

ECAC Meeting – January 2021 Minutes

Monday, January 11, 2021

Present: Tom McGurk, Betsy Fadem, Jim Oram, Hal Ward, Buck Buchanan, Pete Motel, Alessandra Nicolas, Kristan Burgess, Palmer Dalesandro, Gene Briggs and Bill DeFeo.

Absent:

The meeting was called to order at 6.15p via web.

December 2020 Minutes Approved.

PD Space Project:

- We reviewed the PD Space Project Charter that will be presented to the BoS on January 19, 2021.
- They will have a two-step process.
 - Architectural process program: Blockplanning – overall spaces over current site
 - Programming: ECAC and BoS providing input
- Deliverable is a report that includes 4 options.
- We budgeted \$60k in 2021 for this project.

Other Items:

- Per Gene we need to define our goals and projects for 2021 to get to BoS by end of February 2021.
- Betsy gave an update on Berwyn Fire Company substation and how well it is doing. The BFC now will need a permanent substation. More details to come.
- Mare of Easttown will be on HBO April 11, 2021.
- Per Jim and Betsy, 3 pressing projects that BoS would like us to do is; (see the prioritized schedule below)
 - the evaluation of vendor receivables
 - comparative study of other townships on fee schedules
 - Benchmark comparison for the PD

New Projects and Initiatives

1. ECAC to look at how Township does reimbursable/pass-thru Accounting Process. Township incurs costs and then we turn around and bill homeowners. Township sometimes has a hard time collecting. These are engineering and legal fees. We currently do not collect an escrow.
2. Comparative study of other townships on fee schedules.

3. BoS would like ECAC to do a Benchmark Comparison for the Police Department, like we did with FIRE/EMS. More information to be provided by Jim and Betsy.
4. A/V needs of the Township for virtual meetings and broadcasting. Radnor and Tredyffrin have their own TV station. What should we do? (There is \$6k allocated in 2021 budget for this project)
5. For 2022 - Open Finance Project (Dashboard with MUNIS to feed financials onto our website) We need to help pick and be a sounding board on design of what we think community would want to see.
6. Continuation of conversation on decorum at public meetings.
7. Reviewing the budget processes of other Townships to ensure ours is as efficient a process as possible.

Next ECAC meeting is February 8, 2021 at 6.15p. The meeting was adjourned at 7.23p.

Respectfully submitted,

Alessandra H. Nicolas
ECAC Secretary

Easttown Township Programming Questionnaire
Public Meeting Space

PUBLIC MEETING

- 1. Is the preference to have the meeting room onsite, in a separate location, or would either-or be acceptable for the functional needs of the township?**

If a separate location is acceptable, what other functions must be included with the Public Meeting Room to support its function? *For example: a waiting area, restrooms, storage, etc.*

If an onsite location is acceptable, what is the preferred adjacency? *For example, adjacent to the township lobby, closest to administration, closest to parking, etc.*

- 2. Is the current meeting room too large, too small or, just right?** *For example: are there enough seats at the head table for all participants to face the same direction, are there meetings where there are not enough seats in the room, etc. Note the current space is approximately 500SF.*

- 3. What is the range of in person participants that has been seen by the township in the past 10 years?**

What is the typical in-person participant count?

- 4. What type of technology is required for the room?**

- 5. What are the security requirements for the space?**

- 6. Is there a preferred layout for the room?** *Perhaps a precedent from a neighboring township that should be used as a basis of design?*

IMPACT OF COVID-19

- 1. How has the pandemic changed the way in which you anticipate holding public meetings?**
- 2. Do you anticipate relying more on virtual meetings than in person in the future?**

If yes, can the size of the room be reduced?

If yes, should there be a bigger investment in audio visual upgrades and acoustic upgrades?