

**WEST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS TELECONFERENCE MEETING
JULY 21, 2020**

Township Supervisors:

Ms. Robin Stuntebeck, Chair
Mr. Shaun Walsh, Vice-Chair
Ms. Ashley Gagné., Member
Mr. John Hellmann, Member
Mr. Hugh Purnell, Member

Township Officials:

Mr. Casey LaLonde, Township Manager
Mr. Derek Davis, Assistant Township Manager
Mr. Richard J. Craig, Township Engineer
Mr. Dave Woodward, Director of Public Works
Lt. Michael Carroll, Police Department
Mr. Bill Webb, Township Zoning Officer
Ms. Kristin Camp, Township Solicitor

The regular monthly meeting of the Board of Supervisors of West Goshen Township was called to order by Chair Robin Stuntebeck, at 7:00 p.m. on Tuesday, July 21, 2020 at the West Goshen Township Administration Building. The meeting was held via TeleConference due to the on-going COVID-19 situation.

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

Ms. Stuntebeck announced the TeleConference meeting rules of conduct.

Supervisors' Discussion with Barbacane Thornton on 2019 Township Audit

Steve Kutsuflakis, CPA and Partner at Barbacane Thornton & Company provided an overview of the 2019 Township audit. The presentation was rescheduled due to a technical problem at an earlier Board of Supervisors meeting.

Mr. Kutsuflakis provided an overview of the various methods utilized by the Barbacane Thornton & Company staff to conduct the 2019 Township audit to produce the audited financial report. Mr. Kutsuflakis explained the obstacles presented by the COVID-19 situation to complete the 2019 audit, but the audit was completed normally and on schedule.

The discussion lasted approximately forty-two (42) minutes and Mr. Kutsuflakis responded to questions from the Board of Supervisors and residents Dr. Douglas White, Ms. Margie Swart and Ms. Tinamarie Smith. The lengthy question and answer period may be viewed on the Township's YouTube page with a link found on the Township's website at www.westgoshen.org.

Monthly Reports

Lt. Michael Carroll provided the monthly report for June 2020.

Ms. Margie Swart had questions regarding Township crime statistics.

Supervisors Announcements

Mr. Hellmann nominated Ms. Cynthia Sheikh to the Township Planning Commission and withdrew the nomination with the understanding the Ms. Sheikh has interest in being nominated to the Township Sustainability Committee.

Mr. Hellmann made a motion to appoint Alessandra O'Reilly Bellwoar to the Township Planning Commission, seconded by Mr. Walsh. Mr. Purnell stated his abstention, as he did not review the applicants' resumes. The motion carried 4-0-1 with Mr. Purnell abstaining.

On a motion by Mr. Walsh, seconded by Mr. Purnell, the Board unanimously appointed Angelo Savelloni to the Township Pension Committee.

Board of Supervisors Meeting
July 21, 2020
Page 2

Mr. Hellmann announced that he applied to and was accepted into the PSATS Municipal Government Academy (PGMA) to develop his knowledge of Township operations.

Ms. Gagné announced that the Township had begun the process of selecting the next Township Chief of Police with her acting as the search committee Chair and Mr. Hellmann and Vice-Chair.

Ms. Gagné announced that she had attended a PSATS webinar on Police issues.

Ms. Gagné discussed the Township Sustainability Committee.

Ms. Stuntebeck announced that she would be speaking with Township Finance Department staff on a COVID-19 pandemic response plan.

Township Manager's Announcements

Mr. LaLonde announced that the 2020 Paving Program had concluded.

Township Engineer Stormwater Update – Woodlands at Greystone Update

Mr. Craig announced that the Sunoco Mariner II grant projects were under design by Herbert Rowland and Grubic for the Idlewyld stormwater basin retrofit project and the Sewer Plant's Goose Creek riparian buffer project.

Mr. Craig announced that home construction was on-going at The Woodlands at Greystone and that Dam 181 reconstruction continues.

Zoning Officer's Announcements

Mr. Webb announced that the Zoning Hearing Board was scheduled to meet Thursday night for two in-person Hearings. He stated that all Centers for Disease Control precautions will be taken.

Final Land Development Plan for Roslyn Swim Club

Mr. Craig introduced the Final Land Development approval for the Roslyn Swim Club at 838 Spruce Avenue.

Ms. Gagné made a motion to table the approval. After a brief discussion, Ms. Gagné withdrew her motion.

On a motion by Mr. Hellmann, seconded by Mr. Purnell, the Board unanimously approved the plan.

Final Land Development for 600 Greenhill Road

Mr. Craig introduced the Final Land Development Plan for 600 Greenhill Road for MAZ Construction – Greenhill, LLC.

Mr. Hellmann made a motion to approve the plan contingent on final PennDOT approval, seconded by Mr. Purnell.

Dr. Douglas White had comments regarding the project.

Ms. Margie Swart had comments regarding the project.

The motion carried unanimously.

Final Land Development for Callahan Pool Plastering at 1198 Phoenixville Pike

Mr. Craig introduced the Final Land Development Plan approval for Callahan Pool Plastering at 1198 Phoenixville Pike.

On a motion by Mr. Purnell, seconded by Mr. Walsh, the Board unanimously approved the Final Land Development plan.

205 Carter Drive Agreement Between West Goshen Township and West Chester University

Ms. Camp introduced the Agreement between West Goshen Township and West Chester University to allow the University to temporarily use 205 Carter Drive for educational purposes during the COVID-19 situation.

Mr. Brian Nagle, Counsel for the University, was present for the discussion.

On a motion by Mr. Walsh, seconded by Ms. Gagné, the Board unanimously approved the Agreement.

Resolution 10-2020 – CADMUS Renewable Energy Plan

Mr. Walsh introduced the proposed Resolution 10-2020, accepting the CADMUS Renewable Energy Plan for West Goshen Township.

A brief discussion occurred with additional comments by Mr. Tom Casey.

On a motion by Mr. Walsh, seconded by Ms. Stuntebeck, the Board approved Resolution 10-2020 4-1 with Mr. Purnell voting no.

Township Website Proposal

Mr. Davis introduced the proposal from CivicPlus to develop a new Township website. Mr. Davis provided a presentation on the website's design and implementation process and schedule. The CivicPlus proposal's cost is \$23,942 for design and implementation in year one with annual services beginning in year two at \$4,754.

There was some discussion about the implementation schedule and some confusion on the costs. Mr. Davis would seek clarification from CivicPlus on their proposal.

Ms. Gagné made a motion to accept the CivicPlus proposal with the sought contract clarification, seconded by Mr. Hellmann. The motion carried unanimously.

Various Township Finance Department Policies Approval

Mr. LaLonde introduced updates to several Township Finance Department policies including "Purchase Orders and Accounts Payable Policy," "Payroll Policy," "General Journal Entries Policy," "Manual Check Request Policy," "General Cash Receipts Policy," "Cash Disbursement Policy," "Utility Billing Cash Receipts Policy" and "Real Estate Tax Collection Policy."

On a motion by Mr. Purnell, seconded by Ms. Stuntebeck, the Board unanimously approved the various policy updates.

Chapter 57, "Parks and Recreation Areas" Ordinance Amendments Discussion

Ms. Camp introduced a draft of Amendments to the existing Township Chapter 57, "Parks and Recreation Areas" Ordinance. She stated Township staff had brought forth concerns regarding the existing Ordinance and this Amendment sought to clarify some ambiguous areas of the existing Ordinance.

After a lengthy discussion the matter was tabled to a future Board meeting.

Discussion of 2020 Mid-Year Budget Review

This item was tabled to the August 5, 2020 Board workshop meeting.

June 30, 2020 Treasurer's Report

Mr. Purnell made a motion to approved the June 30, 2020 Treasurer's Report and the bills to be paid from the various Township Funds, seconded by Mr. Walsh.

Ms. Margie Swart had various questions including regarding a General Fund payroll increase from period to the next period. Mr. LaLonde responded that a Police Sergeant employee had retired and that was accrued time payout.

Ms. Swart asked about the employee's DROP payment and Mr. LaLonde responded that the DROP payment is from the Township's Police Pension and that she wouldn't see that reflected in the General Fund expenditures.

Ms. Swart asked about approximately \$75,000 in engineering fees and asked who reviews those invoices. Mr. LaLonde responded that Mr. Woodward, himself, the Accounts Payable Clerk and the Finance Director review all of the invoices.

Ms. Swart asked about the "MUNI" software discussed at tonight's meeting. Mr. LaLonde responded that MUNIS is the Township's financial software by Tyler Technologies from Texas and that the Township has had that software since 1999.

The motion was approved 5-0.

Public Comment

There was no public comment.

Please view this meeting's video recording via YouTube with the link located at www.westgoshen.org.

There being no further business, on motion by Mr. Purnell, seconded by Ms. Stuntebeck, the meeting adjourned at 10:07 p.m.

Respectfully submitted,

Casey LaLonde
Township Secretary