

**WEST GOSHEN TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
February 21, 2023**

Township Supervisors:

Mr. Shaun Walsh, Chair  
Ms. Ashley Gagné, Vice-Chair  
Mr. John Hellmann, Member  
Ms. Tinamarie Smith, Member

Township Officials:

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

The regular monthly meeting of the Board of Supervisors of West Goshen Township was called to order by Chair Shaun Walsh, at 6:00 p.m. on Tuesday, February 21, 2023.

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 Friday, February 17, 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.

**Presentation regarding an application before the Zoning Hearing Board for 1100 Ashbridge Road.**

Ms. Jilozian brought before the Board an application before the Zoning Hearing Board for 1100 Ashbridge Road, requesting a variance from Section 84-47.A. in order to locate a deck less than 15 feet from the side property line. Ms. Jilozian announced that the application for 1100 Ashbridge was scheduled for the Monday, February 27, 2023 meeting of the Zoning Hearing Board, but that the Applicant, Megen Hemdal and contractor, Michael Clarke, were present at the request of the Board of Supervisors.

Ms. Hemdal described to the Board of Supervisors that when undertaking the design work for her deck project, she initially thought the setback requirement was 10 feet from the side property line and the plans were designed as such. Ms. Hemdal explained that during the permitting process she was made aware that the deck was not in compliance with the setback requirement, and was applying to the Zoning Hearing Board for relief rather than expending more funds on revising the design.

Mr. Walsh commented that the Board expressed concerns upon reviewing her Zoning Hearing Board application due to the distance to the neighbor's property.

Ms. Hemdal responded that she had support from the neighbor for the project, and would have her issue a letter as such for the Zoning Hearing.

Mr. Walsh asked if there was an option to extend the deck to the rear of the property. Ms. Hemdal responded that there was space in the rear of the property, but that due to the proximity of Phoenixville Pike, it is very noisy and not the preferred location for the deck.

There was a general discussion with the applicant regarding drainage requirement, impervious coverage requirements, and stormwater requirements.

Mr. Walsh asked the Board if they wanted to take a position on the application.

Mr. Hellmann commented that he wished to oppose the application.

Ms. Gagné, Ms. Smith, and Mr. Walsh commented that they wished to remain neutral on the application.

Mr. Walsh opened the floor to public comment and there was no public comment.

**Continued discussion regarding proposals from HRG, Inc. and Carroll Engineering Corporation regarding professional services for the following projects outlined in West Goshen Township's Pollution Reduction Plan.**

Mr. Kulakowsky brought forth the proposals by HRG, Inc. and Carroll Engineering Corporation for the Basin Road Stream Restoration, noting the costs respectively were \$79,600 and \$65,800. Mr. Kulakowsky noted that the main difference in the proposals was that HRG included a full Hydraulic and Hydrological (H&H) study, whereas Carroll Engineering assumed this would not be necessary and omitted it from the scope of work.

Ms. Smith clarified that the NDPES permit was included by HRG in their scope.

There was a general discussion by the Board regarding the possibility that an H&H study would ultimately be deemed necessary by Carroll Engineering and the Board was in consensus that if that was the case they could approve the extra funding at that time.

Mr. Walsh made a motion to approve Carroll Engineering Corporation for their proposal for professional services for the Basin Road Stream Restoration. 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 opened the floor to public comment. There were no comments from the public.

There being no further discussion, the motion passed with a vote of 4-0.

Mr. Kulakowsky brought forth the proposals by HRG, Inc. and Carroll Engineering Corporation for the Government Services Center Basin Retrofit, noting the costs respectively were \$61,100 and \$59,200. Mr. Kulakowsky noted the main difference between the two proposals was that Carroll Engineering's proposal included a Bog Turtle study and HRG's proposal did not.

Ms. Gagné made a motion to approve Carroll Engineering Corporation for their proposal for professional services for the Government Services Center Basin Retrofit, 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 opened the floor to public comment. There were no comments from the public.

There being no further discussion, the motion passed with a vote of 4-0.

**Discussion and possible approval of the following proposals from Carroll Engineering Corporation for professional services associated the electrical study undertaken for the West Goshen Township Municipal Complex:**

Mr. Bashore brought forth proposals from Carroll Engineering Corporation for professional services associated with projects outlined in the electrical study completed for the West Goshen Township Municipal Complex. Mr. Bashore announced that the two proposals and costs were for:

- Phase 1- Electrical Vehicle Charging Station Infrastructure- \$46,550
- Solar Energy Structural Analysis for the Public Works facility (Building "D")- \$5,400

Mr. Walsh asked if the Phase 1 proposal was limited to designing for the conduit infrastructure or if the load management system would also be analyzed. Mr. Bashore stated that the load management would be analyzed.

There was a general discussion by the Board about ensuring that any infrastructure installed would be able to accommodate level 2 or potentially level 3 charging stations. Staff provided feedback to the Board that Level 2 charging stations are adequate to meet the needs of the Township now and in the short term.

Mr. Walsh opened the floor to public comment.

Steve Crum, Resident of West Goshen Township, asked if there was any thought to extending the conduit and eventually providing EV charging in the public parking lot.

Mr. Walsh made a motion to approve Carroll Engineering's proposal for Phase 1- Electrical Vehicle Charging Station Infrastructure, 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 opened the floor to public comment. There were no comments from the public.

There being no further discussion, the motion passed with a vote of 4-0.

Mr. Walsh brought forth the discussion regarding the Solar Energy Structural Analysis for the Public Works facility (Building "D") proposal. Mr. Walsh asked if a structural analysis was needed. Mr. Woodward confirmed.

Ms. Smith asked that the proposal be modified to indicate that the structural engineer be a licensed, "P.E."

Mr. Hellmann tried to clarify if the results would be limited to verifying if the roof could or could not accommodate solar or if solutions would also be proposed based on the findings.

After a discussion, the Board was in consensus that more clarity was needed on the deliverable and tabled the topic until that clarification could be provided.

**Discussion and possible authorization to sell the following surplus vehicles in the West Goshen Township Police Department:**

- **2015 Ford Explorer XLT**
- **2016 Ford Interceptor SUV**
- **2016 Ford Interceptor Sedan**

Mr. Bashore brought before the Board a discussion and possible authorization to sell three (3) surplus vehicles in the West Goshen Township Police Department. Mr. Bashore announced that the vehicles were no longer in service and if authorized for sale, would be placed on Muncibid and winning bidders would be brought back to the Board for approval.

Ms. Gagné made a motion to authorize the sale of the three (3) surplus vehicles in the West Goshen Township Police Department. 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 motion.

Ms. Corvo asked if the Township planned to buy more electric police vehicles in the future and it was confirmed.

There being no further discussion, the motion passed with a vote of 4-0.

**Discussion regarding possible grant applications for Chester County's Vision Partnership Program.**

Mr. Bashore brought forth a discussion regarding possible applications to Chester County's Vision Partnership Program (VPP). Mr. Bashore announced that during the preparation of the 2023 budget, the development of a Park, Recreation, and Open Space Plan was discussed and \$75,000 was allocated in the budget in the Capital Reserve Fund. Mr. Bashore explained that since the adoption of the 2023 budget, there has been discussion about updating the Township's Zoning Ordinance, primarily due to the fact that the current Zoning Ordinance does not address re-development.

Ms. Jilozian announced that prior to this discussion she met with Bill Deguffroy from the Chester County Planning Commission (CCPC), who is in charge of administering the VPP program. Ms. Jilozian summarized the following takeaways from the discussion:

- Only one VPP contract may be open at any time with a municipality.
- Most of the recent projects that have been funded have provided more than the required match, generally providing 50%, where the required match from the municipality is 40%.
- For the Park and Recreation Plan grant; generally, these plans' total costs are between \$80,000 — \$90,000; if this plan will be adopted as part of an amendment to the Township's Comprehensive Plan, then there is higher cap of up to \$50,000 that may be granted (depending upon the final overall cost).
- For the Zoning Ordinance update by CCPC in-kind, they have a lead time of 18-24 months out from now. Generally, the zoning ordinance updates are costing around \$100,000.

Ms. Camp cautioned that the scope of work for a Zoning Ordinance update needs to be specific and manageable.

Mr. Hellmann clarified that the two options for the VPP grant program were for a cash grant or in-kind work.

Ms. Gagné asked if the option was to pick either the Zoning Ordinance update or Park Plan, and if so, she would select the Zoning Ordinance update.

Mr. Walsh clarified that there was an option to pursue the grant for the Park Plan as budgeted and then invite private planners to present proposals for a Zoning Ordinance update with a potential to start that project in 2024.

Ms. Smith made comments in support of pursuing the grant for the park plan now and getting an RFP prepared for a Zoning Ordinance update for 2024.

Mr. Walsh invited Doug Stewart, Chair of the West Goshen Township Planning Commission, to share his thoughts on the Zoning Ordinance update. Mr. Stewart commented in support of inviting planners to propose how they would address a zoning ordinance update.

Mr. Walsh summarized the discussion and the Planning Commission, under the direction of Doug Stewart and John Hellmann, would take the lead on the Zoning Ordinance update and staff would proceed with applying to the VPP grant for a Park Plan.

Mr. Bashore stated that a resolution will be prepared for the Board's consideration at the March 7, 2023 meeting.

**Discussion and possible approval to dedicate the courtyard at the West Goshen Township Municipal Complex in remembrance of former Supervisor Dr. Robert S. White.**

Mr. Bashore brought before the Board the consideration to dedicate the courtyard at the West Goshen Municipal Complex in remembrance of former Supervisor Dr. Robert S. White. Mr. Bashore announced that Dr. White served the Township for over 35 years and that the selection to dedicate this amenity was supported by the current Board, the family of Dr. White, and Staff. Mr. Bashore read an email from Dr. White's son, Doug White, as he was unable to attend the meeting in person.

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

Ed Meakim spoke in fond remembrance of Dr. White.

Phil Corvo spoke in fond remembrance of Dr. White.

Mr. Walsh made a motion to approve dedication of the courtyard at the West Goshen Township Municipal Complex in remembrance of former Supervisor Dr. Robert S. White. Ms. Smith seconded the motion.

Mr. Walsh asked for any comments from the Board on the motion.

Mr. Hellmann commented commending the dedication of service that Dr. White provided the Township over his tenure as a Supervisor.

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

There being no further discussion, the motion passed with a vote of 4-0.

**Discussion and possible approval of Resolution No. 9 – 2023, authorizing the destruction of certain records of West Goshen Township pursuant to the Pennsylvania Municipal Records Manual.**

Mr. Bashore brought forth to the Board the possible approval of Resolution No. 9 – 2023, authorizing the destruction of certain records of West Goshen Township pursuant to the Pennsylvania Municipal Records Manual. Mr. Bashore announced that the list of records outlined for destruction for the Finance, Planning & Zoning, and Park and Recreation Departments was in enclosed in accordance with Act 428 of 1968.

Ms. Smith asked if the records being destroyed were paper only, and if so then that be indicated in the resolution.

Mr. Hellmann asked what types of records must be permanently retained. Mr. Bashore discussed the requirements of the Pennsylvania Municipal Records Manual.

Ms. Smith made a motion to approve Resolution No. 9 – 2023, authorizing the destruction of certain records of West Goshen Township pursuant to the Pennsylvania Municipal Records Manual subject to the suggested addition indicating paper records only. 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 motion.

Jen Roth, Resident of West Goshen Township, asked when the next Township-wide shredding event would be, and Mr. Woodward responded that the goal was to have the event the first weekend in April. There being no further discussion, the motion passed with a vote of 4-0.

### **Reports for the month of January 2023:**

#### **Police Report presented Chief Michael Carroll.**

Police Chief Michael Carroll provided the monthly report for January 2023.

Ms. Smith inquired about the extra patrol on specific streets, and Chief Carroll explained that they rotated some extra patrol on streets as able.

Mr. Walsh asked for an update on the recruitment of a new police officer, and Chief Carroll updated that the goal would be to have the selected candidate hired for an April start date.

Mr. Hellmann inquired about an update on the contract with the School District for an SRO, and Chief Carroll stated that the agreement was signed and completed.

Mr. Hellmann inquired about the recently acquire electric F-150 vehicle, and Chief Carroll announced that the vehicle was not fully outfitted yet but would be soon.

### **Board of Supervisors' announcements.**

Ms. Smith announced attendance on January 5, 2023 for a webinar on firefighter recruitment. Ms. Smith announced attendance at the West Chester COG meeting on January 26, 2023. Ms. Smith announced attendance on January 19, 2023 at the West Goshen Police Department Community meeting. Ms. Smith announced attendance on February 15, 2023 at a tabletop exercise to test the Township's Incident Communications Policy. Ms. Smith announced that the next Fire & EMS coalition meeting would be on Thursday, February 23, 2023.

Ms. Gagné announced attendance at the West Chester COG meeting on January 26, 2023 and that she was elected as Vice-Chair for 2023. Ms. Gagné announced attendance on January 19, 2023 at the West Goshen Police Department Community meeting. Ms. Gagné announced attendance at the West Goshen Sustainability Advisory Committee meeting on January 24, 2023. Ms Gagné announced attendance at the West Goshen Park and Recreation Board meeting on February 15, 2023.

Mr. Hellmann announced attendance on January 19<sup>th</sup> at the West Goshen Police Department Community meeting. Mr. Hellmann announced attendance on January 23, 2023 of the Fire and EMS Coalition meeting. Mr. Hellmann announced participating in a meeting with Chief Carroll on January 30, 2023. Mr. Hellmann announced attendance on February 1, 2023 of a virtual meeting with Representative Pielli. Mr. Hellmann announced meeting with residents regarding access to Coppersmith Park on February 6, 2023. Mr. Hellmann announced attendance on February 15, 2023 of a Table top exercise to test the Township's Incident Communications Policy.

Mr. Walsh announced attendance on January 19, 2023 at the West Goshen Police Department Community meeting. Mr. Walsh announced attendance on February 1, 2023 at a virtual meeting with Representative Pielli. Mr. Walsh announced the Board held Executive Sessions on January 20, 2023 and February 7, 2023 regarding

legal matters discussed with the Township Solicitor and personnel. Mr. Walsh announced the Board held an executive session on February 21, 2023 regarding personnel matters. Mr. Walsh noted that the results of the bond rating agency assessment had been received and that the Township still held its AA+ rating.

**Township Manager's announcements.**

Mr. Bashore announced the next e-newsletter would go out at the end of the week.

Mr. Bashore announced rededication of the gazebo at Community Park on March 31, 2023 at 6:00 pm.

Mr. Bashore announced a upcoming bus tour of the Township's Park system for the Park and Recreation Board, Board of Supervisors, and Friends of West Goshen Parks for a date to be determined in May.

**Township Engineer's Stormwater announcements and Woodlands at Greystone update.**

Mr. Kulakowsky announced reviewing proposals from the PRP plan.

Mr. Kulakowsky announced meeting with the Township Solicitor regarding the Corrugated Metal Pipe study provided by HRG, Inc. as well as a future meeting to discuss Greystone easement issues.

Mr. Walsh commented that the discussions regarding the management of the open space for Greystone be progressed.

**Zoning Officer's announcements.**

Ms. Jilozian announced that at the next Zoning Hearing Board meeting on Monday, February 27, 2023 at 7PM would be the hearings for the properties at 1100 Ashbridge Road and 809 Joeck Drive. Ms. Jilozian noted that the Board of Supervisors had already reviewed these Zoning Hearing Board Applications.

**Approval of Board of Supervisors meeting minutes of January 17, 2023 and February 7, 2023.**

Mr. Walsh asked if there were any corrections for the minutes of January 17, 2023 and February 7, 2023.

Mr. Hellmann provided edits to the minutes from the January 17, 2023 meeting.

Mr. Walsh made a motion to approve the minutes from January 17, 2023 and February 7, 2023 meetings of the Board of Supervisors, with the corrections noted. Ms. Gagné seconded the motion.

Mr. Walsh asked for any comments from the Board on the motion. No comments were noted.

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

There being no further discussion, the motion approving the minutes passed by a vote of 4-0.

**Approval of Treasurer's Report dated January 31, 2023, for the General Fund, the Sewer Revenue Fund, the Waste and Recycling Fund, and the Capital Reserve Fund, and the bills to be paid from these funds.**

Mr. Walsh made a motion to approve the Treasurer's Report dated January 31, 2023, for the General Fund, the Sewer Revenue Fund, the Waste and Recycling Fund, and the Capital Reserve Fund, and the bills to be paid from these funds. Mr. Hellmann seconded the motion.

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

Board of Supervisors Meeting  
February 21, 2023  
Page 8

Mr. Walsh asked if there were any comments from the public on the motion. Not comments were noted.

There being no further discussion, the motion passed by a vote of 4-0.

**Adjourn**

There being no further business, on motion by Ms. Smith, seconded by Ms. Gagné, and passed by a vote of 4-0, the meeting adjourned at 7:51 p.m.

Respectfully submitted,

Jaime Jilozian  
Assistant Township Secretary