

**EASTTOWN TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES OF JANUARY 17, 2017**

The January 17, 2017 Regular 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: James W. Oram, Jr.; Chairman; Marc J. Heppe, Vice Chairman; Betsy Fadem; Fred Pioggia; and Christopher D. Polites. Also attending were Dan Fox, Township Manager; Eugene C. Briggs, Jr., AICP; Assistant Township Manager; Scott Albee, Police Lieutenant; Karen Wertz, Finance Director; Kate Jones, Administrative Coordinator; Andrew D.H. Rau, Esq., Township Solicitor; and Joseph "Skip" Brion, Esq., Alternate Planning Commission Solicitor.

PLEDGE OF ALLEGIANCE

CITATION FOR GREGG RIDGE

Chairman Oram presented Mr. Ridge with his Citation and read the following statement:

The Easttown Board of Supervisors, on behalf of the entire Township, is delighted to be able to honor Gregg Ridge for his dedication to Easttown Township as a volunteer on the Easttown Citizens Advisory Committee. In his five years of service on this Committee, Mr. Ridge assisted the Township in a variety of areas including but not limited to: Saving the Township money through the reissuance of municipal debt; Recommending and transitioning the Township's current Pension provider; Complying with generally accepted audit standards; Evaluating Post-Employment Retirement benefits for township employees; And working towards utilizing existing township resources to their full potentials, including Hilltop House. The Board is thankful for Mr. Ridge's dedication to his community. Easttown Township has benefitted greatly from his expertise, and his contributions to the Township are immeasurable.

MINUTES

On a motion by Mrs. Fadem, and seconded by Mr. Polites, the minutes of the organizational and regular business meetings of January 3, 2017 were unanimously approved.

The regular meeting was adjourned at 7:04 pm for the Public Hearing.

PUBLIC HEARING

On a motion by Mr. Heppe, seconded by Mrs. Fadem, the Board unanimously approved Resolution 2017-10, approving the transfer of Restaurant Liquor License No. R-19508 into Easttown Township from West Goshen Township, subject to conditions. The full transcript of this public hearing is on file and available for public review at the Easttown Township Administrative Building.

Chairman Oram reconvened the regular meeting at 7:30 pm.

ANNOUNCEMENTS

Chairman Oram announced that the Board met in executive session on Monday, January 9, 2017 to discuss matters of personnel and prior to this meeting to discuss legal and personnel matters.

The following public meetings will be held at the Township Building unless otherwise stated:

- Parks and Recreation Board on Tuesday, January 17, 7 pm
- Library Board on Wednesday, January 18, 7 pm at Easttown Library
- Comprehensive Plan Task Force on Monday, January 23, 6 pm
- Next Board of Supervisors meeting on Monday, February 6, 7 pm

LIST OF BILLS

Mrs. Fadem requested an itemized list of membership dues the Township pays annually.

Mr. Heppe asked if the Township would receive any future bills from the ARRO Group regarding their project management for the exterior painting of Hilltop House. Mr. Briggs responded that he would serve as the project manager in this final stage, but the Board may still see a residual bill in the future from the ARRO Group for its services.

On a motion by Mrs. Fadem, seconded by Mr. Pioggia, the Board unanimously approved the payment of \$462,310.24; a total of Warrants (\$339,448.41) and Payroll (\$122,861.83), date ending January 12, 2017.

SUPERVISOR LIAISON REPORTS

Mrs. Fadem stated that the Easttown Citizens Advisory Committee met on January 9th. The agenda topics for the meeting included a discussion about the Tredyffrin Easttown Fire Companies Funding Coalition issues and the next steps for the township. They also continued their discussion regarding Hilltop House. The next meeting is Monday, February 13 at 6:15 pm.

The Tredyffrin Easttown Fire Companies Funding Task Force has not reconvened in the yet in 2017, but the core group and Township Managers have been invited to a meeting on March 1 to hear an initial presentation from the Berwyn Fire Company on their needs for a new fire house.

Mr. Heppe stated that he had met with the Police Chief to review the Police Department's new shift scheduling software and the open sergeant position. He will attend the Tredyffrin Easttown Fire Companies Funding Task Force meeting with Mrs. Fadem on March 1.

Mr. Polites stated that he went the January Easttown Citizens Advisory Committee's meeting and that the Committee has openings. He asked Township staff to post an announcement on the Township website soliciting resumes for appointment consideration. The Hilltop House Committee met in January, as well, and is making progress towards a complete evaluation of current processes.

Mr. Pioggia reported that the Municipal Authority has finished upgrading all of its pump stations, with the exception of Daylesford, which is nearing completion. The Parks and Recreation Board has invited Supervisors to complete a walk of a proposed trail in the Township on Sunday, January 22. Mr. Pioggia also reported that he will attend an Ethics Seminar hosted by the Pennsylvania State Association of Township Officials in February.

Mr. Oram announced that he, along with Mr. Hepe, had met with the Police Chief to review the Police Department's new shift scheduling software and the open sergeant position. He also updated the Board on the Historical Commission's December meeting. The Commissioners are close to completing a map inventory of historic resources within the Township with the assistance of the County and they will present the finished project to Board in the near future. Lastly, he requested that the Board finalize liaison appointments at the Board's next public meeting on February 6, 2017.

Mrs. Fadem requested that the Board consider having secondary supervisor liaisons to serve as a backup to each liaison appointment.

CHAIRMAN'S INITIATIVES

The Chairman's initiatives are projects that subgroups of Board members and Staff will address throughout the year and report upon monthly at Board meetings. Chairman Oram stated the initiatives he laid out at the Board's regular meeting on January 3, 2017.

1. Continue to focus on communication with residents and stay abreast of the latest technological platforms for communication.
2. Resolve short-term space building space issues, especially as it pertains to the needs of the Police Department.
3. Document Township policies and procedures, including but not limited to the Supervisor Discretionary Fund, appointments to Boards and Commissions, and governance issues.
4. Explore options with the Tredyffrin-Easttown School District regarding the need for parking at Easttown Library.
5. Continue to explore Hilltop House as a performing financial asset for the Township.

Chairman Oram said that Mr. Fox will serve as the point staff member for each initiative subcommittee and invited the other Supervisors to announce their interest in these five initiatives and share other initiatives they may have. In addition, he suggested these subcommittees consider including interested residents.

Mrs. Fadem expressed her interest in helping to resolve the property issue between the Tredyffrin-Easttown School District and the Easttown Public Library and to document Township policies and procedures. She added that she is interested in working with the Planning Commission to complete a sidewalk plan for the Township.

Mr. Heppe expressed his interest in continuing the Township's focus on communications, including more participation in community events. He also said that he would like to spend time with every employee in the Township to reorient himself with their duties and work with the Planning Commission and Staff to redefine the Township ordinance regarding fencing and signage.

Mr. Polites expressed his interest in helping to resolve the property issue between the Tredyffrin-Easttown School District and the Easttown Public Library, to document Township policies and procedures, and explore options to enhance Hilltop House and other Township assets.

Mr. Pioggia expressed his interest in continuing the Township's focus on communications, resolving current space limitations in the Township Building, and continuing to explore Hilltop House as a performing financial asset for the Township. He added his additional interest in modernizing the Township in ways that can reduce its expenses, such as through LED lighting for street lights.

DEPARTMENTAL REPORTS

Michael Baskin and Digger Holt were in attendance representing Berwyn and Paoli Fire Companies respectively. They provided the Board with overviews of 2016 budgets and statistics.

Mrs. Fadem requested a breakdown of call volume per Township starting with the next quarterly reports.

Mr. Polites asked for company vehicle and equipment inventories.

Mr. Pioggia thanked the Companies for providing the Board with budget actuals and inquired into recent fund drive initiatives.

Ms. Wertz updated the Board regarding financial matters, including the Township's successful transitions to Tompkins Bank for financial services and Chester County for real estate tax collection.

Mr. Briggs updated the Board regarding planning and zoning matters, specifically the recently submitted Land Development and Conditional Use applications for the Devon Yards project, which are currently being reviewed by Township consultants.

Lieutenant Albee updated the Board regarding police matters, including the Department's new shift scheduling software and the upcoming interviews of potential part-time officers.

NEW BUSINESS

Resolution 2017-09; Berwyn Veterans' Memorial

Tabled pending further review from Township Solicitor.

Ordinance 428-17; Stop Signs at Intersection of Berwyn and Woodside Avenues

Mr. Fox updated the Board on this item. At the Board's public meeting on December 6, 2016, Chief Obzud reviewed the traffic study prepared by McMahon Consultants after being commissioned by the Board. The study recommended a four way stop intersection at Berwyn and Woodside Avenues, and the Board agreed to proceed with the steps necessary to implement this recommendation, including authorizing the drafting of and publically advertising for a proposed ordinance for Board consideration. That draft ordinance, having been duly advertised, is before the Board for consideration tonight.

On a motion by Mr. Heppe, seconded by Mr. Polites, the Board unanimously adopted Ordinance 428-17.

LD 109; 4 Midland Avenue – Land Development Decision Extension Agreement #5

Mr. Briggs updated the Board on this item. The Land Development Plan proposes the demolition of a commercial building for the construction of three apartment buildings with a total of 18 condominium dwelling units. On September 19, 2016, the Board approved Preliminary Land Development subject to the Planning Commission's conditions and added that the Applicant submit architectural drawings for each building depicting building elevations from all four sides demonstrating compliance with the maximum building height of three stories or 42 feet, whichever is lower.

The Applicant has not submitted a Final Plan for the Planning Commission to review. To further accommodate the Final Plan review and approval process, the Applicant has submitted a written request for a fifth extension for the Board's Final Land Development decision. If agreed to by the Board tonight, then the new deadline for its decision will be March 21, 2017.

On a motion by Mr. Heppe, seconded by Mr. Pioggia, the Board unanimously agreed to a fifth time extension proposed by the Applicant establishing a new deadline of March 21, 2017, in which to render a final decision on Land Development Application 109.

Specimen Tree Removal and Tree Replacement Plan – 520 North Valley Forge Road

Mr. Briggs introduced the Board to this item. On December 5, 2016, the Applicant submitted a Zoning Permit Application to remove a viable black oak tree with a 44 inch diameter measured at breast height (dbh) to make room for a future addition to the rear of the home. Chapter 274, Natural Resources Protection of the Township Code, defines a healthy tree with a 36 inch or greater dbh as a "Specimen Tree" and as such is a protected natural resource of the Township.

Section 274-30, states in part that "Tree replacement shall be provided where the applicant demonstrates to the satisfaction of the Board of Supervisors [...] where specimen trees are removed from any location on the site." Section 274-31.B.(3), states that, "For properties that are less than two acres in area, replacement plantings shall be provided at a ratio of: Three additional shade trees for each specimen tree 36 inches or greater dbh removed from any location on the site."

Lisa Thomas, Township Landscape Architect, has reviewed the proposed tree replacement plan and finds it to be acceptable and compliant with Township code.

On a motion by Mrs. Fadem, seconded by Mr. Heppe, the Board unanimously approved the tree replacement plan for 520 North Valley Forge Road.

Zoning Permit Application for Partial Demolition of Class 1 Historical Resource #2; 259 Foxall Lane

Mr. Briggs updated the Board on this item. On March 7, 2016, the Board approved the demolition of portions of this Class 1 Historic Resource to construct a second floor over the garage. The Owner now proposes to demolish additional portions of the Historic Resource to construct a conservatory entrance in place of the current entrance.

Zoning Permit Applications for demolition of Class 1 Historic Resources are reviewed by both the Historical Commission and Planning Commission for recommendations before going before the Board for a final decision. The Historical Commission reviewed the Zoning Permit Application on November 9, 2016 and recommended approval. The Planning Commission reviewed the Zoning Permit Application on January 4, 2017 and also recommended that the Board consider approving the Zoning Permit Application.

On a motion by Mr. Polites, seconded by Mrs. Fadem, the Board unanimously approved the partial demolition of the Class 1 Historical Resource at 259 Foxall Lane.

OLD BUSINESS

None

PUBLIC FORUM

Jodi Durante, of 580 Kromer Avenue, stated that he would like to see a larger public presence at public Township meetings.

ADJOURNMENT

The meeting adjourned at 9:00 pm.

Respectfully submitted,

Kate Jones

Assistant Township Secretary