

APPROVED

ECAC Meeting – March 2021 Minutes

Monday, March 8, 2021,

Present ECAC Members: Tom McGurk, Hal Ward, Alessandra Nicolas, Kristan Burgess, and Pete Motel.

Absent ECAC Members: Buck Buchanan

Present Township Staff: Bill DeFeo

Present BoS Liaisons: Betsy Fadem

Absent Bos Liaisons: Jim Oram

Present Others/Public: Michael Wacey and Scott Carpenter

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

Tom McGurk mentioned that Palmer resigned from ECAC to join the Historical Commission. Tom thanked Palmer for his service and all his hard and appreciated work. Township will post the open position.

February 2021 Minutes Approved. Tom McGurk motioned to approve and Hal Ward seconded them.

PD Space Project:

- Tom McGurk gave update.
- Had meeting with HSA on 2/26. We went through their report. It was 2 hours in length.
- Next steps are to talk to BoS about what they need for public meeting room space.
- Then HSA will put presentation together to present on 4/6 to BoS.
- HSA will do an evaluation of the basement of Hilltop House since they could not do it due to snow.
- Then HSA will do their block planning.

Reimbursable/Pass-Thru Accounting Process:

- Hal and Buck leading this project.
- Hal did an overview of the project. Discussing how fees are charged to the Township from the consultants, such as engineering and legal. We currently do not collect escrow.
- As it stands the Township pays those fees up front and then bills the homeowner for reimbursement. This could take over 45 days to bill out to homeowners. In some cases homeowners pay right away and in some cases they do not.
- Currently between 2017-2020 there is a total of \$87,914.89 that has not been collected by the Township. Most of this is in 2019 and 2020, which represents about \$86,000. There are 43 accounts that make up this balance. 13 of these accounts represent 86% of the balance.
- So the Township is still carrying about \$80,000 a month.
- This effort to bill out to homeowners takes 1FTE about 4 working days a month to process the bills from consultants and submit to homeowners.
- Remedies the Township has is that they can issue a work stoppage on the project, they can go to court to collect, they can place a lien on the property.

- We need to come up with possible solutions such as withhold COO, have consultants bill homeowners directly, create an escrow account for fees above a certain dollar amount, public notice of delinquency, email outstanding bills vs snail mail outstanding bills, or see what other townships have done.
- Parties in consultant agreement are the Township and the homeowner.
- It is important to note that the Homeowner has their own consultants they pay. These fees are the consultants that are doing the review work to protect the Township.
- Bill DeFeo will invite Gene Briggs to next ECAC meeting to discuss this with us.
- Bill mentioned that Caln Township has only 12 projects at a time so it's manageable whereas we have 40 plus projects as a given time. Bill will reach out to Tredyffrin Township as well.

Possible Projects and Initiatives

1. Comparative study of other townships on fee schedules. – Great to do this by budget season in August 2021. Bill to send list of fees to ECAC members. Perhaps we start with 5 or 10 top fees to meet August deadline. Are we charging enough to meet our costs as a Township?
2. 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. Police contract is up in 2024.
3. 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)
4. 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.
5. Continuation of conversation on decorum at public meetings.
6. Reviewing the budget processes of other Townships to ensure ours is as efficient a process as possible.

Next ECAC meeting is April 12, 2021 at 6.15p. The meeting was adjourned at 7.30p.

Respectfully submitted,

Alessandra H. Nicolas
ECAC Secretary