

**MINUTES**  
**EXETER TOWNSHIP BOARD OF SUPERVISORS MEETING**  
**MONDAY, OCTOBER 26, 2020**

**Public Meeting**

A Regular Meeting of the Exeter Township Board of Supervisors held virtually was called to order on Monday, October 26, 2020 at 7:00 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:** 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  
Rocco DeCamillo, Exeter Police Department  
Greg Davis, Exeter Police 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 Daniel Boone Master Plan, would like additional information. Assumes funds for grant are coming from the wastewater proceeds. Would be opposed to Simone Collins being selected. Feels that not enough information is being included on the agendas.

**Ms. Getz** demonstrated where to find the Daniel Boone Master Plan project page on the Township's website. Explained that the grant is a 50/50 matching grant, and the matching funds are budgeted for in the Park Fund.

**Gary Guraya;** Commented on the Service Electric Cable Franchise Agreement. Would like to see an agreement shorter than 10-years. Commented on rates.

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**Mr. Bartlett** replied that the agreement was discussed at the last public meeting, tonight the Board is being asked to adopt to ordinance to finalize the renewal. The township does not have any authority to set or dictate rates charged by the cable companies.

**John Carmello;** Commented on the appointment of the Assistant Public Works Superintendent. Asked for details.

### **ANNOUNCEMENTS**

#### **General Election Day: Tuesday, November 3<sup>rd</sup>, 2020**

**Ms. Getz** explained that some polling places in Exeter Township have changed for the General Election due to some facilities being unavailable due to COVID. Demonstrated where on the Township's website residents can find information on looking up their polling place. Residents can also call the Township building for assistance.

### **PRESENTATIONS**

#### **Police Sergeant Promotion Ceremony**

**Chief Morris** announced and congratulated Officer Rocco DeCamillo and Officer Greg Davis on their promotions to Sergeant. Due to COVID, the swearing-in ceremonies took place earlier in the day at the District Justice and were recorded. The video of the ceremonies was played during the meeting.

Sgt. Davis and Sgt. DeCamillo thanked the Board and the Chief.

The Board congratulated the officers on their promotions.

Sgt. DeCamillo and Sgt. Davis left the meeting.

### **REGULAR APPROVALS**

#### **Regular Minutes – October 12, 2020**

**MOTION** of Mr. Cusatis seconded by Mr. Galtere, the Board UNANIMOUSLY APPROVED the October 12, 2020 Board of Supervisors Minutes.

#### **Special Budget Meeting Minutes – October 19, 2020**

**MOTION** of Mr. Speece seconded by Mr. Galtere, the Board UNANIMOUSLY APPROVED the October 19, 2020 Board of Supervisors Minutes.

#### **Disbursements – October 26, 2020**

**Ms. Savage** reviewed several bills. Blueline K9 charge is for training, Commerce Bank charge for ballroom carpet replacement as a result of water damage, legal bills for various matters, rent overpayment to Regis Corporation. They are the parent company for Holiday Hair, and had made a rental overpayment

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that was refunded by the Township. Power EMS charge is for annual software maintenance for the police department.

**Ms. Kircher** requested the disbursements be subject to audit. **Ms. Savage** clarified that the Treasurer's Report is subject to audit, not the disbursements.

**MOTION** of Mr. Staub seconded by Mr. Cusatis the Board UNANIMOUSLY APPROVED payment of the bills presented on the Disbursement List dated October 26, 2020 in the amounts of \$100,155.33 in the General Fund; \$15,540.20 in the Utility Fund; \$71,251.51 in the Fire Fund; \$850.50 in the Developer's Escrow Fund; \$1,780.24 in the Sewer Fund; \$10,462.10 in the Golf Fund; \$3,059.14 in the RCC F&B Fund; \$7,651.89 in the Promenade Fund; \$2,626.33 in the Park Fund; \$4,856.10 in the State Liquid Fuels Fund.

### **Treasurer's Report – September, 2020**

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

## **UNFINISHED BUSINESS**

### **Updated Report on Delinquent Sewer Collection Efforts**

**Ms. Savage** provided an update on the status of collection on delinquent sewer account balances. Number of delinquent accounts has reduced since January to 690 delinquent accounts and we have collected almost \$500,000. Working with the solicitor on certain accounts that are more involved. Collection policy is being drafted by staff.

## **NEW BUSINESS**

### **Consider Approval of Bid from MEI Demolition and Excavation, Inc. for the Demolition of the Former Radio Shack Building at 3923 Perkiomen Avenue**

**Mr. Bartlett** explained that this is related to the Perkiomen Avenue streetscape project.

**Mr. Staub** asked for a timeline. **Mr. Bartlett** replied that the demo work of this project will be complete in a matter of days, weather dependent. The contractor will also be grading and seeding which may have to happen in the spring.

**Ms. Kircher** asked for confirmation that this is grant reimbursable. **Mr. Bartlett** confirmed.

**MOTION** of Mr. Galtere seconded by Mr. Cusatis, the Board UNANIMOUSLY APPROVED MEI Demolition and Excavation, Inc. for the Demolition of the Former Radio Shack Building at 3923 Perkiomen Avenue in the amount of \$24,499.00.

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### **Discuss and Consider Awarding Contract for Daniel Boone Master Plan**

**Ms. Getz** explained that two submissions to the RFP were received by the Township. The Township has been partnering with PHMC, owner of DB Homestead, on this process. The Township holds the grant so the selection is a board decision. Proposals were received from the Brandywine Conservancy and Simone Collins. Both PHMC and Township staff reviewed the proposals and are recommending that the Board award to Simone Collins.

**Mr. Speece** asked if it is a requirement to go with the low bid. **Ms. Magovern** replied that this is a professional service and so the Board is not required to go with the low number, but rather should make a selection based on their review and the recommendation of staff and others.

Discussion on timeframe for selection. **Ms. Getz** and **Ms. Savage** explained that it is in the best interest of the Township to move forward and use the grant funding sooner rather than later, as there has been talk surrounding the uncertainty of grant funding availability going forward. We received an initial payment of \$25,000 from the grant that is being held in an interest-bearing account.

**Mr. Staub** asked if we can negotiate the cost on the proposal and see if Simone Collins will match Brandywine Conservancy's number. **Ms. Magovern** confirmed that it is permitted to negotiate professional services.

**Ms. Kircher** expressed a desire to hold off on the project.

**Mr. Galtere** stated that we should be taking advantage of opportunities for grant funding, especially because it's likely to get more difficult to obtain grants post-COVID. Asked for clarification on the funding. **Ms. Getz** explained that the grant requires a 50/50 match with up to \$50,000 in grant funding.

**Mr. Cusatis** stated that based on his review of the proposals he agrees with the administration's assessment.

**Mr. Speece** stated that it's important to take advantage of grants, and also that when land is available we should take action. There is no guarantee what could happen in the future, so planning is important.

**MOTION** of Mr. Galtere seconded by Mr. Cusatis, the Board APPROVED awarding contract for DB Master Plan to Simone Collins in the amount of \$96,355.

**Ms. Kircher** is opposed.

### **Adopt Ordinance Authorizing Execution of Service Electric Cable Franchise Agreement**

**Mr. Bartlett** explained that this ordinance is required to officially finalize the agreement renewal.

**MOTION** of Mr. Staub seconded by Mr. Cusatis, the Board UNANIMOUSLY APPROVED Adopted Ordinance Authorizing Execution of Service Electric Cable Franchise Agreement.

### **Consider Awarding 2021 Township Mowing Contract**

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**Mr. Hamm** explained that four companies had requested the bid documents, but only one submitted a bid. Sottosanti Lawn Care was the only to submit a bid, bid amount of \$80,112. Three-year contract with an option to extend to a fourth year if both parties agree.

Discussion on comparative data to prior years, and contract length. **Mr. Hamm** explained that the areas the contractor is responsible for mowing has grown over the years.

**MOTION** of Mr. Galtere seconded by Mr. Cusatis, the Board UNANIMOUSLY APPROVED awarding 2021 Township Mowing Contract to Sottosanti Lawn Care in the amount of \$80,112.00.

### **Appointment of Positions**

**Mr. Bartlett** explained that the Assistant Public Works Superintendent position has been vacant for several months after the prior staff in that position left the township for another opportunity. Recommending Larry Piersol to fill that vacancy. The Fleet Manager position will be eliminated as a result of this move, Mr. Piersol will retain those duties. Mr. Piersol has been performing in the acting role since September 15<sup>th</sup>. Mr. Piersol's salary will be \$72,000.

**Mr. Staub** commended the administration on combining two positions into one. **Mr. Galtere** suggested Mr. Piersol be paid retroactively to his acting start date.

**MOTION** of Mr. Cusatis seconded by Mr. Galtere, the Board UNANIMOUSLY APPROVED appointed Larry Piersol to the position of Assistant Public Works Superintendent with pay retroactive beginning September 15<sup>th</sup>, 2020.

**Mr. Bartlett** explained that this is a title change for an existing employee, Jason Hunter, who currently holds the Assistant Code Enforcement Officer but is the assistant to no one.

**Mr. Cusatis** commended Mr. Hunter on his work.

**MOTION** of Mr. Speece seconded by Ms. Kircher, the Board UNANIMOUSLY APPROVED appointing Jason Hunter to the position of Code Enforcement Officer/Director.

### **DEPARTMENT REPORTS**

**Joe Rogosky, Township Engineer, Great Valley Consultants:** Is working with H&K Group on the Butter Lane project.

**Clarence Hamm; Highway Department:** Leaf collection has started. Discussed Promenade tenants, all are making significant progress on vacating/relocating.

**Chief Morris; Police Department:** Conducted a successful truck detail, 61 citations issued for fines in excess of \$5000.

**Elizabeth Magovern, Solicitor;** Nothing to report.

**Jeff Bartlett, Township Manager:** Discussed trick-or-treat, reiterated that the Board is neither encouraging nor opposing trick-or-treat. Urges residents to comply with CDC guidance.

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Discussed the Halloween drive-thru event held this past Saturday at the Township building. Thanked all of those who participated, and commended staff for their hard work on this event.

### **PUBLIC COMMENT – General Comments**

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**Glenn Hoover;** Asked for an update on the Travelers Insurance claim. Urged the Board to consider including a larger Township Meeting room to accommodate more people in future building plans.

**Ms. Savage** explained that Fox Rothschild is still handling this claim, a few months ago we thought the claim was reaching settlement but unfortunately that has not happened. Travelers has requested additional information on the claim, so the process is ongoing. This matter is in relation to the misappropriation of bond funds for the Reading Country Club that resulted in the bond having to be changed from non-taxable to taxable.

**David Hughes;** Discussed a car show he heard was held at the Promenade Shopping Center. Would like details on the event.

**Mr. Bartlett** explained that the Township did not rent the property for this event. It is his understanding that this was an impromptu unofficial car show/meet, not an event.

### **SUPERVISOR REPORTS:**

**Mr. Cusatis:** Congratulated the new Sergeants, and thanked everyone for their work on the Halloween event.

**Ms. Kircher:** Reminded residents that if they are seeking to use Township property it must be brought before the Board.

**Mr. Staub:** Congratulated the staff on the Halloween event. Explained the bond refinance matter from the last meeting, wanted to clarify that the \$2M discussed is not an out of pocket payment, it's being used as a principal curtailment to reduce the overall debt.

**Mr. Galtere:** Congratulated staff on the event, and on all of the promotions. Commended the police for their golf outing, thought the event was outstanding.

**Mr. Speece:** Congratulated the officers on their promotions, and Larry and Jason on theirs. Thanked the staff for their work on a great Halloween event.

### **ADJOURNMENT**

**MOTION** of Mr. Cusatis, seconded by Mr. Galtere, the meeting adjourned at 8:29 PM.

Respectfully Submitted,

Laurie Getz  
Township Secretary

DRAFT