

MINUTES
EXETER TOWNSHIP BOARD OF SUPERVISORS MEETING
MONDAY, FEBRUARY 22, 2021

Public Meeting

A Regular Meeting of the Exeter Township Board of Supervisors held virtually was called to order on Monday, February 22, 2021 at 7:00 PM by Greg Galtere, Chairperson.

Supervisors Present: Gregory Galtere, Chairperson
David Speece, Vice Chairperson
Michelle Kircher
John Cusatis
Joseph Staub

Absent: None

Others in Attendance: Jeff Bartlett, Township Manager
Laurie Getz, Township Secretary
Clarence Hamm, Highway Superintendent
Elizabeth Magovern, Hartman Valeriano Magovern & Lutz, P.C.
Wendell Morris, Chief of Police
Larry Piersol, Assistant Public Works Director
Joseph Rogosky, Great Valley Consultants, Township Engineer
Jennifer Savage, Finance Director
Jamie Schlesinger, PFM Financial Advisors, LLC.
John Hoffert, Hoffert Surveying
Bill Benzing, Eckert Seamans
Marc Stein, Eckert Seamans

REGULAR MEETING

The Meeting was opened with the Pledge to the Flag.

PUBLIC COMMENTS: Agenda Items

Public comments were submitted in advance of the meeting via email and voicemail. The e-mail comments were dictated by computer software.

David Hughes; Commented on the Exeter Area Food Pantry requesting use of the Dunn Community Center. He has concerns related to the request. Discussed non-profit status, and zoning requirements in the area. Thinks a traffic study should be done at the food pantry's expense.

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REGULAR APPROVALS

Regular Minutes – February 8, 2021

MOTION of Mr. Cusatis seconded by Mr. Speece, the Board UNANIMOUSLY APPROVED the February 8, 2021 Board of Supervisors Minutes.

Disbursements – February 22, 2021

Ms. Savage explained several items included in the disbursements. Payment to Berks Envirotech was a settlement agreement for the Township to obtain records from the former SEO. Multiple payments made to Commerce Bank, these are credit card bills. TRM is for police vehicle outfitting. Oncam Video Solutions is for video enhancement software which allows the Department to convert surveillance footage into different formats, and combine/enhance videos for investigations. This is an annual charge. **Mr. Staub** asked about the recycling bid status. **Mr. Bartlett** stated the bids are out, due this Friday. Results will be reported at the next meeting.

MOTION of Mr. Speece seconded by Mr. Cusatis, the Board UNANIMOUSLY APPROVED payment of the bills presented on the Disbursement List dated February 22, 2021 in the amounts of \$373,743.07 in the General Fund; \$16,455.32 in the Utility Fund; \$313.44 in the Detention Pond Fund; \$9,416.13 in the Developer's Escrow Fund; \$2,971.91 in the Sewer Fund; \$14,196.83 in the Golf Fund; \$77,606.42 in the RCC F&B Fund; \$2,474.69 in the Promenade fund; \$40,509.50 in the Capital Improvements Fund; \$14,377.70 in the Equipment Fund; \$2,293.84 in the State Liquid Fuels Fund.

Treasurer's Report – January, 2021

Mr. Staub asked about the RCC being over on wages. Ms. Savage explained that the Highway Department did significant tree removal at the property, and accounted for the additional wage expenses.

MOTION of Mr. Staub seconded by Mr. Cusatis, the Board UNANIMOUSLY APPROVED the January 2021 Treasurer's Report, subject to audit.

UNFINISHED BUSINESS

Adopt Volunteer Firefighter Real Property Tax Credit Ordinance No. 2021-840

MOTION of Mr. Cusatis seconded by Mr. Speece, the Board UNANIMOUSLY APPROVED Volunteer Firefighter Real Property Tax Credit Ordinance No. 2021-840 increasing the tax credit from 15% to 50% for the 2021 tax year.

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Adopt Multi-Series Parameters Taxable Tax-Exempt Refunding Bond Ordinance No. 2021-841

Jamie Schlesinger from PFM Financial, Marc Stein and Bill Benzing of Eckert Seamans were in attendance to review the ordinance.

Mr. Schlesinger made a brief presentation on the status of the refinance. Outstanding issues are the 2015 bond (bank loan) with BB&T, and the 2016 municipal bond. These will be refinanced using a parameters ordinance, a legal document allowing the finance team and administration to take steps to refinance debt. Maximum borrowing amount, maximum interest rate, maximum final maturity, and maximum price have all been established. As a fiduciary, their goal is to achieve the best interest rate, and most amount of savings for the Township. Maximum amounts are for DCED to allow us to take the proper steps to complete the refinance process.

Reviewed the timeline, these are the last steps in the refinance process. The overall goal of this process was to maintain an overall debt service of \$750,000, which has already been achieved. Expect these last steps to reduce it even further. This process has resulted in an overall reduction in interest expense to the Township of about \$4M. Expect settlement on these last pieces to take place in early May.

MOTION of Mr. Speece seconded by Mr. Cusatis, the Board APPROVED the Multi-Series Parameters Taxable Tax-Exempt Refunding Bond Ordinance No. 2021-841.

Ms. Kircher is opposed.

Jamie Schlesinger, Marc Stein, and Bill Benzing left the meeting.

NEW BUSINESS

Discussion on Spring 2021 Sports Field Usage

Ms. Getz explained that requests are being received for spring sports field usage. Asking the Board for guidance. Recommended opening the fields, as the COVID restrictions that remain in place are unchanged from the previous sports season, in which field usage was allowed. Further recommending that we open the restrooms this season, rather than requiring teams rent portable toilets. CDC does recommend that restrooms in parks be opened if possible.

Mr. Cusatis asked if restrooms will be opened just for sporting events, concerned about vandalism. **Ms. Getz** stated that her recommendation would be to open during regular park opening hours. Staffing would be a challenge to open just for sporting events. Has plans in place to deal with vandalism, but if an increase is seen will come back before the Board. **Mr. Staub** asked if there will be additional expenses related to cleanings. **Ms. Getz** stated that additional expense of any significant nature is not anticipated.

Consensus of the Board to open parks, rent sports fields with COVID restrictions. Consensus to open park restrooms.

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Discussion on Exeter Area Food Pantry

Mr. Galtere explained that he is a part of the steering committee for the Food Pantry's canned food drive. He will be abstaining from the vote. Explained that there is a lot of need in the community, they have outgrown facilities due to need and have a lack of storage space.

They are requesting use of the lower level of the Dunn Center for storage purposes. Cans would be stored at the facility between purchase and gives. This storage space would allow the food pantry to begin purchasing canned goods in bulk, resulting in a better price and ability to purchase more food. Would also allow for volunteers to make the bags at the facility. Bags are then transported from the Dunn to the distribution site on the day of the give. This would not increase traffic. The Dunn Center will not be a distribution site.

Announced a canned food drive on April 24th, Dunn Center would be a drop-off site. In the past, the Library has always been a drop-off site and it has not caused traffic issues.

Mr. Cusatis asked if this is a short-term or long-term situation. **Mr. Galtere** stated short-term, if it becomes a longer-term need, he will bring it back before the Board. They are also evaluating other sites. **Mr. Speece** stated that the Dunn Center is not currently in use due to COVID, so this is not impacting anything.

Ms. Kircher stated that she had concerns about traffic, but was pleased to hear the explanation on that. Would like to see a limit be placed on this, because it may reopen to the community for rentals. **Mr. Staub** asked if we can put a timeframe on the motion. Is in favor, just wants to make sure there are no conflicts.

Ms. Getz explained that what the Food Pantry is requesting will not conflict with rentals when the facility reopens. The storage space is not open to the general public, and the Food Pantry as an Exeter based Non-Profit qualifies for free usage of the lower-level anyway. This arrangement would not conflict with future rentals.

MOTION of Mr. Cusatis seconded by Mr. Staub, the Board APPROVED the Exeter Area Food Pantry to utilize the Dunn Community Center through June.

Mr. Galtere abstained.

Approve Resolution Authorizing the Plan Administrator to Allow Roth Payroll Deductions to the Exeter Township Section 457 Deferred Compensation Plans

Ms. Savage explained that the Township currently has a 457 plan that employees can contribute to, it's the governmental equivalent of a 401K. It does not currently allow for Roth contributions, and several employees have asked for this ability.

Ms. Kircher asked if there are any additional costs to the Township for this change. **Ms. Savage** confirmed that there is not.

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MOTION of Mr. Staub seconded by Mr. Speece, the Board UNANIMOUSLY APPROVED Resolution Authorizing the Plan Administrator to Allow Roth Payroll Deductions to the Exeter Township Section 457 Deferred Compensation Plans.

Approve Transfer of Fire Police Savings Account to the Fire Services Fund

Ms. Savage explained that there is a fire police savings account from when the unit was managed by the police department. This was the fund the fire police would use to make purchases. The fire police unit is now managed by the volunteer fire department, so the savings account should be transferred to the Fire Services fund so the money is properly housed and available to the fire department and fire police.

MOTION of Mr. Speece seconded by Mr. Cusatis, the Board UNANIMOUSLY APPROVED the transfer of Fire Police Savings Account of \$7,148.46 to the Fire Services.

Consider Approving Waiver for 542 Church Lane

Mr. Rogosky explained that an application for a stormwater management plan was received, part of the plan involves a driveway to be constructed. It's a land-locked lot with a recorded easement allowing access to other property, and rights to improve the existing driveway. Plan to improve their lot with the existing driveway, as well as the existing driveway. The issue is that it is very steep, they are requesting a waiver to exceed the 12% included in our SALDO. Also asking for a waiver to the paving requirement.

John Hoffert explained that the driveway will be about ½ mile long. There is already a 20% driveway on portions of the driveway on others property, asking for that to be extended onto their property. Agreeing to pave the first 20ft in order to prevent the stone/gravel from coming onto the public road. Two inclement weather parking spaces will also be installed. The owner and attorney are in agreement with the conditions outlined. **Mr. Staub** asked if the neighbors agree, **Mr. Rogosky** confirmed.

Ms. Kircher stated that she has concerns about emergency services being able to access the residence. Would like to hear from emergency services before making a decision. **Mr. Hoffert** replied that the driveway as it stands already exceeds 20%, they are not asking for a waiver for a new driveway, rather for approval to extend the driveway at the same grade to the applicant's property.

Mr. Bartlett asked about the width of the existing driveway, and can a bypass area potentially be installed to allow for multiple EMS vehicles if need be. **Mr. Hoffert** explained that the existing drive is about 10ft within a 20ft access easement. Would depend on the width of the vehicles. **Mr. Speece** asked if this has gone before Planning/Zoning boards. **Mr. Rogosky** replied no, but it is not required to. Normal process is for it to come before the Board of Supervisors.

Mr. Galtere asked what Mr. Rogosky's recommendation is. **Mr. Rogosky** replied that they recommend considering approving so long as the pull-off areas are included, stormwater plans are submitted, and all conditions are met. Based on the hardship, there aren't many alternatives.

Mr. Staub clarified that the request is just to improve on an existing condition.

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MOTION of Mr. Galtere seconded by Mr. Cusatis, the Board APPROVED waiver for 542 Church Lane subject to the conditions outlined by the Township Solicitor by resolution.

Ms. Kircher is opposed.

Mr. Hoffert left the meeting at this time.

Authorize Advertisement for Bids for Sutton Circle Retrofit

Mr. Rogosky explained that as part of MS4 program we are required by DEP to reduce our pollutant loads. Trout Run Stream is a top priority. About a year ago we received a Growing Greener Grant administered by DEP, requires a 15% match by the Township. Grant amount is \$147,500, requiring \$22,500 from the Township as the match. The Sutton Circle retention basin is an approved facility for the reduction of pollutants, this grant is to implement best management practices to help allow for that reduction. Seeking approval this evening to go to bid for the construction of these improvements. Must spend grant funds by the end of this year.

MOTION of Ms. Kircher seconded by Mr. Speece, the Board UNANIMOUSLY APPROVED Advertisement of Bids for Sutton Circle Retrofit.

Approve Resolution Declaring Intent to Follow Schedules and Procedures as set forth in the Municipal Records Manual

Mr. Bartlett explained that this manual sets for the guidelines that the Township must follow for record retention. This is a formality to update our resolution on file to be in line with state guidelines.

MOTION of Mr. Staub seconded by Mr. Cusatis, the Board UNANIMOUSLY APPROVED Resolution Declaring Intent to Follow Schedules and Procedures as set forth in the Municipal Records Manual.

Approve Resolution Authorizing the Destruction of Police Records in Accordance with the Municipal Records Act

Chief Morris explained that as part of their accreditation process, they have been working to clean up their records. Admin staff has been going through their records in storage, and have compiled a significant amount that can be purged. Many are 40-years old, and could have been disposed of long ago.

MOTION of Mr. Cusatis seconded by Mr. Staub, the Board UNANIMOUSLY APPROVED Resolution Authorizing the Destruction of Police Records in Accordance with the Municipal Records Act.

Consider Township Property Usage Request from Boy Scout Troop #319

Mr. Galtere explained that this request was made last year, but the event was cancelled due to COVID-19.

MOTION of Mr. Cusatis seconded by Mr. Staub, the Board UNANIMOUSLY APPROVED Property Usage Request from Boy Scout Troop #319 March 30th – April 4th.

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Consider Approving Purchase of Equipment

Mr. Piersol explained that the 2021 Ford SUV is being requested to replace an older Chevrolet Impala. Also requesting 2 police SUV's, one is to replace a police vehicle recently totaled in an accident, the second is to replace an older model. Budgeted items except for the one replacing the vehicle involved in an accident, we will receive insurance money for the totaled vehicle that will be used to offset the replacement cost.

MOTION of Mr. Speece seconded by Mr. Cusatis, the Board UNANIMOUSLY APPROVED purchase of a 2021 Ford SUV at a cost of \$39,000.

MOTION of Ms. Kircher seconded by Mr. Speece, the Board UNANIMOUSLY APPROVED purchase of two (2) Ford Police SUV's at a cost of \$113,978.

DEPARTMENT REPORTS

Clarence Hamm; Public Works Department: Just finished cleaning up after today's storm. Have been working primarily on snow cleanup, or snow prep the last two weeks.

Joe Rogosky, Township Engineer, Great Valley Consultants: Nothing to report.

Chief Morris; Police Department: Officers have been extremely busy dealing with snow-related issues and accidents. Reminded residents to leave themselves extra time when they need to travel during adverse weather.

Elizabeth Magovern, Solicitor; Nothing to report.

Jeff Bartlett, Township Manager: Announced public meeting for the proposed Community Center with KCBA Architects, to be held on March 11th at 7pm. KCBA will be hosting the meeting via Zoom. Public comments will be accepted in advance, KCBA is researching possibilities of live attendees. Information will be posted on the Township's website.

Discussed ongoing projects within the Township. Has held discussions with staff to establish short-term and multi-year goals. Short-term goals are: the design and installation of an electronic sign, identification and selection of a new food service vendor for the RCC, updates in the Engineering Department, creating enhanced tracking and procedures for grant opportunities, internal upgrades in the Human Resources Department handled by the Assistant Township Manager.

Long-term goals are: Perkiomen Avenue Streetscape Project, Municipal Complex feasibility study and design, issue RFP to contract with a professional to update Township-wide comprehensive plan, encourage economic development in the Township.

PUBLIC COMMENT – General Comments

Public comments were submitted in advance of the meeting via email and voicemail. The e-mail comments were dictated by computer software.

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Vinny Biancone; Commented on information he has received from a Right to Know request that he filed. Discussed the amount of money the Township has had to spend related to one particular Right to Know requestor. Asked why Ms. Kircher voted no on the bond refinance process.

SUPERVISOR REPORTS:

Mr. Cusatis: Thanked Clarence and his team for their snow removal efforts.

Ms. Kircher: Also thanked Clarence and his team.

Mr. Staub: Thanked Highway Department, Jeff and the Administration for the short-term and long-term goals presented this evening. Announced that the Golf Committee will hold a meeting on Tuesday, March 2nd at 6:30PM via Zoom. Questions should be submitted in advance to Joe Staub or John Cusatis via email.

Mr. Speece: Thanked the Highway Department for their work. Thanked Jeff for presenting Township goals.

Mr. Galtere: Also thanked the Highway Department for their snow efforts.

ADJOURNMENT

MOTION of Mr. Cusatis, seconded by Mr. Speece, the meeting adjourned at 8:26 PM.

Respectfully Submitted,

Laurie Getz
Township Secretary