

**EASTTOWN TOWNSHIP BOARD OF SUPERVISORS  
REGULAR MEETING MINUTES OF FEBRUARY 05, 2018**

The February 05, 2018 Regular Meeting took place at the Township Building, 566 Beaumont Road, Devon and was called to order at 7:00 p.m. Supervisors present included: Marc J. Heppe, Chair; Betsy Fadem, Vice Chair; Christopher D. Polites; James W. Oram, Jr.; and Karl A. Romberger, Jr. Also attending were Dan Fox, Township Manager; Eugene C. Briggs, Jr., AICP, CZO Assistant Township Manager and Director of Planning and Zoning; Dave Obzud, Police Chief; Don Curley, PE AICP, Public Works Director; Kate Jones, Administrative Coordinator; and Andrew D. H. Rau, Esquire, Township Solicitor.

**MINUTES**

Mr. Polites made a motion to approve the minutes from the January 15, 2018 Regular Meeting. Mrs. Fadem seconded the motion. Mrs. Fadem made two corrections and Chairman Heppe opened the floor to the public. There were no comments. The Chair called the vote. The motion unanimously passed with Mrs. Fadem’s corrections, with Mr. Romberger abstaining as he was not a member of the Board at the January 15, 2018 Regular Meeting.

**ANNOUNCEMENTS**

Chairman Heppe read the following announcements:

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

- Planning Commission on Tuesday, February 06, 6:30 pm workshop and 7 pm regular meeting at Hilltop House
- Citizens Advisory Committee on Monday, February 12, 6:15 pm
- Municipal Authority on Tuesday, February 13, 7 pm
- Historical Commission on Wednesday, February 14, 7 pm at Easttown Library
- Policy Committee on Monday, February 19, 5:30 pm
- Next Board of Supervisors meeting on Monday, February 19, 7 pm

**LIST OF BILLS**

Mrs. Fadem made a motion to approve the list of bills totaling \$708,830.59, with warrants in the amount of \$556,181.34 and payroll in the amount of \$152,649.25, date ending January 31, 2018. Mr. Oram seconded the motion. The Board questioned the staff on miscellaneous aspects of the bills. Chairman Heppe opened the floor to the public. Michael Wacey, of 1049 Beaumont Road sought clarification regarding the cutoff for paying bills incurred in 2017. The Chairman called the vote. The motion passed unanimously.

## LIAISON REPORTS

Chairman Heppe listed the Supervisor Liaison assignments and they are as follows:

<b>Citizens Advisory Committee:</b>	Betsy Fadem, James W. Oram, Jr.
<b>Comprehensive Plan Task Force:</b>	Betsy Fadem, Marc J. Heppe
<b>Fire Company Task Force:</b>	Betsy Fadem, Marc J. Heppe
<b>Historical Commission:</b>	Karl A. Romberger, Jr.
<b>Library Board:</b>	Christopher D. Polites
<b>Municipal Authority:</b>	Karl A. Romberger, Jr.
<b>Neighborhood Watch:</b>	Marc J. Heppe (and Chief Obzud)
<b>Park &amp; Recreation Board:</b>	Christopher D. Polites
<b>Pension Committee:</b>	James W. Oram, Jr., Christopher D. Polites
<b>Planning Commission:</b>	Betsy Fadem, Marc J. Heppe
<b>Police Department:</b>	Marc J. Heppe, James W. Oram, Jr.
<b>Policy Committee:</b>	Betsy Fadem, James W. Oram, Jr.

In addition, Chairman Heppe asked Board members if they had any updates from their previous assignments.

Mr. Polites stated that Easttown Public Library will go ahead with plans to start issuing passports by appointment. He added that the Library intends on providing the service on evenings and weekends when other providers, such as the U.S. Post Office, are closed.

Mrs. Fadem stated that she and Mr. Oram attended the Citizens Advisory Committee on January 23 to continue the review of the Township website content. A gap analysis was presented to the Township staff for implementation. The Committee next meets on February 12.

Chairman Heppe stated that he attended the Comprehensive Plan Task Force meeting on January 10 and Mrs. Fadem attended via phone. At this meeting, members reviewed a draft of the Plan and provided text edits. On January 17, there was a special joint meeting of the Task Force and the Planning Commission to present the draft Plan to the community. Unfortunately, it was not well-attended. The draft Plan will be reviewed by the Planning Commission meeting at its regular meeting on February 06 for possible recommendation to the Board of Supervisors for adoption.

Mrs. Fadem stated that she and Chairman Heppe are meeting with local ambulance services to explore their business operations as part of their liaison assignments with Tredyffrin Easttown Fire Company Funding Coalition. They have met with Whitemarsh Ambulance and Good Fellowship in West Chester.

Mrs. Fadem stated that the Policy Committee did not meet in January but will resume its work at its meeting on February 19.

Mrs. Fadem stated that she attended her first meeting of the Municipal Authority on January 09 and the order of business was routine in discussing capacity, pump station maintenance, and improvements. The Authority next meets on February 13.

Chairman Heppe opened the floor to the public.

Margaret D'Alesandro, of 610 Clovelly Lane, requested that the Township update the new liaison assignments on its website.

## **2018 PROJECTS**

Chairman Heppe introduced the 2018 Board of Supervisors projects and Mrs. Fadem provided some proposed detail on the project descriptions and deliverables as follows:

### Request for Proposals (RFP) for Hilltop House

- Complete RFP for single caterer at the Hilltop House.
- Review responses to RFP and complete analysis of proposals for caterers.
- Update the costs of operating the Hilltop House as an event location for the past two years and compare to the revenue generated by the facility.
- Recommend the future use of Hilltop House,

### T/E Fire Company Funding Project and Study

- Update 2017/2018 data and Township comparison information.
- Review and document the Task Force accomplishments to date.
- Analyze the Long Term Financial reports prepared by Fire Company consultant (Olson) and determine impact on funding model.
- Explore other local EMS providers to discuss best practices and their long term business plans
- Identify ECAC /Fire Company Phase II deliverables.
- Recommend to the BOS the 2019 and future funding plans for services provided by the T/E Fire Companies.

### Berwyn Parking Study

- Authorize study.

- Review parameters and proposal.
- Upon completion review and analyze solutions.
- Recommend next steps and funding requirements.

#### Devon Center Study

- Authorized a VPP Grant Application for Devon Center Master Plan and Zoning Amendments.
- Review proposal.
- Present recommendations in fall of 2018.
- Implement zoning changes and amendments in 2019.

#### Financial and Operational Review of Part Time Police Model

- Complete cost benefit analysis of part time police model since it was fully implemented in 2013.
- Include added expenses of training, uniform, space needs to complete full study.
- Determine most efficient and cost effective model going ahead and when to do next review.

#### Prospective Park/Walking Trail Study (Across from Hilltop Park)

- Determine next steps to confirm viability of using land for community recreational use, including land survey, needed enhancements, safe and convenient access points, costs for maintenance, and neighbors input.
- If viable, prepare work budget and timeframe for construction/implementation.

#### Continue to Improve Communication with Easttown Residents

- Complete content updates recommended by ECAC.
- Determine and implement changes to website for ease of user navigation and access.
- Identify other means of informing our community either in print or on line..

#### Devon Train Station Study

- Identify role the township should/can play in the effort to improve the appearance of and modernize the Devon Train Station.
- Determine if state, county, or local grants are available.
- Contact leaders who spearheaded the train station renovations in Strafford and Wayne for added direction and information.
- Issue a project plan to accomplish the modernization of the Devon Train Station and identify the key players in accomplishing the task.

Chairman Heppe opened the floor to the public.

Buck Buchanan, of 638 Wetherby Lane, and Joan Bergquist, of 217 Devon Boulevard, both stated that they have contacts and/or documentation to assist Mrs. Fadem with her Devon Train Study and will follow up with her.

Mr. Wacey sought clarification regarding the proposed Hilltop House request for proposals.

## **DEPARTMENTAL REPORTS**

Mr. Fox, Township Manager, outlined the contents of his memo, dated February 02, 2018. The 2017 Township Audit will take place in April and Staff has begun preparations. In addition he listed 2018 staff projects. After discussion, Chairman Heppe opened the floor to the public and there were no comments.

Chairman Heppe asked if the Board or the public had questions or issues for Chief Obzud, and there were none.

Mr. Curley, Public Works Director, outlined the contents of his memo, dated January 29, 2018. He also discussed 2018 Public Works projects and updated the Board on snow and ice removal costs this season to date. After discussion, Chairman Heppe opened the floor to the public and there were no comments.

## **NEW BUSINESS**

### **Authorize Negotiation of Berwyn/Library Parking Study Contract**

Mr. Briggs updated the Board on this item. The Board included \$46,700.00 in the Township's 2018 Budget to fund the Village of Berwyn and Library Parking Studies. These Studies are recommended in the Township's Draft Comprehensive Plan. The Draft Comprehensive Plan is expected to go before the Board in April for consideration of adoption.

To date, Staff has been working with the Township's Transportation Consultant, McMahon Associates, Inc., to preliminarily outline the scopes of work, time schedules, and costs. Staff now seeks the Board's authorization to finalize its work with McMahon Associates to negotiate contracts based upon finalizing the scopes of work, time schedules, and costs. Once negotiations are complete, the proposed contracts will be presented to the Board for its consideration of approval.

Mr. Oram made a motion to authorize Staff to negotiate contracts with McMahon Associates for the completion of the Village of Berwyn and Library Parking Studies. Mrs. Fadem seconded the motion and requested a timeline of this project. Mr. Briggs stated that it would take at least 12 months with a public outreach component. Chairman Heppe opened the floor to the public. Louise Story, of 2060 Buttonwood Road, sought clarification of the future intention of the School District for its property adjacent to the Library. Ms. D'Alesandro asked if the proposed studies will take current development into account and Mr. Briggs responded in the affirmative. The Chairman called the vote. The motion passed unanimously.

### **Authorize Preparation of Devon Center Master Plan/Zoning Vision Partnership Program Grant Application**

Mr. Briggs introduced the Board to this item. The Draft Comprehensive Plan, which is expected to go before the Board in April for consideration of adoption, recommends that the Township undertake a

Master Planning and Zoning Amendment effort for Devon Center. As this project appears on the Board's draft 2018 Project List, but was not considered in the Township's 2018 Budget, it is proposed to use Chester County Vision Partnership Program (VPP) grant money to help defray the cost of the project. Under the VPP, the County will reimburse the Township up to 70% of the cost after the project is adopted/approved by the Board. The Township would then be responsible for 30% of the project's cost as its local match. Chances of winning the grant increase when municipalities propose local matches greater than 30%. Once the VPP Grant Application is drafted with the assistance of Township Planner Lisa Thomas of Glackin, Thomas, and Panzak, it will be presented to the Board for review and approval prior to Staff submitting it to the County by the February 21, 2018 deadline.

Mrs. Fadem made a motion to authorize Staff to draft a VPP Grant Application for the Devon Center Master Plan and Zoning Amendments. Mr. Oram seconded the motion. After discussion, Chairman Heppe opened the floor to the public. Ms. Story and Mr. Wacey began a conversation about delaying this project for reasons of incomplete development in Devon and that it is not a 2018 Budget item respectively. Mr. Briggs responded that while it is an option to postpone this study, the public is very engaged right now and that recent development has shown that the Township needs to take a more proactive stance regarding the future of Devon. Mrs. Fadem stressed the importance of proceeding now as it was a key issue in the Comprehensive Plan and was not able to be fully completed in the allotted timeframe for the Plan. The Plan Task Force recognized the need to complete this item as soon as possible to get ahead of any and all future development in that area. Mr. Fox explained that the VPP grant project would most likely extend into 2019 and that the entire amount due by the Township will not fall in 2018. The Chairman called the vote. The motion passed unanimously.

#### **Authorize Waste Management Solid Waste Contract 4<sup>th</sup> Year Option**

Mr. Curley introduced the Board to this item. In June of 2015, the Township executed a three-year contract with Waste Management of Pennsylvania, Inc. (WM). The agreement expires on June 30, 2018. The Township has the unilateral authority to twice extend the contract on an annual basis. The year-four extension (July 1, 2018 thru June 30, 2019) requires notice to WM by March 31, 2018. If extended, the Township would again have the unilateral authority to extend the contract for a fifth year towards the end of this term. The Township and Staff are satisfied with WM's performance to date.

Mrs. Fadem requested that this item be tabled until she is able to update a concerned resident regarding WM's recycling practices. Mr. Polites stated that he had never heard of any issues with WM in the eight years that the Township has used its services. Mr. Oram suggested that Mrs. Fadem tour the WM recycling facility as he and Chairman Heppe have done previously. Mr. Curley added that postponing a motion on this item will not affect the deadline that WM has given for the Township to extend the existing contract.

Chairman Heppe opened the floor to the public.

Mr. Wacey asked if this extension includes an increase in costs. Mr. Fox responded that it does include a three percent increase but that the Township will still be paying WM less than it did in its previous contract, ending June 31, 2015.

This item was tabled.

### **OLD BUSINESS**

None

### **PUBLIC FORUM**

None

### **ADJOURNMENT**

The meeting adjourned at 8:25 pm.

Respectfully submitted,

Kate Jones  
Assistant Township Secretary