

# Easttown Township

## **BOARD OF SUPERVISORS** **Regular Meeting Minutes** **Monday, September 21, 2020**

The Regular Meeting took place via an Authorized Telecommunication Device (GoToWebinar). Supervisors present included Jim Oram (Chair), Marc Heppe (Vice Chair), Betsy Fadem, Michael Wacey and Beth D'Antonio. 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), Sharon Norris (Administrative Assistant to the Township Manager), Andrew Rau (Township Solicitor), Michael Gill (Planning Commission Solicitor), Bryan Kulakowsky (Township Engineer) Rob Schnorr (Emergency Management Coordinator).

- 1. Call to Order** – Chairman Oram called the meeting to order at 7:00 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 August 24<sup>th</sup>, August 31<sup>st</sup>, and September 14<sup>th</sup> to discuss legal issues and personnel issues.
- 2. Introduction of Administrative Assistant to the Township Manager** – Mr. Briggs introduced Sharon Norris and Ms. Norris expanded on her background.
- 3. Emergency Management Coordinator COVID-19 Update** – Mr. Schnorr reported that the schools have still not reopened and he is working with the County on the needs for the projected reopening date. He will update the BOS once he has information. Mr. Schnorr relayed that there are no projections of Personal Protection Equipment shortages.
- 4. Board Motions, Presentations, and Resolutions**
  - A. Consideration of SD 532 – 2133 and 2155 Buttonwood Road Final Minor Subdivision Plan** – Mr. Rau outlined the key elements of this plan, which proposes a minor adjustment to the existing internal lot line that divides two parcels, owned by the same owner(s). The representative for the Applicant, Gina Gerber, asked for two

waivers from the Subdivision and Land Development Chapter which were granted by the Planning Commission. Mr. Heppe made a motion to approve the Final Minor Subdivision Plan with conditions and Mr. Wacey seconded the motion. The BOS and the Staff discussed the practice of requesting waivers for fees in lieu of when a subdivision is a simple lot line adjustment. Mr. Briggs will work with the Township Solicitor's Office to draft amendments so that waivers will not be required for situations such as this. Mr. Oram called for public comment and the BOS heard from Cheryl Harper (214 Pheasant Run). Mr. Oram called the vote. The motion carried 4-1 with Mr. Wacey voting nay.

- B. **Consideration of Right-of-Way Dedication Resolution 2020-12 for SD 518 – 1016 Newtown Road Subdivision and Land Development** – Mr. Gill outlined the key elements of the dedication. Newtown Road is the subject road and it is a state road. Mr. Heppe made a motion to approve the Resolution 2020-12 and it was seconded by Mrs. Fadem. Mr. Oram called for public comment and there was none. Mr. Oram called the vote. The motion passed unanimously.
- C. **Consideration of Resolution 2020-13 for Temporary Outdoor Restaurant, Business, Retail and, Commercial** – Mr. Rau explained that this Resolution would extend Resolution 2020-09 to allow temporary outdoor business activity through January 5, 2021. Mr. Heppe made a motion to approve Resolution 2020-13 and it was seconded by Mr. Wacey. The BOS discussed the Resolution. Mr. Oram called for public comment and there was none. Mr. Oram called the vote. The motion passed unanimously.
- D. **Consideration of Resolution 2020-14 for the Act 537 Special Study** – Mr. Curley provided an overview and stated that the Easttown system cannot operate its pump stations at full capacity because the downstream portion of the system in Tredyffrin Township was not able to accept the full flow. He explained that the Tredyffrin system was recently upgraded. The Township, working with Pennsylvania Department of Environmental Protection, agreed that the Act 537 Special Study was the best mechanism to change the permit to allow Easttown to implement our system at its ultimate design capacity. Mr. Heppe made a motion to approve Resolution 2020-14 and it was seconded by Mrs. Fadem. Mr. Oram called for public comment and there was none. Mr. Oram called the vote. The motion passed unanimously.
- E. **Consideration of 2021 Minimum Municipal Obligation for Pensions** – Mr. Briggs outlined the key elements of this topic. He explained that the Township provides pension plans to both non-uniformed and uniformed (police) employees and Senate Bill 713 establishes funding standards. CBIZ Benefits and Insurance Services Inc. helps the Township manage its pension plans and Mr. David Reed from CBIZ discussed the Minimum Municipal Obligations prepared by his office. It was recommended by CBIZ that the following pension plan contributions should be included in the 2021 budget: \$793,116 for uniformed employees' pension plan; \$79,755 for the non-uniformed employees' pension plan; \$86,170 for the non-uniformed defined contribution plan. Mr. Heppe made a motion to approve the minimum municipal obligations for the non-uniformed and uniformed pension plans in the amount of \$959,041, as part of the 2021 Township budget and it was seconded by Mrs. D'Antonio. Mr. Oram called for public comment and Michael DeFlavia (125

Bartholomew Road) and Tom Toscani (1522 Greenhill Circle) both commented. Mr. Oram called the vote. The motion passed unanimously.

- F. **Consideration of a Recreation Path at Johnson Park** – Mr. Curley outlined the maintenance plan and improvements to the perimeter of Johnson Park over the last few years. Mr. Toscani discussed the concept of installing a walking path around the perimeter through an Eagle Scout project and requested that the Township purchase the materials at a cost of approximately \$2,000. Mr. Curley noted that maintenance would be minimal. Mr. Briggs opined that a Zoning Permit would be required. The Township will notify the surrounding neighbors that this work is anticipated. Mrs. Fadem made a motion to approve the project with a \$2,000 contribution by the Township and it was seconded by Mr. Heppe. Mr. Oram called for public comment and there was none. Mr. Oram called the vote. The motion passed unanimously.
- G. **Consideration to Ratify Short-Term Disability Insurance Policy** – Mr. DeFeo explained that the Township is currently self-insured for short-term disability. This proposal enables the Township to purchase short-term disability insurance. Mrs. Fadem made a motion to approve the insurance policy and it was seconded by Mr. Wacey. Mr. Oram called for public comment and there was none. Oram called the vote. The motion passed unanimously.
- H. **Consideration to Advertise an Environmental Advisory Council Ordinance** – Mr. Rau provided background on the draft Ordinance and the Board discussed. Mr. Oram called for public comment and Mr. Michael DeFlavia commented. On a motion by Mrs. D’Antonio, and by consensus of the BOS, this item will be brought back after revisions are made.
- I. **Consideration of Board of Supervisors Operating Policy # 143 Board of Supervisors Meeting Minutes**– Mrs. Fadem noted that the proposed addition to this second reading of the policy is to Item #5, to also include the address of the members of the public who provide public comment at a meeting. No Board member had any questions or comments. Mrs. Fadem made a motion to approve the policy and it was seconded by Mr. Wacey. Mr. Oram called for public comment and there was none. 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. During Mr. Briggs’ report, the BOS discussed a pending petition to amend Section 455-64 of the Code to delete the phrase, “except in the Village of Berwyn Districts, where the zoning standards contained in Article V shall apply.” Mrs. D’Antonio made a motion to forward this petition to the Township Planning Commission for a 30-day review and recommendation and it was seconded by Mr. Wacey. Mr. Oram called for public comment and the BOS heard from Michael DeFlavia, Scott Carpenter (539 Woodside Avenue), and Joan Bergquist, (217 Devon Boulevard). Mr. Oram called the vote. The motion carried 4-1 with Mr. Heppe voting nay. During public comment, Michael DeFlavia and Margaret Dalesandro, (610 Clovelly Lane), commented on the upcoming voting locations. The BOS asked the Staff to contact Chester County Voter Services so that we can post any polling location changes on the Township website.

- B. **Finance Report** – Mr. DeFeo outlined the key elements of his report. The BOS and the Staff discussed some of these elements. Mr. Oram asked for public comment and there was none.
- C. **Police Report** – Chief Obzud outlined the key elements of his report. The BOS discussed the prescription drug take back program and the drug drop box inside of the Township Building. It was also noted the CVS in Berwyn has a drug drop box and they have later hours than the Township Building. Mr. Oram asked for public comment and there was none.
- D. **Public Works Report** – Mr. Curley outlined the key elements of his report. The BOS and the Staff discussed some of these elements. Mr. Oram asked for public comment and there was none.
- E. **Planning and Zoning Report** – Mr. Briggs outlined the key elements of his report. The BOS and the Staff discussed some of these elements. Mr. Oram asked for public comment and there was none.

## 6. Regular Township Business

- A. **Consideration of the August 17, 2020 Regular Meeting Minutes** – Mr. Oram asked for a motion. Mrs. Fadem made a motion to approve the minutes and Mr. Heppe seconded it. Mr. Oram asked if the BOS had comments or prospective edits for the minutes. Three minor edits were identified. The Board agreed by unanimous consent to include the edits Mr. Oram called the vote. The motion passed unanimously.
- B. **Authorize the Payment of Bills: \$879,538.78; a Total Warrants (\$564,276.37) and August 21<sup>st</sup> Payroll (\$151,717.48), and September 4<sup>th</sup> Payroll (\$163,544.93), date ending September 08, 2020** – Mr. Heppe made a motion to approve the bills and Mr. Wacey seconded it. The BOS discussed the bills and questioned the Staff about specific expenditures. Mr. Heppe called for public comment and there was none. Mr. Heppe called for a vote. The motion passed unanimously.
- C. **Authorize the Payment of Bills: \$551,217.53; a Total Warrants (\$397,648.76) and September 18<sup>th</sup> Payroll (\$153,568.77), date ending September 18, 2020** – Mr. Heppe asked for a motion to approve the bills and Mrs. Fadem seconded it. The BOS discussed the bills and questioned the Staff about specific expenditures. There was no public comment. Mr. Heppe called for a vote. The motion passed unanimously.

## 7. Board of Supervisors Reports

- A. **Parks and Recreation Board** – Mr. Wacey reported that this Board did not meet this month.
- B. **Library Board** – Mr. Heppe updated the BOS on the activities of the Library.
- C. **Policy Committee** – Mrs. Fadem updated the BOS on the activities of this Committee.
- D. **Planning Commission** – Mr. Heppe and Mrs. Fadem had no update after Mr. Briggs' report earlier in the meeting.

- E. **Municipal Authority** – Mrs. D’Antonio updated the BOS on the activities of this Authority.
- F. **Historic Commission** – Mr. Oram updated the BOS on the activities this Commission.
- G. **Easttown Citizen Advisory Committee (ECAC)** – Mrs. Fadem updated the BOS on the activities of this Committee and reported, “The ECAC recommended that their two projects that had been put on hold over the summer, are no longer needed in their original project scope. The financial simulation of the EMS/Fire Services operating costs was originally conceived to be an estimate of operating costs exclusive of capital investments in the event that the Township become responsible for EMS/Fire Services. Since the conception of this approach, the COVID-19 experience, coupled with the ongoing financial and strategic planning efforts with the Fire Companies, have negated the need and effort required to complete this simulation. Additionally, at the current time, the Fire Companies have undertaken a strategic Infrastructure Planning Project and the ECAC meeting attendees agreed that further investment in this simulation was not necessary and that ECAC resources be applied to other projects. The other ECAC project was a ‘Space Utilization of the Township Building’ study and it was recommended by the ECAC that this project is now internal to the staff, since the circumstances have changed since March 2020. Those circumstances include the fact that the likelihood of any large capital investment at this time by the Township is greatly reduced; the public meeting space on the first floor could be repurposed; the trailer space could be optimized; and Hilltop House, with coordination with Perfect Settings, could be used as an interim public space if equipped with necessary technologies to support public meetings. ”
- H. **Police Department** – Mr. Wacey updated the BOS on the activities of this Department.
- I. **Fire / Emergency Medical Services** – The group has met two times since the last BOS meeting and Mrs. Fadem gave an update on the two meetings.

## 8. Other Business

There was no other business discussed.

## 9. Announcements

Mr. Oram made the following announcements: The Township Building is open weekdays to the general public by appointment only and exclusively accomodates 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: Zoning Hearing Board, September 22<sup>nd</sup> at 7:00 PM; Policy Committee, September 28<sup>th</sup> at 6:30 PM, Board of Supervisors Meeting, October 5<sup>th</sup> at 7:00 PM. Please visit the Township website at [www.easttown.org](http://www.easttown.org) to find information on how to view and participate in each of these meetings.

The Friends of the Easttown Library are holding a Shredding and E-Recycling Fundraiser on October 3<sup>rd</sup> from 9:00 AM – 1:00 PM, benefitting the Library. For more information, please visit the Easttown Township website. The change in trash hauling service from Waste Management to BFI Waste Services (also known as Republic Services) is effective October 1<sup>st</sup>. Pick up schedules will remain the same. The recycling tote size will remain the same and the new totes will be delivered on September 21<sup>st</sup> and September 22<sup>nd</sup>.

Mr. Oram encouraged Residents to visit the website for up to date information on all Township activities.

Mrs. Fadem passed along an announcement from the Berwyn Fire Company (BFC) regarding Halloween. The BFC is looking to move their Halloween celebration to Wilson Park due to the limited space at the Firehouse. They will also check with the County Health Department to see if they have Halloween guidelines to pass along to the Township for posting on our website.

**10. Public Comment**

There was no public comment.

**11. Adjournment**

The meeting adjourned by unanimous consent at 10:50 PM.

Respectfully submitted,

Sharon Norris