

## ECAC Meeting – June 2021 Minutes

Monday, June 14, 2021

**Present ECAC Members:** Tom McGurk, Buck Buchanan, Hal Ward, Alessandra Nicolas, Bob Winters, and Pete Motel.

**Absent ECAC Members:** Kristan Burgess

**Present Township Staff:** Bill DeFeo

**Present BoS Liaisons:** Betsy Fadem and Jim Oram

**Absent Bos Liaisons:** None

**Present Others/Public:** Matt Heckerdorn from HSA

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

Bob Winters was introduced as a new member to ECAC. The rest of ECAC and BoS Liaisons introduced themselves.

May 2021 Minutes Approved. Pete motioned to approve and Buck seconded them. All were in favor.

### **PD Space Project:**

- Meeting on May 18<sup>th</sup> and June 8<sup>th</sup> with HSA and Township Staff.
- We are pretty much done with Phase A.
- Goal for Phase A was to identify if police and admin functions will fit within current Hilltop House and Carriage House. Finding is: Yes they can but have some needs we need to alter.
- Matt shared some cost evaluations for the 3 scenarios. (based on sq ft and dollar per sq ft)
  - Scenario 1 – Existing Footprint: \$4m - \$5.5m
  - Scenario 2 – Addition to the Carriage House: \$4.6m - \$6.3m
  - Scenario 3 – New Construction: \$5.1m - \$6.9m
- Renovate, Build New, Lease or Make an Addition
- Matt will be presenting at July 6<sup>th</sup> BoS meeting.
- Existing square footage of admin, meeting room and police is – 10,467. Proposed square footage is 14,452.
- Perfect Setting contract starts again in June. So we need to be cognizant of this with the decision we make.

### **Reimbursable/Pass-Thru Accounting Process:**

- Hal provided an overview of this project and his findings.
- After reviewing options, there are some things that the Township cannot do but we can do below and are doing now;
  - Email the property owner for their overdue bill, as some homeowners have said they didn't know they had overdue bills.
  - Cancel property inspection when payment not received.
  - Withhold Certificate of Occupancy.
- If bill is over 30 days overdue, then the 3 points above will go into effect.

- These actions seem to be effective as of the \$88,000 outstanding it is now down to, as of March 2021 \$54,000 is owed. Of this \$54,000, \$25,000 is being pursued legally. As of May we are down another \$4,000. So let's wait and watch to see if it keeps going down.
- Suggestion is to wait a few months to see if these new actions will help improve the process and decrease the amount outstanding due to the Township.

**Comparative Study of Easttown Fees Compared with Other Townships: (will discuss at next ECAC Meeting)**

**Possible Projects and Initiatives**

1. 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.
2. 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)
3. 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.
4. Continuation of conversation on decorum at public meetings.
5. Reviewing the budget processes of other Townships to ensure ours is as efficient a process as possible.

Tom proposed we do not meet in July and August as we did in 2020. It was approved. However, the Space Project will still continue.

Next ECAC meeting is September 13, 2021 at 6.15p. The meeting was adjourned at 7.40p.

Respectfully submitted,

Alessandra H. Nicolas  
ECAC Secretary