

## ECAC Meeting – April 2021 Minutes

Monday, April 12, 2021

**Present ECAC Members:** Tom McGurk, Buck Buchanan, Alessandra Nicolas, Kristan Burgess, and Pete Motel.

**Absent ECAC Members:** Hal Ward

**Present Township Staff:** Bill DeFeo and Gene Briggs

**Present BoS Liaisons:** Betsy Fadem and Jim Oram

**Absent Bos Liaisons:** None

**Present Others/Public:** None

The meeting was called to order at 6.15p via web.

March 2021 Minutes Approved. Buck motioned to approve and Kristan seconded them. All were in favor.

### **PD Space Project:**

- Tom McGurk gave update on how 4/6 BoS meeting went with HSA.
- May 10<sup>th</sup> HSA will review the next steps with ECAC.
- Next steps are to talk to BoS about what they need for public meeting room space.
- HSA will now do their block planning.
- Hilltop is being evaluated if it states in current state or gets used for new space needs.
- Looking at leased space in Devon @ 20 N. Waterloo Road (19k sq ft) Will be looking at this in Phase B.

### **Comparative Study of Easttown Fees Compared with Other Townships:** (Are we charging enough to meet our costs as a Township?)

- Betsy discussed origination of this project. At BoS budget meeting, the list of fees comes up for approval. It is a daunting task and the supervisors want to understand if they are approving the right fees.
- Gene, Bill and Jim gave their thoughts on how the project would be helpful for them and the Township.
- Do we do a random sample of 25% of them and see how those respond to comparison or do we pick top 10 fees by revenue (Top Side Review).
- Fees to consider:
  - Consultant fees
  - Consultant fees with drainage permit application (a pass-thru cost)
  - Fees in lieu sidewalk
  - Fees for construction of multi dwelling units
- To summarize: Top side review, 25% of fees, and consulting and engineering fees
- Process - Zoning fee about \$75 and staff did it but now consultant does it, then goes to drainage (stormwater mgt), then it goes to building application at \$9400 cap.
- Using 6 sigma we defined the project in 3 different ways and we prioritize the 3 projects. After discussion with ECAC Members and all in attendance the order is:
  - Top sided Analysis and Drainage permit fees appear to be first priority to analyze.
  - The sampling in comparison to other Townships appear to be second priority to analyze.
- Betsy asked if they can discuss this with other BoS at the May meeting.

**Open ECAC Position:**

- We have 2 candidates to interview.
- Betsy went through policy for appointing new members.
- Tom, Buck and Kristan will interview both candidates.
- All ECAC Members other than Kristan will expire at the end of 2021. So they will need to re-apply for ECAC in October if they would like to stay on board.

**Reimbursable/Pass-Thru Accounting Process:** (will discuss at May ECAC Meeting)

**Possible Projects and Initiatives**

1. BoS would like ECAC to do a Benchmark Comparison for the Police Department, like we did with FIRE/EMS. More information to be provided by Jim and Betsy. Police contract is up in 2024.
2. A/V needs of the Township for virtual meetings and broadcasting. Radnor and Tredyffrin have their own TV station. What should we do? (There is \$6k allocated in 2021 budget for this project)
3. For 2022 - Open Finance Project (Dashboard with MUNIS to feed financials onto our website) We need to help pick and be a sounding board on design of what we think community would want to see.
4. Continuation of conversation on decorum at public meetings.
5. Reviewing the budget processes of other Townships to ensure ours is as efficient a process as possible.

Next ECAC meeting is May 10, 2021 at 6.15p. The meeting was adjourned at 7.50p.

Respectfully submitted,

Alessandra H. Nicolas  
ECAC Secretary