

MINUTES
EXETER TOWNSHIP BOARD OF SUPERVISORS MEETING
MONDAY, FEBRUARY 8, 2021

Public Meeting

A Regular Meeting of the Exeter Township Board of Supervisors held virtually was called to order on Monday, February 8, 2021 at 7:01 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
Joseph Rogosky, Great Valley Consultants, Township Engineer
Jennifer Savage, Finance Director
Jamie Schlesinger, PFM Financial Advisors, LLC.

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.

Tom Howell; Commented on the timeframe allotted for public comment. Asked if the treasurer's report has been corrected and posted as stated in the last meeting. Stated that the draft minutes from the last meeting do not include a presentation as stated and minutes are missing from the website. Asked about a surcharge from PA American in the disbursements.

Ms. Savage explained that the correction to the treasurer's report was not actually needed as thought at the next meeting, there was no error.

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ANNOUNCEMENTS

Mr. Galtere announced that an executive session was held immediately prior to this meeting to discuss personnel, and a potential lease of Township property.

REGULAR APPROVALS

Regular Minutes – January 25, 2021

MOTION of Mr. Cusatis seconded by Ms. Kircher, the Board UNANIMOUSLY APPROVED the January 25, 2021 Board of Supervisors Minutes.

Disbursements – February 8, 2021

Ms. Savage explained several items included in the disbursements. \$129 invoice from BFMC is for printing of delinquent sewer account notices. Davis Tree Service invoices were for tree removal around the Township.

MOTION of Mr. Staub seconded by Mr. Cusatis, the Board UNANIMOUSLY APPROVED payment of the bills presented on the Disbursement List dated February 8, 2021 in the amounts of \$200,266.38 in the General Fund; \$254.48 in the Sewer Fund; \$7,900.72 in the Golf Fund; \$154,428.34 in the RCC F&B Fund; \$4,764.99 in the Promenade Fund; \$80,042.00 in the Capital Improvement Fund; \$150.00 in the Equipment Fund; \$12,060.37 in the State Liquid Fuels Fund

UNFINISHED BUSINESS

Monthly Golf Report – January, 2021

Mr. Galtere explained that the report is available on the Township's website.

Ms. Savage clarified that memberships are realized in January, punch cards work more like a gift card and are realized when they are used.

Mr. Staub asked about health and hospitalization fees showing on the report. **Ms. Savage** stated that there were two invoices showing. Also explained that some realignment has been done to better demonstrate expenses on the report.

Monthly Right to Know Report – January, 2021

Mr. Galtere explained that this report is available on the Township's website.

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Consider Approval of Traisr Permitting Software Contract at a Monthly Cost of \$1,700 and a one-time set up fee not to exceed \$12,000

Mr. Galtere explained that this item was discussed at the last meeting and is before the board again with the clarification on costs as requested.

MOTION of Mr. Staub seconded by Mr. Cusatis, the Board UNANIMOUSLY APPROVED Traisr Permitting Software Contract at a Monthly Cost of \$1,700 and a one-time set up fee not to exceed \$12,000.

NEW BUSINESS

Update on Bond Refinancing Process

Jamie Schlesinger of PFM Financial, LLC presented an update on the bond refinancing process. The presentation contained an overview of where the Township is at currently in the bond refinance process.

Mr. Cusatis asked about the credit rating. **Mr. Schlesinger** replied that it has not changed yet. There is not enough history with our cash balance yet to have had a positive impact. **Mr. Staub** commented that he is happy that the debt has been leveled, and we have an opportunity to lower it even more through this process.

Mr. Schlesinger explained that the Board is being asked this evening to approve a resolution, referred to as a move forward resolution. It does not tie the township to anything but simply keeps the process moving.

Ms. Kircher asked what the cost of issuance is. Mr. Schlesinger replied that the total cost of issuance will be about \$70,000 estimated.

MOTION of Mr. Staub seconded by Mr. Speece, the Board APPROVED Resolution No. 2021-11 Authorizing Solicitor, Bond Counsel, Financial Advisor, Investment Bank, and Administration to Take Certain Actions With Respect to The Issuance of Bonds in Order to Provide Funds to Finance the Project.

Ms. Kircher is opposed.

MOTION of Mr. Speece seconded by Mr. Staub, the Board APPROVED Advertisement for Multi-Series Parameters Taxable Tax-Exempt Refunding Bond Ordinance.

Ms. Kircher is opposed.

Mr. Schlesinger left the meeting at this time.

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Consider Approving Contract with Keystone Technologies, LLC for IT Services at a monthly cost of \$3,450 and one-time installation fee of \$2,000

Mr. Bartlett explained that he has been researching alternative IT firms and narrowed down to two finalists. Recommending Keystone Technologies, this contract will result in a significant reduction in monthly IT costs and feels that they can meet the needs of the Township.

Mr. Staub asked about the significant difference in cost, asked Mr. Bartlett if he is comfortable that they can sufficiently meet our needs. **Mr. Cusatis** stated that his only concern would be loss of data with our existing company.

MOTION of Mr. Cusatis seconded by Mr. Speece, the Board UNANIMOUSLY APPROVED Contract with Keystone Technologies, LLC for IT Services at a monthly cost of \$3,450 and one-time installation fee of \$2,000.

Consider approval of Sewage Planning Module for MDC 23-2-03 land development

Mr. Rogosky explained that this is related to the proposed District Justice office that the Board has already approved preliminary plan approval. They do not qualify for the standard exemption for sewage, so DEP requires a sewage planning module. Recommending that the Board approve.

MOTION of Mr. Speece seconded by Mr. Cusatis, the Board UNANIMOUSLY APPROVED Sewage Planning Module for MDC 23-2-03 land development.

Consider Approving Purchase of Equipment

Mr. Piersol explained that these items are being requested to replace three older vehicles, and one older backhoe and sell the old equipment and vehicles on Municibid.

Mr. Staub asked if these are budgeted items, and what the expected revenue from the sale of equipment is. **Mr. Piersol** stated that they are budgeted items and did not have exact figures for expected revenue from the sale of the old equipment.

MOTION of Mr. Speece seconded by Mr. Staub, the Board UNANIMOUSLY APPROVED purchase of a 2021 Ford Ranger Crew Cab 8ft bed at a cost of \$36,000.

MOTION of Mr. Speece seconded by Mr. Cusatis, the Board UNANIMOUSLY APPROVED purchase of a 2021 Mini Excavator at a cost of \$70,080.68.

MOTION of Mr. Staub seconded by Mr. Cusatis, the Board UNANIMOUSLY APPROVED selling the 2001 Oldsmobile mini-van, 2004 Ford F150, 2009 Ford Ranger, and 2007 Case backhoe on Municibid.

Authorization to Seek Bids for 2021 Bituminous Double Seal Coat Projects

Mr. Hamm explained that these projects will be on Oley Line Road, Tulpehocken Road, and Daniel Boone Road. This process will give the roads another 5-years of life.

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MOTION of Mr. Cusatis seconded by Mr. Speece, the Board UNANIMOUSLY APPROVED the Administration to Seek Bids for 2021 Bituminous Double Seal Coat Projects for Oley Line Road, Tulpehocken Road, and Daniel Boone Road.

DEPARTMENT REPORTS

Clarence Hamm; Public Works Department: Have been working on snow removal, preparing for additional storms. Going well overall, will be receiving 400 ton of salt tomorrow. **Mr. Galtere** commented that he has received several compliments from residents on the snow handling. **Mr. Hamm** discussed tree removal service, the department contracts out to experts for more complex removals. Offered to share a map with the Board showing all of the Township's open space.

Joe Rogosky, Township Engineer, Great Valley Consultants: Provided an update on Hilldale Rd, the project is slightly delayed by the snow but the project is going well. Sutton Circle plans have been completed and submitted, expect to be able to bring this before the Board for approval next month. This is part of our MS4 program, Trout Run is classified as an impaired stream and this project will help us to reduce the pollutants to the stream.

Chief Morris; Police Department: Reminded residents that there is a construction zone on Rt 564 between Ritter and Loder. It is restricted to EB traffic only. Those traveling WB must follow the detour. Motorists traveling the wrong way in the construction zone will be cited. 34 drivers have been cited to date for violating the detour.

Laurie Getz; Assistant Township Manager: Provided an update on the electronic sign. Research is underway relating to regulations the Township will need to meet in order to install the sign. Still working on quotes and proposed designs to bring to an upcoming meeting.

Elizabeth Magovern, Solicitor; Explained that she has been in contact with the attorney for the MDJ land development plan approved at the last meeting. One of the requirements included at the last meeting is the deceleration lane. PennDOT has not responded yet as to whether or not it will be required. The County is concerned with this requirement, and is requesting a delay in signing the resolution of which the deadline is tonight. They are asking for 10-days in order to return to the Planning Commission to discuss.

Mr. Rogosky further explained that the deceleration lane is a concern of theirs as they feel it would be a financial hardship. The Township is concerned with the safety of motorists should it not be required. This will be discussed at the next Planning Commission meeting. **Mr. Galtere** and **Ms. Magovern** clarified that they are asking for an extension because they do not know yet from PennDOT whether the lane will be required. Will then need to know if the Township will require it if PennDOT says it's not required.

MOTION of Mr. Cusatis seconded by Mr. Speece, the Board UNANIMOUSLY APPROVED a 10-day extension for the Berks County Redevelopment Authority on the existing resolution granting preliminary approval.

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Jeff Bartlett, Township Manager: Discussed snow removal, we received many compliments. Reminded residents that snow emergencies are announced on the website, and social media. Clarified that the traffic project that the Chief spoke about is a PennDOT project, and not a Township project. Radio Shack building will be used by the Fire Department for some upcoming training prior to it being demolished. Announced that he has been nominated to serve on the Resolutions Committee for PSATS, so he will be participating in that.

Mr. Cusatis asked if we can send emergency alerts in advance of the Fire Department training and demolition.

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.

Tom Howell; Commented on the draft minutes from the last meeting. Mentioned the Solicitor regarding rule of law, public safety, and welfare.

SUPERVISOR REPORTS:

Mr. Cusatis: Complimented the Public Works Department on their efforts on snow removal, and communication efforts of the Township.

Ms. Kircher: Stated that she received an email from the library regarding a request to use the trail by the library to encourage reading. She will share the email with the Board.

Mr. Staub: Complimented snow removal during the recent storm. Complimented the administration on the bond refinance process. Announced a tentative date of March 2nd for a Reading Country Club Golf Committee meeting at 6:30PM to be held virtually. Details to be confirmed later.

Mr. Speece: Complimented the staff on the bond refinancing process. Great work on the part of the Public Works Department for their handling of the snowstorm.

Mr. Galtere: Thanked the administration for including the amounts on the agenda to make it clearer.

ADJOURNMENT

MOTION of Mr. Cusatis, seconded by Mr. Speece, the meeting adjourned at 8:08 PM.

Respectfully Submitted,

Laurie Getz
Township Secretary