

**EAST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS MEETING
1580 PAOLI PIKE
MONDAY, JANUARY 7, 2019
FINAL APPROVED MINUTES**

Present: Chairwoman Janet Emanuel; Vice-Chairman Marty Shane; Members Carmen Battavio; David Shuey, and Mike Lynch; Township Manager Rick Smith; Assistant Township Manager and Finance Director Jon Altshul; and Erich Meyer (Conservancy Board)

Call to Order & Pledge of Allegiance

Marty called the meeting to order at 7:00 p.m. and led the pledge of allegiance.

Moment of Silence

Carmen called for a moment of silence to honor our troops and first responders.

Recording

The meeting was livestreamed on the Township's YouTube page.

Re-Organization Actions:

- a. **Elect Chairman (Resolution 2019-1):** Mike motioned to elect Janet Emanuel as Chairman of the Board. Carmen seconded. The Board voted unanimously in favor of the motion.
- b. **Elect Vice Chairman (Resolution 2019-2):** Carmen motioned to elect Marty Shane as Vice Chairman of the Board. David seconded. The Board voted unanimously in favor of the motion.
- c. **Appoint Police Commissioner (Resolution 2019-3):** Marty motioned to appoint Carmen Battavio as Police Commissioner. Mike seconded. The Board voted unanimously in favor of the motion.

Mike made a motion to adopt the following resolutions for 2019.

- a. **Appoint Township Officials (Resolution 2019-4):**
 - Township Manager/Secretary/Assistant Zoning Officer—Louis F. Smith, Jr.
 - Assistant Township Manager/Finance Director/Treasurer – Jon Altshul
 - Director of Public Works – Mark Miller
 - Director of Code Enforcement/Zoning Officer/Building Code Official/Noise Control Officer – Mark Gordon
 - Building Inspectors – Gary Althouse & Vincent DiMartini
 - Fire Marshal – Carmen R. Battavio
 - Assistant Fire Marshals – Mark Miller, Gary Althouse & Vincent DiMartini
 - 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 – Lynn LeBlanc
- b. **Re-Appoint Township Employees (Resolution 2019-5):**
- c. **Appoint Township Depositories for Township Funds (Resolution 2019-6) as follows:**
- DNB Bank
 - Citadel Bank
 - WSFS Bank
 - PLGIT-PA Local Government Trust and Plus (Custodian Wells Fargo NA)
 - M&T Bank
 - Meridian Bank
- d. **Certify Delegates to the PSATS Convention (Resolution 2019-7)**
 Certify the five Supervisors, the Township Manager and the Director of Finance/Treasurer as delegates to the 2019 PSATS Convention, with Rick Smith as the Voting Delegate and Jon Altshul as the Alternate Voting Delegate.
- h. **Confirm 2019 Holiday Schedule (Resolution 2019-8)**
- i. **Confirm 2019 Meeting Schedule (Resolution 2019-9)**
- j. **Confirm Keystone Collection Agency is the Earned Income and Local Services Tax Collector for the Township (Resolution 2019-10)**
- k. **Confirm Maillie, LLP. as independent auditor for the Township (Resolution 2019-11)**
- l. **Establish Public Safety Boundaries (Resolution 2019-12)**
- m. **Establish the 2019 Fee Schedule (Resolution 2017-34)**
- n. **Authorize participation in the Municipal Risk Management Workers' Compensation Pooled Trust (Resolution 2017-65)**
- o. **Announce the Continuance of all other Applicable Resolutions that were previously adopted**

Carmen seconded the motion. The motion passed unanimously.

Chairman's Report

Janet made the following announcements:

1. The Annual Planning Session will be held on Saturday, January 12, 2019 at 8:00AM
2. The Tax Collector position is vacant. Please contact the Township Manager if interested.
3. The Board met in Executive Session prior to tonight's meeting for a personnel matter.

Public Comment

None

Approval of Minutes and Treasurer's Report

David made a motion to approve the minutes of December 18, 2018. Mike seconded. The motion passed 5-0.

Carmen made a motion to approve the Treasurer's Report of January 3, 2019. Mike seconded. The motion passed 5-0.

Consider ABC Appointments

Janet made a motion to appoint or reappoint the following Township residents to the following ABC groups:

- Scott Sanders, Conservancy Board
- Walter Wujcik, Conservancy Board
- Edward Lendrat, Historical Commission
- Ted Roberts, Historical Commission
- Jack Yahraes, Municipal Authority
- Ann Marie Fletcher-Moore, Park & Recreation Commission
- Deborah Snyder, Park & Recreation Commission
- Karen Miller, Pipeline Task Force
- Ernest Harkness, Planning Commission
- Silvia Shin, Planning Commission (until a replacement can be found)
- Walter Wujcik, Stormwater Appeals Board
- Dan Daley, Stormwater Appeals Board
- Michael Koza, Planning Commission
- Thom Clapper, Vacancy Board
- Adam Kraut (alternate), Zoning Hearing Board
- Sigmund Fleck, Zoning Hearing Board

David seconded. The motion passed 5-0.

Consider Resolution 2019-184—Paoli Pike Trail Maintenance Policy

Rick recommended that the Board adopt a policy to maintain the Paoli Pike Trail year-round, including mowing, refuse removal, tree trimming, snow removal and ice treatment. Marty made a motion to adopt Resolution 2019-184, Paoli Pike Trail Maintenance Policy. Carmen seconded the motion.

Mike asked about whether the Township plans to put up “Use at your own risk” signs along the trail and whether the Township will also begin to maintain the trails in the Township Park year-round. Carmen raised concerns about continually removing ice along the trail after a blizzard and indicated that he would like the Township to have the option to close the trail during severe weather events. Marty suggested that Rick contact the County to determine how it closes its trail system for major weather events. David observed that he wants the Township to maintain the trail year-round, and that not agreeing to this policy might deter property owners from granting us easements.

Lex Pavlo, 611 S. Speakman Lane, expressed his support for maintaining the trail year-round.

The motion passed 5-0.

Consider Paoli Pike Trail Engineering Proposal for Segments F&G

Rick outlined McMahon’s proposal to provide construction administration and inspection services for Segments F&G, as well as assistance with traffic signal installation at Hibberd Lane and Paoli Pike. Carmen suggested that Jon be in the loop on these types of contracts. Marty asked whether we should go out to RFP for these types of professional services contracts. Rick noted that if we build the trail in less than 12 weeks, we can save money on the contract, as a large portion of the fee is for the hourly rate of a full-time on-site inspector. David suggested that the Finance Committee develop a policy around when the Township should go out to RFP for professional services. Carmen made a motion to accept the December 12, 2018, proposal from McMahon Associates for \$92,480 for construction administration and inspection services for Segments F&G of the Paoli Pike Trail. David seconded. The motion passed 5-0.

Consider Escrow Release #2 for Lot #2 1664 E. Boot Road

Mike made a motion to approve an escrow release of \$41,250 for Lot #2 of 1664 E. Boot Road, leaving a balance of \$35,308.50. David seconded. The motion passed 5-0.

Consider Escrow Release #2 for Lot #3 1662 E. Boot Road

Carmen made a motion to approve an escrow release of \$31,060 for Lot #3 of 1662 E. Boot Road, leaving a balance of \$48,824. Mike seconded. The motion passed 5-0.

Consider Pipe Lining Bids

Carmen made a motion to reject the bids for storm sewer pipe lining and replace the lines in-house. Mike seconded. The motion passed 5-0.

Consider Refuse and Recycling Days

Janet explained that Township would like to switch up the trash and recycling days again in 2020 between the north and south sides of the Township, consistent with the Township’s practice of changing the days every three years. Carmen made a

motion to change the collection days in 2020. David seconded. Marty noted that changing the days is needed in order to account for the fact that more holidays fall on Monday and Thursday than Tuesday and Friday. The motion passed 5-0.

Consider Goshen Corporate Park Bike Lane

Rick explained that we can install a bike path along the northbound lane of Reservoir Road in the Goshen Corporate Park. David suggested that the Township consider installing a woodchip path for pedestrians as well. Rick noted that woodchip paths are rarely used. Marty made a motion to install a bike lane along Reservoir Road in the Goshen Corporate Park. Carmen seconded. The motion passed 5-0.

Consider Draft Incubator Ordinance

Jon outlined the draft incubator ordinance that would permit more flexibility for small start-up businesses in the I-1, I-2 and BP districts. Carmen made a motion to send the draft business incubator ordinance to the County Planning Commission for review and comment. David seconded.

Mr. Pavlo stated that he supports the ordinance. He noted that he has worked for three start-ups in his career, and indicated that the proximity of East Goshen to both Immaculata University and West Chester University may help the success of business incubators here.

The motion passed 5-0.

Consider Petition to Intervene

Rick explained that Melissa DiBernardino had asked the Township to intervene in her complaint against Sunoco before the Public Utility Commission. He added that our solicitor had advised that while Ms. DiBernardino appears to have standing in this matter, as a result of her children attending school along the pipeline route, the Township probably does not have standing. Accordingly, he recommended that the Township not file a petition to intervene. Marty made a motion for the Township not to intervene in Ms. DiBernardino's complaint, but to thank her for her efforts. Mike seconded. The motion passed 5-0.

Any Other Matter

Rick explained we have now received the maps of what development might look like at the Lewis property under both the existing Zoning Ordinance and the proposed amendments and that they will be posted online tomorrow. Carmen recommended that any communication to the public make clear that the Township will not be adopting any ordinance amendment at the January 22nd meeting.

Bernie Greenberg, 894 Jefferson Way, noted that FERC released its environmental assessment on the Adelphia Pipeline on Friday. He asked whether the Board had taken a position on the location of the valve station. Rick explained that the Pipeline

Task Force is looking into this matter now and that it will be discussed at their meeting on January 24th.

Correspondence, Reports of Interest

The Board acknowledged the following correspondence:

- 1) December 6, 2018, letter from Enbridge regarding maintenance scheduled along the Texas Eastern pipeline route.
- 2) Statement of Valuations from the Chester County Assessment Office. Jon noted that our assessments increased 0.6% over 2018.

Adjournment

Mike made a motion to adjourn at 8:20. David seconded. The motion passed 5-0.

Respectfully submitted,
Jon Altshul
Recording Secretary

Attached: January 3, 2019 Treasurer's Report

TREASURER'S REPORT		December 14 - January 3, 2019	
2018 & 2019 RECEIPTS AND BILLS			
GENERAL FUND			
Real Estate Tax (2018)	\$7,023.82	Accounts Payable (2018)	\$552,239.07
Real Estate Tax (2019)	\$0.00	Accounts Payable (2019)	\$713,975.45
Earned Income Tax (2018)	\$19,300.00	Electronic Pmts:	
Local Service Tax (2018)	\$0.00	Credit Card	\$0.00
Transfer Tax	\$56,127.30	Postage	\$996.61
General Fund Interest Earned (2018)	\$0.00	Debt Service	\$0.00
Total Other Revenue (2018)	\$614,722.07	Payroll	\$257,440.53
Total Other Revenue (2019)	\$0.00		
Total General Fund Receipts:	\$697,173.19	Total Expenditures:	\$1,524,651.66
STATE LIQUID FUELS FUND			
Receipts	\$0.00	Accounts Payable (2018)	\$0.00
Interest Earned (2018)	\$0.00	Accounts Payable (2019)	\$0.00
Total State Liquid Fuels Receipts:	\$0.00	Total Expenditures:	\$0.00
CAPITAL RESERVE FUND			
Receipts	\$381,305.63	Accounts Payable (2018)	\$65,933.50
Interest Earned (2018)	\$9,385.95	Accounts Payable (2019)	\$0.00
Total Capital Reserve Fund Receipts:	\$390,691.58	Credit Card	\$0.00
		Total Expenditures:	\$65,933.50
TRANSPORTATION FUND			
Receipts	\$0.00	Accounts Payable (2018)	\$0.00
Interest Earned (2018)	\$0.00	Accounts Payable (2019)	\$0.00
Total Transportation Fund Receipts:	\$0.00	Total Expenditures:	\$0.00
SEWER OPERATING FUND			
Receipts (2018)	\$71,653.52	Accounts Payable (2018)	\$346,322.34
Interest Earned (2018)	\$0.00	Accounts Payable (2019)	\$42,571.76
Receipts (2019)	\$0.00	Debt Service	\$0.00
Total Sewer Operating Fund Receipts:	\$71,653.52	Total Expenditures:	\$388,894.10
REFUSE FUND			
Receipts (2018)	\$21,608.40	Accounts Payable (2018)	\$33,047.20
Interest Earned (2018)	\$0.00	Accounts Payable (2019)	\$21.18
Receipts (2019)	\$0.00		
Total Refuse Fund Receipts:	\$21,608.40	Total Expenditures:	\$33,068.38
BOND FUND			
Receipts	\$0.00	Accounts Payable (2018)	\$0.00
Interest Earned (2018)	\$0.00	Accounts Payable (2019)	\$5,000.00
Total Bond Fund Receipts:	\$0.00	Total Expenditures:	\$5,000.00
SEWER CAPITAL RESERVE FUND			
Receipts	\$0.00	Accounts Payable (2018)	\$0.00
Interest Earned (2018)	\$0.00	Accounts Payable (2019)	\$0.00
Total Sewer Capital Reserve Fund Receipts:	\$0.00	Total Expenditures:	\$0.00
OPERATING RESERVE FUND			
Receipts	\$0.00	Accounts Payable (2018)	\$0.00
Interest Earned (2018)	\$0.00	Accounts Payable (2019)	\$0.00
Total Operating Reserve Fund Receipts:	\$0.00	Total Expenditures:	\$0.00