

**EAST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS MEETING
1580 PAOLI PIKE
TUESDAY, APRIL 21, 2020
FINAL MINUTES**

Note: In light of the Coronavirus pandemic, this was a virtual video-conference meeting conducted via the Zoom platform. In response to media reports about the vulnerability of the Zoom platform, public participation was limited to telephone.

Present: Chairman Marty Shane; Vice-Chairman David Shuey; Members Michele Truitt, John Hertzog and Mike Lynch; Township Manager Rick Smith; Assistant Township Manager and Finance Director Jon Altshul; Public Works Director Mark Miller; Zoning Officer Mark Gordon; Parks and Recreation Director Jason Lang; Leo Sinclair (Conservancy Board); Police Chief Brenda Bernot

Call to Order & Pledge of Allegiance

Marty called the meeting to order at 7:00 p.m. and led the pledge of allegiance. David also called for a moment of silence in honor of our troops, public health workers and first responders.

Chairman's Report

Marty reported that the meeting was being livestreamed and that the summer newsletter would be in electronic format only.

Emergency Services Report

Chief Bernot reported that both domestic incidents and thefts from vehicles were trending upwards over the past several weeks. She stated that the department is enforcing the stay-at-home order primarily with warning for violations. Jason asked what he should do in the event that he receives complaints about people in the park not wearing mask. The Chief responded that he may contact the department for these types of issues, but that masks are only required to be worn in indoor public places, such as grocery stores. Marty asked if any officers had been quarantined, to which the Chief responded that two officers had been quarantined, one due to a potential exposure and the other due to travel, but that neither had developed any symptoms. The Chief expressed relief that the County would soon begin Coronavirus testing of first responders.

Financial Report

Jon reported that as of March 31, the General Fund had a surplus of \$1,136,013 and a negative year to date budget variance of \$27,635. He added that utilities accounts receivable were at all-time lows, presumably due to the popularity of the Paymentus payment platform, but that the yield on Township Funds had fallen to 1.41% due to recent extraordinary steps taken by the Federal Reserve to increase liquidity in financial markets. He outlined the revenue line items that would be negatively impacted by the shutdown, and highlighted Earned Income Tax and Real Estate Transfer Tax as two income streams that

would be substantially impacted, although he noted that it would be several months before the magnitude of the impact would be known.

Michele asked what expenditure reductions the Township could make to offset the potential loss in income. Jon suggested that the Department Heads get together on this and take a proposal to the Finance Committee in the coming weeks.

It was agreed that the Long-Range Budget Planning Meeting would be held on Wednesday, June 10 at 10am, unless the shutdown order is still in effect, in which case the Board will discuss alternate dates and times in the future.

Approval of Minutes of April 14, 2020

David made a motion to approve the minutes of April 14, 2020. Michele seconded. The motion passed 5-0.

Approval of Treasurer's Reports of April 16, 2020

David made a motion to accept the receipts and approve the expenditures as presented in the Expenditure Register and as summarized in the April 16, 2020, Treasurer's Reports. Michele seconded. The motion passed 5-0.

Consider Replacement of Stair Treads

David made a motion to accept the proposal from Bob Wagner to replace the stair treads on the front and rear stair towers for \$8,437.37. Michele seconded. Michele raised concerns about the cost of replacing the treads and suggested that the treads in the front stairwell be repaired instead and that the treads on the back stairwell be removed and then painted with slip-resistant paint and grit.

David stated that he had asked a commercial building developer whether Bob Wagner's price was competitive and was assured that it was very competitive. He stated that the Township needs to replace the stair treads both for the safety of employees and residents alike and that not replacing them would create an insurance liability.

John stated that the price was too high to justify approving the expenditure.

Mark Gordon observed that Michele's proposal would probably not conform with the building code.

Mr. Sinclair stated that the Township should not be spending money at the moment, and that any cost proposal should be detailed and itemized.

Chief Bernot reminded the Board that WEGO paid out a permanent disability claim that was over 1,000 times more expensive than the cost of replacing the treads when one of its officers tripped on the stairs in the police building. She reminded the Board that those stairwells are heavily trafficked by older residents during elections.

The motion passed 3-2, with John and Michele opposed.

Consider Rescheduling Community Day

Jason explained that the Park and Recreation Commission had recommended combining Community Day and the Food Truck Festival on August 29 this year on account of the current crisis. David made a motion to move the 2020 Community Day to August 29, 2020, with a rain date of August 30. Michele seconded. Marty asked whether these events should be combined every year. Jason suggested that we wait to see how well this year's event goes. Marty also asked what the alternative to moving Community Day was, to which Jason responded that it would be cancelling Community Day altogether. Mr. Sinclair stated that the Township should only have one park event annually, that August 29th is also the date that many students are returning to college, but that he is otherwise supportive of the proposal. The motion passed 5-0.

Consider SolSmart Application

Jon explained that SolSmart is a free U.S. Department of Energy program that provides technical assistance to municipalities to reduce the cost and barriers for solar installation for residents and businesses. He added that there is no downside risk to participating in the program, other than additional staff time. Mike made a motion to authorize the Township Manager to sign and send the attached letter indicating East Goshen's interest in participating in the SolSmart program. David seconded. The motion passed 5-0.

Consider Stormwater Operation and Maintenance Agreement for 1527 Meadowbrook Lane and 37 Meadow Creek Lane

David made a motion to authorize the Chairman to execute the Stormwater Operation and Maintenance Agreement for 1527 Meadowbrook Lane and 37 Meadow Creek Lane. Michele seconded. The motion passed 5-0.

Consider Extending Discount Window for Real Estate Tax

Jon explained that the passage of SB 841 allows taxing districts, including townships, to extend the 2% discount window through August 31 and waive the 10% late penalty for payments received before December 31 for this year due to the current crisis. He estimated that the Township would forego about \$10,000 in real estate tax revenue by doing this. David made a motion to adopt the Resolution, extending the discount period for 2020 East Goshen Township Real Estate Taxes until August 31, 2020, and eliminating the 10% late fee for payments made in full prior to December 31, 2020. Michele seconded. The motion passed 5-0.

Consider Proposal to Prepare Appraisals for the Paoli Pike Trail, Segment B

Mark Gordon explained that Appraisal Review Specialists' proposal would provide both a front-end Appraisal Problem Analysis and then an appraisal review on the back end to make the Township eligible for state and federal construction grants for this segment. He added that the total cost would be \$2,200 per parcel or \$8,800 for all four parcels. Mr. Sinclair expressed his opposition to the Township spending money at the moment. David made a motion to approve the proposal from Appraisal Review Specialists to prepare the APAs and perform Appraisal Review services for the properties within Segment B of the

Paoli Pike Trail for a cost not to exceed \$2,200 per parcel. Michele seconded. The motion passed 3-2, with Michele and John opposed.

Consider Paoli Pike Right of Way Acceptance

Rick explained that when the Goshen Corporate Park was completed in 1982, the Township never accepted the Right of Way along Paoli Pike, and that he was recommending that the Township belatedly accept the ROW to avoid any confusion later. David made a motion to accept the offer of dedication of areas of right-of-way and easement that were offered for dedication to the Township on the following approved and recorded subdivision and land development plan: Plan of Subdivision of Goshen Corporate Park prepared by Henry S. Conrey, Inc dated April 30, 1981, recorded in the Office of the Recorder of Deeds of Chester County on November 16, 1982 as Plan No. B4193-1, which plan is attached hereto as “Exhibit A”. Michele seconded. The motion passed 5-0.

Correspondance, Reports of Interest

The Board acknowledged receipt of an April 7, 2020 Notice of Intent from Texas Eastern Transmission to apply for a General Permit for repair of their transmission line. Mark Miller explained that this work would be performed on the Ward property on Hershey’s Mill Road and that access would be through the Goshen Downs development.

Adjournment

There being no further business, Mike made a motion to adjourn at 8:30. David seconded. The motion passed 5-0.

Respectfully submitted,
Jon Altshul, Recording Secretary

Attached: April 16, 2020 Treasurer’s Report

TREASURER'S REPORT		February 27, 2020 - March 12, 2020	
RECEIPTS AND BILLS			
GENERAL FUND			
Real Estate Tax	\$627,109.37	Accounts Payable	\$568,932.56
Earned Income Tax	\$219,239.30	<u>Electronic Pmts:</u>	
Local Service Tax	\$8,683.21	Credit Card	\$0.00
Transfer Tax	\$0.00	Postage	\$0.00
<i>General Fund Interest Earned</i>	\$5,385.53	Debt Service	\$0.00
Total Other Revenue	\$32,720.79	Payroll	\$128,409.63
Total General Fund Receipts:	\$893,138.20	Total Expenditures:	\$697,342.19
STATE LIQUID FUELS FUND			
Receipts	\$551,495.49	Accounts Payable	\$0.00
<i>Interest Earned</i>	\$1.54		
Total State Liquid Fuels Receipts:	\$551,497.03	Total Expenditures:	\$0.00
CAPITAL RESERVE FUND			
Receipts	\$0.00	Accounts Payable	\$29,070.86
<i>Interest Earned</i>	\$3,825.04		
Total Capital Reserve Fund Receipts:	\$3,825.04	Total Expenditures:	\$29,070.86
TRANSPORTATION FUND			
Receipts	\$0.00	Accounts Payable	\$0.00
<i>Interest Earned</i>	\$377.43		
Total Transportation Fund Receipts:	\$377.43	Total Expenditures:	\$0.00
SEWER OPERATING FUND			
Receipts	\$119,053.88	Accounts Payable	\$24,964.64
<i>Interest Earned</i>	\$982.59	<u>Electronic Pmts:</u>	
		Credit Card	\$0.00
		Debt Service	\$0.00
Total Sewer Operating Fund Receipts:	\$120,036.47	Total Expenditures:	\$24,964.64
REFUSE FUND			
Receipts	\$47,159.69	Accounts Payable	\$62,560.92
<i>Interest Earned</i>	\$499.90		
Total Refuse Fund Receipts:	\$47,659.59	Total Expenditures:	\$62,560.92
BOND FUND			
Receipts	\$0.00	Accounts Payable	\$6,149.66
<i>Interest Earned</i>	\$4,538.80		
Total Bond Fund Receipts:	\$4,538.80	Total Expenditures:	\$6,149.66
SEWER CAPITAL RESERVE FUND			
Receipts	\$0.00	Accounts Payable	\$0.00
<i>Interest Earned</i>	\$1,100.12		
Total Sewer Capital Reserve Fund Receipts:	\$1,100.12	Total Expenditures:	\$0.00
OPERATING RESERVE FUND			
Receipts	\$0.00	Accounts Payable	\$0.00
<i>Interest Earned</i>	\$874.75		
Total Operating Reserve Fund Receipts:	\$874.75	Total Expenditures:	\$0.00

TREASURER'S REPORT		April 8, 2020 - April 16, 2020	
RECEIPTS AND BILLS			
GENERAL FUND			
Real Estate Tax	\$8,467.31	Accounts Payable	\$69,634.31
Earned Income Tax	\$10,700.00	<u>Electronic Pmts:</u>	
Local Service Tax	\$5,700.00	Credit Card	\$0.00
Transfer Tax	\$0.00	Postage	\$0.00
<i>General Fund Interest Earned</i>	\$0.00	Debt Service	\$0.00
Total Other Revenue	\$91,636.56	Payroll	\$132,688.31
Total General Fund Receipts:	\$116,503.87	Total Expenditures:	\$202,322.62
STATE LIQUID FUELS FUND			
Receipts	\$0.00	Accounts Payable	\$0.00
<i>Interest Earned</i>	-\$552.20		
Total State Liquid Fuels Receipts:	-\$552.20	Total Expenditures:	\$0.00
CAPITAL RESERVE FUND			
Receipts	\$0.00	Accounts Payable	\$703.94
<i>Interest Earned</i>	\$0.00		
Total Capital Reserve Fund Receipts:	\$0.00	Total Expenditures:	\$703.94
TRANSPORTATION FUND			
Receipts	\$0.00	Accounts Payable	\$0.00
<i>Interest Earned</i>	\$91.57		
Total Transportation Fund Receipts:	\$91.57	Total Expenditures:	\$0.00
SEWER OPERATING FUND			
Receipts	\$3,737.92	Accounts Payable	\$32,179.45
<i>Interest Earned</i>	\$0.00	<u>Electronic Pmts:</u>	
		Credit Card	\$0.00
		Debt Service	\$0.00
Total Sewer Operating Fund Receipts:	\$3,737.92	Total Expenditures:	\$32,179.45
REFUSE FUND			
Receipts	\$2,054.49	Accounts Payable	\$968.67
<i>Interest Earned</i>	\$0.00		
Total Refuse Fund Receipts:	\$2,054.49	Total Expenditures:	\$968.67
BOND FUND			
Receipts	\$0.00	Accounts Payable	\$673.50
<i>Interest Earned</i>	\$0.00		
Total Bond Fund Receipts:	\$0.00	Total Expenditures:	\$673.50
SEWER CAPITAL RESERVE FUND			
Receipts	\$0.00	Accounts Payable	\$0.00
<i>Interest Earned</i>	\$0.00		
Total Sewer Capital Reserve Fund Receipts:	\$0.00	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