

**EAST GOSHEN TOWNSHIP
HISTORICAL COMMISSION MEETING
THURSDAY, JANUARY 13, 2011 – 7:00 PM.**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE**
- 3. MINUTES**
 - A. November 11, 2010
 - B. December 13, 2010
- 4. ANNOUNCEMENTS**
 - A. Activity Calendar-Additions and Changes
- 5. CHAIRPERSON'S REPORT**
- 6. TREASURER'S REPORT**
- 7. OLD BUSINESS**
 - A. 2011 ABC's Planning Session held January 8, 2011
 - B. Goals & Objectives
 - C. Family Research for Historical Resources – Ed Lendrat
- 8. NEW BUSINESS**
 - A. ABC's emailing Protocol – Gary Althouse
 - B. Archive Program
 - C. 2011 Public Programs/Schedules/Budgets
 - D. 2011 Newsletter Topics/Assignments/Due Date
 - E. 2011 Liaison Assignments
- 9. SUBDIVISION / LAND DEVELOPMENT/ZONING HEARING BOARD**
 - A. 922 North Chester Road/special exception
 - B. 1594 Paoli Pike/Liberty Towers/Zoning Variance
- 10. LIAISON REPORTS**
 - A. Reports not yet mailed
 - B. Updates on other ABC Activities
- 11. CORRESPONDENCE**
 - A. ABC packet generation recommendation
- 12. PUBLIC COMMENT**
- 13. ADJORNMENT**

DATES OF IMPORTANCE

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 19, 2011	Planning Commission Workshop	7:00pm
January 25, 2011	Board of Supervisors	7:00 PM

Draft – REV 1
EAST GOSHEN TOWNSHIP
HISTORICAL COMMISSION MEETING MINUTES
NOVEMBER 11, 2010

The East Goshen Township Historical Commission held its regularly scheduled meeting on Thursday, November 11, 2010 at 7:00 p.m. at the East Goshen Township Building. In attendance were: Chairman Kathryn Yahraes, Co-Vice Chairmen Ben Rohrbeck and Ellen Carmody, and members Sue Ciorletti, Judy Schafer, Chris Reardon, Joe Zug, and non-voting members Monica Close and Ed Lendrat. Also in attendance were: Ruth Scadding (Park & Recreation Board) and Erich Meyer (resident).

1. CALL TO ORDER

The Chairman called the meeting to order at 7:00 p.m.

2. PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

Monica led those present in the Pledge of Allegiance.

Kathryn led those present in a moment of silence for our troops.

3. MINUTES

Kathryn asked if anyone was recording the meeting. There was no one who would be recording the meeting. Chris moved to approve the minutes from October 14, 2010 as corrected. Ellen seconded the motion. There was no further discussion. The motion passed unanimously.

4. ANNOUNCEMENTS

A. Activity Calendar –The calendar was reviewed. A luminaries and candlelight tour at Brandywine Battlefield on Dec. 11, 2010 was added.

B. Kathryn asked if anyone had any non-agenda items to discuss. There were none.

C. Kathryn received an email from Senya Isayeff (BOS Chairman) who is at a Veterans Day event this evening. East Goshen will be hosting the Commercial Industrial Investment Council on Wed. Feb. 16, 2011 from 7:45 to 9:00 am to begin the process of filling vacant commercial spaces in the Township.

D. Keep East Goshen Beautiful Day will be April 9, 2011.

5. CHAIRMAN'S REPORT

A. When TAG presented their report to the Board of Supervisors, they provided a summary of 41 recommendations. The BOS ranked them in order of priority, selected the top ten and assigned a supervisor and a Township staff member to each point.

B. Jane Davidson's husband passed away recently. She was the Preservation Officer for Chester County. Kathryn passed around a card for the HC members to sign.

6. OLD BUSINESS

A. 501(c)3 Update – Interviews will be conducted by the BOS for new members this month. Kathryn suggested the Commission think about doing some fundraising next year and identifying underwriters, sponsors and grant opportunities to cover the unfounded items not covered by the Township budget.

1 B. Building & Grounds – Ben reported that Public Works picked up the wheel and
2 anvil and will start work on hanging the signs. Kathryn sent an email to Mark asking that
3 he put an additional dozen pickets in the outhouse for replacement on the fence around
4 the Plank House. Ben also told Mark Miller that he has no more rails. A report of future
5 anticipated repairs to the Blacksmith Shop and Plank House was sent to Mark Miller.

6 C. 2011 Goals - The goals were reviewed.

7 The Plank House was discussed. It was decided that an inventory of objects should be
8 taken and then determine how much is from the Civil War. Also, a sub-committee
9 should be established to explore the idea of introducing an interactive program for the
10 Plank House.

11 Plaques were discussed. Ellen reported that Elverson provided plaques to all owners of
12 historic properties but no one has installed theirs yet. Chris feels a letter should be sent to
13 East Goshen historic property owners outlining the responsibilities of owning a historic
14 property.

15 As a follow-up on the deteriorating barn, Kathryn spoke to Karen Marshall who feels that
16 if the house is on the resource list then the barn is considered a historic resource too.

17 Kathryn suggested putting an ad on the Township website announcing that signed copies
18 of the Images of America book are available for holiday gifts.

19 Immediate Goal A – “and period presentations” will be added after “activities.

20 Long Term Goals – A will be changed from Low to Medium.

21 On-going Goals – E change “initiate” to “continue”

22 Ben moved to approve the Goals & Objectives as corrected. Ellen seconded the motion.

23 There was no further discussion. The motion passed unanimously.

24 D. 2011 Budget – The total will be the same as 2010 - \$6,689. Chris asked for a
25 monthly expense report in the new year.

26 E. Other projects – None

27 F. Ed explained that long process he goes through to get historic information about
28 properties. He has about 5 more visits to the Historic Society and will start to write his
29 report.

30 G. Bellows – An estimate to repair the bellows is \$5,000-6,000. Chris is willing to
31 install it as is until a decision is made. Ben will work with Chris on this. Mike Kochan
32 will also be asked to help.

33 H. Kings Highway Signs – N. Chester Road was the first Kings highway that didn’t start
34 in Philadelphia. Ben moved to authorize up to \$1,500.00 for 2 signs. Ellen seconded the
35 motion. There was no further discussion. The motion passed unanimously.

36 I. Plank House signs – The sign at the street was vandalized a long time ago and was
37 never replaced. One sign next to the building has the wrong date and a second sign
38 parallel to the Plank House can’t be seen. Kathryn will have “the Blacksmith Shop”
39 added to the banner.

40 41 42 7. NEW BUSINESS

43 A. Expenses – The Historic Commission would like a monthly report.

44 B. Officers for 2011 – Chris nominated Ellen for Chairman. Sue seconded the
45 nomination. The nomination was passed unanimously.

46 Ellen nominated Chris and Ben for Vice Chairman. Sue seconded the nomination. The
47 nomination was passed unanimously.

48 C. Education Center – Tabled.

1 D. The Commission decided not to have a regular meeting in December, since the
2 Township holiday party is on that night. The new officers will meet with Kathryn before
3 the January 2011 meeting.

4 E. Toys in the Plank House need to be replenished. Chris moved to authorize up to
5 \$200 for purchase of colonial toys for the Plank House. Judy seconded the motion.
6 There was no further discussion. The motion passed unanimously.

7 F. Kathryn reported that a donation of two Pewter Reproduction Jefferson wine cups for
8 the Plank House was received from Patti Kreisher.

9
10 **8. LIAISON REPORTS**

11 A. Board of Supervisors – Kathryn reported that the Township will implement a new
12 email system and protocol for ABCs, they dropped random drug testing of employees
13 who don't drive for the Township, and they discussed the 2011 budget.

14 B. Other reports – were emailed.

15
16 **9. SUB-DIVISION/LAND DEVELOPMENT**

17 None

18
19 **10. CORRESPONDENCE**

20 None

21
22 **11. PUBLIC COMMENT**

23 None

24
25 **12. ADJOURNMENT**

26 Chris made a motion to adjourn the meeting. Ben seconded the motion. There was no
27 further discussion or comment. The motion passed unanimously. The meeting adjourned at
28 9:35 p.m.

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30 Respectfully submitted

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33 Ruth Kiefer, Recording Secretary

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Draft – REV 1
EAST GOSHEN TOWNSHIP
HISTORICAL COMMISSION MEETING MINUTES
DECEMBER 13, 2010

The East Goshen Township Historical Commission held a scheduled meeting on Monday, December 13, 2010 at 5:30 p.m. at the East Goshen Township Building. In attendance were: Chairman Kathryn Yahraes, Chairman for 2011 Ellen Carmody and Co-Vice Chairmen for 2011 Ben Rohrbeck and Chris Reardon. Also in attendance was Gary Althouse (Township Building Inspector and Staff Liaison to the HC).

1. CALL TO ORDER

The Chairman called the meeting to order at 5:30 p.m. The purpose of the meeting is to “bridge the gap” for the new officers. Although the other Commission members were invited to attend, participation on their part was optional as discussed at the November meeting.

2. PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

Kathryn led those present in the Pledge of Allegiance and in a moment of silence for our troops.

3. MINUTES

Kathryn announced that the minutes of the November meeting will be reviewed at the January 13, 2011 meeting of the full Commission.

4. ANNOUNCEMENTS

A. The ABC Planning meeting will be held on Saturday January 8, 2011. It was decided that Kathryn will review the 2010 goals and Ellen will present the Goals and Objectives for 2011.

B. Kathryn said that the Liberty Towers application will be discussed at the Board of Supervisors meeting tomorrow night.

C. The Brandywine Battlefield will remain open until March 2011 which will give their township and Friends group time to get things in place to continue beyond that date.

D. Township Newsletter – Tia Piccolo will be the contact for the newsletter.

E. Blacksmith Shop – Ben and Chris are going to install the bellows in the Blacksmith Shop in February so it will be closed at that time.

5. ITEMS OF DISCUSSION

A. Files – Kathryn explained that before 2003, not many records were kept at the Township office. The Historic Commission started keeping comprehensive records of activities such as the Living History Days and other events.

B. Calendar of Events – The Calendar for 2011 was reviewed. Kathryn pointed out that the March 12th CCHPN Conference will probably be held at the Brandywine River Museum again but that a larger venue with increased capacity will be sought. The topic will be Section 106 with speakers from Washington D.C.

C. Events – For 2011 Ellen feels the Commission should focus on events covering the Civil War since it is the 150th Anniversary instead of moving back and forth between the

1 Revolutionary and Civil War. Planning needs to start in January. For the June Living
2 History Day, everyone felt the Plank House should be a Civil War era tavern and a
3 recruitment tent would be needed. Chris suggested tying in the Sanitary Commission that
4 was started in Philadelphia at that time. Other issues for the Civil War are: Weapons
5 transition, cotton coming from the South and two newspapers in West Chester – one was
6 pro-war and one was anti-war. This would be a good topic for discussion in the “tavern”.
7 Kathryn suggested using subcommittees with at least one Commission member on it and
8 recruit volunteers after tasks have been identified.

9 D. Funding – Kathryn commented that the Commission must start looking for grants
10 and/or sponsors. The Board of Supervisors has appointed new members to the 501.c(3)
11 Committee. Chris suggested selecting a few items as priorities to focus on for 2011.

12 E. Visitation Hours – What days and hours should the Plank House and Blacksmith
13 Shop be open? Ellen doesn’t feel they are getting the visitation numbers to justify the
14 number of volunteer hours. She feels the Commission should set dates to be open but
15 not every weekend. She feels they need to get involved with events that will provide
16 advertising, i.e. Town Tours and Village Walk type of events in July and Chester Co.
17 Day in October. Also, the Blacksmith Shop is popular because people can interact
18 and touch items. A plan for the Plank House should be developed so visitors can
19 touch items and have more participation and interaction there, too.

20 F. Ellen distributed information on “The Museum Archive System Project” that would
21 help archive items in both the Plank House and the Blacksmith Shop. A binder now
22 exists and includes photos of most items in the Plank House. It needs to be updated,
23 the donors and / or acquisition dates identified, and information about the items
24 added. The same kind of book needs to be done for the Blacksmith Shop. Ellen
25 asked that all look at the web site and get feedback to her. The project will be
26 discussed at the January meeting.

27 G. Kathryn went over a listing of potential email files and briefly explained what each
28 was about. These could / should be duplicated for hard copy files in the HC Office.

29 H. Kathryn and Ellen will get together before the January meeting to go over additional
30 items for Ellen’s role as the incoming Chairman.

31 32 **6. ANY OTHER BUSINESS**

33 34 **7. PUBLIC COMMENT**

35 36 **8. ADJOURNMENT**

37 Chris made a motion to adjourn the meeting. Ben seconded the motion. There was no
38 further discussion or comment. The motion passed unanimously. The meeting adjourned
39 at

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42 Respectfully submitted

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45 Ruth Kiefer, Recording Secretary

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EAST GOSHEN TOWNSHIP HISTORICAL COMMISSION 2011 CALENDAR OF EVENTS

AS OF 1-13-2011

JANUARY 2011

8 (SAT) EGT Annual Planning Session 7:45 am
13 (THURS) HC Meeting 7:00 pm

FEBRUARY 2011

9 (WED) Newsletter Articles Due [in homes by 4/1]
10 (THURS) HC Meeting 7:00 pm
TBA (SAT) Nat'l History Day – Judge's Orientation–9:30 am

MARCH 2011

5 (SAT) Nat'l History Day Competition Judging –
8:00 am – 2:00 pm -- Immaculata University
10 (THURS) HC Meeting 7:00 pm
12 (SAT) CCHPN Conference 9:00 am– 2:00 pm
13 (SUN) Charter Day – any PHMC site – 12-4:00 pm – FREE
13 (SUN) Charter Day – Brandywine Battlefield –
12:30- 4:00 pm
TBA (SUN) Plank House Vol. Orientation/Meeting – 1:00 pm
TBA Dedication & Tour EGT RCSTP

APRIL 2011

9 (SAT) Keep EGT Beautiful Day 8:30 am – Noon
14 (THURS) HC Meeting 7:00 pm
16 (SAT) Annual Egg Hunt 9:00 am– 12:00 noon
17 (SUN) Annual Egg Hunt 9:00 am – 12:00 noon (rain date)
23 (SAT) Historic Sugartown Day – 10 am – 4 pm
TBA (SAT) CCHS Reception for NHD 10:00 am - CCHS

MAY 2011

7 (SAT) Plank House opens – Weekends 1– 4:00 pm
7 (SAT) EGT Yard Sale 9-1
8 (SUN) EGT Yard Sale (Rain Date – 9-1)
11 (WED) Newsletter Articles Due [in homes by 7/1]
12 (THURS) HC Meeting 7:00 pm
17 (TUES) Primary Election Day
TBA (SAT) ABCs Meeting – 8:30-11 am
TBA (SAT) Childrens' Day – Brandywine Battlefield

JUNE 2011

4 (SAT) Living History Day - Plank House 11 a.m.- 4 :00 pm
9 (THURS) Kickoff for Village Walks and Town Tours
9 (THURS) HC Meeting 7:00 pm
22 (WED) CCHPN Meeting and Volunteer Recognition 5:00: pm
(Welkinweir)
TBA (WED) Fugett Awards Assembly 8th Grade – 8:30 am
TBA (SAT) Community Day Fireworks at EGT Park – Opens at 7,
Fireworks at dusk ??? (Rain Date?)

JULY 2011

14 (THURS) HC Meeting 7:00 pm
TBA -- Goshen Friends Camp at PH/BSS

AUGUST 2011

1-6 (MON-SAT) Goshen Fair – evening
10 (WED) Newsletter Articles Due [in homes by 10/1]
11 (THURS) HC Meeting 7:00 pm

SEPTEMBER 2011

8 (THURS) HC Meeting 7:00 pm
10-11 (SAT/SUN) Chadds Ford Days – 10 am to 5:00 pm
22 (THURS) Chester County Day Slide Presentation - 7:00 pm
24 (SAT) Illumination at Paoli Battlefield – 7-9 pm

OCTOBER 2011

1 (SAT) Chester County Day
1 (SAT) EGT Yard Sale 9-1
13 (THURS) HC Meeting 7:00 pm
15 (SAT) Pumpkin Festival – EGT Park 10:00 am –1:00 pm
(rain date SUN 10/16)
TBA Fall Adopt-A-Highway Cleanup Day
TBA (THUR) CCHPN Program - 7:00 pm

NOVEMBER 2011

1 (TUES) Election Day
9 (WED) Newsletter Articles Due [in homes by 1/1]
10 (THURS) HC Meeting 7:00 pm
TBA (SAT) EGT Neighbor-To-Neighbor Day – 9:00 am to Noon
TBA (SAT/SUN) Patrons Day Brandywine Battlefield 10-4

DECEMBER 2011

8 (THURS) HC Meeting 7:00 pm
TBA EGT Volunteer TY & Holiday Party 5:30 – 8:30 pm

YEAR-END REVIEW
2010 GOALS AND OBJECTIVES
EAST GOSHEN TOWNSHIP – HISTORICAL COMMISSION

IMMEDIATE GOALS

- A. Explore new approaches to the presentation of the Plank House and Blacksmith Shop. Emphasize attracting new and repeat visitors. **HIGH**

An initial meeting of volunteers was held in the Spring. Informal discussions continued throughout the year. The Blacksmith Shop has several participatory activities. It is more difficult to establish interactive activities in the Plank House. The volunteers continue to come up with innovative ideas. A sub-committee to address this in 2011 is being pulled together. Over 655 visitors came to the Plank House and Blacksmith Shop to see "history come alive".

- B. Host one Town Tour & Village Walk using a "first person interpreter" approach. Assist neighboring municipalities as needed. **MEDIUM**

A highly successful TT&VW was held July 22. Scripts were written and the entire tour was done in first person interpretation. The first floor of the Plank House was turned into the "Sheaf of Wheat Tavern" complete with an Innkeeper and a tavern wench. The physical tour extended to the area around Bellingham and Goshen Friends. Forty-five volunteers participated that night and about 165 visitors came through. The small number was due to the high temperatures. The County deemed this one of the best "ever".

- C. Implement a media campaign to promote historical activities. **MEDIUM**

Most activities were promoted heavily in the schools but media coverage could be much better.

- D. Enhance the historical section on the web site. **HIGH**

The delay of the launch of the new Township web site delayed meeting this goal. With the new web site up and running in mid-December, implementation is slated for late winter and early spring 2011.

LONG-TERM GOALS

- A. Work on the County GIS Historical Project for East Goshen Township with the assistance of the County Historic Preservation Officer. **LOW**

This goal has been tabled since it is long-term and more volunteers are needed to work on this project.

- B. Continue development of the third program for the Township using a "first person interpreter" approach. **MEDIUM**

With the completion of the Revolutionary War segment for TT & V W, work has begun on the post-Revolutionary War period as well as the Civil War period.

- C. Investigate designs and develop requirements for plaques to be made available to local historical houses. **LOW**

This goal was not addressed.

- D. Fine-tune the 10-year implementation timeline of the Action Plan for the Historic Commission as identified in Chapter 10 of the Township's Comprehensive Plan. **MEDIUM**

The Comprehensive Plan goals are included in planning all activities and setting goals.

(continued)

**YEAR-END REVIEW 2010
HISTORICAL COMMISSION**

- E. for inclusion on the National Register of Historic Places. **MEDIUM**

Deferred to 2011.

- F. Consider recommendations for housing the Conestoga Wagon. **LOW**

For now, the Conestoga Wagon will be kept put in the Forge area of the Blacksmith Shop until funds become available for housing elsewhere on the Education Center property.

ONGOING HISTORICAL COMMISSION RESPONSIBILITIES AND ACTIVITIES

- A. Maintain the development of a strong volunteer program beyond the Commission members that will provide more staff to help with events and special projects. Continue to involve other ABC's in local historic events and programs. **HIGH**

Always room for improvement, this will continue to be a top priority for ongoing goals. Additional volunteers were recruited. Over 2000 hours of time was logged in and hundreds more contributed behind the scenes and not "counted".

- B. Plan and implement two Living History Days. **HIGH**

Only the June LHD was held in order not to spread volunteers too thin since we also hosted a TT&VW as well as participated in the nationally promotion of the Philadelphia Campaign Commemoration Event which took place in September at Brandywine Creek State Park. The Commission decided that three major events was enough. High temperatures kept many away but over 125 visitors participated along with more than 35 volunteers.

- C. Continue to work on the marketing aspects of the "Images of America" history book for East Goshen Township. **HIGH**

Books continue to be sold at the Plank House on weekends and at all events as well as at the Township during the week. The books have paid for themselves and the balance to be sold is all profit and will go toward educational programs and activities of the HC. Royalties have been donated back to the HC. The book signing at Hershey's Mill Village was postponed, but signings throughout the community will take place mid-2011. Books have also been sold at the Firehouse Breakfasts.

- D. Maintain an awareness of the roles, responsibilities, duties and contributions of the Historical Commission. **MEDIUM**

The HC continues to be a presence at all BOS meetings as well as through its Liaisons to all of the other ABCs. The HC is usually contacted by other ABC members when issues come up affecting the HC.

(continued)

**YEAR-END REVIEW 2010
HISTORICAL COMMISSION**

- E. Initiate comprehensive research of the prior property owners for the resources on the Inventory List of Historic Resources. Continue to update the chain of title for the entries on the Inventory of Historic Resources. Complete the chain of title for new entries. Begin comprehensive auditing of Historical Commission file contents for properties. **MEDIUM**

Chain of title research on all historic properties has been completed. These documents are continuously fine-tuned. Research has begun on individual family members and their stories.

- F. Enhance the Oral History Program. Recruit additional volunteers to help. **MEDIUM**

This goal was not concentrated on due to the unavailability of the lead volunteer of the project for most of the year. Additional volunteers must be recruited in order to continue this important aspect of living history.

- G. Continue to implement as well as review and recommend changes to the Board of Supervisors for the Historic Preservation Ordinance. As the Commission identifies new resources, add them to the Historic Inventory list. **HIGH**

This takes place on an on-going basis in all matters. A review of the existing resources and the addition of new ones needs to be done.

- H. Promote our Township in the community through participation in historic-related events and activities including work with groups such as the Chester County Historical Society (CCHS), Chester County Historical Preservation Network (CCHPN), the Regional Historic Group and others. **MEDIUM**

The Commission works closely with county groups. EGT Volunteers participated in the annual History Day Competition at Immaculata and judges and exhibitors again this year. Participation of members in the Annual CCHPN Spring Workshop as well as the Volunteer Recognition takes place. Members had key roles for the Paoli Battlefield Illumination that took place in September. Our volunteers participate in activities at many other historical sites, on board, and community activities. Information exchange is abundant. Cooperative joint projects have been discussed. Many different groups in the county including other municipalities look to our Commission for help with their projects.

- I. Provide articles for every Township newsletter. **HIGH**

Accomplished. In 2011, past articles and additional ones not in the print issue are being planned.

- J. Develop a 5-year and 10-year plan for maintenance of the Plank House and Blacksmith Shop. **MEDIUM**

Walk-throughs have been done, a "to do" list has been developed and a plan needs to be developed.

- K. Re-evaluate continued participation in the Adopt-A-Highway Program. **MEDIUM**

In order to continue with this project, additional volunteers beyond the Commission members need to be recruited to help.

- L. Investigate sources for grant money and implement if possible. **MEDIUM**


Funding issues continue to be a challenge to the operation of the entire Township. PHMC and other sources for money have either been cut way back or totally eliminated. A creative and concentrated approach needs to be developed. The establishment of a Township 501.c(3) will help but will not fill the entire void. Although not "grants" per se, Herr Foods and Swiss Farms did underwrite the refreshments for TT&VW. The Commission members are getting better at "procuring" items at little or no cost.

JANUARY 14, 2010 -- Goals Finalized and Approved by the EGT Historical Commission

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.

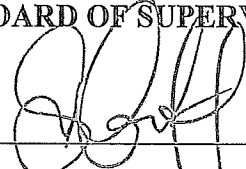
RESOLVED AND ADOPTED, this 23rd day of November, 2010.

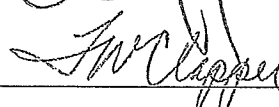
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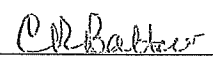
Secretary

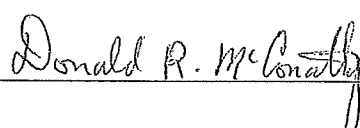
EAST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS











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Museum Archive software project



Welcome to the Museum Archive software project. Museums, Historical Societies, Schools, Nonprofits, and other groups can now organize their collections without spending valuable resources on database software. (See what is new by visiting the [development blog](#).)

Freeware - Free Basic Edition!

This software is free - no time limits, no usage limits, no registration requirements, no spyware - just a quality database application to help you organize your collection.

NEW!

Set up your own [web server](#) to display your Objects!

Premium edition available - Free - if you buy the book

Purchase the accompanying book and you are eligible to receive a free copy of the Premium edition of the software - it has more features available including support for images and a report wizard.

Buy the
book at
amazon

[Click here to buy the book at Amazon](#)
[Compare the features offered in each edition](#)

More Details

[View the software's help file online](#)

This is the same help file that you'll get when you download the software. The help file will open in a new browser window.

[Bought the book?](#)

Find out how to get your free copy of the Premium edition.

Video Tutorials

Watch these videos to help get you started. (More videos will be ready shortly...)

[Software Overview](#)
[Browse Queries](#)

Supporting the project

The purpose of this project is to provide quality database software to groups that have limited funds. The software is free. You can support the project by spreading the word about the free software. In addition, I am selling a book about the database design, and I'm offering a Premium edition of the software (free) to all who buy the book. Sales of the book will hopefully give me the resources to make improvements to the application in the future.

[Download your free software today...](#)

Tell your friends!

Copyright (c) 2010 Jim Halpin. All rights reserved.

Inside The Museum
Archive Software project

\$24.95 on Amazon.

home features downloads support

About the Museum Archive software project

I started this project because of my involvement with a local historical society. They have a collection of photos, books, documents, and other artifacts, but they do not have adequate space to store everything, and they don't have resources to waste on some database software to help them get organized.

I thought it would be fun to develop a software package that would do the job, and offer it (free of charge) to other organizations. Nonprofits, schools, museums, historical societies, clubs, and others might be able to use this tool, and they wouldn't have to spend hundreds or thousands of dollars - those funds can be put to better use.

An expanded project

A simple project soon expanded into a more complex software application. If this software was going to help a variety of organizations, it needed to address the range of artifacts found in the real world, and not simply the photos and documents accumulated by a local historical society.

I wanted the software to remain free, but I realized that the effort it takes to develop, distribute, update, and support the application cannot go on without compensation forever. So I came up with a plan: I'd write a small book about the process, and use the proceeds from the book to help finance any future work on the project. I've written a couple of other books with my writing partner, Murray Dropkin:

[Bookkeeping for Nonprofits: A Step-by-Step Guide to Nonprofit Accounting](#)

[The Budget-Building Book for Nonprofits: A Step-by-Step Guide for Managers and Boards \(w/CD\)](#)

so I had some idea about the effort it would take (and some idea of the possible revenue it might generate).

Buying the book is NOT a requirement. I took the basic software and added some useful features - what is now the Premium edition - and I give it to anyone who buys the book. The basic edition works great, and most organizations will use it and be very happy with its functionality. The Premium edition lets you add references to images and it gives you more options for printing or exporting the data, but both editions have the same capability to keep track of your artifacts.

If I sell some books, that's great - I'll have some revenue to justify spending more time on the project. In any event, the Museum Archive software package will be free for anyone to use, and I hope it helps some organizations get organized.

Interested in Thomas Edison? Check out this site: www.ihalpin.com

Jim Halpin, May 1, 2009.

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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

BOARD OF SUPERVISORS
EAST GOSHEN TOWNSHIP

CHESTER COUNTY
1580 PAOLI PIKE, WEST CHESTER, PA 19380-6199

November 23, 2010

Dear Property Owner:

The purpose of this letter is to inform you that Liberty Towers, LLC has applied for a Zoning Variance requesting relief from the zoning ordinance. The applicant is requesting that the Zoning Hearing Board grant relief to allow a Wireless Communications Facility use in the C-2 Zoning District, and for dimensional relief from the rear yard setback requirements. If granted the relief the applicant proposes to construct a 150 foot tall Wireless Communications tower behind the Wawa store at 1594 Paoli Pike.

The applicant requests relief from the following sections of the Township Zoning Ordinance: §240-15.B and §240-15.G.

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

This application is scheduled to be discussed during the meetings outlined below, and is subject to change. Visit the Township website for current information:

December 1, 2010 - Planning Commission meeting (workshop at 7:00 pm, formal meeting @ 7:30 pm)

December 14, 2010 - Board of Supervisors meeting (at 7:00 pm)

Date To Be Determined - Zoning Hearing (Please check the Township website for the Hearing Date and time)

All meetings are held at the Township Building, are open to the public and are subject to change. This variance application is available for review at the Township Building during normal business hours. Please give me a call at 610-692-7171 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 Boards and Commissions
Jeff Sommer, Esq. Township Solicitor (Via Email)
Mark Thompson, Esq. Zoning Hearing Board Solicitor (Via Email)
Richard J. Lemanowicz, Esq. (Via Email)

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