

## EASTTOWN TOWNSHIP

### EASTTOWN CITIZENS ADVISORY COMMITTEE MEETING MINUTES

Easttown Township Building, Berwyn, PA

February 8, 2016

**Attendees:** Stacey Ballard, Buck Buchanan, Pete Motel, Gregg Ridge, Chris Polites, Betsy Fadem, Dan Fox, Tom McGurk

Meeting was called to order at 6.15pm.

- Introductions
- Orientation. The following documents were issued and reviewed in order to provide background for our new committee members.
  - ECAC presentation to BOS 2013
  - ECAC – recent projects
  - Copy of Enabling Resolution
- Hilltop House – Meeting summary from sub-committee meeting (2/8/16)
  - Work Priorities:
    - External improvements that need to be done to bring the facility up to the new defined standard of quality (as per C. Polites). (Phase I)
    - Internal improvements that would facilitate public meeting space for overflow activities from the township building. (Phase I)
    - Improvements related to facilitating rental of Hilltop House for events. (Phase II), Coordinated with work that evaluates Hilltop business model and appropriate facility investment.
    - Landscaping (Phase III)
  - Gary and Ted to prepare a capital plan that addresses Phase I.
    - Sufficient project definition and costing to satisfy needs of BOS approval process.
    - Current plan allocated approximately \$130,000 for Phase I work, however current plan does not meet new quality standard.
    - Areas of improvement that require alternative solutions (such as window replacement) will be costed for each alternative.
    - Preparation of capital plan will take place over the next two months. Gary and Ted can call upon any member of the committee for help.
    - Capital Plan will be reviewed prior to the ECAC meeting April 11, 2016 starting at 5pm to 6:15 pm. It is requested that the plan be sent to the sub-committee members prior to the scheduled meeting so that they can provide diligent review.
- Maillie Audit Response
  - Tyler Tech assessment occurred week of Feb 1, with participation of Dan and Betsy as well as other supervisors.

- Specific examples of deficiencies were presented by Dan and Betsy. Deficiencies included original design parameters, operational work-arounds, absence of procedures, and training.
- Township 2015 closing to be done by end of February.
- Assessment report document expected from Tyler Tech by month end (Feb). It was not clear when the report would be issued to the township.
- The Township is to use the assessment report document as a basis for a corrective action plan that addresses the deficiencies identified in the Maillie audit as well as system and operational issues that hinder the efficiency and accuracy of the township's financial reporting.
- 2015 audit by Maillie to start April 2016.
- The Tyler Tech assessment report document will be the main agenda item at the March ECAC meeting.

The date for the next meeting is March 14, 2016 at 6.15pm.

Respectfully submitted,

T. McGurk, acting for

Alessandra H. Nicolas, Recording Secretary of ECAC