

**EAST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS MEETING
1580 PAOLI PIKE
TUESDAY, January 4, 2021
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 David Shuey, Vice-Chairman Mike Lynch, Members: John Hertzog, Marty Shane and Michele Truitt, Township Manager Rick Smith, Zoning Officer Mark Gordon, Interim Director of Finance Chris Boylan, Mike Ellis, Pennoni Associates

Call to Order & Pledge of Allegiance

Marty called the meeting to order at 6:00 p.m. and lead the Pledge of Allegiance. David called for a moment of silence for health care workers, firefighters, EMS, police and the military. Marty announced that the meeting is being livestreamed on YouTube.

Re-Organization Actions:

- A. **Elect Chairman (Resolution 2021-1):** Mike nominated to appoint David Shuey as Chairperson of the Board. John nominated to appoint Michele Truitt as Chairperson of the Board. The nomination passed 3-2 in favor of David Shuey as Chairperson with Marty, Mike and David voting for David and John and Michele voting for Michele.
- B. **Elect Vice Chairman (Resolution 2021-2):** David nominated to appoint Mike Lynch as Vice Chairperson of the Board. The nomination passed 5-0.
- C. **Appoint Police Commissioner (Resolution 2021-3):** David nominated to appoint John Hertzog as Police Commissioner. The nomination passed 5-0.
- D. **Appoint Representative to Pension Committee (Resolution 2021-4):** Michele nominated to appoint David Shuey to the Pension Committee. The nomination passed 5-0.
- E. **Appoint Representative to West Chester Area Council of Governments (Resolution 2021-4A):** David nominated to appoint Michele Truitt to the West Chester Area Council of Governments. The nomination passed 5-0.

Marty made a motion to make the following appointments in **Resolution 2021-5 through 2021-65, items F through Q**, as summarized below. Note that discussion on item F.9: *Appointing the Township Engineer* was deferred until later in the meeting.

- F. **Appoint Township Officials (Resolution 2021-5):**
 - 1. Township Manager/ Secretary / Right-to-Know Officer / Assistant Zoning Officer – Louis F. (Rick) Smith, Jr.
 - 2. Director of Finance/Treasurer – TBD
 - 3. Director of Public Works – Mark Miller

4. Director of Code Enforcement/Zoning Officer/Building Code Official/Noise Control Officer – Mark Gordon
5. Building Inspectors – Gary Althouse and Vincent DiMartini
6. Fire Marshal – Carmen R. Battavio
7. Assistant Fire Marshals – Michael Holmes, Gary Althouse and Vincent DiMartini
8. Township Solicitor – Buckley, Brion, McGuire, & Morris

10. Emergency Management Coordinator – Kevin Miller
11. Assistant Emergency Management Coordinator – Vincent D’Amico
12. Delegate to the Chester County Tax Collection Committee – TBD
13. Alternate Delegate to the Chester County Tax Collection Committee –Chris Boylan
14. Malvern Library Board of Trustees – Patrick Hutchison

G. Re-appoint Township Employees (Resolution 2021-6)

H. Appoint Depositories of Township Funds and authorize Director of Finance/Treasurer to make investments at banks paying the best rate of interest and with the best terms (Resolution 2021-7):

1. S&T Bancorp
2. Citadel Bank
3. WSFS Bank
4. PLGIT-PA Local Government Investment Trust (Custodian - Wells Fargo NA.)
5. M&T Bank
6. TD Bank

I. Certify Delegates to the PSATS Convention (Resolution 2021-8)

- Five Supervisors, Manager and Director of Finance will be affirmed as delegates.
- Voting Delegate: Rick Smith
- Alternate Voting Delegate: TBD

II. Confirm 2021 Holiday Schedule (Resolution 2021-9)

III. Confirm 2021 Meeting Schedule (Resolution 2021-10)

IV. Confirm Keystone Collection Agency is the Earned Income and Local Services Tax Collector for the Township (Resolution 2021-11)

V. Appoint Maillie, LLP. as independent auditor for the Township (Resolution 2021-12)

VI. Designate the Emergency Service Providers (Resolution 2021-12A)

O. **Establish the 2021 Fee Schedule (Resolution 2021-34)**

P. **Authorize participation in the Municipal Risk Management Workers' Compensation Pooled Trust (Resolution 2017-65):**

Addendum: The resolution number on the agenda was incorrectly listed as 2021-65. The Resolution number should be reflected as 2017-65.

Q. **Announce the Continuance of all other Applicable Resolutions that were previously adopted.**

Michele seconded. The motion to approve F-Q above passed 5-0.

F. 9. Appoint Township Engineer – Pennoni Associates

The Board discussed the 2.5% rate increase that was proposed by Pennoni Associates to the Township and Municipal Authority. At their 12/14/20 meeting, the Municipal Authority deferred approval of appointing Pennoni Associates until the Board of Supervisors approved their services at this rate. Rick and Mike noted that they are pleased with the work that Pennoni has provided to both the Municipal Authority and the Township. Marty stated that it is important to have continuity with the engineering firm and suggested an increase of 1.3% as comparable to the cost-of-living increase. Mike Ellis stated that Pennoni aims to avoid significant rate increases to clients. They provide comparable salary increases to keep their experienced, talented and knowledgeable staff.

David made a motion that the Township will appoint Pennoni Associates as Township Engineer subject to Pennoni's approval of no more than a 1.3% rate increase. John seconded. The motion passed 5-0.

Mike Ellis agreed to present the proposed 1.3% increase to his firm in the spirit of maintaining a good partnership. He will notify Rick in a couple of days with the response.

Chairman's Report

David announced:

- The Board met in executive session on December 29 to discuss several personnel matters.
- The Annual Planning Session will be held via Zoom on Tuesday, January 26, 2021, at 6:30 PM.
- James Ruggiero has resigned from the Zoning Hearing Board (Alternate Member).

Approval of Minutes

Michele made a motion to approve the minutes of December 15, 2020, with the clarifications noted. John seconded. The motion passed 5-0.

Approval of Treasurer’s Reports

Chris provided a summary to date. It was happily noted that the year-end balance for the General Fund was “in the black”.

Mike made a motion to accept the receipts and approve the expenditures as presented in the Expenditure Register and as summarized in the December 30, 2020, Treasurer’s Reports. John seconded. The motion passed 5-0.

Consider ABC Appointments

1. David made a motion to make the following appointments:

Name	Board
Sandra Snyder	Conservancy Board
Alice Lenthe	Conservancy Board
Mary Urbine	Historical Commission
Walter Wujcik	Municipal Authority
Judi DiFonzo	Pipeline Task Force
Jim Christenson	Pipeline Task Force
Christi Supple	Sustainability Advisory Committee
Mary McCloskey	Sustainability Advisory Committee
Dan Daley	Stormwater Appeals Board
Thom Clapper	Vacancy Board
Peter Knupp	Park and Rec Commission
Karen Battavio	Park and Rec Commission
Dan McCall	Historical Commission (term expires 2022)
Chuck Proctor	Zoning Hearing Board (alternate) (term expires 2021)
John Hertzog	Business Park Task Force
Mike Lynch	Business Park Task Force

John seconded. The motion passed 5-0.

2. David made a motion that staff schedule a public hearing to amend the Park and Recreation Commission Ordinance to increase the number of members to 11, and to appoint Jessica Bottaro and Doug Staffelbach to fill those positions. Rick stated that this hearing can take place at the January 19th meeting. Michele seconded. The motion passed 5-0.

Board Liaisons

David made a motion to appoint the following:

Michele	Conservancy, Local Traffic Advisory and SAC
Marty	Planning Commission
John	Historical and Park & Rec
Mike	Municipal Authority
David	Pipeline Task Force
Marty	Futurist Committee

John seconded. The motion passed 5-0.

Stormwater agreement for 1631 East Strasburg Road

Marty made a motion that the Board authorize the Chairman to sign the storm water management, operation and maintenance agreements for:

1. 1631 East Strasburg Road

Mike seconded. The motion passed 5-0.

Reallocation of Funds for the Paoli Pike Trail

Mark Gordon stated that the expenditures for construction services with McMahon Associates for Segments C, D, E, F & G were under budget. He further explained that Segment B is underway, and they are in the process of securing the easements. The reallocation of funds to Segment B will cover the costs of getting through the permitting process with PennDOT. Michele voiced her trepidation of starting Segment A before acquiring all the funds needed for Segment B.

Marty made a motion that the Board authorize the reallocation of surplus funds from the construction services contract with McMahon Associates, to the engineering services contact for Segment B. Mike seconded. The motion passed 3-2 with Michele and John opposed.

Building Inspector Vacancy

John questioned whether the Township would consider hiring outside consultants in lieu of hiring a new inspector. Rick replied that this would incur higher costs with a lower level of service to our residents.

Michele made a motion that the Board of Supervisors authorize staff to advertise the vacant building inspector position immediately in order to hire in 2021. John seconded. The motion passed 5-0.

Proposal for Township Manager search

Once the Board employs Dave Woglam's services, a logistics meeting would be scheduled to move forward on the search for the Township Manager position. Marty made a motion to accept the proposal from Dave Woglam for the Township Manager search. John seconded. The motion passed 5-0.

Any Other Matter - None

Public Comment - None

Correspondence

The Board acknowledged the following correspondence:

- 4th Quarter 2020 Right-to Know Report
- Assessment Office Statement of Valuations
- Chester County Active Transportation Inventory

Adjournment

There being no further business, David motioned to adjourn at 7:14 pm. Michele seconded. The motion passed 5-0.

Respectfully submitted,
Susan D'Amore

Attached: December 30, 2020 Treasurer's Report

TREASURER'S REPORT		December 10, 2020 - December 30, 2020	
RECEIPTS AND BILLS			
GENERAL FUND			
Real Estate Tax	\$5,339.52	Accounts Payable	\$573,434.70
Earned Income Tax	\$211,800.00	Electronic Pmts:	
Local Service Tax	\$0.00	Credit Card	\$2,758.46
Transfer Tax	\$0.00	Postage	\$11.99
General Fund Interest Earned	\$0.00	Debt Service	\$4,095.09
Total Other Revenue	\$1,259,627.21	Payroll	\$203,466.72
Total General Fund Receipts:	\$1,476,766.73	Total Expenditures:	\$783,766.96
STATE LIQUID FUELS FUND			
Receipts	\$0.00	Accounts Payable	\$0.00
Interest Earned	\$0.00		
Total State Liquid Fuels Receipts:	\$0.00	Total Expenditures:	\$0.00
CAPITAL RESERVE FUND			
Receipts	\$930,557.82	Accounts Payable	\$523,316.05
Interest Earned	\$0.00		
Total Capital Reserve Fund Receipts:	\$930,557.82	Total Expenditures:	\$523,316.05
TRANSPORTATION FUND			
Receipts	\$0.00	Accounts Payable	\$0.00
Interest Earned	\$0.00		
Total Transportation Fund Receipts:	\$0.00	Total Expenditures:	\$0.00
SEWER OPERATING FUND			
Receipts	\$35,717.60	Accounts Payable	\$329,341.25
Interest Earned	\$0.00	Electronic Pmts:	
		Credit Card	\$0.00
		Debt Service	\$23,863.52
Total Sewer Operating Fund Receipts:	\$35,717.60	Total Expenditures:	\$353,204.77
REFUSE FUND			
Receipts	\$9,706.70	Accounts Payable	\$23,148.49
Interest Earned	\$0.00	Credit Card	\$0.00
Total Refuse Fund Receipts:	\$9,706.70	Total Expenditures:	\$23,148.49
BOND FUND			
Receipts	\$0.00	Accounts Payable	\$240.00
Interest Earned	\$0.00		
Total Bond Fund Receipts:	\$0.00	Total Expenditures:	\$240.00
SEWER CAPITAL RESERVE FUND			
Receipts	\$186,081.30	Accounts Payable	\$0.00
Interest Earned	\$0.00		
Total Sewer Capital Reserve Fund Receipts:	\$186,081.30	Total Expenditures:	\$0.00
OPERATING RESERVE FUND			
Receipts	\$0.00	Accounts Payable	\$0.00
Interest Earned	\$0.00		
Total Operating Reserve Fund Receipts:	\$0.00	Total Expenditures:	\$0.00
	\$2,638,830.15		\$1,683,676.27
			\$203,478.71
			(\$1,480,197.56)