

**WEST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS MEETING
JULY 20, 2021**

Township Supervisors:

Mr. Shaun Walsh, Chair
Ms. Ashley Gagné, Vice-Chair
Mr. John Hellmann, Member
Mr. Hugh Purnell, Member
Ms. Robin Stuntebeck, Member

Township Officials:

Mr. Casey LaLonde, Township Manager
Mr. Richard J. Craig, Township Engineer
Lt. Michael Cotter, Police Department
Mr. Bill Webb, Township Zoning Officer
Ms. Kristin Camp, Township Solicitor
(Ms. Camp arrived at 7:45 p.m.)

The regular monthly meeting of the Board of Supervisors of West Goshen Township was called to order by Chair Shaun Walsh, at 7:00 p.m. on Tuesday, July 20, 2021.

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

Mr. Walsh announced that the meeting may be recorded by 3rd parties.

Energy Power Purchase Project – Will Williams, West Chester Borough

Mr. Walsh introduced Will Williams, Sustainability Coordinator for West Chester Borough. Mr. Williams has been the lead on investigating the possibility of the municipal members of the West Chester Area Council of Governments (WACOG) to cooperatively purchase renewable energy through a long-term contract with a renewable energy generation company. Mr. Williams stated that this project started as part of the Clean Energy Advisory Group which began in late 2018 to investigate the feasibility of moving to renewable energy sources for municipal buildings and other municipal operations.

Mr. Williams stated that this joint clean energy procurement project was identified as one of the 18 strategies identified in the Energy Transition Study completed in February 2020. He stated that moving to clean energy is one of the most feasible and impact strategies local governments can accomplish and could result in an 83% reduction in West Goshen Township's greenhouse gas emissions. He stated that moving to clean energy is a method by which local government leaders can act on climate change and be national leaders on this issue among local governments nationally.

Mr. Williams described how West Goshen Township purchases energy currently and the only portion that would change is moving to a renewable energy generation method. PECO would still provide transmission and local delivery of that energy to the Township buildings and operations.

Mr. Williams stated that moving to a Power Purchase Agreement would provide a fixed price, as is currently provided under the Township's energy contract, but the energy source would be clean and renewable with a specific green energy project, location and would be a brand-new green energy production facility.

Mr. Williams described the process in which the Township would procure the renewable energy generation contract. He stated that with Board approval, the Township Manager would be given authority to authorize the agreement, given the single business day turnaround for pricing.

Mr. Williams detailed the energy generation expenses currently under contract for both the West Goshen Township operations and the West Goshen Wastewater Department operations. He stated West Goshen Township uses approximately 1,800 MWh of electricity per year and the Wastewater Department uses approximately 4,300 MWh of electricity per year. West Goshen Township is paying \$58 per MWh for electricity and West Goshen Wastewater Department is paying \$50 per MWh for electricity. Mr. Williams stated that he is expecting a renewable energy contract price to be \$51 per MWh for electricity generation, so West Goshen Township would expect a \$12,600 per year savings, and the West Goshen Wastewater Department would see a \$4,300 annual increase in costs.

Mr. Williams described the next steps in the Energy Power Purchase Project. He stated the WACOG Solicitor has reviewed the agreement. He is currently educating and obtaining approvals and contract terms from the various WACOG municipalities. He is seeking the evaluation of the agreement and contract terms by a 3rd party energy consultant.

Future steps include providing a letter of commitment to an energy aggregator and for the energy aggregator to start soliciting renewable energy deals. The final step would be for the various municipalities to sign a collective Power Purchase Agreement. If no final deal is authorized, he recommended reconvening in the 1st Quarter of 2022 to reapprove a contract framework.

Mr. Walsh thanked Mr. Williams for his work on this important project.

Mr. Hellmann asked about contract ramifications if certain WACOG municipalities drop out of this project. Mr. Williams stated that the overall project could move forward with specific, larger municipalities still involved, but if too many drop out, the project would stop.

Ms. Gagné asked about the 2 to 3-year Agreement versus a 15-year Agreement. Mr. Williams described the initial 3-year energy supply contract in the overall 15-year Agreement.

Mr. Purnell asked if the solar panels were made in China. Mr. Williams stated yes, but that specific question is beyond the scope of this study.

Mr. Walsh confirmed that the contract would be between West Goshen Township and Constellation.

Dr. Douglas White asked if the Township could withdraw from the 15-year contract. Mr. Williams stated no, not without very substantial penalties.

After a brief discussion, Ms. Stuntebeck made a motion, seconded by Ms. Gagné to authorize West Goshen Township's participation in the Energy Power Purchase Agreement at a price not to exceed \$51 per MWh.

2020 Township Audit Discussion with Barbacane Thornton

Mr. Steve Kutsuflakis of Barbacane Thornton, the Township's 3rd party auditing firm, presented an overview of the 2020 Township Audit.

He stated Barbacane Thornton was engaged to audit the Township; submit the Township's DCED filing; audit the Sewer and Sewer Reserve Funds; audit the Police, Sewer and Non-Uniformed Pension Plans; audit the West Goshen Sewer Authority; and audit the Tax Collector's Statement of Collections. He stated the timing of the work was preliminary work was done in early January 2020; on-site work was done in mid to late March 2020; final reports were issued in June 2020; with DCED filings were done for the Township by April 1st and the Sewer Authority by June 30th. Mr. Kutsuflakis stated that the Township was audited under auditing standards generally accepted in the United States and Government Auditing Standards.

He reported that there are no significant deficiencies or material weakness in internal controls over financial reporting reported in the audit findings.

Mr. Kutsuflakis described the audit approach. He stated that his firm has procedures designed to target areas of greater risk. This risk assessment includes interviews with Township staff at all levels and the Board of Supervisors Chair; documentation of the Township's internal controls; review of analytical procedures including review of historical trend data, budget versus actual results and comparison of actual data versus known facts; review of meeting minutes, contracts and agreements; and review of substantive procedures.

Mr. Kutsuflakis reviewed the Township's financial position with a comparison between 2020 and 2019 across the various Township Funds, from General Fund through Capital Reserve Fund. All of those results may be viewed in the 2020 audit report found on the Township website.

He stated that there were no disagreements with management or difficulties incurred during the audit process. He stated there were no material audit entries. He stated his firm received full cooperation from management and members of staff and the audit results were reviewed with management in detail.

Given that the Township is scheduled to receive over \$2,200,000 in federal COVID American Rescue Plan Act (ARPA) funding in 2021, he described the additional auditing requirements for this funding. He stated that a "single audit" is required by the federal Office of Management and Budget and their Uniform Grant Guidance. A single audit is required when federal expenditures equal or exceed \$750,000 in a fiscal year.

Mr. Kutsuflakis concluded his presentation.

Mr. Walsh asked if the Barbacane team that audited the Township were new. Mr. Kutsuflakis stated the entire team was new to West Goshen Township for the 2020 audit.

Mr. Hellmann had questions and comments regarding the Kennett Township fraud situation. Mr. Kutsuflakis stated that there were internal control deficiencies that were brought up with management at Kennett Township. He stated that there are no deficiencies of internal controls for West Goshen Township.

Ms. Gagné asked about the "single audit" process for the ARPA funding. Mr. Kutsuflakis said that the Township would most likely have to perform a single audit, given the level of funding received by the Township.

Mr. Walsh asked how much a "single audit" would cost. Mr. Kutsuflakis stated that a single audit would cost the Township between \$3,000 and \$5,000.

Mr. Walsh congratulated and thanked Christine Riffey, Township Finance Director, and her Finance Department staff for their work on the 2020 audit and thanked Mr. Kutsuflakis for his firm's work on the audit.

220 Garfield Avenue Land Development Approval

Mr. Craig introduced the 220 Garfield Avenue Land Development approval for a 1,064 square foot building for the site for Enerva LIC, LLC.

On a motion by Mr. Purnell, seconded by Mr. Hellmann, the Board unanimously approved the Land Development project.

Mr. Hellmann stated that sidewalks were discussed for the site, but ultimately not recommended due to the project's location.

Mid-Year 2021 Budget Review and Discussion

Mr. Walsh thanked Ms. Christine Riffey, Township Finance Director, for compiling an overview of the mid-year 2021 budget review.

As of June 30, 2021, several Township General Fund revenue categories were overbudget, including Earned Income Tax overbudget by \$1,100,000, and Building & Plumbing Permits overbudget by \$485,000, among other categories.

As of June 30, 2021, several Township General Fund expenditure categories were overbudget, including Salaries & Wages by \$35,000 and Traffic Signal Maintenance by \$42,000.

With combination of General Fund revenue categories being overbudget and General Fund expenditure categories being under budget, the budgeted General Fund deficit of \$3,499,658 has been reduced as of June 30, 2021, to a net deficit of \$1,663,808.

The Board reviewed the other budget revenue and expenditure variances for the General Fund.

Mr. Purnell asked about the Building Permits revenue category being overbudget. Mr. Webb responded that in addition to the large number of permits due to The Woodlands at Greystone residential subdivision project, effective January 1, 2021, building permit fees were raised, as the Township's fee schedule was rather low.

Ms. Tina Smith asked about the Army Corps of Engineers stormwater study. Staff responded that due to the COVID situation, the Army Corps did not work in the Township in 2020 and they are not sure the Army Corps would even be available to work in 2021.

Mr. Walsh inquired about the various Herbert Rowland & Grubic (HRG) proposals for various stormwater issues, such as establishing corrugated metal pipe (CMP) priorities and the possibility of establishing a stormwater fee. Mr. LaLonde will contact HRG to obtain updated proposals.

Mr. Purnell asked if the net deficit will remain lower through the remainder of the year. Staff answered that this is a snapshot as of June 30th.

2022 – 2026 Trash & Recycling Contract Discussion and Possible Approval

Mr. LaLonde read aloud a memorandum regarding the recent receipt of bids for the 2022 – 2026 Township trash and recycling contract. He stated that the Township provides twice per week automated trash collection; once per week automated recycling collection; once per week manual bulk trash collection; once per week SEPTA route bus stop trash & recycling collection; once per year Christmas tree curbside collection; monthly yard waste curbside collection; and that the awarded contractor would provide trash and recycling totes to the Township's 6,500 residential households.

He stated bids were received and opened on June 24, 2021 with the following bid results:

Vendor	Total Contract Price 2022 - 2026
Republic Services	\$9,884,810
J.P. Mascaro	\$15,001,184

Mr. LaLonde provided a breakdown of Republic Services bid, including the 2020 annual contract price as a comparison.

He stated that staff have reviewed the bids and recommend Republic Services be awarded the 2022 – 2026 trash & recycling contract.

Mr. Walsh asked about trash toter replacement. Mr. LaLonde stated that the existing gray trash totes were purchased for Township residents about 12 years ago and they are out of warranty and starting to fail. He stated that the Republic Services bid would replace all totes at the start of the new contract.

After more discussion, on a motion by Mr. Purnell, seconded by Ms. Stuntebeck, the Board unanimously awarded the 2022 – 2026 trash & recycling contract to Republic Services.

Dr. Douglas White inquired as to whether the Township investigated reducing trash service to once per week. Staff answered the inquiry.

Community Park Splashpad Discussion

This item was tabled to the August 17, 2021 Board meeting.

Police Department Exempt Employee Extra Duty Pay Policy

Mr. Walsh stated that Township Police Department Command staff perform extra duty for the Chester County Drug Task Force and Chester County DUI Task Force. The Township receives reimbursement from Chester County for this extra duty pay. He stated this new policy clarifies how this process occurs and sets a 32% fringe benefit requirement for outside agencies reimbursing the Township, so the Township may capture the cost to cover benefits for those Police Command staff performing the extra duty work.

Mr. Hellmann asked if this policy or the Command Staff working the extra duty would jeopardize their exempt status as employees. Mr. LaLonde responded, no.

Mr. Hellmann asked if the extra duty pay is used in calculating the pension payments for Command Staff. Mr. LaLonde responded, yes, as the extra duty pay is paid through the Township's payroll.

Mr. Abbas Rahbari asked to speak and Mr. Walsh declined to allow him to speak, as Mr. Rahbari is not a Township resident or property owner.

On a motion by Mr. Purnell, seconded by Ms. Gagné, the Board unanimously approved the Police Department Exempt Employee Extra Duty Pay Policy.

Monthly Reports

Lieutenant Cotter provided the monthly report for June 2021.

Lt. Cotter announced that the Junior Gumshoe Camp was a great success; the two hybrid police vehicles were in service; and that the Police Department is receiving many complaints about Unemployment Claims fraud.

Lt. Cotter also provided a mid-year 2021 report.

Mr. Purnell thanked the Police Department for the speed sign in the North Hill neighborhood.

Mr. Hellmann inquired about the large number of alarms in The Woodlands at Greystone neighborhood and asked if they are billed for the false alarms. Lt. Cotter stated that many of the false alarms are due to realtors setting off the alarms for the model homes and false alarm violators are billed.

Ms. Tina Smith asked about "hospital destination." Lt. Cotter stated that the ambulance is directed by the on-board Emergency Medical Technicians for which hospital should receive a patient, depending on the particular situation.

Supervisors Announcements

Ms. Stuntebeck requested that the Board reinstate Harvest Festival for 2021. After a brief discussion, the Board agreed to reinstate Harvest Festival for 2021.

Ms. Stuntebeck stated that the Township Historical Commission wants to restart the discussion about historical properties and cemetery walks. Mr. Purnell asked about the Historical Property Ordinance. Ms. Stuntebeck stated that the drafted Ordinance was too complicated and confusing for property owners.

Mr. Purnell commended the Township Park & Recreation Board for the 4th of July Decorated Bike Parade.

Ms. Gagné announced that Christine Knapp with the City of Philadelphia, would be attending the August 17th Board meeting to share information regarding the City's plastic bag ban.

Mr. Hellmann announced that he met with Chief Carroll and Lt. Cotter. He announced that the Traffic Committee met on July 14th for their quarterly meeting to review resident traffic issues and the next meeting is in October.

Mr. Hellmann provided an update on the Wawa parking lot stop signs.

Mr. Hellmann also announced the meeting of the Citizens Advisory Committee consisting of members of communities of color.

Mr. Walsh announced that an Executive Session on personnel was held on June 30, 2021.

Mr. Walsh announced that a joint meeting of the Board of Supervisors and West Goshen Sewer Authority was scheduled for 6:00 p.m., Tuesday, September 7, 2021 to discuss and review the next 10-year capital improvement plan.

Mr. Walsh announced he, Mr. Hellmann, Mr. Craig and Mr. LaLonde met virtually with employees of Energy Transfer to discuss the industrial noise problem still occurring at the Boot Road Pump Station. He stated that Energy Transfer is trying to mitigate the noise issue by insulating some lines but it has not fixed the issue. Energy Transfer will continue to address the situation. Mr. Walsh stated it is Energy Transfer's responsibility to get this issue resolved.

Mr. Walsh asked Ms. Camp to review the Township's Noise and Nuisance Ordinances in regard to the Boot Road Pump Station.

Several neighbors of the Boot Road Pump Station were in attendance and stated the pump station noise is constant day and night.

Ms. Camp suggested filing a complaint with the Pennsylvania Public Utility Commission as to Energy Transfer not providing a "reasonable service."

Township Manager's Announcements

Mr. LaLonde announced that the Pennsylvania State Association of Township Supervisors (PSATS) was holding a business meeting on October 15, 2021 and the Township needed to appoint a voting delegate. Mr. Purnell volunteered to attend the business meeting as the Township's voting delegate.

Township Engineer Stormwater Update – Woodlands at Greystone Update

Mr. Craig provided an update on The Woodlands at Greystone and stated there are many homes under construction.

Mr. Hellmann inquired about the Raven's Lane Stormwater Project punch list. Mr. Dave Woodward responded the punch list complete, but there is some erosion in some spots that will have to be addressed.

Zoning Officer's Announcements

Mr. Webb announced two new Zoning Hearing Board cases for August 5, 2021.

Hearing No. 16-21 is for a variance for 1009 Faustina Lane for a patio in the front yard. There was no position taken by the Board of Supervisors.

Hearing No. 17-2021 is for several variances for 818 S. High Street, an existing Shell gas station. The applicant is requesting relief to install a Dunkin' Donuts franchise at the location, in addition to the existing gas station and auto repair facilities. Mr. Craig expressed concerns over traffic for the location. After a brief discussion, the Board expressed opposition to the requests.

On a motion by Mr. Purnell, seconded by Mr. Hellmann, the Board unanimously approved opposing the application and sending the Solicitor to oppose the application at the Hearing.

Meeting Minutes Approval for June 15, 2021 and July 6, 2021

On a motion by Mr. Purnell, seconded by Ms. Stuntebeck

Mr. Purnell amended his motion to include Mr. Hellmann's corrections.

The Board unanimously approved the meeting minutes.

June 30, 2021 Treasurer's Report

Mr. Purnell made a motion, seconded by Mr. Hellmann, the Board unanimously approved the June 30, 2021 Treasurer's Report and the bills to be paid from the various Township Funds.

Public Comment

Dr. Douglas White stated that the proposed splashpad would add value to Community Park. He also thanked Mr. LaLonde for his work for the Township.

Ms. Kim Rahbari read a statement expressing her objection and her reasoning for opposing a handicapped parking space in front of 511 Cork Circle.

Mr. Frank DeBondo stated he opposes the handicapped parking spot requested to be located at 511 Cork Circle.

Mr. Phil Baglia asked if the handicapped parking spot issue is time sensitive. The Board responded, no.

Please view this meeting's video recording via YouTube with the link located at www.westgoshen.org.

There being no further business, on motion by Mr. Purnell, seconded by Mr. Hellmann, the meeting adjourned at 9:42 p.m.

Respectfully submitted,

Casey LaLonde
Township Secretary