

## **West Sadsbury Township Supervisors Meeting Minutes**

### **May 9, 2023**

Chairman. Darren DeVoe called the West Sadsbury Township Board of Supervisors meeting for May 9 2023 to order. This meeting will be recorded and proper protocol is requested.

Those in attendance were: Chairman Darren DeVoe; Member John Keesey; Solicitor Helen Esbenshade; Police Officer Frank Ruscio; Roadmaster Jason Chapman; Engineer Casey Kerchner and Sec/Treas. Patti Piersol.

**Comments on the agenda items:** There were none.

The minutes from the previous meeting were posted on the website. Solicitor Esbenshade said that under the Engineer's report, third page, second to the last line implied that it was from her and it was not. The minutes were approved with that change.

#### **Treasurer's Report:**

For April, income was \$28,127.98. expenses were \$111,113.17. net loss for April was \$86,985.19. Year-to-date income is \$195,409.10, with expenses of \$498,799.98, with a net loss is \$303,390.88. Budget: income \$512,510.82 expenses \$506,923.96 and net loss is \$5,586.86. Mr. DeVoe made the motion to approve the report, seconded by Mr. Keesey, motion carried.

Invoices to be paid for the General Fund and Liquid Fuels Accounts - motion by Mr. DeVoe to approve, seconded by Mr. Keesey, motion carried.

**Police Report:** Officer Ruscio stated there was good news on the Chief and he gave the Police report for April. Report on file.

**Zoning Officer's Report:** April report was read by Mr. DeVoe. Report on file.

**Fire Company Report:** Mr. DeVoe read the report, Report on file.

**Roadmaster's Report:** Roadmaster Jason Chapman read his report. Report on file.

**Tax Collector's Report:** April report was read by Mr. DeVoe. Report on file.

**Engineers report:** Casey Kerchner of Becker Engineering provided his report.

### **Land development plans:**

First Freedom Life Church Preliminary/Final land development plan. Church representatives were present at the meeting. Plans were received April 19<sup>th</sup>, and Becker issued a review letter dated May 8<sup>th</sup> and this morning, Traffic Planning & Design, the transportation consultant, issued their review letter, dated May 9<sup>th</sup>.

The church representatives wanted to confirm that it is the intent to have the actual intersections lit, and confirm that was okay with the township.

At a recent meeting it was discussed that in lieu of the church providing the widened cart way, they would essentially just widen the already-deteriorating Zook Road. They agreed that instead of putting in all new asphalt, they restore what is already there and widen it to the cart way, which is more beneficial for all the users. So, the current proposal is to rather than widen and put brand new asphalt next to deteriorating asphalt and make that road wider than the Township thinks it needs to be, simply reconstruct the whole roadway to be more efficient. They will only be restoring the portion that is not the whole way along the frontage, but from the edge of the right away at Route 41 toward the curvature to where the road tapers back into the existing travel lane.

Traffic signal maintenance agreement. Mrs. Piersol said that she did not receive it. Mr. DeVoe made a motion to approve and sign agreement, seconded by Mr. Keesey, motion carried. This will be done when the agreement is located. A traffic signal maintenance agreement would make the Township responsible for a flasher on Route 41, and then authorize execution of the T-160 Form. The lights are set back, so they are not on the intersection where you are going in and out of the parking lot. They will not overwhelm the intersections with too much light dissipation.

Mrs. Hosier asked if the Church has met with the neighbors of their new site. She said that there have been a lot of questions.

TPD is doing a speed study in the process of working through the traffic and engineering study to propose an ordinance that puts a speed limit on that road. There were questions on what was discussed at the Planning Commission meeting. We do not have a copy of their minutes. Mrs. Hosier who is a member of the Planning Commission, said there was a question on the left turn on to on Rt 41.

The parking lot holds 250 cars. It was questioned whether this is sufficient for a 40,000 square foot building. Mrs. Hosier, thought somebody was going to coordinate a meeting. The residents do have valid concerns and "I think you could answer them and calm their fears." So, if it means staggering, a church service by 15 minutes so that there is not a large number of cars coming in and out at the same time. She also asked if there were going to be some athletic fields.

The Church said that they did have a meeting before COVID hit, and they want to be good neighbors. Mr. DeVoe made a motion, seconded by Mr. Keeseey to approve a waiver/modification of the requirements of §22-402 and allow the plan to be processed as a Preliminary/Final Plan, motion carried.

Mr. DeVoe made a motion, seconded by Mr. Keeseey to approve a deferral of the requirements of §22-507 related to the installation of curbing, conditioned upon the Zook Road roadway improvements being satisfactory to the Township upon completion of construction, motion carried.

Mr. DeVoe made a motion, seconded by Mr. Keeseey, to approve a deferral of the requirements of §22-508 related to the installation of a sidewalk on both sides of the street, conditioned upon the roadway improvements being satisfactory to the Township upon completion of construction, motion carried.

Mr. DeVoe made a motion, seconded by Mr. Keeseey to approve a deferral of the requirements of §22-509 related to the installation of street lights, conditioned upon the roadway improvements being satisfactory to the Township upon completion of construction, motion carried.

Mr. DeVoe made a motion seconded by Mr. Keeseey to approve a deferral of the requirements of §22-511 related to the installation of street trees on both sides of the street, conditioned upon the roadway improvements being satisfactory to the Township upon completion of construction, motion carried.

Mr. DeVoe made a motion seconded by Mr. Keeseey to approve a waiver/modification of the requirements of Appendix H, related to 6' shoulder width, conditioned upon the roadway improvements being satisfactory to the Township upon completion of construction, motion carried.

Mr. DeVoe made a motion to deny the request for approval of the application and plan for the reasons stated in the Becker Engineering Review Letter # 5, dated May 5 2023 and the TPD, traffic planners Review Letter #2 dated February 22 provided, however, that should a written time extension time for review of the plan be submitted by the applicant, or its consultant, before May 20 2023. the denial would be void, seconded by Mr. Keeseey, motion carried.

Mr. DeVoe made a motion to authorize the signature and execution of the Traffic Signal Maintenance Agreement and the TE-160 form associated with the Freedom Life Church project and related transportation improvements, seconded by Mr. Keeseey, motion carried.

### **Old Business:**

Auditor Nancy Stoltzfus submitted the Auditor's Report to the Board of Supervisors. She said the audit report was submitted to the Department of Community and Economic Development as required. The Auditors have two recommendations: one of them was one that they made last year, and are making it again, with a revision. Currently there is no timesheet review before payroll is processed. Mrs. Stoltzfus spoke to Bookkeeper Amy Beaudoin about the actual processes of payroll. They agreed with a process of each employee or department head email the time sheets to the supervisors for approval. The Supervisors will approve and notify Mrs. Beaudoin. Mrs. Piersol confirmed that Mrs. Stoltzfus wants the timesheets sent to the supervisors, but asked how long to hold off on running payroll. They agreed that the payroll sheets will be sent to the Supervisors and Mrs. Beaudoin on Friday, the last day of the workweek. Then, if there is no response from the Supervisors, the payroll will be run as usual on Monday. Mrs. Stoltzfus said If there is not a sign off, at least the timesheets to the Supervisors, and there is an opportunity to review them, although we cannot force a review. They would ideally like the timesheets to be initialed as approval, but that did not work last year.

Mrs. Stoltzfus' second recommendation that the Auditors would like to make is any projects that have legal or engineering expenses have an assigned number that can be tracked through QuickBooks. Then all the billing and invoicing follow same number throughout the whole process, so that the billing and invoicing are all under one project assigned a number and they closed through QuickBooks altogether. That way, the auditors can review everything and see what the billing to the Township is versus what reimbursement the Township is receiving. It was asked would a number be better or a project name?

Mrs., Stoltzfus said project number because she understands that there are a lot of similar common names. So, the Auditors, Bookkeeping and the Township Staff agree.

Open Space Loan payoff. Mrs. Piersol stated before it was going to be June 25<sup>th</sup> it is corrected to May 25<sup>th</sup>, o, no interest is charged.

Assistant Tax Collector Resolution Agreement. This was discussed last month. The agreement was reviewed by Township Solicitor Helen Esbenshade. Mr. DeVoe made a motion to approve, signing the agreement and Resolution 2023-6. to name Berkheimer Associates as our Assistant Tax Collector, seconded by Mr. Keesey, motion carried. This is in case Mr. Fuga becomes unable to fulfill his duties, Berkheimer will then become the Tax Collector. This is a Pennsylvania State requirement.

Limeville Road: The bridge project is being worked on and it has been a long process due the rules and regulations because there is a waterway underneath the bridge. Another clarification includes the bids must comply with state contract specifications. If the project does not follow PennDOT specifications, the Township cannot pay for the project with Liquid Fuels monies.

The computers for the Police need Microsoft Office 365 to be compliant with the State Police regulations. We wish to also upgrade the Township and the Roadmaster computer to this software. Per our IT specialist, it should cost approximately \$3,600 to \$3,700 per year for the subscriptions, depending on the number of people to be covered. The first year can be paid for by the ARP funds. The Police are currently out of compliance. Mr. DeVoe made a motion to approve the subscriptions, seconded by Mr. Keesey, motion carried.

New Hope billing questions: Mr. Glick questioned being charged for a planning commission meeting. Mr. Glick thought the Township stated that they would have his bill adjusted. Mrs. Piersol said she would advise the Bookkeeper.

Mr. Flinton's problems with Lyons and Dempsy was tabled for this month.

### **New Business**

May is National Public Works and EMS Appreciation Month

Pennsylvania Municipal Retirement System: Mr. DeVoe made a motion to approve Ordinance 2023-2 for the West Sadsbury Township's Police pension plan, seconded by Mr. Keesey, motion carried.

Mr. DeVoe made a motion to approve Ordinance 2023-3 for the West Sadsbury Township's Non-Uniform pension plan, seconded by Mr. Keesey, motion carried.

It was explained that every so often you must adopt an ordinance for each pension plan you have, Police and Non-uniform Plans, to keep them in accordance with State guidelines. This must be done so you get your allocation for full-time employee from the state to deposit into the pension plans.

Address for new Amish School: Mr. DeVoe made a motion to approve the address of 3210 North Limestone Road for the new school, seconded by Mr. Keesey, motion carried.

The Board of Supervisors and the Engineers do not agree with the information received from Mr. Little of the County's GIS system for Kings Swings. This item was tabled.

Appointment to the Board of the Central Southwestern Chester County Industrial Development Authority: Solicitor Esbenshade was requested to forward a recommendation of Chuck Swope for appointment to the vacant seat on the Board of the Central Southwestern Chester County Industrial Development Authority. Mr. DeVoe made a motion to appoint Chuck Swope to the vacancy, seconded by Mr. Keesey, motion carried.

The May Township office closures: 5/16, election day; Thursday, 5/10 will close at 1:30 PM and the office will be closed on Monday 5/29 for the Memorial Day holiday,

**Public comments on non-agenda items:**

Leon King from North limestone Road appeared concerning the new school, with three members of their building committee. They are very concerned about getting started in a timely manner so they can finish it by September 1<sup>st</sup>, which is approximately the time when school starts. They were asking if there is anything more that we can do to expedite the process. Casey Kerchner said they are trying to complete the review in two weeks. The building committee asked if there was anything they can do to make it easier? Or, can the agreements and be done before the next meeting?

The answer was that it is premature to do that. Until you have your plan review in case if you do not even have the plans. I guess if we can make it happen by June 15. They did learn more about the 99-year leases, and have an agreement with the state of Pennsylvania. The school would record that with the County Recorder of Deeds.

Barry Edwards asked if any progress has been made with the exterior lighting at the International Paper. He mentioned that the Board said they were going to take it under advisement, but he not seen any changes or gotten any communication from anyone. Mr. Edwards talked to Ed Haas and he said that they had to go to corporate to get approval to do changes on lights. Mrs. Piersol said that Mr. Balmer is going to be at the Township Office tomorrow and Thursday, and he is the person to contact. Mr. Devoe said to have Mr. Balmer call him.

Mr. Edwards also asked about the survey for the Comprehensive Plan. Mrs. Piersol explained that the County Planning Commission is doing all that work. He suggested the Township come up with a Township residents email list so information like the survey could be sent out by email.

Someone said that they would send an email tomorrow morning to our consultant about concerns regarding the distribution of the questionnaire, and see what they recommend.

Mrs. Piersol said that she does not have the time to make copies. Someone else could run that if they want. Then the members of Freedom Life Church offered to make the copies a put them on the table in the lobby.

It was asked if any plans for any other improvements other than patching for this year? Roadmaster Chapman said repairs to storm drains in the Woodland View development with the help of resident expert James Irey. Also, Lenover Hill Road is planned to be resurfaced. He just wants everybody to understand how much it costs and that is why more is not getting done.

Mr. DeVoe made a motion to adjourn the meeting at 8:55 PM.

Respectfully submitted,

Patti Piersol, Sec/Treas.

DRAFT