

**EAST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS MEETING
1580 PAOLI PIKE
TUESDAY, DECEMBER 3, 2019
FINAL APPROVED MINUTES**

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

Call to Order & Pledge of Allegiance

Janet called the meeting to order at 7:00 p.m. and asked Amanda to lead the pledge of allegiance.

Moment of Silence

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

Recording

Janet announced that the meeting was being livestreamed on the Township's YouTube Channel.

Chairman's Report

Jon introduced Amanda Ball, the Township's new Receptionist.

Janet made the following announcements:

- The Board met in Executive Session for a personnel matter (ABC interviews) on November 26.
- The Board will conduct a public hearing on December 17, 2019, to consider the TND Ordinances. The ordinances are posted on the website.
- The Board will hold their Re-organization meeting on Monday, January 6, 2020, at 6pm
- The Chester County Water Resources Authority will be holding a public input meeting at the East Goshen Township Building on Thursday, December 12, 2019 at 7pm.
- Chris Zupano has accepted the Township's conditions in the Board's November 12, 2019 order on the CZ Woodworking Conditional Use Application.

Public Comment

None

Approval of Minutes and Treasurer's Report

Carmen made a motion to approve the minutes of November 19, 2019, as amended. David seconded. The motion passed 5-0.

Jon explained that the December 2019 payment to the Westtown East Goshen Police Department would be net of a \$151,278.54 transfer from the East Goshen Police Pension Trust to the WEGO Pension Plan. Carmen made a motion to approve the Treasurer's Report of November 26, 2019. Mike seconded. The motion passed 5-0.

Consider Adoption of 2020 Township Budget, 2020 WEGO Budget and 2020 Staff Salaries

Jon provided a summary of the two minor adjustments to the 2020 budget since it was originally proposed on November 12 and advertised on November 13:

- The insurance line item was increased by \$2,040 to reflect firm costs for premiums
- The cert fee line items in the sewer and refuse funds were doubled to reflect higher proposed cert fees to better reflect the cost to the Township of this service.

David made the following motion: I move that we adopt the 2020 Proposed Budget in the following amounts:

- General Fund expenses and revenues, net of pass throughs, of \$10,997,838, including a \$461,561 transfer from fund balance to balance the budget.
- General Fund pass-through expenses and revenues of \$2,106,900.
- State Liquid Fuel Fund expenses and revenues of \$551,604.
- Capital Reserve Fund expenses of \$3,636,672 and revenues of \$2,208,654.
- Transportation Fund expenses of \$185,000 and revenues of \$4,000.
- Sewer Operating Fund expenses and revenues of \$3,735,274.
- Refuse Fund expenses of \$1,136,729 and revenues of \$1,058,998.
- Bond Fund expenses of \$2,374,901 and revenues of \$50,000.
- Sewer Capital Reserve Fund expenses of \$277,000 and revenues of \$195,000.
- Operating Reserve Fund expenses of \$0 and revenues of \$40,000.

I further move that we approve the 2020 staff salaries as proposed and the Westtown-East Goshen Police Budget, version 4.

Mike seconded. The motion passed 5-0.

Consider Financial Policies

Jon provided a brief background on the need to revise the financial policies. He stressed that under the current depreciation formula, which treats assets purchased before January 1, 2014 differently than those purchased after that date, we may not be transferring sufficient funds to ensure that we can continue to replace current assets without the need to borrow money in the future.

Carmen made a motion to adopt Resolution 2019-74 establishing financial policies. David seconded. Mike noted that the adopted 2020 budget shows the importance of maintaining a sensible reserve policy.

The motion passed 5-0.

Consider Group Bids

Group bids were received in the following amounts:

<u>Fuel</u>	<u>89 Octane Gas & Diesel Fuel</u>
Reilly & Sons Inc.	\$22,044.00

<u>Soda Ash</u>	<u>Soda Ash</u>	<u>Alum.</u>	<u>Total</u>
Main Pool and Chemical	\$9,120.00	20,720.00	\$29,840.00
Coyne Chemical	\$9,758.40	28,928.20	\$38,686.60

<u>Rental Equip. without Operators</u>	<u>Weekly</u>	<u>Monthly</u>
Foley Inc	\$17,125.00	\$46,456.00

<u>Signs and Posts</u>	<u>Total Bid</u>
Garden State Highway Products Inc.	\$10,151.00

<u>Milling Machine Rental</u>	<u>Daily Rental</u>	<u>10 Day Rental</u>
Groff Tractor (CC&T) 51" wide	\$7,000	\$14,400.00
86" wide	\$10,000.00	\$20,000.00

Tri-Axle Dump Truck Rental Per Hour

R.W. Fetters, Inc	\$95.00 per hour
Ethan Patton Transport, LLC	\$100.00 per hour

<u>Roadside Litter Collection</u>	<u>1 Collection</u>	<u>12 Collections</u>
A.J. Blosenski, Inc.	\$ 960.00	\$11,520.00

Carmen made a motion to award the contract for fuel to Reilly & Sons Inc; for Soda Ash to Main Pool and Chemical; for Rental Equipment without Operators to Foley Inc; for signs and posts to Garden State Highway Products Inc; for Milling Machine Rental to Groff Tractor/CC&T; for Tri-Axle Dump Truck Rental to R.W. Fetters Inc; and for Roadside Litter Collection to AJ Blosenski Inc. Mike seconded.

Marty asked why we didn't receive more bids and whether we should consider rebidding some of the contracts. Rick explained that the bonding and insurance requirements are so onerous that they discourage many firms from bidding. Mike asked how the fuel bid works. Rick explained that it represents the delivery fee on a specific date.

The motion passed 5-0.

Consider 2020 Shredding Event

Jon explained that Wiggins can provide a shredding truck that holds 4 tons of paper at the park for \$550 for a 3-hour period. Carmen indicated that a shredding event is likely to be very popular and suggested adding an extra hour to the event. Marty made a motion to

hold a shredding event in the Township Park in 2020, and authorize additional time for the event, as needed. Mike seconded the motion. The motion passed 5-0.

Consider Storm Water Operation and Maintenance Agreement for 204 Line Road

Mike made a motion to authorize the Chair to execute the storm water operation and maintenance agreement for 204 Line Road. David seconded. The motion passed 5-0.

Adjournment

David made a motion to adjourn at 7:35pm. Mike seconded. The motion passed 5-0.

Respectfully submitted,
Jon Altshul
Recording Secretary

Attached: Treasurer's Report of November 26, 2019

TREASURER'S REPORT		November 16 - November 26, 2019	
RECEIPTS AND BILLS			
GENERAL FUND			
Real Estate Tax	\$3,964.18	Accounts Payable	\$117,768.42
Earned Income Tax	\$134,400.00	<u>Electronic Pmts:</u>	
Local Service Tax	\$18,700.00	Credit Card	\$9,358.71
Transfer Tax	\$63,438.50	Postage	\$0.00
<i>General Fund Interest Earned</i>	\$0.00	Debt Service	\$338,606.38
Total Other Revenue	\$97,038.51	Payroll	\$61,580.90
Total General Fund Receipts:	\$317,541.19	Total Expenditures:	\$527,314.41
STATE LIQUID FUELS FUND			
Receipts	\$0.00	Accounts Payable	\$0.00
<i>Interest Earned</i>	\$0.00		
Total State Liquid Fuels Receipts:	\$0.00	Total Expenditures:	\$0.00
CAPITAL RESERVE FUND			
Receipts	\$0.00	Accounts Payable	\$18,558.72
<i>Interest Earned</i>	\$0.00	Credit Card	\$0.00
Total Capital Reserve Fund Receipts:	\$0.00	Total Expenditures:	\$18,558.72
TRANSPORTATION FUND			
Receipts	\$0.00	Accounts Payable	\$3,050.00
<i>Interest Earned</i>	-\$50.00		
Total Transportation Fund Receipts:	-\$50.00	Total Expenditures:	\$3,050.00
SEWER OPERATING FUND			
Receipts	\$178,019.35	Accounts Payable	\$166,793.67
<i>Interest Earned</i>	\$0.00	Credit Card	\$0.00
		<i>Debt Service</i>	\$25,377.21
Total Sewer Operating Fund Receipts:	\$178,019.35	Total Expenditures:	\$192,170.88
REFUSE FUND			
Receipts	\$58,038.36	Accounts Payable	\$16,378.88
<i>Interest Earned</i>	\$0.00	Credit Card	\$0.00
Total Refuse Fund Receipts:	\$58,038.36	Total Expenditures:	\$16,378.88
BOND FUND			
Receipts	\$0.00	Accounts Payable	\$5,221.29
<i>Interest Earned</i>	\$0.00		
Total Bond Fund Receipts:	\$0.00	Total Expenditures:	\$5,221.29
SEWER CAPITAL RESERVE FUND			
Receipts	\$8,392.04	Accounts Payable	\$0.00
<i>Interest Earned</i>	\$0.00		
Total Sewer Capital Reserve Fund Receipts:	\$8,392.04	Total Expenditures:	\$0.00
OPERATING RESERVE FUND			
Receipts	\$0.00	Accounts Payable	\$0.00
<i>Interest Earned</i>	\$0.00		
Total Operating Reserve Fund Receipts:	\$0.00	Total Expenditures:	\$0.00