

**EASTTOWN TOWNSHIP BOARD OF SUPERVISORS
ORGANIZATIONAL MEETING MINUTES OF JANUARY 04, 2016**

The January 04, 2016 Organizational Meeting took place in the Township meeting room at 566 Beaumont Road, Devon and was called to order at 7:30 p.m. Supervisors present included: Fred Pioggia, Chairman; Christopher D. Polites, Vice-chairman; James W. Oram, Jr., Marc J. Heppe, and Betsy Fadem. Also attending were Eugene C. Briggs, Jr., AICP, Assistant Township Manager; Dave Obzud, Police Chief; and Andrew D. H. Rau, Esquire, Township Solicitor.

PLEDGE OF ALLEGIANCE

SWEARING IN CEREMONY FOR ELECTED OFFICIALS

Supervisor Fadem, Supervisor Heppe, Supervisor Oram, and Township Auditor Neil Dombrowski were sworn in by District Judge, Thomas W. Tartaglio.

ELECTION OF CHAIRMAN AND VICE-CHAIRMAN FOR 2016

On motion by Mrs. Fadem, seconded by Mr. Oram, Mr. Polites was unanimously elected as Chairman.

On motion by Mr. Heppe, seconded by Mr. Polites, Mr. Oram was unanimously elected as Vice-Chairman.

APPOINTMENTS

Daniel C. Fox, Township Manager, Secretary, Treasurer and Open Records Officer
David J. Obzud, Chief of Police
Eugene Briggs, Jr., Township Zoning Officer
Kate Jones, Assistant Township Secretary
Andrew D. H. Rau, Esquire, Township Solicitor
The ARRO Group, Consulting Engineer
Glackin Thomas Panzak, Landscape Architects
McMahon Transportation Engineers & Planners, Traffic Engineer
Keystone Municipal Services, Building Inspection Service

Easttown Citizens' Advisory Committee

Tom McGurk, *2-year term (exp. December 31, 2017)*

Alessandra Nicolas, *2-year term (exp. December 31, 2017)*

Parks and Recreation Board

Ted Babiy, *5 year term (exp. December 31, 2020)*

Paul Banks, *5 year term (exp. December 31, 2020)*

Cathy Stead, *5 year term (exp. December 31, 2020)*

Doug Swope, *5 year term (exp. December 31, 2020)*

Planning Commission

Mike Cappelletti, *4-year term (exp. December 31, 2019)*

Municipal Authority

Kim Reynolds, *5-year term (exp. December 31, 2020)*

John May, *5-year term (exp. December 31, 2020)*

Zoning Hearing Board

William Howard, *3-year term (exp. December 31, 2018)*

Roman J. Koropey, *Alternate 1-year term*

Vacancy Board

Kim A. Reynolds, *1-year term*

Mrs. Fadem suggested that the list of appointments be amended to include the following reappointments:

Kevin Melich, *2-year term (exp. December 31, 2017)* to the Easttown Citizen Advisory Committee.

Marla Musman, *3-year term (exp. December 31, 2018)* to the Historical Commission.

Trudy Stewart, *3-year term (exp. December 31, 2018)* to the Historical Commission.

Discussion regarding appointments to the Library Board ensued and the Board decided to wait on appointments until recommendations are made by the Library Board.

On motion by Mr. Oram, seconded by Mrs. Fadem, the Board unanimously approved the appointments as amended.

RESOLUTIONS

Chairman Polites introduced Resolutions 2016-01, 2016-02, 2016-03, 2016-04, 2016-05, 2016-06, and 2016-07 and called for a motion. Louise Story requested clarification on Resolution 2016-06 Providing Annual Compensation for Each Supervisors of the Township. The Board agreed that the Resolution title should be amended to read "Waiving Annual Compensation for Each Supervisor of the Township."

RESOLUTION 2016-01; A Resolution designating TD Bank as Depository for Easttown Township for year 2016

RESOLUTION 2016-02; A Resolution Authorizing Facsimile Signature

RESOLUTION 2016-03; Appropriating funds for payment of Salaries, Wages and Benefits for Uniformed and Non-Uniformed Easttown Township Employees

RESOLUTION 2016-04; A Resolution Setting Treasurer's Bonds

RESOLUTION 2016-05; A Resolution amending the Uniformed Employees' Pension Plan and Trust for the Township of Easttown.

RESOLUTION 2016-06; A Resolution Waiving Annual Compensation for Each Supervisors of the Township of Easttown

RESOLUTION 2016-07; A Resolution Establishing the Emergency Service Coverage of Easttown Township

On motion by Mr. Pioggia, seconded by Mr. Oram, the Board unanimously approved the Resolutions as amended.

PUBLIC FORUM

Louise Story inquired about the Work Sessions being eliminated in 2015 and when are the former work session discussions taking place. The Board responded that the Work Session items are now incorporated into the Regular Meeting Agenda as either an action or discussion item.

The meeting adjourned at 7:59 p.m.

**EASTTOWN TOWNSHIP BOARD OF SUPERVISORS
BUSINESS MEETING MINUTES OF JANUARY 04, 2016**

The January 04, 2016 Business Meeting took place in the Township meeting room at 566 Beaumont Road, Devon and was called to order at 7:59 p.m. Supervisors present included: Christopher D. Polites, Chairman; James W. Oram, Jr., Vice-chairman; Marc J. Heppe, Betsy Fadem, and Fred Pioggia. Also attending were Eugene C. Briggs, Jr., AICP, Assistant Township Manager; Dave Obzud, Police Chief; and Andrew D. H. Rau, Esquire, Township Solicitor.

MINUTES

Mrs. Fadem suggested that the amended December 21, 2015 Meeting Minutes be further amended to include Kate Jones as being in attendance.

On motion by Mr. Oram, seconded by Mr. Heppe, the amended minutes of the regular business meeting of December 21, 2015 were unanimously approved.

ANNOUNCEMENTS

Mrs. Fadem suggested that the Comprehensive Plan Task Force meeting on Thursday, January 14, 6:30 p.m. be added to the announcements.

The Township Administrative Offices will be closed on Monday, January 18, 2016 in observance of the Martin Luther King, Jr. Holiday.

The following public meetings will be held at the Township Building: Planning Commission on Tuesday, January 5, 6:30 pm workshop and 7 pm regular meeting; Citizens Advisory Committee on Monday, January 11, 6:15 pm; Municipal Authority on Tuesday, January 12, 7 pm; and the next Board of Supervisors meeting on Tuesday, January 19, 7 pm.

The following public meeting will be held at the Easttown Library (720 First Ave, Berwyn): Historical Commission on Wednesday, January 13, 7 pm.

For more information regarding any of these announcements, please visit www.easttown.org.

LIST OF BILLS

On motion by Mr. Oram, seconded by Mrs. Fadem, the Board unanimously approved payment of \$326,105.36 a total of Warrants (\$221,972.06) and Payroll (\$114,133.30), date ending December 31, 2015.

SUPERVISOR LIAISON REPORTS

Mr. Polites reviewed the standing Township Committees and suggested that some could be disbanded.

On motion by Mr. Heppe, seconded by Mrs. Fadem, the Board unanimously approved disbanding the Administration Committee.

On motion by Mrs. Fadem, seconded by Mr. Pioggia, the Board unanimously approved disbanding the Personnel/Human Resource Committee.

Mrs. Fadem read the Easttown Board of Supervisor (BOS) Liaison and Committee Roles sheet that she prepared.

The Board discussed the liaison and committee roles and amended it to delete the Personnel Committee and revise the Neighborhood Watch's description. The following reflects the changes made and is the finalized version:

Easttown Board of Supervisor (BOS) Liaison and Committee Roles

Easttown's Citizens Advisory Committee (ECAC): Two Supervisors are assigned to be the liaisons and advisors to this group. ECAC's role is to work on special projects for the BOS and the Township. Meetings are monthly.

Easttown Municipal Authority: One Supervisor is assigned to be on the Authority and represent the BOS at their monthly meetings.

Fire Company Liaisons: Two Supervisors act as the liaisons to the Fire Companies to understand the pressing issues facing the local companies and the township.

Historical Commission: One Supervisor is assigned to the Commission to attend the monthly meetings to be the conduit to the BOS for matters of concern.

Library Board: One Supervisor will serve as the liaison between the Library Board and the BOS. This will ensure communication lines remain open active and the BOS is aware of the Library needs and issues. Library Board Meetings are monthly.

Neighborhood Watch: At the discretion of the Chief of Police, an officer will be assigned to serve as liaison for the Neighborhood Watch.

Park and Rec Board: One Supervisor attends the monthly Park and Rec Board meetings to provide two-way communication from and to the Committee to the BOS.

Planning Commission: One Supervisor is assigned to attend the monthly meetings of the Planning Commission.

Police Pension Committee: As noted in the Police Union Contract, a Pension Committee is required with Township representation, including two Supervisors. Meetings are quarterly or as needed.

Police Department Liaisons: Two Supervisors are assigned to serve as the liaisons between the Police Department and the BOS to ensure items of importance for both sides are communicated. Meetings are monthly or as needed.

The Board further discussed the liaison duties for 2016 and the only changes in liaison duties are that Mrs. Fadem will replace Mr. Oram on the Easttown Citizens Advisory Committee.

DEPARTMENTAL REPORTS

Administration

Mr. Briggs stated that he would try to answer questions regarding the Manager's Report, but in the event there were questions he could not answer he would communicate those to Mr. Fox for follow up. Regarding Lien Collection, Mr. Polites requested a copy of all correspondence that Portnoff has sent to residents and wants to make sure that all future Portnoff correspondence to residents is first reviewed by the Board prior to being mailed. Regarding Easttown Municipal Authority Series of 2011 Refunding, Mr. Heppe had questions, but they were deferred for Mr. Fox to address. Mr. Pioggia provided an update on the Valley Creek Trunk Sewer project.

Planning and Zoning

Mr. Briggs updated the Board regarding Planning and Zoning projects, including an amended land development at 26 Main Avenue and a zoning relief request for 251 Foxall Lane.

Police

No official report was scheduled for this meeting agenda; however, Mr. Polites inquired about the state of the Police Department. Chief Obzud stated that all was going well. He further explained that two part-time officers left, but one replacement has already been hired and that he is interviewing another part-time officer this week for the second vacancy. He added that he expects to be fully staffed by the end of January.

NEW BUSINESS

Mr. Pioggia shared some of his goals for the Township for 2016. Mr. Briggs continued the discussion, based on a request, by stating the Township has finalized a Permit Guidance Document.

Devon Center Overlay District Ordinance Public Hearing

Mr. Polites announced that the Devon Center Overlay District Ordinance Public Hearing is scheduled for February 3, 2016 at 7 pm at the Beaumont Elementary School.

Joan Bergquist requested that the Board consider scheduling multiple public hearings for the Devon Center Overlay District.

Unrelated, Mr. Heppe requested that Staff provide the annual percentage changes for the consultants from the last few years. Also, Mrs. Fadem requested that all consultant reappointment letters be provided to the Township prior to budget season.

Easttown Tredyffrin Veterans Association

Mr. Oram explained that the Association is done building memorials and is now putting money aside for the long-term maintenance of the memorials. He further explained that should the Association cease to exist there is an Agreement in place between Easttown and Tredyffrin to split the Association's money 50/50 to maintain the memorials in each township. Mr. Oram requested that the Board reaffirm its commitment to this Agreement. The Board requested that Staff provide a copy of the Intermunicipal Agreement in its January 19, 2016 Agenda Packet for consideration of reaffirming its commitment.

OLD BUSINESS

None

PUBLIC FORUM

None

ADJOURNMENT

The meeting adjourned at 8:51 pm.

Respectfully submitted,

Eugene C. Briggs, Jr., AICP