

**WEST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS MEETING
October 11, 2017**

Township Supervisors:

Mr. Edward G. Meakim, Jr.
Mr. Hugh J. Purnell, Vice-Chairman
Mr. Philip J. Corvo, Member
Mr. Raymond H. Halvorsen, Member
Mr. Chris Pielli, Esq., Member

Township Officials:

Mr. Casey LaLonde, Township Manager
Mr. Rick Craig, Township Engineer
Mr. Bill Webb, Township Zoning Officer
Ms. Kristin Camp, Township Solicitor
Mr. David Brooman, Special Counsel

A special 2018 budget workshop meeting of the Board of Supervisors of West Goshen Township was called to order by Chairman Edward G. Meakim, at 6:01 p.m. on Wednesday, October 11, 2017 at the West Goshen Township Administration Building. Mr. Meakim opened the meeting with the Pledge of Allegiance to the Flag.

Mr. Meakim stated that the Board intended to discuss the budget until just before 7:00 p.m. prior to moving into the regular monthly meeting.

Mr. Meakim turned the meeting over to Mr. LaLonde. Mr. LaLonde stated that the audience members may ask questions at any point during the discussion.

Mr. LaLonde provided the following "Key Financial Highlights" for the 2018 General Fund, Waste & Recycling Fund, Sewer Fund, Capital Reserve Fund and Liquid Fuels Fund Budgets.

2018 Budget – KEY FINANCIAL HIGHLIGHTS

- No proposed millage increase in the Real Estate Tax for 2018 – 8th consecutive year with no tax increase (last increase 2010). *Millage rate 2.0 mills.*
- No proposed increase in Sewer/Trash fees for 2018. *Sewer \$65/qtr; Trash \$85/qtr.*
- The General Fund is currently proposing a \$108,962 surplus.
- No increase proposed for Medical Insurance premiums.
- Salary and wage increase 3%.
- Professional and Legal Services are proposed to increase due to Sunoco Litigation and Pipeline Safety Plan.
- Signs Materials proposed to increase for stop sign intersection improvements.
- New for 2018 – Historical Commission expenses.
- Parks Major Capital expenditures are proposed in the Capital Reserve Fund Budget for 2018.
- Major Capital purchases are proposed to decrease by \$190,757 from the previous year.
- An update to the Township's Comprehensive Plan (\$37,500) is proposed for 2018 - a County Grant (\$25,000) is proposed to offset this expenditure. *This is a carryover from 2017.*
- Proactive approach to infrastructure reconstruction. *Grubbs Mill Road pipe culvert replacement (\$450,000); Shop Rite Town Center intersection safety improvements (\$25,000); Growing Greener Watershed Basin Retrofit (\$626,000) – a Growing Greener Watershed Grant (\$62,000) is proposed to offset this expenditure; and Route 3 adaptive signal controls (\$110,000) – a Green Light Go Grant (\$55,000) is proposed to offset this expenditure.*
- Increase for Rent to Authority based on the 2017 Sewer Revenue Bond amortization schedule.
- Continued focus on collecting the Township's delinquent Sewer/Trash receivables.

2018 BUDGET								
ALL FUNDS SUMMARY								
FUND	BEGINNING FUND BALANCE	+	REVENUE	-	EXPENDITURES	=	ENDING FUND BALANCE	SURPLUS/ (DEFICIT)
GENERAL FUND	\$10,500,322		\$15,998,583		\$15,894,337		\$10,604,568	\$104,246
SEWER FUND	4,769,634		4,701,285		4,918,067		\$4,552,852	(\$216,782)
WASTE & RECYCLING FUND	2,304,448		2,235,580		2,296,514		\$2,243,514	(\$60,934)
CAPITAL RESERVE FUND	4,613,022		884,090		2,013,590		\$3,483,522	(\$1,129,500)
STATE HIGHWAY FUND	40,384		717,416		750,000		\$7,800	(\$32,584)
SUBTOTAL	\$22,227,810		\$24,536,954		\$25,872,508		\$20,892,256	(\$1,335,554)
TRANSFER BETWEEN FUNDS	0		(566,590)		(566,590)		\$0	\$0
TOTAL	\$22,227,810		\$23,970,364		\$25,305,918		\$20,892,256	(\$1,335,554)

This chart shows all Township funds subject to the annual appropriation process.

Salaries and Wages

General Fund salaries are proposed to increase \$111,689 (1.7%).

Sewer Fund salaries are proposed to increase \$13,456 (1.0%).

Waste and Recycling salaries are proposed to increase \$2,297 (3.3%).

Employee Insurance

General Fund employee insurance is proposed to decrease \$46,054 (-2.3%).

Sewer Fund employee insurance is proposed to decrease \$18,996 (-3.2%).

Waste and Recycling insurance is proposed to decrease \$1,532 (-5.1%).

2018 BUDGET
 MAJOR EXPENDITURES IN EXCESS OF \$250,000 (ALL FUNDS)

	2017 BUDGET	2018 BUDGET	\$ CHANGE FROM 2017 BUDGET	% CHANGE FROM 2017 BUDGET
SALARIES & OVERTIME	\$8,008,901	\$8,128,342	\$119,441	1.49%
FICA & MED TAX	391,715	396,092	\$4,377	1.12%
EMPLOYEE INSURANCE	2,651,644	2,585,062	(\$66,582)	-2.51%
PENSION - MMO	822,323	850,906	\$28,583	3.48%
WORKERS' COMP	300,400	300,211	(\$189)	-0.06%
MATERIALS-SIGNS, ROADS, PARKS	2,328,200	2,587,500	\$259,300	11.14%
SLUDGE REMOVAL	220,000	250,000	\$30,000	13.64%
LEGAL/PROFESSIONAL SERVICES	356,200	463,500	\$107,300	30.12%
PROPERTY & LIABILITY INSURANCE	437,942	433,346	(\$4,596)	-1.05%
UTILITIES	561,556	562,741	\$1,185	0.21%
CONTRACTED COLLECTION & DISP	1,512,333	1,557,715	\$45,382	3.00%
TIPPING FEES	500,000	500,000	\$0	0.00%
FACILITY REPAIR & MAINT	377,750	431,100	\$53,350	14.12%
SEWER PLANT MAINTENANCE	230,000	230,000	\$0	0.00%
VOLUNTEER FIRE CONTRIBUTIONS	366,500	366,500	\$0	0.00%
RENT TO AUTHORITY	475,000	639,098	\$164,098	34.55%
DEBT-PRINCIPAL CONSOL LOAN	414,000	426,000	\$12,000	2.90%
MAJOR CAPITAL EQUIPMENT	1,215,407	1,024,650	(\$190,757)	-15.69%
TOTAL MAJOR EXPENDITURES	\$21,169,871	\$21,732,763	\$562,892	
% OF TOTAL EXPENDITURES	86.10%	85.88%		
TOTAL EXPENDITURES LESS INTERFUND TRANSFERS	\$24,586,980	\$25,305,918		

GENERAL FUND SUMMARY

**2018 BUDGET
 GENERAL FUND
 REVENUE SUMMARY BY MAJOR CATEGORY**

REVENUES	2017 BUDGET	2018 BUDGET	% Of Total 2018 REVENUES	\$ CHANGE FROM BUDGET	% CHANGE FROM BUDGET
REAL ESTATE TAXES	\$3,583,000	\$3,583,000	22.4%	\$0	0.00%
TRANSFER TAXES	889,575	911,000	5.7%	\$21,425	2.41%
EARNED INCOME TAXES	7,650,750	8,106,930	50.7%	\$456,180	5.96%
LOCAL SERVICES TAXES	1,050,000	1,113,141	7.0%	\$63,141	6.01%
LICENSES AND PERMITS	548,105	553,991	3.5%	\$5,886	1.07%
FINES & FORFEITS	170,000	175,000	1.1%	\$5,000	2.94%
INTEREST AND RENTS	61,202	97,516	0.6%	\$36,314	59.33%
INTERGOVERNMENTAL REVENUE	673,251	689,500	4.3%	\$16,249	2.41%
CHARGES FOR SERVICES	838,720	744,725	4.7%	(\$93,995)	-11.21%
MISC REVENUE	23,480	23,780	0.1%	\$300	1.28%
TOTAL REVENUES	<u>\$15,488,083</u>	<u>\$15,998,583</u>	100.0%	\$510,500	3.30%

The proposed 2018 General Fund Budget projects a budgetary surplus of approximately \$108,962 with an ending fund balance of approximately \$10,452,488.

GENERAL FUND REVENUES

- The Budget 2018 General Fund Revenues are proposed to increase \$510,500 (3.30%) compared to Budget 2017.
- Moderate growth is proposed in the major revenue categories of Earned Income Taxes, Local Services Taxes, and Interest and Rents.
- Negligible growth is proposed for the revenue categories Transfer Taxes, Licenses and Permits, Intergovernmental Revenue, and Misc Revenue.
- Negative growth is proposed for the revenue category of Charges for Services.
- No change in Real Estate Taxes due to an offset of negligible growth versus reassessments.
- The increase for Interest and Rents is due to an interest rate increase on all bank accounts.
- The increase for Intergovernmental Revenues is due primarily to a 4.88% increase in the Act 205 State Aid Unit Value.
- The decrease for Charges for Services is primarily due to an anticipated decrease in Building Permits.

**2018 BUDGET
 GENERAL FUND
 EXPENDITURE SUMMARY BY FUNCTION**

EXPENDITURES	2017 BUDGET	2018 BUDGET	% Of Total 2018 EXPEND.	\$ CHANGE FROM BUDGET	% CHANGE FROM BUDGET
ADMINISTRATION	\$1,541,300	\$1,829,802	11.5%	\$288,502	18.72%
AUDITING & TAX COLLECTION	187,609	203,741	1.3%	\$16,132	8.60%
LEGAL & ENGINEERING	321,168	420,415	2.6%	\$99,247	30.90%
BUILDING	333,532	411,649	2.6%	\$78,117	23.42%
POLICE	6,188,323	6,279,769	39.5%	\$91,446	1.48%
FIRE PROTECTION	813,034	798,363	5.0%	(\$14,671)	-1.80%
CODE ENFORCEMENT	297,775	303,458	1.9%	\$5,683	1.91%
PLANNING & ZONING	29,780	29,780	0.2%	\$0	0.00%
PUBLIC WORKS	3,339,968	3,222,789	20.3%	(\$117,179)	-3.51%
RECREATION	346,030	357,014	2.2%	\$10,984	3.17%
PARKS	1,338,651	1,298,965	8.2%	(\$39,686)	-2.96%
LIBRARIES	20,000	20,000	0.1%	\$0	0.00%
OPERATING TRANSFERS	714,009	718,592	4.5%	\$4,583	0.64%
TOTAL EXPENDITURES	<u>\$15,471,179</u>	<u>\$15,894,337</u>	100.0%	\$423,158	2.74%

GENERAL FUND EXPENDITURES

- The Budget 2018 General Fund Expenditures are proposed to increase \$418,442 (+2.70%) as compared to Budget 2017.
- 1.7% salary increase, net increase \$111,689.
- Continuation of non-uniformed salary compensation program effective 2016.
- Employee insurance decrease (-2.3%), net decrease \$46,054.
- Pension cost increase per MMO (4.0%), net increase \$27,291.
- Professional and Legal Services proposed to increase due to Sunoco Litigation (\$100,000) and Pipeline Safety Plan (\$50,000).
- Historical Commission expenses proposed \$5,000 – new for 2018.
- The General Fund portion of Road construction paving is proposed to decrease by \$175,000.
- Building Repairs and Maintenance proposed to increase (30.0%), net increase \$66,250.
- Signs Materials proposed to increase for stop sign intersection improvements, net increase \$30,000.
- Major Capital proposed for 2018: Administration: Control panel for the Police Department, Generator replacement, and replacement Pool vehicle; Police: Dispatch room remodel, 2 patrol SUV's, 1 interceptor truck, Voice recorder server and software, Vehicle garage security gates, and License plate recognition system; Roads: Asphalt roller, and 2 truck replacements, net decrease \$76,757.
- Vehicle Gas and Oil is proposed to increase \$16,900 (15.3%).

SEWER FUND SUMMARY

The proposed 2018 Sewer Fund Budget projects a budgetary deficit of approximately \$211,321 with an ending fund balance of approximately \$4,509,624.

- Total revenues are proposed to decrease \$269,515 over the 2017 Budget. This decrease is primarily due to decreased charges to the Other Municipalities.
- Total expenditures are proposed to decrease \$52,250 over the 2017 Budget.

Budget changes include:

- 1.0% salary and wage increases. *Net increase -\$13,456.*
- Employee insurance decrease. *Net decrease -\$18,996.*
- Tuition reimbursement decrease. *Net decrease -\$5,000.*
- Property liability insurance decrease. *Net decrease -\$36,964.*
- Miscellaneous Employee Benefits increase for Eyewash and First Aid Program, *net increase +\$6,000.*
- Chemicals increase, *net increase +\$22,000.*
- Rent to Authority increase, *net increase +\$164,098.*
- Major Capital proposed for 2018 - Gator and trailer replacements. *Net decrease -\$259,700.*

WASTE & RECYCLING FUND SUMMARY

The proposed 2018 Waste & Recycling Fund Budget projects a budgetary deficit of approximately \$60,288 with an ending fund balance of approximately \$2,241,789.

- Total revenues are proposed to increase \$15,255 over the 2017 Budget. This increase is primarily due to an increase in Interest Earnings.
- Total expenditures are proposed to increase \$55,923 over the 2017 Budget.

Budget changes include:

- 3.3% salary and wage increases. *Net increase +\$2,297.*
- Employee insurance decrease. *Net decrease -\$1,532.*
- Contracted collection & disposal increase primarily due to the 2nd year of the 3-year trash contract. *Net increase +\$45,382.*
- Other Recycling expense increase. This increase is primarily due to an increase in re-stocking of recycling buckets and the carryover installation costs of bus stop toters. *Net increase +\$10,000.*

STATE HIGHWAY FUND SUMMARY

The State Grant is the remittance of an allocation from PennDOT to help defray the cost of paving roads in the Township per Act 655. Revenue to support this Act is based on the State's Motor License Fund taxes. The allocation is based on mileage of Township roads (88.28) and population (21,866).

The proposed Grant for 2018 is \$716,116, an increase of \$35,237 over the 2017 Budget.

The 2018 Budget is proposing to pave 5.06 miles of roads at \$227,272.72 per mile – total project cost approximately \$1,000,000. The State Highway Fund is proposing to expend \$750,000 toward the project, an increase of \$25,000, with the balance being expended out of the General Fund (\$250,000).

CAPITAL RESERVE FUND SUMMARY

The proposed 2018 Capital Reserve Fund Budget projects a budgetary deficit of approximately \$1,129,500 with an ending fund balance of approximately \$3,483,522.

Revenues for this Fund primarily are from Transfers from the General Fund for future capital projects and debt service; Transfers from Restricted Parks Fund for Parks major capital, and Grants.

Budget proposals for 2018:

- Update to the Township's Comprehensive Plan – *County Grant offset \$25,000.* \$45,000.
- Grubbs Mill Road pipe culvert – carryover from 2017. \$450,000
- Shop Rite/Rte 3 Intersection safety improvements. \$25,000.
- Growing Greener Watershed Basin retrofit – *Growing Greener Watershed Grant offset \$62,000.* \$626,000.
- Route 3 adaptive signal controls - carryover from 2017, *Green Light Go Grant offset \$55,000.* \$110,000.
- Traffic Signal battery backups. \$30,000.
- Traffic Study signal retiming. \$21,000
- Major Capital proposed for 2018 – reimbursed by Transfer from Restricted Parks: a riding mower, Gator, 5-ton trailer, chipper bandit, baseball infield groomer, tractor/mower, movie projector, gazebo for Cloud Park, gazebo for Hamlet Park, and a rock climbing wall for Barker Park. \$147,500.
- Debt service – reimbursed by Transfer from General Fund. \$566,590.

During the discussion, several Township residents, including Ms. Robin Stuntebeck, Dr. Douglas White and Mr. Tom Casey had questions regarding the budget overview. For more details on their questions, please see the Township's website to view the meeting's video recording:

<https://www.westgoshen.org/west-goshen-youtube-channel/>

The regular monthly meeting of the Board of Supervisors of West Goshen Township was called to order by Chairman Edward G. Meakim, at 7:05 p.m. on Wednesday, September 13, 2017 at the West Goshen Township Administration Building. Mr. Meakim opened the meeting with the Pledge of Allegiance to the Flag.

Mr. Meakim requested that all audience members silence their cell phones.

Mr. Meakim made notice to all members of the public in attendance that they may be recorded via audio and video by other members of the public.

Mr. Meakim turned the meeting over to David Brooman, Township Special Counsel, with an update on the Sunoco Mariner East project. Mr. Brooman stated that not much new activity has occurred on the case. Mr. Brooman stated that the preliminary injunction issued by the PUC Administrative Law Judge is still in effect for West Goshen Township and that the full PUC will most likely act on the injunction at October 26th public meeting. He stated that the PUC did not take action at their October 5th meeting. He stated that the PUC posts their meeting agenda at 3:00 p.m. the day before their public meeting. However, the injunctive relief is still in place as of now. He stated that discovery is ongoing for this case. He stated that written testimony is due in February 2018 and that the Hearing is scheduled for April 2018. He stated that the Environmental Hearing Board's stop work order was negotiated down with a settlement and that more field work has been ordered for Sunoco to do before work resumes at the other drilling locations along the pipeline route. Mr. Brooman stated that the Riverkeepers' case was rejected by the Court of Common Pleas and combined with the Thornbury case to be heard by Commonwealth Court en banc for a Hearing scheduled for October 18th in Philadelphia.

There being no questions for Mr. Brooman, he departed the meeting at 7:14 p.m.

Chief Joseph Gleason provided the Police Report for the month of September 2017.

Ms. Andrea Testa, Fire Marshal, gave the Fire Marshal Report for the month of September 2017. Ms. Testa gave the report for Good Fellowship Ambulance Company and the Goshen Fire Company.

Mr. John Beswick provided the Building Inspector Report for the month of September 2017.

Mr. Tom Casey asked Chief Gleason for clarification on the Sunoco's use of a private security firm. Chief Gleason responded that any private security firm will be held to the same standards as private citizens.

Mr. Halvorsen congratulated Ms. Lisa Covatta with the Streets Department, on her election to the Professional Recyclers of Pennsylvania executive Board (PROP).

Mr. LaLonde announced that curbside yard waste collection would occur on Saturday, October 14th. He announced that Lego Batman would be shown in Community Park as part of the Township Fall Movie Series. He announced and asked that the Board consider signing the Sewer Agreement with Thornbury Township. And finally, Mr. LaLonde announced that another 2018 budget discussion was to occur at 6:00 p.m., Wednesday, October 18th with the Township Supervisors, Department Heads and staff and that the public is invited to participate in the discussion.

Mr. Craig announced that he and Mr. LaLonde attended the biennial Villanova University Stormwater Symposium during the week of October 9th.

Mr. Webb announced that the Township Zoning Hearing Board recently voted in favor of allowing the Chester County Hospital to install additional signage alerting visitors to the entrance of the emergency room area during the on-going construction project occurring at the hospital.

On a motion by Mr. Halvorsen, seconded by Mr. Meakim, the Board unanimously approved the meeting minutes of August 16, 2017 and September 13, 2017.

On a motion by Mr. Purnell, seconded by Mr. Meakim, the Board unanimously approved the Treasurer's Report of September 30, 2017 for the General Fund, the Sewer Fund Revenue Fund, the Waste and Recycling Fund, and the Capital Reserve Fund, and the bills to be paid from these funds.

Ms. Victoria Dow of the West Chester Library provided an annual report of library operations. Ms. Dow thanked the Board of Supervisors for their financial support in 2017. She stated that the contribution funded support of the library's Teen / Tween programs. The Board thanked Ms. Dow for appearing at the meeting and providing the annual update.

Ms. Camp reintroduced Ordinance No. 8-2017, amending the Township Code to regulate the placement of trash dumpsters and other items on Township streets. Ms. Camp stated that the Ordinance had been duly advertised in The Daily Local News and placed on file at the Chester County Law Library as required by Pennsylvania law. On a motion by Mr. Purnell, seconded by Mr. Pielli, Ordinance No. 8-2017 passed unanimously.

Ms. Camp reintroduced Ordinance No. 9-2017, amending the Township Code to regulate the use of dirt bikes, mini-bikes and ATV's on private property. Ms. Camp stated Ms. Camp stated that the Ordinance had been duly advertised in The Daily Local News and placed on file at the Chester County Law Library as required by Pennsylvania law. Ms. Camp stated that the main feature of the Ordinance was to clearly define mini-bikes, dirt bikes and ATV's and that the Ordinance restricts the use of those vehicles on private property parcels of one acre or more. On a motion by Mr. Halvorsen, seconded by Mr. Purnell, Ordinance No. 9-2017 passed unanimously.

On a motion by Mr. Halvorsen, seconded by Mr. Purnell, the Board set the Hearing date for 7:00 p.m., November 8, 2017 for "The Woodlands at Greystone" Neighborhood Improvement District (NID).

Representatives of Crown Castle, LLC, an installer of Distributed Antenna Systems (DAS) appeared to discuss a possible Zoning Amendment and Right-of-Way Use Agreement for installation of DAS systems in the Township. DAS systems are installed in existing utility poles in locations not receiving adequate cellular phone coverage. After a brief discussion, Ms. Camp suggested the Crown Castle representatives attend next week's Township Planning Commission meeting, as a Zoning Amendment would be required to allow DAS equipment in certain Zoning Districts.

Mr. LaLonde introduced Resolution 18-2017, approving the Allocation of State Aid for the three Township Pension Plans. Mr. LaLonde stated that the Township received a total of \$578,119.92 of State Aid to be disbursed as follows:

The Administrative and Roads Pension Plan, the 2017 Actuarial Funding Requirement being, \$396,229.00 shall receive \$278,561.93 of the Commonwealth Allocation.

The Sewer Pension Plan, the 2017 Actuarial Funding Requirement being, \$142,763.00 shall receive \$100,367.05 of the Commonwealth Allocation.

The Police Pension Plan, the 2017 Actuarial Funding Requirement being, \$283,331.00 shall receive \$199,190.94 of the Commonwealth Allocation.

On a motion by Mr. Purnell, seconded by Mr. Halvorsen, the Board unanimously approved Resolution 18-2017.

On a motion by Mr. Halvorsen, seconded by Mr. Meakim, the Board unanimously approved the bid for "Natural Deicing Liquid" to GVM in the amount of \$9,225.00 for 4,500 gallons or \$2.05 per gallon for bids opened at 10:15 a.m. on October 4, 2017.

Vendor	Price Per Gallon	4500 Gallons Including Delivery Cost
GVM	\$2.05	\$9,225.00

On a motion by Mr. Halvorsen, seconded by Mr. Pielli, the Board unanimously approved Resolution 19-2017, adding various traffic control devices to include a 25 MPH signage on Saint James Road from Paoli Pike to Isabel Lane; and a Prohibited Turn at the intersection of the driveway at 1011 West Chester Pike and Rose Lane.

On a motion by Mr. Halvorsen, seconded by Mr. Meakim, the Board unanimously approved the Sewer Use Agreement between West Goshen Township, the West Goshen Township Sewer Authority and Thornbury Township (Chester County).

Mr. Tom Casey inquired about the Township's perfect attendance program and asked if it was a written policy. Mr. LaLonde and the Board responded that the perfect attendance program has been in existence for over forty years and if the program needs to be added to the employee policy manual, it will be added.

On a motion by Mr. Halvorsen seconded by Mr. Purnell, the Board voted unanimously to adjourn the meeting at 8:25 p.m.

Respectfully submitted,

Casey LaLonde
Township Secretary