

**AGENDA**  
**EAST GOSHEN TOWNSHIP**  
**BOARD OF SUPERVISORS**

Tuesday, June 16, 2020

**During this tele-conference BOS meeting, public comment will be handled as follows:**

- Participants are asked to call in by 6:55 pm.
- Participants will be asked to identify themselves when being accepted into the meeting.
- The public will be muted during the meeting when the Board is talking.
- For each agenda item that requires a Board vote, the public will be unmuted and given an opportunity to comment and ask questions.
- Participants wishing to comment must state their name and must speak one at a time.
- Comments or questions can also be submitted via email to [info@eastgoshen.org](mailto:info@eastgoshen.org).
- Participants should turn down the volume if they are livestreaming the meeting on YouTube.

1. Call to Order (7:00 PM)
2. Pledge of Allegiance
3. Moment of Silence
4. Announce that the meeting is being livestreamed on YouTube
5. Public Hearing- None
6. Chairman's Report (7:05 PM to 7:10 PM)
  - a. The Planning Commission Meeting has been rescheduled to June 17, 2020 at 7:00 PM.
  - b. Andy Tyler has resigned from the Conservancy Board.
7. Emergency Services Reports (7:10 PM to 7:20 PM)
  - a. WEGO – Chief Brenda Bernot
  - b. [Goshen Fire Co – May 2020](#)
  - c. [Malvern Fire Co – May 2020](#)
  - d. [Good Fellowship – May 2020](#)
  - e. [Fire Marshal – May 2020](#)
8. Financial Report – None
9. Approval of Minutes and Treasurer's Report (7:20 PM to 7:25 PM)
  - a. [Minutes – June 9, 2020](#)  
[June 10, 2020](#)
  - b. [Treasurers Report – June 11, 2020](#)
10. Old Business
  - a. [Consider recommendation on Boot Road Geophysical Survey \(7:25 PM to 7:35 PM\)](#)
11. New Business
  - a. [Consider recommendation for M&T Lockbox \(7:35 PM to 7:40 PM\)](#)
12. Any Other Matter
13. Public Comment – (7:40 PM to 8:10 PM)
14. Liaison Reports – none
15. Correspondence, Reports of Interest
16. Adjournment (8:10 PM)

## Meetings & Dates of Importance

(At this time, all meetings are being held via Zoom Teleconference)

June 17, 2020	Planning Commission	07:00 pm
June 18, 2020	Futurist Committee	07:00 pm
June 22, 2020	Sustainability Advisory Committee	07:00 pm
June 25, 2020	Pipeline Task Force	05:00 pm
June 29, 2020	SAC Seminar	07:00 pm
July 1, 2020	Planning Commission	07:00 pm
July 3, 2020	Independence Day Observed Office Closed	
July 7, 2020	Board of Supervisors	07:00 pm
July 8, 2020	Conservancy Board	07:00 pm
July 9, 2020	Historical Commission	07:00 pm
July 13, 2020	Municipal Authority	07:00 pm
July 16, 2020	Futurist Committee	07:00 pm
July 21, 2020	Board of Supervisors	07:00 pm
July 23, 2020	Pipeline Task Force	05:00 pm
July 27, 2020	Sustainability Advisory Committee	07:00 pm

Note: There is no Parks and Rec meeting in July.

Newsletter Deadline for Fall 2020: August 26, 2020

The Chairperson, in his or her sole discretion, shall have the authority to rearrange the agenda accommodate the needs of other board members, the public or an applicant.

**Public Comment** – Pursuant to Section 710.1 of the Sunshine Act the Township is required to include an opportunity for public comment agenda which is intended to allow residents and/or taxpayers to comment on matters of concern, official action or deliberation which are or may be before the Board of Supervisors. Matters of concern which merit additional research will be placed on the agenda for the next meeting. The Board of Supervisors will allocate a maximum of 30 minutes for public comment at each meeting.

**Constant Contact** - Want more information about the latest news in the Township and surrounding area? East Goshen Township and Chester County offer two valuable resources to stay informed about important local issues. East Goshen communicates information by email about all Township news through Constant Contact. To sign up, go to [www.eastgoshen.org](http://www.eastgoshen.org), and click the “E-notification & Emergency Alert” button on the left side of the homepage.

**ReadyChesco** - Chester County offers an emergency notification system called ReadyChesco, which notifies residents about public safety emergencies in the area via text, email and cell phone call. Signing up is a great way to keep you and your loved ones safe when disaster strikes. Visit [www.readychesco.org](http://www.readychesco.org) to sign up today!

**Smart 911** – Smart 911 is a new service in Chester County that allows you to create a Safety Profile at [www.smart911.com](http://www.smart911.com) that includes details you want the 9-1-1 center and public safety

response teams to know about your household in an emergency. When you dial 9-1-1, from a phone associated with your Safety Profile that information automatically displays to the 9-1-1 call taker allowing them to send responders based on up-to-date location and emergency information. With your Safety Profile, responders can arrive aware of many details they would not otherwise know. Fire crews can arrive knowing exactly how many people live in your home and where the bedrooms are located. EMS personnel can know family members' allergies or specific medical conditions. And police can access a photo of a missing family member in seconds rather than minutes or hours, helping the search start faster.

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# Goshen Fire Company Monthly Operations Report

## May 2020



Fire Responses per Municipality	Monthly Responses	Monthly Manhours	YTD Responses	YTD Manhours
East Goshen	18	34	97	263
West Goshen	11	176	82	532
Westtown	7	39	35	114
Willistown	4	26	16	55
Other	2	8	25	175
<b>Total - Fire</b>	<b>42</b>	<b>283</b>	<b>255</b>	<b>1139</b>

Fire Police Responses per Municipality	Monthly Responses	Monthly Manhours	YTD Responses	YTD Manhours
East Goshen	5	8	43	112.9
West Goshen	7	18	46	217.2
Westtown	5	36	20	50.6
Willistown	2	7	13	30.8
Other	6	76	23	144.4
<b>Total - Fire Police</b>	<b>25</b>	<b>145</b>	<b>145</b>	<b>555.9</b>

EMS Responses per Municipality	Monthly Responses	Monthly Manhours	YTD Responses	YTD Manhours
East Goshen	151	234	816	1265
West Goshen	104	160	445	726
Westtown	25	38	126	185
Willistown	20	29	104	181
Other	4	6	43	60
<b>Total - EMS</b>	<b>304</b>	<b>467</b>	<b>1534</b>	<b>2417</b>

Total Responses per Municipality	Monthly Responses	Monthly Manhours	YTD Responses	YTD Manhours
East Goshen	174	276	956	1641
West Goshen	122	354	573	1475
Westtown	37	113	181	350
Willistown	26	62	133	267
Other	12	90	91	379
<b>Total - Goshen Fire Company</b>	<b>371</b>	<b>895</b>	<b>1934</b>	<b>4112</b>

# Goshen Fire Company Monthly Operations Report May 2020



## Monthly Updates

### Key Indicators

Patients Treated	258	
Patients 65 and Over	198	77%
EMS Calls to Assisted Living and Retirement Facilities	142	40%
Automatic Fire/CO Alarms	23	55%

### Major Incidents

Assist WCFD Building Fire 1150 Old Wilmington Pk Westtown	5/5/2020
Assist Sta. 4 Animal Rescue 11 Hunt Club Lane Willistown	5/6/2020
Assist Sta. 6 Building Fire 102 Coeway Lane W Whiteland	5/19/2020
Equestrian/Cardiac Arrest Okehocking Preserve Willistown	5/26/2020
Animal Rescue Westtown Marketplace	5/31/2020

### Events

None	
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### Fundraising Activities

Mother's Day Flower Sale	Cancelled
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### Personnel Updates

Interviewing candidates for Part-Time Career Staff Positions	
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### Apparatus Updates

None	
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## Malvern Fire Company

424 East King Street  
Malvern, PA 19355

Main 610-647-0693  
Fax 610-647-0249  
[www.malvernfireco.com](http://www.malvernfireco.com)

### East Goshen Township 2020 EMS Statistics

#### January:

30 Calls; 6 BLS (4 Transports); 24 ALS (15 Transports)  
1 Fire; 29 Medical

#### February:

35 Calls; 4 BLS (3 Transports); 31 ALS (19 Transports)  
1 Fire; 24 Medical

#### March:

36 Calls; 6 BLS (4 Transports); 30 ALS (16 Transports)  
1 Fire, 1 Auto Accident, 34 Medical

#### April:

32 Calls; 9 BLS (7 Transports); 23 ALS (13 Transports)  
1 Auto Accident, 31 Medical

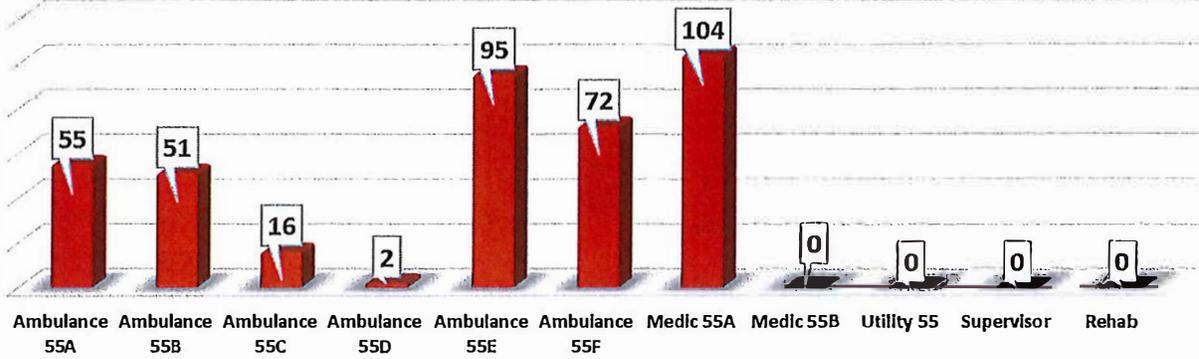
#### May:

18 Calls; 6 BLS (5 Transports); 12 ALS (6 Transports)  
18 Medical

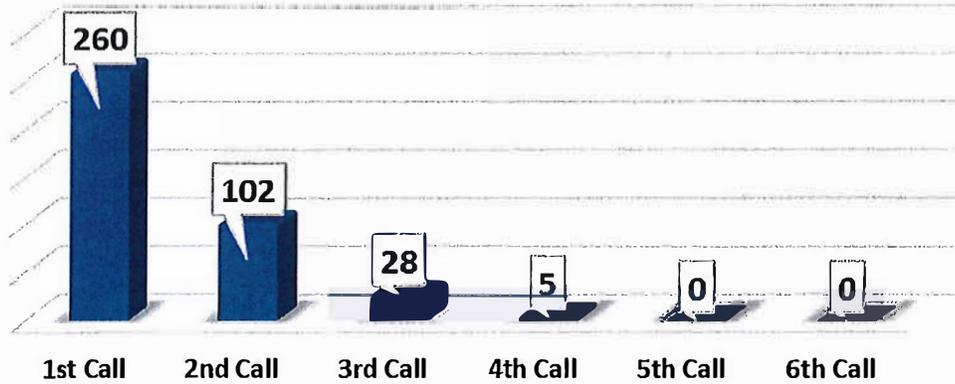


*May 2020*  
**OPERATIONS REPORT**

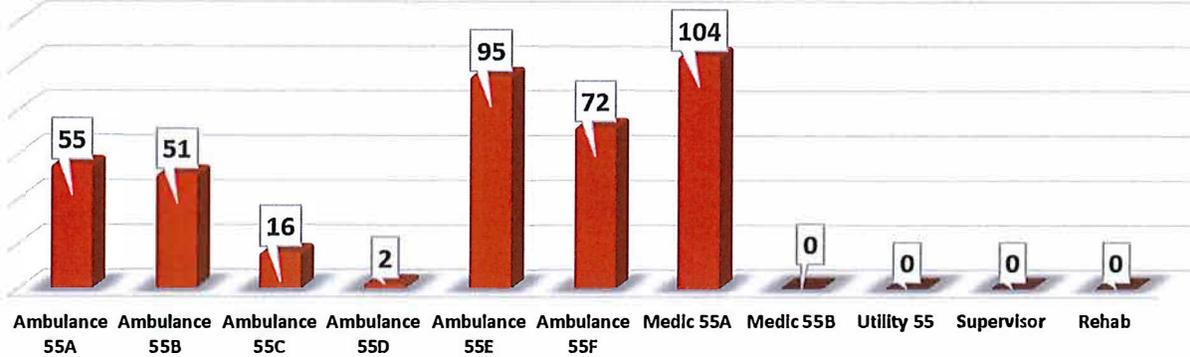
**Call Volume By Vehicle**



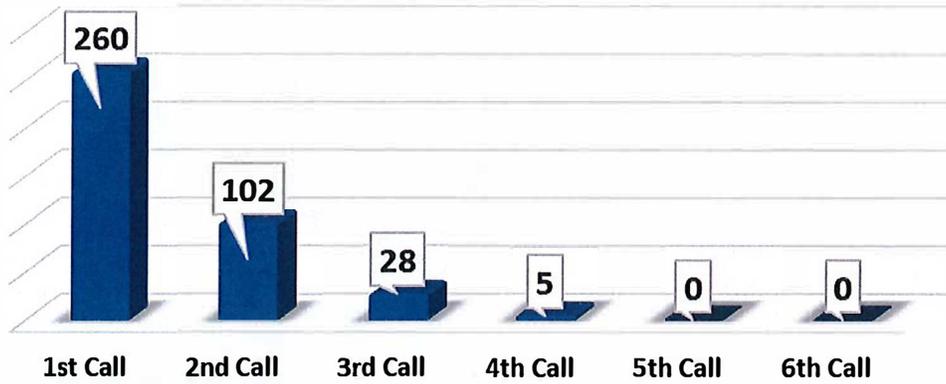
**Call Sequence**



**Call Volume By Vehicle**



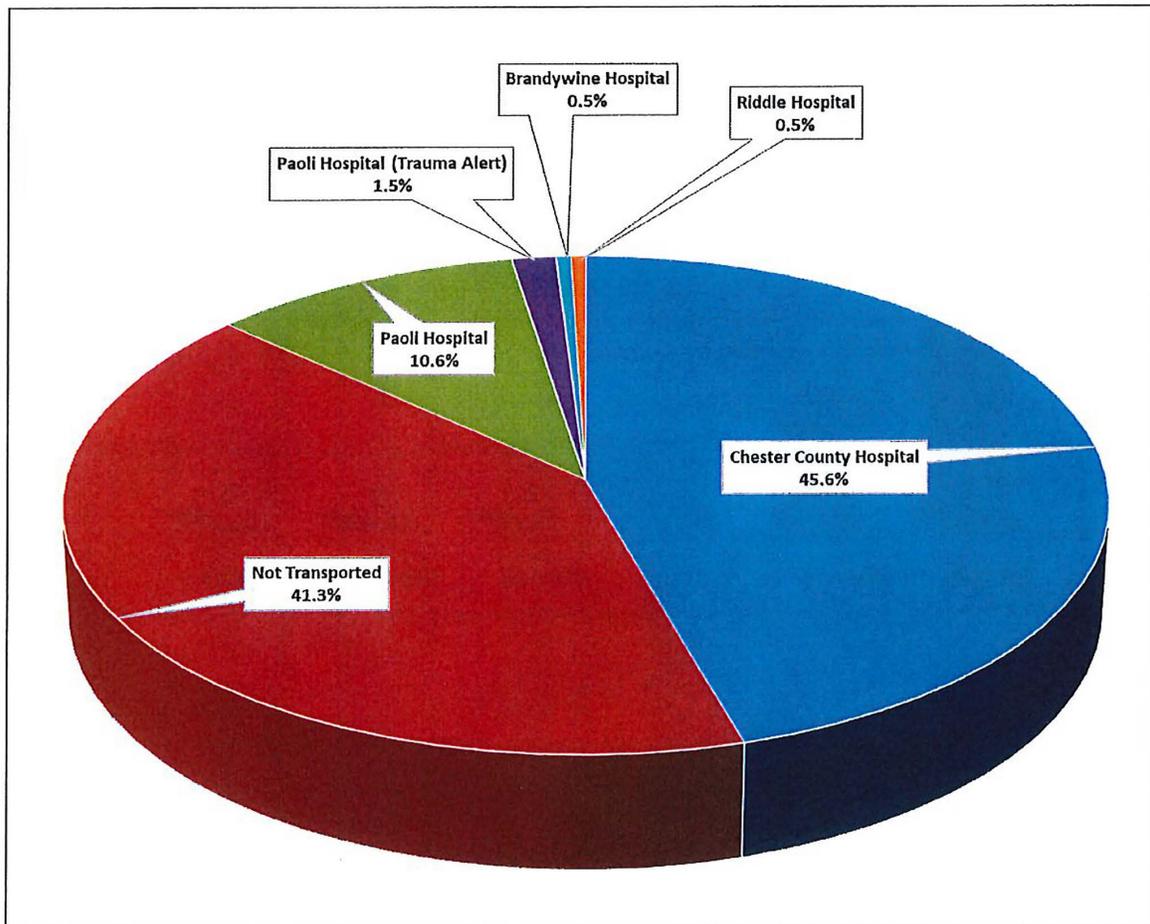
**Call Sequence**



# HOSPITAL DESTINATION INFORMATION

Receiving Hospital	Total	%
Chester County Hospital	180	45.6%
Not Transported	163	41.3%
Paoli Hospital	42	10.6%
Paoli Hospital (Trauma Alert)	6	1.5%
Brandywine Hospital	2	0.5%
Riddle Hospital	2	0.5%
	<b>395</b>	
Transported:	<b>232</b>	<b>58.7%</b>
Not Transported:	<b>163</b>	<b>41.3%</b>
	<b>395</b>	

Non-Transport Breakdown	
Refusal	44
Recalled Enroute	23
Recalled On Scene	56
No Services	17
Lift Assist	13
DOA	7
Released to BLS	2
External ALS Assist	1
	<b>163</b>



## MISCELLANEOUS CALL INFORMATION

Average Times	
Dispatch To Enroute	1.56
Enroute To On Scene	7.10
On Scene Time	15.24
Transport Time	11.27
Dispatch To Available	42.41

Alcohol / Drug Suspicion		
	Total	%
Alcohol	13	3.3%
Alcohol and Drugs	3	0.8%
Drugs	14	3.5%
Total:	<b>30</b>	<b>7.6%</b>
Unknown / Unable to Determine	21	5.3%

Calls Covering Other Agencies	
Goshen Fire Co	12
Minquas Fire Co	11
Uwchlan Ambulance	6
East Whiteland Fire Co	1
Longwood Fire Co	1
	<b>31</b>

Responses By Station	
Main Station (Station 55)	345
East Goshen (Station 155)	0
East Bradford (Station 255)	50

West Chester University Calls		
	Total	%
Total WCU Calls	1	0.3%
WCU Calls in West Chester	1	0.3%
WCU Calls in West Goshen	0	0.0%
WCU Calls in East Bradford	0	0.0%

Call Types		
BLS - Sick Person	68	17.2%
ALS - Cardiac Problems	46	11.6%
ALS - Respiratory Difficulty	39	9.9%
BLS - Fall / Lift Assist	39	9.9%
BLS - Emotional Disorder	24	6.1%
BLS - Injured Person	18	4.6%
ALS - CVA/Stroke	13	3.3%
ALS - Seizures	12	3.0%
BLS - Overdose	11	2.8%
ALS - Fall	10	2.5%
Accident - BLS	10	2.5%
ALS - Overdose	9	2.3%
ALS - Syncope	9	2.3%
ALS - Hypotension	7	1.8%
Alarm - BLS Medical	7	1.8%
ALS - Cardiac/Resp Arrest	6	1.5%
ALS - Diabetic Emergency	6	1.5%
BLS - Abdominal Pain	6	1.5%
EMS - Stand By - Fire	6	1.5%
ALS - Hemorrhaging	5	1.3%
ALS - Unresponsive Person	5	1.3%
BLS - Hemorrhaging	5	1.3%
Alarm - Carbon Monoxide	4	1.0%
BLS - Back Pain	4	1.0%
BLS - DOA	3	0.8%
BLS - Unknown Nature	3	0.8%
ALS - Abdominal Pain	2	0.5%
ALS - Allergic/Med Reaction	2	0.5%
Accident - ALS	2	0.5%
BLS - Allergic/Med Reaction	2	0.5%
BLS - Seizures	2	0.5%
BLS - Syncope	2	0.5%
Fire - Other Type Rescue	2	0.5%
ALS - Choking	1	0.3%
ALS - Emotional Disorder	1	0.3%
ALS - Injured Person	1	0.3%
ALS - Unconscious Person	1	0.3%
Accident - Entrapment	1	0.3%
BLS - Maternity/Labor Pain	1	0.3%
	<b>395</b>	

# East Goshen Fire Marshal Monthly Report

## May 2020

1 Burning Complaint

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**EAST GOSHEN TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
1580 PAOLI PIKE  
TUESDAY, JUNE 9, 2020  
DRAFT 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 and John Hertzog; Township Manager Rick Smith; Assistant Township Manager and Finance Director Jon Altshul; Public Works Director Mark Miller; Parks and Recreation Director Jason Lang; Gerry Sexton and Christina Morley (Pipeline Task Force)

**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 announced that the meeting was being livestreamed on YouTube and reported that the Township met in Executive Session prior to tonight's meeting for a personnel matter. He also announced that the Planning Commission meeting has been rescheduled to June 17, 2020, at 7pm.

**May 2020 Financial Report**

Jon reported that as of May 31, the General Fund had a negative year-to-date budget variance of \$234,181 and a surplus of \$1,124,443. He noted that the most of the negative budget variance at this point can be explained by the later due date for EIT filings. He noted that real estate transfer tax, while clearly impacted by the COVID crisis, hasn't dipped as much as he'd originally feared and that houses are clearly still selling.

**Approval of Minutes of May 19, 2020**

David made a motion to approve the minutes of May 19, 2020. Michele seconded. The motion passed 4-0.

**Approval of Treasurer's Reports of June 4, 2020**

David made a motion to accept the receipts and approve the expenditures as presented in the Expenditure Register and as summarized in the June 4, 2020, Treasurer's Report, except for the duplicate payment to Uline for a folding table for \$363. Michele seconded. Michele asked a number of questions about the bills. Of particular note, Jon agreed that language could be added to future contracts along the lines of "vendor shall submit invoices within [a specific timeframe] of rendering the services," to avoid the situation of a planning

1 consultant submitting an invoice in June for work done in October of the previous year.  
2 The motion passed 4-0.

3  
4 **Consider Recommendation for Community Day and Food Truck Festival**

5 With a heavy heart, Jason recommended that the Board cancel the 2020 Community Day  
6 and Food Truck Festival, as gatherings of more than 250 people are prohibited even in the  
7 “Green” phase. David made a motion to cancel the 2020 Community Day and Food Truck  
8 Festival. Michele seconded. The motion passed 4-0.

9  
10 **Consider Recommendation for Cadmus Energy Transition Report**

11 David provided background on the Sustainability Advisory Committee’s analysis of the  
12 Cadmus report and made a motion to adopt the attached Resolution accepting the Cadmus  
13 Report as written and acknowledge the Sustainability Advisory Committee’s  
14 recommendations. Michele seconded. David noted that the resolution does not obligate the  
15 Township to spend any money. The motion passed 4-0.

16  
17 **Acknowledge Receipt of the 2019 Deer Management Summary**

18 The Board acknowledged receipt of the 2019 Deer Management Summary, with Michele  
19 praising Mark Gordon’s detailed work in particular.

20  
21 **Consider Recommendation for 2020 Deer Management Program**

22 David made a motion to approve the 2020-2021 Deer Management Program  
23 Resolution (2019-24) and the following Deer Management Groups to participate in  
24 the 2020 Township archery hunting program: Chester County Trackers (Grand Oak  
25 and Mill Creek); Main Line Whitetail Managers (Supplee); Keystone Archers (Bow  
26 Tree and Clocktower); Tri-County Whitetail Management (Wentworth). Michele  
27 seconded.

28  
29 Gerry Sexton asked if there is anything beyond archery hunting that can be done to  
30 control deer populations. Rick did not have any suggestions.

31  
32 The motion passed 4-0.

33  
34 **Consider Recommendation for PennDOT Maintenance Agreement for New Island on**  
35 **Paoli Pike**

36 Rick explained that this is a standard PennDOT maintenance agreement and that we will  
37 be responsible for mowing and maintaining the island. David made a motion to approve  
38 Resolution 2020-193 authorizing the Board Chairman to execute the Highway Use  
39 Agreement for the new landscape island within Paoli Pike just east of the North Chester  
40 Road intersection. Michele asked why we couldn’t plant low-maintenance shrubs or lay  
41 down river rocks instead of grass. Rick responded that grass is the easiest surface to  
42 maintain. The motion passed 4-0.

43  
44 **Consider Boot Road Geophysical Survey**

45 David explained that the Township had attempted to obtain a full copy of the Boot Road  
46 Geophysical Survey, but had only received a summary of the findings from PennDOT.

1 Rick added that our attempt to obtain the report through a Right-to-Know request had been  
2 denied, and that the cost of using our solicitor to file an appeal through the Office of Open  
3 Records would likely require an outlay of a couple thousand dollars. David asked for  
4 another week to try to obtain a copy of the report via Representative Comitta's office.  
5 Accordingly, the matter was tabled for another week.

6  
7 Christina Morley questioned Rick on why he thought an appeal would cost money. Rick  
8 explained that to file the appeal in a manner that was likely to be successful, we'd need to  
9 use the services of our solicitor.

### 10 11 **Consider Recommendation for PennEast Pipeline Project**

12 Rick explained that the Pipeline Task Force had expressed concerns about the  
13 impact of the proposed interconnection of the Columbia pipeline and the Adelpia  
14 line in Northampton County on natural gas flows through East Goshen.  
15 Accordingly, the Task Force had requested that the Board authorize the Township  
16 Manager to submit a list of questions about the interconnection to the DEP. David  
17 made a motion to authorize the Township Manager to submit various questions to  
18 the DEP about this proposed interconnection. Michele seconded.

19  
20 Both Ms. Morley and Mr. Sexton asked Rick to also ask DEP why this interconnection  
21 was being requested as a "modification" to Adelpia's original application, and not  
22 as a new application. David agreed to modify his motion to reflect this concern and  
23 Michele re-seconded.

24  
25 The motion passed 4-0.

### 26 27 **Consider Recommendation on Wood Chipper**

28 Mark explained that due to all the clean up from last week's severe storms, the 2010  
29 Eager Beaver wood chipper had stopped working and required expensive repairs.  
30 He explained that the chipper had been originally scheduled and budgeted for  
31 replacement this year, but that he'd thought a replacement could be deferred for  
32 another year. However, the storms had changed that. He received two COSTARS  
33 price quotes, net of trade in, for a replacement.

34  
35 David made a motion to purchase the Intimidator 19EPC Brush Bandit from  
36 Modern Equipment & Sales for \$56,708, net of trade-in of the existing 2010 Brush  
37 Bandit.

38  
39 John raised concerns about the cost of the new chipper, to which Jon noted that the  
40 chipper was fully depreciated in the Capital Reserve Fund. John asked what Jon  
41 meant by "depreciated", given that the Township is tax exempt. Jon explained that  
42 the Township transfers funds to the Capital Reserve Fund annually to cover the  
43 depreciation of Township assets so that assets can be replaced at the end of their  
44 useful lives without having to incur debt. Jon added that repairing the chipper would  
45 be an operating fund expense, which would likely add to the deficit, whereas there  
46 are already funds available in the Capital Reserve Fund to replace the chipper.

1 Michele asked how much it would cost to repair the chipper. Mark did not know the  
2 precise number, but indicated that it would be significant. She also asked whether a  
3 chipper could be rented. Mark likened renting a chipper to buying a shovel during a  
4 snow storm, meaning that there will be none available to rent when the next storm  
5 blows through. David stated that there are core Township functions that need to be  
6 done, and responding to and cleaning up debris after storms is one of them.

7  
8 The motion passed 3-1, with Michele opposed.

9  
10 **Any Other Matter**

11 David made a motion to appoint Mary Krueger to the Sustainability Advisory Committee  
12 and Jeff O'Donnell to the Futurist Committee. Michele seconded. The motion passed 4-0.

13  
14 **Public Comment**

15 None.

16  
17 **Correspondence, Reports of Interest**

18 The Board acknowledged receipt of the following reports and correspondence:

- 19 • May 27, 2020 note from Mr. & Mrs. Florian thanking Township staff  
20 • June 4, 2020 email from Mr. Barone thanking Public Works for cleaning up a fallen  
21 tree.

22  
23 **Adjournment**

24 There being no further business, David made a motion to adjourn at 8:35. Michele  
25 seconded. The motion passed 4-0.

26  
27 Respectfully submitted,  
28 *Jon Altshul, Recording Secretary*

29  
30 Attached: June 4, 2020 Treasurer's Report  
31

TREASURER'S REPORT  
RECEIPTS AND BILLS

May 14, 2020 - June 4, 2020

**GENERAL FUND**

Real Estate Tax	\$20,837.39	Accounts Payable	\$456,932.36
Earned Income Tax	\$63,400.00	<u>Electronic Pmts:</u>	
Local Service Tax	\$16,300.00	Credit Card	\$0.00
Transfer Tax	\$0.00	Postage	\$1,000.00
<i>General Fund Interest Earned</i>	\$2,600.55	Debt Service	\$5,334.22
Total Other Revenue	\$35,460.30	Payroll	\$198,907.89
<b>Total General Fund Receipts:</b>	<b><u>\$138,598.24</u></b>	<b>Total Expenditures:</b>	<b><u>\$662,174.47</u></b>

**STATE LIQUID FUELS FUND**

Receipts	\$0.00	Accounts Payable	\$0.00
<i>Interest Earned</i>	\$31.42		
<b>Total State Liquid Fuels Receipts:</b>	<b><u>\$31.42</u></b>	<b>Total Expenditures:</b>	<b><u>\$0.00</u></b>

**CAPITAL RESERVE FUND**

Receipts	\$0.00	Accounts Payable	\$30,820.30
<i>Interest Earned</i>	\$1,419.70		
<b>Total Capital Reserve Fund Receipts:</b>	<b><u>\$1,419.70</u></b>	<b>Total Expenditures:</b>	<b><u>\$30,820.30</u></b>

**TRANSPORTATION FUND**

Receipts	\$0.00	Accounts Payable	\$0.00
<i>Interest Earned</i>	\$257.56		
<b>Total Transportation Fund Receipts:</b>	<b><u>\$257.56</u></b>	<b>Total Expenditures:</b>	<b><u>\$0.00</u></b>

**SEWER OPERATING FUND**

Receipts	\$457,818.48	Accounts Payable	\$174,797.58
<i>Interest Earned</i>	\$359.10	<u>Electronic Pmts:</u>	
		Credit Card	\$0.00
		Debt Service	\$25,377.21
<b>Total Sewer Operating Fund Receipts:</b>	<b><u>\$458,177.58</u></b>	<b>Total Expenditures:</b>	<b><u>\$200,174.79</u></b>

**REFUSE FUND**

Receipts	\$116,256.92	Accounts Payable	\$136,317.60
<i>Interest Earned</i>	\$163.34	Credit Card	\$0.00
<b>Total Refuse Fund Receipts:</b>	<b><u>\$116,420.26</u></b>	<b>Total Expenditures:</b>	<b><u>\$136,317.60</u></b>

**BOND FUND**

Receipts	\$0.00	Accounts Payable	\$107,062.15
<i>Interest Earned</i>	\$1,372.03		
<b>Total Bond Fund Receipts:</b>	<b><u>\$1,372.03</u></b>	<b>Total Expenditures:</b>	<b><u>\$107,062.15</u></b>

**SEWER CAPITAL RESERVE FUND**

Receipts	\$0.00	Accounts Payable	\$0.00
<i>Interest Earned</i>	\$379.39		
<b>Total Sewer Capital Reserve Fund Receipts:</b>	<b><u>\$379.39</u></b>	<b>Total Expenditures:</b>	<b><u>\$0.00</u></b>

**OPERATING RESERVE FUND**

Receipts	\$0.00	Accounts Payable	\$0.00
<i>Interest Earned</i>	\$11,171.63		
<b>Total Operating Reserve Fund Receipts:</b>	<b><u>\$11,171.63</u></b>	<b>Total Expenditures:</b>	<b><u>\$0.00</u></b>

1

**EAST GOSHEN TOWNSHIP**  
**BOARD OF SUPERVISORS MEETING**  
**1580 PAOLI PIKE**  
**WEDNESDAY, JUNE 10, 2020, 10:00AM**  
**LONG-RANGE BUDGET PLANNING SESSION**  
**DRAFT 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 and John Hertzog; 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; Christina Morley (Pipeline Task Force); Leo Sinclair (Conservancy Board)

**Call to Order & Pledge of Allegiance**

Marty called the meeting to order at 10:00 a.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. David also addressed a comment that John Hertzog had made in the previous night’s meeting and provided John with clarity about what “depreciation” means in the local government context and how the Township has historically funded capital assets.

**Discuss 2021-2030 Budget Forecast and Memo**

Jon provided an overview of his 10-year expense and revenue forecast and stated that absent a reduction in expenses or a tax increase, he projects the Township’s General Fund balance will fall below the minimum level established in our financial policies by 2026 and run out of money by 2028, or approximately one year earlier than he had forecast last year. While he attributed this decline to the current COVID crisis and the resulting economic slowdown, he noted that his forecasts have historically been more pessimistic than the actual financial performance has ended up being.

The table below reflects the specific topics discussed and the general consensus of the Board on each matter for the preparation of the 2021 Proposed Budget in the fall.

Topic	General Consensus of BOS
Renewable Energy	<ul style="list-style-type: none"> <li>Staff will research costs and payback periods of various options outlined in the Cadmus report, including 3<sup>rd</sup> party ownership of solar panels on the Township building and Public Works Annex roofs; Virtual Power Purchase Agreements (as opposed to physical PPAs); Electric Vehicle charging stations with credit card readers to recoup installation and electricity costs.</li> </ul>

Fire Company Funding	<ul style="list-style-type: none"> <li>• The Board is in general agreement with staff’s funding proposal</li> <li>• Staff will continue to work with partner municipalities to ensure that all partners are in agreement on approach.</li> </ul>
Comp Plan	<ul style="list-style-type: none"> <li>• Target early 2024 to determine whether a Comp Plan update is warranted.</li> </ul>
Park Improvements	<ul style="list-style-type: none"> <li>• General opposition to additional Park improvements until current economic conditions improve.</li> <li>• Staff shall coordinate with Friends of East Goshen to determine whether public-private partnerships are feasible for an amphitheater bandshell.</li> </ul>
Pond Improvements	<ul style="list-style-type: none"> <li>• Agreement to deal with future pond improvements on a year-by-year and case-by-case basis.</li> <li>• Conservancy Board to make a recommendation on possible improvements to culverts and storm sewer infrastructure in Grand Oak development</li> </ul>
Trail Connections	<ul style="list-style-type: none"> <li>• Agreement to revisit this issue when primary trail is complete and in use.</li> </ul>
Act 537 Sewer Study	<ul style="list-style-type: none"> <li>• Staff to meet with selected HOA leadership to determine whether this is a worthwhile topic for further study/analysis</li> </ul>
Westtown Way Pump Station Project	<ul style="list-style-type: none"> <li>• Wait for West Goshen Sewer Authority staff and engineer to evaluate potential options.</li> <li>• If project costs continue to be high, consider coordination at elected official level.</li> </ul>
Replacement Financial/Permitting System	<ul style="list-style-type: none"> <li>• General agreement that a replacement system should be budgeted and implemented in 2021.</li> </ul>

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**Any Other Matter**

David recognized that 2021 will be a difficult budget year due to all the deferred projects from 2020, but suggested that the Township attempt to develop a balanced budget by 2022. Jon agreed to work on this.

**Public Comment**

Kate Minshall, 473 Gateswood Drive, expressed concern about the cost and safety of the Paoli Pike Trail. Jon explained that the construction costs of the trail between Reservoir Road and North Chester Road are being fully paid for by grant funds.

Ms. Morley suggested that the Township re-evaluate the Comp Plan prior to 2024, as so much has changed in the Township since 2015 with both the construction of the Mariner East pipelines and the emergence of COVID-19. She suggested as a first step that individual ABC groups evaluate those sections of the existing Comp Plan that are relevant to their missions.

1 Mr. Sinclair expressed his disappointment about the meeting. He noted that there  
2 was no discussion of the TND overlay and raised concerns about the cost of the trail.

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4 **Adjournment**

5 There being no further business, Michele made a motion to adjourn at 12:15pm.

6 David seconded. The motion passed 4-0.

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8 Respectfully submitted,

9 *Jon Altshul, Recording Secretary*

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**EAST GOSHEN TOWNSHIP  
MEMORANDUM**

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**TO:** BOARD OF SUPERVISORS  
**FROM:** JON ALTSHUL  
**SUBJECT:** PROPOSED PAYMENTS OF BILLS  
**DATE:** JUNE 11, 2020

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Attached please find the Treasurer's Report for the weeks of June 4, 2020 – June 11, 2020.

The register includes \$75,916 for the purchase of the Ford F550 dump truck that was approved in November of last year.

**Recommended motion:** Mr. Chairman, I move that we graciously accept the receipts and approve the expenditures as presented in the Expenditure Register and as summarized in the Treasurer's Report.

**TREASURER'S REPORT  
RECEIPTS AND BILLS**

June 4, 2020 - June 11, 2020

**GENERAL FUND**

Real Estate Tax	\$8,125.03
Earned Income Tax	\$212,255.36
Local Service Tax	\$8,488.48
Transfer Tax	\$0.00
General Fund Interest Earned	\$24,753.23
Total Other Revenue	\$13,657.53

**Total General Fund Receipts: \$267,279.63**

Accounts Payable	\$130,378.48
<u>Electronic Pmts:</u>	
Credit Card	\$192.53
Postage	\$0.00
Debt Service	\$0.00
Payroll	\$120,566.90

**Total Expenditures: \$251,137.91**

**STATE LIQUID FUELS FUND**

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

Accounts Payable	\$0.00
<b>Total Expenditures:</b>	<b><u>\$0.00</u></b>

**CAPITAL RESERVE FUND**

Receipts	\$500.00
Interest Earned	\$54,244.04
<b>Total Capital Reserve Fund Receipts:</b>	<b><u>\$54,744.04</u></b>

Accounts Payable	\$109,252.55
<b>Total Expenditures:</b>	<b><u>\$109,252.55</u></b>

**TRANSPORTATION FUND**

Receipts	\$0.00
Interest Earned	\$0.00
<b>Total Transportation Fund Receipts:</b>	<b><u>\$0.00</u></b>

Accounts Payable	\$0.00
<b>Total Expenditures:</b>	<b><u>\$0.00</u></b>

**SEWER OPERATING FUND**

Receipts	\$21,367.42
Interest Earned	\$0.00

**Total Sewer Operating Fund Receipts: \$21,367.42**

Accounts Payable	\$43,848.64
<u>Electronic Pmts:</u>	
Credit Card	\$0.00
Debt Service	\$0.00
<b>Total Expenditures:</b>	<b><u>\$43,848.64</u></b>

**REFUSE FUND**

Receipts	\$8,113.20
Interest Earned	\$0.00
<b>Total Refuse Fund Receipts:</b>	<b><u>\$8,113.20</u></b>

Accounts Payable	\$0.00
Credit Card	\$0.00
<b>Total Expenditures:</b>	<b><u>\$0.00</u></b>

**BOND FUND**

Receipts	\$0.00
Interest Earned	\$0.00
<b>Total Bond Fund Receipts:</b>	<b><u>\$0.00</u></b>

Accounts Payable	\$7,794.05
<b>Total Expenditures:</b>	<b><u>\$7,794.05</u></b>

**SEWER CAPITAL RESERVE FUND**

Receipts	\$0.00
Interest Earned	\$29,906.27
<b>Total Sewer Capital Reserve Fund Receipts:</b>	<b><u>\$29,906.27</u></b>

Accounts Payable	\$0.00
<b>Total Expenditures:</b>	<b><u>\$0.00</u></b>

**OPERATING RESERVE FUND**

Receipts	\$0.00
Interest Earned	\$9,652.60
<b>Total Operating Reserve Fund Receipts:</b>	<b><u>\$9,652.60</u></b>

Accounts Payable	\$0.00
<b>Total Expenditures:</b>	<b><u>\$0.00</u></b>

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Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Req Date	Check Dte	Recept Dte	Check#	Amount
<b>01 GENERAL FUND</b>										
6	62286	1	01409 3740	ABC PAPER & CHEMICAL INC TWP. BLDG. - MAINT & REPAIRS HAND SOAP, SOAP DISPENSER & HAND SANITIZER	106781	06/11/20		06/11/20		224.23
										224.23
4217	62287	1	01411 3630	AQUA PA HYDRANT & WATER SERVICE	060120 279	06/11/20		06/11/20		4,809.96
	62287	2	01411 3631	000310033 0310033 4/30-5/29/20 186 HYDRANTS - RECHARGE EXPENSE	060120 279	06/11/20		06/11/20		2,404.98
	62288	1	01411 3630	000310033 0310033 4/30-5/29/20 93 HYDRANT & WATER SERVICE	060120 HY6	06/11/20		06/11/20		155.16
				000309987 0309987 4/30-5/29/20 HY6						
										7,370.10
3488	62289	1	01409 3740	CINTAS CORPORATION #287 TWP. BLDG. - MAINT & REPAIRS	4051568051	06/11/20		06/11/20		70.92
	62289	2	01487 1910	WEEK END 5/28/20 CLEAN MATS UNIFORMS	4051568051	06/11/20		06/11/20		547.56
	62290	1	01409 3740	WEEK END 5/28/20 CLEAN UNIFORMS TWP. BLDG. - MAINT & REPAIRS	4050974014	06/11/20		06/11/20		70.92
	62290	2	01487 1910	WEEK END 5/20/20 CLEAN MATS UNIFORMS	4050974014	06/11/20		06/11/20		547.56
	62291	1	01409 3740	WEEK END 5/20/20 CLEAN UNIFORMS TWP. BLDG. - MAINT & REPAIRS	4052118883	06/11/20		06/11/20		50.23
	62291	2	01487 1910	WEEK END 6/03/20 CLEAN MATS UNIFORMS	4052118883	06/11/20		06/11/20		547.56
				WEEK END 6/03/20 CLEAN UNIFORMS						
										1,834.75
3941	62295	1	01487 1500	DISCOVERY BENEFITS INC. MISC. EMPLOYEE BENEFITS	0001169629-IN	06/11/20		06/11/20		50.00
				MAY 2020-FSA						
										50.00
418	62296	1	01430 2330	EAGLE POWER AND EQUIPMENT VEHICLE MAINT AND REPAIR	P07132	06/11/20		06/11/20		24.00
				ENGINE FILTERS						
										24.00

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489	62298	1	01438 2450	FISHER & SON COMPANY INC MATERIALS & SUPPLIES-HIGHWAYS BUILDERS THROW MIX GRASS SEED	0000209777-IN	06/11/20		06/11/20		372.00
										372.00
1876	62302	1	01436 3840	FOLEY INC. STORMWATER EQUIPMENT RENTAL MINI-EXCAVATOR, THUMB, COUPLER & BUCKET RENTAL 5/7-6/4/20	A6720002	06/11/20		06/11/20		3,911.00
										3,911.00
569	62303	1	01409 3745	GREAT VALLEY LOCKSHOP PW BUILDING - MAINT REPAIRS RELOCATE CONFER. ROOM DOOR & FRAME	2020001260	06/11/20		06/11/20		624.00
										624.00
719	62306	1	01430 2330	KEEN COMPRESSED GAS COMPANY VEHICLE MAINT AND REPAIR ALCOTEC - ALUMINUM WIRE	30739598	06/11/20		06/11/20		12.32
										12.32
3838	62307	1	01438 2460	KNIGHT BROS. INC. TREE REMOVAL MISC.TREE SERVICE - BEAUMONT CIR. & MORSTEIN RD.	14691	06/11/20		06/11/20		3,840.00
										3,840.00
787	62308	1	01409 3740	LOW-RISE ELEVATOR CO. INC TWP. BLDG. - MAINT & REPAIRS BASIC MAINTENANCE - MAY 2020	85350	06/11/20		06/11/20		40.00
										40.00
813	62309	1	01436 2450	MAIN LINE CONCRETE STORMWATER MATERIALS & SUPPLIES 4 YDS CONCRETE 4000 PSI	460367	06/11/20		06/11/20		639.00
	62310	1	01436 2450	STORMWATER MATERIALS & SUPPLIES 2 YDS CONCRETE 4000 PSI - MARGO LN.	460528	06/11/20		06/11/20		429.00
										1,068.00

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2750				MRM WORKER'S COMP. FUND						
	62311	1	01486 3500	INSURANCE COVERAGE -PREM. FINAL INSTALL.OF 4 - MRM-1920-352	1920PRJ2317	06/11/20		06/11/20		45,791.35
										45,791.35
1641				NAPA AUTO PARTS						
	62314	1	01430 2330	VEHICLE MAINT AND REPAIR AIR FILTER, BATTERIES & SPARK PLUGS	2-812972	06/11/20		06/11/20		98.34
	62315	1	01430 2330	VEHICLE MAINT AND REPAIR AIR & FUEL FILTERS	2-812990	06/11/20		06/11/20		130.15
	62316	1	01430 2330	VEHICLE MAINT AND REPAIR AIR & OIL FILTERS	2-808529-2	06/11/20		06/11/20		210.06
										438.55
1554				OFFICE DEPOT						
	62317	1	01401 2100	MATERIALS & SUPPLIES THERMOMETER	492031504001	06/11/20		06/11/20		109.99
										109.99
2678				PAFPM - PA ASSOC.OF FLOODPLAIN MGRS.						
	62318	1	01413 3000	GENERAL EXPENSE 2020 MEMBERSHIP RENEWAL - M.GORDON	00290	06/11/20		06/11/20		50.00
										50.00
2352				PECO - 99193-01400						
	62320	1	01434 3610	STREET LIGHTING 99193-01400 4/24-5/26/20	060120	06/11/20		06/11/20		699.23
	62320	2	01433 2470	UTILITIES - TRAFFIC LIGHTS 99193-01400 4/24-5/26/20	060120	06/11/20		06/11/20		601.39
										1,300.62
3153				PECO - 01360-05046						
	62324	1	01409 7505	BOOT & PAOLI LED SIGN 01360-05046 4/28-5/28/20 BOOT LED	052920	06/11/20		06/11/20		48.31
										48.31
2593				PECO - 18510-39089						
	62325	1	01454 3600	UTILITIES 18510-39089 5/1-6/2/20 BOW TR.POND	060320	06/11/20		06/11/20		78.01
										78.01

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1032				PECO - 99193-01302						
	62322	1	01409 3600	TWP. BLDG. - FUEL, LIGHT, WATER	060520	06/11/20		06/11/20		1,712.64
				99193-01302 4/24/20 - 5/26/20						
	62322	2	01454 3600	UTILITIES	060520	06/11/20		06/11/20		81.99
				99193-01302 4/24/20 - 5/26/20						
										1,794.63
4091				PECO 02280-03067						
	62323	1	01454 3717	MARYDELL POND REHAB	060120	06/11/20		06/11/20		54.29
				02280-03067 4/30-6/1/20 MARY DELL						
										54.29
2154				PHILLIPS, BARBARA						
	62327	1	01401 2100	MATERIALS & SUPPLIES	060920	06/11/20		06/11/20		138.27
				REIMBURSE FOR HOME OFFICE SUPPLIES						
										138.27
991				PSATS						
	62328	1	01401 3070	PSATS EXPENSE	INV-72368-T7S7	06/11/20		06/11/20		36.00
				PA TWP. NEWS SUBSCRIP.- M.MILLER						
										36.00
1783				STATE WORKERS INSURANCE FUND						
	62329	1	01411 6000	VOLUNTEER FIREFIGHTER WORKERS COMP	060120	06/11/20		06/11/20		3,082.00
				INSTALLMNT 7 OF 11 POL.#05918452						
										3,082.00
1324				T&G WINDOW CLEANING						
	62332	1	01409 3740	TWP. BLDG. - MAINT & REPAIRS	293219	06/11/20		06/11/20		80.00
				SCRAPE & SCRUB FRONT TWP. WINDOWS						
										80.00
2878				TD AMERITRADE FBO 913-022866						
	62330	1	01483 5315	PENSION - DC NON-UNIFORM	061120	06/11/20		06/11/20		12,043.00
				JUNE 2020 - FOB 913-022866						
										12,043.00
3659				TD AMERITRADE FBO 913074154						
	62331	1	01483 5320	FF PENSION - EXPENSE	061120	06/11/20		06/11/20		17,895.00
				JUNE 2020 - FOB 913-074154						
										17,895.00

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<b>01 GENERAL FUND</b>										
4352				TESTA, SHANNON						
	62333	1	01367 3509	ROBOTICS PROGRAM	824854	06/11/20		06/11/20		155.00
				REFUND - CANCELED ROBOTICS CLASS						
										155.00
2619				TRIPLE R TRUCK PARTS						
	62334	1	01430 2330	VEHICLE MAINT AND REPAIR	822552	06/11/20		06/11/20		346.30
				SPRAY SANITIZER & NITRILE GLOVES						
	62335	1	01430 2330	VEHICLE MAINT AND REPAIR	822564	06/11/20		06/11/20		837.50
				BLACK NITRILE GLOVES						
										1,183.80
1470				WESTTOWN TOWNSHIP						
	62339	1	01410 5310	REGIONAL POLICE BLDG INTEREST	061120	06/11/20		06/11/20		837.29
				JUNE 2020 - INTEREST						
	62339	2	01410 5320	REGIONAL POLICE BLDG PRINCIPAL	061120	06/11/20		06/11/20		9,583.33
				JUNE 2020 - PRINCIPAL						
										10,420.62
1471				WESTTOWN-EAST GOSHEN POLICE						
	62337	1	01410 5330	CAPITAL CONTRIBUTION - POLICE BLDG	060320	06/11/20		06/11/20		15,750.00
				2020 WEGO BLDG CAPITAL CONTRIBUTION						
										15,750.00
1983				YALE ELECTRIC SUPPLY CO						
	62340	1	01433 2500	MAINT. REPAIRS.TRAFF.SIG.	S115707486.001	06/11/20		06/11/20		143.50
				CONNECTORS & PLUGS						
	62341	1	01433 2500	MAINT. REPAIRS.TRAFF.SIG.	S115707486.002	06/11/20		06/11/20		214.14
				CCL CONNECTORS						
	62342	1	01409 3740	TWP. BLDG. - MAINT & REPAIRS	S115680941.001	06/11/20		06/11/20		201.00
				VAPOR PROOF LIGHTING						
										558.64

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<b>03 SINKING FUND</b>										
489				FISHER & SON COMPANY INC						
	62297	1	03460 7406	PAOLI PK. TRAIL - SEGMENT F A-1 COMMERCIAL SEED MIX & GOAL SEED MIX	0000209474-IN	06/11/20		06/11/20		440.00
	62297	2	03460 7407	PAOLI PK. TRAIL - SEGMENT G A-1 COMMERCIAL SEED MIX & GOAL SEED MIX	0000209474-IN	06/11/20		06/11/20		440.00
										880.00
1876				FOLEY INC.						
	62299	1	03460 7407	PAOLI PK. TRAIL - SEGMENT G COMPACT TRCK LOADER, BUCKET, HAMMER , & HAMMER BRACKET RENTAL 5/14/20 - 6/11/20	A6777201	06/11/20		06/11/20		1,283.00
	62299	2	03460 7406	PAOLI PK. TRAIL - SEGMENT F COMPACT TRCK LOADER, BUCKET, HAMMER , & HAMMER BRACKET RENTAL 5/14/20 - 6/11/20	A6777201	06/11/20		06/11/20		1,283.00
	62300	1	03460 7407	PAOLI PK. TRAIL - SEGMENT G CREDIT RE: TRACK DOZER RENTAL	A6771702	06/11/20		06/11/20		-205.00
	62301	1	03460 7407	PAOLI PK. TRAIL - SEGMENT G TRACK DOZER RENTAL 5/13-6/10/20	A6771701	06/11/20		06/11/20		3,266.00
										5,627.00
627				HIGHWAY MATERIALS INC.						
	62304	1	03460 7406	PAOLI PK. TRAIL - SEGMENT F 30.2 TONS 25mm, 0.3<3,C & 5 TONS 9.5mm, 0.3<3,H	166614	06/11/20		06/11/20		1,576.13
	62304	2	03460 7407	PAOLI PK. TRAIL - SEGMENT G 30.2 TONS 25mm, 0.3<3,C & 5 TONS 9.5mm, 0.3<3,H	166614	06/11/20		06/11/20		1,576.12
										3,152.25
679				INTERCON TRUCK EQUIPMENT						
	62305	1	03430 7400	CAPITAL REPLACEMENT - HWY EQUIP GODWIN ALUMINUM DUMP BODY & ADDL' PARTS & ACCESSORIES	1078656-IN	06/11/20		06/11/20		75,916.00
										75,916.00

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Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Req Date	Check Dte	Recpt Dte	Check#	Amount
36				MYERS L.P., ALLAN A.						
	62312	1	03460 7406	PAOLI PK. TRAIL - SEGMENT.F 45.20 TONS ASPHALT	30-00170814	06/11/20		06/11/20		4,745.48
	62312	2	03460 7407	PAOLI PK. TRAIL - SEGMENT.G 45.20 TONS ASPHALT	30-00170814	06/11/20		06/11/20		4,745.47
	62313	1	03460 7406	PAOLI PK. TRAIL - SEGMENT.F 74.67 TONS ASPHALT	30-00170821	06/11/20		06/11/20		7,093.18
	62313	2	03460 7407	PAOLI PK. TRAIL - SEGMENT.G 74.67 TONS ASPHALT	30-00170821	06/11/20		06/11/20		7,093.17
										23,677.30

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<b>05 SEWER OPERATING</b>										
293				COLONIAL ELECTRIC SUPPLY						
	62292	1	05422 3701	R.C. COLLEC.-MAINT. & REPR COPPER WIRE	13450816	06/11/20		06/11/20		206.71
	62293	1	05422 3701	R.C. COLLEC.-MAINT. & REPR COPPER WIRE W/REEL - HERSHY MILL PS	13447474	06/11/20		06/11/20		558.11
										764.82
2912				CONTINENTAL FIRE & SAFETY INC.						
	62294	1	05420 3702	C.C. COLLEC.-MAINT. & REPR. NEW ENGLAND ROPES - CONFINED SPACE	K2360	06/11/20		06/11/20		179.66
	62294	2	05422 3701	R.C. COLLEC.-MAINT. & REPR NEW ENGLAND ROPES - CONFINED SPACE	K2360	06/11/20		06/11/20		179.67
	62294	3	05422 3700	R.C. STP-MAINT. & REPAIRS NEW ENGLAND ROPES - CONFINED SPACE	K2360	06/11/20		06/11/20		179.67
										539.00
2827				PECO - 04725-43025						
	62326	1	05420 3603	ASHBRIDGE - UTILITIES 04725-43025 5/1-6/2/20 WYLPEN PUMP	060320	06/11/20		06/11/20		370.31
										370.31
1031				PECO - 99193-01204						
	62321	1	05420 3602	C.C. COLLECTION -UTILITIES 99193-01204 4/24-5/29/20	060520	06/11/20		06/11/20		260.70
	62321	2	05420 3604	MILL VAL./BARKWAY UTILITIES 99193-01204 4/24-5/29/20	060520	06/11/20		06/11/20		163.62
	62321	3	05420 3600	C.C. METERS - UTILITIES 99193-01204 4/24-5/29/20	060520	06/11/20		06/11/20		10.26
	62321	4	05422 3601	R.C. COLLEC.-UTILITIES 99193-01204 4/24-5/29/20	060520	06/11/20		06/11/20		121.87
	62321	5	05422 3600	R.C STP -UTILITIES 99193-01204 4/24-5/29/20	060520	06/11/20		06/11/20		10,558.72
										11,115.17
1035				PENDERGAST SAFETY EQUIP.						
	62319	1	05420 3702	C.C. COLLEC.-MAINT. & REPR. GMI SENSORS	309325	06/11/20		06/11/20		550.65
	62319	2	05422 3701	R.C. COLLEC.-MAINT. & REPR GMI SENSORS	309325	06/11/20		06/11/20		550.66
										1,101.31

Report Date 06/11/20

**Expenditures Register**  
**GL-2006-74146**

PAGE 9

Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Req Date	Check Dte	Recpt Dte	Check#	Amount
3529				VERIZON - 442069312 MODEMS						
	62336	1	05420 3601	C.C. INTERCEPTOR-UTILITIES	9855369594	06/11/20		06/11/20		105.62
				4/26/20 - 5/25/20 MODEMS						
										105.62

Report Date 06/11/20

Expenditures Register  
GL-2006-74146

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Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Req Date	Check Dte	Recept Dte	Check#	Amount
<b>08 BOND FUNDS (CAPITAL PROJECTS)</b>										
3843				WEST GOSHEN SEWER AUTHORITY						
62338	1	08429	6000	WEST GOSHEN STP IMPROVEMENTS	EG-2019	06/11/20		06/11/20		7,794.05
				TMDL LITIGATION & MISC. CAPITAL						
				EXPENSES FOR WGSA						
										7,794.05
										261,421.31
0 Printed, totaling										261,421.31

FUND SUMMARY

Fund	Bank Account	Amount	Description
01	01	130,378.48	GENERAL FUND
03	03	109,252.55	SINKING FUND
05	05	13,996.23	SEWER OPERATING
08	08	7,794.05	BOND FUNDS (CAPITAL PROJECTS)
		261,421.31	

PERIOD SUMMARY

Period	Amount
2006	261,421.31
	261,421.31

Legend:  
 Expenditures Register Previewing to your screen  
 Print those ready to pay  
 Sorting by vendor  
 Printing for GL Period 2006  
 Doing a page break  
 Creating a CSV File  
 Archiving to Expenditures Register-2006.txt  
 MARP05 run by BARBARA 3 : 11 PM

Report Date 06/11/20

Procurement Card Entries

PAGE 1

MARP17 run by BARBARA

3 : 39 PM

Per	Budget #	Sub#	Description	Vendr	Vendor Name	Invoice #	Inv Date	Credit	Src	Trx #	#	U
2006			CREDIT CARD PAYMENT									
	01430	2330	SMALL FITTING TOOL & REGENCY TAP	2442	KENT AUTOMOTIVE	9307610097	05/27/20	82.54	PC	74149	1	
	05422	3601	5/28/20 - 6/27/20	2773	VERIZON - PW FIOS 0001-15	7528031-052720	05/27/20	111.99	PC	74149	2	
	01401	3210	5/28/20 - 6/27/20	2829	VERIZON - TWP.FIOS 0001-74	5527634-052720	05/27/20	109.99	PC	74149	3	
								304.52				
								304.52				

GENERAL LEDGER SUMMARY

GL Account #	Debit	Credit	Description
014XX-XXXX	192.53		GENERAL FUND Expense Account
01107-1010		192.53	GENERAL FUND Bank Account
054XX-XXXX	111.99		SEWER OPERATING Expense Account
05100-1005		111.99	SEWER OPERATING Bank Account

Report Date 06/11/20

Expenditures Register  
GL-2006-74150

Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Req Date	Check Dte	Recpt Dte	Check#	Amount
<b>05 SEWER OPERATING</b>										
2914				BIG FISH ENVIRONMENTAL SERVICES INC.						
62343	1	05422	4500	R.C. STP-CONTRACTED SERV.	20040130-1	06/11/20		06/11/20		16,499.64
				SERVICES RE: RCSTP APRIL 2020						
62344	1	05422	4500	R.C. STP-CONTRACTED SERV.	20-0531	06/11/20		06/11/20		13,352.77
				SERVICES RE: RCSTP MAY 2020						
										29,852.41
										29,852.41
										0 Printed, totaling 29,852.41

FUND SUMMARY

Fund	Bank Account	Amount	Description
05	05	29,852.41	SEWER OPERATING
		29,852.41	

PERIOD SUMMARY

Period	Amount
2006	29,852.41
	29,852.41

Legend:  
 Expenditures Register Spooling to Windows Printers  
 Print those ready to pay  
 Sorting by vendor  
 Printing for GL Period 2006  
 Doing a page break  
 Archiving to Expenditures Register-2006.txt  
 MARP05 run by BARBARA 3 : 53 PM

# Memo

Date: June 3, 2020  
To: Board of Supervisors  
From: Rick Smith, Township Manager  
Re: Boot Road Geophysical Survey

**Background** - The Pipe Line Task Force has previously requested that the Board have the Township Engineer review the geophysical survey for the section of Boot Road that was impacted by inadvertent returns. PennDOT has provided us with the survey and some of the supporting documentation. However, they have not provided us with everything in their file.

At your meeting on February 4, 2020 the Board agreed to submit a Right-to-Know request to PennDOT for the additional records related to the survey and once they had been received to have Pennoni review all of the information.

The Right-to-Know request was submitted on February 6, 2020 and I received the formal response from PennDOT on June 1, 2020 denying the request.

We have 15 business days to appeal their denial to the Office of Open Records.

**Discussion** -I discussed this matter with our solicitor who opined that this records are not an "accident report or safety study" and that we may prevail if we appeal the decision.

The Township did not incur any costs in filing the Right-to-Know request. While the cost to file the initial appeal would not be expensive, if we lose the initial appeal at the Office of Open Records, our costs increase dramatically as we move up the legal ladder.

In the alternative, we could forego an appeal and just have the Township Engineer review the information that we already have.

**Recommendation** - While the cost to file an appeal with the Office of Open Records is minimal, I would recommend that we do not file an appeal, unless the Boards wants to pursue Right-to-Know request to its conclusion.

I think our money is better spent on having the Township Engineer review the information we currently have. While the section of Boot Road impacted by inadvertent returns surveyed is located in East Goshen, we do not have any responsibility its maintenance and repair.

cc: Pipeline Task Force

6-9  
Table TO  
NEXT WEEK



**Mailing Date: June 1, 2020**

Louis Smith  
East Goshen Township  
1580 Paoli Pike  
West Chester, PA 19380  
rsmith@eastgoshen.org

**Re: Right to Know Law Request No. 20-0080**

Dear Requestor:

This letter follows the Pennsylvania Department of Transportation's ("PennDOT") correspondence acknowledging receipt of your written correspondence, which was processed under the Pennsylvania Right-to-Know Law ("RTKL"), 65 P.S. § 67.101 *et seq.* PennDOT's Office of Open Records logged your correspondence as received on February 6, 2020. We mailed a letter to you on February 13, 2020 providing notice that we required a thirty (30) days' extension, as permitted by the RTKL.

During the Section 902 extension, PennDOT offices closed due to the COVID-19 pandemic and remain closed. While offices remain closed and we have not yet technically resumed with a subsequent "business day" for purposes of the computation of such days in due course, in the interest of providing a final response, we offer this letter, which shall serve as our final response. A copy of your correspondence is enclosed.

Concerning the Sunoco Pipeline Project in East Goshen Township, you requested the following:

- A copy of the additional information that has been submitted by Rettew to the Department.
- A copy of Schnabel's review of the additional information submitted by Rettew[.]
- A copy of any reviews conducted by the Department's Geotechnical Unit on the July 29, 2019 Survey, the October 22, 2019 Survey, and the additional information that has been submitted by Rettew.

Your request is denied. Section 305(a)(3) of the RTKL provides that a record cannot be presumed to be public if it is "exempt from disclosure under any other Federal or State law or regulation." 65 P.S. § 67.305(a)(3). Further, Section 3101.1 of the RTKL makes clear that where provisions of the RTKL regarding access to records conflict with existing federal or state law, the provisions of the RTKL shall not apply. 65 P.S. § 67.3101.1; *see also* 65 P.S. § 67.306.

Traffic studies, traffic engineering studies or safety studies, are exempt from access as a safety study, or constituent part of a safety study, conducted under Section 3754 of the Vehicle Code,

75 Pa.C.S. § 3754. *Department of Transportation v. Office of Open Records*, 7 A.3d 329 (Pa. Cmwlth. 2010)(citing *Department of Transportation v. Taylor*, 576 Pa. 622, 841 A.2d. 108 (2004)) and establishing that in depth-accident investigations and safety studies and their constituent parts are privileged). *See also Givler v. Department of Transportation*, Office of Open Records Dkt. No. AP 2011-0654 (issued June 14, 2011)(applying *Department of Transportation v. Office of Open Records*, 7 A.3d 329).

The Commonwealth Court addressed the interplay between privileged in-depth accident investigations and safety studies conducted under Section 3754 of the Vehicle Code (and protected under federal law) and the RTKL in establishing that:

In enacting [75 Pa.C.S. § 3754 (as further established by *Department of Transportation v. Taylor*, 841 A.2d. 108 (Pa. 2004)] the Legislature exhibited a strong intention that in-depth accident reports, safety studies, and their constituent materials remain confidential. This Court believes that it is such an evidentiary privilege that, by the plain language of Section 305(a)(2) of the RTKL, the Legislature intended to exempt such materials from the definition of public record. Thus, safety studies as described in Section 3754(a) and the information, reports and records, used in preparation of such safety studies are exempt from disclosure [under the RTKL].

*Department of Transportation v. Office of Open Records*, 7 A.3d at 335. Here, the records you requested are the types of in-depth accident reports and safety studies described by Section 3754(a) of the Vehicle Code, protected by privilege under Section 3754(b) of the Vehicle Code and thus exempt as privileged from the definition of a “public record” under Section 305(a)(2) of the RTKL. Please also note that crash history information gathered under Section 3754 of the Vehicle Code is compiled from police accident reports collected by PennDOT. Police accident reports and the information contained within such reports are exempt from disclosure under the RTKL pursuant to Section 3751 of the Pennsylvania Vehicle Code, 75 Pa.C.S. § 3751.

Furthermore, PennDOT’s Regulations clarify that traffic engineering and safety studies, as well as accident reports and records including the contents of such reports, are only to be released to a defined group of parties to which you do not belong. 67 Pa. Code §§ 95.2(e) and 95.4. These limitations, interpreted in conjunction with Sections 3754(a) and 3751 of Vehicle Code, establish that these reports and their contents are not subject to disclosure under the RTKL. 65 P.S. § 67.305 (noting that regulations may exempt records from disclosure under the RTKL). The Office of Open Records has reached this same conclusion. *Krawitz v. Department of Transportation*, OOR Dkt. No. AP 2014-1892 (issued February 2, 2015)(citing, among others, *Carr v. Department of Transportation*, OOR Dkt. No. AP 2014-1326 (issued September 29, 2014), *Mandracchia v. Department of Transportation*, OOR Dkt. No. AP 2014-0692 (issued May 20, 2014)(citing, among others, *Pohlman v. Department of Transportation*, OOR Dkt. No. AP 2010-0500 (issued July 1, 2010); and *Bieber v. Department of Transportation*, OOR Dkt. No. AP 2009-0825 (issued October 29, 2009)).

Just like state law, federal law also provides that information collected for purposes of Section 152 (the systematic maintenance of engineering surveys of all public roads), 23 U.S.C. § 152, not to mention information collected under 23 U.S.C. §§ 130, 144, 148, and 402, is, collectively protected from disclosure. 23 U.S.C. § 409.

Finally, the records you have requested are exempt under the RTKL exception for noncriminal investigations. 65 P.S. § 67.708(b)(17). Complaints, investigative materials, notes, correspondence and reports related to a noncriminal investigation are exempt from disclosure under the law. Specifically

exempted is “a record that, if disclosed, would...reveal the institution, progress or result of an agency investigation. . . .” 65 P.S. § 67.708(b)(17)(vi)(A).

You have a right to appeal this response in writing to the Executive Director, Office of Open Records (OOR), 333 Market Street, 16<sup>th</sup> Floor, Harrisburg, PA 17101-2234. If you choose to file an appeal you must do so within fifteen (15) business days of the mailing date of this response and send to the OOR:

- 1) this response;
- 2) your request; and
- 3) the reason why you think the agency is incorrect in its response.

Additionally, the OOR has an appeal form available on the OOR website at:

**<http://www.openrecords.pa.gov/Appeals/AppealForm.cfm>**

Please be advised that this correspondence will serve to close your RTKL request with our office as permitted by law.

Sincerely,

/s/ Adam Shanabrook

A. Shanabrook  
Acting Agency Open Records Officer  
**[PENNDOT-RightToKnow@pa.gov](mailto:PENNDOT-RightToKnow@pa.gov)**



## REQUESTOR INFORMATION

FIRST NAME Louis		LAST NAME Smith	
MAILING ADDRESS 1580 Paoli Pike			
CITY West Chester		STATE PA (Pennsylvania)	ZIP CODE 19380
COMPANY (Optional) East Goshen Township			
E-MAIL (Optional) rsmith@eastgoshen.org		TELEPHONE (Optional) 610-692-7171	

## RECORDS REQUESTED

*Please provide as much specific detail as possible so we can identify the information. If the records you request are location-specific, please also provide the county.*

Please see the attached Dated February 6, 2020

The records requested relate to the Sunoco Pipeline Project in East Goshen Township, Chester County.

Electronic copies (PDFs) are preferred.

I recognize that I will be charged for copies of redaction is required.

Thanks

Request continued on attached page/file.

Please choose ONE method below to access or receive the record(s) you requested:

- I would like copies. (If the records are available on the Internet, you will be directed to their online location.)
- I would like certified copies.
- I would like to inspect the records. (You will be provided a PennDOT contact with whom to schedule an appointment.)

*Requests received by the PennDOT Open Records Officer after 4:30 p.m., or received on a weekend, on a Commonwealth holiday, or during any closure of Commonwealth Offices, will be dated the following business day. See page two for instructions on submitting a request and PennDOT's Fee Schedule.*

East Goshen Township, Chester County  
Right to Know Request  
Dated February 6, 2020

The Sunoco Mariner Pipeline Project runs thru the middle of East Goshen Township, Chester County. It generally follows Boot Road (SR 2020) and North Chester Road (SR 0352). Sunoco is installing the new pipelines in East Goshen under both Boot Road and North Chester Road, pursuant to an HOP issued by the Department. Sunoco is utilizing the horizontal directional drilling (HDD) to install the pipelines. During the pipeline installation on Boot Road Sunoco experienced several inadvertent returns of drilling fluid in the spring of 2019.

As a result in the late spring/early summer of 2019 the Department required Sunoco to have their engineer prepare and submit a Geophysical Survey for the section of Boot Road (SR 2020) near the intersection of Wilson Drive (T552) in East Goshen Township. Sunoco refers to this section of the project as HDD 460.

Sunoco submitted a Geophysical Survey prepared by Rettew dated July 29, 2019 for a section of Boot Road (SR 2020) in East Goshen Township. The Department reviewed this survey and requested that Sunoco have Rettew provide the Department with additional information.

Sunoco subsequently submitted a second Geophysical Survey prepared by Rettew dated October 22, 2019.

The Department engaged Schnabel to review the Survey's prepared by Rettew, who then issued a memorandum dated November 20, 2019 that summarized their findings. Their memorandum notes that Schnabel would like to see "additional example profile slices from anomalies throughout the area survey and, in particular, in the area where inadvertent returns of the drilling fluid had been previously noted and where the pipelines cross the roadway."

It is our understanding that Rettew submitted this additional information to the Department on January 3, 2020.

Accordingly, East Goshen Township is requesting the following.

- A copy of the additional information that has been submitted by Rettew to the Department.
- A copy of Schnabel's review of the additional information submitted by Rettew
- A copy of any reviews conducted by the Department's Geotechnical Unit on the July 29, 2019 Survey, the October 22, 2019 Survey, and the additional information that has been submitted by Rettew.

June 8, 2020

To: Board of Supervisors

From: Chris Boylan

Re: M&T Lockbox

Typically, when residents remit a paper check for utility bill payment, they send in the small red remittance stub to the M&T lockbox in Baltimore, MD. The lockbox deposits the payments and provides an electronic file for import into our financial system, thereby applying the payment to residents' utility accounts. Recently, we were notified by M&T that the lockbox group is having issues with the size of our utility bill remittance stubs (3 ½" x 2") causing their image machines to jam. Their proposal for us to change our utility bills to include an 8 ¼" x 3" remittance stub is not feasible, due to the necessary sealed and perforated edges of our utility bill cardstock.

The lockbox service costs \$700/month. Over the last 6 months, the lockbox processed approximately 30%, or 3,110 payments, of all utility bill transactions averaging 518 transactions per month. A small margin of error at the lockbox resulted in our staff researching and correcting.

As a cost-savings measure, I propose that we gradually phase out the lockbox service, keeping it available through the end of 2020.

Lockbox annual cost = \$8,400  
Purchase new check scanner = \$700  
Anticipated annual cost savings = \$7,700

My recommendations are to:

- Change the 'remit to address' on the utility bill from MD to Township office (minimal effort and cost)
- Encourage residents to use Paymentus online payment portal, available on our website
- Purchase a Panini VX 50/50 check scanner (approx. cost \$700) for the office
- Process utility bill payments previously sent to the lockbox, either through Paymentus or by Township staff.

The new check scanner deposits 50 checks/min. as opposed to the current scanner processing 50 checks/10 minutes. The time savings a new scanner will create in depositing checks, will allow time to apply the payments, previously sent to the lockbox, to resident's accounts.

**Recommended motion:** Mr. Chairman, I move that we purchase a new check scanner and transition the lockbox offering to alternative utility bill payment processing as mentioned above, eliminating the M&T bank lockbox service by December 31, 2020.

**Payment Analysis**  
**Sept. 2019 to May 2020**

<b>Sewer/refuse payments, by payment type, September 2019-May 2020</b>											
	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total	%
Lockbox	203	685	741	169	662	752	141	651	735	4,739	32.6%
Paymentus	122	220	259	201	250	379	239	309	519	2,498	17.2%
Office payments	531	577	1,048	369	588	1,165	265	356	909	5,808	40.0%
Quarterly Electronic Payments -Office	-	-	494	-	-	497	-	-	495	1,486	10.2%