

**MINUTES**  
**EXETER TOWNSHIP BOARD OF SUPERVISORS MEETING**  
**MONDAY, NOVEMBER 23, 2020**

**Public Meeting**

A Regular Meeting of the Exeter Township Board of Supervisors held virtually was called to order on Monday, November 23, 2020 at 7:01PM 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  
Chris Hartman, Hartman Valeriano Magovern & Lutz, P.C.  
Elizabeth Magovern, Hartman Valeriano Magovern & Lutz, P.C.  
Wendell Morris, Chief of Police  
Joseph Rogosky, Great Valley Consultants, Township Engineer  
Jennifer Savage, Finance Director  
Officer Brian Eveland, Exeter Police

**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 two agenda items. Discussed the proposed extension with Maillie. Does not agree. Also discussed the proposed transfer of funds to the RCC clubhouse. Agrees with that transfer and thinks it is needed. Commented on prior misappropriation of bond funds for the RCC, does not believe that was ever fully resolved.

**Ms. Savage** replied that the Township has had a good experience with Maillie. Explained that the bond proceeds for the RCC were used to purchase items not approved, so the RCC would actually owe the bond back not the reverse.

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### **ANNOUNCEMENTS**

#### **Memorial Tribute to Exeter Police K9 Nitro**

**Chief Morris** announced with sadness that K9 Nitro recently passed away. Nitro was beloved in the community and had been with the department for 10 years. He will be missed.

*Memorial Tribute video was played.*

**Office Brian Eveland** said Nitro was a great, strong dog. Thanked everyone for their support and teamwork. Thanked the community for their messages of support, he read every message and appreciated the well wishes.

Officer Eveland left the meeting at 7:13PM.

#### **Santa Tour Dates**

**Ms. Getz** announced that the 2020 Santa Tour will run Monday, December 7<sup>th</sup> – Thursday, December 10<sup>th</sup>. The tour starts at 5pm. Adjustments have been made for the event due to COVID. Routes and updates will be posted to the website and Facebook.

#### **Toys for Tots Collection Dates**

**Ms. Getz** announced that the Township building is a collection site for Toys for Tots. We will accept through December 9<sup>th</sup>.

**Mr. Galtere** announced that Schwarzwald Lutheran Church coordinated a toy give, they coordinated with Toys for Tots this year and they are giving a lot of toys to Schwarzwald Lutheran Church which is benefitting Exeter.

### **REGULAR APPROVALS**

#### **Regular Minutes – November 9, 2020**

**Ms. Kircher** stated that she found a few typos which she will point out to Ms. Getz for correction.

**MOTION** of Mr. Cusatis seconded by Mr. Galtere, the Board UNANIMOUSLY APPROVED the November 9, 2020 Board of Supervisors Minutes.

#### **Disbursements – November 23, 2020**

**Ms. Savage** explained several items included in the disbursements. CrafcO was for supplies for the crack sealer, General Code is an annual update we must pay to update our ordinances on e-code, ICMA fee was for dues to the organization for the Township Manager, RX Shield was for disinfection supplies that is part of the Township's COVID-19 response plan.

**MOTION** of Mr. Staub seconded by Mr. Galtere, the Board UNANIMOUSLY APPROVED payment of the bills presented on the Disbursement List dated November 23, 2020 in the amounts of

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\$275,799.86 in the General Fund; \$11,574.38 in the Utility Fund; \$3,000.00 in the Fire Fund; \$888.63 in the Developer's Escrow Fund; \$2,156.50 in the Sewer Fund; \$11,803.46 in the Golf Fund; \$1,325.94 in the RCC F&B Fund; \$3,878.60 in the Promenade Fund; \$46,759.09 in the Capital Improvements Fund; \$2,834.52 in the Equipment Fund; \$3,832.29 in the Park Fund; \$18,999.55 in the State Liquid Fuels Fund.

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

**Ms. Savage** explained that the recycling grant is annual money received towards the end of the year. Interest revenue is from the proceeds that if needed can be moved into the general fund.

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

### **UNFINISHED BUSINESS**

#### **Adopt 2021 Preliminary Budget**

**Mr. Bartlett** explained that if the Board approves the preliminary budget this evening, it will be advertised for 20 days beginning tomorrow, Tuesday 11/24 and ready for adoption on December 14<sup>th</sup>.

**Ms. Savage** reviewed the new additions for 2021 including permitting software, police accreditation consultant, fire marshal consultant, increase in contribution to the Exeter Community Library. Two significant cost-savings with the elimination of two staff positions due to promotion and reallocation of internal duties.

Explained that the recycling costs in the township have gone up significantly. The recycling fee has been \$20 for many years. As a result of the changes in the market causing significant cost increase to the Township, proposing an increase in fee from \$20 annually to \$35 annually.

**Mr. Staub** asked for an explanation of the transfer of \$1.7M from the Reserve Fund. **Ms. Savage** explained that the Reserve Fund is the new name for what was the Sewer Fund. The money in that fund is general fund money, not actual reserve funds.

**Mr. Staub** asked about Parks & Recreation revenue given COVID. **Ms. Savage** explained that we opted to leave revenue projected in anticipation of park operations being open. If there is no revenue, there will be no expense.

**Mr. Cusatis** asked if reverting back to bi-weekly recycling would save money and would prevent us from increasing the fee from \$20 to \$25. **Ms. Savage** replied that even with bi-weekly service the \$35 would not cover costs. To truly cover costs the fee should be closer to \$75, but that is a big jump. \$35 will get us closer so that is the recommendation for a gradual increase. Unfortunately, the fee has not been increased in years despite increased costs. **Mr. Cusatis** stated he would like to see costs compared between weekly and bi-weekly to see if it would make sense to go back for cost savings.

**Mr. Bartlett** stated he is working on the bids for recycling. Clarified that Exeter is required to recycle, it is mandated by the state due to our size.

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**Mr. Speece** asked about the sewer payments coming in, what is the long-term plan to balance the budget? **Ms. Savage** stated that in 2022 we will realize additional cost savings due to initiatives taken with the proceeds to invest into our pension plans. It will decrease the amount of annual funding we have to put in, in 2022 you see our pension costs decrease dramatically as a result.

**Mr. Galtere** asked about a transfer to the Fire Service Fund from the General Fund. **Ms. Savage** explained that the Fire Services Fund was impacted negatively by the Homestead Exemption when implemented in 2020. When the Township enacted the Homestead Exemption, it was determined that a transfer would be made into the Fire Services Fund from the General Fund so they would continue to receive the same funding they have in prior years.

**Mr. Galtere** asked for an explanation of what the payment for Exeter Commons is out of the Debt Service Fund. **Ms. Savage** explained that is the Tax Increment Financing (TIF) done for the Exeter Commons Shopping Center when it was built. This is for a bond taken out by the Township, School District, and the County that pays for road work construction related to the shopping center. We receive tax payments from the shopping center and that tax revenue is then used to make the bond payments.

**Mr. Galtere** asked what was cut out of the budget? **Ms. Savage** explained that there wasn't much cut out. **Mr. Galtere** asked if there were other requests that didn't make it into the budget. **Ms. Savage** replied that the biggest asks are in the Equipment Fund. We generally operate on a shoestring budget operationally, so there aren't a lot of large requests. Department heads make very reasonable requests, generally when an ask is made it's because it will save money or labor elsewhere.

**Mr. Cusatis** commented that the sale of the sewer plant has helped to put us in a strong financial position. **Ms. Savage** agreed commenting that it has helped to eliminate debt and set us up for future cost-savings. If not for that, a tax increase would have likely become necessary.

**Ms. Kircher** stated that according to the audit page 10-17, in 2019 the Township spent 23% over revenue. So the only option was to sell the sewer plant. Thinks the money was not managed properly and that resulted in us having to sell a source of revenue.

**Ms. Savage** responded that the expenses in the numbers she mentioned include the Capital Fund as well. There is no revenue in the Capital Fund, expenses are being paid out of the Capital Fund with money that was in the fund to support. That is why it appears that expenses are over revenue, because the funds are showing combined. The purchase of the Promenade is also included in that number. Had the plant not been sold, those purchases would not have been made. It is not operational expenses.

**Ms. Kircher** stated that it is still her opinion that we are in so much debt largely due to the management of the previous Board. Didn't understand why the plant would be sold when it was making money.

**MOTION** of Mr. Cusatis seconded by Mr. Speece, the Board APPROVED adoption of the 2021 preliminary budget.

**Ms. Kircher** is opposed.

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**NEW BUSINESS**

**Consider Approving Extension of the Auditing Engagement Contract with Maillie, LLP.**

**Ms. Savage** explained that the current three-year contract is nearing expiration, recommending approving a one-year extension. We just completed including the capital assets of the township for the first time this year, which required a significant amount of work on our auditors. For another company to take that over after the first year is probably not the best idea at this time. It would likely involve additional expense, and additional work on staff. Maillie is reducing their fee slightly due to the elimination of necessary sewer work.

**MOTION** of Mr. Galtere seconded by Mr. Cusatis, the Board APPROVED one-year extension of the Auditing Engagement Contract with Maillie, LLP for \$30,000.

**Ms. Kircher** is opposed.

**Authorize Bid Advertisement for Hilldale Road Storm Sewer Project**

**Mr. Rogosky** explained that the existing stormwater system discharges into a drainage swale at this location that over time has been impacted by built up silt, and landscaping changes by nearby properties. This project seeks to address the drainage issues. The next step in the process is to advertise the bid.

**MOTION** of Mr. Speece seconded by Mr. Cusatis, the Board UNANIMOUSLY APPROVED authorization for bid advertisement for Hilldale Road Storm Sewer Project.

**Consider Approving Callan Housing Real Estate Settlement Agreements**

**Ms. Magovern** explained that the Township was a party to six tax exemption appeals involving Supportive Concepts. To resolve these appeals, Supportive Concepts has agreed to pay 2018 and 2019 without interest or penalty and further agreed to a lump sum payment equal to 25% of 5-year's worth of taxes for the 2020 fiscal year. Recommending approving these settlements, the Exeter School Board has already approved as well.

**MOTION** of Mr. Cusatis seconded by Mr. Speece, the Board UNANIMOUSLY APPROVED Callan Housing Real Estate Settlement Agreements.

**Consider Changes to Exeter Community Library Board**

**MOTION** of Mr. Cusatis seconded by Mr. Staub, the Board UNANIMOUSLY APPROVED accepting the resignation of Mandy Miller from the Exeter Community Library Board.

**MOTION** of Mr. Cusatis seconded by Mr. Galtere, the Board UNANIMOUSLY APPROVED appointing Ibrahim Bangura to the Exeter Community Library Board to Replace Mandy Miller.

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**MOTION** of Mr. Cusatis seconded by Mr. Galtere, the Board UNANIMOUSLY APPROVED appointing Christy Resh to the Exeter Community Library Board to Replace Denise Darrah at the expiration of her term 12/31/20.

**Authorize Slate Roof Repairs to the Reading Country Club**

**Mr. Hamm** explained that he has unfortunately only received one quote so far, two other contractors have not submitted yet. It has been difficult to get companies to submit quotes. Will continue to seek quotes and bring it back before the Board. It is a very involved process, and the work will be done at a significant height.

Discussion on whether or not Wolfe is Costars certified. Mr. Hamm stated he does not believe they are, but will check. **Mr. Hamm** suggested that he will continue to seek bids, but if Wolfe is Costars approved we will go with them because they have done prior work at the RCC.

**MOTION** of Mr. Cusatis seconded by Mr. Galtere, the Board UNANIMOUSLY APPROVED Wolfe Roofing to complete the slate roof repairs to the Reading Country Club contingent upon their being Costars.

**Authorize \$2.8M Transfer From Fund 31 Wastewater Treatment Sale Proceeds to Fund 10 RCC Clubhouse**

**Ms. Savage** explained that this item was discussed during the budget hearings. There is a deficit in the Clubhouse Fund due to legal fees and various other expenses. Seeking authorization to transfer \$2.8M from the Wastewater Treatment Sale proceeds to the Clubhouse Fund.

**MOTION** of Mr. Galtere seconded by Mr. Cusatis, the Board UNANIMOUSLY APPROVED \$2.8M Transfer from Fund 31 Wastewater Treatment Sale Proceeds to Fund 10 RCC Clubhouse.

**Approval of Collective Bargaining Agreement Between Exeter Township Board of Supervisors and Teamsters Local 429**

**Mr. Bartlett** explained that negotiations on this contract have been ongoing since 2017. A resolution has been reached and is before the Board for approval. This is a mutually beneficial agreement. Will also need approval of a Memorandum of Understanding regarding employment of those working at the RCC. Initially, there were RCC staff in the Teamsters Union. Only one remains, this MOU would allow the individual to remain as a Teamsters member and will transfer to Public Works. No future RCC employees will be part of the Teamsters Union.

**Mr. Speece** asked for clarification on the seasonal employees at the RCC. **Mr. Bartlett** responded explaining that seasonal employees at the RCC will no longer be paid Teamsters rates.

**Mr. Hartman** explained that the Township will benefit from increased management rights, as well as long-term economic benefits. Explained that the RCC being excluded from the contract will also result in significant benefits and savings to the Township.

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**Mr. Speece** congratulated everyone for their work on this agreement.

**Mr. Bartlett** stated that this agreement was ratified by the bargaining unit last week.

**Mr. Staub** and **Mr. Cusatis** thanked the staff for their work on this.

**MOTION** of Mr. Galtere seconded by Mr. Speece, the Board UNANIMOUSLY APPROVED the Collective Bargaining Agreement Between Exeter Township Board of Supervisors and Teamsters Local 429 for January 1, 2018 – December 31, 2023.

**MOTION** of Mr. Galtere seconded by Mr. Cusatis, the Board UNANIMOUSLY APPROVED the Memorandum of Understanding between the Exeter Township Board of Supervisors and Teamsters Local 429.

### **DEPARTMENT REPORTS**

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

**Clarence Hamm; Highway Department:** Provided additional information on the Decon-7 recently purchased by the Township for COVID disinfecting. Had been very helpful to the Township and is saving us considerable cleaning costs. Still working on leaf picking. Explained that he has been looking it up, Wolfe Roofing is not Costars, but they hold the same designation by a different name, National Purchasing Partners.

Mr. Cusatis revised his earlier motion to reflect.

**MOTION** of Mr. Cusatis seconded by Mr. Galtere, the Board UNANIMOUSLY APPROVED Wolfe Roofing to complete the slate roof repairs to the Reading Country Club contingent upon their being members of the National Purchasing Partners.

**Mr. Hamm** stated that PA American has started searching for a water source at the Library.

**Mr. Cusatis** asked **Mr. Hamm** about the tower on the Township property, are we taking it down. **Mr. Hamm** explained that it's not being taken down currently, the County is still utilizing the tower. **Mr. Cusatis** asked about the safety. **Mr. Hamm** stated that nothing else should be added to it, but for now it's not coming down. It will eventually be taken down. **Mr. Bartlett** explained that the tower is not posing an immediate threat. We will eventually replace it with a new one, perhaps on a new site. It will likely not need to be as tall of a tower. The other tower with structural issues was removed.

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

**Chief Morris; Police Department:** Reminded residents to contact the Police Department if they are receive a suspicious call before giving out any personal or financial information over the phone or by email.

**Jeff Bartlett, Township Manager:** Budget will be on for final approval at the next meeting, along with the Fee Schedule. Will also have a presentation by KCBA Architects at the next meeting. Discussed updated internal COVID protocols for Township operations to reduce risk to staff.

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**PUBLIC COMMENT – General Comments**

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**David Hughes;** Commented on the audit. Discussed that it demonstrates that expenses have exceeded revenues over the past several years.

**Vinny Biancone;** Commented on Ms. Kircher’s explanation at a prior meeting for voting no on the 2019 audit.

**SUPERVISOR REPORTS:**

**Ms. Kircher:** Discussed speeding issues on various Township roads. Wished everyone a Happy Thanksgiving.

**Chief Morris** replied that the Department has been working with the resident on Hearthstone on speeding, a speed board has been placed there. Asked that other speeding complaints be forward to him.

**Mr. Cusatis:** Thanked Officer Eveland and K9 Nitro for their service to the community, will miss Nitro. Thanked Jen and the staff for their work on the budget. Happy Thanksgiving to all.

**Mr. Staub:** Thanked Jen and administration for their work on the budget. Mentioned that he would like to see the administration research potentially expanding services that we can take credit card payments for.

**Mr. Galtere:** Thanked Jen and Administration for their work on the budget. Would like to see the RCC Master Plan and the electronic sign on the next agenda. Wished everyone a Happy Thanksgiving.

**Mr. Speece:** Thanked Jeff and the Solicitors for their work on the Collective Bargaining Agreement, as well as Jen and the Administration for their work on the budget.

**ADJOURNMENT**

**MOTION** of Mr. Cusatis, seconded by Mr. Galtere, the meeting adjourned at 8:50 PM.

Respectfully Submitted,

Laurie Getz  
Township Secretary