

# *Easttown* *Township*

## **Easttown Citizen's Advisory Committee Regular Meeting Minutes May 09, 2022, 6:15 p.m.**

Present ECAC Attendees: Tom McGurk, Sarah Henry, Pete Motel, Hal Ward, Bob Winters

Absent ECAC Members: Alessandra Nicolas, Kristan Burgess

Township Staff: David Fiorenza

Present Board of Supervisors Liaisons: Erik Unger

Presenting: Matt Heckendorn & Ariel Ricciutti, Heckendorn, Shiles Architects

**Called Meeting To Order** - Tom McGurk

**Consideration of April 11, 2022 Minutes-** Approved

### **Consideration of Phase C Township Space Project Findings:**

Ariel Ricciutti and Matt Heckendorn from HSA presented the 5/9/2022 draft outline of Phase C-1 and noted this design solution achieves all the goals within deed restrictions and other limitations of the site.

Goals have been to incorporate findings from Phase A & Phase B and take into account growth noted, plus feedback from interviews. Site was gifted with 2 buildings and 2 buildings would be the total count once building is complete, would respect the architecture of the site, and sustainability and waste would be a consideration. This site has a legacy of being mindful of environmental sustainability and reflecting the historical vernacular of the area.

As a closure to this project, the committee would consider recommendations made in the process of interviewing Hilltop House and pursue a feasibility study on that adjacent facility.

This project incorporated population stability estimates from 2018 comprehensive plan and adds 50% space to accommodate expansion. In addition to administration and police, it adds a public meeting room. Committee noted that C includes considerable efficiency gains incorporating occupant feedback that are not fully captured in the square footage analysis.

Goal is to present to BOS at the June 6 meeting. The next recommended step would be to go through a schematic design, site work and cost consult to build a more defined project scope and budget. Currently proposals are in process with engineers to define scope and cost and will take 2-3 months.

Committee voted and approved Phase C-1 to move to the BOS.

### **Fees Project Update**

Permit fees represented 90% of all fees collected and 10% of total revenue, \$600k out of total revenue of \$6.9 million general revenue funds.

In researching the 5 neighboring townships, including Willistown, East Goshen, Charlestown, and Tredyffrin which all appear to apply a small fee (fixed at \$50-\$100) + 1-2% of total construction costs and none appear to apply a cap on the fees they charge.

Easttown applies 2% fee but with a cap on any construction costs above \$470,000 or a \$9400 cap on the permit fee. Had Easttown not had the \$9400 cap, the township could have collected another \$70,000 or 10% in one calendar year. Commercial projects do not have a cap.

Further questions going forward: Should there be a cap? If so, is the present appropriate? If not, what should take its place? Would we increase our own costs via labor and administration to monitor the validity of these estimates? David Fiorenza will come back with data related to incremental work and township resources required on projects over \$500k. Will also run scenarios on larger and smaller square footage actual projects completed and how that would impact fees charged.

### **Other Business**

Grants and Grant Writing- David Fiorenza asked the committee to explore the availability of grants, in particular related to the phasing of these buildings. Tom suggested Matt and Ariel of HSA would be the best points of origin for seeking out grants. ECAC would continue to serve a consultant role.

The next regularly scheduled meeting is June 13, 2022 at 6:15 p.m.

### **Adjournment**