

**WEST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS
TELECONFERENCE ORGANIZATIONAL MEETING
January 4, 2021**

Township Supervisors:

Ms. Robin Stuntebeck, Member
Mr. Shaun Walsh, Member
Ms. Ashley Gagné, Member
Mr. John Hellmann, Member
Mr. Hugh J. Purnell, Member

Township Officials:

Mr. Casey LaLonde, Township Manager
Mr. Derek Davis, Asst. Township Manager
Chief Michael Carroll, Police Department

The annual organizational meeting of the Board of Supervisors of West Goshen Township was called to order by Ms. Stuntebeck at 5:00 p.m. on Monday, January 4, 2021, virtually, via GoToMeeting due to the ongoing COVID-19 pandemic. Ms. Stuntebeck opened the meeting with the Pledge of Allegiance to the Flag.

Mr. Walsh announced that the meeting was being held virtually and being recorded due to the ongoing COVID-19 situation.

Board Reorganization

Mr. Walsh, as previous year's Vice-Chair, opened up nominations for Chair of the West Goshen Board of Supervisors for 2021.

Ms. Stuntebeck motioned that Mr. Walsh be elected Chair for the West Goshen Board of Supervisors for 2021. The motion was seconded by Mr. Hellman. Dr. Douglas White congratulated Mr. Walsh. Ms. Margie Swart stated she agreed with the recommendation of Mr. Walsh as Chair. On the motion and second, the full vote for Mr. Walsh as Chair passed 4-0-1 with Mr. Walsh abstaining. Mr. Walsh thanked everyone for their support.

Mr. Walsh requested nominations for a Vice-Chair for the West Goshen Board of Supervisors for 2021. Mr. John Hellmann motioned to nominate Ms. Ashley Gagné. Ms. Stuntebeck seconded the motion. Ms. Margie Swart stated she wholeheartedly agreed with the Vice-Chair nomination. Dr. Douglas White congratulated Ms. Gagné. On the motion and the second, the full vote for Ms. Gagné as Vice-Chair passed 4-1, with Mr. Purnell voting against.

Township Staff Appointments

Mr. Walsh announced the proposed Township Staff appointments for 2021. Mr. Walsh read the following appointments into the record. Mr. Walsh asked for a motion and vote on the following appointments:

Township Manager/Secretary
Finance Director/Treasurer
Asst. Township Manager/Asst. Secretary/Director of Planning & Zoning
Chief of Police
Director of Public Works
Township Engineer
Asst. Finance Director/Human Resources Director

Casey LaLonde
Christine Riffey
Derek J. Davis
Michael P. Carroll
J. David Woodward, Jr.
Richard J. Craig
Jennifer M. Latzer

Zoning Officer
Wastewater Superintendent
Streets Superintendent
Parks Superintendent
Building/Code Official
Deputy Zoning Officer
Deputy Zoning Officer
Deputy Zoning Officer
Deputy Tax Collector
Fire Marshal/Emergency Management Coordinator
Assistant Fire Marshal / Building Code Official

William E. Webb
Michael Moffa
Mark Bertolami
Dorine A. McClune
John R. Beswick
Richard J. Craig
Derek J. Davis
John R. Beswick
Kimberly A. Greene
Andrea R. Testa
Michael D. McCarthy

Mr. Purnell motioned to make the 2021 staff appointments. Mr. Hellman seconded the motion. Ms. Margie Swart expressed her desire to see these appointments broken out to reflect which positions are actually statutorily appointed by the board versus positions that are not appointed by the board. Additionally, Ms. Swart said that the board needed to appoint an Open Records Officer and wanted to see someone other than the Township Manager in that position as well as a Recording Secretary being someone other than the Township Manager. On the motion and second to make the 2021 staff appoints, the full vote passed 5-0.

Mr. Walsh asked the board to address two questions that were raised: Open Records Officer appointment and Recording Secretary appointment. Mr. LaLonde stated he would have to research the Open Records question as he has been the Open Records Officer since 2009 but informed the board they could in fact make the appointment tonight if they wish. Mr. Walsh asked for a motion to appoint Mr. LaLonde as Open Records Officer. Motion was made by Mr. Purnell and seconded by Mr. Hellmann. On the motion and second to make Mr. LaLonde Open Records Officer, the full vote passed 5-0.

Mr. Walsh asked that the board consider Mr. Davis, Assistant Township Manager, to be the new Recording Secretary starting in 2021 for board meetings. Mr. Walsh stated he thought there was some significant strategic work to do in 2021 and that he would like Mr. LaLonde to have more headroom in his day-today responsibilities and that giving this responsibility to someone else would assist him in that. With that, Mr. Walsh made a motion to appoint Mr. Davis as Recording Secretary for 2021 board meetings. Ms. Stuntebeck seconded the motion. The rest of the board felt that this appointment made sense moving forward. Dr. Douglas White stated he agreed with the appointment. Ms. Margie Swart thanked the board for their consideration on the matter. On the motion and second to make Mr. Davis Recording Secretary, the full vote passed 5-0.

Professional Service Appointments

The following professional service firms were proposed for appointment in 2021:

Township Solicitor
Consulting Engineer
Outside Auditor

Buckley, Brion, McGuire & Morris
Carroll Engineering Corporation
Barbacane Thornton & Company

Mr. Purnell made the motion to approve these professional service providers. Ms. Stuntebeck seconded. Ms. Gagné asked where we left off the auditing services discussion. Mr. Walsh stated it was his recollection that the board discussed in a previous workshop to go ahead with Barbacane for the 2020 audit and then go forward with an RFP in the 3rd quarter of 2021. Ms. Swart asked the board to consider voting on professional firms individually to give the board opportunities to vote different ways

on specific appointments. Ms. Gagné expressed her desire to vote against Barbacane for outside auditor. Mr. Purnell subsequently withdrew his motion to appoint all 3 professional services simultaneously.

Mr. Walsh asked for a motion to appoint Buckley, Brion, McGuire & Morris as Township Solicitor and to appoint Carroll Engineering as Consulting Engineer. Th motion was made by Mr. Purnell. Mr. Hellmann seconded. On the motion and second to make these two professional services appointments, the full vote passed 5-0.

Mr. Walsh asked for a motion to appointment Barbacane as outsider auditor. Motion was made by Mr. Purnell and seconded by Ms. Stuntebeck. Dr. Douglas White said he agreed with Ms. Stuntebeck to let Barbacane finish their work for 2020. On the motion and second to appoint Barbacane as outside auditor, the full vote passed 4-1, with Ms. Gagné opposing.

Board & Commission Appointments

Mr. Walsh announced the proposed board and commission appointments for 2021. Mr. Walsh read the following appointments into the record.

Park and Recreation Board

Allison Cifone, Member

Pension Committee

David B. Brune, Member
Angelo Savelloni, Member
Walker Tompkins, Member
Robert Holland, Member
Robert Sheller, Member
Hugh J. Purnell, Jr. Board
Liaison

Planning Commission

Carrie Martin, Member
Corey Wegerbauer, Member
John Hellmann Board, Liaison

Sewer Authority Board

Shaun Walsh, Board Liaison

Zoning Hearing Board

Joseph DeFelippes, Member
Scott T. Cullinan, Member

Vacancy Board

Robin Stuntebeck, Member
Shaun Walsh, Member
Ashley Gagné, Member
John Hellmann, Member
Hugh J. Purnell, Jr. Member
Curt Haltiwanger, Member

Historical Commission

Robin Stuntebeck, Board Liaison

Sustainability Committee

Henry Alexander (2 yr. term) Member
Natalie Caruso (1 yr. term) Member
Susan Charkes (2 yr. term) Member
Cynthia Sheikh (1 yr. term) Member
Tinamarie Smith (1 yr. term) Member
Dorothy Verdon (1 yr. term) Member
Melanie Vile (2 yr. term) Member
Ashley Gagné, Board Liaison

Administration

Robin Stuntebeck, Board Liaison

Police

Ashley Gagné, Board Liaison

Ms. Stuntebeck made the motion to make the board and commission appointments. Mr. Purnell seconded. Ms. Stuntebeck thanked board and commission members for agreeing to serve another year and for their continued service. Ms. Margie Swart asked about Ms. Gagné's role as a Police liaison and, subsequently, asked if it was a good idea to have two members serve in this capacity. Ms. Swart suggested Mr. Hellmann would be a good choice to be another Police liaison. Ms. Gagné stated Mr. Hellmann has been helpful and will continue to be in terms of assistance with ongoing Police matters but would leave it up to the board if they wanted an official second liaison. Mr. Walsh suggested that it would be prudent to keep the one liaison but encouraged other board members to bring up questions and topics as they wish to Ms. Gagné on police matters. Mr. Purnell asked if two liaisons might be an issue due to quorum issues so he suggested keeping one. Ms. Stuntebeck stated that more opportunities should be looked at in the future to have an open dialogue for all board members on various topics and that the board should be engaged on all issues even with specific liaisons. Dr. Douglas White stated that there have historically been liaisons to Police departments but that all other board members can talk to the Chief as needed as long as information is shared in public. Ms. Gagné stated she thought that all information during the police chief search was shared promptly with all board members while in conformance with sunshine laws. Ms. Gagné reiterated the fact that all board members can talk to any department at any time regardless of liaison appointments. Dr. White asked if Corey Wegerbauer was new to the Planning Commission and Mr. Walsh stated he filled an open seat last year. Ms. Swart asked for the creation of a citizen budget committee that would be responsible for auditing of township bills and other financial practices.

On the motion and second to make 2021 board and commission appointments, the full vote passed 5-0.

Depositories for 2021

Mr. Walsh announced the proposal of the following depositories for township use in 2021:

TD Bank
DNB First / S&T Bank
Pennsylvania Local Government Investment Trusts (PLGIT)
Santander Bank

Mr. Purnell made the motion to approve the 2021 depositories list. Ms. Stuntebeck seconded. Mr. Purnell asked if Bryn Mawr Trust should be on the list. Mr. LaLonde stated that the township does not

do any banking with Bryn Mawr directly and that they are an institution related to pension distribution and they do not have to be on the depository list.

On the motion and second to approve the 2021 depository list, the full vote passed 5-0.

Board Recommendation for Setting 2021 Bonds

Mr. Walsh asked for a motion to recommend to the township auditors that the bonds for the Township's Finance Director and Township Manager be set at \$7,500,000. Motion was made by Mr. Purnell and seconded by Ms. Stuntebeck. Mr. Hellmann asked for a clarification about the bonds being set at that amount even though it seemed the total available to the Township Manager and Finance Director appeared to be closer to \$22,000,000. Mr. LaLonde explained the number was looked at every year and has historically fluctuated between \$7,000,000 and \$8,000,000. He indicated that there are a number of variables that go into the amount including the amount of liquid cash available at any given time as well as the strict financial controls that are in place at the township which he elaborated on. He also stated that the number is discussed with the outside auditor as well as the township's insurance broker. Mr. Purnell stated that when he was on the auditor's board, he remembered reviewing the bonds and determining how much cash was available at any given time to township management and it was determined at that time that the current amount sufficed. Mr. Walsh asked if the auditors were free to set it at a different number than the board recommendation. Mr. LaLonde stated the auditors can in fact go against board recommendation. Ms. Swart asked about setting a bond for the Tax Collector as she recalled seeing something about a bond for the Tax Collector in the past. Mr. LaLonde stated that the elected Tax Collector's bond is a completely separate process and not for the board to approve.

On the motion and second to approve the 2021 bond amounts, the full vote passed 5-0.

Board of Supervisors 2021 Meetings

Mr. Walsh stated that he wanted to follow up on a concern about the Board of Supervisor workshops held monthly. He indicated that, in addition, to the regularly held board meeting on the 3rd Tuesday of every month, he wanted the board to consider whether the current workshop held on the 1st Wednesday of every month was being held at the appropriate time and day of the week given the close timeframe to the Sewer Authority meetings that are held at 7:00 PM on the same night. Mr. Walsh also stated he felt there have been several times when the 50 minutes allotted for the workshops was insufficient for ample discussion. Ms. Stuntebeck agreed with the assessment and stated that a 2-hour limit on a different day would be more appropriate. Mr. Hellmann said he felt that the 1st Tuesday at 6:00 PM for a two-hour allotment would be appropriate. A discussion ensued whether it should in fact be 6:00 PM or 7:00 PM. Ms. Gagné and Mr. Hellmann both indicated that keeping it at 6:00 PM would be more appropriate so it does not go too late. Mr. Purnell stated he felt earlier was better but that he felt it should be limited as far as the allotted time.

Mr. Hellmann made the motion to make the new workshop time and date from 6-8 PM on the 1st Tuesday of every month as well as continue the other board meeting the 3rd Tuesday of every month. Ms. Gagné seconded. Mr. Davis asked the board to consider whether it was more appropriate to have a 2nd regular meeting per month as opposed to a workshop so that regular items can be voted on rather than just discussed. Mr. LaLonde stated that it will be an advertised meeting so the board can vote on anything they see fit. Ms. Gagné said she felt that she liked the workshop set up to work with residents so that the board is free to discuss any items they wish. Mr. Walsh asked if the motion can be amended to simply state it is a board meeting rather than a workshop or a regular meeting. Ms. Gagné indicated

she did like the workshop setup and would rather keep it as such. Ms. Stuntebeck stated she was more supportive of keeping it more of a workshop setup. Mr. Hellmann indicated he does not think a workshop should preclude the board from voting on any issues that need attention. It was decided the motion would stay as it originally was intended. Dr. Douglas White asked if the dates of the meetings were going to be decided and Mr. Walsh responded that the dates and times are in the motion. Ms. Margie Swart indicated she was happy with having two meetings per month as West Goshen historically did have two meetings a month until the township went to 5 supervisors. She also stated that many municipalities just state that the board meets twice a month and did not think the designation of workshop versus regular meeting was necessary.

On the motion and second to make 2021 board meetings the 1st Tuesday (6-8 PM Workshop) & 3rd Tuesday (Regular Board Meeting starting at 7:00 PM), the full vote passed 5-0.

Announcement of the 2021 Township Holiday Schedule

Mr. Walsh announced the following holiday schedule in which township administration offices would be closed:

Friday	January 1st	New Year's Day
Monday	January 18th	Martin Luther King Day
Monday	February 15th	Presidents Day
Monday	May 31 st	Memorial Day
Friday (Observed)	June 18th	Juneteenth Day
Monday (Observed)	July 5th	Independence Day
Monday	September 6th	Labor Day
Monday	October 11th	Columbus Day
Thursday	November 11th	Veterans Day
Thursday	November 25th	Thanksgiving
Friday	November 26th	Day after Thanksgiving
Friday (Observed)	December 24th	Christmas

Ms. Swart asked when the board discussed the additional holiday of Juneteenth be added to the calendar. Ms. Stuntebeck said the board was made aware that the county was acknowledging Juneteenth by closing their offices and that West Goshen had to decide to do something similar. Ms. Stuntebeck stated she was supportive of this acknowledgment of Juneteenth by adding it to the schedule. Ms. Swart stated that she was supportive of some sort of celebration or recognition of the holiday but against giving employees off and wanted to see in the budget what the cost was to have this holiday as she felt it was a very expensive cost to have another paid holiday. A broader discussion ensued about employee holidays in general in response to Ms. Swart's inquiry into what she deemed "floating holidays" for employees. Mr. LaLonde stated there are no "floating holidays" but rather that when a holiday is on a Friday, which is already an off day considering the 10-hour Monday-Thursday schedule by many employees, the employees would get a "swing holiday" to use at another time since the holiday is occurring on a regular "off" day. A discussion ensued between Mr. LaLonde and Ms. Swart about these "swing holidays" and how they are used. Mr. LaLonde stated they are not additional holidays for employees but rather hours that are earned by the employees who have already worked a full 40 hours that specific week. Ms. Swart asked whether employees leave at noon on the day prior to a holiday that would fall on a Friday. Mr. Lalonde stated that for specific holidays, like Christmas, he may let a small number of employees who are still working leave early the day before Christmas.

Ms. Stuntebeck asked Mr. Lalonde whether they had the authority to add another paid holiday and whether that was what the county is doing for Juneteenth. Mr. LaLonde stated he believes that all county offices are closed on Juneteenth in 2021. Ms. Stuntebeck indicated she would be happy to investigate what sort of additional recognition is appropriate. Ms. Gagné said that after looking into other municipal holiday schedules around the county, there did not seem to be widespread agreement in all holidays. Mr. Davis stated there is no official procedure and Mr. LaLonde also stated the same. Ms. Swart asked the board to leave Juneteenth off the calendar of holidays for now since it warrants a discussion and can be decided in the future. Mr. LaLonde stated that there is not an additional cost for the extra holiday but rather that employees are simply not there that day. The board decided collectively to keep the holiday schedule as is, including Juneteenth.

Resolution 01-2021 (Establishment of Emergency Service Boundaries)

Mr. LaLonde read the full resolution that establishes emergency service boundaries for the year 2021. Mr. Walsh inquired whether the "Ambulance Chief" was Ms. Andrea Testa (Emergency Management Coordinator) or someone else. Mr. LaLonde stated that it is the Chief of the Ambulance Corps themselves. Mr. Walsh also asked if there have been any changes to the boundaries or if they have been consistent. Mr. LaLonde suggested these boundaries have been in place a long time with the only change to this resolution in the last several years being that Good Fellowship took over all of Advanced Life Support throughout the township. Mr. Purnell gave insight that the same boundaries have been in place since at least 1959 when he started volunteering as a fireman.

Mr. Hellman made the motion to approve resolution 01-2021. Mr. Purnell seconded. Ms. Swart asked if staff would be able to put a map on the township website reflecting the emergency service boundaries like Good Fellowship had at their presentation at an earlier board meeting. Mr. LaLonde stated the township can work on that.

On the motion and second to pass Resolution 01-2021, the full vote passed 5-0.

Mr. LaLonde subsequently stated that it is up to the County to dispatch Emergency Services depending on who is available at the time so any map would not necessarily reflect who the County is going to dispatch. Mr. Douglas White asked Mr. LaLonde if putting the map on the website would create confusion since the County decides who to dispatch depending on the resources available at the time. Mr. LaLonde indicated he did not know but that the township could put a disclaimer on the bottom of the map stating that the ultimate dispatch is up to the County at any given time.

Resolution 02-2021 (Emergency Operations Plan (EOP) for West Goshen Township)

Mr. LaLonde explained the background of the EOP resolution, including the 1997 date that appears on the resolution. Mr. LaLonde proceeded to read the full resolution.

Mr. Walsh asked for questions or comments on the resolution from the board. Mr. Hellmann asked what this specific resolution will do in terms of the EOP received by Ms. Andrea Testa. Mr. LaLonde stated as long as there are no changes to the August 2020 plan then the resolution is sent to the County with that specific plan. Mr. LaLonde also said he did not think there were any changes. Mr. Hellmann stated that he wanted to again bring attention to the fact that there is no section of the EOP dealing with emergency pipeline situations and at some point he wants to have that in the EOP for West Goshen. Ms. Gagné stated she agreed with Mr. Hellmann. Mr. Walsh indicated he would hope the

County would work emergency pipeline issues in the context of their hazard mitigation plan so that there can be a county-wide approach to pipeline language in the EOP rather than the township taking on that effort by themselves. Mr. LaLonde also stated that if there is an update throughout the year from the County, the board can adopt a new resolution. Mr. Hellmann stated that the purpose of the letter the township board sent to the County Commissioners was in fact to request the County make an emergency pipeline plan and should include tabletop and field exercises. Ms. Gagné said she thinks there also needs to be a conversation regarding what personnel is actually involved in these discussions at a more intricate level.

Mr. Purnell made the motion to adopt resolution 02-2021. Mr. Hellmann seconded the motion. Ms. Swart asked if the resolution could be put online for residents. Mr. LaLonde stated it is not generally advised to do so as it is an emergency response document and not truly a public document. Ms. Swart inquired further due to the fact that it would be of interest to the public because of the significant interest in pipeline safety. Mr. LaLonde stated that it is for emergency responders to use rather than the public.

On the motion and second to approve Resolution 02-2021, the full vote passed 5-0.

Resolution 03-2021 (Establishment of Manager and Assistant Township Salaries)

Mr. Walsh read the resolution aloud to establish the manager and assistant manager salaries.

The motion was made by Mr. Purnell and seconded by Ms. Stuntebeck. Mr. Hellmann stated he was going to vote "no" on the resolution due to the extraordinary year that had just transpired and that although he appreciates the management team's effort during that time, the 2.5% increase suggested in the resolution was not appropriate due to the \$3.5 million deficit the township has in the 2021 budget. He further suggested that a smaller cost of living adjusted may be warranted. Mr. Hellmann also stated that the township is going to have to continue to look for ways to save money and that hard choice will have to be made going forward.

Ms. Gagné inquired what the 2.5% increase amounted to in terms of a dollar amount increase over 2020. Mr. Hellman stated it was \$4,109 for the manager and \$2,671 for the assistant manager. Dr. Douglas White asked how the percent increase was determined. Mr. Walsh said that the overall percentage increase for employees ranged from 1.8% to 2.5% and that the percentage increase for the manager and assistant manager was discussed at a board executive session. Ms. Margie Swart stated she was appreciative of Mr. Hellmann bringing up the issue and that it was refreshing to see the issue discussed. Ms. Swart also stated that maybe it is more appropriate for the 1.8% to be applied toward management since they are more of the higher paid employees. She also asked if the manager or the assistant manager work under a contract. Mr. LaLonde indicated that Commonwealth allows two-year contracts but that neither himself nor the assistant has a contract.

On the motion and second to approve Resolution 03-2021, the full vote passed 4-1, with Mr. Hellmann opposing.

Public Comment

Mr. Walsh stated he had an issue to bring up before public comment. He wanted to bring up the fact that Ms. Stuntebeck represents West Goshen at the West Chester Area Council of Governments (CoG) and that he would like that to continue in 2021. Mr. Hellmann asked if a motion was needed. Mr.

LaLonde said that it is a mixture throughout the area of whether government take formal votes on the issue but suggested to move forward with a vote if the board felt comfortable doing so. Mr. Walsh made the motion. Mr. Hellmann seconded.

Ms. Gagné asked if other members were free to attend the CoG meetings and Mr. LaLonde stated that they could as long as there is not a quorum from the West Goshen Board. Ms. Gagné stated she would love to attend some of the CoG meetings going forward. Ms. Stuntebeck also said she would like to see the CoG take up even more issues across all municipalities going forward. Mr. Walsh further asked if it was a problem if three board members attended CoG even if Ms. Stuntebeck is the only voting member. Mr. LaLonde stated that it was better to have only two so that the public does not misconstrue the attendance as being a quorum, particularly when in-person meetings resume. Ms. Stuntebeck suggested that Ms. Gagné can still participate in CoG without being a voting member and rather just listening as opposed to asking questions. Ms. Gagné stated she thought it would be helpful to hear what the CoG says, specifically for sustainability committee issues. Ms. Stuntebeck agreed and said she would follow up on the issue when she has updates.

Dr. Douglas White stated that he looked at the calendar for 2021 and was grateful no meetings were planned on Jewish holidays for the year. Mr. Walsh subsequently asked Mr. Davis to put the Pension Committee meetings on the township website calendar. Ms. Swart also asked about putting the CoG dates on the calendar as well. Mr. Walsh said he had the dates and could send it over to township staff to put on the website.

Ms. Swart asked about the township offices being closed for Election Day both in May and November. Mr. LaLonde and Mr. Davis both stated it was not an every year occurrence but rather as needed in larger elections such as governor and presidential years when the crowd at the township building is so overwhelming it affects regular business. It was also stated that the township does not plan on closing for the 2021 Election Days due to an anticipated low volume of voters. Mr. LaLonde also said that COVID-19 also played a part in deciding to close for the 2020 Election.

Ms. Swart also inquired about the \$10,000 that was donated to Fame Fire Company and perhaps to redistribute the money to provide the board with taxpayer funded iPads or laptops if they do not have them already due to Fame Fire Co. getting a \$1 Million grant. Ms. Gagné stated that the township does provide board members with devices as needed and appreciated the suggestion. Ms. Stuntebeck stated she received her iPad in 2018 when she became a member and still uses it.

Mr. Purnell asked about dates for the yard waste pickup since he did not see them on the calendar. Mr. LaLonde stated that the yard waste pickups are still moving forward but needed to be added to the calendar.

Mr. Purnell made a motion to adjourn the meeting. Mr. Walsh seconded the motion. On the motion and second, the meeting was adjourned by a 5-0 vote at 6:40 PM.

Respectfully Submitted,

Derek Davis
Recording Secretary