

**WEST GOSHEN TOWNSHIP  
BOARD OF SUPERVISORS MONTHLY MEETING  
NOVEMBER 19, 2019**

Township Supervisors:

Ms. Robin Stuntebeck, Chair  
Mr. Hugh J. Purnell, Jr., Vice-Chair  
Mr. Edward G. Meakim, Jr., Member  
Mr. Christopher Pielli, Esq., Member (arrived at 6:13 p.m.)  
Mr. Shaun Walsh, Member

Township Officials:

Mr. Casey LaLonde, Township Manager  
Mr. Derek Davis, Assistant Township Manager  
Mr. Bill Webb, Township Zoning Officer  
Ms. Kristin Camp, Township Solicitor

**Special Board of Supervisors 2020 Budget Workshop**

A special Board of Supervisors Budget Workshop shop meeting was called to order by Chair Robin Stuntebeck at 6:02 PM.

Ms. Stuntebeck opened the meeting with the Pledge of Allegiance to the flag.

Ms. Stuntebeck requested that all audience members silence their cell phones.

Ms. Stuntebeck 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.

Ms. Stuntebeck reminded the audience of the public comment rules and procedures.

Mr. LaLonde presented the 2020 Preliminary General Fund, Waste & Recycling Fund, Sewer Operating Fund, Liquid Fuels Fund and Capital Reserve Fund Budgets.

**2020 BUDGETS – KEY FINANCIAL HIGHLIGHTS**

- No proposed millage increase in the Real Estate Tax for 2020 - 10<sup>th</sup> consecutive year with no tax increase (last increase 2010). *Millage rate 2.0 mills.*
- Sewer fees are proposed to remain the same for 2020. *Sewer \$105/qtr (no change).*
- Trash fees are proposed to remain the same for 2020. *Trash \$85/qtr (no change).*
- The 2020 General Fund Budget is currently proposing a \$188,243 deficit.
- Medical Insurance to remain the same for 2020 with a 0% increase in premiums; Dental increase 0.0%; Life Insurance increase 0.0%, Prescription Drug increase 0.0%.
- Salary and wage increase 1.71%.
- No additional Personnel Requests for 2020.
- Eliminated non-uniform LTD coverage.
- Non-uniform employee pension contribution proposed to increase from 1.00% to 2.00%.
- Professional Services are proposed to increase - Sunoco safety/evacuation plan (\$25,000); Financial Advisory fees (\$40,000); and Stormwater TMDL design fees (add' \$30,000 over prior year).
- Road Maintenance Materials are proposed to increase - 3 months of Street Sweeping expenditures (\$25,893) and design fees for Ravens Lane and Sunset Hollow (\$25,000).
- Proposed increase in contribution to Good Fellowship (\$50,000).
- Major Capital expenditures across all departments are proposed in the Capital Reserve Fund Budget for 2020.
- Major Capital expenditures are proposed to decrease by \$513,558 from the previous year.
- Proactive approach to infrastructure reconstruction: *Ravens Lane (\$1,000,000) and*

*Sunset Hollow {\$35,000} stormwater issues; and 2 Idylwild Basin Retrofits (\$215,273- a Grant will offset this project).*

- Continued focus on collecting the Township's delinquent Sewer/Trash receivables.
- No proposed Transfer to Capital Reserve for funding toward Major Capital expenditures (\$852,485).

### **Salaries and Wages**

General Fund salaries are proposed to increase \$156,760 (2.2%).

Sewer Fund salaries are proposed to decrease \$9,197 (-.6%).

Waste and Recycling salaries are proposed to increase \$2,286 (1.7%).

### **Employee Insurance**

General Fund employee insurance is proposed to decrease \$16,081 (-0.8%).

Sewer Fund employee insurance is proposed to increase \$1,707 (0.3%).

Waste and Recycling insurance is proposed to decrease \$569 (-06%).

### **GENERAL FUND REVENUES**

- The Budget 2020 General Fund Revenues are proposed to decrease \$636,361 (-3.90%) compared to Budget 2019.
- Moderate growth is proposed in the major revenue categories of Interest and Rents and Charges for Services.
- Negligible growth is proposed for the revenue category of Real Estate Taxes.
- Negative growth is proposed for the revenue categories of Transfer Taxes, Earned Income Taxes, Local Services Taxes, Licenses and Permits, Fines and Forfeits, Intergovernmental Revenue, and Miscellaneous Revenue.
- The increase in Real Estate Taxes is due to a proposed increase from Interim Real Estate Taxes.
- The increase for Interest and Rents is due to an interest rate increase on all bank accounts.
- The increase for Charges for Services is primarily due to an anticipated increase in Building Permits.
- The decrease for Earned Income Taxes are attributed to declines in Johnson & Johnson and QVC non-resident income.

### **GENERAL FUND EXPENDITURES**

- The Budget 2020 General Fund Expenditures are proposed to decrease \$399,523 (-2.46%) as compared to Budget 2019.
- Salary increase, net increase \$156,760.
- Continuation of non-uniformed salary compensation program effective 2016.
- Employee insurance decrease (-0.8%), net decrease \$16,081.
- Pension cost increase per MMD (0.6%), net increase \$4,478.
- Eliminated non-uniform LTD coverage, net decrease \$29,000.
- Workers Compensation increase (3.2%), net increase \$7,225.

- Tuition Reimbursement decrease (-61.6%), net decrease \$38,500.
- Conferences and training decrease (-21.2%), net decrease \$29,635.
- Parks Operating expense decrease (-15.1%), net decrease \$16,350.
- Professional Services proposed to increase (22.4%), net increase \$74,600.
- Road Maintenance Materials proposed to increase (25.4%), net increase \$50,893.
- Repairs and Maintenance proposed to decrease (-10.2%), net decrease \$34,632.
- Misc. Contributions increase primarily due to an increased contribution to Good Fellowship, net increase \$25,000.
- Major Capital items proposed for 2020 are to be paid out of the Capital Reserve Fund.
- Transfer to Capital Reserve is for Debt Service only in 2020. No transfer of funds are proposed to cover Major Capital Expenditures, net decrease \$676,915.

## SEWER FUND SUMMARY

- The proposed 2020 Sewer Fund Budget projects a budgetary surplus of approximately \$676,574 with an ending fund balance of approximately \$6,500,815.
- Total revenues are proposed to increase \$19,774 over the 2019 Budget.
- Total expenditures are proposed to decrease \$112,710 over the 2019 Budget.
- Budget changes include:
  - 0.6% salary and wage decreases. *Net decrease -\$9,197.*
  - Employee insurance increase. *Net increase +\$1,707.*
  - Eliminated non-uniform LTD coverage. *Net decrease -\$11,000.*
  - Pension MMO to decrease. *Net decrease -\$20,419.*
  - Property liability insurance increase. *Net increase +\$34,874.*
  - Chemicals increase, *net increase +\$10,000.*
  - Sludge Removal to increase, *net increase +\$10,000.*
  - Major Capital proposed for 2020-gator and truck #302 replacements. *Net decrease -\$135,500.*

## WASTE & RECYCLING FUND SUMMARY

- The proposed 2020 Waste & Recycling Fund Budget projects a budgetary deficit of approximately \$300,034 with an ending fund balance of approximately \$1,834,677.
- Total revenues are proposed to increase \$24,050 over the 2019 Budget. This increase is primarily due to an increase in Collection Fees.
- Total expenditures are proposed to increase \$143,964 over the 2019 Budget.
- Budget changes include:
  - 3.0% salary and wage increases. *Net increase +\$2,286.*
  - Employee insurance decrease. *Net decrease -\$569.*
  - Legal services decrease. *Net decrease -\$5,000.*
  - Recyclable Returns to increase as rebates, previously received to *offset* program costs, are discontinued as a result of changes in the recycling market. *Net increase +\$3,333.*
  - Contracted collection & disposal increase primarily due to the first option year to extend the existing 3 year

- trash contract. *Net increase* +\$62,864.
- Tipping Fees increase. *Net increase* +\$100,000.
- Other Recycling expense decrease. *Net decrease* -\$12,400.

Mr. LaLonde completed the 2020 budget presentation.

Mr. Walsh stated that he recommends several transfers occur for the 2020 budget.

Mr. Walsh stated that he supports transferring \$1,700,000 from the General Fund to the Capital Reserve Fund.

Mr. Walsh stated that he supports transferring excess funds from the Sewer Fund to the Authority's Capital Reserve Fund.

Mr. Walsh stated that he supports transferring \$1,500,000 to the Sewer Authority for the upcoming Interceptor repair project.

Mr. Walsh made a motion to move the balance of the \$1,487,000 from the Sewer Fund to the Sewer Authority, seconded by Mr. Meakim.

Douglas White had comments regarding this transfer.

Margie Swart had comments regarding this transfer.

There being no additional discussion, the motion to move the balance of the \$1,487,000 from the Sewer Fund to the Sewer Authority was approved unanimously.

On a motion by Mr. Walsh, seconded by Mr. Meakim, the Board unanimously approved a transfer \$1,487,000 from the Sewer Revenue Fund to the Sewer Revenue Account.

On a motion by Mr. Purnell, seconded by Mr. Meakim, the Board unanimously adjourned the budget workshop discussion at 7:08 p.m.

**Please view this meeting's video recording via YouTube with the link located at [www.westgoshen.org](http://www.westgoshen.org).**

### **Regular Monthly Board Meeting**

The regular monthly meeting of the Board of Supervisors of West Goshen Township was called to order by Chair Robin Stuntebeck, at 7:14 p.m. on Tuesday, November 19, 2019 at the West Goshen Township Administration Building.

Ms. Stuntebeck opened the meeting with the Pledge of Allegiance to the Flag.

Ms. Stuntebeck requested that all audience members silence their cell phones.

Ms. Stuntebeck 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.

Ms. Stuntebeck reminded the audience of the public comment rules and procedures.

### **2020 Budget Discussion – Continued**

Mr. Walsh made a motion to transfer \$1,700,000 from General Fund to Capital Reserve Fund, seconded by Mr. Pielli.

Douglas White had questions regarding the budget and the transfer.

The motion carried 4-0-1 with Mr. Purnell abstaining.

Mr. Purnell made a motion to advertise the 2020 Budgets with Mr. Walsh's additions, seconded by Mr. Meakim.

Margie Swart had questions regarding the 2020 budget.

The motion carried unanimously.

#### **Historic Resources Ordinance Discussion Postponement**

Ms. Stuntebeck announced that the Historical Commission discussed the proposed Historic Resources Ordinance at their October 24, 2019 meeting. The meeting followed a mailing done by the Township staff to inform those property owners that their properties were on the proposed Historic Resources inventory.

She stated, that based on feedback, adjustments will be made to the Ordinance by the Historical Commission during meetings in January and February 2020.

Several residents spoke about the proposed Ordinance, including Leonard Andrea, Joe Blubello and Ashley Gagne.

#### **Monthly Township Reports**

Chief Joseph Gleason provided the Police Department report for the month of October 2019. Chief Gleason stated that handouts on ReadyChesCo and Smart 911 are in the back of the meeting room.

Andrea Testa provided the Fire Marshall's report for the month of October 2019.

John Beswick provided the Building Official's Report for the month of October 2019.

#### **Meeting Minutes Approval**

Mr. Purnell made a motion to approve the meeting minutes of October 15, 2019 and November 6, 2019, seconded by Mr. Meakim.

Margie Swart had comments regarding the October 15, 2019 and November 6, 2019 meeting minutes.

The Board unanimously approved the meeting minutes of October 15, 2019 and November 6, 2019.

#### **Treasurer's Report Approval**

Mr. Purnell made a motion to approve the Treasurer's Report dated October 31, 2019, for the General Fund, the Sewer Revenue Fund, the Waste & Recycling Fund, and the Capital Reserve Fund, and the bills to be paid from these Funds, seconded by Mr. Meakim.

Margie Swart had comments regarding the October 31, 2019 Treasurer's Report.

The Board unanimously approved the motion.

### **Board of Supervisors' Announcements**

Mr. Walsh announced that the West Chester Area Council of Governments (COG) renewable energy planning project presentation was conducted by Cadmus, the consulting firm hired to perform the project at the November 7, 2019 COG meeting. He stated that the final Cadmus presentation has been moved to January, 2020, to the next public COG meeting and the findings will be presented by Cadmus and the COG advisory group. The public is invited to attend.

Ms. Stuntebeck announced that after receiving much public comments regarding the proposed West Chester University Overlay Project's PUC1 District, the Board of Supervisors removed as many residential properties from the proposed District as possible. She stated that residents formed their own advisory group for the Overlay project. This Overlay project discussion has been postponed to January, 2020 so the new Board members may have a say on the project.

Mr. Pielli stated that the Park & Recreation Department has several bus trips upcoming, including to Radio City Music Hall and a New York City "On Your Own" trip, all sponsored by the Township's Park & Recreation Department.

### **Township Manager's Announcements**

Mr. LaLonde announced that December Sewer Authority meeting had been postponed to Thursday, December 5, 2019. Mr. LaLonde announced that trash and bulk trash collection has been moved to Friday, November 29, 2019 due to the Thanksgiving holiday

### **Township Engineer's Stormwater / Woodlands at Greystone Announcements**

In lieu of Mr. Craig, Mr. LaLonde announced that Aram Avenue, the main collector road for The Woodlands at Greystone was complete and the developer is waiting for PennDOT approval to turn on the traffic signals at Phoenixville Pike and Pottstown Pike.

### **Zoning Officer's Announcements**

Mr. Webb announced that three applications would be heard on December 4, 2019 by the Zoning Hearing Board. The first was Hearing 19-2019, for 706 E. Market Street for owner Eli Kahn for a sign variance.

The second was Hearing 20-2019, for 720 E. Market Street for owner Eli Kahn for the Auto Haus property that is to have a Tru-Mark Financial Bank built on the property and needs a variance. The Board of Supervisors took no position on the application.

In a related note, on a motion by Mr. Meakim, seconded by Mr. Purnell, the Board voted unanimously to schedule a Board of Supervisors Conditional Use Hearing, Application 4-2019, for the December 17, 2019 Board of Supervisors meeting.

The third was Hearing 21-2019, for The Woodlands at Greystone / NV Homes for several sign variances. The Board took no position on the variances except that they were opposed to the installation of the two pillars at the entrance of the street on which the "estate" homes will be built.

### **Ordinance No. 9-2019 – Stormwater Ordinance Update**

Ms. Camp introduced Ordinance No. 9-2019, an update to the Township's stormwater Ordinance. Ms. Camp stated that this is an update to the Township's stormwater Ordinance in response to a recent update to

Pennsylvania law through Pennsylvania Act 15 of 2018 that requires an exemption for agriculture “high tunnel” structures. “High tunnel” structures are Quonset hut-style greenhouses and other buildings used in agriculture. Ms. Camp stated that proposed Ordinance was submitted to The Daily Local News and advertised on November 6, 2019 and submitted to the Chester County Law Library on October 17, 2019.

Mr. Purnell made a motion to approve Ordinance No. 9-2019, seconded by Mr. Walsh.

Margie Swart had comments regarding Ordinance No. 9-2019.

The Board unanimously approved Ordinance No. 9-2019.

#### **Ordinance No. 10-2019 – Wireless Communications**

Ms. Camp provided an overview of proposed Ordinance No. 10-2019, amending the Township’s existing Wireless Communications Ordinance. The proposed amendment is in response to changes in Federal Communications Commission requirements on wireless communications facilities.

Ms. Camp stated that the Ordinance was advertised in the October 30, 2019 and November 6, 2019 editions of The Daily Local News, submitted to the Chester County Law Library, the Chester County Planning Commission and received a unanimous recommendation from the West Goshen Township Planning Commission on October 8, 2019.

Mr. Purnell made a motion to approve Ordinance No. 10-2019, seconded by Mr. Meakim.

Margie Swart had questions regarding the proposed Ordinance.

The Board unanimously approved the motion.

#### **Resolution 19-2019 – Greenhill Road Traffic Signal Application**

Mr. LaLonde introduced Resolution 19-2019, an update to the existing traffic signal at the intersection of Greenhill Road and Boot Road. He stated that this traffic signal application would add left turn arrows to the existing northbound and southbound Greenhill Road signals at its intersection with Boot Road. He stated this is part of the Boot Road Restriping Project.

On a motion by Mr. Purnell, seconded by Mr. Pielli, the Board unanimously approved Resolution 19-2019.

#### **2019 Surplus Vehicles Bids**

Mr. LaLonde stated that the Township recently put out to bid several surplus vehicles.

On a motion by Mr. Purnell, seconded by Mr. Walsh, the Board unanimously approved the sale of the four vehicles in bold in the following table, plus the donation of the 2005 Ford Escape to the West Chester Fire Company for training purposes.

<b>Vendor</b>	<b>2009 Ford Crown Victoria</b>	<b>2010 Ford Crown Victoria</b>	<b>2005 Ford Escape</b>	<b>2008 Dodge Sprinter Van</b>	<b>2011 Ford Escape</b>
Vinh Dai 805 Belvoir Road Plymouth Meeting, PA 19462	\$500.00				
John Meaney 609 Bridge Street Phoenixville, PA 19460	<b>\$2,253.00</b>	<b>\$2,253.00</b>		\$9,462.00	
Al Vennettilli 4432 Mountain Laurel Circle Collegeville, PA 19426					\$1,501.00
Kenneth Lehr 1365 Cedar Hollow Road Paoli, PA 19301					<b>\$4,120.00</b>
Margie Swart 1519 Links Drive West Chester, PA 19380				\$2,650.00	
Chicago Motors 2438 Fen View Circle Island Lake, IL 60042	\$450.00	\$850.00		\$1,500.00	\$3,050.00
Rached Miahri 27 Hart Street Warminster, PA 18974				<b>\$17,000.00</b>	

### **2019 Senior Citizen Trash and Sewer Rebate Program**

Mr. LaLonde introduced the 2019 senior citizen trash and sewer rebate program. As in prior years, those senior citizens meeting specific criteria will be mailed a check reimbursing them eighty percent (80%) of their annual Township trash and sewer bills.

On a motion by Mr. Purnell, seconded by Mr. Meakim, the Board unanimously approved the 2019 Senior Citizen Trash and Sewer Rebate Program.

### **3<sup>rd</sup> Party Electrical Inspector Approval**

Mr. LaLonde introduced a request from Campbell Inspection Services to be added to the Township's approved list of the 3<sup>rd</sup> party electrical inspectors.

Mr. Meakim made a motion to approve Campbell Inspection Services as a 3<sup>rd</sup> party electrical inspector, seconded by Mr. Walsh.



Margie Swart had comments regarding the approval of the 3<sup>rd</sup> party electrical inspector.

The Board unanimously approved the 3<sup>rd</sup> party electrical inspector.

**Public Comment**

Robert Brochet made comment on snow throwback from Township trucks to his property.

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There being no further business, on motion by Mr. Purnell, seconded by Mr. Meakim, the meeting adjourned at 8:35 p.m.

Respectfully submitted,

Casey LaLonde  
Township Secretary