



**BOARD OF SUPERVISORS
FOR APPROVAL
Regular Meeting Minutes
Monday, April 05, 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 (Assistant Township Manager/Director of Public Works), Bill DeFeo (Finance Director), Andrew Rau (Township Solicitor), and Rob Schnorr (Emergency Management Coordinator).

1. **Call to Order** – Chairman Heppe called the meeting to order at 7:00 PM. He announced that the meeting is being recorded and made brief remarks regarding meeting protocol. Mr. Heppe stated that the Board met in Executive Session on March 30, 2021 to discuss legal matters.
2. **Pledge of Allegiance** – Supervisor Beth D'Antonio recited the Pledge of Allegiance.
3. **Emergency Management Coordinator COVID-19 Update** – Mr. Schnorr gave an update on Township and County COVID-19 cases and noted numbers are on the rise. The good news is that the County supply of vaccinations is increasing. Vaccination classification 1B opened today and 1C will open next Monday. There is a new scheduling link (www.chesterpaprod.service-now.com/vam) and those without internet can now call to register: 610-344-6225. The County is providing rental assistance; please dial the Health and Human Services Department at 211 for more information. Mr. Schnorr informed the Board on the status of the Emergency Operations Plan Update which should be to the Board of Supervisors sometime in the summer. Mr. Heppe called for public comment. There was no public comment.
4. **Public Hearing**
 - A. **Consideration of Ordinance 448-21 for the Unit per Acre and First Floor Use for Multifamily Dwelling Amendments for the Village Business and Village Transition Zoning Districts** – Mr. Rau summarized the process that led the Board to this legislative action and public hearing. Mr. Heppe called for a motion. Mrs. Fadem made a motion to enact Ordinance 448-21 28 to amend Section 455.21.A.(5) and Section 455-25.B of the Township Code to add regulations regarding the use of space on the first or ground floor of a building used for multifamily dwellings and enacting a new subsection 455.24.K providing a maximum density of 28 dwelling units per acre in the VB and 16 dwelling units per acre in the VT Districts. The motion was seconded by Mr. Oram. Mrs. D'Antonio

noted an editing correction on page one to change “thirty feet feet” to thirty-five (35) feet. All agreed to the correction. Mr. Rau noted that the ordinance is effective five (5) calendar days after enactment and would impact all new applications from that date forward. Mr. Heppe called for public comment. Joe Kohn, 240 Sugartown Road, stated he appreciated the Board enacting this ordinance. Michael DeFlavia, 125 Bartholomew Road commented on the process and density and thanked the Board. Mr. Heppe called for the vote. The motion passed 5-0.

5. Board Motions, Presentations, and Resolutions

A. Township Building Space Programming Report Presentation – Matt Heckendorn and Ariel Ricciuti of Heckendorn Shiles Architects (HSA) provided an updated overview of the Space Programming Report. The Board discussed the presentation and the possibilities for the future. It was noted that until the pandemic, the Hilltop House had been used as a rental, but HSA has incorporated its use into their plan. A Block Plan which will show how the spaces could be laid out will be ready in June to present to the Board. Mr. Heppe called for public comment. Tom Toscani, 1522 Greenhill Circle, commented on the use of the upstairs of Hilltop House for office use. Michael DeFlavia discussed work space and population growth.

B. Consideration of Proposal to Own and Maintain the Berwyn Veterans Memorial – Mr. Wacey summarized this agenda item which resulted from the Board passing a yearly Resolution stating the Township would be responsible for the maintenance of the Veterans Memorial if necessary. He quoted the Second Class Township Code which states that the Board of Supervisors may assume responsibility for the maintenance of such memorials. The cost to maintain the memorial is minimal (under \$1,000/year). Mr. Wacey felt it is a valuable service for the Township to take over this responsibility. The memorial is located on an easement donated by Amtrak. Mr. Brandon Adams, 405 Chandlee Drive, from the Berwyn Veteran Association, discussed some additional items including funding sources that the Veterans have in place (donations and an annual 5K run). With the Township contributing to the maintenance, the Berwyn Veterans Association will be better able to provide assistance to local veterans as well as to contribute to their scholarship fund for Conestoga students. Mrs. Fadem requested confirmation that the easement can be transferred to the Township. Mr. Heppe called for public comment. Tom Toscani noted he has a copy of the easement agreement and discussed landscaping. Mr. Adams also stated that his organization has been trying to assist with the maintenance of the POW/American Legion memorial since that organization has no funding sources. He also discussed future projects. Mr. Heppe thanked everyone and stated that the consideration of this item will be continued as the Board explores the open items on this topic.

C. Consideration to Authorize a Request for Proposals for 2021 Paving – Mr. Curley presented a list of the streets in most need of repair and outlined the proposed schedule. Mr. Heppe asked for a motion. Mr. Oram made the motion to authorize Mr. Curley to issue the Request for Proposals for the 2021 paving program. Mrs. D’Antonio seconded the motion. The Board questioned Mr. Curley on various items. Some questions included how do residents get notified of upcoming roadwork and how does the contractor or Township remove cars that

are in the way. The contractors do their best to keep roads and driveways open while work is being performed. Mr. Heppe called for public comment. There was no public comment. Mr. Heppe called for a vote. The motion passed 5-0.

D. Consideration of Resolution 2021-12 Regarding Traffic Signal Maintenance Agreement with Pennsylvania Department of Transportation (PennDOT) –

Mr. Curley presented a report on the six traffic lights that the Township owns and how they are maintained. Rather than multiple maintenance agreements that some Townships have, PennDOT wants all Townships to have a single agreement for traffic light maintenance for increased efficiency. The Township currently only uses one contractor for traffic signal maintenance. Additionally, PennDOT requires the Township to pass this Resolution in order to apply for or continue with the ARLE projects. Traffic lights, whether on PennDOT-owned roads or Township-owned roads, are maintained by the Township. Mr. Heppe called for a motion. Mrs. Fadem made the motion to adopt Resolution 2021-12 for a traffic signal maintenance agreement with PennDOT ensuring that the Township has only one contractor for traffic signal maintenance. Mrs. D'Antonio seconded the motion. Mr. Heppe called for public comment. There was no public comment. Mr. Heppe called for a vote. The motion passed 5-0. The Board will have a future discussion on the ARLE Program.

E. Consideration of Professional Service Agreement for Services Associated with Stucco Remediation of the Library –

Mr. Curley presented an update on a leak which has been ongoing for a year at the Library. The Township has exhausted all of the inexpensive solutions to fix the leak. The Board was presented with a proposal to approve a cost of [not to exceed] \$5,800.00 to explore the cause of the leak. Mr. Curley felt that once the cause of the leak is identified, the remediation could be very expensive, but noted that the cost of the assessment was worth the investment. Mrs. Fadem made a motion to move forward with the Professional Service Agreement for an Assessment of the Stucco Remediation at the Library. Mr. Wacey seconded the motion. Mr. Curley answered questions from the Board and Mr. Silverman, Library Director, spoke of the damage the Library building has suffered and the various rooms that are being affected. 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 Purchase and Install Exercise Equipment Stations at Hilltop Park –

Mr. Curley presented the conceptual design proposal for exercise stations at Hilltop Park which has been reviewed by the Parks and Recreation Board. Mr. Heppe called for a motion. A motion was made by Mr. Oram to purchase and install exercise equipment stations at Hilltop Park. The motion was seconded by Mr. Wacey. Mr. Heppe requested that Station 1 be relocated. Mrs. Fadem noted that the Parks and Recreation Board had a concern, as she does, that the overall look of the proposed equipment did not blend in with the natural look of the surrounding property. Mr. Curley will contact the vendor about finding more rustic looking equipment, relocating the equipment and return to the Board at a later time. The motion was tabled.

G. Consideration of Volleyball Court and Basketball Court Improvements at Johnson Park –

Tom Toscani, Chair of the Parks and Recreation Board, presented a request from the Conestoga High School Volleyball Coach for her club team to play games, hold practice and offer middle school programs at the volleyball courts at Johnson Park. Additionally, Mr. Toscani stated that the

volleyball club would fix the net, poles and court. They requested that the Township purchase the sand for the courts. Mrs. Fadem noted that the high school students from the club should not be making these repairs as the Township needs to employ a qualified contractor. She stated that the Township should understand the total costs for fixing the volleyball courts and then budget for and repair them if they are not usable. The other Board members agreed. Mr. Wacey suggested that the costs could come out of the Recreation Fee-In-Lieu Fund. Mr. Briggs and Mr. Curley will move forward with this project, get costs for the volleyball court repair and maintenance and come back to the Board.

Mr. Toscani discussed another project the Parks and Recreation Board had identified which is to modify the rarely used handball courts at Johnson Park into a basketball court for young children. This will be an Eagle Scout project and will include putting up nets and painting the lines. Mr. Briggs will work with Mr. Curley to make this an action item. For safety reasons, the picnic bench would also be refurbished and a carpenter has volunteered to assist with this project. After discussion, it was decided that the Parks and Recreation Board will put together a priority list of projects with associated costs and bring that to the Board. It was noted that improvements need to be identified as part of the budgeting process so that there is a coordinated effort to ensure that the Parks remain in good repair. During this process, the Township would find opportunities for the public to pitch in, but in a way that reflects the already formulated list of Park projects. Eagle Scout projects should also be identified. The Board stated their appreciation of Mr. Toscani's efforts and noted they would move forward expeditiously after receiving Mr. Toscani's prioritized list. Mr. Toscani asked about 4th of July activities and the Board noted that events are different than ongoing maintenance.

- H. Consideration of Hiring A Camp Director** – Mr. Briggs summarized that the staff, at the Board's request, continued to explore summer camp options and posted a job notice on the website for a camp director. The Township received an application from Christine Riviello. Ms. Riviello is currently an art teacher and teaches children in grades K-5. She is familiar with CDC regulations. If hired, Ms. Riviello will develop a program that stays within the budget, complies with the CDC and Chester Health Department guidelines and bring it back to the Board for approval. The camp will be held only during the month of July. Mr. Heppe asked for a motion. Mr. Wacey made the motion to hire Christine Riviello as the Camp Director for the 2021 season. Mrs. D'Antonio seconded the motion. The Board asked a series of questions and thanked Mrs. Riviello for rising to the challenge. Mr. Heppe asked for public comment. There was no public comment. Mr. Heppe asked for a vote. The motion carried 5-0.
- I. Consideration of Opening up Public Restrooms and Allowing Park Reservations** – Due to COVID-19, the Township had closed the restrooms and did not allow the formal rental of the pavilion and fields. Mr. Curley presented a proposal to consider reopening these facilities. Mr. Heppe called for a motion. Mr. Oram made a motion to open the public restrooms and allow pavilion and field reservations. Mrs. Fadem seconded the motion. The Board discussed the value of opening now versus later. Mr. Heppe asked for public comment. There was no public comment. Mr. Heppe called for the vote. The motion passed 4-0 with Mr. Wacey voting nay.

J. Consideration of Revisions to Policy #111 – Appointments to Township Authorized Groups – Mrs. Fadem presented the non-substantive edits included in this second reading of revised Policy #111. Mr. Heppe asked for a motion. Mrs. Fadem made motion to approve Policy #111. Mr. Wacey seconded the motion. Mrs. D’Antonio thanked the Policy Committee for making this policy more clear. Mr. Heppe asked for public comment. There was no public comment. Mr. Heppe called for the vote. The motion carried 5-0.

K. Consideration of New Policy #115 – Appointments to Township Ad Hoc Task Forces and Committees – Mrs. Fadem presented the non-substantive edits included in this second reading of new Policy #115. Mr. Heppe called for a motion. Mrs. Fadem made a motion to approve Policy #115. Mr. Wacey seconded the motion. Mr. Heppe asked for public comment. There was no public comment. Mr. Heppe called for a vote. The motion passed 5-0.

6. Departmental Reports

A. Manager – Mr. Briggs summarized the details of his report and the Board discussed those details. Some of those items included: the Road Diet evaluation, Township Branding, Project Tracking Reporting which would include an online payment option, hiring a Human Resources consultant and hiring a Zoning Officer/Planning Official to help the Township with Permitting and Code Enforcement.

B. Public Works – Mr. Curley summarized the details of his report and reported on the wet well cleaning.

7. Regular Township Business

A. Consideration of the March 15, 2021 Regular Meeting Minutes – Mrs. Fadem made a motion to adopt the March 15, 2021 Regular Meeting Minutes. She noted that on Page 5, under the Planning Commission Liaison Report, the following phrase should be added, “the Board encourages the public to look at the Planning Commission documents concerning Public Comment Procedures on the website.” Additionally, Mrs. D’Antonio noted on Page 3 under agenda item “Policy #111,” the word “reappointments” should be changed to “appointments”. Board members agreed to these two changes. Mr. Heppe called for the vote. The motion passed 5-0 with the noted revisions.

B. Authorize the Payment of Bills \$386,152.47; a total of Warrants (\$233,421.97), and Payroll (\$152,730.50) date ending April 5, 2021 – Mr. Heppe called for a motion. Mr. Oram made a motion to authorize the payment of bills \$386,152.47, a total of warrants (\$233,421.97) and payroll \$152,730.50 for date ending April 05, 2021. The motion was seconded by Mrs. Fadem. 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.

8. Other Business

A. 2021 Easttown Township Board of Supervisors Recommended Projects – Mrs. Fadem, at Mr. Heppe’s request, compiled the Supervisor Project list. With input from Mr. Wacey, Mrs. Fadem recommends that this list of projects is a living document that the Board will look at quarterly. Additionally, she noted that as

priorities shift, the list will be updated. In the September review, the project list should start to reflect the 2022 priorities and budget implications.

9. 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:

- Planning Commission, April 6th:
Workshop at 6:30 PM; Regular Meeting at 7:00 PM
- Easttown Citizens Advisory Committee, April 12th at 6:15 PM
- Easttown Municipal Authority, April 13th at 7:00 PM
- Zoning Hearing Board Meeting, April 13th at 7:00 PM
- Historical Commission, April 14th at 7:00 PM
- Board of Supervisors, April 19th at 7:00 PM

In addition to these Virtual Meetings, there are additional events going on:

- April 10th "Anything with a Plug Recycling Event" from 9:00 AM – 12:00 PM at Wilson Farm Park.
- April 10th from 8:30 AM – 2:00 PM: Household Hazardous Waste Collection at the Government Services Center in West Chester. Attendees must register. Free to Chester County residents.

Don't forget to visit these Friends of the Library upcoming events:

- April 17th from 9:00 AM – 12:00 PM: Secure shredding event (\$10 per box or two grocery bags)
- April 17th – April 30th: A "Little Library" Virtual Silent Auction a volunteer is building these and they will be painted by the Conestoga students. Mr. Heppe will forward a flyer to post.

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.

10. Public Comment

There was no public comment.

11. Adjournment

The meeting adjourned by unanimous consent at 10:29 PM.

Respectfully submitted,

/s/Sharon Norris

Sharon Norris
Administrative Assistant to the Township Manager