - 3. Vacancy Board: Thom Clapper
  - 4. Park & Rec Commission: Christine Taraborelli; Eric Tobin
  - 5. Stormwater Appeals Board: Dana Pizarro; Ed McAssey

- b. **Consider 2016 Department of Parks and Recreation Report:** Marty commended Jason for all his hard work, but thought that careful consideration should be taken in how participants to Park surveys are classified. Marty also commented that stating that the Park usage is 365 days a year is not a correct survey standard. Janet commented that Jason was still finalizing this report. The Board agreed that this item should be tabled until the report is complete.

- c. **Consider Bid to Replace Heat Pump at Blacksmith Shop:** Rick discussed this item. The following bids were received:

Precision Mechanical	\$ 5,013.26
Cook's Services	\$ 7,580.00
Battavio Plumbing	\$10,214.00
Vulkan Air	\$40,998.00

Carmen motioned to reject the bid from Precision Mechanical, as it was not signed, and award the bid for the replacement of the heat pump at the Blacksmith Shop to Cook's Services in the amount of \$7,580.00 Senya seconded. The Board unanimously voted in favor of the motion.

- d. **Consider Stormwater and Grinder Pump Agreements for 3 and 5 School Lane:** Carmen motioned to execute the storm water management operation and maintenance agreements and sanitary sewer grinder pump operation and maintenance agreements for the above mentioned properties. Senya seconded. The Board voted unanimously in favor of the motion.
- e. **Consider Posting Public Hearing Transcripts on Township Website:** Rick discussed the request to post public hearing transcripts on the website, also outlining the Right to Know Law which stipulates that copies of transcripts must be obtained from the court reporter, until such time as the decision becomes "final, binding and non-appealable". Senya motioned to post public hearing transcripts on the website after the decision

becomes “final, binding and non-appealable”, as well as putting similar language in the meeting’s agenda and minutes. Carmen seconded. The Board voted unanimously in favor of the motion.

f. **Consider Replacing Chairs in Conference Room:** Estimates for 10 replacement chairs in the side meeting room were received as follows:

- Office Service Company (Chair A) \$4,028.00  
(Matching Side Chairs-10) \$3,044.80
- Office Service (Chair B) \$3,670.00
- Office Depot (Chair C) \$4,899.99
- Office Depot (Chair D) \$3,499.00

Carmen motioned to select the Office Service Company (Chair A) option with side chairs. Senya seconded. The Board unanimously voted in favor of the motion.

g. **Consider Replacing Wallpaper in Second Floor Lobby:** Rick discussed this item, stating that Fresh Coat would remove the old wallpaper, while Ed Rossi would put up the new wallpaper. Senya motioned to proceed as Rick suggested, Janet seconded to the above. The Board unanimously voted in favor of the motion.

**Any Other Matter:**

- a. Senya commented that Representative Carolyn Comitta has expressed an interest in developing a visiting office duty at each of the Townships within her district to receive residents and entertain their concerns. Rick noted that he has been contacted by Representative Comitta to determine if space is available in the Township building. Rick stated that there is space available in the Township building and that he does not see a conflict of interest. Rick also commented that he would share information on this matter as it develops and when more details have become known.
- b. Senya read his statement that due to personal and business matters, he will vacate his position on the Board of Supervisors effective January 4, 2017. Senya noted that it has been a pleasure serving on the Board and he has loved every moment of service to the community. Additional thoughts that Senya shared with the assembly:
  1. Senya believes in the importance of public service and duty.
  2. Senya would be willing to serve on an economic development committee in the future.
  3. One of Senya’s greatest accomplishments was the hiring of Jon Altshul.
  4. Senya has enjoyed getting to know and work with each of the other Board members and Township staff and shared special memories from his time on the Board.

Each of the other Board members thanked Senya for his service to the Township, as well as shared their special memories of Senya, his leadership, friendship and mentorship. Marty acknowledged some of the many accomplishments spearheaded through Senya’s leadership. They include:

- The creation of the Commerce Commission
- The promotion of the LERTA Program
- The promotion of the PSAT awards for Marty and Rick

- Updating the Township Comprehensive Plan; and adoption of the Park, Recreation & Open Space Plan, the Master Plan for the Park, and the Paoli Pike Trail Plan,
- Decisions on the Milltown and Hershey Mill Dams.

Marty concluded by saying that he considers Senya to be a great friend and that he hates to see him leave the Board as it has been a pleasure working with him.

**Approval of Minutes:** The Board reviewed and corrected the minutes from the November 15, 2016 meeting. Senya motioned to approve. Janet seconded. The Board unanimously voted to approve the corrected minutes.

**Treasurer's Report:**

*See attached Treasurer's Report for December 29, 2016.* The Board reviewed the Treasurer's Report and the current invoices. Carmen moved to graciously 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. The Board voted unanimously to approve the motion.

**Correspondence, Reports of Interest:** The Board acknowledged receipt of the following correspondence and reports of interest:

- December 14, 2016 letter from PennDOT regarding the rehabilitation of the Morstein Road bridge over U.S. 202
- Right to Know Quarterly Report

**Public Comment:** *John Stipe, 1101 Dickens Drive,* asked about the Local Services Tax. Jon commented on this, and noted that the LST replaced the Occupational Privilege Tax and is expected to bring in approximately \$350,000 for 2016.

**Adjournment:**

There being no further business, Marty motioned to adjourn the meeting at 8:20 pm. Carmen seconded. The Board voted unanimously to adjourn.

Respectfully submitted,  
*Christina Rossetti Hartnett*  
*Recording Secretary*

Attachment: *Treasurer's Report for December 29, 2016*

December 29, 2016

**TREASURER'S REPORT  
2016 RECEIPTS AND BILLS**

**GENERAL FUND**

Real Estate Tax	\$2,498.40	Accounts Payable	\$469,718.19
Earned Income Tax	\$20,900.00	<b>Electronic Pmts:</b>	
Local Service Tax	\$0.00	Credit Card	\$2,462.01
Transfer Tax	\$0.00	Postage	\$0.00
<i>General Fund Interest Earned</i>	\$0.00	Debt Service	\$0.00
Total Other Revenue	\$32,542.38	Payroll	\$97,600.29
Total Receipts:	<b>\$55,940.78</b>	Total Expenditures:	<b>\$569,780.49</b>

**STATE LIQUID FUELS FUND**

Receipts	\$0.00		
<i>Interest Earned</i>	\$0.00		
Total State Liquid Fuels:	<b>\$0.00</b>	Expenditures:	<b>\$0.00</b>

**SINKING FUND**

Receipts	\$0.00	Accounts Payable	\$116,438.15
<i>Interest Earned</i>	\$10,629.97	Credit Card	\$0.00
Total Sinking Fund:	<b>\$10,629.97</b>	Total Expenditures:	<b>\$116,438.15</b>

**TRANSPORTATION FUND**

Receipts	\$0.00		
<i>Interest Earned</i>	\$0.00		
Total Sinking Fund:	<b>\$0.00</b>	Expenditures:	<b>\$0.00</b>

**SEWER OPERATING FUND**

Receipts	\$85,787.03	Accounts Payable	\$302,097.02
<i>Interest Earned</i>	\$0.00	Debt Service	\$0.00
Total Sewer:	<b>\$85,787.03</b>	Credit Card	\$0.00
		Total Expenditures:	<b>\$302,097.02</b>

**REFUSE FUND**

Receipts	\$13,610.41		
<i>Interest Earned</i>	\$0.00		
Total Refuse:	<b>\$13,610.41</b>	Expenditures:	<b>\$17,115.23</b>

**SEWER SINKING FUND**

Receipts	\$0.00		
<i>Interest Earned</i>	\$0.00		
Total Sewer Sinking Fund:	<b>\$0.00</b>	Expenditures:	<b>\$40,209.61</b>

**OPERATING RESERVE FUND**

Receipts	\$0.00		
<i>Interest Earned</i>	\$4,568.65		
Total Operating Reserve Fund:	<b>\$4,568.65</b>	Expenditures:	<b>\$0.00</b>

**Events Fund**

Receipts	\$0.00		
<i>Interest Earned</i>	\$0.00		
Total Events Fund:	<b>\$0.00</b>	Expenditures:	<b>\$0.00</b>