

**WEST GOSHEN TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
March 7, 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. Kristin Camp, Esq., Township Solicitor  
Mr. Bryan Kulakowsky, P.E., Township Engineer  
Mr. David Woodward, Director of Public Works  
Ms. Dorine McClune, Parks Superintendent  
Ms. Christine Riffey, Finance Director

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, March 7, 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, March 3, 2023.

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.**

Margie Swart requested that the Board consider offering participation through the livestream and a virtual meeting option. Ms. Swart asked about who approved the payout to the previous Township Manager. Mr. Walsh stated that the previous Township Manager was paid for accrued vacation and personal time that was not used. Mr. Walsh stated that the Township's Human Resource Director provided the information to the Board. Ms. Swart discussed potential legal proceedings with a prior Township Manager.

**Discussion and possible approval of the proposed Ballfield Use Agreements with the following leagues: East Side Little League, West Side Little League, and the West Chester Girls Softball Association**

Mr. Bashore stated that before the Board of Supervisors this evening are Ballfield Use Agreements with the various organizations that utilize the fields in the Township's park system. The proposed agreements would be with:

- East Side Little League – for use of fields at West Goshen Community Park and Cloud Park
- West Side Little League – for use of fields at West Goshen Community Park
- West Chester Girls Softball Association – for use of fields at West Goshen Community Park

The current agreements expired in November 2022 and the proposed agreements before the Board this evening would begin with the new league season. Each agreement would cover a period of five (5) years and would charge annual fee of \$5,000 per year for the leagues to use the fields. Mr. Bashore stated that the fees proposed are the same as what is currently being charged.

Ms. Smith asked about the use of the snack bars at the fields. Ms. Camp stated that they separate from this agreement. Ms. McClune stated that the entity that managed the snack bar is no longer doing so. Ms. Smith asked if language should be added. Ms. Camp stated that this was not necessary.

Mr. Hellmann asked if the use of the ball fields would be impacted by the construction of the proposed improvements to West Goshen Community Park. Ms. McClune stated that they would not.

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Mr. Hellmann made a motion to approve the Ball Field Use Agreements with East Side Little League, West Side Little League, and the West Chester Girls Softball Association. Ms. Smith seconded the motion.

Mr. Walsh asked if there were any additional 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.

Margie Swart asked about the use of the fields during tournaments. Ms. McClune stated that there are not tournaments at these locations. Ms. Swart asked if they sub-lease the fields. Ms. McClune stated that the agreements prohibit this.

There being no further discussion, the motion approving the Ball Field Use Agreements passed by a vote of 4-0.

**Discussion and possible approval of Resolution No. 10 – 2023, granting Final Subdivision and Land Development approval for the construction of a 105,000 sq. ft. miniwarehouse/self-storage facility at 300 Snyder Avenue.**

Mr. Kulakowsky stated that the proposed project before the involves the Final Subdivision and Land Development for a property at 300 Snyder Avenue to include a 105,000 sq. ft. miniwarehouse/self-storage facility. Mr. Kulakowsky stated that the project has received a recommendation from the Township's Planning Commission at their February 14, 2023 meeting. Mr. Kulakowsky stated that the proposed resolution of approval includes the recommended conditions and provided an overview of the project.

Mr. Walsh asked about the re-subdivision of the property and if there were any plans for development on the lot outlined to remain vacant. Jim Burt, the applicant, stated that there were no plans for this lot. Mr. Walsh asked if the vacant lot was being marketed. Mr. Burt stated that it is being marketed.

Mr. Hellmann asked about the plans for tree removal and replacement. Chris Jansen, the applicant's design professional, stated that 327 trees are scheduled to be removed and 164 trees will be installed as replacement trees. Mr. Kulakowsky stated that the plan meets the Township's requirements and reviewed the proposed landscaping plan for the project.

Ms. Smith asked about the stormwater management plan for the project. Mr. Jansen discussed the stormwater management plan and noted that it will utilize the managed-release concept. Mr. Jansen noted that there will be no wetland disturbance and that the disturbance in the floodplain for the sanitary sewer installation received approval from the Zoning Hearing Board. Mr. Kulakowsky reviewed the stormwater basins proposed for the project.

Mr. Hellmann asked about the consideration for the installation of solar panels on the proposed building. Mr. Burt stated that this has not been considered at this time, but he could look into this option.

Mr. Kulakowsky reviewed the comments from the Planning Commission on the project.

Ms. Gagné made a motion to adopt Resolution No. 10 – 2023, granting final subdivision and land development approval for the construction of a 105,000 sq. ft. miniwarehouse/self-storage facility at 300 Snyder Avenue. Ms. Smith seconded the motion.

Mr. Walsh asked if there were any additional 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 adopting Resolution No. 10 – 2023 passed by a vote of 4-0.

**Discussion regarding cash management options for the Township's bank accounts.**

Mr. Bashore introduced the discussion regarding cash management options for the Township's bank accounts and commended Ms. Riffey's work on the analysis that is before the Board. Mr. Bashore discussed the analysis that was conducted, noting that the proposed options before the Board included the investment of certain funds in Certificates of Deposit (CDs) and reallocating some of the Township's cash reserve assets to maximize interest rates. Mr. Bashore noted that he and Ms. Riffey evaluated the approved depositories utilized by the Township. The recommendation before the Board was as follows:

- Move a certain percentage of funds into 9-month CDs with TD Bank, the PA Local Government Investment Trust (PLGIT), and Santander Bank.
- The funds in the Waste & Recycling Fund, Liquid Fuels Fund, and American Rescue Plan Fund would not be invested due to the balances and restrictions on those accounts.
- Close the Township's existing accounts with S&T Bank and transfer those funds to Santander and PLGIT.

Mr. Bashore noted that the total amount recommended for investment is approximately \$19.8 million, which represents approximately 55% of the Township's available cash accounts. Ms. Riffey outlined that the projected interest revenue in the 2023 budget is \$747,996.30 and the taking the steps outlined before the Board would result in projected interest revenue of \$1,160,130.37, an increase of \$412,134.07. Ms. Riffey reviewed the updated rate information with the Board. Ms. Riffey estimated that the interest revenue based on the new rates will be approximately \$450,000 as opposed to the \$412,134.07 previously outlined.

Mr. Walsh asked if the remaining balance would cover the Township's needs. Ms. Riffey stated that she believes that it will be based on the cash analysis that was completed. Mr. Walsh asked if these would still be collateralized. Ms. Riffey confirmed that they would be.

Mr. Hellmann noted the percentage of the Township's cash that will be invested and if more could be invested. Ms. Riffey discussed her analysis and the types of transactions that occur. Mr. Bashore noted that the 55% amount represents all the funds and if certain funds are netted out that cannot be invested, the percentage is closer to 62%.

Ms. Gagné asked about what would happen at the end of the 9-month term for the CDs. Ms. Riffey stated that the CDs would redeem in mid-December, the interest would be recognized, and the funds would be redeposited to the corresponding checking accounts.

Mr. Hellmann discussed recent rate increases from the Federal Reserve Bank and asked how closely the CDs follow the approved rate increases. Ms. Riffey noted that they follow fairly closely. Mr. Hellmann asked if the Township should hold off to see if rates increases. Ms. Riffey stated that it may not result in much of a gain since the Township would probably need to look at a shorter CD term.

Mr. Walsh noted his support for the analysis and that a 9-month term appears to be the peak rate. Ms. Riffey agreed and discussed rate information for 9-month to 12-month CDs. Mr. Walsh asked if this could be completed in the next few weeks. Ms. Riffey stated that she believed that it could.

Mr. Walsh made a motion to approve the investment of Township funds and movement of funds from S&T Bank to Santander Bank and PLGIT on a 75%/25%, respectively, as outlined in the analysis provided to the Board. Mr. Hellmann seconded the motion.

Mr. Walsh asked if there were any additional 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.

Margie Swart commended the staff on the presentation and for investing these funds. Ms. Swart asked about why the terms would only be for 9 months. Mr. Bashore stated that it is to ensure that the interest is realized and booked by the end of the year for budgetary purposes. Ms. Swart asked about speaking with other banking institutions. Mr. Bashore stated that the analysis was only done with approved depositories for the Township.

Steve Crum commended the staff for the work on their analysis.

There being no further comments, the motion authorizing the investment of Township funds passed by a vote of 4-0.

**Discussion regarding the survey results for possible amendments to the requirements for projections into rear yards for the R3-C zoning district.**

Mr. Walsh discussed the background on this topic, noting the applications filed with the Zoning Hearing Board by certain properties on Trevor Drive for projections into rear yards, the creation of the R3-C zoning district, and the survey that was conducted among property owners in this district to reduce the setback from 15 feet to 10 feet for projections into rear yards. Mr. Walsh noted that 317 letters were mailed out and the results of the survey indicated that 43 responses were received, with 27 against amended the Zoning Ordinance and 16 in favor of amending the Zoning Ordinance. Mr. Walsh stated that the Planning Commission also discussed this potential amendment and opposed changes to this zoning district.

The Board generally discussed the survey results and the overall R3-C zoning district. After the discussion, the Board determined that the Zoning Ordinance would not be amended as it relates to projections into rear yards.

**Discussion and possible awarding of the 2023 West Goshen Township Paving Program Bids.**

Mr. Bashore stated that before the Board of Supervisors this evening are the bid results for West Goshen Township's 2023 paving program and an award recommendation from Carroll Engineering Corporation. A list of the roads in the 2023 paving program was provided to the Board. The total mileage outlined for paving is 4.7 miles.

A non-mandatory pre-bid meeting was held on February 7, 2023 and the bids were opened on February 21, 2023. Seven (7) bids were received as follows:

- Glasgow, Inc. – \$993,495
- Allan Myers, L.P. – \$1,043,940
- Innovative Construction Services – \$1,128,025
- Long's Asphalt, Inc. – \$1,161,582
- Mecco Construction, Inc. – \$1,259,700
- Brubacher Excavating, Inc. – \$1,437,317.50
- Road-Con, Inc. – \$1,494,385.50

The Township's 2023 budget allocated \$1,187,000 for the 2023 paving program in the General and State Highway Aid Funds. Additionally, the Township is scheduled to receive payment in the amount \$115,280 from Aqua PA for an overlap of the project area. Dave Woodward provided an analysis of the project scope, bid results, and project cost.

Mr. Walsh asked about the Township's experience in the past with the apparent low bidder, Glasgow, Inc. Mr. Woodward stated that they did good work in the past.

Ms. Smith made a motion to award the contract for the 2023 Paving Program to Glasgow, Inc. in the amount of \$993,495 based on the recommendation from Carroll Engineering Corporation. Ms. Gagné seconded the motion.

Mr. Walsh asked if there were any additional 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.

Margie Swart asked what could be attributed to the increase in responses to the bids. Mr. Bashore stated that it may be a result of the pre-bid meeting being made non-mandatory.

There being no further discussion, the motion awarding the contract for the 2023 Paving Program to Glasgow, Inc. passed by a vote of 4-0.

**Continued discussion and possible approval of a proposal from Carroll Engineering Corporation for a Solar Energy Structural Analysis for the Public Works facility (Building “D”).**

Mr. Bashore stated that before the Board of Supervisors this evening is continued discussion regarding a proposal from Carroll Engineering Corporation for the completion of a structural analysis for the potential installation of a solar energy array on the Public Works facility (Building “D”). This proposal was generated out of the electrical study completed for the West Goshen Township Municipal Complex. The cost outlined in the proposal is \$5,400. This proposal was previously discussed at the February 21, 2023 Board meeting. Certain questions were raised during the discussion, including ensure that the report was to be signed by a professional engineer and if recommendations were going to be provided if it was determined that the roof does not have sufficient capacity to support solar energy equipment. The proposal was revised to address these items.

Ms. Gagné made a motion to approve the proposal from Carroll Engineering Corporation in the amount of \$5,400 to complete the structural analysis of the Public Works facility. Ms. Smith seconded the motion.

Mr. Walsh asked if there were any additional 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 proposal passed by a vote of 4-0.

**Discussion and possible authorization to advertise the following proposed ordinance amendments to the West Goshen Township Code of Ordinances:**

- **Amendment to Chapter 57 (Parks and Recreation Area)**
- **Amendment to Chapter 78 (Vehicles and Traffic)**

Mr. Bashore stated that before the Board of Supervisors this evening are two (2) proposed amendments to certain chapters of the Township’s Code of Ordinances. The proposed ordinances are as follows:

- **Amendment to Chapter 57 – Park and Recreation Areas**

This proposed ordinance would amend sections 57-3.T. and 57-3.U. of the Township’s Code of Ordinances in order to revise the rules for the use of the Robert E. Lambert Skatepark and Robert E. Lambert Dog Park, respectively. Dave Woodward, Public Works Director, and Dorine McClune, Park Superintendent, recently reviewed the rules for these parks and found them to be outdated. Specifically, the hours that the dog park would be closed for maintenance are not

specified and the skatepark regulations reference an attendant, which was discontinued several years ago at the recommendation of the Township's liability insurance carrier.

- **Amendment to Chapter 78 – Vehicles and Traffic**

This proposed ordinance would amend sections 78-7, 78-19.1., and 78-21 of the Township's Code of Ordinances in order to the traffic signals in the Township to this chapter, provide for a prohibition against blocking certain driveway entrances on Matlack Street, and to removing the prohibition against parking at specified times on certain streets. Regarding the proposed amendments to section 78-21, it is my understanding from speaking with Sgt. Brian Greisser that these provisions were instituted due to parking concerns in these neighborhoods. However, the West Chester Area School District has expanded the parking lot at East High School and these provisions are no longer necessary and are more of a hinderance to the residents living in that area.

Ms. Smith recommended including vaccination requirements, license information, and specifying a limit of three (3) dogs per owner to the proposed rules in the Dog Park in the proposed amendment to Chapter 57. Ms. Camp recommended keeping the language pertaining to the number of dogs as currently written. Ms. Smith recommended including approved helmets to the rules for the skate park. Mr. Bashore noted concerns about ensuring compliance with this type of provision. Ms. Smith recommended including a prohibition for vaping. Mr. Bashore recommended including that in section 57-3.S. of the Township's Code of Ordinances.

Mr. Hellmann asked about the parking prohibitions outlined in the ordinance to amend Chapter 78. Mr. Woodward noted that those prohibitions are being removed.

Mr. Walsh opened the floor to public comment.

Margie Swart discussed spaying and neutering provisions. After discussion, it was determined to leave the language as prepared. Ms. Swart discussed the current closure for maintenance and concerned about this impacting dog owners using the dog park earlier in the day. Mr. Woodward noted that the area was evaluated and the activity earlier in the day was minimal.

Ms. Smith made a motion to authorize the advertisement of the proposed amendments to Chapter 57 and Chapter 78 of the West Goshen Township Code of Ordinances. Mr. Hellmann seconded the motion.

Mr. Walsh asked if there were any additional 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 authorizing the advertisement of the proposed ordinance amendments passed by a vote of 4-0.

**Discussion and possible approval of Resolution No. 11 – 2023, authorizing the submission of a grant application to the Chester County Vision Partnership Program.**

Mr. Bashore stated that before the Board of Supervisors this evening is proposed Resolution No. 11 – 2023. This resolution would authorize the submission of a grant application to the Chester County Vision Partnership Program. The proposed application would be for the development of a Park, Recreation, and Open Space Plan. This project was allocated in the Township's 2023 budget in the Capital Reserve Fund.

Ms. Gagné made a motion to adopt Resolution No. 11 – 2023, authorizing the submission of an application to the Chester County Vision Partnership Program. Ms. Smith seconded the motion.

Mr. Walsh asked if there were any additional 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 adopting Resolution No. 11 – 2023 passed by a vote of 4-0.

**Continued discussion and possible approval of a 2-year agreement between West Goshen Township and Invorg, Inc. for Munilogic software for the Township's Codes Department.**

Mr. Bashore stated that Before the Board of Supervisors this evening is a proposed 2-year agreement between West Goshen Township and Invorg, Inc. This agreement is for the Township's Munilogic software that is utilized by the Codes Department. The Township has utilized this software since 2014. Currently, the Township pays \$12,755 annually for this software, which includes an annual maintenance payment of \$9,275 and monthly payments of \$290 per month. The proposed contract would be for \$1,200 per month (\$14,400 per year) for two (2) years. This represents a 13% annual price increase. The new pricing would not begin until September 1, 2023.

The Board previously discussed a new software agreement with Invorg, Inc. at the February 7, 2023 meeting. Discussion topics included reviewing the agreement from the software was acquired in 2014 and evaluating other options due to issues raised by the Codes Department. As follow-up to the meeting, we contacted Invorg, Inc. and they returned with a shorter commitment at a reduced price (\$275 per month less than what was proposed originally). We requested a copy of an agreement from 2014, as well as search the Township's records, neither of which resulted in locating a copy.

Mr. Bashore stated that in reviewing this matter, we believe that this would be acceptable agreement for the following:

- The new pricing structure would not begin until September 1, 2023 as opposed to March 1, 2023. This would minimize the impact to the 2023 budget and allow the Township to properly budget for this cost in 2024.
- This would transition the Township from version SE to version CE. Version SE will no longer be supported as of December 31, 2025. While the members of the Codes Department have advised that this program is not the most user-friendly, transitioning to version CE may allow for an evaluation of this new version against other products on the market.
- Two (2) years will provide adequate time to evaluate other options and look at a migration in the event that version CE does not fit the needs of the Codes Department.

Mr. Walsh asked when the Township would upgraded to the new version. Mr. Bashore stated that he was not sure, but suspected it would be after September 1, 2023. Mr. Kulakowsky noted that version CE would be cloud based. Mr. Walsh asked if there would be a large expense of Township resources to migrate. Mr. Kulakowsky stated that he believes that it would be migrate behind the scenes. Mr. Bashore discussed the recent migration of the Township's financial software.

Ms. Gagné stated that she believes that proceeding with this agreement is the appropriate course of action.

Ms. Smith recommended the following changes to the agreement:

- Providing for a 2-hour recovery time for any request. This would be consistent throughout the agreement.
- Clarify paragraph 2.1.

- Update the times and terms outlined in Exhibit A of the agreement.

Mr. Walsh made a motion to approve the agreement with Invorg, Inc. for a 2-year agreement for the Munilogic software for the Township's Codes Department, with the changes discussed. Ms. Smith seconded the motion.

Mr. Walsh asked if there were any additional 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.

Margie Swart asked what information is used in this software. Mr. Kulakowsky stated that it is used for all the permits in the Township's Codes Department.

There being no further discussion, the motion approving the agreement with Invorg, Inc. passed by a vote of 4-0.

**Approval of the bills to be paid for the General Fund, the Sewer Revenue Fund, the Waste and Recycling Fund, and the Capital Reserve Fund.**

Mr. Walsh made a motion to approve the bills to be paid for the General Fund, the Sewer Revenue Fund, the Waste and Recycling Fund, and the Capital Reserve Fund. Ms. Gagné seconded the motion.

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

Mr. Walsh asked about the invoices associated with Blackboard Connect. Mr. Bashore stated that it might be separated by different categories within the fund, but he would speak with the Township's Finance Director and report back.

Ms. Smith asked about the fees paid to McCormick Taylor. Mr. Bashore stated that those are traffic engineering review fees for the land development plan for the West Goshen Shopping Center.

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

Margie Swart asked for verification if the employees get reimbursed for health insurance deductibles. Mr. Bashore stated that they do not. Ms. Swart asked about auditing for EZ Passes and cell phones. Mr. Bashore stated that EZ Passes are only in municipal vehicles and he has reviewed the Township's cell phone plan for changes as necessary.

There being no further discussion, the motion approving the bills to be paid passed by a vote of 4-0.

**Public Comment**

Mr. Walsh noted that there were new attendees and asked if they had any items on the agenda they had comments.

Michael McNabb asked about the proposed amendments to the R-3C zoning district. Mr. Walsh discussed the survey results and that it was determined that the Zoning Ordinance would not be amended. There was a lengthy discussion regarding the survey and the Zoning Hearing Board process. Mr. McNabb noted that he does not believe that he was given a fair opportunity to present his case. Mr. McNabb discussed the potential non-conformities that currently exist in the zoning district. Mr. McNabb discussed the minimal number of homeowners that need this adjustment. Mr. Hellmann stated that the Board needs to look out for the entire zoning district.



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Margie Swart discussed her understanding of the history of the Goshen Walk development, noting concerns with the Zoning Ordinance amendment approved at the time.

Mr. McNabb noted the fence that surrounds the neighborhood and that the neighboring property owners do not have an issue with the proposed amendment.

Mr. Hellmann stated that there were several comments received that would indicate that many residents in the neighborhood would be negatively impacted by the proposed change.

**Adjourn**

At 7:54 p.m., Mr. Hellmann made a motion to adjourn meeting. Mr. Walsh seconded the motion. There being no further discussion, the motion to adjourn the meeting passed by a vote of 4-0.

Respectfully submitted,

Christopher Bashore  
Township Secretary