

AGENDA
EAST GOSHEN TOWNSHIP
CONSERVANCY BOARD MEETING
January 12, 2011 7:00 PM

- 1) CALL TO ORDER / PLEDGE OF ALLEGIANCE
- 2) APPROVAL OF MINUTES – December 8, 2010
- 3) CHAIRMAN’S REPORT
- 4) OLD BUSINESS
 - a. 2011 Planning Session Saturday January 8,2011
 1. 2010 Goal Accomplishments
 2. 2011 Goals
 - b. Street Tree Program (Ann Jackson) List From Mark Miller
 - c.
- 5) NEW BUSINESS

SUB-DIVISION/LAND DEVELOPMENT REVIEW

- 7) BOARD MEMBER CONCERNS
- 8) LIAISON REPORTS
- 9) PUBLIC COMMENTS
- 10) CORRESPONDENCE

Dates of Importance

January 12, 2011	Conservancy Board	7:00 PM
January 12, 2011	Zoning Hearing Board	7:30 PM
January 13, 2011	Historical Commission	7:00 PM
January 13, 2011	Zoning Hearing Board	7:30 PM
January 17, 2011	Martin Luther King, Jr. Holiday - Office Closed	
January 18, 2011	Board of Supervisors	7:00 PM
January 25, 2011	Board of Supervisors	7:00 PM

Draft
EAST GOSHEN TOWNSHIP
CONSERVANCY BOARD MEETING
December 8, 2010
7:00 P.M.

The East Goshen Township Conservancy Board met for their regularly scheduled meeting on Wednesday, December 8, 2010, at the East Goshen Township Building. Board members present were: Chairman Bryan Delmonte, Ginnie Newlin, Walter Wujcik and Sandra Snyder. Also in attendance were Mike Merwin; Joe Zug, Historical Commission; Don McConathy, Township Supervisor; Sue Carty, Planning Commission; and Erich Meyer, Resident.

1. **CALL TO ORDER**

Bryan called the meeting to order at 7:00pm and led the Pledge of Allegiance to the Flag.

2. **REVIEW & APPROVAL OF MINUTES**

Walter moved to accept the minutes of November 10, 2010 as corrected. Ginnie seconded the motion. There was no discussion or public comment. The motion passed.

3. **CHAIRMAN'S REPORT**

A. Reservoir Road – Bryan reported that he and Ann Murphy moved 2 trees out of the wetlands and into a dry area.

B. Longwood Gardens – Bryan reported that he sent the request for the plans for a bluebird house to Longwood Gardens and received the plan. He would like to have 3 boxes ready for spring. Longwood Gardens recommends the use of metal or plastic posts to prevent other animals from climbing up to the nest.

C. East Boot Road – Bryan spoke with Tony Dufour of Wells. Tony is planning to replace the trees next week.

D. WEEDS, Inc. – Bryan spoke with Brian O'Neal of WEEDS, Inc. Brian verified that they sprayed for warm season plants.

E. PEC – Bryan submitted a check request for a donation of \$50 to go to the PEC. Ginnie thinks it should be more.

F. Bryan announced that the Board of Supervisors reappointed him to the Conservancy Board for a 5-year term. Also, the Board of Supervisors appointed Adam Knox to the Conservancy Board effective January 1, 2011. They thanked Jane Fava for her years of dedicated service to the Township.

4. **OLD BUSINESS**

A. Comprehensive Plan Goals – The combined annual ABC planning meeting will be Saturday January 8, 2011. The Conservancy Board is scheduled first at 8:05 am. The Board reviewed the 2010 goals and discussed recycling. Don suggested that the Board use the Newsletter to inform the residents about electronics recycling and give locations (Best Buys, etc). He said a letter will be sent to the residents about the new trash schedule. Sandy suggested listing Goals as an item of discussion on future agendas. Ginnie moved to approve the goals for 2011. Walter seconded the motion. There was no further discussion. The motion passed unanimously.

B. Green Region (PECO) – The Conservancy Board feels that the Park & Recreation Board should apply for a grant to develop a plan for open space management.

C. Liaison - Bryan will speak to Adam Knox about taking the position of Liaison to the Park & Recreation Board.

D. Tree Ordinance Amendment – Ginnie suggested that the following changes/corrections be made to the proposed amendment:

Page 1 – Specimen Tree – add “age” to the definition.

Page 2 sec. 3, 16 – Change “affect” to “effect”

Page 2 Sec. 5B – Add item #10 – Specimen Tree.

Page 3 D 4 – add “or equivalent”.

Page 4 Sec 8 A, 4 -shall not operate or park any equipment within the TPZ.

Bryan will forward these to Mark Gordon.

5. **NEW BUSINESS**

A. Tree Vitalize – Trees are available at \$35 each. Don is concerned that the township is losing Street Trees that aren’t being replaced. This may be a way to get the trees paid for and get volunteers to do the planting. The grant does not cover labor to plant the trees. Ann Murphy gave Bryan the names of 2 Townships where volunteers did the planting under this grant program.

B. CRC – Bryan reported that CRC is requesting \$200 to cover costs that were above the grant funds for the last planting they did at Reservoir Road. Ginnie did not agree since this was a CRC project and although she thinks the Board should support CRC and is very grateful for their help, she doesn’t feel they should ask for this. Bryan will request something in writing to present to the Board of Supervisors for approval.

C. Newsletter – Bryan will provide an article about the blue bird boxes. Don suggested letting residents know that plans to build a box are available if they want to build their own.

6. **SUBDIVISION/LAND DEVELOPMENT/LANDSCAPE PLAN REVIEW**

None

7. **BOARD MEMBER CONCERNS/COMMENTS**

A. Ginnie went to a Board of Supervisors meeting last night where the “Save the Dam” Committee gave a presentation. She felt that the BOS were in favor of the proposed plan. Ginnie offered her \$500 grant to do plantings after the dam is breached. Don reported that the BOS is waiting for cost estimate to build a dam behind the dam, which is a new option.

8. **LIAISON REPORTS**

A. Planning Commission – Sue reported that Liberty Towers made application again to put a cell tower behind the Wawa on Paoli Pike. No representative came to the meeting. The Commission recommended the request be denied.

B. Historic Commission – Joe reported that there was no regular meeting in December because of the Township Holiday Party. There will be an executive meeting.

C. Board of Supervisors - Don reported that the new Township website will go live at the end of December. The final budget deficit for 2010 will be about \$150,000. Because of changes being made the anticipated deficit for 2011 has been lowered to about \$380,000.

The post and rail fence that was being used at the sewer plant has been moved to the berm on Line Road. A gate was added to the access road.

D. Municipal Authority – Walter reported that they had executive session last month.

9. **PUBLIC COMMENT**

None

10. **CORRESPONDENCE**

None

11. **ADJOURNMENT** - There being no further business, Walter made a motion to adjourn the meeting. Ginnie seconded the motion. There was no discussion or public comment. The motion passed. The meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Ruth Kiefer
Recording Secretary

C:\Documents and Settings\Owner\My Documents\My Word\Conservancy\CB 2010\CB 12082010 DRAFT.doc

Memo

East Goshen Township
1580 Paoli Pike
West Chester, PA 19380

Voice 610-692-7171

Fax 610-692-8950

E-mail rsmith@eastgoshen.org

RECEIVED AFTER
AGENDA
WAS PRINTED

Date: December 5, 2010

To: Board of Supervisors
Conservancy Board
Historic Commission
Municipal Authority
Planning Commission
Park and Recreation Board
Deer Management Committee

From: Rick Smith, Township Manager

Re: 2011 Planning Session, Saturday, January 8, 2011

The Annual Planning Session Meeting will be held on Saturday, January 8, 2011 at 8:05 am and the agenda will be as follows:

At the Planning Session a representative from each ABC is expected to outline their respective ABC's Goals accomplishments for 2010 as well as their goals for 2011. As I noted in my August 12, 2010 memo (attached) the Board of Supervisors would like each ABC to use the action items from the Comprehensive Plan as a basis for their goals.

8:05 am Conservancy Board
8:25 am Historic Commission
8:45 am Municipal Authority
9:05 am Park and Recreation Board
9:25 am Planning Commission
9:45 am Deer Management Committee
10:05 am Board of Supervisors Recap

PS to Jim McRee: Since the Deer Management Committee does not have action items in the Comp Plan a recap of the 2009/2010 program and YTD info on the 2010/2011 program would suffice.

Memo
East Goshen Township
1580 Paoli Pike
West Chester, PA 19380
Voice (610) 692-7171
Fax (610) 425-8950
E-mail rsmith@eastgoshen.org

RECEIVED AFTER
AGENDA
WAS PRINTED

Date: August 12, 2010
To: Planning Commission
Municipal Authority
Park & Rec Board
Conservancy Board
Historical Commission
From: Rick Smith, Township Manager
Re: Comprehensive Plan Goals

Background - The Comprehensive Plan (Plan) that the Board of Supervisors adopted on June 21, 2005 identifies a series of action items that need to be completed in order to accomplish the goals set forth in the Plan. These action items are set forth in Chapter 10 of the Plan.

Chapter 10 lists the timeframe for completion, the priority, the method of implementation and the party responsible for each action item. A recent review indicates that while we as a Township have made significant strides in completing the action items the work is not yet complete.

Enclosed is a list of the applicable action items for each ABC. This list only includes a summary of each action and additional information is available in the Plan. The complete Plan is available on the Township web page, if you would like a hard copy of the plan just let me know.

Required Action - The Board would like each ABC to review their list of action items to see which items can be completed by year-end. The ABC would report on these at the Annual Planning Session. In addition, each ABC should use their list of action items as a basis for determining their goals for 2011.


Enclosures

Cc: Board of Supervisors
Staff Liaisons

Memorandum

East Goshen Township
1580 Paoli Pike
West Chester, PA 19380

Voice: 610-692-7171
Fax: 610-692-8950
E-mail: mgordon@eastgoshen.org

Date: 12/30/2010
To: All ABC Chairmen
From: Mark Gordon, Township Zoning Officer 
Re: ABC Email Protocol

Dear ABC Chairmen:

The Township has launched a new email system which employs a variety of additional functionalities. The main purpose for the upgrade is to satisfy the State Statute requirements brought about by the "Open Records" and "Right to Know" Legislation. The new system will allow the staff to search the email archives for emails pertaining to a specific topic should a public "Right to Know Request" be received.

One additional function is that all ABC Chair's will be receiving an East Goshen email address linking you to the new Township Email (webmail) system Inbox. Just ABC Chairs will be getting a Township webmail Inbox. This Inbox shall be used for all of your ABC business. I have outlined the protocol for its use below; **please review this with all of your members and forward any questions to me through your Staff Liaison.**

We are in the process of setting up all the mailboxes at this time and you will be notified at your current email address with instructions and a password when the email address is ready.

Protocol:

- All outbound emails from ABC Chairs relating to Township business, or any matter before the ABC, shall be communicated using the new East Goshen webmail address.
- All email correspondence between individual ABC members using personal email accounts relating to Township business, or any matter before the ABC, shall CC the ABC Chair's East Goshen webmail address.
- When Replying Township Business Emails be sure to always "Reply to All", this will insure that the complete string of emails is archived in the system.
- ABC Chair webmail addresses will be available on the appropriate ABC page of the Township website linked to their name. The standard format for webmail

addresses will be the first letter of the first name and the full last name
@eastgoshen like mgordon@eastgoshen.org.

I have attached copy of the resolution for your information and use.

Once you have established the 2011 Chairmen for your respective ABC, please forward me their name so we can get all the email addresses created.

Rick Smith

From: Rick Smith [rsmith@eastgoshen.org]
Sent: Tuesday, December 21, 2010 7:14 AM
To: 'George Martynick'; 'metrica@aol.com'
Cc: 'mgordon@eastgoshen.org'; 'galthouse@eastgoshen.org';
'denenstein@bdcomputersolutions.com'
Subject: ABC Chairmen
Attachments: 10-43 E-Mail Policy with Archiving 112310.doc

Good Morning

As you may be aware the "Right to Know Law" and e-mail has opened up a new set of challenges for the Township.

The short story is the e-mails sent to and from public officials, such as a member of the Board of Supervisors, Planning Commission member or a member of the Historical Commission are considered public records. As such people have the right to view them. This is true even if you as an ABC member send the e-mail from your personal computer.

While a blanket request to view all of your Township e-mails would not be permitted, a request to view e-mails concerning the "Jones Project" would. This high means that there needs to be a system to search for specific e-mails.

In order to comply with this new law the Township has implemented a system where all of the township e-mails are achieved on our e-mail provider's server. Under the new system the archived e-mails can be searched. In addition the will eliminate the need for you and other ABC members to sort thru you e-mails to satisfy Right to Know requests.

There is a monthly service charge for the archiving service and in order to minimize costs the Board had decided that only the Chairman of each ABC should have an eastgoshen.org e-mail account. This will be listed on the Township web page.

The Township's IT consultant will set up a web mail site for you. Essentially you go to the web site, log in and you can then send or receive e-mail related to Township business.

Your Township e-mail address will be your first initial followed by your last name.

Ellen Carmody ecarmody@eastgoshen.org

George Martynick gmartynick@eastgoshen.org

The Township has adopted a policy on e-mails. (Attached) Please review section 6 on the last page.

I have copied Burt Denenstein, our IT consultant, on this e-mail. Burt will set up your account and e-mail you your password and instructions.

I have also copied your staff liaison and they will review the new policy and archive system at your next meeting.

Happy Holidays.

Rick Smith

EAST GOSHEN TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA

RESOLUTION NO. 10-43

A RESOLUTION GOVERNING E-MAIL COMMUNICATIONS BY AND
AMONG SUPERVISORS, STAFF AND OTHER TOWNSHIP
AUTHORITIES, BOARDS AND COMMISSIONS AND ADVISORY GROUPS

WHEREAS, the Pennsylvania Sunshine Act, 65 Pa. C.S.A. §701 *et. seq.*, as amended (the "Act"), requires that all Township business be conducted only within the context of a public meeting, excluding those matters which fall within the exceptions to the open meeting requirement under §707, §708 and §712 of the Act; and

WHEREAS, today's communication technology such as e-mail is a valuable tool and allows for the near real-time communication of information to multiple recipients; and

WHEREAS, care must be taken that the Board of Supervisors (the "Board"), Township Staff, the members of other Township Authorities, Boards and Commissions (the "ABCs") and/or any other Advisory Group(s) appointed by the Board (the "Advisory Groups") do not violate the Act by conducting deliberations outside of an open meeting via e-mail; and

WHEREAS, e-mails typically occur at random rather than by prearrangement; however, the Board nonetheless believes the Policy stated herein is appropriate in order to comply with the Act; and

WHEREAS, the Policy stated herein is not intended to address the dissemination of factual information pertaining to Township business such as meeting dates and times; and

WHEREAS, the Right to Know Act, Act 3 of 2008, as amended (the "New Law") became effective January 1, 2009; and

WHEREAS, under the New Law, all Township records, including e-mails, are presumed to be public records and subject to disclosure.

BE IT RESOLVED THAT the foregoing recitals are incorporated herein by reference and deemed essential parts hereof.

BE IT FURTHER RESOLVED THAT in consideration of the requirements of the Act and the New Law, the Board hereby establishes regulations for the use of e-mail by the members of the Board, Township Staff, the ABCs and/or Advisory Groups in accordance with the following guidelines:


1. Deliberations and official actions among a quorum of the Board, ABCs and/or Advisory Groups shall not take place by means of the exchange of e-mails, whether via personal e-mail accounts or Township e-mail accounts.

- a. For the purpose of this Resolution, “deliberation” shall include the discussion of Township business held for the purpose of making a decision as well as the making of any recommendation or providing an individual position or opinion on Township business.
 - b. For purposes of this Resolution, “official actions” means the establishment of policy; decisions on Township business; and a vote or recommendation on any motion, proposal, rule, regulation, statute, ordinance, report or order.
- 2. Nothing in this Resolution shall preclude any member of the Board, Township Staff, any ABCs and/or Advisory Groups from communicating by e-mail with one or more members of the Board or any ABCs or any Advisory Groups, including a quorum of the Board or any ABCs or any Advisory Group, for the purpose of disseminating or sharing information pertinent to Township business.
 - a. For the purpose of this Resolution, “information” is defined as a series of factual statements related to meeting schedules and agendas, including supporting background documents and data, to be discussed at a future meeting.
 - b. Background data created for a particular business item should be acknowledged at the next public meeting where the item is discussed.
- 3. E-mails received from Township residents may be acknowledged at the next regular public meeting after receipt of such e-mails.
- 4. Township e-mail accounts shall be used strictly for Township business. Township e-mail accounts shall not be used for viewing, accessing or transmitting any material that a reasonable individual may find personally offensive or inappropriate, including sexually suggestive materials.
 - a. All information sent and/or received via the Township e-mail accounts and the Township server is and shall be the property of the Township. The contents of all such e-mail accounts shall be considered public records unless it can be shown that the e-mail content falls under one of the exclusions of the New Law.
 - b. Township e-mail accounts shall not be used to communicate material such as, but not limited to, deliberations, decisions, official actions, opinions, and legal advice from the Township Solicitor without prior approval from the Township Solicitor or the Board.
 - c. The Township reserves the right to search and audit all work-provided electronic equipment of Township employees. The Township may monitor e-mail activity with or without notice, and no employee has an expectation of privacy with regard to Township e-mail accounts and electronic equipment.

5. All emails sent and received from Township owned computers and through Township webmail/Outlook accounts will be archived in a Township sponsored email archival system. Emails will be archived in accordance with the schedule established by the Pennsylvania Historical and Museum Commission.
6. Members of the Board of Supervisors, the Chairman of all the Township ABC's, and Auditors, and the Chairman of any approved Township Advisory Group shall be issued a Township email account that is connected to the Township archival system and they will utilize either webmail or Outlook software for all emails related to Township business. All emails originated by ABC, Auditor, or Advisory Group members must include the chairman on distribution to ensure the email is included in the Township archival system. Emails received via personal email accounts that are Township related shall be forwarded to the Township archival system by either forwarding to your Township email account or forwarding to the Chairman of your group. The procedures in this paragraph shall become effective on January 1, 2011.

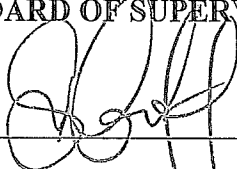
RESOLVED AND ADOPTED, this 23rd day of November, 2010.


ATTEST:

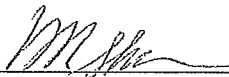



Secretary

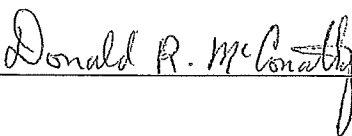
EAST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS











Memorandum

East Goshen Township

1580 Paoli Pike

West Chester, PA 19380

Voice: 610-692-7171

Fax: 610-692-8950

E-mail: mgordon@eastgoshen.org

Date: 12/30/2010

To: All ABC's

From: Mark Gordon, Township Zoning Officer



Re: ABC Packet Generation Recommendation

Dear ABC Members:

The Township staff has learned a lot over the last several weeks regarding the work processes required to generate the packets for all the Boards and Commissions. I have proposed the following modifications to the process to the Board of Supervisors and they have asked me to solicit your feedback for consideration.

The staff is challenged weekly with an extensive process to produce information packets for the various Boards and Commissions. Due to the reduction in force here within the Township administration, we must make some changes in order to more efficiently produce the packets while capturing savings in reduced or eliminated postage, delivery expenses and supplies. I recommend the following for each ABC Packet, many of which have been implemented already with positive results:

BOS:

Board Members: Hard Copies delivered for all Board Members to their residence as it is done today, no change.

ABC Liaisons: Electronic Copy via constant contact

Recording Secretary: Hard Copy placed in their bin on the Friday prior to the meeting and electronic version via constant contact.

Staff Liaison: Hard Copy

Others: Electronic Copy via constant contact

PC:

Commission Members: Hard Copies delivered for all Commission Members to their residence as it is done today, either via US MAIL or Hand Delivered depending on the size. If mailing the packets is going to be more than \$20 we will hand deliver.

BOS Liaison: Hard Copy, just like the PC Members.

ABC Liaisons: Electronic Copy via constant contact

Recording Secretary: Hard Copy placed in their bin on the Friday prior to the meeting and electronic copy via constant contact

Staff Liaison: Hard Copy

Others: Electronic Copy via constant contact

MA:

Authority Members: Hard Copies delivered for all Authority Members to their residence as it is done today.

BOS Liaison: Hard Copy Just like the Authority Members

ABC Liaisons: Electronic Copy via constant contact

Recording Secretary: Hard Copy placed in their bin on the Friday prior to the meeting and electronic copy via constant contact

Staff Liaison: Hard Copy

Others: Electronic Copy via constant contact

HC/P&R/CB:

Comm. /Board Members: Electronic Copy via constant contact

BOS Liaison: Electronic Copy via constant contact

ABC Liaisons: Electronic Copy via constant contact

Recording Secretary: Electronic Copy via constant contact

Staff Liaison: Electronic Copy via constant contact

Others: Electronic Copy via constant contact

Traffic Advisory / Deer Comm. / ZHB

These Bodies rarely meet and have rarely any info to distribute so all correspondence will be via constant contact

Correspondence received via Mail will be hand carried by the Staff liaison to the ABCs who do not receive hard copy packets in the mail. Time sensitive materials will be addressed as appropriate by the staff as needed.

These efforts to reduce the amount of paper, streamline the process and eliminate postage are long overdue and must be embraced by the ABC's to the greatest extent possible. Please discuss these suggestions and forward your comments to me via email (above) by **January 25, 2011** so I can compile them for consideration by the Board of Supervisors.

Thank you

BOARD OF SUPERVISORS
EAST GOSHEN TOWNSHIP
CHESTER COUNTY
1580 PAOLI PIKE, WEST CHESTER, PA 19380-6199

December 30, 2010

Dear Property Owner:

The purpose of this letter is to inform you that Del Vacchio Holdings, LLC has submitted a Zoning Hearing Board application for consideration of A Special Exception approval for the property located at 922 N. Chester Road, West Chester, PA, 19380; formerly the McGinty Nursery Location. The applicant is requesting an alteration to a legal non-conforming use (§240-40.C(2)). The applicant proposes to operate a Landscape Service Center similar to McGinty's Nursery. The alteration proposed would be to replace an existing greenhouse with a barn style building to be used in conjunction with the proposed use.

Pursuant to Township policy, property owners and residents within 1000 feet of the subject property are notified of Zoning Variance applications.

The meeting dates and times scheduled for the review and discussion of this application are outlined below and subject to change.

January 5, 2011 - Planning Commission meeting (workshop at 7:00 pm, formal meeting @ 7:30 pm) **(Presentation of Application)**

January 18, 2011 - Board of Supervisors meeting (7:00 pm)

February 10, 2011 - Zoning Hearing Board (7:30 pm) **(Special Exception Hearing)**

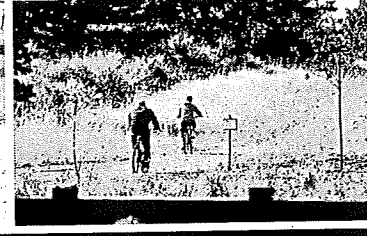
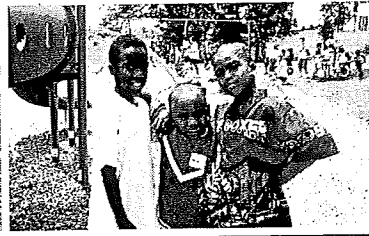
All meetings are held at the Township Building and are open to the public. The plans are available for review during normal business hours. Please give me a call at or email me at mgordon@eastgoshen.org if you have any questions or need additional information.

Sincerely,



Mark A. Gordon
Township Zoning Officer

Cc: All Township Authorities, Boards and Commissions



DCNR Bureau of Recreation and Conservation 2011 Open Grant Announcement Community Conservation Partnerships Program

Open Grant Application Period Announcement - January 3, 2011 - April 20, 2011

For more information and to apply, go to <https://www.grants.dcnr.state.pa.us/index.aspx>

GRANT PROGRAM AND PRIORITIES

Grant assistance from the Department of Conservation and Natural Resources (DCNR) helps Pennsylvania communities and organizations plan, acquire, and develop recreation, park, and trail facilities and conserve open space. The Bureau of Recreation and Conservation administers the Community Conservation Partnerships Program which combines several state and federal funding sources into one grant program.

Examples of eligible projects include community recreation projects to develop and rehabilitate parks and recreation facilities, open space conservation projects including purchase of lands in fee or with a conservation easement to protect critical habitat, developing greenways and trails, purchasing trail maintenance equipment, river conservation activities like fishing and boating access along river corridors, and partnership projects that provide education and training on natural resource, recreation and park, and greenways and trails.

In 2011, the DCNR Grant Program will focus on making grant awards that create or enhance the Commonwealth's recreation and conservation infrastructure—supporting sustainable communities, economic development, healthy lifestyles and creating jobs. Specific priorities for grant projects are: Park and recreational facilities that demonstrate green principles and connect children to healthy recreation and the outdoors; trails; river access projects and projects identified by regional partnerships including Conservation Landscapes Initiatives, Statewide Significant Greenways and Heritage Areas. For more information on many of these priorities visit www.paoutdoorrecplan.com.

APPLICATION DEADLINE

During this open application period, applications for all of the above will be accepted between 10:00 AM Wednesday January 3, 2011 and 4:00 PM Wednesday April 20, 2011.

APPLICATION PROCESS

All applications must be submitted electronically through the Environmental eGrants System available at <https://www.grants.dcnr.state.pa.us/index.aspx>. No paper, faxed, or e-mailed applications will be accepted. All grant information, project guidance documents, program policies and application instructions are available online at <http://www.dcnr.state.pa.us/brc/grants/>. For assistance with the Environmental eGrants System, call DCNR's Grants Customer Service Center at **1-800-326-7734** or email **DCNR-Grants@state.pa.us**.

REGIONAL RECREATION AND PARKS ADVISERS

We strongly recommend applicants contact their Regional Recreation and Parks Advisers to discuss proposed projects and program application requirements prior to submitting an application. To find your Regional Adviser, go to <http://www.dcnr.state.pa.us/brc/aboutus/index.html>.

WORKSHOPS

DCNR, in cooperation with the Pennsylvania Recreation and Park Society has scheduled seven workshops throughout the Commonwealth during January and February 2011. To register, go to: <http://www.dcnr.state.pa.us/calendar>.

Persons with a disability who wish to submit an application and require assistance should contact Darrel Siesholtz at **717-787-7672** to discuss how we may best accommodate their needs. Voice/TTY users should call **800-654-5984**.

Rick Smith

From: Rick Smith [rsmith@eastgoshen.org]
Sent: Tuesday, December 21, 2010 7:14 AM
To: 'George Martynick'; 'metrica@aol.com'
Cc: 'mgordon@eastgoshen.org'; 'galthouse@eastgoshen.org';
'denenstein@bdcomputersolutions.com'
Subject: ABC Chairmen
Attachments: 10-43 E-Mail Policy with Archiving 112310.doc

To: P+R
CB
MA
ZHB

Good Morning

As you may be aware the "Right to Know Law" and e-mail has opened up a new set of challenges for the Township.

The short story is the e-mails sent to and from public officials, such as a member of the Board of Supervisors, Planning Commission member or a member of the Historical Commission are considered public records. As such people have the right to view them. This is true even if you as an ABC member send the e-mail from your personal computer.

While a blanket request to view all of your Township e-mails would not be permitted, a request to view e-mails concerning the "Jones Project" would. This high means that there needs to be a system to search for specific e-mails.

In order to comply with this new law the Township has implemented a system where all of the township e-mails are achieved on our e-mail provider's server. Under the new system the archived e-mails can be searched. In addition this will eliminate the need for you and other ABC members to sort thru your e-mails to satisfy Right to Know requests.

There is a monthly service charge for the archiving service and in order to minimize costs the Board had decided that only the Chairman of each ABC should have an eastgoshen.org e-mail account. This will be listed on the Township web page.

The Township's IT consultant will set up a web mail site for you. Essentially you go to the web site, log in and you can then send or receive e-mail related to Township business.

Your Township e-mail address will be your first initial followed by your last name.

Ellen Carmody ecarmody@eastgoshen.org
George Martynick gmartynick@eastgoshen.org

The Township has adopted a policy on e-mails. (Attached) Please review section 6 on the last page.

I have copied Burt Denenstein, our IT consultant, on this e-mail. Burt will set up your account and e-mail you your password and instructions.

I have also copied your staff liaison and they will review the new policy and archive system at your next meeting.

Happy Holidays.

Rick Smith

EAST GOSHEN TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA

RESOLUTION NO. 10-43

A RESOLUTION GOVERNING E-MAIL COMMUNICATIONS BY AND
AMONG SUPERVISORS, STAFF AND OTHER TOWNSHIP
AUTHORITIES, BOARDS AND COMMISSIONS AND ADVISORY GROUPS

WHEREAS, the Pennsylvania Sunshine Act, 65 Pa. C.S.A. §701 *et. seq.*, as amended (the "Act"), requires that all Township business be conducted only within the context of a public meeting, excluding those matters which fall within the exceptions to the open meeting requirement under §707, §708 and §712 of the Act; and

WHEREAS, today's communication technology such as e-mail is a valuable tool and allows for the near real-time communication of information to multiple recipients; and

WHEREAS, care must be taken that the Board of Supervisors (the "Board"), Township Staff, the members of other Township Authorities, Boards and Commissions (the "ABCs") and/or any other Advisory Group(s) appointed by the Board (the "Advisory Groups") do not violate the Act by conducting deliberations outside of an open meeting via e-mail; and

WHEREAS, e-mails typically occur at random rather than by prearrangement; however, the Board nonetheless believes the Policy stated herein is appropriate in order to comply with the Act; and

WHEREAS, the Policy stated herein is not intended to address the dissemination of factual information pertaining to Township business such as meeting dates and times; and

WHEREAS, the Right to Know Act, Act 3 of 2008, as amended (the "New Law") became effective January 1, 2009; and

WHEREAS, under the New Law, all Township records, including e-mails, are presumed to be public records and subject to disclosure.

BE IT RESOLVED THAT the foregoing recitals are incorporated herein by reference and deemed essential parts hereof.

BE IT FURTHER RESOLVED THAT in consideration of the requirements of the Act and the New Law, the Board hereby establishes regulations for the use of e-mail by the members of the Board, Township Staff, the ABCs and/or Advisory Groups in accordance with the following guidelines:


1. Deliberations and official actions among a quorum of the Board, ABCs and/or Advisory Groups shall not take place by means of the exchange of e-mails, whether via personal e-mail accounts or Township e-mail accounts.

- a. For the purpose of this Resolution, “deliberation” shall include the discussion of Township business held for the purpose of making a decision as well as the making of any recommendation or providing an individual position or opinion on Township business.
 - b. For purposes of this Resolution, “official actions” means the establishment of policy; decisions on Township business; and a vote or recommendation on any motion, proposal, rule, regulation, statute, ordinance, report or order.
2. Nothing in this Resolution shall preclude any member of the Board, Township Staff, any ABCs and/or Advisory Groups from communicating by e-mail with one or more members of the Board or any ABCs or any Advisory Groups, including a quorum of the Board or any ABCs or any Advisory Group, for the purpose of disseminating or sharing information pertinent to Township business.
 - a. For the purpose of this Resolution, “information” is defined as a series of factual statements related to meeting schedules and agendas, including supporting background documents and data, to be discussed at a future meeting.
 - b. Background data created for a particular business item should be acknowledged at the next public meeting where the item is discussed.
3. E-mails received from Township residents may be acknowledged at the next regular public meeting after receipt of such e-mails.
4. Township e-mail accounts shall be used strictly for Township business. Township e-mail accounts shall not be used for viewing, accessing or transmitting any material that a reasonable individual may find personally offensive or inappropriate, including sexually suggestive materials.
 - a. All information sent and/or received via the Township e-mail accounts and the Township server is and shall be the property of the Township. The contents of all such e-mail accounts shall be considered public records unless it can be shown that the e-mail content falls under one of the exclusions of the New Law.
 - b. Township e-mail accounts shall not be used to communicate material such as, but not limited to, deliberations, decisions, official actions, opinions, and legal advice from the Township Solicitor without prior approval from the Township Solicitor or the Board.
 - c. The Township reserves the right to search and audit all work-provided electronic equipment of Township employees. The Township may monitor e-mail activity with or without notice, and no employee has an expectation of privacy with regard to Township e-mail accounts and electronic equipment.

5. All emails sent and received from Township owned computers and through Township webmail/Outlook accounts will be archived in a Township sponsored email archival system. Emails will be archived in accordance with the schedule established by the Pennsylvania Historical and Museum Commission.
6. Members of the Board of Supervisors, the Chairman of all the Township ABC's, and Auditors, and the Chairman of any approved Township Advisory Group shall be issued a Township email account that is connected to the Township archival system and they will utilize either webmail or Outlook software for all emails related to Township business. All emails originated by ABC, Auditor, or Advisory Group members must include the chairman on distribution to ensure the email is included in the Township archival system. Emails received via personal email accounts that are Township related shall be forwarded to the Township archival system by either forwarding to your Township email account or forwarding to the Chairman of your group. The procedures in this paragraph shall become effective on January 1, 2011.

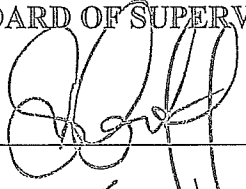
RESOLVED AND ADOPTED, this 23rd day of November, 2010.

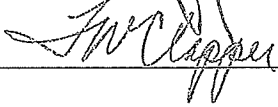
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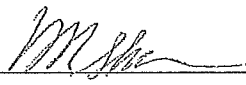


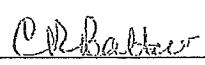
Secretary

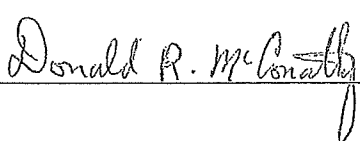
EAST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS











2011 Grant Workshops

Community Conservation Partnerships Program



PA Department of Conservation & Natural Resources
Bureau of Recreation & Conservation



www.prps.org

www.dcnr.state.pa.us

Grant Applications Due by Wednesday April 20, 2011 4:00 p.m.

At this FREE workshop you will:

- Learn about DCNR's Greening Emphasis
- Learn about changes to the 2011 C2P2 Grants Program
- Gain a better understanding of how to develop a competitive and ready to go project
- Meet Regional Advisers and Grant Project Managers

WORKSHOP INFORMATION

Check In: 8:30 a.m. - 9:00 a.m. Workshop is from 9:00 a.m. - 12:00 noon. This workshop is presented by the PA Department of Conservation and Natural Resources and the PA Recreation and Park Society. Registrants are admitted without regard to race, color, age, sex, religion, political affiliation, national origin or disability.

HOW TO REGISTER

You must register online for a workshop at <http://www.dcnr.state.pa.us/calendar> under the Workshops-Grants Calendar. For more information on the workshops, go to <http://www.dcnr.state.pa.us/brc/grants>. For help with your project in advance of the workshops contact your Regional Adviser who can be reached through our Customer Service Center at 1-800-326-7734. For questions about the workshops and cancellations due to inclement weather, call PRPS at 814-234-4272.

CLASS CAPACITY LIMITED

Workshops may fill prior to the scheduled date and time. We recommend early online registration. Please register no less than one week prior to the date of the workshop you are planning to attend. If space is available, registration at the door will be accepted on a first-come, first-served basis. If unforeseen circumstances require us to cancel or reschedule a workshop every effort will be made to accommodate registrants at other workshops.

CONTINUING EDUCATION UNITS (CEUs)

Up to 0.3 CEUs have been approved for this workshop. CEUs will be awarded to those participants who request them and pay the \$5 fee. CEUs are only for those who already hold a professional certification. CEUs are awarded by PRPS in accordance with the International Association for Continuing Education and Training guidelines.

WORKSHOP DATES AND LOCATIONS

DATE	LOCATION
January 6, 2011	The Rachel Carson State Office Building 400 Market Street Harrisburg, PA 17105 Snow Date: 01/07/11
January 11, 2011	Bucks County Community College 275 Swamp Road Newtown, PA 18940 Snow Date: 01/12/11
January 14, 2011	Montgomery County Safety Training Center 1175 Conshohocken Road Conshohocken, PA 19428 Snow Date: 02/18/11
February 1, 2011	Franklin Park Borough Activity Center 1604 Blaine's Way Sewickley, PA 15143 Snow Date: 02/15/11
February 3, 2011	Luzerne County Community College Bldg. 10, Educational Conference Center Community Drive Nanticoke, PA 18634 Snow Date: 02/04/11
February 8, 2011	Clarion University of PA James Gemmell Student Complex Clarion, PA 16214 Snow Date: 02/16/11
February 10, 2011	Boalsburg Volunteer Fire Company 103 East Pine Street Boalsburg, PA 16827 Snow Date: 02/17/11

BOARD OF SUPERVISORS
EAST GOSHEN TOWNSHIP
CHESTER COUNTY
1580 PAOLI PIKE, WEST CHESTER, PA 19380-6199

FILE COPY

December 14, 2010

Mr. Adam Knox
607 Meadow Drive
West Chester, PA 19380

RE: Conservancy Board Appointment

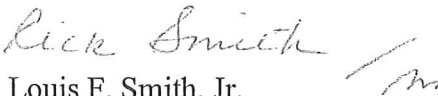
Dear Adam:

I am pleased to inform you that at their meeting on Tuesday, December 7, 2010 the Board of Supervisors appointed you to a three-year term on the East Goshen Township Conservancy Board.

We look forward to working with you in the future.

As always, if we can be of any assistance, please feel free to call.

Sincerely,


Louis F. Smith, Jr.
Township Manager

nns

Cc: Conservancy Board