

**WEST GOSHEN TOWNSHIP  
BOARD OF SUPERVISORS ORGANIZATIONAL MEETING  
JANUARY 3, 2023**

Township Supervisors:

Ms. Ashley Gagné, Member  
Mr. John Hellmann, Member (attended remotely)  
Ms. Tinamarie Smith, Member  
Ms. Robin Stuntebeck, Member  
Mr. Shaun Walsh, Member

Township Officials:

Mr. Christopher Bashore, Township Manager  
Ms. Jaime Jilozian, Assistant Township Manager  
Mr. Bryan Kulakowsky, Township Engineer  
Mr. David Woodward, Director of Public Works  
Chief Michael Carroll, Chief of Police

The annual organizational meeting of the Board of Supervisors of West Goshen Township was called to order by Mr. Walsh at 5:00 p.m. on Monday, January 3, 2023, at the Township Administration Building.

This meeting was advertised in The Daily Local News on December 19, 2022.

This meeting agenda was posted on the West Goshen Township website and at the Township Building on Thursday, December 29, 2022.

Mr. Walsh opened the meeting with the Pledge of Allegiance to the Flag.

Mr. Walsh announced that the meeting may be recorded by 3<sup>rd</sup> parties.

**Public Comment**

There was no public comment.

**Board Reorganization**

Ms. Gagné opened the floor for nominations for Chair of the Board of Supervisors. On motion by Ms. Smith seconded by Ms. Stuntebeck, Mr. Walsh was elected Chair of the Board of Supervisors for 2023 by a vote of 4-0-1, with Mr. Walsh abstaining.

Mr. Walsh, in his capacity as Chair, opened the floor for nominations for Vice-Chair. On motion by Mr. Walsh, seconded by Mr. Hellmann, Ms. Gagné was elected Vice-Chair of the Board of Supervisors for 2023 by a vote of 4-0-1, with Ms. Gagné abstaining.

**Township Staff Appointments**

Mr. Walsh announced the proposed Township Staff appointments for 2023. Mr. Walsh read the following appointments into the record. Mr. Walsh asked for a motion and vote on the following appointments:

|   |                        |
|---|------------------------|
| Township Manager/Secretary                      | Christopher Bashore    |
| Assistant Township Manager/Zoning Officer       | Jaime Jilozian         |
| Finance Director/Treasurer                      | Christine Riffey       |
| Chief of Police                                 | Michael P. Carroll     |
| Director of Public Works                        | J. David Woodward, Jr. |
| Township Engineer/ Deputy Zoning Officer        | Bryan Kulakowsky       |
| Asst. Finance Director/Human Resources Director | Jennifer M. Latzer     |
| Wastewater Superintendent                       | Michael Moffa          |
| Streets Superintendent                          | Mark Bertolami         |
| Parks Superintendent                            | Dorine A. McClune      |

|   |                     |
|---|---------------------|
| Building Code Official/ Deputy Zoning Officer   | John R. Beswick     |
| Deputy Tax Collector                            | Kimberly A. Greene  |
| Fire Marshal/Emergency Management Coordinator   | Andrea R. Testa     |
| Assistant Fire Marshal / Building Code Official | Michael D. McCarthy |
| Deputy Emergency Management Coordinator         | Lisa Covatta        |
| Part -Time Special Project Engineer (Greystone) | Richard J. Craig    |

Ms. Smith made a motion to approve the various Township staff appointments as announced. Ms. Stuntebeck seconded the motion.

Mr. Walsh asked if there were any comments from the Board on the proposed motion. No comments were noted.

Mr. Walsh asked if there were any comments from the public on the proposed motion. No comments were noted.

There being no further discussion, the motion approving the Township Staff Appointments for 2023 passed by a vote of 5-0.

#### **Township Professional Consultant Appointments**

Mr. Walsh brought forth the professional appointments for West Goshen Township for 2023, and stated that they would be considered altogether under one motion.

Ms. Smith made a motion to appoint the following professionals for West Goshen Township:

|                             |                                    |
|-----------------------------|------------------------------------|
| Township Solicitor          | Buckley, Brion, McGuire & Morris   |
| Labor Counsel               | Eckert, Seamans, Cherin, & Mellott |
| Consulting Engineer         | Carroll Engineering Corporation    |
| Outside Auditor             | BBD, Inc.                          |
| Code Enforcement Assistance | Code Inspections, Inc.             |

Ms. Gagné seconded the motion.

Mr. Walsh asked if there were any comments from the Board on the proposed motion. No comments were noted.

Mr. Walsh asked if there were any comments from the public on the proposed motion. No comments were noted.

There being no further discussion, the motion appointing the Township's professional consultants for 2023 passed by a vote of 5-0.

#### **Township Boards and Commissions Appointments**

Mr. Walsh announced the following Township appointments to the various Boards and Commissions and asked for a motion and vote on the appointments.

|                                   |                                 |               |
|-----------------------------------|---------------------------------|---------------|
| <b>Planning Commission</b>        | Jeffrey Lieberman (4-year term) | Member        |
|                                   | John Hellman                    | Board Liaison |
| <b>Parks and Recreation Board</b> | Gerald Napiecek (5-year term)   | Member        |
|                                   | Eunice Alexander (5-year term)  | Member        |

|  |  |   |
|--|--|---|
|  | Mary Lou Enoches (5-year term)<br>Ashley Gagné   | Alternate Member<br>Board Liaison   |
| <b>Zoning Hearing Board</b>              | Nick DiPrinzio<br>(Complete term to January 2024)<br>Mahmood Sheikh (3-year term)  | Member<br><br>Alternate Member  |
| <b>Sewer Authority Board</b>             | Shaun Walsh (5-year term)<br>Shaun Walsh   | Member<br>Board Liaison   |
| <b>Vacancy Board</b>                     | Robin Stuntebeck (1-year term)<br>Shaun Walsh (1-year term)<br>Ashley Gagné (1-year term)<br>John Hellman (1-year term)<br>Tinamarie Smith (1-year term)<br>Curt Haltiwanger (1-year term)   | Member<br>Member<br>Member<br>Member<br>Member<br>Member                            |
| <b>Pension Committee</b>                 | Angelo Savelloni (1-year term)<br>David B. Brune (1-year term)<br>Walker Tompkins (1-year term)<br>Robert Holland (1-year term)<br>Hugh J. Purnell (1-year term)<br>Charles Creighton (1-year term)<br>Shaun Walsh                       | Member<br>Member<br>Member<br>Member<br>Member<br>Alternate Member<br>Board Liaison |
| <b>Historical Commission</b>             | Michael Pilligalli (3-year term)<br>Nancy McCabe (3-year term)<br>Richard Davis (3-year term)<br>Kevin Pistiner (3-year term)<br>Kent Smith (3-year term)<br>Norm Pine (3-year term)<br>Elizabeth Dean (3-year term)<br>Robin Stuntebeck | Member<br>Member<br>Member<br>Member<br>Member<br>Member<br>Member<br>Board Liaison |
| <b>Sustainability Advisory Committee</b> | Melanie Vile (2-year term)<br>Henry Alexander (2-year term)<br>Susan Charkes (2-year term)<br>Ashley Gagné<br>Tinamarie Smith  | Member<br>Member<br>Member<br>Board Liaison<br>Board Liaison                        |
| <b>Administration</b>                    | Tinamarie Smith  | Board Liaison   |
| <b>Police</b>                            | John Hellmann<br>Tinamarie Smith   | Board Liaison<br>Board Liaison  |
| <b>Public Works</b>                      | Shaun Walsh<br>John Hellmann   | Board Liaison<br>Board Liaison  |

Ms. Smith made a comment that she should be added as a Board liaison to the Sewer Authority.

Mr. Hellmann made a motion to approve the appointments to the Township's boards and commissions subject to the addition of Ms. Smith added as a Sewer Authority liaison. Mr. Walsh seconded the motion.

Mr. Walsh asked if there were any comments from the Board on the proposed motion.

Mr. Hellmann commented that there was interest from an individual for the vacancy for an alternate position on the Parks and Recreation Board and that they would be attending the January meeting.

Mr. Walsh asked if there were any comments from the public on the proposed motion. No comments were noted.

There being no further discussion, the motion approving the appointments to the Township's boards and commissions passed by a vote of 5-0.

### **Open Appointments for Board Roles**

- **West Chester Area Council of Governments Representative.**

Mr. Walsh brought forth the appointment to the West Chester Area Council of Governments (WCACOG), noting that Ms. Stuntebeck has recently served as the Township's representative on the WCACOG Board.

Ms. Gagné volunteered to serve as the representative of the Board on the WCACOG.

- **Neighborhood Improvement District Management Association Board**

Mr. Walsh brought forth the appointment to the Neighborhood Improvement District Management Association Board (NIDMA), noting that he recently served as the Township's representative on the NIDMA Board.

Mr. Walsh and Ms. Smith volunteered to serve as the representative of the Board on the NIDMA.

- **Voting Delegate to the 2023 PSATS Conference**

Mr. Walsh brought forth the appointment to the Voting Delegate to the 2023 PSATS Conference, noting that Mr. Hellmann recently served as the Township's representative on the Voting Delegate to the 2022 PSATS Conference.

Mr. Hellmann volunteered to serve as the representative of the Board on the Voting Delegate to the 2023 PSATS Conference

Mr. Walsh made a motion to appoint Ashley Gagné as the Township's representative on the WCACOG board, Shaun Walsh and Tinamarie Smith as the Township's representative on the NIDMA board, and John Hellmann as the Township's representative as the Voting Delegate to the 2023 PSATS Conference. Ms. Gagné seconded the motion.

Mr. Walsh asked if there were any comments from the Board on the proposed motion. No comments were noted.

Mr. Walsh asked if there were any comments from the public on the proposed motion. No comments were noted.

There being no further discussion, the motion passed by a vote of 5-0.

### **2023 Depositories**

Ms. Stuntebeck made a motion to approve the following depositories for 2023:

TD Bank  
DNB First / S&T Bank  
Pennsylvania Local Government Investment Trust (PLGIT)  
Santander Bank

Ms. Smith seconded the motion.

Mr. Walsh asked if there were any comments from the Board on the proposed motion. No comments were noted.

Mr. Walsh asked if there were any comments from the public on the proposed motion. No comments were noted.

There being no further discussion, the motion approving the 2023 depositories for the Township passed by a vote of 5-0.

### **2023 Manager's & Finance Director's Bonds Recommendation**

Mr. Walsh asked if the recommended bonding amounts are the same as last year. Mr. Bashore stated that they were and the Board of Auditors may change the bonding amount at their upcoming meeting on Wednesday, January 4, 2023.

Mr. Walsh opened the floor to comments from the Board.

Mr. Hellmann asked how the figure of \$7.5 million for each bond were arrived at. Mr. Bashore responded that it should be the amount of cash that the Township would have direct access to at any given time.

Mr. Walsh made a comment to recommend that the Board of Auditors consider a review of the available cash balances of the Township.

Mr. Walsh made a motion to recommend to the Board of Auditors that the Township's Finance Director's and Manager's bonds be set at \$7,500,000 for 2023, subject to a review by the Board of Auditors of the balances expected for 2023. Mr. Hellmann seconded the motion.

Mr. Walsh asked if there were any comments from the Board on the proposed motion. No comments were noted.

Mr. Walsh asked if there were any comments from the public on the proposed motion.

Doug White made a comment about the meaning of having the bond in general. Mr. Bashore explained that it provides an insurance policy for the Township.

There being no further discussion, the motion passed by a vote of 5-0.

### **2023 Board Meeting Schedule**

Mr. Walsh announced that the Board of Supervisors Monthly Meetings shall be held on the first and third Tuesday of each month at 6:00 p.m., except as otherwise noted:

- January 3, 2023 (5:00 p.m.) – Organizational Meeting
- May 18, 2023 (6:00 p.m.) – Rescheduled from May 16, 2023

- July 6, 2023 (6:00 p.m.) – Rescheduled from July 4, 2023
- November 2, 2023 (6:00 p.m.) – Rescheduled from November 7, 2023

Mr. Bashore noted that the schedule was advertised in the Daily Local News and the Township website on December 19, 2023 and it was approved by the Board of Supervisors on December 6, 2022.

**2023 Township Holiday Office Closure Schedule**

Mr. Walsh announced the Holiday Schedule for 2023 on which dates the Township office will be closed as follows:

|                   |                   |                            |
|-------------------|-------------------|----------------------------|
| Monday (Observed) | January 2, 2023   | New Year's Day             |
| Monday            | January 16, 2023  | Martin Luther King Jr. Day |
| Monday            | February 20, 2023 | President's Day            |
| Monday            | May 29, 2023      | Memorial Day               |
| Monday            | June 19, 2023     | Juneteenth Day             |
| Tuesday           | July 4, 2023      | Independence Day           |
| Monday            | September 4, 2023 | Labor Day                  |
| Monday            | October 9, 2023   | Columbus Day               |
| Friday (Observed) | November 10, 2023 | Veterans Day               |
| Thursday          | November 23, 2023 | Thanksgiving               |
| Friday            | November 24, 2023 | Day after Thanksgiving     |
| Monday            | December 25, 2023 | Christmas                  |

Mr. Walsh made a motion to approve the 2023 Township holiday schedule as presented. Ms. Smith seconded the motion.

Mr. Walsh asked if there were any comments from the Board on the proposed motion. No comments were noted.

Mr. Walsh asked if there were any comments from the public on the proposed motion. No comments were noted.

There being no further discussion, the motion approving the 2023 Township holiday schedule as presented passed by a vote of 5-0.

**Possible adoption of Resolution 1-2023 regarding fire, ambulance and police response territories.**

Mr. Bashore summarized Resolution No. 1-2023 as follows:

**BOUNDARIES**

As per Resolution No. 1-2023 for each category below.

**FIRE PROTECTION**

Goshen Fire Department  
West Chester Fire Department

**BASIC LIFE SUPPORT**

Good Fellowship Ambulance Company  
Goshen Fire Company

ADVANCED LIFE SUPPORT SERVICES

Good Fellowship Ambulance Company

POLICE PROTECTION

West Goshen Township Police Department

Ms. Smith recommended that language be added that cross boundaries may occur in the rendering of these services by the fire companies. The Board was in consensus that this was covered through existing agreements or existing best practices.

Ms. Smith made a motion to adopt Resolution No. 1-2023, setting fire, ambulance, and police response areas for the Township. Mr. Hellman seconded the motion.

Mr. Walsh asked if there were any comments from the Board on the proposed motion. No comments were noted.

Mr. Walsh asked if there were any comments from the public on the proposed motion. No comments were noted.

There being no further discussion, the motion adopting Resolution No. 1-2023 passed by a vote of 5-0.

**Possible adoption of Resolution 2-2023 adopting the Emergency Operations Plan for West Goshen Township.**

Mr. Bashore brought forth Resolution 2-2023, announcing it was the annual resolution to adopt the Township's Emergency Operations Plan.

Mr. Hellman made a comment about adding an addendum to address pipeline emergencies this year in 2023. The Board agreed to include this as an addendum once completed in coordination with the County Emergency Management Department.

Ms. Smith made comment about including the emergency communications plan within the addendum for pipeline emergencies, and asked if it would need to be incorporated into the resolution. Mr. Bashore explained that the communications policy would remain a standalone document.

Mr. Hellmann made a motion to adopt Resolution No. 2-2023, adopting the Emergency Operations Plan for West Goshen Township. Ms. Smith seconded the motion.

Mr. Walsh asked if there were any comments from the Board on the proposed motion. No comments were noted.

Mr. Walsh asked if there were any comments from the public on the proposed motion. No comments were noted.

There being no further discussion, the motion adopting Resolution 2-2023 passed by a vote of 5-0.

**Possible adoption of Resolution 3-2023 setting the Township Manager's and Assistant Manager's 2023 salaries.**

Mr. Walsh stated that the proposed resolution would set the Township Manager's 2023 salary at \$162,000 and Assistant Township Manager's 2023 salary at \$106,661.

Mr. Walsh made a motion to approve Resolution 3-2023, and Ms. Smith seconded the motion.

Mr. Walsh asked if there were any comments from the Board on the proposed motion. No comments were noted.

Mr. Walsh asked if there were any comments from the public on the proposed motion. No comments were noted.

There being no further discussion, the motion adopting Resolution No. 3-2023 passed by a vote of 5-0.

**Discussion and possible approval of a revision to West Goshen Township's General Fee Schedule.**

Mr. Bashore brought forth updates to the Township's General Fee Schedule. Mr. Bashore noted the following changes to the schedule as follows:

Ms. Gagné asked for clarification of the new false alarm fees proposed.

Ms. Smith commented that the false alarm fees have been discussed with and agreed upon by the Fire and EMS Coalition, and she noted that West Goshen Township's false alarm fees were significantly less than those in East Goshen Township.

Mr. Hellmann asked if after the Resolution was passed, if the most frequent high offenders could be notified specifically of the increase in an effort to curb the behavior. Mr. Bashore confirmed.

Mr. Walsh asked if the solar panel fees captured all the reviews required per the Zoning Ordinance.

Ms. Gagné made a motion to approve the revision of the West Goshen Township General Fee Schedule, and Ms. Stuntebeck seconded.

Mr. Walsh asked if there were any comments from the Board on the proposed motion. No comments were noted.

Mr. Walsh asked if there were any comments from the public on the proposed motion

Doug White asked about the possible occurrence of non-false, false fire alarms.

There being no further discussion, the motion passed with a vote of 5-0.

**Discussion and possible authorization to advertise a proposed Zoning Ordinance amendment for the C-3 Zoning District.**

Mr. Bashore brought forth the authorization to advertise the proposed Zoning Ordinance amendment for the C-3 Zoning District. Mr. Bashore announced that the amendment was previously discussed at various meetings in 2022, and most recently was November 15, 2022. Mr. Bashore announced that since then, there was a language adjustment to the vegetative buffer requirements in response to the Chester County Planning Commission review received on December 16, 2022. Mr. Bashore announced that if the Board authorized for advertisement, the ordinance would be considered for adoption at the January 17, 2023 meeting.

Mr. Walsh read the modified vegetative buffer language for the public.

Mr. Hellmann announced that the Planning Commission received the revised language and accepted it as well.

Jen Roth made a comment to consider require native vegetation.



Mr. Walsh made a motion to authorize the advertisement of the Zoning Ordinance amendment for the C-3 Zoning District, and Mr. Hellmann seconded the motion.

Mr. Walsh asked if there were any comments from the Board on the proposed motion. No comments were noted.

Mr. Walsh asked if there were any comments from the public on the proposed motion. No comments were noted.

There being no further discussion, the motion passed by a vote of 5-0.

**Adjourn**

There being no further business, on motion by Mr. Walsh, seconded by Mr. Hellmann, and passed by a vote of 5-0, the meeting adjourned at 5:40 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "J. Jilozian", written in a cursive style.

Jaime Jilozian  
Assistant Township Secretary