

**EAST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS MEETING
1580 PAOLI PIKE
TUESDAY, AUGUST 2, 2022
FINAL MINUTES**

Note: This meeting was held in person at the East Goshen Township Board Room. This was a hybrid meeting conducted via Zoom.

Present: Chairman Michele Truitt; Vice Chairman John Hertzog; Members: Mike Lynch, Cody Bright, David Shuey; Township Manager Derek Davis; Finance Director Dave Ware; Senior Staff Accountant Chris Boylan; Erich Meyer (Conservancy); Christi Marshall (ESAC); Maggie Stanton, Malvern Library.

Call to Order & Pledge of Allegiance:

Michele Truitt called the meeting to order at 7:10 p.m. and led the Pledge of Allegiance.

David asked for a moment of silence for all those who serve our country and our citizens in harms' way, our police force, and our military.

Michele announced the Board met in an emergency executive session, prior to this meeting, to discuss a personnel matter.

Michele stated the meeting is being recorded via Zoom and will be available on the Township website.

Chairman's Report:

Michele announced:

- The township office will be closed on Monday, September 5th in recognition of Labor Day.
- A friendly reminder that the township utilizes constant contact to keep residents up-to-date with non-emergency township information. Please go to our website and click the "E-Notification" tab on the left-hand side of the homepage to sign up.
- The Futurist Committee is currently seeking new members. The "ABC Volunteer" form can be found by clicking the "Forms & Applications" tab on the left-hand side of our homepage on the website.

Public Hearings: None

Emergency Services Reports: None

Financial Report: None

Approval of Minutes:

David made a motion to approve the minutes of July 5, 2022 and July 19, 2022.

John seconded.

Michele noted a correction on the July 19, 2022 minutes and this will be reflected in the minutes.

Motion carried 5-0.

Treasurer's Report:

Dave Ware presented the July 28, 2022 Treasurer's Report.

John asked about the 2017 General Fund debt principal and interest. Dave clarified.

Mike asked about Sewer debt schedule. Dave responded.

Cody made a motion to accept the receipts and approve the expenditures as presented in the Expenditure Register and as summarized in the July 28, 2022 Treasurer's Report.

John seconded.

Motion carried 5-0.

Old Business:

Consider passage of resolution 2022-14 establishing members for the new Environmental/Sustainability Advisory Council.

Derek stated this was discussed at the July 19th Board meeting and, at that meeting, the ESAC was established. However, the members were not appointed at that meeting. Attorney Christman clarified the ordinance, terms, and procedures.

David commented that there was one open position with two excellent candidates. The Board chose to appoint one of the two. Other municipalities have auxiliary, non-voting, volunteer members for this committee. One member will not be part of the committee at the end of the year, so the other excellent candidate will be reconsidered at that time, and most likely be appointed.

Mike made a motion to pass Resolution 2022-14 establishing members of the newly formed Environmental/Sustainability Advisory Council (ESAC).

Cody seconded.

Motion passed 5-0.

Mike thanked Derek for the seamless transition getting all of the documentation in order. Derek stated Bill Christman coordinated this action. Bill Christman acknowledged Christi Marshall for her work on this topic. Michelle concurred.

Consider "catch-all" provision in the Zoning Ordinance.

Derek mentioned this was discussed at a prior Board meeting. The purpose of this provision is if a legal use in Pennsylvania comes up in the Township as a possible use, and we don't have it defined in our Code, this catch-all provision would apply in the I-1 (Light Industrial) category.

Attorney Christman stated this also includes undeveloped land and vacant land. This would be by conditional use only. They would have to meet the objective criteria in the Township's ordinance for a conditional use.

Mike made a motion to authorize the township solicitor and Township Manager to advertise the included ordinance which would amend East Goshen's Zoning Ordinance to permit in the I-1 Zoning District, by conditional use, any lawful use not otherwise permitted in the Township.

Cody seconded.

Michele asked for clarification on the map and if an allowable use request made in another area, would the person need to apply for a variance. Attorney Christman responded that if they are applying for a use that is not already permitted in that zoning district, then they would have to apply for a use variance before the ZHB.

Further discussion evolved about requests, ordinances and ZHB procedures.

Motion passed 5-0.

New Business:

Appoint Duane Brady the permanent, full-time Zoning Officer.

Derek explained that he and Dave Ware completed the search for a Zoning Officer/Director of Code Enforcement. Derek stated that Duane Brady was the best candidate for this position.

John made a motion to remove Derek Davis from the position of interim Zoning Officer and appoint Duane Brady as the permanent, full-time Zoning Officer.

Cody seconded.

Duane thanked the Board for the appointment.

Motion passed 5-0.

Michele thanked Duane for his work so far and wished him well in this position.

Malvern Library presentation on 2023 funding request.

Ms. Maggie Stanton presented information on the offerings at the Malvern Library.

Michele thanked Maggie for the information. Mike stated that he sees the numbers presented and the usage by East Goshen residents, and during upcoming budget workshops, he will ask fellow Board members to consider \$30K for Malvern Library in the 2023 budget. Michele deferred to Dave for additional comment. Dave asked Maggie if the Library applied for the Keystone grant. Maggie stated they are pursuing this grant and would use the funds for lighting that complies with the grant guidelines. Mike asked if there is any long term thought about establishing their own individual library space. Maggie responded for her, it is long term goal. The lease with the Borough is 10 years.

President of the Chester County Library System Board and East Goshen Township resident, JoAnn Weinberger, thanked the Board for supporting Malvern library.

Christi Marshall commented about the library programs.

Michele stated this funding will be considered during the budget process beginning in September.

Accept resignation of Thom Clapper from Vacancy Board Chair and Township Auditor and consider possible appointments to those positions.

Michele thanked Thom for 55 years of service to the Township.

Derek explained there is one motion on the table and potentially two additional motions.

Michele made a motion to accept the resignation of Thom Clapper from the positions of elected Township Auditor and Vacancy Board Chair.

Cody seconded.

John will miss Thom and thanked him for his service.

Motion passed 5-0.

John made a motion to appoint Chuck Proctor to the position of Vacancy Board Chair.

Cody seconded.

Mike will abstain because he has an association with Chuck and he believes a fully independent Vacancy Board Chair, an independent rather than affiliated with a particular party, would be best suited for this position.

Michele commented this is an appointed position and she feels having a former supervisor in this role would be in a better position to assess a potential replacement supervisor in the event that someone were to vacate their position.

Attorney Christman asked for a moment to verify guidelines. He stated that Mr. Proctor is an alternate member of the ZHB and may not qualify to serve in both capacities.

Motion carried 4-1, Mike abstained.

Michele requested to table the motion to appoint an individual to the position of Township Auditor. Derek added the Board has 30 days from tonight's meeting to appoint an auditor.

Further discussion ensued regarding the auditor position.

David concurred with Michele to table this motion.

Attorney Christman added the auditor is not permitted to hold any other elected or appointed position. Michele stated that if Attorney Christman discovered that Mr. Proctor cannot serve in both positions, then the Board would ask him to resign from one of the positions.

Consider purchase of new folding/pressure sealer machine for utility bills.

Dave explained the current folding machine is fully funded in Capital Reserve Fund. This will allow us to keep the process in-house, saving approximately \$3k per year.

David made a motion to authorize the purchase of a new folding/pressure sealing machine from Rothwell, with the initial order not to exceed \$5,000 plus shipping, paid from Capital Reserve. I further authorize the current folding/pressure sealing machine be posted for sale on Municibid and recycle if no buyer shows interest.

Mike seconded.

Motion passed 5-0.

Standing Issues/Projects:

Hershey's Mill Dam Project – Derek commented work continues towards completion. Anticipated project completion end of August. They are working on punch list items. John asked about a ribbon cutting ceremony. Derek will schedule.

Milltown Dam Project – Michele reached out to DEP on Thursday and didn't hear back. Michele will call again tomorrow. Derek stated because of the grant process, this needs to go through the grant agencies before going out to bid.

Ron McGill, 1050 Hershey Mill, presented a few observation regarding the Hershey's Mill Dam Project.

Michele stated the culvert is a concern. Across from the garage where the road goes over culvert, the road collapsed, Michele called PennDOT and Dianne Herrin's office. Derek commented that nothing prevents us from contacting PennDOT. We cannot get PennDOT to cut grass in the Township, they will most likely not install another culvert.

Further comments were made by John and Derek about this project.

Any Other Matter:

Attorney Christman discovered a prohibition of a ZHB member holding any other elected or appointed office. Michele stated that motion will stand and the Board will ask Mr. Proctor which position he prefers. The Board will accept Mr. Proctor's resignation from the other position at the next Board meeting.

Michele asked if we could have a ribbon cutting/acknowledgment of completion of Marydell Pond. Derek will look into scheduling.

Mike would like an update on BowTree Pond I. Derek stated Mark will shift to Ponds after paving. Dave added we applied for a State grant.

Public Comment: None

Liaison Reports: None

Correspondence, Reports of Interest: None

Adjournment:

There being no further business, Cody made a motion to adjourn at 8:29 p.m.

John seconded.

Motion carried 5-0.

Respectfully submitted,
Chris Boylan
Recording Secretary

Attached: July 28, 2022 Treasurer's Report

TREASURER'S REPORT		July 14, 2022 - July 28, 2022	
RECEIPTS AND BILLS			
GENERAL FUND			
Real Estate Tax	\$25,016.02	Accounts Payable	\$33,589.32
Earned Income Tax	\$81,100.00	Electronic Pmts:	
Local Service Tax	\$3,800.00	Credit Card	\$18,219.81
Transfer Tax	\$0.00	Postage	\$0.00
General Fund Interest Earned	\$0.00	Debt Service	\$2,726.08
Total Other Revenue	\$30,549.97	Payroll	\$161,136.69
Total General Fund Receipts:	\$140,465.99	Total Expenditures:	\$215,671.90
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	\$0.00	Accounts Payable	\$90,121.62
Interest Earned	\$0.00	Credit Card	\$0.00
Total Capital Reserve Fund Receipts:	\$0.00	Total Expenditures:	\$90,121.62
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	\$56,689.99	Accounts Payable	\$126,248.16
Interest Earned	\$0.00	Electronic Pmts:	
		Credit Card	\$1,688.37
		Debt Service	\$20,953.66
Total Sewer Operating Fund Receipts:	\$56,689.99	Total Expenditures:	\$148,890.19
REFUSE FUND			
Receipts	\$28,031.20	Accounts Payable	\$1,460.45
Interest Earned	\$0.00	Credit Card	\$12,066.50
Total Refuse Fund Receipts:	\$28,031.20	Total Expenditures:	\$13,526.95
BOND FUND			
Receipts	\$0.00	Accounts Payable	\$0.00
Interest Earned	\$0.00		
Total Bond Fund Receipts:	\$0.00	Total Expenditures:	\$0.00
SEWER CAPITAL RESERVE FUND			
Receipts	\$0.00	Accounts Payable	\$0.00
Interest Earned	\$0.00		
Total Sewer Capital Reserve Fund Receipts:	\$0.00	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
INFRASTRUCTURE SUSTAINABILITY FUND			
Receipts	\$0.00	Accounts Payable	\$0.00
Interest Earned	\$0.00		
Total Infrastructure Sustainability Fund Receipts:	\$0.00	Total Expenditures:	\$0.00
ARPA - COVID RELIEF FUND			
Receipts	\$0.00	Accounts Payable	\$0.00
Interest Earned	\$0.00		
Total ARPA - COVID Relief Fund Receipts:	\$0.00	Total Expenditures:	\$0.00