

FIRST DRAFT MINUTES OF THE  
EAST COVENTRY TOWNSHIP BOARD OF SUPERVISORS  
WORKSHOP MEETING HELD ON DECEMBER 17, 2007  
(Approved January 7, 2008)

The Board of Supervisors held a Workshop Meeting on Monday, December 17, 2007. Present for the meeting were supervisors W. Atlee Rinehart, John Doering, Jr., Robert F. Preston Timothy Roland and Rosemarie C. Miller were present. Also in attendance were John A. Koury, Jr., Township Solicitor and Bernard Rodgers, Township Manager. Also present was Brady Flaharty, Township Engineer.

Mr. Rinehart called the workshop meeting to order at 7:00 p.m.

Sewer Update

The Township Engineer provided a sewer update providing a revised sewer progress map that included projected completion dates. The Township Engineer noted the following projected substantial completion dates:

<u>Drainage Area</u>	<u>Date</u>
1	1/7/08
2	2/4/08
3	2/4/08
4	3/10/08
5	3/10/08

The Township Engineer noted that through correspondence the General Contractor and Subcontractor had indicated that the pump station on Sawmill Road would be completed on time and if not the Subcontractor would be responsible for liquidated damages.

Mr. Preston moved that the earliest the Board of Supervisors will issue connection letters to residents will be March 10, 2008. Mr. Doering seconded the motion. The motion carried with a 5-0-0 vote.

The Township Engineer discussed a stormwater issue that is occurring at the end of Spring Creek Lane. He noted that this issue appeared about 2 weeks ago and results from stormwater coming up through the manhole and then sheet flow across the road. The groundwater is most likely following stone in the pipe trench causing water to fill the manhole and then flow across the road. The water is entering the manhole through a defective gasket that is scheduled to be replaced. Mr. Preston suggested a pipe be placed in the stone bed to redirect the water to the swale and the installation of a French drain to get the water off the stone was noted. A discussion ensued regarding the location of the nearest swale and Mr. Rodgers noted that an easement would be needed from the Township's right of way across adjoining property to access the drainage swale.

Mr. Doering moved to authorize the Public Works Director and Township Engineer to visit the site and prepare an easement as necessary to direct the stormwater from the roadway to the drainage swale. Mr. Preston seconded the motion. The motion carried with a 5-0-0 vote.

Mr. Preston noted that the Township Manager sent a letter dated November 13, 2007 to Mr. Breitenstein of the PADEP to meet with the Board of Supervisors to discuss MS4 Program and stormwater ordinance and Mr. Preston inquired of the status. Mr. Rodgers advised that he had not had any contact from Mr. Breitenstein. Mr. Preston requested follow up on this item.

Mr. Preston noted that 13 building sewers at Coventry Glen and some building sewers in Heather Glen were not installed in accordance with Township requirements and the issue is 6+ months outstanding. Mr. Rodgers stated that he would review the issue with the Township Engineer and provide a written report at the January workshop meeting.

Walter Woessner of 164 Schoolhouse Road noted that the manholes of the Phase II sewer are either too high or too low and the drawings show they should be flush. Mr. Flaharty noted that he is aware of that situation and will address it. Mr. Preston indicated that the use of riser rings is not acceptable.

## **1. MINUTES**

### Minutes of the December 3, 2007 Monthly Meeting

Mr. Doering moved to approve the minutes of the December 3, 2007 monthly meeting as revised by Mr. Preston and further amended. Mr. Preston seconded the motion. Mr. Roland abstained due to his absence at the December 3, 2007 monthly meeting. The motion carried with a 4-0-1 vote. Amendment being under subheading *Minutes of the November 13, 2007 Zoning Taskforce Meeting* in the first sentence change 'November 12' to 'November 13'.

### Minutes of the December 4, 2007 Zoning Taskforce Meeting

Mr. Doering moved to approve the minutes of the December 4, 2007 zoning taskforce meeting as revised by Mr. Preston. Mr. Preston seconded the motion. Mr. Roland abstained due to his absence at the December 4, 2007 zoning taskforce meeting. The motion carried with a 4-0-1 vote.

### Minutes of the December 10, 2007 Special Meeting

Mr. Roland moved to approve the minutes of the December 10, 2007 special meeting as revised by Mr. Preston. Mr. Doering seconded the motion. The motion carried with a 5-0-0 vote.

## **2. PUBLIC COMMENT**

Gail Brown of 500 Sanatoga Road, also Chair of the Historical Commission, thanked Mr. Rinehart, on behalf of the Historical Commission and Ms. Brower, for the delivering the nicely done and framed resolution of appreciation to Ms. Brower for her service to the Historical Commission.

Ms. Brown presented the Historic Resources map of East Coventry Township with the road names included on the map. Ms. Brown gave a brief overview of the map and noted the dark colors are for Class I, pink is for Class II and the lighter colors represent Class III. Ms. Brown noted Chester County produced the map utilizing information submitted by the Historical Commission. Ms. Brown stated the East Coventry Township Historical

Resources Map is copyrighted by Chester County and any copies will have to be requested of Chester County.

Mr. Preston moved to hang the Historic Resources map in the township offices where it would be visible to the public and prepare a resolution for January workshop thanking Chester County. Mr. Roland seconded the motion. The motion carried with a 5-0-0 vote.

Ray Kolb, Public Works Director, noted concerns of his position changing to a salaried position due to his working with the minimum number of men and feels being required to take comp time off would hinder the efforts of his department's daily operations. Mr. Kolb asked the Board to consider his concerns.

Chris Mudrick and Steve Minnick of Exelon were present to thank Jay Doering for his community service and noted they appreciate his support to the community.

Joy Schollenberger of 1111 Old Schuylkill noted concerns of the inconsistent zoning of separate lots on her property.

Mr. Preston moved that the Schollenberger lot located at 1111 Old Schuylkill listed as LI be changed, as part of the Township's current rezoning efforts, to R3 to be consistent with the front lots to follow the property lines. Mr. Rinehart seconded the motion. The motion carried with a 5-0-0 vote.

Mr. Roland clarified that the Board is not setting a precedence to change the zoning of properties at the property owner's request and that this move by the Board must be approved as part of the Township's proposed zoning changes. Mr. Preston noted that this incidence makes sense to change the zoning of that particular property.

### **3. OTHER BUSINESS**

#### Phase 2 Sewer

Mr. Roland moved to approve Payment No. 8 for the Phase 2 sewer project for the amount of \$281,798.02. Mr. Preston seconded the motion. The motion carried with a 5-0-0 vote.

#### T.H. Properties

The Township Manager noted the escrows received were \$25,000 for the upgrade design of the Creekview pump station and \$5,000 for soft costs. The Township Manager noted he received an e-mail from the Township Engineer recommending the escrow release.

The Township Solicitor noted that as part of the release T.H. Properties' should consent to joining in the dedication effort of Pump Station #4.

Mr. Preston moved to authorize the release of the balance of the escrow for the Creekview pump station upgrade to T.H. Properties to include all interest earned upon determining there are no encumbrances. Mr. Doering seconded the motion. The motion carried with a 5-0-0 vote.

RESOLUTIONS

Resolution No. 2007-37; Transfer from Sewer Operating to General Fund

Mr. Doering moved to approve Resolution No. 2007-37 authorizing the transfer of \$23,860.98 to the General Fund from the Sewer Operating Fund to pay for the costs of the operation and maintenance of the sanitary sewer system in East Coventry Township. Mr. Roland seconded the motion. The motion carried with a 5-0-0 vote.

Mr. Preston requested timesheet backup in the future.

Consideration of Adopting 2008 Budget

The Township Manager provided the below modifications to the proposed 2008 budget.

**General Fund**

Account Number	Account	Per Proposed Budget	Change	Difference
401.120	Salary – Twp Manager	82,950.00	80,596.97	(2,353.03)
401.161	FICA – Twp Manager	5,142.90	4,997.01	(145.89)
401.162	Med. – Twp Manager	1,202.78	1,168.65	(34.13)
402.320	Financial Asst/Acct.	49,140.00	40,542.52	(8,597.48)
402.161	FICA – Financial Asst.	3,046.68	2,957.21	(89.47)
402.162	Med. – Financial Asst.	712.53	691.60	(20.93)
403.114	Tax Collector Salary	17,850.00	32,576.00	14,726.00
403.161	FICA – Tax Collector	1,106.70	2,019.71	913.01
403.162	Med. – Tax Collector	472.35	258.83	(213.52)
468.315	Historic Research	500.00	5,000.00	4,500.00
410.122	Salary –Chief	79,050.00	85,373.14	6,323.14
410.161	FICA – Police	36,059.54	36,451.57	392.03
410.162	Med. – Police	8,433.28	8,524.96	91.68
430.120	Public Works Director	60,140.00	61,636.56	1,496.56
430.121	Public Works Foreman	49,000.00	46,303.61	(2,696.39)
430.123	Public Works Fulltime	42,600.00	44,333.95	1,733.95

Overall Increase in Budget Expense

(offset by reduction of transfer to operating reserve): 16,025.53

Account Number	Account	Per Proposed Budget	Change	Difference
492.100	Transfer to Operating Reserve	68,982.95	52,957.42	(16,025.53)

**Sewer Operating Fund**

<b>Account Number</b>	<b>Account</b>	<b>Per Proposed Budget</b>	<b>Change</b>	<b>Difference</b>
414.120	Salary – Sewer Supervisor	8,000.00	7,618.00	(382.00)
414.121	Salary – Sewer Laborer	7,500.00	6,392.15	(1,107.85)
414.122	Salary – Financial Asst	7,020.00	7,154.56	134.56

Overall Increase in Budget Expense: (1,355.29)

The Township Manager noted the budgeted amount for the Tax Collector commission is based on 3.2% of the collected amount. He stated that the Tax Collector had given the Board a letter requesting the rate be increased back to 5% from 3.2%. 5% was the amount set by the Board but the Tax Collector had voluntarily agreed to accept 3.2%. He noted that the Tax Collector informed him that if the Board increased the tax millage as proposed she would accept 3.2% instead of 5% but a letter would be needed from the Tax Collector retracting the 5% compensation rate request otherwise the Township would be obligated to pay the 5%. Mr. Rodgers noted that the Board may want to amend the budget to include 5% versus the proposed 3.2%. Mr. Preston noted the possibility of investigating a per invoice basis for Tax Collector compensation for 2009 but the amount as proposed in the budget should not be changed based on the Tax Collector’s indication to the Manager.

Resolution No. 2007-38 Budget Adoption

Mr. Doering moved to approve Resolution No. 2007-38 appropriating specific sums estimated to be required for the specific purposes of the municipal government, hereinafter set forth, during the year 2008 further clarifying the budget as adopted does not approve salaries which will be handled as a separate action . Mr. Preston seconded the motion. The motion carried with a 5-0-0.

Resolution No. 2007-39; Tax Levy for 2008

Mr. Preston moved to approve Resolution No. 2007-39 levying for the year 2008 an annual township tax at the rate of 3.0 mills upon all real property within East Coventry Township made taxable for general township purposes, thereby increasing said tax from 1.5 mills imposed during the year 2007. Mr. Doering seconded the motion. The motion carried with a 5-0-0.

Resolution No. 2007-40; Tax Anticipation Note for 2008

There was a discussion regarding the tax anticipation note with Commerce Bank offering a 4.10% rate and \$1,000 fee and National Penn Bank offering a floating rate of 60% of Prime with a \$250 fee. Both banks have additional settlement costs. Mr. Preston noted concerns of the primary depository restrictions found in each proposal for a \$200,000 tax anticipation note.

Mr. Doering moved to award the tax anticipation note to National Penn Bank. Mr. Rinehart seconded the motion. The motion carried with a 5-0-0 vote.

Mr. Doering moved to approve Resolution No. 2007-40 authorizing the issuance of a tax anticipation note, in the amount of \$200,000.00 in anticipation of the receipt of current taxes to National Penn Bank; and providing for the filing of required documents and the taking of other actions necessary and proper in connection with the note with the appropriate paperwork signed by the Board of Supervisors. Mr. Preston seconded the motion. The motion carried with a 5-0-0.

Resolution No. 2007-41; Pay and Classification Plan, Job Descriptions & Management Study Approval

Mr. Preston moved to approve Resolution No. 2007-41 establishing the pay and classification plan of the township for the fiscal year 2008 with the following conditions; the job descriptions are approved with the modifications outline in the November 9, 2007 Memo to Mr. Marshall from Robert F. Preston including making the positions of Township Manager, Chief of Police, Director of Public Works salary exempt and otherwise accepting the Management Study as prepared. Mr. Doering seconded the motion. The motion carried with a 5-0-0 vote.

Resolution No. 2007-42; Transfer of Funds from Capital Reserve Account

Mr. Preston moved to approve Resolution No. 2007-42 authorizing the temporary transfer of \$40,000.00 to the Township General Fund from the Capital Reserve Fund for payment of salaries in January 2008 with the monies to be returned to the Capital Reserve Fund upon receipt of the funds from the Tax Anticipation Note approved under Resolution 2007-40. Mr. Roland seconded the motion. The motion carried with a 5-0-0 vote.

Resolution No. 2007-43; Creation of Capital Reserve Fund

Mr. Doering moved to approve Resolution No. 2007-43 creating a Capital Reserve Fund with the amendment of adding any moneys received from the sale of real estate, voluntary contribution, or sale of capital property shall be placed in the Capital Reserve Fund. Mr. Preston seconded the motion. The motion carried with a 5-0-0 vote.

**4. DISCUSSION ITEMS**

Mrs. Miller noted she attended a Northern Federation meeting and there was a presentation regarding Stream Buffers and Mrs. Miller will provide copies of the material to the Planning Commission.

Mr. Preston complimented the township staff for the timely completion of the budget with associated resolutions and it was the first time in nine (9) years the Board of Supervisors did not have to have a special meeting between Christmas and New Years to approve the budget and associated resolutions.

Mr. Roland noted that Lance Parson, member of the Planning Commission, is considering filling Mrs. Megay's position on the Pottstown Metropolitan Regional Committee.

Mr. Rinehart moved to prepare a resolution thanking Mr. Koury for the years of service Mr. Koury has represented the township and for his willingness, availability and excellent service. Mr. Preston seconded the motion. The motion carried with a 5-0-0 vote.

Mr. Roland thanked Mr. Koury for his advice and calming influence over the years.

**5. PAYMENT OF BILLS**

Mr. Rinehart moved to pay the bills from the General Fund less the NCD bill. Mr. Preston seconded the motion. The motion carried with a 5-0-0 vote.

Mr. Doering moved to pay the NCD Associates bill for the amount of \$101.57 from the General Fund. Mr. Rinehart seconded the motion. Mr. Preston voted no. The motion carried with a 4-1-0 vote.

Mr. Preston moved to pay bills out of the Sewer Construction Loan as listed below:

Requisition No. CL-39	Howard and Victor White	\$17,900.00
Requisition No. CL-40	Stephen and Suzanne Funk	\$1,700.00
Requisition No. CL-41	Terry / Mary Lou Dougherty	\$4,600.00
Requisition No. CL-42	N. Abbonizio Contracting	\$281,798.02
Requisition No. CL-43	ARRO Consulting, Inc.	\$29,257.42
Requisition No. CL-44	John Koury	<u>\$1,122.00</u>
		\$336,377.44

Mr. Roland seconded the motion. The motion carried with a 5-0-0 vote.

Mr. Doering moved to pay bills out of the Sewer Operating Fund as listed below:

Requisition No. SRA-53	Bill's Auto Repair	\$55.00
Requisition No. SRA-54	Bursich Associates	\$534.72
Requisition No. SRA-55	Citizens & Northern	\$410.40
Requisition No. SRA-57	Fromm Electric	\$37.78
Requisition No. SRA-58	PECO	\$1,621.44
Requisition No. SRA-59	PA American Water	\$44.07
Requisition No. SRA-60	Staples	\$61.98
Requisition No. SRA-61	Verizon	\$130.15
Requisition No. SRA-62	East Coventry Township	<u>\$23,860.98</u>
	Total	\$26,756.52

Mr. Rinehart seconded the motion. The motion carried with a 5-0-0 vote.

Mr. Roland moved to pay bills for the Highway Aid Fund in the amount of \$1,704.79. Mr. Doering seconded the motion. The motion carried with a 5-0-0 vote.

Mr. Doering moved to pay bills for the Water Users Fund in the amount of \$305.54. Mr. Preston seconded the motion. The motion carried with a 5-0-0 vote.

Mr. Rinehart moved to pay bills for the Water Users Fund in the amount of \$4,350.89. Mr. Roland seconded the motion. The motion carried with a 5-0-0 vote.

**6. ADDITIONAL ITEMS BROUGHT BEFORE THE BOARD**

Mr. Preston moved to approve the crediting of \$6,830.95 to the accounts listed in the memo titled 2007 Sewer Operating Fund Account Quick Report dated January 1 through December 7, 2007 regarding refunding of “penalties” erroneously collected by the township in invoicing the sewer customers. Mr. Doering seconded the motion. The motion carried with a 5-0-0 vote.

Mr. Preston moved to acknowledge receipt of Joy Schollenberger’s letter dated December 10, 2007 and requested expediting the review for the lot line change to create two (2) lots out of three (3) existing lots. Mr. Doering seconded the motion. The motion carried with a 5-0-0 vote.

**7. ADJOURNMENT**

The workshop meeting adjourned at 9:00 p.m.

Respectfully submitted,

John Doering, Jr.  
Township Secretary