

EASTTOWN TOWNSHIP BOARD OF SUPERVISORS BUSINESS MEETING MINUTES OF OCTOBER 3, 2016

The October 3, 2016 Business Meeting took place in the Township meeting room at 566 Beaumont Road, Devon and was called to order at 7:00 pm. Supervisors present included: Christopher D. Polites, Chairman; James W. Oram, Jr., Vice Chairman; Marc J. Heppe, Betsy Fadem, and Fred Pioggia. Also attending were Dan Fox, Township Manager; Dave Obzud, Police Chief; Eugene C. Briggs, Jr., AICP; Gary Bernhard, Director of Public Works; Karen Wertz, Finance Director; Kate Jones, Administrative Coordinator; and Amanda J. Sundquist, Esquire, Township Solicitor.

MINUTES

On motion by Mr. Heppe, and seconded by Mrs. Fadem, the minutes of the regular business meeting of September 19, 2016 were unanimously approved with three corrections.

ANNOUNCEMENTS

Chairman Polites announced that the Board met in Executive Session prior to this meeting to discuss matters of litigation and personnel.

The following public meetings will take place at the Township Building unless otherwise stated:

- Planning Commission on Tuesday, October 4, 7 pm at Hilltop House (6:30 pm workshop)
- Citizens' Advisory Committee on Monday, October 10, 6:15 pm
- Municipal Authority on Tuesday, October 11, 7 pm
- Historical Commission on Wednesday, October 12, 7 pm at Easttown Library
- Next Board of Supervisors meeting on Monday, October 17, 7 pm

The Berwyn Fire Company will host its annual Fire Prevention Day on Saturday, October 8 from 3 - 5 pm next to the Easttown Public Library.

LIST OF BILLS

The Board requested more detail regarding credit card charges each month.

The Board discussed the recently adopted credit card policy after Chief Obzud explained that he had to make a time-sensitive purchase for his Department using a personal credit card because the amount of the purchase exceeded the 1,000 dollar limit allowable for Staff to make purchases without prior Board approval. Reimbursement for this personal expense is reflected in the list of bills. His concern moving forward is that many of the companies with which he works have moved away from a purchase order

procedure in favor of taking credit cards for payment. If there is a sale on police-related items or if the items are immediately necessary for the protection of the officers or training purposes, Chief Obzud will not be able to wait for prior Board approval on two week meeting intervals for authorization. Mrs. Fadem suggested that, since this is not common situation, that the credit card policy be tweaked slightly to allow the Chief to receive approval from the Township Manager and the Chair of the Board for purchases over 1,000 dollars that cannot wait until full Board approval during one of its regularly scheduled public meetings. The Board agreed to this change.

On motion by Mr. Oram, seconded by Mr. Pioggia, the Board unanimously approved the payment of \$349,933.58, a total of Warrants (\$228,581.69) and Payroll (\$121,351.89), date ending September 29, 2016.

SUPERVISOR LIAISON REPORTS

Mr. Pioggia stated the Parks and Recreation meeting on September 20, 2016 was cancelled. He added that the Municipal Authority has almost completed its upgrade of the Daylesford Pump Station. In addition, Mr. Pioggia said, he and Gary Bernhard toured the Hilltop House facility and will provide a list of issues related to recent repair work to the Parks and Recreation Board.

Mrs. Fadem thanked Mr. Pioggia and Kate Jones for their work on the recent Easttown Township Volunteer Recognition Reception. She also followed up on a question from an audience member regarding EMS billing by the Fire Companies. The question was why the Fire Companies do not register as insurance companies for billing purposes. The answer is that the Companies would actually lose more reimbursement costs than they currently are due to Medicare reimbursement procedures.

Mrs. Fadem and Mr. Pioggia reviewed their last meeting with the Comprehensive Plan Task Force on September 26, 2016. The Force is still defining issues and direction for goals and objectives, and is pausing to fully digest the comments it has received from the community before proceeding to the Plan draft phase of the project.

Mr. Polites stated that he attend a Wine Tasting at Hilltop House that benefitted Easttown Library, and that it was a success.

DEPARTMENTAL REPORTS

Mr. Fox updated the board regarding administrative matters, including the 2015 Township and Municipal Authority audits and the 2017 Budget process. The proposed budget schedule for Board of Supervisors public meetings is as follows:

- Park and Recreation Board presentation on Monday, October 17
- Fire Company presentations on Monday, October 17, 2016 or Monday, November 7, 2016
- Police and Public Works discussions on Monday, November 7, 2016

- Preliminary Budget presentation and adoption on Monday, November 21, 2016
- Final Budget presentation and adoption on Monday, December 19, 2016

Chief Obzud updated the Board on the issues related to the intersection of Berwyn and Midland Avenues, which currently has a two-way traffic stop. After his Traffic Officer completed a study of this intersection, he recommended a fully engineered traffic study. The Township's traffic engineering firm, McMahon and Associates, gave the township a not-to-exceed \$3,300.00 quote to complete the study, and, with permission from the Board, staff will proceed with initiating the study.

Mr. Bernhard updated the Board on Public Works related matters, including the recent completion of repairs to the Canterbury Basin on Greenhill Lane.

Mr. Polites requested a list of Capital Projects as part of the 2017 Public Works proposal.

Mr. Pioggia requested a list of available EDU's per pump station and an LED light update as part of the 2017 Public Works proposal.

Mrs. Fadem asked Mr. Bernhard about the new changes to the Easttown Public Library parking lot's exit and entrance. The response to these changes has been positive. The Board entered into a discussion regarding the Library parking lot easement agreement between the Tredyffrin/Easttown School District and the Township.

Thomas Aichele, of 302 Spencer Road, asked the Township Solicitor to clarify that if the School District is to build a new school on its property adjacent to the Library then eminent domain is a viable option to acquire the easement. Ms. Sundquist stated that an eminent domain challenge that involves two public entities would be a challenge.

NEW BUSINESS

Bid for Snowplowing and Deicing Support Services

Mr. Bernhard updated the Board on this project. The Township received one proposal at its bid opening on Friday, September 23, 2016 for Snowplowing and De-icing Support Services for the period of October 1, 2016 to June 30, 2017 (9 month base term), plus up to three one-year Township Option terms.

The lowest and only bid proposal is from Northeastern Enterprises. The Township Solicitor and Staff reviewed the bid documentation and found it to be satisfactory. The Second Class Township Code mandates a rebidding process only if there are no bids. If you have a single bidder, and the submission is in order, the Township has the option to move forward with the award.

The bidder, Northeastern Enterprises, has previously provided these services to Easttown Township from the years 2011 to 2015. Northeastern Enterprises was very responsive and committed to this service over

the four-year term, and its knowledge of the Township gained during this term of service will be a continued benefit.

Mr. Fox added that seven contractors reviewed the bid online, but Northeastern Enterprises was the only one that submitted.

Jody Durante, of 580 Kromer Drive, clarified that Northeastern Enterprises was the company that assisted the Township's 2015-2016 contractor during Storm Jonas.

Louise Story, of 2060 Buttonwood Road, asked if Staff could survey the contractors that viewed the bid online but did not proceed with bid process. Mr. Fox said that this is possible, but that these contractors most likely do not have the equipment specified in the bid. Mr. Oram added that the Township represents a middle niche in terms of size and requirements that some contractors may not be able to service.

Ms. Story added that she found the past service of Northeastern Enterprises to be more than satisfactory.

On motion by Mr. Heppe, seconded by Mr. Polites, the Board unanimously authorized staff to award the bid of Snowplowing and De-icing Support Services for the Township, in accordance with bid responses, to Northeastern Enterprises which, with a bid of \$288,000, was the lowest responsive and responsible bidder. The award is for the term of October 1, 2016 to June 30, 2017 (nine month base term), with up to three one-year Township Option terms.

Bid for Hilltop House Painting

Mr. Fox updated the Board on this item. The bids for the Hilltop House Repainting project were opened on September 28, 2016 via Pennbid. Two bids were submitted for the contract. Township consultants, the ARRO Group, have reviewed the bids submitted and offer the following: The low bid was submitted by Jones Masonry Restoration Corporation of Harrisburg, PA. The bid form indicates the total bid amount is \$88,000. The other bid for this Contract was for F.W. Houder, Inc. at \$101,427.00. With the Township's concurrence, ARRO recommends that the Township award the Contract to Jones Masonry Restoration Corporation.

Mr. Fox recommended that the Board wait to award the bid until Staff has the opportunity to examine why the bids came in higher than the projected \$50,000 cost.

A discussion ensued regarding the timeline for painting the house with Board members expressing concern over the condition of the house and the damage that another harsh winter could do to the already deteriorating exterior. Mr. Bernhard stated that he believed the reason that the bids were higher than expected is because the job specifications have become more detailed and the contractor is required to be bonded. He added that he had called the references for Jones Masonry Restoration Corporation and that they were satisfactory. After members of the Board expressed that they felt that this project has been put off for too long, Mr. Bernhard stated that if the award was approved tonight, the project could

proceed with a 45 day timeline. The contractor has agreed to remove scaffolding on weekends to accommodate scheduled weddings.

Mrs. Fadem and Mr. Pioggia offered to assist staff with the choice of paint colors.

Mr. Heppe stated that he is concerned that the bid award is significantly higher than what has been budgeted for the work.

On motion by Mrs. Fadem, seconded by Mr. Polites, the Board authorized staff to award the bid of Hilltop House Repainting project, in accordance with bid responses, to Jones Masonry Restoration Corporation which, with a bid of \$88,000, was the lowest responsive and responsible bidder. The vote was four to one with Mr. Heppe voting nay.

Resolution 2016-15; Act 537 Supplement for Wilson Road Force Main, Tredyffrin Township

On motion by Mr. Oram, seconded by Mr. Polites, the Board adopted resolution 2016-15, Act 537 Supplement for Wilson Road Force Main, Tredyffrin Township.

OLD BUSINESS

None

PUBLIC FORUM

Louise Story, of 2060 Buttonwood Road, asked if the public could provide input for the new color of Hilltop House. The Board responded that this was a decision that needed to be made quickly and that it was confident the subcommittee of Board members and Staff is a sufficient resource.

Joan Bergquist, of 217 Devon Boulevard, asked the Board if it had an update on the status of the recently sold Devon Manor property. Mr. Polites responded that no application has of yet been submitted to the Township.

ADJOURNMENT

The meeting adjourned at 8:07 pm.

Respectfully submitted,

Kate Jones
Assistant Township Secretary