

Easttown Township

BOARD OF SUPERVISORS **Regular Meeting Minutes** **Monday, August 17, 2020**

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

- 1. Call to Order** – Chairman Oram called the meeting to order at 7 pm.
 - Mr. Heppe led the assembly in the Pledge of Allegiance.
 - Mr. Oram announced that the video and the audio of this meeting is being recorded and made brief remarks regarding the positive response of Easttown's citizens and first responders to COVID.
 - Mr. Oram announced that the Board of Supervisors (BOS) met in executive session on July 24 and August 7 to discuss legal issues and personnel issues.

- 2. Description of Services by Representative Chrissy Houlahan's Office** – Santiago Serrano outlined the array of services provided by the Office of Representative Houlahan.

- 3. Emergency Management Coordinator COVID-19 Update** – Mr. Schnorr summarized the circumstances of the COVID -19 pandemic and the activities (past, present, and future) of the Township's emergency response. The Board of Supervisors (the Board), the Staff, and Mr. Schnorr discussed the above-mentioned circumstances and activities. Mr. Oram asked for public comment. Public comment was provided as follows (via the audio component of the authorized telecommunication device):
 - Ann Mathis (203 S. Fairfield Road) commented upon operations of the Devereux facility.
 - Joe Kohn (240 Sugartown Road) commented upon storm damage and a tree limb in telecommunications wires on Sugartown Road.

4. Board Motions, Presentations, and Resolutions

- A. **Sewage Facilities Planning Module (Resolution 2020-10) for SD 522 (500 Waterloo Road)** – Bryan Kulakowski (Township Engineer) outlined the key elements of the module. Mr. Heppe made a motion to approve the Resolution. Mrs. D’Antonio seconded the motion. The Board and the Staff discussed the module. The Chair called for public comment. No one from the public commented. Mr. Oram called the vote. The motion passed unanimously.
- B. **Right-of-Way Dedication (Resolution 2020-11) for SD 522 (500 Waterloo Road)** – Mr. Rau outlined the key elements of the dedication. Mrs. Fadem made a motion to approve the Resolution. Mr. Heppe seconded the motion. The Board and the Staff discussed the dedication. The Chair called for public comment. No one from the public commented. Mr. Oram called the vote. The motion passed unanimously.
- C. **Construction Escrow Release No. 1 for SD 519 (616 Leopard Road)** – Mr. Kulakowski (Township Engineer) outlined the key elements of the request. Mr. Heppe made a motion to approve the request. Mrs. D’Antonio seconded the motion. The motion included the conditions specified in the ARRO Memo to the Board dated 8/10/2020:
- That the amount of the release is \$66,745.88
 - That the Township Engineer is authorized to submit the approved release request to the financial institution.
 - That future release requests for this project shall be approved at the Staff level.
- The Board and the Staff discussed the release. The Chair called for public comment. No one from the public commented. Mr. Oram called the vote. The motion passed unanimously.
- D. **Prospective Refinancing and Prospective New Borrowing (Easttown Municipal Authority)** – Mr. Curley provided an overview of the circumstances associated with the prospective refinancing of existing bonds and with the prospective issue of new bonds. Mike Wolf (Boenning & Scattergood) explained mechanics of refinancing and issuing new bonds. The Board discussed it. It was determined by Unanimous Consent that the:
- Township shall pursue the combination of refinancing existing EMA bonds and issuing new EMA bonds.
 - Staff and Consultants shall initiate the steps needed to implement the refinancing and new borrowing.
 - Staff shall report to the Board on the progress of implementation at subsequent meetings.
 - Binding determination (whether to refinance and or borrow) shall be made at a subsequent meeting of the Board.
- E. **Operating Policy No. 134 (Bonding of Township Officers)** – Mrs. Fadem outlined the key elements of the policy and made a motion to approve the policy. Mr. Heppe seconded the motion. The Chair called for public comment. No one from the public commented. Mr. Oram called the vote. The motion passed unanimously.

- F. **Operating Policy No. 143 (Board of Supervisors Meeting Minutes)** – Mrs. Fadem outlined the key elements of the policy and made a motion to approve the first reading of the policy. Mr. Heppe seconded the motion. The Chair called for public comment. No one from the public commented. Mr. Oram called the vote. The motion passed unanimously

5. Departmental Reports

- A. **Interim Manager Report** – Mr. Briggs outlined the key elements of his report. The Chair asked for public comment. No one from the public commented.
- B. **Finance Report** – Mr. DeFeo outlined the key elements of his report. The Board and the Staff discussed some of these elements. The Chair asked for public comment. Public comment was provided as follows (via the audio component of the authorized telecommunication device):
- Joe Kohn (240 Sugartown Road) commented upon procedural aspects of the Devon Center project.
- C. **Police Report** – Chief Obzud outlined the key elements of his report. The Board and the Chief discussed some these elements. Discussion included review of the advisability of issuing permits for door to door solicitation during COVID. The Board agreed by unanimous consent that the Township should suspend the issuing of the permits and that The Township’s Solicitor and the Chief should work together to implement the directive. The Chair asked for public comment. No one from the public commented.
- D. **Public Works Report** – Mr. Curley outlined the key elements of his report. The Board and the Staff discussed some of these elements. The Chair asked for public comment. No one from the public commented.
- E. **Planning and Zoning Report** – Mr. Briggs outlined the key elements of his report. The Board, The Solicitor, and the Staff discussed some of these elements. The Chair asked for public comment. Public comment was provided as follows (via the audio component of the authorized telecommunication device):
- Joe Kohn (240 Sugartown Road) commented upon procedural aspects of the Devon Center project.
 - Jay Jennings (212 Dorset Road) commented upon holding in-person meetings at an outside venue.
 - Michael DeFlavia (125 Bartholomew Road) commented on and inquired about per-person time limitations for public comment. Board members answered his inquiry.

6. Regular Township Business

- A. **Minutes from the July 20, 2020 Regular Meeting** – Mr. Oram asked for a motion. Mrs. Fadem made a motion to approve the minutes. Mr. Heppe seconded the motion. The Chair asked the Board if it had comments or prospective edits for the minutes. Three minor edits to the draft of the minutes

were identified. The Board agreed by unanimous consent to include the edits. Mr. Oram called the vote. The motion passed unanimously.

B. Payment of Bills: \$589,854.02; a Total Warrants (\$439,030.02) and Payroll (\$150,824.00), date ending August 3, 2020 – Mr. Oram asked for a motion. Mrs. Fadem made a motion to approve the bills. Mrs. D’Antonio seconded the motion. Mr. Oram asked for comments or questions from the Board. The Board discussed the bills (page by page) and questioned the Staff about specific expenditures. Mr. Oram called for public comment. No one from the public commented. Mr. Oram called for a vote. The motion passed unanimously.

F. Payment of Bills: \$1,572,389.51; a Total Warrants (\$1,386,356.53) and Payroll (\$186,032.98), date ending August 17, 2020 – Mr. Oram asked for a motion. Mrs. Fadem made a motion to approve the bills. Mr. Oram seconded the motion. Mr. Oram asked for comments or questions from the Board. The Board discussed the bills (page by page) and questioned the Staff about specific expenditures. Mr. Oram called for public comment. Public comment was provided as follows (via the audio component of the authorized telecommunication device):

- Stephanie McAlaine (237 Highland Avenue) commented upon operations at the Devereux facility.

Mr. Oram called for a vote. The motion passed unanimously

7. Board of Supervisors Reports

A. Historic Commission – Mr. Oram Update the assembly on the activities (including the most recent meeting) of the Historical Commission.

B. Parks & Recreation Board – Mr. Wacey updated the assembly on the activities (including the most recent meeting) of the Parks & Recreation Board.

C. Policy Committee – Mrs. Fadem updated the assembly on the activities (including the most recent meeting) of the Policy Committee.

D. Police Department – Mr. Wacey updated the assembly on the activities of the Police Department.

E. Municipal Authority – Mrs. D’Antonio updated the assembly on the activities (including the most recent meeting) of the Easttown Municipal Authority.

F. Fire/EMS – Mr. Fadem updated the assembly on the activities (including the most recent meeting) of the Fire and EMS.

G. Pension Committee – Mr. Wacey updated the assembly on the activities (including the most recent meeting) of the Pension Committee.

8. Other Business

A. Environmental Advisory Council (EAC) – Mr. Wacey outlined key elements of a prospective EAC. The Board discussed it and indicated unanimous consent to initiate the development of the EAC Ordinance. Mr. Oram called for public comment. No one from the public commented.

- B. Policy Committee Needs** – Mrs. Fadem outlined operations of the policy Committee. The Board discussed it. Discussion included consideration of having a representative of the Solicitor’s office participate in the committee’s meetings (for the next four months) to provide legal guidance during the development of policies. It was agreed by Unanimous Consent that the Solicitor’s office should participate. Mr. Oram called for public comment. No one from the public commented.
- C. Board of Supervisor Agenda Packet Distribution** – Mrs. Fadem inquired with the Board regarding the timing of the receipt of the Board’s packet. The Board discussed it. Discussion included consideration of advancing the distribution from Friday to Thursday. It was agreed by Unanimous Consent to advance the distribution of the packet from Friday to Thursday and that change shall occur when the Staffing level is returned to the full level. Mr. Oram called for public comment. No one from the public commented.
- D. Board of Supervisors Meetings** – Mr. Wacey inquired about the feasibility of holding in-person meetings or hybrid meetings (combining in-person and virtual). The Board discussed it. Discussion focused on the venue of prospective meetings. The Chair asked for public comment. Public comment was provided as follows (via the audio component of the authorized telecommunication device):
- Jay Jennings (212 Dorset Road) commented upon the feasibility of holding outdoor public meetings.
 - Joe Kohn (240 Sugartown Road) commented upon finding options for alternatives to virtual public meetings.
- E. Proposed Devon Center District Buildout Plan Preparation Cost Estimate** – Mr. Wacey indicated his position regarding the benefit of finding a mechanism to identify the buildout associated with prospective code changes (before adopting the prospective code changes) for the Devon Center project. The Board discussed the feasibility of the idea. The Chair asked for public comment. Public comment was provided as follows (via the audio component of the authorized telecommunication device):
- Joe Kohn (240 Sugartown Road) commented upon procedural aspects of the Devon Center project.

9. Announcements

Mr. Oram announced the conditions associated with operation of the Township building and Township Parks and the schedule (day, time, and location) of Township Meetings for the upcoming month (Thru 9/21/2020).

10. Public Comment

Mr. Oram asked for public comment. Public comment was provided as follows (via the audio component of the authorized telecommunication device):

- Stephanie McAlaine (237 Highland Avenue) commented upon the operations of Devereux’s facilities.

- Joe Kohn (240 Sugartown Road) commented upon property maintenance issues in Easttown.

11. Adjournment

The meeting adjourned by unanimous consent at around 11 PM.

Submitted by,
Don Curley