

Easttown



Township

EASTTOWN CITIZEN'S ADVISORY COMMITTEE

Regular Meeting Agenda

Monday March 13, 2023, 6:15 p.m.

- 1. Call Meeting to Order**
- 2. Approval of February 13, 2023 Minutes**
- 3. Discussion and Approval of ECAC 2022 Annual Report**
- 4. Discussion on ECAC Stand Down Memo**
- 5. Discussion of Interim Space Solutions**
- 6. Public Comment**
- 7. Announcement**
 - A. Next regularly scheduled meeting is April 10, 2023, 6:15 p.m.**
- 8. Adjournment**

ECAC Meeting Minutes February 13, 2023

Present ECAC Attendees: Tom McGurk, Sarah Henry (Via Zoom), Hal Ward (via Zoom), Pete Motel, Michael Novak, Alessandra Nicolas (via Zoom).

Absent: Bob Winters

Township Staff: David Fiorenza, Don Curley

Present Board of Supervisors Liaison: Erik Unger

Called Meeting To Order- Tom McGurk

Regular Business

Consideration of January 9 Minutes - Approved

Schematic Design Discussion – Based on discussions at the BoS and associated fees related to exploring a full knock down and rebuild of administration and police facilities was determined to be too expensive.

It was recognized that the police and administration are currently working within constraints that may be impacting functionality and morale. It was suggested that next steps explore budgetary consideration and planning for upgrading structural and physical maintenance that must be addressed in the near term.

Finally, it was proposed that ECAC would be on pause and stand down for 6-9 months until there is clarity on what the revenue streams would be and what alternative placeholders would be associated with what number is feasible within the budget.

T. McGurk will issue a memo to E. Unger explaining stand down.

ECAC Projects 2023 – Further Discussion of Alternative Revenue Sources

There was a recognition of the gap in this year's budget that will extend into next year led to discussion to consider other sources of revenue to supplement existing real estate sources. Earned-Income-Tax (EIT) would be reasonable to explore based on other townships collecting EIT and generating revenue, in recognition of new commuting patterns and types of income available.

Going forward, ECAC recommends hiring a consultant to advise on revenue raising options and modeling.

Public Comment- None

Next regularly scheduled meeting is March 13, 2023 at 6:15 PM

Conclusion & Adjournment

Easttown Citizens Advisory Committee – Report for 2022.

Committee:

Alessandra Nicolas, Pete Motel, Hal Ward, Bob Winters, Kristan Burgess, Sarah Henry (secretary), & Tom McGurk (chairman). The term for K. Burgess ended Dec '22. Michael Novak joined Jan '23. BOS liaisons: Erik Unger and Michael Wacey (alt). Staff support: Gene Briggs & David Fiorenza. ECAC is fully staffed.

Fees Project:

- BOS requested an evaluation of township fees. Building permits represents 90% of fees collected by the township.
- Hal Ward and Pete Motel, assisted by David Fiorenza, assessed building permit fees by benchmarking Easttown's fees structure with several neighboring townships.
- Various methods are used by townships to calculate fees. Easttown is the only township with a project cap (\$470K). A simulation of cap removal on 2021 data, resulted in an additional \$73K revenue potential for the township.
- ECAC recommended cap removal on building fees and BOS approved the recommendation.

Township Building Project:

- In late 2021, ECAC recommended that option B-2 (carriage house expansion) be progressed to schematic design (cost estimation). This proposal was rejected and BOS recommended a new series of options called "C" which included a tear down of the carriage house. The designs for "C" were prepared in the first half of 2022 and later approved by BOS and progressed to schematic design.
- The "C" design was impacted by requirements of additional growth space, larger public meeting space, and topographical challenges of the site. Various inputs from interested parties were collected, namely the township's Historical Commission and the Environmental Council.
- On the 7th of November, a display of various "C" renderings was presented at the Hilltop House for comment and review by the public. Technical experts from Heckendorn & Stiles Architects (HSA) were available to answer the public's questions.
- In the later half of 2022, HSA organized an engineering team to estimate the cost for "C". A cost estimate and design were presented at BOS meeting of 12/19/22. The "C" proposal was not approved due to project costs.
- ECAC proposed a stand-down for this project, until sufficient funding information becomes available. The stand-down period extends to September 2023.

T. McGurk, ECAC chairman.

From: tlmcgurk@aol.com,

To: EUnger@easttown.org,

Cc: alessandra.h.nicolas@gmail.com, petemote@aol.com, halward@comcast.net, rbwntrs7@cs.com, sarah_darren@yahoo.com, DFioenza@easttown.org, michaelnovak1@gmail.com, DCurley@easttown.org, dobzud@easttown.org, matt@hsarch.com, bfadem@Easttown.org, SGreene@easttown.org,

Subject: Resubmission of ECAC Stand Down Notice

Date: Wed, Feb 15, 2023 9:45 pm

Erik:

At our meeting on 2/13/2023, we discussed ECAC's next steps for the building project. We collectively agreed to stand down from the project for a period of six months. As ECAC liaison, please communicate this to the BOS at the next meeting. Below summarizes discussion points from last Monday's meeting.

- Project to date spend over years 2021 to 2023 is \$250,000 with approximately 70% of the spend occurring in 2022. This was for completion of phase A, B, & C with phase C added in 2022. A significant amount of documentation has been presented to the township over this period. It is suggested that the township work with HSA to ensure an appropriate transfer of technical information.
- Intermediate steps (two options) were discussed to meet current space needs and address current maintenance costs of the carriage house. A placeholder budget estimate will be made for the 2024 budget. Currently there is \$300,000 in the 2023 budget for site preparation.

Regards,
Tom McGurk
Chairman, ECAC