

MINUTES OF THE
EAST COVENTRY TOWNSHIP BOARD OF SUPERVISORS
ANNUAL ORGANIZATIONAL MEETING HELD ON JANUARY 7, 2008
(Approved January 21, 2008)

The Board of Supervisors held their annual organizational meeting on Monday, January 7, 2008. Present for the meeting were supervisors W. Atlee Rinehart, Rosemarie Miller, Robert F. Preston Timothy Roland and Ray Kolb. Also, in attendance was Bernard A. Rodgers, Township Manager. Mr. Rinehart called the meeting to order at 7:00 p.m.

1. AFFIRMATION OF THE BOARD OF SUPERVISORS

Mr. Preston nominated Rosemarie Miller as Chairperson. Mr. Rinehart asked for a second. None of the remaining supervisors would second the nomination. Therefore, the nomination died for a lack of a second.

Mr. Roland moved to appoint Mr. Rinehart as Chairman. Mrs. Miller seconded the motion. A roll call vote was taken: Mrs. Miller voted yes, Mr. Preston voted yes, Mr. Roland voted yes, Mr. Kolb voted yes and Mr. Rinehart voted yes. The motion carried with a 5-0-0 vote.

Mr. Roland nominated Rosemarie Miller as Vice Chairperson. Mr. Preston seconded the nomination. No other nominations for Chairperson were made.

Mr. Roland moved to appoint Mrs. Miller as Vice Chair. Mr. Preston seconded the motion. A roll call vote was taken, Mrs. Miller voted yes, Mr. Preston voted yes, Mr. Roland voted yes, Mr. Kolb voted yes and Mr. Rinehart voted yes. The motion carried with a 5-0-0 vote.

2. AFFIRM SUPERVISORS EMPLOYED BY THE TOWNSHIP

Mr. Rodgers stated that in the past Mr. Rinehart was authorized as an employee of the township for the purpose of snow- plowing on a part-time 'as needed' basis. The hourly rate had been set at \$20.38 for 2006 and 2007. Mr. Rodgers recommended an hourly increase to \$21.00 given that the rate has not been increased the last 2 years. Given the time involved it is not a large expense. Mr. Rodgers noted the Board of Auditors will make the final decision but past practice is that the Board of Auditors has established the wages in accordance with Board's recommendation.

Mr. Rodgers stated that Mr. Kolb's salary is to be recommended to the Board of Auditors to concur with the pay plan that was adopted on December 17, 2007. Mr. Kolb's pay would stay the same in 2008 as in 2007 until his anniversary date on September 1, 2008 when he would receive the step increase. Mr. Rodgers stated that he would communicate the information on the pay plan approved by the Board of Supervisors to the Board of Auditors.

Mr. Preston asked if one Supervisor calling on another supervisor to make money is a conflict of interest in voting for each other's salary. Mr. Rodgers noted he did not feel it was a conflict. Mr. Preston asked him if it was his official opinion and Mr. Rodgers replied 'yes'. Mr. Rinehart noted that during the last ten years being employed by the Township and the 3 years before becoming a Supervisor it was not asked if his employment would be unethical.

Mr. Rinehart asked Mr. Preston if he would like to have the Township Manager contact Mr. Rinehart for plowing. Mr. Preston said he hadn't made that request yet but is thinking about it. Mr. Preston commented that he believed it was unethical of a sitting supervisor to vote on a "pay amount" of any supervisor which has the authority to direct the utilization of the other supervisor which supervisor will be compensated by township public funds.

Mr. Roland moved to affirm Mr. Rinehart's 'as needed' part-time township employee status by the township with Mr. Kolb authorizing the part time work with a wage as set by the Board of Auditors with a recommended wage of \$21.00 per hour. Mr. Preston seconded the motion. A roll call vote was taken. Mrs. Miller voted yes, Mr. Preston voted yes, Mr. Roland voted yes, Mr. Kolb abstained due to conflict of interest. Mr. Rinehart abstained due to conflict of interest. The motion carried with a 3-0-2 vote.

3. AFFIRM SUPERVISORS EMPLOYED BY THE TOWNSHIP

Mr. Preston moved to appoint Ray Kolb as Director of Public Works, at Pay Grade 16, Step 6 with anniversary date being September in accordance with action taken by the Board of Supervisors on December 17, 2007. Mrs. Miller seconded the motion. A roll call vote was taken. Mrs. Miller voted yes, Mr. Preston voted yes, Mr. Roland voted yes, Mr. Kolb abstained due to conflict of interest. The motion carried with a 3-1-1 vote.

Mr. Rodgers read a letter to the Board from Ray Kolb which stated "I Ray Kolb, request continued participation in the group life, health, hospitalization, medical service and accident insurance plan paid in whole or in part by the township, which I currently am enrolled in". Mr. Rodgers stated that the 2nd Class Township Code requires that any Supervisor employed by the township must request continued participation in the township health and accident insurance programs.

Mr. Rinehart moved to accept Mr. Kolb's letter and approve his continued participation in the health and accident insurance programs. Mr. Roland seconded the motion. Mr. Kolb abstained due to conflict of interest. The motion carried with a 4-0-1 vote.

Mr. Rodgers stated that in addition to the Board of Auditors establishing Mr. Kolb's compensation/wage rates for 2008 the Board of Auditors must approve Mr. Kolb's inclusion for participation in the Township retirement plan with the Pennsylvania Municipal Retirement System (PMRS) because that is considered part of his compensation.

4. APPOINTMENTS TO OFFICE

Mr. Rinehart moved to appoint Mr. Rodgers to the position of Township Manager. Mr. Preston seconded the motion. The vote carried with a 5-0-0 vote.

Mr. Roland moved to appoint Mr. Rodgers to the positions of Township Secretary and Township Treasurer. Mr. Rinehart seconded the motion. Under discussion, Mr. Preston noted that in light of past experience in this township he suggested a Board Member be appointed the position of Township Treasurer to have additional review of the township accounting records. The motion above made by Mr. Roland did not pass.

Mr. Roland moved to appoint Mr. Rodgers to the position of Township Secretary. Mr. Preston seconded the motion. The motion carried with a 5-0-0 vote.

Mr. Roland moved to appoint Mr. Preston to the position of Township Treasurer. Mrs. Miller seconded the motion. The motion carried with a 5-0-0 vote.

Mr. Rinehart moved to appoint Mr. Roland to positions of Assistant Township Treasurer and Assistant Township Secretary. Mr. Preston seconded the motion. The motion carried with a 5-0-0 vote.

5. ESTABLISHED THE AMOUNT OF THE TREASURER'S BOND

Mrs. Miller moved to establish the amount of the Treasurer's Bond at \$3,000,000. Mr. Rinehart seconded the motion. The motion carried with a 5-0-0 vote.

6. OTHER APPOINTMENTS

Appointment of Township Solicitor was tabled.

Mr. Preston moved to appoint ARRO Consulting, Inc. as Township Engineer. Mrs. Miller seconded the motion. The motion carried with a 5-0-0 vote.

Code and Zoning Enforcement Officer and Building Inspector services are to continue but Code Inspections Inc. appointment was tabled and Mr. Rodgers was directed to solicit proposals for Code and Zoning enforcement Code, Zoning and Building Inspector services. Mr. Roland moved to appoint Mr. Kolb, Director of Public Works, as Driveway Inspector for single or individual residences on all roads. ARRO will inspect the driveways in developments of two or more homes and where grade and soil erosion plans are necessary. Mr. Rinehart seconded the motion. The motion carried with a 5-0-0 vote.

Mr. Roland moved to appoint Lance Parson to the Vacancy Board. Mr. Preston seconded the motion. The motion carried with a 5-0-0 vote.

Mr. Rinehart moved to appoint Harold Kulp to the Planning Commission. Mr. Kolb seconded the motion. The motion carried with a 5-0-0 vote.

Mr. Rinehart moved to appoint Sally Kolb to Emergency Management Coordinator. Mr. Roland seconded the motion. The motion carried with a 5-0-0 vote.

It was noted that Mrs. Miller and Mr. Kulp already attend the Federation of Northern Chester County Communities meetings. Mrs. Miller provided a brief overview of the meetings and stated the meetings are held the second Tuesday of each month.

Mr. Preston moved to appoint Mrs. Miller and Mr. Kulp to the Federation of Northern Chester County Communities. Mr. Rinehart seconded the motion. The motion carried with a 5-0-0 vote.

Mr. Preston moved to appoint Mrs. Miller to Voting Delegate to PSATS Annual Convention. Mr. Rinehart seconded the motion. The motion carried with a 5-0-0 vote.

A representative for the Pottstown Area Regional Counsel of Governments was not selected. Mr. Preston noted that no reports from COG have been received. Mr. Rinehart asked if there is a cost to join and Mr. Preston noted it was \$200. Nobody on the Board volunteered to attend the meetings.

Mr. Rodgers noted that attendance at conferences should be authorized by the Board of Supervisors.

Mr. Rinehart moved to appoint Mr. Roland to the Pottstown Metropolitan Area Regional Planning Commission. Mr. Preston seconded the motion. The motion carried with a 5-0-0.

Mr. Rinehart moved to appoint Lance Parson as the citizen-at-large to the Pottstown Metropolitan Area Regional Planning Commission filling out Mrs. Megay's remaining term. Mr. Preston seconded the motion. The motion carried with a 5-0-0.

Mr. Roland moved to appoint Mr. Preston to Police Liaison. Mr. Kolb seconded the motion. The motion carried with a 5-0-0 vote.

Mr. Preston moved to appoint Mr. Kolb to Road Department Liaison. Mr. Roland seconded the motion. The motion carried with a 5-0-0 vote.

Mr. Roland moved to appoint Mr. Preston to General Staff Liaison. Mrs. Miller seconded the motion. The motion carried with a 5-0-0 vote.

7. SELECT DEPOSITORIES FOR THE TOWNSHIP'S FUNDS

Resolution No. 2008-02: Naming Commerce Bank as a Depository for Township Funds

Mr. Preston moved to approve Resolution No. 2008-02 naming Commerce Bank as a depository for township funds with the additional proviso that telephone transfers are first approved through signature of two (2) of the named signatures on the resolution. Mr. Roland seconded the motion. The motion carried with a 5-0-0 vote.

Resolution No. 2008-03: Naming National Penn Bank as a Depository for Township Funds

Mr. Preston moved to approve Resolution No. 2008-03 naming National Penn Bank as a depository for township funds with the additional proviso that telephone transfers are first approved through signature of two (2) of the named signatures on the resolution. Mr. Roland seconded the motion. The motion carried with a 5-0-0 vote.

8. ESTABLISH REGULAR MONTHLY MEETING LOCATION, DATES AND TIMES

Mr. Rodgers the Board established the regular monthly meetings for the year and the Board meetings have been traditionally held first and third Monday of the month and the past two years practically every Monday because of the zoning ordinance revisions this year. There had been discussion that the Board change the meeting schedule to possibly one meeting a month and see how that works out. Mr. Rodgers recommended a switch to Wednesday

nights noting that some members of the Board would have conflicts on Tuesdays and Thursdays. Mr. Rinehart noted he was concerned about having only one meeting per month because it may be too lengthy, not provide enough opportunity for residents to attend a meeting and add advertising costs for special meetings if needed. Mr. Preston stated that he would like to drop to one meeting a month with packets being received six (6) days in advance.

Mr. Roland moved to establish the Board, Committee and Commission meeting dates, times and location and have a Board of Supervisors Meeting on January 21, 2008 and starting in February 2008 the Board of Supervisors Meetings to be held the first Wednesday of each month at 7:00 p.m. Additional Board of Supervisors Meeting will be advertised individually if required. Mr. Preston seconded the motion. The motion carried with a 5-0-0 vote.

9. DETERMINE HOLIDAYS FOR NON-UNIONIZED TOWNSHIP EMPLOYEES

Mr. Rinehart moved to establish holidays for non-unionized township employees as presented. Mr. Roland seconded the motion. The motion carried with a 5-0-0 vote.

1. New Year's Day
2. President's Day
3. Good Friday
4. Memorial Day
5. July 4th
6. Labor Day
7. Thanksgiving Day
8. Day After Thanksgiving
9. Christmas Day
10. Day After Christmas

10. SET FEE SCHEDULE AND MILEAGE REIMBURSEMENT

Mr. Preston noted concerns of the fees for electrical reviews stating 10% of project cost and suggested the electrical review be noted as being 10% of the electrical project cost. Mileage reimbursement rate and Engineer, Traffic Engineer, Planner and Solicitor fee schedules are to be attached to the Fee Schedule.

Resolution No. 2008-04: Adopting Schedule of Fees and Costs for Year 2008

Mr. Preston moved to approve Resolution No. 2008-04 adopting the East Coventry Township Schedule of Fees and Costs for Year 2008 with the attachment of the Engineer, Traffic Engineer, Planner and Solicitor fee schedules and any fees that are a percentage of a project cost be defined as a percent of the cost of the project related to that particular item and that mileage re-imburement be the IRS approved amount. Mr. Rinehart seconded the motion. The motion carried with a 5-0-0 vote.

11. PASS RESOLUTION ON EMS TERRITORIES FOR AMBULANCE SERVICES

Resolution No. 2008-05: Designating Emergency Service Response Districts

Mr. Rinehart moved to approve Section 1. Fire Protection of Resolution No. 2008-05 designated Ridge Fire Company to provide fire projection service in said district. Mr. Kolb seconded the motion. The motion carried with a 5-0-0 vote.

Mr. Rinehart moved to approve Section 2. Ambulance of Resolution No. 2008-05 designated Goodwill Ambulance Service to District I and West End Fire Company #3 to District II. Mr. Preston seconded the motion. The motion carried with a 5-0-0 vote.

There was a discussion regarding concerns of billing for ambulance services where the service was provided by a different ambulance company than the individual had subscribed to. There was request of potentially having a reciprocity agreement between the two ambulance companies servicing East Coventry Township.

Mr. Kolb was authorized to communicate the Board's concerns to the ambulance companies.

Mr. Rinehart requested Goodwill Ambulance provide reports.

Mr. Preston moved to approve Resolution No. 2008-05 designating emergency service response districts for the two ambulance companies with the requirement the status of the reciprocity agreement negotiations be reported to the East Coventry Board of Supervisors with in three months of the date of this meeting or on or before April 8, 2008. Mr. Roland seconded the motion. The motion carried with a 5-0-0 vote.

Fire Department Liaison

Mr. Rinehart moved to appoint Mr. Kolb to Fire Department Liaison. Mr. Roland seconded the motion. Mr. Preston abstained from the vote. Mr. Preston noted that Mr. Kolb is a trustee of the Fire Department and he felt someone else should hold that position. The motion carried with a 4-0-1 vote.

ADJOURNMENT

The annual organizational meeting closed at 8:30 p.m.

Respectfully submitted,

Bernard A. Rodgers
Township Secretary

MINUTES OF THE
EAST COVENTRY TOWNSHIP BOARD OF SUPERVISORS
MEETING HELD ON JANUARY 7, 2008
(Approved January 21, 2008)

The Board of Supervisors held their regular monthly meeting on Monday, January 7, 2008. Present for the meeting were supervisors W. Atlee Rinehart, Rosemarie C. Miller, Robert F. Preston, Timothy Roland and Ray Kolb. Also, in attendance was Bernard A. Rodgers, Township Manager. Mr. Rinehart called the meeting to order at 8:30 p.m.

1. MINUTES

Minutes of December 17, 2007

Mr. Roland moved to approve the minutes of the December 17, 2007 workshop meeting as revised by Mr. Preston and further amended. Mrs. Miller seconded the motion. Mr. Kolb abstained due to his not being Board member at the time of the December 17, 2007 workshop meeting. The motion carried with a 4-0-1 vote. Amendment is under *Public Comment* in the first paragraph change 'Mr. Brower' to 'Ms. Brower'.

2. PUBLIC COMMENTS

Roger Kolb of 768 Ebelhare Road noted concerns of some of the actions made by Board members in 2007 and the costs incurred due to these actions. Mr. Preston explained the board was following the recommendations of its paid consultant advisors. Mr. Rinehart stated the Board will do everything they can to move in a positive direction going forward.

Mr. Preston moved to place the complete 2006 audit report including letters on the website. Mrs. Miller seconded the motion. The motion carried with a 5-0-0 vote.

Mary Ann Keen of 537 Sanatoga Road inquired about the settlement agreement with the previous Township Manager and Mr. Rodgers noted the document is a matter of public record and may be reviewed.

Sally Kolb of 231 Baptist Church Road noted issues she has been made of aware by other citizens of East Coventry Township that the township has not followed up on nor responded to the citizen's issues, examples cited were items involving chickens and a swimming pool.

Missy King of 10 Eleanor Drive inquired if tax payments may be spread out for those on fixed income and it was noted tax payments could not be spread out. Mr. Rodger stated taxes must be paid in full by the due date.

Lance Parson of 79 Brownstone Drive noted concerns of the deplorable state of the roads affected by the sewer project. Mr. Preston noted in particular Harley Road between Sawmill Road and East Cedarville Road, and Sawmill Road south of the intersection with Harley Road has been in a deplorable state and not effectively maintained under temporary road restoration requirements. Mr. Preston suggested that the manager direct the engineer to straighten out this situation.

Walter Woessner of 164 Schoolhouse Road noted concerns of interpretation of the content found in the draft zoning ordinance as it references kennels and noted the outcome of the hearing involving a kennel in the township would allow Kennels in all Zoning Districts. Mr. Woessner comment was the Zoning Hearing Board may the Township go to the dogs.

Gail Brown of 500 Sanatoga Road noted improper zoning information obtained from township non-zoning personnel is incorrect and ordinances not being followed nor enforced.

Public comment was closed and Mr. Rinehart noted that going forward public comment will be limited in future meetings because these meetings are board meetings and not town hall meetings.

3. REPORTS

Reports from Various Departments and Committees

Mr. Preston moved to approve reports from various departments and committees through and including the police report. Mr. Roland seconded the motion. . The motion carried with a 5-0-0 vote.

There was a review of the Township Engineer's report. It was noted that Mr. Rodgers is to follow up with the DEP regarding NPDES MS – 4 issues pursuant to the township manager's letter on the same subject dated November 13, 2007 as stated in the Engineer's report. Mr. Rodgers will be reviewing the 10-Year Capital Projects Program with the Township Engineer to determine the degree and extent the work to be completed. Mr. Rodgers will report back to the Board with his recommendation. Mr. Preston inquired about the sewer laterals in Coventry Glen and Heather Glen that do not conform to the Township Approved Standard Specification at the time the work was performed. Mr. Rodgers noted he is investigating and will prepare and update for the Board on the building sewer issue at a future Board meeting. Mr. Preston inquired about the status of the temporary U/O issue by Code Inspections Inc for a dwelling constructed at Meadowbrooke Hunt. Mr. Rodgers stated he will investigate and report back to the Board at a future Board meeting. Mr. Preston requested the Township Engineer provide written summaries of the meeting he attended on the behalf of East Coventry Township in regard to the North Coventry Wastewater Treatment Plant Expansion Construction attributed to East Coventry Township in lieu of photocopying NCMA reports.

Mr. Preston moved to approve the Township Engineer. Mrs. Miller seconded the motion. . The motion carried with a 5-0-0 vote.

There was a review of the financial "Profit & Loss Budget vs. Actual" reports for all funds. Mr. Preston noted that several funds stated a negative fund balance for the year 2007. Mr. Preston also noted that the beginning balance was not shown in these Profit and Loss Statements such that some of the funds will actually have a positive balance at the end of the year. Additionally, Mr. Preston noted the negative balance shown in the General Fund of \$ - 132,708.78 could be a high as \$ - 200,000.00 when all information is properly shown. The ending balances for the year 2007 as reported in these reports are shown below:

General Fund	\$ (- 132,708.78)
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Highway Aid Fund	\$ 16,355.23
Capital Reserve Fund	\$ (- 35,274.27)
Traffic Impact Fee Fund	\$ 84, 901.86
Water Users Fund	\$ (- 4,211.66)
Police Safety Fund	Not Reported
Sewer Revenue Account	\$ 50,834.87
Sewer Capital Fund	\$(- 3,044,014.62) (Does not account for \$7,800,000.00 Loan borrow for the capital project in 2007)

The two week Payroll for the period ending January 2, 2008 was \$ 36,620.19

Fund Balances Report

Fund	Money Market	Checking	Total
General	\$37,030.67	\$65,264.53	\$102,295.20
Highway Aid	\$66,814.65	\$2,286.30	\$69,100.95
Capital Reserve	\$160,506.36		\$160,506.36
Traffic Impact	\$398,044.77	\$7,233.90	\$405,278.67
Water User		\$5,876.93	\$5,876.93
Police Safety	\$2,995.18		\$2,995.18
Sewer Revenue		\$125,523.80	\$125,523.80
Sewer Capital		\$40,073.23	\$40,073.23
TOTAL			\$911,650.32

Mr. Preston moved to approve Township Engineer and finance reports. Mr. Roland seconded the motion. . The motion carried with a 5-0-0 vote.

4. SUBDIVISION AND LAND DEVELOPMENTS

Project: Ridgefield Estates (f.k.a. Neuman Subdivision) Applicant: West Gate Land Development

Mr. Preston moved to approve Resolution No. 2008-01 granting preliminary plan approval for Ridgefield Estates. Mr. Rinehart seconded the motion. The motion carried with a 5-0-0 vote. Mr. Preston recommended that FKA and AKA's be provided in plan approval resolutions in the future.

Project: Coventry Self Storage Applicant: Ronald Elliott

Mr. Roland moved to approve Escrow Release No. 11 for Coventry Self Storage for the amount of \$21,272.14. Mr. Preston seconded the motion. The motion carried with a 5-0-0 vote.

Project: Parkerford Church of the Brethren Applicant: Parkerford Church of the Brethren

Mr. Preston moved to approve Final Escrow Release for Parkerford Church of the Brethren for the amount of \$42,111.85 pending receipt of the \$49,878.33 maintenance bond. Mr. Roland seconded the motion. The motion carried with a 5-0-0 vote.

Project: Plan Review Extensions

Mr. Roland moved to approve the plan review extensions for Hidden Acre Estates, Walley et al Tract and Green Acres. Mrs. Miller seconded the motion. Mr. Rinehart abstained due to a conflict with the Walley et al Tract development. The motion carried with a 4-0-1 vote.

5. OTHER BUSINESS

Phase 2 Sewer

Mr. Roland moved to approve Change Order No. 10 – Modification to Manhole Covers in the amount of \$820.00. Mr. Preston seconded the motion. The motion carried with a 5-0-0 vote.

Z-Trak Tractor

Mr. Kolb moved to approve Purchase Order No. 08-01 for the purchase of a Z-Trak Mower for the price of \$4,461.75 with the condition that the budget number, budget amount and remaining budget be listed on said purchase order. Mr. Roland seconded the motion. The motion carried with a 5-0-0 vote.

Pole Barn Addition

Discussion of pole barn addition was tabled by the Chairman and at the request of Mr. Kolb.

6. DISCUSSION ITEMS

Cable TV Franchise

There was a brief discussion regarding Cable TV franchise.

Mr. Rodgers is to review the propose Verizon Cable TV franchise agreement as well as the existing Suburban Cable TV franchise agreement and check with neighboring townships to potentially share the fees that may be incurred as a result of negotiating cable TV franchising fees by the Cohen Law Group on the behalf of the township(s).

7. ADDITIONAL ITEMS BROUGHT TO THE BOARD

Mr. Roland welcomed Mr. Kolb to the Board.

Mr. Rodgers noted two (2) checks for approval.

Mr. Rinehart moved to approve check for the amount of \$15,000 to Ridge Fire Company. Mr. Roland seconded the motion. The motion carried with a 5-0-0 vote.

Mr. Preston moved to approve check for the amount of \$5,000 to Barbacane Thorton and Company. Mr. Roland seconded the motion. Mr. Rinehart voted no. The motion carried with a 4-1-0 vote.

8. ADJOURNMENT

The monthly meeting adjourned at 10:00 p.m.

Respectfully submitted,

Bernard A. Rodgers
Township Secretary