

**WEST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS TELECONFERENCE MEETING
DECEMBER 15, 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
Ms. Christine Riffey, Finance Director
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, December 15, 2020. 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.

Monthly Reports

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

Supervisors Announcements

Ms. Stuntebeck announced that The Woodlands at Greystone Neighborhood Improvement District Management Association (NIDMA) met last week and passed the Resolution for the 2021 assessments for the properties.

Mr. Hellmann announced that he attended a hazard mitigation plan workshop, attended a hazard mitigation webinar on November 9th and then met with Township staff on November 24th to discuss specific mitigation actions that could be added to the plan. He stated that they specifically discussed developing a pipeline emergency response plan and also conducting table-top exercises for first responders.

Mr. Hellmann announced that he attended a PSATS Right-To-Know and Sunshine act webinar.

Mr. Walsh announced that he continues to be involved in an advisory group on behalf of the West Chester Area Council of Governments (WACOG) that continues to investigate moving forward with a power purchase agreement to access renewable energy. He stated that through this power purchase agreement, the Township could well be at a lower price for energy than we are currently payment. He stated that some responses were received in November from a Request for Information that was sent out and that those responses are currently being analyzed. He stated that the next steps will occur in January including hiring a consultant to formulate more formal approach to soliciting proposals.

Ms. Gagné introduced representatives Kim Holman and Chaz Brogan from Good Fellowship Ambulance Corps. Executive Director Kim Holman and Director of Operations Chaz Brogan provided an overview of Good Fellowship's COVID-19 pandemic response and of their daily operations. Ms. Holman stated that Good Fellowship was experiencing its highest call volume in two years. The Board thanked Ms. Holman for Good Fellowship's hard work during the pandemic and for updating the Board.

Township Manager's Announcements

Mr. LaLonde announced that the Board of Supervisors held an Executive Session on December 15, 2020 to discuss potential litigation.

Mr. LaLonde announced that due to the incoming snow storm, Township trash collection was cancelled for Thursday, December 17, 2020 and that this Saturday's curbside yard waste collection postponed to December 21 and 22, 2020.

Again, due to the incoming snow storm, Mr. LaLonde requested the Board of Supervisors declare a Snow Emergency from 11:00 a.m., December 16, 2020 to 11:00 a.m., December 18, 2020.

Mr. Purnell made a motion to declare the Snow Emergency, seconded by Mr. Hellmann.

Ms. Margie Swart asked what a Snow Emergency entails. Mr. LaLonde stated that if Pennsylvania is deemed to have enough damage from the storm, that the federal government will declare a disaster area and that the Township could apply for 75% reimbursement for storm-related expenses. Ms. Swart stated that the Board passing the Snow Emergency doesn't assure anything. Mr. LaLonde responded that the state has to declare a disaster area, but that we haven't had one declared in a few years and that it takes millions of dollars of damages in order to declare a disaster area.

The motion to declare a Snow Emergency was approved unanimously.

Township Engineer Stormwater Update – Woodlands at Greystone Update

Mr. Craig announced that regarding The Woodlands at Greystone, that construction of the various pedestrian bridges is on-going.

Zoning Officer's Announcements

Mr. Webb announced that there are no scheduled Zoning Hearings.

He stated that property maintenance liens have been filed against five properties for summer mowing expenses.

Final Land Development for relocation of Building 3 for Goshen Leisure Equipment

Mr. Craig introduced a Final Land Development for the relocation of Building 3 for Goshen Leisure Equipment at 11 Hagerty Boulevard.

Mr. Adam Brower, applicant's engineer, stated that it was a reconfiguration of the original Land Development.

Mr. Walsh asked if the parking spaces would result in an increase in impervious surface. Mr. Craig stated that those parking spots are for future expansion, but they would remain green for now.

Mr. Hellmann inquired about stormwater management on the site. Mr. Brower responded that rain gardens will be installed to handle the two-year storm event up to and including the one hundred-year storm event.

Mr. Hellmann also inquired if the building would be built solar-ready. Mr. Brower stated that is something the developer is looking at.

Mr. Purnell made a motion to approve the Final Land Development Plan, seconded by Mr. Hellmann.

Ms. Margie Swart asked that once a development is approved, is there a time limit on how long an applicant can take to finish the plan. Mr. Craig responded, no, there is not. He stated that there is a time limit to start the project of five years, but once the project starts, there is not a time limit to complete it.

The Board unanimously approved the Final Land Development Plan for 11 Hagerty Boulevard.

Presentation of 2021 Final General Fund and other Township Budgets

Ms. Stuntebeck turned the meeting over to Mr. Walsh, who stated that the Board previously discussed and approved the Preliminary 2021 budget in November and that the Board has resolved several outstanding budget items. He stated those items were related to fire company contributions and the Good Fellowship Ambulance contribution and police dispatch.

Mr. Walsh stated that there are still three issues to resolve tonight in order to adopt the final budget and pass the Resolution. He stated that one of the issues include the amount for 2021 training and conferences; the cost to evaluate the stormwater system's corrugated metal pipe and the potential engineering cost to do that work; and Hugh Purnell's request for a Fame Fire Company donation.

Mr. Walsh turned the meeting over to Ms. Christine Riffey, Township Finance Director. Ms. Riffey presented the 2021 Final Budget highlights via a slide show. Ms. Riffey presented the Final Budget numbers, given the public discussions the Board has had during the November Preliminary Budget presentation. She stated that the 2021 is final, except for those changes that need to be discussed after the presentation.

Stormwater Comprehensive Plan Discussion

Mr. Hellmann asked about the transfer to Capital Reserve of \$80,000. Ms. Riffey stated that is the Stormwater Comprehensive Plan to be discussed tonight. A brief discussion ensued regarding the costs of the stormwater pipe evaluation. Mr. Hellmann stated that the Township needs to address this issue and create a plan to deal with it.

Fame Fire Company Capital Campaign Donation Discussion, Part 1

Mr. Purnell asked how much money the Township would have in reserve after the \$3,000,000 deficit. Ms. Riffey stated that the Township is projected to have \$8,600,000 in reserves.

Mr. Purnell stated that there is still a question about the \$25,000 Fame Fire Company donation, given Mr. Ronayne's presentation at the beginning of the month. Mr. Purnell suggested the Township could spread out its contribution over three years and he suggested we do so. He suggested \$10,000 per year for three years, in lieu of the \$25,000 for 2021. Mr. Walsh thanked Mr. Purnell for the suggestion and stated we will come back to this discussion after Ms. Riffey finishes her presentation.

Continued 2021 Budget Presentation

Ms. Riffey continued her presentation, showing the 2021 Capital Reserve budget. Ms. Gagné had questions regarding the Stormwater Comprehensive Plan and expenditures for the Plan.

Ms. Margie Swart asked if the General Fund could just pay for those stormwater expenses, instead of making a transfer to the Capital Reserve Fund. Mr. Walsh stated that the Township is treating stormwater expenses as an asset to the stormwater system and it is good practice to show that it is being funded from a capital account like the Capital Reserve Fund. He stated it is the differentiation between ongoing annual expenses associated with permit compliance, operations versus an investment and a capital asset like a stormwater system.

Mr. Hellmann asked if the Township expects any drastic change to our revenues anticipated this year and next year following this pandemic. Ms. Riffey stated she does not expect any drastic changes and for example, the Township has exceeded the budget revenue for real estate transfer taxes due to The Woodlands at Greystone

project. She stated she also does not see any problems with earned income taxes that we are on track to exceed our 2020 budget.

Continued Discussion of Three Remaining 2021 Budget Items

Mr. Walsh began the discussion of the three remaining 2021 budget items.

Mr. Walsh stated that Derek Davis provided an internal budget memo for 2021 conferences and training and the impact of COVID on the ability for staff to do training in person and hold conferences for continuing education. He stated that the budget number has assumed a more normal year and allows some headroom to reduce the training and conference costs across departments. Mr. Walsh stated that the proposed reduction is \$18,590 from the various travel and training budgets. He stated that the Board could actually make additional cuts. Mr. Walsh stated that he would like to see save enough money in training and conferences to pay for the consulting engineer associated with stormwater. He stated that he recommends a cut of \$30,000 to the travel and training budget to pay for the HRG stormwater consulting fees. However, Mr. Walsh stated that he is an advocate of training and having the staff maintain their credentials and certifications and that Township management would ensure that staff are availing themselves of training as needed.

Mr. Walsh stated that he supports a \$10,000 contribution to Fame Fire Company for 2021.

Mr. Hellmann stated that he supported the \$30,000 decrease in the training budgets.

Mr. Hellmann stated that he supported the \$10,000 contribution to Fame Fire Company, but that the Township should examine it from year to year.

Ms. Gagné asked about the breakdown of travel and training expenses. Mr. Davis stated he estimates that forty percent of the costs are registration and sixty percent for travel.

Ms. Gagné suggested that spending \$10,000 on employee training instead of a contribution to Fame Fire Company. Ms. Gagné stated the Township already gave them a \$100,000 one-time contribution which was the biggest contribution that anyone around here had given to them and it seems they exceeded their budget.

Ms. Stuntebeck asked Mr. Davis for his insight on the types of training and conferences Township staff would be attending in 2021. Mr. Davis stated that some may be pushed back to fall, but it is unknown at this time.

Mr. Walsh stated that he would like to see the travel and training budget reduced by \$30,000 for 2021 and possibly revisit that mid-year when more clarity is available for what's been pushed back. Ms. Stuntebeck agreed.

Mr. Walsh made a motion to reduce the travel and training budget by an additional \$11,410 and to accept the \$80,000 required to move the Stormwater Comprehensive Plan forward; and to reduce the Fame Fire Company contribution to \$10,000 and change the Goshen Fire Company contribution to an increase of \$79,532, in addition to what was in the Preliminary Budget. Ms. Stuntebeck seconded the motion.

Ms. Margie Swart thanked the Board for their thoughtful and thorough consideration of the proposed budget changes and asked to ensure that those conferences and training budget reductions are for non-uniformed and not uniformed expenses. Mr. Davis stated that the expense reductions proposed had nothing to do with the uniform conferences and training.

The Board approved the motion unanimously.

Given the changes to the Final Budget, Ms. Riffey began work to update those budget numbers for Resolution 19-2020. In the meantime, the Board moved on to the next agenda item.

Resolution 20-2020 – Adopting the 2021 Real Estate Tax Millage Rate

Mr. LaLonde read Resolution 20-2020, adopting the 2021 Township Real Estate Tax Millage rate of 2.00 mills.

Mr. LaLonde stated that there is no tax increase for 2021.

On a motion by Mr. Walsh, seconded by Mr. Hellmann, the Board unanimously approved Resolution 20-2020.

2021 Fuel Bids

Mr. LaLonde provided a review of the two separate bids received and opened on December 19, 2020 at 10:15 a.m. for the Township’s 2021 Fuel Bid.

Mr. Purnell made a motion to approve the 2021 Fuel Bid, seconded by Mr. Walsh.

Mr. Walsh asked if the bid numbers compare to last year’s numbers. Mr. LaLonde stated just a bit higher.

Mr. Hellmann inquired about the bidding process and why don’t more people bid on this. Mr. LaLonde stated that these are the two main bidders we have been seeing for the last several years and that the Township has strict requirements on delivery times in certain circumstances.

The Board unanimously approved the motion.

Vendor	Unleaded Gasoline (Fuel Island)	Bio Clear Ultra Low Sulfur Diesel (Fuel Island)	Low Sulfur Heating Oil	Dyed Ultra Low Sulfur Diesel Fuel (Generator)
Riggins Inc 3938 S Main Rd Vineland, NJ 08360	\$1.4045	\$1.6102	\$2.3062	\$1.9238
Reilly & Sons Inc P.O. Box 183 Exton, PA 19341	\$1.438	\$1.623	No Bid	No Bid

Raven's Lane Stormwater Project Easements Approval

Mr. LaLonde stated that the Township has obtained signed easements for the Raven's Lane Stormwater Project. Ms. Camp stated that the easements were for temporary construction and permanent access.

Mr. Purnell made a motion to approve all eleven easements for the project, seconded by Ms. Gagné.

Ms. Margie Swart asked what was the difference between a stream and a stormwater pipe running through private property. Ms. Camp stated that the US Environmental Protection Agency identifies what is considered a storm sewer system and that anytime a stormwater pipe leads to a Township road and inlets in that road, that will be considered part of the municipal storm sewer system.

The Board unanimously approved the motion.

Resolution 19-2020 Adoption of 2021 Township Budgets

Mr. LaLonde read the updated version of Resolution 19-2020, containing the final budget numbers as discussed earlier in the meeting and the changes made by the Board of Supervisors.

For the General Fund in the amount of \$19,830,452;
For the Sewer Fund in the amount of \$7,252,242;
For the Waste & Recycling Fund in the amount of \$2,648,634;
For the State Highway Aid Fund in the amount of \$760,000;
For the Capital Reserve Fund in the amount of \$3,410,238.

Mr. Walsh made a motion to approve Resolution 19-2020, seconded by Mr. Purnell.

Ms. Margie Swart stated that she is concerned with her calculations of a nine percent (9%) increase in expenditures from 2020 to 2021, however with revenues only increasing by four percent (4%). She stated she is concerned that expenditures are going through the roof. Ms. Swart had comments regarding the expenditures paid by the Township for recycling returns. She stated that she recommends the Sustainability Committee look into that issue.

Ms. Margie Swart had questions regarding the road maintenance materials and construction materials. Ms. Riffey explained the difference between road maintenance materials expenditures and construction materials expenditures and that some expenditures are for road paving and some for stormwater repair work.

Ms. Margie Swart questioned the "buildings" budget that once captured someone's salary but doesn't any more. Mr. LaLonde stated that the employee is a public works employee, so his salary is captured in that budget.

Ms. Margie Swart asked for clarification on where the Township Manager's and Assistant Manager's salaries come out of. Mr. Walsh stated that the expenses are split between administration and sewer accounts. Ms. Swart stated that Waste & Recycling paid a portion of the salaries. Mr. LaLonde stated that is no longer the case.

Mr. Walsh stated that he wanted to go back to one of Ms. Swart's early comments regarding the overall budget situation and comment on that. He stated that there are several extraordinary expenditures that the Township is going to experience in 2021 that are not typical, for example, payment for retirement payouts to staff who've had

many years of dedicated service, particularly in the Police Department. He stated that is a substantial one-off cost. He also stated we had an increase in the pension Minimum Municipal Obligation, driven by changes in two actuarial charts and by investment account performance in 2018, used in the calculation.

Mr. Walsh stated that as we look at 2022 and beyond, our overall revenue and expenses are pretty much in line.

Mr. Walsh stated that the Township faces major capital investments needed in stormwater and on-going funding of the sewer system.

Ms. Swart stated that she hopes in the future we can raise taxes for those stormwater projects instead of implementing a stormwater fee. Mr. Walsh stated that the Board will consider all options we have on stormwater compliance, both for our permit and to invest in these capital assets of the Township.

As to the motion regarding Resolution 19-2020, the Board approved the Resolution unanimously.

Meeting Minutes Approval for November 17, 2020 and December 2, 2020

Mr. Purnell made a motion to approve the November 17, 2020 meeting minutes with the amendments proposed by Mr. Hellmann. Mr. Hellmann seconded the motion. The Board unanimously approved the motion.

Mr. Purnell made a motion to approve the December 2, 2020 meeting minutes with the amendments proposed by Mr. Hellmann. Mr. Walsh seconded the motion. The Board unanimously approved the motion.

November 30, 2020 Treasurer's Report

On a motion by Mr. Purnell, seconded by Mr. Hellmann, the Board unanimously approved the November 30, 2020 Treasurer's Report and the bills to be paid from the various Township Funds.

Public Comment

Mr. Margie Swart suggested that the 2022 budget include the Restricted Parks Fund.

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 Mr. Walsh, the meeting adjourned at 9:07 p.m.

Respectfully submitted,

Casey LaLonde
Township Secretary