

**BOARD OF SUPERVISORS****Regular Meeting Minutes****APPROVED****March 15, 2021**

The Regular Meeting took place via an Authorized Telecommunication Device (GoToWebinar). Supervisors present included Marc Heppe (Chair), Betsy Fadem (Vice Chair), Michael Wacey, Beth D'Antonio and Jim Oram. Also attending were Eugene Briggs (Township Manager), Dave Obzud (Chief of Police), Don Curley (Director of Public Works), Bill DeFeo (Finance Director), Sharon Norris (Administrative Assistant to the Township Manager), and Andrew Rau (Township Solicitor).

1. **Call to Order** – Chairman Heppe called the meeting to order at 7:00 PM. Mr. Heppe announced that this meeting is being recorded and made brief remarks regarding meeting protocol. Mr. Heppe announced that the Board met in Executive Session on March 02, 2021 to discuss personnel issues.
2. **Pledge of Allegiance** – Supervisor Wacey led the Pledge of Allegiance.
3. **Board Motions, Presentations and Resolutions:**
 - A. **Consideration to Appoint Don Curley as the Assistant Township Manager** – Mr. Briggs gave a brief summary of Mr. Curley's career in the Township and his credentials. Mr. Heppe called for a motion. Mrs. Fadem made a motion to appoint Mr. Curley as the Assistant Township Manager. Mr. Wacey seconded the motion. The Board discussed the appointment. Mr. Heppe called for public comment. There was no public comment. Mr. Heppe called for the vote. The motion passed 5-0.
 - B&C. **Consideration to Accept the Resignation of an Easttown Citizens Advisory Committee Member and Consideration to Appoint a New Member to the Historical Commission** – Since these two items are linked together, Mr. Oram made a combined motion to consider the resignation of Palmer Dalesandro from the Easttown Citizens Advisory Committee (ECAC) and appoint Mr. Dalesandro to the Historical Commission to a term to expire on December 31, 2022. The motion was seconded by Mrs. Fadem. The Board discussed the appointment. Mr. Heppe called for public comment. There was none. Mr. Heppe called for the vote. The motion passed 5-0.
 - D. **Consideration of SD 535 – 1016 Newtown Road (Tiburon) Minor Final Subdivision and Land Development Plan** – Mr. Rau recused himself from this agenda item and Mr. Gill, Planning Commission Solicitor, presented this plan which amends an already approved Subdivision Plan, SD 518. At the time of

approval, the applicant paid a fee-in-lieu of installing sidewalks. The current developer would like to add sidewalks along the cul-de-sac. Mr. Heppe called for a motion. Mr. Oram made a motion, seconded by Mrs. Fadem, that the Board approve the Preliminary/Final Subdivision Plan (SD 535) of Tartan Investment Partners LP, subject to the following conditions:

1. That the Applicant shall comply with the following Township Consultant Review Letters:
 - i. ARRO's review letter dated January 22, 2021
 - ii. Zoning Officer's review memorandum dated January 28, 2021
 - iii. McMahon Associates Inc.'s review letter dated January 28, 2021
 - iv. Glackin Thomas Panzak's review letter dated January 25, 2021
2. The waivers as requested by the Applicant and referenced in the Township Planning Commission's February 02, 2021 recommendation are granted;
3. The applicant shall comply with Township permitting and development requirements, including, but not limited to execution of final land development agreements and financial security and permit application.
4. The Applicant shall reimburse the Township for all outstanding fees and charges incurred by the Township in processing and considering the Subdivision and Land Development application, including but not limited to legal, engineering and consulting review fees.
5. The proposed use and development and intensity thereof, shall be consistent with the testimony and evidence provided at this public meeting.

Mr. Wacey made an addition to the motion to include:

6. The approval includes reimbursement to the applicant in the amount of \$60,800.00 for fee-in-lieu of sidewalks on Prescott Road as previously paid.

The amendment was seconded by Mrs. Fadem. Mr. Heppe called for public comment. There was no public comment. Mr. Heppe called for the vote. The motion passed 5-0.

E. Consideration to Extend the Snow Removal Contract – Mr. Heppe called for a motion to extend the snow removal contract with Northeastern. Mrs. Fadem made the motion to extend the snow removal contract with Northeastern. Mrs. D'Antonio seconded the motion. The Board discussed the issue. Mr. Heppe called for public comment. There was no public comment. Mr. Heppe called for the vote. The motion passed 5-0.

F. Consideration to issue a Street Repair Services Request for Proposal (RFP) – Mr. Heppe called for a motion. Mr. Oram made a motion to authorize Mr. Curley to issue the Request for Proposal for street repair services. The motion was seconded by Mr. Wacey. Mr. Curley explained that the reason for this RFP is that the current contractor has gone out of business. The Board discussed the process. Mr. Heppe called for public comment. There was no public comment. Mr. Heppe called for the vote. The motion passed 5-0.

G. Consideration of Resolution 2021-10 for the Electronic Submission of the Pennsylvania Department of Transportation Reports for the Use of Liquid Fuels Funds – Mr. Heppe called for a motion. Mrs. Fadem made the motion to

adopt Resolution 2021-10 and proceed with the licensing agreement with PennDOT. The motion was seconded by Mrs. D'Antonio. Mr. Curley explained the new process for submitting Liquid Fuels reports electronically to the Pennsylvania Department of Transportation (PennDOT) versus how the Township has done it in the past (email and mailing a hard copy). To be able to submit electronically, the Township must first enter into an EALA (Electronic Access Licensing Agreement) with PennDOT. Mr. Curley explained this would also allow the Township to apply for grants electronically. Mr. Heppe called for public comment. There was no public comment. Mr. Heppe called for the vote. The motion passed 5-0.

H. Consideration of Resolution 2021-11 for the Reimbursement of COVID-19 Expenses – Mr. Heppe called for a motion. Mr. Wacey made a motion to adopt Resolution 2021-11 for the reimbursement of COVID-19 expenses. The motion was seconded by Mrs. Fadem. Mr. DeFeo explained that PEMA (Pennsylvania Emergency Management Association) has a program whereas the Township can submit pandemic-related costs incurred by the Township for reimbursement. This resolution covers costs incurred between January 2020 – September 2020. There will be a second phase open for reimbursement in the future. Mr. DeFeo has been working with a representative of PEMA to ensure that the Township is reimbursed for all allowable expenses. Mr. Heppe called for public comment. There was no public comment. Mr. Heppe called for the vote. The motion passed 5-0.

I. First Reading of Revisions to Board of Supervisors Policy #111 Appointments to Township Authorized Groups – Mrs. Fadem made the motion to adopt the First Reading of Policy #111. The motion was seconded by Mr. Wacey. The revisions reflect a new process for appointments and explains applying and reapplying for volunteer positions. This revised Policy now covers the Library Board. Mr. Heppe called for public comment. There was no public comment. Mr. Heppe called for a vote. The motion passed 5-0. The Policy Committee will make the recommended minor changes and this Policy will return to the Board at the next meeting.

J. First Reading of Board of Supervisors New Policy #115 Ad Hoc Task Forces and Committees – Mrs. Fadem made a motion that the Board approve Policy #115 Ad Hoc Task Forces and Committees. The motion was seconded by Mr. Oram. Mrs. Fadem explained that once the revisions to Policy #111 were formulated, it became clear that appointments to Ad Hoc Task Forces and Committees needed to be in their own policy. Mr. Heppe called for public comment. There was no public comment. Mr. Heppe called for the vote. The motion passed 5-0.

4. Departmental Reports

- **Finance Report** – Mr. DeFeo summarized the key elements of his report and the Board discussed some of those elements. Mr. DeFeo pointed out the revenue short fall in the first quarter is not really a shortfall, but a matter of timing, as it relates to the payment of real estate taxes and the majority of those payments are usually received by the end of April.
- **Police** – Chief Obzud summarized the key elements of his report and the Board discussed some of those elements. The Chief reported that the Department

received a grant of approximately \$19,000 worth of COVID-19 prevention-related equipment.

- **Planning and Zoning** – Mr. Briggs summarized the key elements of his report and the Board discussed some of those elements.

5. Regular Township Business

- A. Consideration of the February 23, 2021 Special Meeting Minutes** – Mr. Heppe called for a motion. Mrs. Fadem made the motion to approve the minutes and Mr. Oram seconded the motion. Mr. Heppe asked if the Board had any comments. Mr. Heppe noted a correction to page two regarding density. Mr. Heppe called for the vote. The motion passed 5-0 and the correction will be made.
- B. Consideration of the March 01, 2021 Regular Meeting Minutes** – Mr. Heppe called for a motion. Mrs. Fadem made the motion to approve the minutes and Mrs. D’Antonio seconded it. Mr. Heppe asked if the Board had any comments or prospective edits to the minutes. There was one grammatical correction. Mr. Heppe called for the vote. The motion passed unanimously.
- C. Authorize the Payment of Bills:** \$569,386.63; a total of Warrants (\$358,162.08), and Payroll (\$211,224.55) date ending March 15, 2021. Mr. Heppe called for a motion to authorize the payment of bills in the amount of \$569,386.63; a total of Warrants (\$358,162.08) and Payroll (\$211,224.55) for date ending March 15, 2021. Mr. Oram made the motion to pay the bills. The motion was seconded by Mr. Wacey. The Board of Supervisors discussed the bills and questioned Mr. DeFeo and the staff about specific expenditures. Mr. Heppe called for public comment. There was no public comment. Mr. Heppe called for the vote. The motion passed 5-0.

6. Board of Supervisors Liaison Reports

- A. Easttown Citizens Advisory Committee (ECAC)** – Mrs. Fadem reported that ECAC was provided an update on Phase 1 of the Space Project. They discussed the reimbursable/accounting process and started the discussion of parameters and scope for the Township Fees Analysis project.
- B. Easttown Municipal Authority (EMA)** – Mrs. D’Antonio reported that the EMA discussed Professional Services agreements for Infiltration/Inflow services, the Dorset Road Sewer Pump and potential reinvestment for bond funding.
- C. Historical Commission (HC)** – Mr. Oram summarized that the HC reviewed updated historic designation criteria, goals, articles for future editions of the In Community magazine, and the grant for historic Waynesborough.
- D. Fire / Emergency Medical Services** – Mrs. Fadem presented the cover of the Spring IN Community magazine which features the personnel of the Berwyn Fire Company. She reported that the County Commissioners joined a recent Task Force meeting to discuss the Fire/EMS strategic plan.
- E. Police Department** – Mr. Wacey noted that one new car has been ordered. The Chief and the Department have joined forces with Ring and their Neighborhood Watch program. Mrs. D’Antonio added that the Ring program will be on the April Neighborhood Watch meeting agenda.

- F. Environmental Advisory Council (EAC) – Mr. Wacey conveyed that this was the first meeting of this group. They discussed their different roles, projects for 2021 and became familiar with the Sunshine Act.
- G. Finance Work Group – Mr. Wacey reported that this group has met twice since the last meeting. They are working on designing a monthly financial summary report and have developed agendas for their meetings.
- H. Parks and Recreation Board (PRB) – Mr. Wacey remarked that the PRB did not have a quorum.
- I. Library Board – Mr. Heppe reported that the Friends of the Library are holding a Shredding Event on April 17, 2021. Mr. Curley has been coordinating some repairs at the Library including the replacement of the HVAC units.
- J. Policy Committee – Mrs. Fadem explained that the Policy Committee worked on the Conflict of Interest Policy as well as the Policies that were before the Board this evening.
- K. Planning Commission – Mrs. Fadem reported that the Planning Commission met on March 02, 2021 and discussed the Berwyn Parking Study recommendations, Planning Commission roles, procedures, voting and meeting protocol. The public is encouraged to look at the Planning Commission’s proposed public comment guidelines which are posted on the Planning Commission page of the Township website.
- L. Pension Report – Mr. Wacey noted that the two pension funds performed well last year.

7. Other Business

Mr. Wacey discussed the perspective funding needed for the Space Needs Assessment Study options. He suggested the Board be prepared with understanding what monies could be available and what the process is for borrowing funds. The Board commented that it should wait for the options to be identified, but understand the Finance Work Group will do a cursory review.

8. Announcements

Mr. Heppe read the following announcements:

The Township building is open weekdays to the general public by appointment only and exclusively accommodates access by high risk members of the public between the hours of 8:00 AM and 9:00 AM.

The following virtual meetings are scheduled:

- Parks and Recreation Board, March 16th at 7:00 PM
- Policy Committee, March 22nd at 6:30 PM
- Library Board, March 24th at 7:00 PM
- Environmental Advisory Council, March 25th at 7:00 PM
- Reminder: Friday, April 2nd is Good Friday and the Township Office is Closed
- Board of Supervisors, April 5th at 7:00 PM

Please visit the Township website at www.easttown.org to find information on how to view and participate in each of the meetings.

We also encourage you to visit the website for up-to-date information on all Township activities.

9. Public Comment

Mr. Heppe called for public comment. There was no public comment.

10. Adjournment

The meeting adjourned by unanimous consent at 9:23 PM.

Respectfully submitted,

Sharon Norris
Administrative Assistant to the Township Manager