

West Vincent Township

Board of Supervisors

Virtual Meeting

June 15, 2020

Attendance: Mike Schneider, Chairman; Bernie Couris, Vice-Chairman; Sara Shick, Member; John Granger, Interim Township Manager, Kathy Shillenn, Township Secretary

Vice-Chairman Couris called the meeting to order and announced Virtual Meeting Procedures at 7:13PM.

MOTION by Ms. Shick the minutes of May 18, 2020; second by Mr. Schneider.
With no comments or questions, *Motion carries unanimously.*

Police Report: Sergeant Russell reviewed the police report.

Bills List: **MOTION** by Ms. Shick to approve the Bills List in the amount of \$183,388.95; second by Mr. Couris.

Ms. Shick questioned the Eckert Seamans item for \$236.00 that attributed to the Police Account that she feels should come out of the General Fund. Ms. Shick would like to see the bill moved into the General Fund before the Bills List is approved. Ms. Hogrelius, Township Treasurer commented that it is always in the general fund, but right now it is being expensed to the Police Budget. Ms. Shick asked why we do that? Do we do that with everything else? Ms. Hogrelius said no. Ms. Shick stated that is her point; it should be from the general fund budget not the police budget.

Ms. Shick would like to **AMEND the MOTION** to read approval of the Bills List in the amount of \$183,388.95 with the Eckert Seamans bills, retroactive to January 2020 be taken out of the General Fund. Mr. Schneider asked if the money was taken out of the police department and not the road department in the past; Ms. Hogrelius stated that was correct, but there were not any AFSCME bill. It was mainly the Eckert Seamans bills that were expensed to the police legal and not the township legal. Mr. Schneider commented that we have a legal account for the police and one for general fund, but we do not have one for the road department or the code department or anything else. How long has the police department had a legal account? Ms. Hogrelius stated that the account creation is not the issue here, it is where we are going to expense the legal expenses for the police negotiations. Mr. Schneider asked if there were any legal expenses allocated in the budget for the police. Ms. Hogrelius stated that for 2019 no, and for 2020 she will have to look and get back to Mr. Schneider.

Mr. Schneider stated that if we had no budget for police legal, then it should come out of the general fund, but if there was money allocated in the police legal, then it should come out of the police budget. Ms. Shick has not checked today, but she is pretty sure it did not come out of the police budget.

There being no other comments or questions, **MOTION IS AMENDED** by Mr. Schneider to approve the bills list in the amount of \$183,388.95 noting that if the police budget shows funds in legal, the Eckert Seamans bills will come out of the budget; if no funds were showing for legal in the police budget, then they will come out of the general fund; second by Ms. Shick. *Motion carries unanimously.*

Treasurer's Report: Mr. Granger reviewed the Treasurer's Report. In the General Fund, the total income is \$846,145 and year-to-date is \$1.97million; expenses are \$290,331 with year-to-date being \$1.1million. The net income is about \$645,000 year-to-date. It has been a good month considering COVID-19, which he will report on next. Open Space Fund had revenue of \$19,737 and year-to-date of \$254,704 and no expenses. Liquid Fuels Fund had \$211 in interest income; the year-to-date revenue is \$252,346. Expenses were \$14.00 and total year-to-date expenses are \$58.00.

Mr. Schneider asked if Mr. Granger said liquid fuels had interest. Mr. Granger said yes, it was \$211.

The Sewer Fund had revenues of \$4,165; year-to-date is \$44,628. Expenses \$38,140 with year-to-date expenses of \$79,908 with at total loss of \$35,280 year-to-date. Mr. Granger stated the loss means expenses exceeding revenues. Mr. Schneider asked if that is because we have not billed out the quarterly yet. Ms. Hogrelius stated that the number is correct, and it will balance itself out next month; it is just timing.

Mr. Granger stated that Capital Reserve had income of \$3,096 and expenses of \$524,818 for the month and that was the same for year-to-date, which was for the Bryn Coed demolition expenses. The revenue was \$8159. Ms. Hogrelius pointed out that was for the April 6th approval for the Bryn Coed Demolition project. She wanted to make it clear that this item was not budgeted for 2020 in this fund. This fund will continue to look as if it is over-budget. In the 2020 budget it was originally budgeted as Open Space Maintenance Fund. Ms. Shick said that the budget was amended in April so that it is official that it is not in the Open Space Maintenance Fund.

Ms. Hogrelius stated that the budget was not amended, the budget still stands. Mr. Granger stated that this can be taken care of; Mr. Schneider commented that it will be a simple accounting adjustment. In the capital road the revenue was \$3,844 for the month, the total is \$90,746; expenses were \$182 for the month and \$2611 year-to-date. Finally, in the Escrow Fund, assets were \$310,094.81 and liabilities did not have a lot of change.

Manager's Report: Mr. Granger reviewed his manager's report. Most of what he has been working is reflected in the agenda items.

Impact of COVID-19 on Township Expenses: All of the revenue streams, i.e., real estate tax, transfer tax, and earned income tax and building permits have remained steady. On expenses, the salaries, police department, highway department, general recreation budget and engineering services. It is interesting the real estate taxes is very nominal and varies from the prior year. The transfer tax is going to take a very big hit. We have received \$83,000 less this year than last year. Earned Income taxes are slightly less than last year and could be due to any number of reasons. Surprisingly building permits are ahead from last year during this same period. Deed transfer taxes are going to take a big hit mainly due to real estate transfers not really occurring. All totaled the township is going to be about \$97,000 less in revenue stream primarily due to the deed transfer tax. Earned Income Tax should be close to the budgeted amount; probably about 43% under. Deed Transfer Tax should be substantially less, most likely about 65% to 70% .

On the expense side, Mr. Granger anticipates a net savings of \$15,000 in the manager's compensation including health benefits and about \$25,000 in the highway department. One item that will be over-budgeted is the police department, where the settlement will be about \$25,000 more than what was budgeted.

There was money budgeted for a vehicle in the Codes Department, \$35,000. That money has not been spent yet. Mr. Granger recommends deferring that until later in the year. The other issue of importance is the recreation budget, which is \$94,000. Some has been spent, but not the entire \$94,000. Probably about a third of the amount will be spent, maybe a half at the most. Another is engineering expenses are going to be less than budgeted due to less workload. The Fellowship Trail at \$150,000. There will probably be

some engineering expenses, but the construction will most likely be next year. The Township is looking to save approximately \$250,000 to \$330,000 of expenses that will be available. In looking at the big picture, the township will not be impacted heavily from the COVID-19 crisis.

Presentation: 2020 Audit Presentation by Barbacane, Thornton & Company – Steve Kutsuflakis reviewed the results of the Audit Report. Report is on file. A management letter was issued.

Brian Curry, 512 Blackhorse Road commented that there is a DCED Report that is submitted to the state. In the past, we have had the discussions that Mr. Kutsuflakis had done tonight and some handouts. Will these be on the website and if so, where?

Jamie McVicker, Resident asked what the status of the management letter and will it be made public. Mr. Kutsuflakis stated it was issued last week. Mr. Granger stated that it will be included with the other documents on the website. Mr. McVicker asked if changes will be made based on the recommendations.

Harriet Stone, Birch Run Road wanted to make sure that there will be a series of lectures about amphibians. If you are on Mrs. Stone's mailing list, you will be receiving the information when she gets it.

Ms. Shick read a letter that she received by email yesterday. It was a letter expressing gratitude for the Fellowship Garden.

Subdivision/Land Development:

1215 & 1225 Schoolhouse Lane, Minor Subdivision Lot Consolidation, Kenneth and Valentine Witek

– Receipt was acknowledged by the Board of Supervisors.

Consider Subdivision/Land Development Extension Agreement – 1830 St. Matthews Road –

MOTION by Ms. Shick to Authorize the Subdivision/Land Development Agreement for 1830 St. Matthews Road until September 21, 2021; second by Mr. Couris. *Motion carries unanimously.*

New Business:

Road Material Bid Award – **MOTION** by Mr. Couris to accept the Bid for Road Materials from Cedar Hollow Recycling in the total amount of \$77,095.00; second by Ms. Shick.

Mr. Schneider asked if we received multiple bids; Mr. Granger stated no.

There being no further comments or questions, *Motion carries unanimously.*

Consider Adoption of Ordinance No. 187-2020, Amending the Police Pension Plan in Accordance with MOU Reached with Police Officers – **MOTION** by Ms. Shick to Adopt Ordinance No. 187-2020,

Amending Police Pension Plan in Accordance with MOU Reached with Police Officers; second by Mr. Couris.

Ms. Shick stated that this is for closing the paperwork for the contract with the Police.

There being no questions or comments, *Motion carries unanimously.*

Consider Adoption of Ordinance No. 188-2020, Designating a Maximum Speed Limit of 25 MPH for Green Lane between Birch Run Road and Flowing Springs Road – **MOTION** by Mr. Couris to Adopt

Ordinance No. 188-2020, Designating a Maximum Speed Limit of 25 MPH for Green Lane between Birch Run Road and Flowing Springs Road; second by Mr. Schneider.

Brian Curry, 512 Blackhorse Road asked if an engineering study was done to establish the 25 MPH and what was the speed limit for and the basis for that. Ms. Shick stated it was not an engineering study it was

a speed study done by the police department. She believes it was a drop from 35 MPH. Mr. Granger explained the speed study. Mr. Curry stated that he is still trying to figure out why the speed limit is set at that point. What is the benefit to the township? Mr. Couris stated it is a matter of safety. Mr. Schneider asked if this is something that the township does on all the roads every year. Ms. Shick stated no, this was a request from people on Green Lane, likewise the one on Hilltop. Chief Swinger does not go out to do a study unless his officer's see an issue or there is a request from residents. Mr. Granger stated that it provides an endorsement opportunity to people who are driving 35 MPH or greater. Mr. Curry agrees on that, but there is still an affect on people because they can accumulate points. Ms. Shick agrees with Mr. Curry. It is about safety.

There being no further comments or questions, *Motion carries unanimously.*

Consider Adoption of Ordinance No. 189-2020, Designating a Maximum Speed Limit of 25 MPH for Hilltop Road, between Flowing Springs and Sheeder Mill Road – MOTION by Ms. Shick to Adopt Ordinance No. 189-2020, Designating a Maximum Speed Limit of 25 MPH for Green Lane between Birch Run Road and Flowing Springs Road; second by Mr. Couris.

There being no comments or questions, *Motion carries unanimously.*

Authorization to Advertise Ordinance to Designate Speed Limit of 25 MPH on Shady Lane - MOTION by Mr. Couris to Authorize Advertisement of Ordinance No. 190-2020 to Designate Speed Limit of 25 MPH on Shady Lane; second by Ms. Shick.

There being no comments or questions, *Motion carries unanimously.*

Consider Escrow Release No. 3, Bond Reduction Request of \$206,197.97 for Ewing Tract, Toll Brothers – Sunderland Avenue East – MOTION by Ms. Shick to Authorize Escrow Release No. 3, Bond Reduction Request of \$206,197.97 for Toll Brothers – Sunderland Avenue East; second by Mr. Couris.

There being no comments or questions, *Motion carries unanimously.*

Authorization to Lease New Copier – MOTION by Mr. Couris to Authorize the Lease of New Copiers for the Administration and Police Department; second by Ms. Shick.

Mr. Schneider asked how old the copiers are and if they are leased now. What is the difference in cost? Mr. Granger stated that it will be \$200 per month in savings.

There being no comments or questions, *Motion carries unanimously.*

Authorization to Enter into an Agreement with Summer and Zim, Inc. for Maintenance Services for HVAC System – MOTION by Ms. Shick to authorize the agreement with Summer & Zim, Inc. for Maintenance Services for HVAC System; second by Mr. Couris. Mr. Couris asked if the agreement will also include the oil burner. Mr. Granger stated no, that would be a separate agreement. Mr. Schneider asked the reason for getting a maintenance agreement. Mr. Granger stated that it normally would fall to the highway department, which does not have time to do it. Mr. Schneider asked what the annual cost is. Mr. Granger stated is \$1732 and if you take the savings from the copiers and apply it to the maintenance agreement cost, it will be a net expense of \$104 per year. Mr. Schneider asked how many systems the township has. Mr. Granger stated that three or four. Mr. Couris stated that there is a heat pump, cooling system, another heating system on top of the meeting room and the split system in the police department and one system in the highway department.

Brian Curry, 512 Blackhorse Road stated that there have been one or two failures of the heat pumps in the last two or three years. Having a maintenance agreement will hopefully give warning that something is not working correctly.

There being no further comments or questions, *Motion carries unanimously.*

Authorization to Solicit Proposals for Structural Engineering Services to Design New Roof for Barn

– **MOTION** by Mr. Couris to authorize the Township Manager to solicit proposals for structural engineering services to design a new roof for the barn; second by Ms. Shick.

Brian Curry, 512 Blackhorse Road asked if there is something special about this that we do not run it through the normal township engineering firm. They are doing structural stuff on the Buttonwood Lane Bridge. Is there something different about this? Mr. Granger stated that there is a serious consideration on putting solar panels on the roof, so the township wanted a structural engineer that had some experience dealing with that and to get prices on this. Mr. Schneider stated that nothing stops Arro from putting in a proposal on this. Mr. Curry asked who is writing the proposal that is going out. Mr. Granger stated that he has written three proposals and he is circulating among people that have experience with this type of proposal. Mr. Curry also stated that it was mentioned that the township is also looking at solar panels on the roof. Mr. Granger stated yes, at a later date.

With no further questions or comments, *Motion carries unanimously.*

Authorization to Advertise the 2020 Road Program – **MOTION** by Mr. Couris to Authorize Advertisement for the 2020 Road Program; second by Ms. Shick.

Brian Curry, 512 Blackhorse Road asked if the township did the same thing when the Road Program evaluation was done in 2016. Mr. Schneider stated the question is does the township do the same thing every year. Ms. Shick stated that regarding 2016, she thinks it was just authorized for Cedarville to do it. Mr. Curry asked if this will be advertised through the Penn Bid system. Mr. Schneider asked what is this for? Mr. Granger stated it is for the Tar and Chip of certain roads. Mr. Curry asked if there is going to be a list of what roads and what is being done? Mr. Schneider asked if it corresponds to the township road program. Mr. Granger stated that the roads are S. Chester Springs Road, Douglas Lane, Horseshoe Trail, Miller Road, Fellowship Road, St. Matthews Road (above the gravel side), Flint Road, and a portion of Red Bone Lane. The Road Master and Mr. Granger looked at all these roads along with a contractor. Mr. Schneider asked when Flint Road was paved. Mr. Couris stated that Flint Road was paved about 18 months ago. There was only a course layer put down.

There being no further comments or questions, *Motion carries unanimously.*

Bryn Coed Demolition – Work Restart Order – **MOTION** by Ms. Shick to authorize the Change Order for restarting the work for the Bryn Coed Demolition; second by Mr. Couris.

Brian Curry, 512 Blackhorse Road asked is there was an idea of when this will be completed? Mr. Schneider stated that he thinks it will be October.

There being no further comments or questions, *Motion carries unanimously.*

Discussion on Future Recreation Programming – Mr. Granger discussed this. The Park and Recreation Committee recommended that there be no activities scheduled for the year. Activities that will done after Labor Day, late fall, are there certain events that you would like to see. Mr. Schneider stated that there is a Fall Festival, it just depends on the COVID-19 situation. Ms. Shick stated that maybe we could combine a 5K with the Fall Festival. Mr. Couris stated that this would be very tentative.

Discussion of Goals and Objectives – Mr. Granger discussed this. Throughout his career he has worked with various elected bodies to establish goals and objectives to develop a framework for the development of a budget. He typically works on budgets of multi-year budgets, usually three years. This gives direction to the board and also direction to the committees and public in terms of what the township is working on and how resources are being allocated; and also, the time frame of projects that are being done. Here in the township the committees are very active. They could use some direction and leadership on what they would like to accomplish each year. It provides a lot of direction to the committees and with the Board and the public.

He suggests that the Board authorize the administration to send a letter to the committees to set goals as to what they would like to accomplish in the next three years. The Board agrees with this process.

Public Comment on Non-Agenda Items -

Jason Kremser, Resident stated that he had a question earlier about the recreation program and how young people could help, but he heard that there will be no activity for the rest of the year. Ms. Shick commented that she thinks the township would be open to that; maybe he could help to come up with some things that young people could help with. Mr. Granger asked Jason to give him a call sometime next week to discuss some things that he could come up to help with. Ms. Shick thought that maybe Jason could sit in some of the committee meetings and maybe there would be something that he is interested in.

There being no further discussion, the **MOTION** to adjourn was brought forward by Ms. Shick; second by Mr. Couris. *Motion carries unanimously.*

Meeting adjourned at 8:30PM

Respectfully Submitted,
Kathy Shillenn
Township Secretary