

**EAST GOSHEN TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
1580 PAOLI PIKE  
TUESDAY, JANUARY 18, 2022  
FINAL MINUTES**

*Note: This meeting was held in person at the East Goshen Township Board Room.*

**Present:** Chairman Michele Truitt; Vice Chairman John Hertzog; Members: Cody Bright, Mike Lynch, David Shuey; Township Manager Derek Davis; Finance Director Dave Ware; Fire Marshal Carmen Battavio; Chief Brenda Bernot; Goshen Fire Executive Director Grant Everhart; Erich Meyer (Conservancy).

**Call to Order & Pledge of Allegiance:**

Michele Truitt called the meeting to order at 7:00 p.m. Michele led the Pledge of Allegiance.

Cody asked for a moment of silence for first responders, nurses, and doctors.

Michele announced that the meeting is being recorded and livestreamed on YouTube.

**Emergency Services Reports:**

Chief Brenda Bernot announced new round of community engagement events will be held in February or March. Chief presented East Goshen Township December 2021 statistics.

Michele asked about community meeting with police on the 20<sup>th</sup>. Chief replied this was to be held at Rustin, but the Director contacted Chief and rescheduled to end of March. Chief will share details with Board.

**Chairman's Report:**

- a. The board met in executive session to discuss personnel matters.
- b. Starting this month, yard waste will be picked up EVERY Wednesday.

**Public Hearings** - None

**Emergency Services Reports:**

Grant Everhart presented the annual 2021 report for Goshen Fire Company.

Michele asked if call reduction is due to Wellington and Bellingham staff actually doing lifting for patients. Grant responded that the Fire Company implemented a \$500 fee for service, charged to facility, if lift assist call is for skilled care area of these facilities. Michele asked if the Fire Company is considering an ALS ambulance, Grant responded not currently.

David asked if all fire and medical emergency services are aware of funding opportunities and applying for grants. Carmen Battavio responded Goshen Fire is on top of these offerings and Grant added the Fire Company applies for State funding every year and other grants, including Federal grants, as available.

Mike thanked Grant for giving a comparative to prior year. Mike asked for the same year to year comparison from Good Fellowship.

Cody asked if the \$500 fee are paid timely, Grant affirmed. Cody also asked for an update on the subscription drive. Grant stated last year was a good year and will have an update about the 2022 subscription drive at a future meeting.

Derek asked if Jennersville and Brandywine Hospitals closings are negatively impacting County-wide. Grant confirmed Goshen Fire has been impacted, with wait times at local hospitals increasing.

Carmen Battavio presented the December 2021 statistics for Goshen Fire, Malvern Fire, and Good Fellowship.

**Financial Report:**

Dave Ware presented the December 2021 financial report. The auditors will conduct the annual 2021 audit and Federal funds single audit during the first week of February.

David asked when we will receive the next ARPA payment. Dave responded approximately July.

Michele asked if there was any 2021 WEGO surplus. Dave responded that he has not heard from WEGO yet.

**Approval of Minutes** - None

**Treasurer's Report:**

Dave Ware presented the January 13, 2022 Treasurer's Report.

Mike asked about a mailbox reimbursement for \$300, and why it wasn't the standard \$25 reimbursement. Dave responded that our truck hit the post.

Mike asked about the refuse postage and can this be reduced by residents opting out of receiving a paper bill. Chris explained that paperless billing is of interest to many residents, but the system has glitches and we are not comfortable rolling out this offering.

Mike made a motion to accept the receipts and approve the expenditures as presented in the Expenditure Register and as summarized in the January 13, 2022 Treasurer's Report.

Cody seconded.

Michele commended Mark Miller for saving over \$17K for purchase of materials and in-house staff building picnic benches.

Mike added the Public Works savings effort with the Hunt Country pump system failure. Mark investigated other options for a new switch, saving a lot of money. Another example of Mark's efforts was the high-water rescue vehicle valued at \$300K vehicle, that he purchased for \$9K. The vehicle came in camouflage from the military and Mark had staff paint it. This is another example of Public Works' pride, care of facilities, and level of skill in this department.

Dave also added that the Public Works staff made some modifications to a concrete floor and added a drain. This is another example of cost savings efforts.

Motion carried 5-0.

**Old Business** - None

**New Business:**

**Consider authorization for Township Manager and Finance Director to conduct a search of qualified consultants to assess the current employee evaluation/compensation structure.**

Derek explained that was discussed during 2022 Budget process. Derek and Dave are looking to revamp the system of compensation and how that is tied into evaluations. Currently evaluations are done internally, but there is not a standard evaluation process. Derek and Dave would like everyone evaluated by same metrics. They would also like to wrap up the evaluation and compensation process earlier in the year, before budget season, so that this financial information can be tied into the upcoming year's budget. Derek and Dave feel it is beneficial to seek out experts for salary ranges and bands for different positions and tie this into evaluation structure. Derek would come back to the Board with recommendations and proposal.

David made a motion to authorize Township Manager and Finance Director to solicit proposals for Human Resource consulting services focusing on an update to our employee annual review and compensation program.

Mike seconded.

Russ Frank, 451 Gateswood, inquired how managers get through personal interactions with the matrix. Derek responded there is always some subjectivity in evaluations. The main goal is to have a more uniform system and judge everyone by the same metrics. Russ asked if age plays a role. Derek responded age is not a factor, but tenure does have a factor.

John added that, in the past, due to having reached their highest salary for the category, the Board recognized an employee with a year-end bonus.

Mike added for police there is a longevity clause, another form of implied bonus, but doesn't take into account innovation or exceptional performance. In Mike's former employment, they offered SPP (supplemental performance payment) and this was distributed throughout the year to employees based on various criteria.

Russ asked if Township employees are unionized. Board responded no.

Motion carried 5-0.

**Discussion and consideration of new method for delinquent utility collections.**

Dave explained we have approximately \$90K in past due accounts, with all over 180 days past due and limited fees of \$125 added on to these accounts. Collections is a specialized business and we do not have the manpower to address this. Dave feels that turning this over to a professional law firm, the Township will benefit in reducing outstanding A/R and set a standard of improvement going forward.

Mike commended Dave on his presentation. Since there are no fees upfront, this makes sense to implement. Mike's experience with Portnoff in his previous position was that he did not receive one call from residents with any concerns.

David made a motion to proceed with Portnoff Law Associates in the collection of delinquent utility accounts (sewer and refuse).

Mike seconded.

Cody asked about other township's success rate. Dave responded Portnoff's collection rate is typically 75-80%, however this is based on tax collection, not utility accounts. Mike added East Bradford used Portnoff exclusively for sewer collections and the trend was decreasing delinquent accounts.

Dave believes we will save \$9-\$10K in legal expenses, and this will be passed on to residents.

Russ Frank, 451 Gateswood, believes this is an excellent idea.

Motion carried 5-0.

**Pipeline Task Force request for comment submission to DEP.**

Derek explained this is a community wide effort to write to DEP and ask that the permit not be renewed unless Sunoco complies with cleaning up March Creek, shoring up of Exton Library and the hiking trails, and providing clean water to those whose wells are damaged. Sunoco is up for their 5-year renewal permit with DEP, set to expire next month. Comments are due 1/24/22.

David made a motion to direct the Township Manager to draft and send comments to DEP on behalf of the township to express our belief that the aforementioned items need to be addressed before the Sunoco permit is renewed.

David added East Goshen is part of the larger Chester County community and we use these amenities or work in other communities.

Mike seconded.

Michele would like to add "end of life study for Mariner I". David accepted Michele's friendly amendment.

Michele would also like to include a comment to have Sunoco assist local governments in their various emergency management plans regarding their NGL lines. David said this letter is going to the DEP and this is more of a PUC issue.

Motion carried 5-0.

**Storm Water O&M Agreement - 1448 Patterson Lane.**

Mike made a motion authorize the Chairman to sign the storm water management, operation and maintenance agreement for 1448 Patterson Lane.

John seconded.

Motion carried 5-0.

**Any Other Matter:**

Cody explained about House and Senate districts drawn by the Legislature. The maps drawn for East Goshen is currently that we would have two House of Representatives. Today is last day to comment on this. Cody is in favor of East Goshen Township having one representative. Mike concurred. Michele will personally send an email tonight asking for reconsideration on this reapportionment. John stated this is an attempt to cut the Township in half, along Paoli Pike so north of Paoli Pike would be part of District 167 and south would be part of District 156.

Michele requests that Township Manager invite Pennoni out to make official presentation on alternate route on Paoli Pike Trail.

**Public Comment:** – None

**Liaison Reports** – None

**Correspondence, Reports of Interest:**

Michele acknowledged receipt of 1/10/22 email from Mr. Buonnano.

**Adjournment**

There being no further business, Mike made a motion to adjourn at 7:56pm. Cody seconded.

Motion carried 5-0.

Respectfully submitted,  
*Chris Boylan*  
*Recording Secretary*

Attached: January 13, 2022 Treasurer's Report

TREASURER'S REPORT		December 29, 2022 - January 13, 2022	
RECEIPTS AND BILLS			
<b>GENERAL FUND</b>			
Real Estate Tax	\$2,521.28	Accounts Payable	\$512,144.90
Earned Income Tax	\$4,000.00	Electronic Pmts:	
Local Service Tax	\$0.00	Credit Card	\$2,663.93
Transfer Tax	\$0.00	Postage	\$0.00
General Fund Interest Earned	\$193.08	Debt Service	\$0.00
Total Other Revenue	\$501,491.74	Payroll	\$152,802.17
<b>Total General Fund Receipts:</b>	<b>\$508,206.10</b>	<b>Total Expenditures:</b>	<b>\$667,611.00</b>
<b>STATE LIQUID FUELS FUND</b>			
Receipts	\$0.00	Accounts Payable	\$0.00
Interest Earned	\$453.33		
<b>Total State Liquid Fuels Receipts:</b>	<b>\$453.33</b>	<b>Total Expenditures:</b>	<b>\$0.00</b>
<b>CAPITAL RESERVE FUND</b>			
Receipts	\$676.99	Accounts Payable	\$676.99
Interest Earned	\$125.92		
<b>Total Capital Reserve Fund Receipts:</b>	<b>\$802.91</b>	<b>Total Expenditures:</b>	<b>\$676.99</b>
<b>TRANSPORTATION FUND</b>			
Receipts	\$0.00	Accounts Payable	\$0.00
Interest Earned	\$46.65		
<b>Total Transportation Fund Receipts:</b>	<b>\$46.65</b>	<b>Total Expenditures:</b>	<b>\$0.00</b>
<b>SEWER OPERATING FUND</b>			
Receipts	\$37,109.20	Accounts Payable	\$26,689.48
Interest Earned	\$30.46	Electronic Pmts:	
		Credit Card	\$1,381.66
		Debt Service	\$0.00
<b>Total Sewer Operating Fund Receipts:</b>	<b>\$37,139.66</b>	<b>Total Expenditures:</b>	<b>\$28,071.14</b>
<b>REFUSE FUND</b>			
Receipts	\$7,665.14	Accounts Payable	\$1,073.93
Interest Earned	\$9.22	Credit Card	\$13,409.10
<b>Total Refuse Fund Receipts:</b>	<b>\$7,674.36</b>	<b>Total Expenditures:</b>	<b>\$14,483.03</b>
<b>BOND FUND</b>			
Receipts	\$0.00	Accounts Payable	\$0.00
Interest Earned	\$53.39		
<b>Total Bond Fund Receipts:</b>	<b>\$53.39</b>	<b>Total Expenditures:</b>	<b>\$0.00</b>
<b>SEWER CAPITAL RESERVE FUND</b>			
Receipts	\$0.00	Accounts Payable	\$0.00
Interest Earned	\$57.66		
<b>Total Sewer Capital Reserve Fund Receipts:</b>	<b>\$57.66</b>	<b>Total Expenditures:</b>	<b>\$0.00</b>
<b>OPERATING RESERVE FUND</b>			
Receipts	\$0.00	Accounts Payable	\$0.00
Interest Earned	\$68.05		
<b>Total Operating Reserve Fund Receipts:</b>	<b>\$68.05</b>	<b>Total Expenditures:</b>	<b>\$0.00</b>
<b>ARPA - COVID RELIEF FUND</b>			
Receipts	\$0.00	Accounts Payable	\$0.00
Interest Earned	\$8.04		
<b>Total ARPA - COVID Relief Fund Receipts:</b>	<b>\$8.04</b>	<b>Total Expenditures:</b>	<b>\$0.00</b>

