

**WEST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS MEETING
DECEMBER 9, 2015**

Township Supervisors:

Mrs. Patricia B. McIlvaine, Chairman
Mr. Theodore J. Murphy, Esq., Vice-Chairman
Mr. Philip J. Corvo, Member
Mr. Edward G. Meakim, Jr., Member
Mr. Raymond H. Halvorsen, Member

Township Officials:

Mr. Casey LaLonde, Township Manager
Mr. Richard J. Craig, Township Engineer
Mr. William E. Webb, Zoning Officer
Ms. Kristin Camp, Township Solicitor
Ms. Jeanne M. Denham, Finance Director
Ms. Jennifer Latzer, Asst. Finance Director
Mr. Dave Woodward, Asst. Public Works Dir.
Ms. Dorine McClune, Parks Superintendent
Mr. Mark Bertolami, Streets Superintendent
Mr. Ken Lehr, Park & Recreation Director

A regular meeting of the Board of Supervisors of West Goshen Township was called to order by Vice-Chairman Ted Murphy, at 6:06 p.m. on Wednesday, December 9, 2015 at the West Goshen Township Administration Building. Mr. Murphy noted the special 6:00 p.m. start time was in response to requests to have a special 2016 budget presentation conducted. Mr. Murphy opened the meeting with the Pledge of Allegiance to the Flag.

Mrs. McIlvaine arrived at approximately 6:25 p.m. and Mr. Murphy turned the meeting over to Mrs. McIlvaine.

Mr. LaLonde began the 2016 West Goshen Township Final Budgets presentation with a comprehensive synopsis of the budget process and results from the annual budget message. Mr. LaLonde stated that he is pleased to present this annual operating budget for West Goshen Township for the fiscal year beginning January 1, 2016, and ending December 31, 2016. The Budget was prepared in accordance with section 3202 of the Second Class Township Code. This budget document contains information about the Township's General, Sewer, Waste and Recycling, State Highway (Liquid Fuels), and Capital Reserve Funds.

The purpose of this budget message is to highlight key information contained within the 2016 operating budget, to explain the methods used to balance the budget, and to apprise West Goshen Township residents of the current and future fiscal landscape.

West Goshen Township services continue to represent excellent value for residents, business owners and visitors. #24 on Money Magazine's Best Places to Live for 2015, the Township provides 24-hour police service that includes specialty divisions; its parks and recreation programs have been recognized in national publications; its proactive streets maintenance and reconstruction program is unmatched in the surrounding area; and its well-managed sewage treatment facility not only provides cost effective service to Township residents and businesses, but also accepts flows under agreements with neighboring municipalities. That our consumers have come to rely on the full complement of services provided is a testament to the Township's commitment to its mission - public service. Not surprisingly, the cost of fulfilling this mission continues to rise. However, the Board of Supervisors and Township staff remain committed to providing value to taxpayers by maintaining quality service levels and offering new benefits whenever the opportunity presents itself and the Township's fiscal position permits.

National economic outlooks are generally optimistic for 2016. Unemployment rates are expected to fall and housing starts and sales are expected to increase despite slightly higher mortgage rates. Short-term interest rates will likely rise incrementally through 2016. US Gross Domestic Product growth may also see a slight bump through 2016. Despite all of these positive indicators, Consumer Confidence declined unexpectedly last month, signaling Americans' cautious outlook

heading into 2016.

The overall regional Chester County economy and the local West Chester economy continues to be vibrant, both in economic activity and housing market opportunities.

The annual budget process is a critical and time-sensitive process that acts as a blueprint for the Board of Supervisors' policy initiatives and projects over the following year. The Board's involvement in this process demonstrates each member's commitment to openly address fiscal challenges and to deal with those challenges in a manner that best ensures and protects the long-term financial condition of our community. West Goshen Township is committed to meeting the needs of its community in the most efficient and effective manner possible. Township staff will lead the way by striving hard to earn the respect and trust of its residents through prudent planning and constant monitoring of expenditures during the coming year and beyond. For the 2016 budget cycle, the Board of Supervisors appointed two Supervisors and senior staff members to a budget committee. The committee started work in June 2015 and worked through the fall to construct a budget that maintained high levels of customer service with restrained spending.

In recent history, it has been more common than not for generated revenues to exceed budgeted figures and for expenditures to come in under budget. I am pleased to present a 2016 budget that projects an approximate \$177,579 surplus.

For the 2016 budgets, the Board of Supervisors approved a one-time transfer of \$2,000,000 from the General Fund surplus to the Capital Reserve Fund. These funds will finance for future unstipulated capital projects from this Fund. Although the General Fund budget shows a surplus of approximately \$177,579 prior to the \$2,000,000 transfer, the net effect is actually a \$1,822,421 deficit, entirely due to this one-time transfer to the Capital Reserve Fund.

Revenues are budgeted slightly higher for 2016, specifically in Earned Income Tax and Current Property Tax. The Board of Supervisors is sensitive to the financial reality of its residents, and has attempted to preserve that position by adopting a budget that fulfills the Township's mission without a real estate tax increase. The Board has prioritized Department requests and has allocated available funds in a way that best ensures the alignment of municipal resources and community needs.

Total expenditures for 2016 are budgeted \$560,694 above the budgeted expenditures for 2015, or a 3.8% increase. This is not a naturally occurring circumstance. Rather, it is the result of extraordinarily arduous discussions between the Board and Township Department Heads. The Board expects to maintain the Township's surplus through 2016.

The Township continues to examine its obligations and compliance options under the Clean Water Act. As of the date of this message, the Township has halted implementation of a Stormwater Authority and establishment of a user fee, a project that was ongoing from 2014 until the Pennsylvania Department of Environmental Protection issues the Township its stormwater permit, maybe sometime by 2018.

Land development for the Jerrehian tract (the Woodlands at Greystone project) will possibly seek final approval some time in 2016. The plan proposes 598 new dwelling units and 162 acres of passive park land. This project is located on the last remaining unbuilt greenspace in the Township, thus making the Township virtually built-out.

In 2014, the Township negotiated a 3-year contract with its police union, including annual salary

increases of three percent, a 7 -year incremental salary increase policy for new officers, and implementation of a new \$1,500 single/\$3,000 family deductible health insurance plan that covers all employees, uniformed and non-uniformed. In spite of increased administrative challenges attributable to the Affordable Care Act, this new deductible plan resulted in a 0.0% premium increase for 2016.

The General Fund is the general operating fund of the Township. It is maintained to account for all financial resources except those required to be accounted for in another fund. The general tax revenues of the Township as well as other resources received and not designated for a specific purpose are accounted for in the General Fund.

In 2016, the major revenue sources will continue to be Earned Income Tax and Real Estate Tax. Other key income sources in the General Fund include Real Estate Transfer Tax, Cable Television Franchise Fee, State Aid, and Building Permit Fees. Revenues appear on page 12. Budgeted General Fund expenses will increase by 3.8% in 2016. The most significant expenditures of General Fund are traditionally those related to personnel and major capital. Please refer to General Fund expenses on page 14.

Enterprise Funds (that is, the Sewer Fund and the Waste and Recycling Fund) are maintained to account for activities that are financed and operated in a manner similar to private business, with the intent that the cost of providing services on a continuing basis is financed or recovered by user charges.

The Sewer Fund budget has a deficit of \$245,683 that will be funded through fund surplus. The Waste and Recycling Fund should realize a surplus for 2016 of \$309,877. This is largely attributable to the Township's award of its trash and recycling collection contract to JP Mascaro & Sons effective January 1, 2014, following two bid processes. In terms of frequency, services offered, and cost, the collection program is expected to remain the same throughout 2016. Additionally, allocation has been made to continue the senior citizen rebate program for another year. The Sewer Fund budget begins on page 25, and the Waste & Recycling Fund budget begins on page 33.

The primary revenue in the State Highway Fund is a grant from the Commonwealth of Pennsylvania for 2016 representing Liquid Fuel Tax in the amount of \$647,543. The balance of revenue is interest earned from investments and the fund balance. The increase in Commonwealth of Pennsylvania funding stems from the Pennsylvania legislature's removal of the Oil Company Franchise Tax. The Township's funding stream will increase over the next several years, providing some support to the Township General Fund for the Township's street paving program.

Grant proceeds, interest earnings, and the fund's reserve are expected to fund expenditures of \$650,000. The expenditures reinforce the street paving program by helping to shoulder the costs associated with snow removal and street maintenance and construction. View the State Highway Fund budget beginning on page 39.

The Capital Reserve Fund is largely financed by transfers from other funds. As part of the 2016 budget, the Board of Supervisors has approved the transference of \$2,000,000 from the General Fund reserves to the Capital Reserve Fund for future capital projects. Typical Capital Reserve expenditures are dedicated to capital improvements and debt service payments. The Capital Reserve Fund budget begins on page 42.

This budget lays the groundwork for the continued success of our community. I applaud the

elected Board of Supervisors for taking a proactive approach to planning for the Township's future while protecting the quality of life that is unmatched in Southeastern Pennsylvania. The Township will continue uncompromised delivery of top quality services, while fulfilling mandatory requirements placed upon us by various county, state and federal agencies.

The difficult task of budget preparation is a collective effort of Township management, Department Heads and staff and the newly established Budget Committee. As in previous years, the Township's elected officials and senior management worked closely on the budget to achieve an acceptable balance between revenues and necessary expenditures.

In closing, I would like to thank the West Goshen Township Board of Supervisors for its leadership and support throughout the year. I also want to express my thanks to the Township's senior staff: Finance Director Jeanne Denham, Assistant Township Manager Derek Davis, Assistant Finance Director Jennifer Latzer, Police Chief Joseph Gleason, Public Works Director Raymond Halvorsen, Assistant Public Works Director J. David Woodward, Parks Superintendent Dorine McClune, Township Engineer Richard Craig, Facilities Manager Raymond McKeeman, and Park and Recreation Director Kenneth Lehr and Accounting Manager Christine Riffey. The Township operates effectively and efficiently primarily because of the outstanding dedication to service provided by our Township employees.

Mr. LaLonde then presented Powerpoint presentation on the Final 2016 Budgets. The presentation includes several questions submitted during the 20-day public review process.

- No proposed increase in Real Estate Tax
6th year in a row with no tax increase
- No proposed increase in sewer/trash fees
- Proposed surplus of \$177,579 in General Fund, offset by a \$2,000,000 transfer to Capital Reserve
- Surplus reduction from Preliminary Budget: health care coverage for Supervisors, health coverage changes for certain employees, FICA tax changes, Manager's salary increase and \$5,000 health care buyout for new employee
- Pension cost decrease of \$192,466
- 0.0 % increase in medical insurance premiums
- 2 new Police Officers
- 4 Police Department promotions:
2 Lieutenants; 2 Sergeants
- 3 promotions in Streets Department

2016 BUDGET ALL FUNDS SUMMARY								
FUND	BEGINNING FUND BALANCE	+	REVENUE	-	EXPENDITURES	=	ENDING FUND BALANCE	SURPLUS/ (DEFICIT)
GENERAL FUND	\$9,995,004		\$15,571,182		\$17,393,603		\$8,172,583	(\$1,822,421)
SEWER FUND	4,509,887		4,849,331		5,095,014		\$4,264,204	(\$245,683)
WASTE & RECYCLING FUND	1,852,894		2,249,750		1,939,873		\$2,162,771	\$309,877
CAPITAL RESERVE FUND	2,692,966		2,872,548		1,014,448		\$4,551,066	\$1,858,100
STATE HIGHWAY FUND	54,911		647,943		650,000		\$52,854	(\$2,057)
SUBTOTAL	\$19,105,662		\$26,190,754		\$26,092,938		\$19,203,478	\$97,816
TRANSFER BETWEEN FUNDS	0		(2,566,948)		(2,566,948)		\$0	\$0
TOTAL	\$19,105,662		\$23,623,806		\$23,525,990		\$19,203,478	\$97,816

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

2016 BUDGET GENERAL FUND REVENUE SUMMARY BY MAJOR CATEGORY						
REVENUES	2015 BUDGET	2016 BUDGET	% Of Total 2016 REVENUES	\$ CHANGE FROM BUDGET	% CHANGE FROM BUDGET	
REAL ESTATE TAXES	\$3,569,000	\$3,608,000	23.2%	\$39,000	1.09%	
TRANSFER TAXES	717,600	725,000	4.7%	\$7,400	1.03%	
EARNED INCOME TAXES	7,473,822	7,969,648	51.2%	\$495,826	6.63%	
LOCAL SERVICES TAXES	1,000,000	1,025,000	6.6%	\$25,000	2.50%	
LICENSES AND PERMITS	528,700	547,054	3.5%	\$18,354	3.47%	
FINES & FORFEITS	186,000	195,000	1.3%	\$9,000	4.84%	
INTEREST AND RENTS	59,193	59,224	0.4%	\$31	0.05%	
INTERGOVERNMENTAL REVENUE	625,780	619,051	4.0%	(\$6,729)	-1.08%	
CHARGES FOR SERVICES	663,765	596,025	3.8%	(\$67,740)	-10.21%	
MISC REVENUE	227,080	227,180	1.5%	\$100	0.04%	
TOTAL REVENUES	\$15,050,940	\$15,571,182	100.0%	\$520,242	3.46%	

**2016 BUDGET
 GENERAL FUND
 EXPENDITURE SUMMARY BY FUNCTION**

EXPENDITURES	2015 BUDGET	2016 BUDGET	% Of Total 2016 EXPEND.	\$ CHANGE FROM BUDGET	% CHANGE FROM BUDGET
ADMINISTRATION	\$1,528,347	\$1,696,568	9.8%	\$168,221	11.01%
AUDITING & TAX COLLECTION	181,187	189,562	1.1%	\$8,375	4.62%
LEGAL & ENGINEERING	321,800	286,516	1.6%	(\$35,284)	-10.96%
BUILDING	442,508	463,991	2.7%	\$21,483	4.85%
POLICE	5,634,038	5,783,841	33.3%	\$149,803	2.66%
FIRE PROTECTION	814,859	803,244	4.6%	(\$11,615)	-1.43%
CODE ENFORCEMENT	274,270	291,285	1.7%	\$17,015	6.20%
PLANNING & ZONING	24,780	39,780	0.2%	\$15,000	60.53%
PUBLIC WORKS	3,439,043	3,214,283	18.5%	(\$224,760)	-6.54%
RECREATION	313,376	340,514	2.0%	\$27,138	8.66%
PARKS	1,138,447	1,553,795	8.9%	\$415,348	36.48%
LIBRARIES	15,000	20,000	0.1%	\$5,000	33.33%
OPERATING TRANSFERS	705,254	2,710,224	15.6%	\$2,004,970	284.29%
TOTAL EXPENDITURES	<u>\$14,832,909</u>	<u>\$17,393,603</u>	<u>100.0%</u>	<u>\$2,560,694</u>	<u>17.26%</u>

2016 BUDGET				
MAJOR EXPENDITURES IN EXCESS OF \$250,000 (ALL FUNDS)				
	2015 BUDGET	2016 BUDGET	\$ CHANGE FROM 2015 BUDGET	% CHANGE FROM 2015 BUDGET
SALARIES & OVERTIME	\$7,374,727	\$7,936,024	\$561,297	7.61%
FICA & MED TAX	376,451	393,961	\$17,510	4.65%
EMPLOYEE INSURANCE	2,537,293	2,761,924	\$224,631	8.85%
PENSION - MMO	1,001,588	809,122	(\$192,466)	-19.22%
WORKERS' COMP	313,972	326,634	\$12,662	4.03%
MATERIALS-SIGNS, ROADS, PARKS	1,879,900	1,877,400	(\$2,500)	-0.13%
TRAFFIC SIGNAL PROJECTS	284,000	140,000	(\$144,000)	-50.70%
LEGAL SERVICES	243,200	288,200	\$45,000	18.50%
PROPERTY & LIABILITY INSURANCE	352,871	396,634	\$43,763	12.40%
UTILITIES	574,600	545,815	(\$28,785)	-5.01%
CONTRACTED COLLECTION & DISP	1,244,000	1,248,000	\$4,000	0.32%
TIPPING FEES	500,000	500,000	\$0	0.00%
FACILITY REPAIR & MAINT	327,300	404,050	\$76,750	23.45%
SEWER PLANT MAINTENANCE	215,000	266,000	\$51,000	23.72%
VOLUNTEER FIRE CONTRIBUTIONS	366,500	366,500	\$0	0.00%
RENT TO AUTHORITY	459,560	445,000	(\$14,560)	-3.17%
DEBT-PRINCIPAL CONSOL LOAN	391,000	403,000	\$12,000	3.07%
MAJOR CAPITAL EQUIPMENT	667,005	874,309	\$207,304	31.08%
TOTAL MAJOR EXPENDITURES	\$19,108,967	\$19,982,573	\$873,606	
% OF TOTAL EXPENDITURES	83.62%	84.94%		
TOTAL EXPENDITURES LESS INTERFUND TRANSFERS	\$22,853,239	\$23,525,990		

Mr. LaLonde detailed the following miscellaneous contributions to outside organizations:

- West Chester Public Library \$20,000
- Fame Fire Company Capital Drive \$100,000
- Good Fellowship Ambulance \$6,000
- Misc. Contributions \$2,200

Mr. LaLonde detailed legal and auditing expenses for 2016:

- Legal services \$100,000
- Annual auditing services
Barbacane Thornton \$31,620

Mr. LaLonde detailed facilities upgrades expenses for 2016:

- Campus re-keying project \$30,000
- Campus boundary survey \$22,500
- Campus window tinting (security) \$21,000
- Security upgrades
New security cameras / FOBs \$15,440

Mr. LaLonde detailed fire protection expenses for 2016:

- Foreign Fire Aid (PA pass-through)
 - Goshen Fire Company \$105,208
 - West Chester Fire Company \$78,906
 - Good Fellowship Ambulance \$26,302
- West Chester Fire Co. Contract \$240,000
- Goshen Fire Company Contribution \$126,000

Mr. LaLonde detailed Administration capital expenses for 2016:

- Municipal Campus security upgrades \$20,000
- Rolling file systems replacements \$59,000

Mr. LaLonde detailed Streets Department capital expenses for 2016:

- Utility trailer replacement \$10,000
- Truck 106 replacement (pickup) \$70,000
- Asphalt Paver replacement \$170,000
- Streets Building gutters \$12,000

Mr. LaLonde detailed Parks Department capital expenses for 2016:

- 4x4 Gator replacement \$12,000
- 48" mower replacement \$6,500
- Truck 205 replacement (pickup) \$55,000
- 72" mower replacement \$30,000
- Truck 200 replacement (dump) \$90,000
- Utility tractor replacement \$45,000

Mr. LaLonde detailed Police Department capital expenses for 2016:

- Radio console – County system \$7,809
- Three Police Interceptors \$96,000
- Replace server \$8,000
- Replace squad room storefront \$10,000

Mr. LaLonde detailed Sewer Department capital expenses for 2016:

- Truck 303 replacement \$90,000
- Forklift (new) \$25,000
- Root cutter (new) \$8,000
- Enclosed trailer (new) \$15,000
- Enclosed pipe patch trailer (new) \$15,000

Mr. LaLonde detailed expenses and revenues for the Waste & Recycling Fund for 2016:

- Expenses
 - 2016 collection contract with JP Mascaro \$1,248,000
 - Landfill tipping fees \$500,000
- Revenues
 - 2016 collection fees \$2,118,200
 - 2016 Performance Grant \$75,000

Mr. LaLonde detailed expenses and revenues for the State Highway Fund for 2016:

- Expenses
 - 2016 Paving Project
 - Share of \$1,150,000 paving project: \$650,000
- Revenue
 - Pennsylvania Liquid Fuels Grant \$647,543

The Township received questions during the 2016 budget process public comment period that commenced on November 11, 2015. The questions and responses are provided below:

- **1. A total of \$102,614. is proposed for Conferences & Training. (\$34,700 - police, \$67,914 - all other administration) Appears to be a large sum. Who, what, and where are the employees going?**
- Township staff, from Finance to Engineering, Code Enforcement, Police Officers and Public Works employees are required to at all times be current with Federal, State and local laws, policies, and best management practices across many diverse disciplines. Township staff attend annual training on the Township's finance software (MUNIS); Affordable Care Act training and procedures; human resources training conferences and seminars including the Society for Human Resource Management conference (SHRM); finance conferences including the Pennsylvania Chapter and National Government Finance Officers Association (GFOA); stormwater engineering and planning national, state and local seminars and training; one or more Township employees attend the annual International City / County Management Association conference and our Township Police Officers attend a myriad of DUI training, domestic violence training, traffic safety / crash conferences and training and multitude of other Police disciplines training. Police Officers, by law, must attend annual certification training to maintain their policing credentials. Code Enforcement, Building Officials and the Township Engineer maintain certifications necessary and critical to their jobs. Annual training is required to maintain these credentialed positions, as well as keeping the various Engineering Department / Code Enforcement certifications and credentials.
- The annual PSATS (Pennsylvania Association of Township Supervisors) conference is also included in this amount. The Board of Supervisors and several staff members attend this annual conference.
- It is critical that all Township employees maintain a high level of education and annual training in order to provide the best service to our residents. Federal, State and local laws change frequently, so continuing education is vital to their continued success as employees.

- **2. What is the difference between Road Maintenance Materials (\$200,000) and Road Construction Materials (550,000)?**
- Road Maintenance Materials (\$200,000) is the normal maintenance materials to fix potholes and normal wear and tear on Township roads; Road Construction Materials (\$550,000) is the annual General Fund contribution towards the approximately five (5) miles of road reconstruction conducted each year. The remaining Road Construction Materials is found in the Liquid Fuels Budget.

- **3. Miscellaneous Contributions were \$6,000 in 2015. Proposed 2016 amount is \$108,200. What qualifies as a Miscellaneous Contribution and why is such a big increase needed in 2016?**
- Annual Miscellaneous Contributions are made to various local agencies on behalf of the Board of Supervisors. Good Fellowship Ambulance Service is among those recipients. In the past, the Visiting Nurses Association has been another recipient. The substantial increase from 2015 to 2016 was the request by Fame Fire Company for a contribution to their capital improvement fund for their building addition construction project to commence in 2016 in the amount of \$100,000.

- **4. Dues from 8 different departments total \$27,336. Who does the township pay Dues to?**
- In direct correlation to your question #1, the Township maintains membership in many professional organizations, such as ICMA, GFOA, PSATS, PELRAS (Public Employer Labor Relations Advisory Service), many Engineering / Code Enforcement organizations, the American Public Works Association and a host of Police membership organizations such as International Association of Chiefs of Police.

- **5. What qualifies as a miscellaneous employee benefit?**
- Commercial Drivers' License drug / alcohol testing, the annual Christmas lunch, first aid kits and coffee supplies are included in this line item.

- **6. Who does the Township pay EIT Commission to? (\$122,611)**
- The Township, through State mandate, pays EIT commissions to Keystone Collects, the Chester County EIT services provider.

- **7. Why does the Township no longer pay a Bonding Insurance Premium?**
- The Township pays the bond for the Elected Tax Collector and the Township Manager / Secretary and the Township Treasurer.

- **8. Who is included in the Code Enforcement Salaries line item? (\$137,624)**
- The salaries of the Building Inspectors and Zoning Officer are included in this line item.

- **9. Is the Zoning Official position full time? (Mr. Webb) If so, how are his hours tracked? His LinkedIn account indicates that he is the Zoning Officer at West Goshen Township in addition to being the Owner of Webb's Lawn Care, LLC from May 2004 - present. Responsibilities include: "Manage the daily operations and over see six employees of my 63 client landscaping business...." Is he running his Landscape Business on West Goshen Taxpayers dime?**
- As with all employees, the Zoning Officer's time is tracked and leave granted by his direct superior, Township Engineer Rick Craig. What employees do on their own personal time is none of the Township's business.
- **10. Who in Public Works is getting a 20% salary increase? (page 20)**
- No employee is receiving a 20% salary increase in Public Works. The increase in the salary line item is the result of several promotions, one new hire and the payout of the Public Works Director's leave time with his coming 2016 retirement.
- **11. Since longevity pay is not a separate line item I will ask the board for a "no" vote unless they know the total figure that will be paid out in 2016.**
- Non-uniform employee longevity pay is calculated as a function of tenure. Police longevity is calculated in the same fashion, except it is spelled out in the contract. Longevity pay is rolled into the salaries line item of each Department. I will be sure to have those numbers available for additional review by the Board. 2016 Uniformed longevity is budgeted at \$157,341 among 25 Officers and \$109,100 for non-uniformed longevity among 52 employees.
- **12. I will reference the salary study and it's omission of benefits comparison.**
- The intent of the recently conducted salary study was not to study benefits. The Board recently negotiated a "high-deductible" health insurance plan for the Police Department labor contract and the non-uniformed employees were rolled into the same "high-deductible" plan.
- **13. I'm curious to know if the budget was prepared with the anticipation of storm water fees being collected in 2016.**
- The 2016 budget does not include any provisions for storm water fees in 2016.
- **14. Ideally, it would be great to have a list of all the capital equipment being purchased out of the General Fund.**
- 01454-90760 PARKS \$238,500
- 4 x 4 Gator cart replacement \$12,000
- 48 inch walk behind mower replacement \$ 6,500
- Crew Cab pickup truck replacement \$55,000
- 72 inch mower replacement \$30,000
- 4 wheel drive dump truck replacement \$90,000
- Utility tractor replacement \$45,000

- **01431-90760 HIGHWAYS, STREETS.... \$262,000**
 - Utility trailer replacement \$10,000
 - Truck 106 replacement (pickup truck) \$70,000
 - Asphalt Paver replacement \$170,000
 - Streets Building Gutters replacement \$12,000

- **01400-90760 OTHER EXPENSES \$79,000**
 - Municipal Campus security upgrades \$20,000
 - Rolling file systems replacements \$59,000

- **01400-90750 OTHER EXPENSES (minor) \$35,695**
 - 5 workstation replacements \$ 4,500
 - Upgrade server hardware \$13,675
 - 2 laptop replacements \$ 1,500
 - Security system / camera software upgrade \$16,000

- **15. An explanation for the \$125,000 expense in 2015 and again in 2016 for Storm water professional services.**
 - In 2015 the Township was working towards establishing a Stormwater Authority and attempting to meet the reporting requirements for our TMDL's for Goose Creek and Brandywine Creek. 2016 stormwater expenses include continued work on the TMDL requirements.

- **16. At some point in time the Board deliberated and discussed the proposed budget and collectively decided to approve it for advertisement to the public. I can only conclude this because discussion and motion for approval did not occur at the November Board meeting.**
 - Pennsylvania 2nd Class Township Code provides that the Board advertise a proposed budget and let it sit for twenty (20) days prior to adopting a final budget for public comment, etc.
 - As the advertised public meeting for December (and the final meeting of 2015) is on December 9, 2015, the advertisement must be advertised in The Daily Local News prior to twenty (20) days before December 9th.
 - Whether or not the Board has any substantive comments or not during the preliminary budget discussion is not directly relevant to the required advertising schedule.
 - By law, the Board must adopt the Final 2016 budget by December 31, 2015.

- **17. If a vote does take place to approve a final budget, I will ask Ms. Camp if a vote from Mr. Halverson is authorized (General Fund specifically) because he would be approving his own salary increase and retirement package. The concern extends to him voting for a salary/wage increase for his son as well.**
 - This point is moot. By Pennsylvania 2nd Class Township Code, the Elected Township Auditors officially set Mr. Halvorsen's salary. His proposed salary is stated in the 2016 budget for budgeting reasons, but the Auditors officially set his salary.

- As for Mr. Halvorsen's input on Matt Halvorsen's salary, this point is moot also. The elder Mr. Halvorsen has no input on his son's salary, as his son works for the Sewer Department. Also, I have sole final authority on salaries, so Mr. Halvorsen's input is not required.

Mr. LaLonde concluded his presentation of the 2016 General Fund, Sewer Fund, Waste & Recycling Fund, State Highway Fund and Capital Reserve Fund.

On a motion by Mrs. McIlvaine, seconded by Mr. Murphy, the Board voted 4-1 to approve Resolution 20-2015, adopting the 2016 General Fund, Sewer Fund, Waste & Recycling Fund, State Highway Fund and Capital Reserve Fund budgets with Mr. Corvo opposed.

On a motion by Mr. Halvorsen, seconded by Mr. Meakim, the Board voted unanimously to approve Resolution 21-2015, establishing the 2016 Real Estate Tax at 2.0 mills.

Ms. Margie Swart, 1519 Links Drive, stated that the 2015 salary study should have included more items, such as longevity.

Dr. Douglas White, 1001 Woodview Lane, asked if Township Solicitor Buckley Brion was going to be reappointed. Mr. Halvorsen responded that all reappointments are done at the Board's reorganization meeting, to be held at 5:00 p.m., Monday, January 4, 2016. Dr. White also asked what was going on at the Township's sewer plant. Mr. LaLonde stated that the Township is currently conducting a full assessment of the sewer plant and its operations.

Mr. Ed Smith, Chairman of the West Goshen Township Park & Recreation Board, presented plaques to the following sponsors of the 2015 Summer Concert Series and Fall Movie Series. Mr. Smith thanked the sponsors for the continuing and generous support of Township recreation programs.

Platinum Level Sponsors

Buckley, Brion, McGuire & Morris
Park Valley Associates
TDBank

Silver Level Sponsors

Glenn White Builders
Krapf's Coaches

Ms. Camp reopened Board of Supervisors Conditional Use Hearing #2 – 2015, Conditional Use Hearing for 101 Norfolk Avenue for West Chester University, continued from November 11, 2015 at 7:15 p.m., was closed at 7:17 pm. and on a motion by Mr. Halvorsen, seconded by Mr. Murphy, the Board unanimously voted to continue the Hearing to 7:00 p.m. January 13, 2015.

SEE OFFICIAL TRANSCRIPT

Ms. Camp opened Board of Supervisors Conditional Use Hearing #3 – 2015, Conditional Use Hearing for 30 West Rosedale Avenue for West Chester University, continued from November 11, 2015 at 7:17 p.m. and was closed at 7:19 p.m. and on a motion by Mr. Halvorsen, seconded by Mr. Meakim, the Board unanimously voted to continue the Hearing to 7:00 p.m. January 27, 2016

SEE OFFICIAL TRANSCRIPT

Chief Joseph Gleason gave the Police Report for the month of November 2015. Chief Gleason presented portraits of Police Department personnel to the Board of Supervisors.

Ms. Andrea Testa, Fire Marshall, gave the Fire Marshall's Report for the month of November 2015. Ms. Testa also gave the report for Good Fellowship Ambulance Company and the Goshen Fire Company.

Mr. John Beswick gave the Building Inspection Activity Report for November 2015.

Mr. Halvorsen thanked Mrs. McIlvaine and Mr. Murphy for their dedication and service to West Goshen Township, as this is their last Board meeting. Mr. Halvorsen presented service plaques to Mrs. McIlvaine and Mr. Murphy for the many years of service to the Township.

Mrs. McIlvaine and Mr. Murphy thanked the Board, staff and residents for the opportunity to serve the Township.

Mr. LaLonde announced that curbside yard waste pickup was scheduled for Saturday morning, December 19, 2015. Mr. LaLonde read into the record that Supervisors elect Christopher Pielli and Hugh J. Purnell, Jr., had submitted letters to the Township, as required by Pennsylvania 2nd Class Township Code, requesting health insurance coverage to be provided by the Township, effective January 1, 2016.

Mr. Webb provided an update of the 834 Orchard Avenue situation. Efforts to abate the uninhabitable situation at 834 Orchard Avenue have failed and that Mr. Webb has solicited bids to seal the home.

Mr. Webb stated that the Zoning Hearing Board application for a variance to install an in-ground pool at 1100 Judson Drive was withdrawn.

On a motion by Mr. Meakim, seconded by Mr. Murphy, the Board unanimously approved the Board of Supervisors meeting minutes of November 11, 2015.

On a motion by Mr. Murphy, seconded by Mrs. McIlvaine the Board unanimously approved the Treasurer's Report dated November 30, 2015, for the General Fund, the Sewer Revenue Fund, the Waste and Recycling Fund, and the Capital Reserve Fund, and the bills to be paid from these funds.

On a motion by Mr. Meakim, seconded by Mrs. McIlvaine, the Board unanimously approved Resolution 18-2015 for West Goshen Township to participate in an Act 101 Recycling Grant program with Hough Associates and members of the West Chester Council of Governments. Mr. LaLonde stated that at a recent West Chester Area Council of Governments meeting, the member municipalities agreed to participate in this program with Hough Associates. Hough Associates bundles Act 101 municipal recycling grants together to increase overall grant awards. There is no cost to member municipalities, other than that Hough Associates would receive twenty-five percent (25%) of any increase in grant awards.

On a motion by Mr. Murphy, seconded by Mr. Meakim, the Board unanimously agreed to enter into a Constable services contract with Joseph Polito to provide Constable services to West Goshen Township. Ms. Camp stated that the contract provides warrant service provisions and that the contract may be cancelled at any time.

On a motion by Mr. Halvorsen, seconded by Mr. Meakim, the Board voted unanimously to approve the "Dry Polymer" bid opened on November 4, 2015. At the November 11, 2015 meeting, the Board tabled the "Dry Polymer" bid in anticipation of material testing to be conducted by Sewer Department staff. The material testing proved positive, so staff recommend approving the bid at this time.

Vendor	Item	Bid
George S. Coyne Chemical, Co., Inc. 3015 State Road Croyden, PA 19021	Dry Polymer	\$1.7137 / lb. (\$.1863 / lb. less than last year)

On a motion by Mr. Halvorsen, seconded by Mr. Murphy, the Board unanimously agreed to reject all bids for the 2016 fuel bid for unleaded gasoline, Bio-Ultra Clear Low Sulfur Diesel Fuel, #2 Heating Oil and Low-Sulfur Diesel for bids opened at 10:00 a.m., Monday, December 7, 2015 due to irregularities in the bids provided. Township staff will re-bid early in 2016 and present those bids to the Board for approval.

On a motion by Mr. Halvorsen, seconded by Mrs. McIlvaine, the Board voted unanimously to approve Resolution 19-2015, approving a revised traffic signal permit for the intersection of Westtown Road and the Rt. 202 ramps.

Ms. Camp presented Ordinance No. 8-2015 amending various Township Code Chapters regarding the WACOG Board of Appeals; and amending Chapter 37 of the West Goshen Township Code, Titled "Emergency Communications Systems" to revise certain standards in Section 37-2.A, Section 37-3 and Section 37-4.A(1). Ms. Camp stated that the Ordinance has been duly advertised in The Daily Local News and copies of the proposed Ordinance were submitted to The Chester County Law Library, the West Goshen Township Planning Commission and the Chester County Planning Commission.

On a motion by Mr. Murphy, seconded by Mr. Halvorsen, the Board voted unanimously to approve Ordinance No. 8-2015.

Ms. Camp presented Ordinance No. 9-2015 amending Chapter 84 of the West Goshen Township Code, Titled "Zoning," Section Section 84-8 to add a definition for "Through Lot"; Section 84-57.24.B(5) regarding domesticated chickens; Section 85-47.G regulating fences; Section 84-55.I(1) to require off-street parking to be located on the same lot as the use for which the parking is provided; and to amend the West Goshen Township Zoning Map in order to Zone certain property, identified as Chester County Tax Map Parcel No. 52-6-2 to the R-3A "Single Family Attached Dwelling Overlay District." Ms. Camp stated that the Ordinance has been duly advertised in The Daily Local News and copies of the proposed Ordinance were submitted to The Chester County Law Library, the West Goshen Township Planning Commission and the Chester County Planning Commission and that the property had been properly \ posted by Township Zoning Officer Mr. Bill Webb.

On a motion by Mr. Murphy, seconded by Mr. Halvorsen, the Board unanimously approved Ordinance No. 9-2015.

Dr. Douglas White, 1001 Woodview Lane, stated that he didn't think the Board should approve the Zoning Change for the Ferguson property.

On a motion by Mr. Halvorsen, seconded by Mrs. McIlvaine, the Board unanimously approved the Deed of Dedication and Maintenance Security Agreement for the Shadeland Woods subdivision located a Derry Lane and Phoenixville Pike conditioned upon receipt of the original Letter of Credit.

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Mr. Hugh Purnell thanked Township Engineer Rick Craig for his assistance with the North Hill HOA stormwater issues.

Ms. Margie Swart, 1519 Links Drive, thanked for the Board for allowing her to participate in the Township's Stormwater stakeholder process. She stated that she has become more involved in local government due to her invitation to join the stakeholder process.

Mr. Bob Sheller asked if the Township could investigate if the intersection of Greenhill Road and North Pottstown Pike warrants left turn signals. Mr. Craig would do so with PennDOT.

Maxine, a resident of The Arbours, located on Ward Avenue, thanked Mr. Murphy and Mrs. McIlvaine for their service to West Goshen Township and their hard and diligent work during the Sunoco Logistics pipeline process.

On a motion by Mr. Murphy seconded by Mr. Halvorsen, the Board agreed to adjourn the meeting at 8:10 p.m.

Respectfully submitted,

Casey LaLonde
Township Secretary