

MINUTES
EXETER TOWNSHIP BOARD OF SUPERVISORS MEETING
MONDAY, DECEMBER 14, 2020

Public Meeting

A Regular Meeting of the Exeter Township Board of Supervisors held virtually was called to order on Monday, December 14, 2020 at 7:01 PM by David Speece, Chairperson.

Supervisors Present:

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

Absent:

None

Others in Attendance:

Brian Ahrens, Reading Country Club
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
Joseph Rogosky, Great Valley Consultants, Township Engineer
Derrick Sandritter, Reading Country Club
Jennifer Savage, Finance Director
Steve Gribb, Systems Design Engineering, Inc.
Jay Clough, KCBA Architects
Ryan Orr, KCBA Architects
Chris Jordan, Exeter Township Volunteer Fire Department
Mike Wysolmerski, Exeter Township Volunteer Fire Department

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 disbursements. Asked for clarification on several expenses that were paid. Asked for the total cost of the audit conducted by Maillie. Commented on the Treasurer's Report, stated that he believes that it appears that there is a deficit according to the November report.

Ms. Savage replied explaining some of the expenses. A new door lock system was purchased for the

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Police Department because the old system stopped working. Anytime Baseball was for a field line striper, budgeted expense out of the Equipment Fund. The Kubota purchased was for the Reading Country Club approved by the Board in November. KCBA charge was for the feasibility study approved by the Board several months ago. Total Recycle charges are for material processing for recycling service. Maillie was paid \$38,500 for the audit, \$5500 of that was a one-time fee for the capital asset aspect that was incorporated this year.

Commented that there has been no principal from Wastewater funds into the General Fund, only interest has been moved as budgeted. Discussed surplus versus deficit, there is a surplus for 2021 not a deficit.

PRESENTATIONS

Representatives from KCBA Architects and Systems Design Engineering, Inc. presented the results of the feasibility study they recently conducted on the existing Township facilities.

Jay Clough, Ryan Orr, and Steve Gribb made the presentation.

Mr. Clough presented a summary of the study that they conducted. The Township has been providing services from the DeMoss Rd location since 1967, since that time services provided have increased greatly resulting in a need for expanded space. The current space is at capacity. KCBA and Systems Designs Engineering have created a report on the usability of the existing space.

Scope of study included all of the facilities on the DeMoss Road site; Administration, Police, Highway, EMS, District Justice, Tax Collector, and all fire stations. Evaluated safety and security, site conditions, building conditions, mechanical, electrical, plumbing, ADA and codes, etc. Evaluated the ability to deliver services now and in the future.

Phase 1 consisted of an analysis of what we have, existing conditions. KCBA walked through all of the buildings notating deficiencies and current needs. Generally found the site to be well maintained, but too small to support current and future services. Safety concerns related to site circulation, no pedestrian friendly accesses. Lack of stormwater management.

Visitor entrance is uninviting and somewhat confusing, creates operational inefficiencies and safety concerns. Building is overall too small, meeting room can't accommodate needs, public toilets are lacking, no storage space.

Police Department is too small for operations, they currently operate out of several facilities which is inefficient and presents safety concerns. Police need to be functioning out of one facility with increased security and better public functions.

Highway Department is also working out of several buildings. Their needs have increased dramatically over the years. Functions need to be consolidated and separated from the Police and Administration to create safer site circulation to avoid vehicle conflicts.

Steve Gribb reviewed the mechanical/electrical/plumbing issues. All served by dated infrastructure. Well maintained, but near or past life expectancy and most are not energy efficient.

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Mr. Clough reviewed EMS facilities. EMS was fit into available space, but it is not optimized for EMS. Overall, the space is too large, but the bays are too small. Should be a separate function and not sharing Highway as it currently is. District Justice and Tax Collectors facilities are in good shape, good location, parking and access is adequate.

Fire Department facilities are overall too small. The Reiffon location in particular cannot be expanded, does not support services. This location should move to a new site and other services should be consolidated with it. Stonersville Fire Station is in a good location, but is overall in poor condition. Opined that some of the functions should be consolidated on a new site.

Ryan Orr reviewed the programming portion of the study. He explained that KCBA met with Township staff to determine program needs for current and future. Existing facilities provide 56,000 sf, programming analysis demonstrates that space should double in order to deliver current and future services functionally. This includes desired community center which would include flex spaces. Found all programming needs to be reasonable. Magistrate and Tax Collector facilities are appropriate and should remain as is.

Mr. Clough reviewed conclusions. Felt the staff were very reasonable and thoughtful in their assessments of needs. Township has outgrown its space, resulting in operating inefficiencies. Facilities are near the end of their useful life. Recommend moving to a larger site, reorganize functions so that the layout makes sense, and consolidate functions that can be (lobbies, public toilets, etc.).

Next steps would be to move on to Phase 2, which would involve conducting a study and conceptual layout of the Promenade Shopping Center site and develop a preliminary budget estimate. This phase would involve the public, KCBA would host town hall discussions to solicit feedback and input from residents.

Mr. Cusatis asked about road access. Will traffic at the Promenade be looked at during Phase 2 **Mr. Clough** responded that the traffic circulation at the current site is really not optimal or safe for operations. Without even looking at it it's pretty clear that traffic is more optimal at the Promenade than the current fire stations.

Mr. Staub asked for clarification about the square footage needs. **Mr. Clough** replied that the programming supports doubling plus additional space being added for a Community Center and other future functions that do not currently exist.

Mr. Staub asked if the current facilities be retrofitted, would everything have to be ADA compliant? **Mr. Clough** responded that yes it would all have to be ADA compliant. Commented further that the current site has functions stacked on top of one another. There is not enough space. **Mr. Staub** asked how many parcels the current facility is on. **Mr. Clough** replied by and large one parcel, except the magistrate's building. Proposing that the space used for traffic detail be left where it is.

Mr. Staub commented on public discussion, asked if it will be during phase 2? **Mr. Clough** replied that it should be included in Phase 2.

Mr. Bartlett stated that he suggests that an initial concept should be developed first, then solicit public input so that there is something meaningful to discuss and take feedback on. **Mr. Clough** stated that public input is the most important part of this process, so they will do whatever it takes to get that

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feedback and COVID precautions will be taken.

Ms. Kircher asked about the storage area across Gibraltar Road, if that space was utilized to expand facilities would that give us enough space. Does not want to lose the truck weigh station. Concerned about traffic at the Promenade. **Mr. Clough** replied that they actually have drawings from previous studies when they attempted to fit expanded functions on the current property, it didn't work. That triangular parcel across Gibraltar is not as large as it appears. It's too small to accommodate all of the different functions trying to operate at the same time.

Ms. Kircher stated she is concerned about cost and safety. Would like to see all options considered. **Mr. Clough** stated that the ability to exit directly onto a highway is a good thing. Will absolutely plan with taxpayer costs in mind, reminded supervisors that this project is not for tomorrow but planning for the next 50-years.

Mr. Cusatis stated that he thinks that the current site could be an asset and sold to partially fund the new site.

Ms. Kircher raised some safety concerns with the number of exits at the Promenade. Stated that she would not think it would be a good idea to get rid of the existing site in case we need extra space in the future. **Mr. Clough** replied that both safety and traffic will be considered during the next phase.

Mr. Galtere stated that he believes it's important that they get as much information as possible in order to make a good decision. Phase 2 makes sense to him, so that we can have an expert opinion on whether the Promenade will work for the Township facilities.

Mr. Speece agreed, found the report to be very detailed and helpful. Supports the next step so that a decision can be made.

Discussion on cost and timeline. Expect Phase 2 to take a few weeks.

Mr. Staub would like to see the previous attempts made by KCBA to fit facilities on the existing property.

MOTION of Mr. Galtere seconded by Mr. Cusatis, the Board UNANIMOUSLY APPROVED authorization for KCBA Architects to proceed with Phase 2 in the amount of \$9,750.00.

Mr. Clough, Mr. Orr, and Mr. Gribb left the meeting at 8:25PM.

REGULAR APPROVALS

Regular Minutes – November 23, 2020

MOTION of Mr. Cusatis seconded by Ms. Kircher, the Board UNANIMOUSLY APPROVED the November 23, 2020 Board of Supervisors Minutes.

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Disbursements – December 14, 2020

Ms. Savage explained several items included in the disbursements. McMahon Associates payments are for planning/engineering costs from July/August associated with the Perkiomen Avenue project. These costs go towards our matching grant funds. Tyler Tech was for annual software maintenance.

MOTION of Mr. Speece seconded by Mr. Galtere, the Board UNANIMOUSLY APPROVED payment of the bills presented on the Disbursement List dated December 14, 2020 in the amounts of \$462,062.16 in the General Fund; \$9,667.91 in the Utility Fund; \$343,789.09 in the Fire Fund; \$20,247.75 in the Capital Police Fund; \$70.00 in the Developer's Escrow Fund; \$5,488.36 in the Sewer Fund; \$9,147.24 in the Golf Fund; \$3,573.92 in the RCC F&B Fund; \$1,859.52 in the Promenade Fund; \$101,836.50 in the Capital Improvement Fund; \$43,570.13 in the Equipment Fund; \$10,545.05 in the Debt Service Fund; \$3,815.45 in the Park Fund; \$2,048.76 in the State Liquid Fuels Fund.

Ms. Savage explained that if the Board chooses to cancel the 12/28 meeting as is included on this agenda, necessary expenses only will be paid as allowed by our ordinance to avoid interruptions, they will then be brought to the Board for ratification at the first regular January meeting.

Treasurer's Report – November, 2020

Mr. Staub asked for an explanation of where we expect to be at year-end, as well as current yield on interest. **Ms. Savage** explained that interest is very low, would like to resurrect the RFP we had done late last year for a money manager so we start getting better returns. For year-end, anticipate revenue to be about \$12M, slightly under expenses. EIT is down by about \$220K which is actually better than was estimated initially when COVID first hit. Fund balance will cover the deficit this year.

Mr. Staub asked about any grant funding due to COVID impact. **Mr. Bartlett** replied that we did just receive about \$26,000 in COVID relief money that helps with some expenses we have incurred.

MOTION of Mr. Staub seconded by Mr. Galtere, the Board UNANIMOUSLY APPROVED the November 2020 Treasurer's Report subject to audit.

UNFINISHED BUSINESS

Approve Resolution Adopting 2021 Budget

Mr. Bartlett explained that the preliminary budget has been advertised for the required 20-days, no comments have been received. The Administration is asking that the Board approve the 2021 budget at this time.

Mr. Staub asked for confirmation of no tax increase, Homestead Exemption is still in place. **Mr. Bartlett** confirmed.

MOTION of Mr. Cusatis seconded by Mr. Speece, the Board APPROVED Resolution Adopting the 2021 Budget.

Ms. Kircher is opposed.

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Monthly Right to Know Report

Mr. Speece stated that the report is available on the website. Turnaround time has been good. **Mr. Bartlett** stated that some 30-day extensions have been needed due to volume of the material involved in particular requests, but there are no outstanding requests otherwise.

Mr. Galtere stated that we have been doing 70% of the requests within 5-days.

Monthly Golf Report

Mr. Speece stated that the report is available on the website. **Mr. Staub** stated that revenue is over expenses, the course is doing well. **Ms. Savage** stated that there is also about \$15,000 in unearned revenue from punch cards, so that will get added into revenue at the end of the year if not redeemed by then. **Mr. Speece** complimented the golf course staff on their work, keeping the expenses down.

Consider Authorization for Reading Country Club Golf Course Master Plan

Mr. Bartlett explained that we have a proposal from Forse Design, Inc. to conduct a Master Plan for the Golf Course in the amount of \$12,800.00. Asking that the Board approve, finds the proposal to be reasonable and all-inclusive.

Mr. Ahrens stated that the purpose of the Master Plan will be to help restore the intent of the course, while also modernizing it to be compatible with current play. Sees it as a roadmap to allow the course to target projects and make improvements. Need to address the drainage system on the course, suffers from flooding issues related to Antietam Creek which runs through the course.

Mr. Speece clarified that maintenance costs would be considered before changes are made. **Ms. Kircher** asked about the stormwater, doesn't see it on the proposal. **Mr. Ahrens** stated that is not their specialty, but would expect that Forse would likely refer to another specialist for that. **Mr. Cusatis** stated that he would like to see the public involved in this process as well.

Mr. Cusatis pointed out that this is a budgeted item for 2021. Ms. Kircher wants to make sure that this plan will include everything that we need. **Mr. Ahrens** stated that one of the first meetings will be to establish goals and address our community needs.

MOTION of Mr. Cusatis seconded by Mr. Staub, the Board UNANIMOUSLY APPROVED contract with Forse Design, Inc. for the Reading Country Club Golf Course Master Plan in the amount of \$12,800.00.

Authorize up to \$2,345,000 Wire from Wastewater Treatment Sale Proceeds Fund (Fund 31) to Support Series of 2020 Bond Refinancing

Mr. Bartlett explained that this was previously approved by the Board, we need authorization at this point to do the wire transfer.

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Mr. Staub explained that we have an opportunity to reduce our interest rate and flatten our payments, we are building up equity by paying down debt. We are not making much money on funds because we must be conservative with tax dollars. That is why he is in support.

MOTION of Mr. Galtere seconded by Mr. Speece, the Board APPROVED up to \$2,345,000 Wire from Wastewater Treatment Sale Proceeds Fund (Fund 31) to Support Series of 2020 Bond Refinancing.

Ms. Kircher is opposed. **Mr. Cusatis** asked why she is opposed. **Ms. Kircher** replied because she didn't vote for it initially.

Mr. Staub asked if we got the rating back. **Ms. Savage** replied that we didn't get AAA like we hoped, we got AA. Although we have a lot of money in the bank, because we haven't had it for very long it didn't quite get us to AAA.

Discussion on Electronic Sign

Mr. Bartlett explained that we have been considering an electronic sign. Asking for direction from the Board on the design concept as well as if the Board wants a sponsorship component to the sign.

Mr. Galtere stated that this project was part of the overall communications projects, eliminating the paper newsletter saved us about \$15K. Not opposed to sponsorships, but would like to make sure it's tastefully done and planned for appropriately.

Ms. Kircher stated that she supports sponsorships, but doesn't want to see it permanently affixed. Would rather have it be changeable. Would like to see design photos. **Mr. Cusatis** stated that he would like to see it be in brick or stone, thinks it's important that it looks nice.

Mr. Speece would like to see the aesthetic fit in, not look like it is out of place. **Mr. Galtere** suggested we meet with Bartush and have them put designs together and perhaps a presentation. Suggested the staff work with Bartush and invite them to a future meeting.

Mr. Staub explained that he worked on an electronic sign purchase when he was on the school board. Is in favor of advertising, and would like to see a policy developed. **Mr. Cusatis** asked if he is in favor of a permanent sponsor, naming rights. **Mr. Staub** stated that he's open to options.

NEW BUSINESS

Discussion on Fire Department Tax Credit Legislation

Mr. Bartlett explained that recent legislation has increased the maximum allowable reimbursement of property taxes from 20% to 100% for volunteer firefighters, and this has also been extended to school districts and counties.

Chris Jordan of the Exeter Township Volunteer Fire Department presented to the Board a proposal for a revision to our ordinance increasing the tax credit for volunteer firefighters from 15% to 100%. Stated this will help to retain current members residing in the Township, and will also help with recruitment

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efforts. The change goes into effect 60-days from the date it was approved. **Mr. Galtere** asked if he thinks the County will implement this. **Mr. Jordan** responded indicating that he has reached out to the County Commissioners but has not heard back yet. **Mr. Speece** asked for the criteria. **Mr. Jordan** stated that there are different qualifiers including minimum hours.

Mr. Staub asked how many people this would effect, and if any other municipalities have done this. **Mr. Jordan** stated that no other municipalities have implemented this policy with the exception of St. Lawrence Borough. Currently have 16-members who own property in Exeter Township that would qualify for this program if they meet the criteria. Last year 8-members took advantage last year when the 15% was in place costing about \$700, if it had been 100% the total dollar amount would have been about \$4900.

Mr. Galtere asked what St. Lawrence is doing. **Mr. Jordan** said that they have the same ordinance that Exeter does. The Fire Department made the same presentation to them a few weeks ago, they have not made a decision yet. **Ms. Savage** stated that she spoke with the Borough Manager, they have 3-members that this would impact. They mirrored our ordinance in the past, seems that they are waiting to see what Exeter does. **Mr. Jordan** said that he has a meeting scheduled with the school board in January. **Mr. Cusatis** stated that he did share information with the school board.

Mr. Bartlett asked why no other municipalities have implemented this measure. Stated that he feels that Pennsylvania should step up and allow for additional tax credits. **Mr. Jordan** stated that he's not sure why other municipalities don't take advantage of this program. The school board would be the bigger piece, because their taxes are higher than the municipal taxes.

Discussion on this tax break as a recruitment tool.

Ms. Magovern stated that some other municipalities felt that they didn't have enough firefighters that were residents or qualified, so that's why many haven't participated. If they can get county or school buy in that would be a better outcome.

Mr. Jordan stated that he would like to see Exeter be at the forefront of this program, and plans to use it to recruit another 5 members next year.

Mr. Speece stated that without any data it's hard to know what percentage increase will be impactful. Clearly the school and county will be more significant.

Mr. Galtere stated that he would be in favor of increasing the percentage. Does not have a percentage in mind.

Mr. Staub would like to attend the school district meeting.

Discussion on timeline of implementation. An ordinance change would be required.

Mr. Staub and **Mr. Speece** feel additional information is needed before making a decision. **Mr. Galtere** agreed.

MOTION of Mr. Speece seconded by Mr. Cusatis, the Board UNANIMOUSLY APPROVED Township Solicitor to research the implementation timeline.

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Mr. Galtere suggested researching if a tax refund could be implemented so we are not rushed for timeline.

Mr. Jordan stated he felt the KCBA presentation was very good and demonstrated the needs of the Fire Department.

Mr. Jordan and Mr. Wysolmerski left the meeting at 9:16PM.

Approve Resolution Adopting 2021 Fee Schedule

Ms. Getz explained that the staff will take any questions from the Board on proposed fee schedule changes. With respect to the Parks & Recreation fee schedule, minor changes were proposed. The Board had asked for consideration of a waiver of fees for youth sports organizations use of township fields.

Ms. Getz proposed allowing for youth sports organization to apply for a fee waiver versus an elimination of the fee from the schedule to allow us to maintain some control and oversight over a potential increase in maintenance costs and wear and tear.

Mr. Cusatis would like to see organizations giving donations for usage.

Mr. Staub stated that he is in agreement with the waiver application. In general feels that youth groups shouldn't have to pay, but does agree with the waiver. **Mr. Galtere** agreed with the waiver, but also feels that they shouldn't pay. Discussion on fees, the Board is in agreement with the fee waiver application process for youth sports organizations.

Ms. Savage explained the recycling fee increase. The fee has not increased in at least the last 12-years but costs have increased significantly. Recycling is a fee for service, but the fee has not been covering the cost. The increase to \$35 annually is part of a phased in approach to covering costs.

Discussed bids for recycling service. **Mr. Bartlett** explained that he expects bids to come back after the first of the year. Is not hopeful that based on the information available it will get less expensive, the recycling industry has changed.

Ms. Kircher feels that the fees for the Dunn Center are too high. **Mr. Cusatis** pointed out that the Dunn Center fees have not changed for 2021, there was no proposed increase.

MOTION of Mr. Galtere seconded by Mr. Cusatis, the Board UNANIMOUSLY APPROVED Resolution Adopting 2021 Fee Schedule.

Approve Resolution Setting the 2021 Tax Rates

Mr. Bartlett explained that there is no proposed tax increase for 2021. The recycling fee increase is included in this resolution. **Mr. Cusatis** asked for confirmation that the Homestead Exemption remains in place. **Mr. Bartlett** confirmed. It does not have to be renewed annually unless a change is made to it.

Ms. Kircher commented on the increase in streetlight and fire hydrants. **Ms. Savage** replied that no change was made to those items for 2021, a slight change was made to those in 2020 but nothing for 2021.

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MOTION of Mr. Galtere seconded by Mr. Cusatis, the Board UNANIMOUSLY APPROVED Approve Resolution Setting the 2021 Tax Rates.

Authorize Advertisement of Board of Supervisors Reorganization Meeting for Monday, January 4th, 2021

MOTION of Mr. Cusatis seconded by Mr. Staub, the Board UNANIMOUSLY APPROVED Advertisement of Board of Supervisors Reorganization Meeting for Monday, January 4th, 2021 at 7:00PM to be held virtually.

Authorize Advertisement of Board of Auditors Reorganization Meeting for January 5th, 2021

MOTION of Mr. Cusatis seconded by Mr. Staub, the Board UNANIMOUSLY APPROVED Advertisement of Board of Auditors Reorganization Meeting for Tuesday, January 5th, 2021 at 7:00PM to be held virtually.

Authorize Advertisement of 2021 Board of Supervisors Meeting Dates, to be held on the 2nd and 4th Monday of Each Month at 7:00PM

Discussion on location. **Ms. Getz** explained that the Administration is asking that the Board authorize advertising for virtual meetings for 2021 with the understanding that when we are able to return to in-person we will re-advertise to reflect that change. That will save the Township money as there is a cost associated with advertisements. **Mr. Bartlett** agreed.

MOTION of Mr. Galtere seconded by Mr. Cusatis, the Board APPROVED Advertisement of 2021 Board of Supervisors Meeting Dates, to be held on the 2nd and 4th Monday of Each Month at 7:00PM virtually.

Ms. Kircher is opposed, stating that she disagrees with the way it is worded.

Authorize Advertisement of 2021 Planning Commission Meeting Dates, to be held on the 3rd Monday of Each Month at 6:00PM

MOTION of Mr. Galtere seconded by Mr. Cusatis, the Board UNANIMOUSLY APPROVED Advertisement of 2021 Planning Commission Meeting Dates, to be held on the 3rd Monday of Each Month at 6:00PM virtually.

Authorize Advertisement of Cancellation of December 28, 2020 Board of Supervisors Meeting

Mr. Bartlett explained that all necessary business has been completed for the balance of 2020, recommending cancelling the next meeting that falls during the upcoming holidays.

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MOTION of Mr. Galtere seconded by Mr. Cusatis, the Board UNANIMOUSLY APPROVED Advertisement of Cancellation of December 28, 2020 Board of Supervisors Meeting.

DEPARTMENT REPORTS

Clarence Hamm; Highway Department: Tomorrow, December 15th is the last day of leaf collection. Preparing for snow, discussed upcoming storm. Asked for clarification on direction for Community Park. Is staff authorized to remove all structures from the park. Discussion on plans, the Board indicated a consensus to remove the structures and reuse whatever equipment is still in good condition.

Chief Morris; Police Department: Discussed Shop with a Cop, Mr. Galtere along with RCC golfers raised funds for the Police Department to be able to do Shop with a Cop this year. The Department will be providing a number of families with gift cards so that they can do holiday shopping. Announced the passing of Officer Eveland's father, and Det. Walbert's father-in-law. He was in law enforcement for over 30-years. Urged residents to sign up for SwiftReach emergency alerts to make sure they don't miss any weather announcements.

Ms. Getz announced that there is a snow emergency in effect beginning Wednesday. SwiftReach was used to alert to the residents, discussed importance of all residents to sign up. Call the office for help or utilize the website.

Joe Rogosky, Township Engineer, Great Valley Consultants: Construction has begun on Butter Lane, weather has been a bit of a deterrent. Anticipate delayed progress due to the impending storm.

Elizabeth Magovern, Solicitor; Announced a situation with a prior Sewage Enforcement Officer, Berks Envirotech, Inc. Mr. Brugger has been trying for quite some time to get documents from the company, and they will not cooperate. These records are considered property of the Township, but they will not provide without compensation. Ms. Magovern is suggesting filing a petition for injunctive relief requesting that he turn over the documents to the Township, as the records are Township property.

MOTION of Ms. Kircher seconded by Mr. Galtere, the Board UNANIMOUSLY APPROVED Solicitor to file necessary court action to obtain records from Berks Envirotech, Inc.

Jeff Bartlett, Township Manager: Asking residents to stay off the roads if possible and abide by the snow emergency routes during this upcoming storm. Please don't throw snow or ice into the roadway. Thanked staff for assistance and dedication, thanked the Board for their support.

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.

None.

SUPERVISOR REPORTS:

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Ms. Kircher: Stated that she saw documents in her meeting materials about a subdivision at the Promenade. **Mr. Cusatis** replied that is at Exeter Commons, this was discussed at the last meeting in depth. **Mr. Bartlett** confirmed. **Ms. Kircher** stated that we need to make sure that when Right to Know Requests are sent out that date and signatures are included. Wished everyone a wonderful holiday season.

Mr. Cusatis: Complimented the staff for the Santa Tour. Great to receive so much positive feedback from the community. Thought this year was the best ever.

Mr. Staub: Urged everyone to stay safe in the upcoming storm. Acknowledged former Exeter student Michael Menet who is in his third year as a starter at Penn State University, congratulated him. Wished everyone a happy holiday. Suggested that in the future we consider having a board workshop at the beginning of the year.

Mr. Galtere: Complimented Schwarzwald Lutheran Church, they distributed gifts to over 300 kids. Complimented the Board on not missing any meetings, thanked the staff for a great year.

Mr. Speece: Discussed the audit issue that had been raised at the last meeting, how are revenues and expenses accounted for in an audit. **Ms. Savage** stated that she reached out to our auditor for clarification on the question on page 10 that had been raised regarding the appearance that expenditures exceeded revenues. Explained that Maillie replied that the statement of activities (page 10) is not the best indicator of current financial health. It is confusing because it contains so much long-term asset liability activity. The fund financials better reflect operations.

Mr. Speece thanked the Board, entire Township staff, and commended everyone for their hard work. Wished everyone happy holidays.

ADJOURNMENT

MOTION of Mr. Cusatis, seconded by Ms. Kircher, the meeting adjourned at 10:03 PM.

Respectfully Submitted,

Laurie Getz
Township Secretary