AGENDA EAST GOSHEN TOWNSHIP BOARD OF SUPERVISORS MEETING

Tuesday, September 15, 2009 8:00 PM

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE

The Chairman will ask if any resident will be recording the meeting.

- 2. PUBLIC COMMENT (OPTIONAL)
- 3. APPROVAL OF MINUTES
 - A. September 8, 2009
- 4. CHAIRMAN'S REPORT
 - A. Announce decision on the Malvern National Bank.
- 5. PUBLIC HEARINGS
- 6. STAFF REPORT
 - A. Treasurer's Report -
 - B. Police Chief John Dumond
- 7. OLD BUSINESS

Δ

8. NEW BUSINESS

A. .

9. ANY OTHER MATTER

10. CORRESPONDENCE, REPORTS OF INTEREST

A. Acknowledge the Fire Marshal's Report and the Goshen Fire Company's Report for August 2009.

11. MEETINGS AND DATES OF IMPORTANCE

September 14, 2009	Municipal Authority	rescheduled
September 15, 2009	Board of Supervisors	7:00 PM
September 17, 2009	Municipal Authority	6:00 Tour of RCSTP
1	Municipal Authority	7:00 PM
September 21, 2009	Deer Committee	7:00 PM
September 22, 2009	Board of Supervisors ws	7:00 PM
September 29, 2009	Board of Supervisors ws	7:00 PM
October 1, 2009	Park & Recreation	7:00 PM
October 6, 2009	Board of Supervisors	7:00 PM
October 7, 2009	Planning Commission	7:00 PM
October 8, 2009	Historical Commission	7:00 PM

October 12, 2009	Municipal Authority	7:00 PM
October 13, 2009	Board of Supervisors ws	7:00 PM
October 19, 2009	Deer Committee	7:00 PM
October 20, 2009	Board of Supervisors	7:00 PM
October 21, 2009	Zoning Hearing	7:30 PM
	T- Mobile	
October 27, 2009	Board of Supervisors ws	7:00 PM

12. ADJOURNMENT

BOARD OF SUPERVISORS MEETING

WORKSHOP

<u>Tuesday</u> September 15, 2009

7:00 PM

- 1. Review meeting agenda
- 2. Review invoices -
- 3. Action List
 - A. Purchasing Policy
 - B. Stream Buffer Rules
 - C. Homecare Patients
 - D. Malvern Library
 - E. Distribution of Meeting Info
 - F. East Boot Road Plantings
 - G. Sewer and Refuse Collection
 - H. Hershey Mill Damn Engineering RFP
 - I. Unpaid Jim Lodge engineer recharges
 - J. T-Mobile Site Acquisition
- 4. Any Other Matter
- 5. Liaison Reports
- 6. Subdivisions/Land Developments/ZHB Applications
- 7. Public Comment
- 8. FYI

Reminder –

NEWSLETTER ARTICLE SUBMISSION DUE DATES:

DELIVERY DATE:

November 10, 2009

January 1, 2010

10. CORRESPONDENCE

A.

BOARD OF SUPERVISORS

EAST GOSHEN TOWNSHIP

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

FIRE MARSHAL'S REPORT ---- AUGUST 2009

- 12 CALLS CONSISTING OF 11 AUTOMATIC ALARMS and 1 SMOKE INVESTIGATION: PLUS 6 AUTOMOBILE ACCIDENTS: 4 INSPECTIONS: 2 FIRE SAFETY PROGRAMS: 1 COMPLAINT AND 1 FIRE DRILL:
- 8/1/09 AUTOMOBILE ACCIDENT: Paoli Pike West of Line Road.
- 8/2/09 AUTOMATIC FIRE ALARM: 1203 Hadleigh Drive.
- 8/5/09 INSPECTION: annual: 408 New Kent Drive: Lee's Cleaners: 1 exit light out.
- 8/6/09 AUTOMATIC FIRE ALARM: 764 Inverness Drive, Hershey's Mill: Bonalynn Mosteller
- 8/10/09 AUTOMOBILE ACCIDENT: Reservior & Strasburg Roads.
- 8/10/09 SMOKE INVESTIGATION: 623 Summit House: Lizo Toto: possible air conditioner.
- 8/11/09 FIRE DRILL: with Diane: Wellington Assisted Living.
- 8/13/09 COMPLAINT: A Doctor from Professional Building: cars parked along the road from Enterprise Drive to Boot Road: met with Mr. Pool (Manager of CTDI) 1334 Enterprise Drive: explained with his employees parking there it creates a problem for emergency vehicles: advised he paint the curb yellow and erect no parking signs: he agreed.
- 8/13/09 AUTOMATIC FIRE ALARM: 306 Devon Lane, Hershey's Mill: Maragret Daly.
- 8/17/09 AUTOMOBILE ACCIDENT: Route 3 East of Chester Hollow Road.
- 8/18/09 FIRE SAFETY PROGRAM: use of fire extinguishers with live fire for employees at Wellington.
- 8/19/09 INSPECTION: annual: 1 Resevior Road, Sterling Auto Body Center.
- 8/21/09 AUTOMATIC FIRE ALARM: Wellington Assisted Living: food in microwave.
- 8/21/09 AUTOMATIC FIRE ALARM: 822 Cottonwood Drive: Warfield.

BOARD OF SUPERVISORS EAST GOSHEN TOWNSHIP

PAGE "2"

- 8/25/09 AUTOMATIC FIRE ALARM: 935 Jefferson Way, Hershey's Mill: unattended cooking: Geraldine Echuarsuci.
- 8/25/09 AUTOMATIC FIRE ALARM: 977 Kennett Way, Hershey's Mill:Curan: set off by contractors.
- 8/25/09 FIRE SAFETY PROGRAM: use of fire extinguishers with live fire for employees at Wellington.
- 8/26/09 INSPECTION: putting keys in Knox Box at Fugett Middle School for West Goshen.
- 8/27/09 AUTOMOBILE ACCIDENT: Paoli Pike & Resevior Road.
- 8/27/09 INSPECTION: with Mike: 978 Kennett Way, Hershey's Mill for U & O after a fire.
- 8/28/09 AUTOMATIC FIRE ALARM: 677 Heatherton Way, Hershey's Mill.
- 8/28/09 AUTOMOBILE ACCIDENT: Boot Road & Wilson Drive.
- 8/29/09 AUTOMATIC FIRE ALARM: 764 Inverness Drive, Hershey's Mill: Mosteller.
- 8/29/09 AUTOMOBILE ACCIDENT: Route 3 & Waterview Road.
- 8/29/09 AUTOMATIC FIRE ALARM: 1308 West Chester Pike, Racquet Club Apartments: B4: Sally Norsworthy: burnt food.
- 8/30/09 AUTOMATIC ALARM: waterflow: 100 Line Road: Applebrook Club House: broken head in storage room.

Fire Marshal

Ralph F.Brown

Ralph Brown

Fire Police Statistics for Aug, 2009

Report Created 9/1/2009 21:51

Calls	68	Crew	
		Abel, Bill	8
Hours in Service	338	DeBello, Tony	21
		Grothmann, Jason	24
Calls 2 Hours Or Longer	4	Guarino, Rich	6
_		Heist, Stan	30
NATURE		Herman, Ralph	19
Amb Assist	2	Jackson, Greg	25
Appliance Malfunction	2	Jorgensen, Robert	21
Assist PD	4	Keslick, Bill	11
Automatic Alarms	12	Manley, John	32
CO Detector Activation	2	Molnar, David	45
Dwelling	2	. Myers, Charlie	24
Gas Leak	1	Pentek, Alex	1
Mutual Aid to East Whiteland	1	Rennard, Steve	1
Mutual Aid to West Whiteland	2	Salas, Phil	6
MVA	19	Sherbourne, Scott	15
Odor Investigation	3	Smith, Jack	57
Rescue	1	Smith, Sue	1
Smoke in Building	2	Verno, Ralph	25
Special Duty	2	Wentzel, Jill	12
Trash	1		
Trees & Wires	9	Total Crew Responding	384
Vehicle Fire	3		
		Traffic 54	
TASKS		Responded	34
A - Closed Road	1 7	Miles Traveled	117
B - Ran with Single Lane	12		
C - Used Cones	27		
D - Needed Crowd Control	7	•	
F - Used Flares	8	MUNICIPALITIES	
G - Recall	4	East Goshen	23
H - Closed Turn Lane	12	East Whiteland	1
I - Blocked Access	36	West Goshen	24
J - Be Prepared to Stop Sign	1	West Whiteland	2
K - Used Strobes	1	Westtown	13
L - Emerg. Scene Ahead Sign	2	Willistown	5
M - Cone Signs	1		
N - NightScan on Traf54	3	Day Calls	46
O - No Services Required	17		
P - LED Arrow Sign	2	Night Calls	22

Fire Police Year-to-Date Statistics

for

2009

Report Created 9/1/2009 22:30

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	тот
Calls	37	47	61	39	62	54	53	68	421
Hours in Service	81	138	136	157	194	242	469	337	1734
Calls 2 Hours or Longer	2	4	3	3	5	8	8	4	37
NATURE									
Amb Assist	3	6	5	3	4		5		28
Appliance Malfunction	1		1	1	1	1	1	2	8
Assist PD			2		3	2		4	11
Automatic Alarms	2	2	7	2	13	16	10	12	64
Brush	2	2	1	2	3	1			11
Building	2		1	1			1		5
CO Detector Activation	1	2	3			4		2	12
Dwelling	1	3	3	1	1	1		2	12
Fire		3	2	1			2		8
Fire Type Unknown					1	1			2
Forcible Entry							1		1
Fuel Spill		1	1	2	2	1	1		8
Gas Leak	1	1	5		1	1	1	1	11
Mutual Aid	1	1				1	1		4
Mutual Aid to East Whiteland	2			1		3		1	7
Mutual Aid To Malvern	1	2	1	1		3			8
Mutual Aid To West Chester		3	4	2	4	2	1		16
Mutual Aid to West Whiteland			1		1			2	4
MVA	16	14	18	17	18	6	12	19	120
Odor Investigation	1	2	2	1	4	1	5	3	19
Ped Struck	1		1			1			3
Rescue				1	1			1	3 .
Search					1				1
Smoke in Building	1							2	3
Special Duty						4	8	2	14
Transformer		1				1	1		3
Trash		1	1			1	1	1	5
Trees & Wires		3		2		2	_	9	16
Vehicle Fire	1		2	1	4	1	2	3	14
TASKS							٠		
A - Closed Road	11	11	18	13	14	21	14	17	119
B - Ran with Single Lane	8	8	14	7	11	8	9	12	77
C - Used Cones	14	18	20	14	20	24	19	27	156
D - Needed Crowd Control	3	4	4	4	7	4	4	7	37
F - Used Flares	8	2	8	2	6	7	6	8	47
G - Recall	8	6	8	7	13	2	6	4	54
H - Closed Turn Lane	5	5	10	9	8	5	4	12	54 58
I - Blocked Access	20	25	26	20	31	31	22	36	211
J - Be Prepared to Stop Sign	20	23	3	20	31	1	22	30 1	
K - Used Strobes			э		1	T		1	5 2
L - Emerg. Scene Ahead Sign			2		T	4			
M - Cone Signs	า	1	2 3	າ	1	1 5	1	2	5 17
MI - COUR DIRIES	2	1	э	3	1	5	1	1	17

N - NightScan on Traf54	4		2		4		5	3	18
O - No Services Required	. 5	8	5	11	10	6	13	17	75
P - LED Arrow Sign	5	3	3	6	4	2	1	2	26
222 / 11/21/21/20		-	_		·		_		
MUNICIPALITIES									
East Goshen	12	22	20	13	24	17	25	23	156
East Whiteland	2			1		7		1	11
Edgemont	1								1
Malvern		1							1
Other						1			1
Thornbury (Chesco)				1					1
West Chester		3	2	1	4	2			12
West Goshen	14	14	20	13	20	14	21	24	140
West Whiteland		1	2		1			2	6
Westtown	6	2	12	3	11	6	4	13	57
Willistown	2	4	5	7	2	7	3	5	35
Crew									
Abel, Bill	7	11	10	2	5	6	11	8	60
DeBello, Tony	·	4		_	4	1	14	21	44
Grothmann, Jason	9	1	17	4	5	1	13	24	74
Guarino, Rich	4	-	3	1		3	9	6	26
Harlan, Bruce	1	2	4	6	2	2	1	Ü	18
Heist, Stan	1	_	7	12	18	15	31	. 30	114
Herman, Ralph	11	22	28	19	14	12	19	19	144
Herr, Vickie	2	9	14	10	2	2	2	1.5	41
Jackson, Greg	9	11	14	9	19	14	19	25	120
Jorgensen, Robert	,	11	4-7	3	14	6	13	21	57
Keslick, Bill		5	3	7	7	8	2	11	43
Keslick, Nancy		1	3	,	2	1	2	11	4
Manley, John	16	15	21	11	24	17	20	32	156
Molnar, David	18	27	38	26	41	20	27	45	242
Myers, Charlie	23	22	24	24	31	18	21	24	187
Pentek, Alex	23 1	22	24	1	2	2	21	24	6
Rennard, Steve	T	1	1	1	2	1	7	1	11
Salas, Phil	7	7	3	3	7	4	13	6	50
Sherbourne, Scott	3	2	2	3	6	1	12	15	41
	•	_	35	-	•	40	42		
Smith, Jack	28 ⁻	37 1	33	25	39 1	40	42	57 1	303
Smith, Sue	1.4	1	22	17		1 -	27		168
Verno, Ralph Wentzel, Jill	14 2	23 5	22 1	17 1	25 5	15 3	27 9	25 12	168 38
Crew Totals	156	206	247	184	273	192	309	383	1950
Day Calls	27	33	43	30	42	41	46	46	308
Night Calls	10	14	18	9	20	13	7	22	113
Traffic 54									
Responses	7	5	19	6	11	8	21	34	111
54 Mileage	54	22	88	39	73	55	87	117	535
Traffic 56									
Responses	2		4		2	1	1		10
56 Mileage	22		13		16	7	5		63
						•	-		

Goshen Fire Company Fire Report August 2009

	Month	YTD		
Incident Responses (Total)	66	436	Calls by Type	
Station 54 (Park Avenue)	45	264	Assist Police	
Station 56 (Boot Rd.)	21	172	Auto Accident	5
			Auto Accident w/Entrapment	
Calls by Township			Brush Fire	
East Goshen	31	199	Building / Dwelling	
West Goshen	18	121	Chimney	
Westtown	14	67	CO Incident	
Willistown	3	27	Cooking Fire	1
			Electrical Utility	13
			False Fire or CO Alarm	18
	,		Good Intent Call	12
			Hazmat	4
_			Heater / Furnace	
Total Firefighters Responding	638		Helicopter LZ	
Average Turnout	10		Medical Assist	6
Staff-hours	318		Overpressure/Rupture	
Total Time In Service	30.23		Rescue	1
Property Value	8000		Relocate	
Property Loss	8000		Service Call	3
Property Saved	0		Trash Fire	1
			Vehicle Fire	2
			Civilian Injury	
Firefighter Injuries			Civilian Fatality	

Goshen Fire Company Fire Report August 2009

	Month	YTD		
Incident Responses (Total)	66	436	Calls by Type	
Station 54 (Park Avenue)	45	264	Assist Police	
Station 56 (Boot Rd.)	21	172	Auto Accident	5
			Auto Accident w/Entrapment	
Calls by Township			Brush Fire	
East Goshen	31	199	Building / Dwelling	
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			False Fire or CO Alarm	18
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Total Firefighters Responding	638		Helicopter LZ	
Average Turnout	10		Medical Assist	6
Staff-hours	318		Overpressure/Rupture	
Total Time In Service	30.23		Rescue	1
Property Value	8000		Relocate	
Property Loss	8000		Service Call	3
Property Saved	0		Trash Fire	1
·	TO STORY OF STREET, ST.		Vehicle Fire	2
·			Civilian Injury	
Firefighter Injuries			Civilian Fatality	

Ambulance Year-to-Date Statistics for 2009

Calls	JAN 316	FEB 254	MAR 242	APR 224	MAY 261	JUN 222	JUL 231	AUG 258	TOT 2008
Career Only Crews (62%)	193	160	148	136	150	141	164	154	1246
Blended Crews (3%)	20	4	13	4	8	11	2	5	67
Volunteer Only Crews (35%)	103	90	81	84	103	70	65	99	695
Calls To: Bellingham Hershey Mill Ice Line Pembrooke QVC - Enterprise Drive QVC - Wilson Drive Wellington YMCA	41 20 2 12 2 2 34 6	35 24 4 7 3 2 24 2	27 26 1 7 1 1 33	24 31 7 5 1 12	35 33 2 6	19 25 1 8 1 2 21	23 29 8 2 1 17 4	23 37 4 2 1 19 1	227 225 10 59 16 10 179 20
Type Calls Assault Bites Drug Poisoning Fall Firearm Self-inflicted Lightning Machinery Accidents Medical Motor Vehicle Non-traffic Accident Motor Vehicle Traffic Accident Motorcycle Accident Not Applicable Not Known	4 1 2 43 1 1 154 3 11	23 141 8	1 26 125 2 14	1 24 110 2 7 1	1 21 130 7	26 1 1 98 4	1 1 29 108 4	1 1 2 23 1 1 118 1 7	7 2 7 215 1 1 2 984 8 62 1 1
Other Other Trauma Pedestrian Traffic Accident Recreation Vehicle Sports Injury Stabbing/Cutting Accidental Stabbing/Cutting Assault Transport Venomous Sting (Plants, Animals)	9 3 1 1	8	9 1	1	2 1 1	8 1	5 1 1	1	53 4 2 1 6 2 1 1 2
Patients Treated	234	180	180	154	165	139	152	160	1364
Patients 65 and Over	147	113	122	93	116	90	101	105	887

Patients Treated by ALS Units

Ambulance Year-to-Date Statistics for 2009

Calls CCH Medic 91 Malvern Medic 4 Medic 23 RMH Medic 104	JAN 316 80 37 1	FEB 254 73 26	MAR 242 55 45 1	APR 224 65 22	MAY 261 61 33	JUN 222 46 21	JUL 231 57 24	AUG 258 61 27	T OT 2008 498 235 2
Township Statistics Downingtown Borough East Bradford Township East Goshen Township Edgemont Township Malvern Borough Newtown Township (Delaware) Philadelphia City West Chester Borough	192 3	146	147 2	130	148 2 2	1 124 1	1 128 1	1 159	1 2 1174 6 1 2 1
West Goshen Township West Whiteland Township Westtown Township Willistown Township	76 36 9	73 24 11	59 26 8	56 27 10	70 24 15	66 19 11	71 19 11	52 1 32 13	523 1 207 88
Number of Patients Transported Brandywine Hospital Bryn Mawr Hospital	1 4	2	2	1 2	4		1 2	1	3 17
Bryn Mawr Rehab Hosp Chester County Hospital Crozer-Chester Medical Ce Hospital of the Univ of P Lankenau Hospital	130 8	114 1 2 1	103 3	1 99 5	99 4	90 1	94	90	1 819 25 2
Paoli Memorial Hospital PENNSTAR Phoenixville Hospital Riddle Memorial Hospital	85 1 5	56 4	66 2 4	44 2	57 1	47 1	52 3	65 1	472 3 1 20
Calls from 6AM to 5PM	190	150	142	123	153	142	138	143	1181
Calls from 5PM through 11PM	81	55	63	66	64	50	63	74	516
Calls from 11PM to 6AM (Night Crew)	45	49	37	35	44	30	30	41	311

WORKSHOP

BOARD OF SUPERVISORS MEETING

WORKSHOP

Tuesday September 15, 2009 7:00 PM

- 1. Review meeting agenda
- 2. Review invoices -
- 3. Action List
 - A. Purchasing Policy
 - B. Stream Buffer Rules
 - C. Homecare Patients
 - D. Malvern Library
 - E. Distribution of Meeting Info
 - F. East Boot Road Plantings
 - G. Sewer and Refuse Collection
 - H. Hershey Mill Damn Engineering RFP
 - I. Unpaid Jim Lodge engineer recharges
 - J. T-Mobile Site Acquisition
- 4. Any Other Matter
- 5. Liaison Reports
- 6. Subdivisions/Land Developments/ZHB Applications
- 7. Public Comment
- 8. FYI

Reminder_-

NEWSLETTER ARTICLE SUBMISSION DUE DATES:

DELIVERY DATE:

November 10, 2009

January 1, 2010

Worksjop A. 2-Pgp

EAST GOSHEN TOWNSHIP PURCHASING POLICY

The following applies to purchases for Township operations where no contract exists:

Estimated Amount of Purchase	Requirements
Under \$1,000.	 Reasonable effort. More than one quote may be obtained if deemed appropriate for savings potential.
\$1,000 \$4,000.	Memo to Board in a timely manner.At least two verbal or written quotes.
\$4,001 \$9,999.	 Three written or verbal quotes. Memo to Board. Board affirmation.
\$10,000. and Higher	Memo to Board.Public Bid or Costars Program.

- Memos to the Board must describe the quantity, unit price, total price, a statement regarding the budgetary status of the items and any other pertinent information. Budgetary status includes whether or not the item(s) were contemplated in the budget to be charged and whether the requested purchase will exhaust or exceed the budget expense line to be charged.
- Memos to the Board may be for "blanket" purchases. A blanket purchase would be for a project
 to be performed over time and may have more than one component. The project as a whole
 should be presented including a time frame and expense limit.

(Asphalt for road repaving or lumber and related supplies to construct something are examples for blanket approval.)

• Exceptions to the requirements above maybe made for "Sole Source" suppliers. Such a scenario is when there are no competitors in the marketplace.

(An example could be a software upgrade or maintenance agreement.)

- All Public Bids will be advertised in the local newspaper and/or on the internet as per government requirements.
- Public Bids will be awarded to the lowest responsible bidder meeting the bid specifications. A bidder may be disqualified and "not responsible" by documenting they may not be able to meet the bid specifications or if they have a history of not meeting bid specifications or requirements.

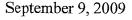
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- Same or similar items to be purchased over a brief time period should be aggregated for the purposes of determining the policy requirements. Every effort should be made to obtain quantity discounts when such purchases appear likely.
- All invoices presented to the Board for payment should be reviewed and initialed by the Department Head.

The following are authorized to make purchases:

- Township Manager
- Assistant Township Manager
- Administration Department Head
- Public Works Department Head
- Parks & Recreation Department Head





Supervisors East Goshen Township

Dear Supervisors,

As I am sure you are aware, there is a coalition of groups in Pennsylvania, including Clean Water Action, which is pressing the state to require a 100 foot buffer along all streams whenever new development occurs. Chester County is also recommending this.

Buffers help filter out pollution from runoff, prevent erosion and flooding, provide important habitat, and help reduce drinking water treatment costs. They are good for Pennsylvania's environment and economy.

We are one of the 192 Pennsylvania municipalities which have stream buffer rules, but we are not part of the 30% which have required a buffer of 100' or more in width.

The Conservancy Board would like to suggest that we consider joining that 30%.

Thank you for your consideration.

Sincerely,

Bryan Delmonte, Vice - Chairman,

Bryon Stel Monte

Conservancy Board

Smith, Rick

From:

Sarah Shoemaker [sshoemaker@NVNACC.com]

Sent:

Wednesday, August 26, 2009 10:14 AM

To:

rsmith@eastgoshen.org

Subject:

East Goshen Township Homecare Patients

Attachments: East Goshen Info Request - Revenue.doc

Hello Mr. Smith,

Andrea Devoti asked me to respond to the East Goshen Board of Supervisors' additional information request:

303 PATIENTS 10,677 VISITS

1. Residents of East Goshen comprise 5.64% of our total patients and 12% of our total visits.

2. Please see attachment.

- 3. Neither Chester County nor the Commonwealth of Pennsylvania provide any support to this agency.
- 4. Other municipality donations in 2009:
 - East Bradford: \$3,000 2% of patients, 7% of visits
 - Pennsbury: \$1,000 <1% of patients, 3% of visits
 - East Whiteland: \$1,850 <1% of patients, 2% of visits
 - London Grove: \$2,000 <1% of patients, 3% of visits
 - Tredyffrin: \$2,400 2% of patients, 9% of visits
 - East Caln: \$1,000 3% of patients, 2% of visits

Please feel free to contact me with any further questions.



Sarah Shoemaker

Administrative Assistant to the Executive Director

Neighborhood Health Agencies, Inc.

Neighborhood Visiting Nurse Association - Neighborhood Hospice - Neighborhood League

A Tradition of Caring Since 1912

P - 610.696.6511, ext. 101

F - 610.429.2470

www.nvnacc.com

Medicare Certified - CHAP Accredited - Member: National Association of Home Care, National Hospice and Palliative Care Organization, Pennsylvania Homecare Association, and Visiting Nurse Association of Pennsylvania

8/26/2009

MIGHT KODATON

3.

2 PM

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Neighborhood Health Agencies, Inc. Consolidated Statement of Operating & Non-Operating Revenue For the Twelve Months Ended June 30, 2009

	Drior VTD	•¹ U	t. t	79) 25,539	92 1.547 662	_		42 114,675	55) 7,191,655					(566) 1,307		\$ 15,2				D	00 34,516	(00	00) 1 000	Ċ	7	182 32,568	82 6.546	4.	8
	Variance	381 311	,	(19,0/9)	133,992	768 937	(00)	81,642	(381,755	(617,753	(65,662)	(5 646)) [<u>.</u>	66.220	\$ (487,537		Variance	4 A	(4,1,49)	33,800	(1,000)	(1,000)	74.753	<i>t</i>	=	2,582	433,212	\$ 537,781
Year-to-Date	Budget	\$ 4.508 162	-	99,099	1,575,541	593,182	E4 E22	255,10	7,409,465	2,706,969	348,585	17.500	7.11	0/c'l	10,000	\$ 17,268,909	Year-to-Date	Burdnet	47 970		1	1,000	1,000	175,000	000,00	20,000	t	25,000	\$ 269,970
	Actual	4,889,473	17 310	0.0,1	1,709,533	524,245	1/0/172	0 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	01/,720,/	2,089,216	282,922	14,551	040	0.0,	76,220	16,781,372		Actual	43 221	000 00	33,600	ı	ı	249.753	20 182	201,02	2,582	458,212	807,751
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Current Month	Budget	\$ 375,410	3.033	147 838	147,030	49,432	5.128	649 321	170,010	241,215	31,746	1	ı	000	000,2	\$ 1,505,622	Current Month	Budget	\$ 3,998	ı		•		14,583	1.667	•		1	\$ 20,248
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Operating Revenue		Medicare	Medicaid	IBC & Affiliates	JHSHV		Commercal & Other	Hospice-In Home	Hosping-IPI1	Personal Care	Fir Shot	Lia Office A str. (O see	nousing Auth / Safety	Grants	() - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -	l otal Operating Revenue	Non-Operating Revenue		United Way	Local Governments	Neighborhood League Shops	Neighborhood Momans Expense	Contributions Wollialls Excitating	Contributions	Investment Income & Other	Misc Income	Partnership - NHMOB		lotal Non-Operating Revenue

Polge Foltzsyof

Smith, Rick

From:

Rosalie Dietz [rdietz@ccls.org]

Sent:

Tuesday, August 25, 2009 4:29 PM

To:

Rick Smith

Subject: RE: Malvern Library and Nurses

Rick,

Here are the answers to the questions:

2009

Total Budget \$341,083

State Aid: \$73,717

County Aid: \$38,454 (plus computer connectivity and tech support, web based databases, intra-library van

delivery service)

Donations: \$21,800 (phonathon and miscellaneous pledges)

Fines/Fees and Charges (DVD, copier): \$40,900

Municipal Contributions - 2009

Malvern Borough

\$12,180 (plus \$44,000 of in-kind services—utilities, maintenance, security, etc)

East Goshen

\$32,882

East Whiteland

\$46,703

Willistown

\$37,128 (contribute same amount to Paoli Library)

Let me know if any other info is needed.

Rosalie

From: Rick Smith [mailto:rsmith@eastgoshen.org]

Sent: Tuesday, August 25, 2009 4:08 PM

To: Rosalie Dietz

Subject: Malvern Library and Nurses

Rosalie

The Board had three additional questions

- 1. What is the total operating budget for the library?
- 2. What other support do they receive (State, country, etc)?
- 3. What are the participation rates for the other municipalities

Thanks

Rick Smith, Township Manager East Goshen Township

This message is intended for the sole use of the person to whom it is addressed and contains information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this

218

Smith. Rick

From:

Rosalie Dietz [rdietz@ccls.org]

Sent:

Wednesday, July 15, 2009 2:28 PM

To:

Rick Smith

Subject: RE: East Goshen Township

Rick,

Here is the information you requested.

Approximately 10,000 East Goshen residents have Chester County Library system cards.

In 2008, EG residents checked about 28,769 items from the Malvern Library (20% of our 143,846 total circ). The percentage has remained constant in the first 6 months of 2009 although our circulation is up about 8%.

Since we have registration for our various activities we can track township usage. We have an average of 22 storytimes each month with about 350 to 400 children attending these monthly. Of that total approximately 25% (87 to 100) are EG residents. Last year approximately 1,150 children from EG attended or participated in our summer programming. We are in the midst of this year's program and haven't compiled our statistics yet. I'm expecting that we will maintain or surpass last year's figures because all of our usage stats are up this year.

Municipal Contributions - 2009

Malvern Borough

\$12,180 (plus \$44,000 of in-kind services—utilities, maintenance, security, etc)

East Goshen

\$32,882

East Whiteland

\$46,703

Willistown

\$37,128 (contribute same amount to Paoli Library)

If I missed anything or you need clarification, please let me know.

Rosalie

From: Rick Smith [mailto:rsmith@eastqoshen.org]

Sent: Wednesday, July 15, 2009 1:46 PM

To: Rosalie Dietz

Subject: East Goshen Township

Ms. Dietz:

The Board of Supervisors has asked me to prepare a report on East Goshen Township's resident's usage of the Malvern Library and how our contribution compares to the other municipalities that support the Library.

Any information that you can provide me would be greatly appreciated. If you have any questions please give a call.

Thanks

Rick Smith, Township Manager East Goshen Township

This message is intended for the sole use of the person to whom it is addressed and contains information that is

WORKSHOP 3. E. 2pg

MEMO

TO:

Board of Supervisors

FROM:

Diane Degnan, Office Manager

RE:

Distribution of Meeting Information

DATE:

September 4, 2009

As requested, the following is a report with regard to the recent changes to the manner in which meeting agendas and related information are distributed. ABC Secretary Joyce Tarsi is the one who actually carries out this duty, so I thought it appropriate to ask for her input (see attached).

As you can see from Joyce's memo, we have received no negative input with regard to the new procedures.

While it takes a considerable amount of time and effort to copy and sort this information each week, it takes almost as much time to scan and e-mail it. However, there has been a significant savings in the amount of paper we use, and also in public works man hours as the number of packets they hand deliver has been reduced.

Accordingly, the new procedures have proven to more efficient, cost-effective, and "greener" than the previous method of distribution.

dld attachment

F:\Data\Shared Data\Admin Dept\Action Items\094009memotobosrepacketdistribution.doc

292

TO: Diane

FROM: Joyce A. Tarsi, ABC Secretary

DATE: September 4, 2009

RE: Update of E-Mailing Distribution of Packets

As requested, my input regarding a new procedural policy of e-mailing weekly/monthly packet details to designated liaison is as follows:

I have not heard any negative comments concerning the receiving of the complete packets via e-mail.

I think the system of scanning and then e-mailing to the various liaisons is a fail-safe system. Does this save time? Maybe, but most likely, the same amount of time is involved with either method.

Scanning and e-mailing does save monies per the Public Works employees man-hours by not delivering the packets as well as the cost of postage is also less expensive than the past employee delivery route.

I feel this new E-mail distribution of packets is efficient and benefits EGT as well as the employee.

Memo East Goshen Township 1580 Paoli Pike West Chester, PA 19380

Voice (610) 692-7171 Fax (610) 425-8950

E-mail rsmith@eastgoshen.org

Date: September 10, 2009

To:

Board of Supervisors

From: Rick Smith, Township Manager

East Boot Road Plantings

One of the open action items is the replanting of the area along East Boot Road just south of Bellingham. The Board is waiting for a plan from the Conservancy Board.

At their meeting on September 9, 2009 the Conservancy Board reviewed a proposal from WD Wells to prepare such a plan. The proposal would also include a plan to redo the landscaping in front of the Township Building.

The design work would cost \$1,200 however, WD Wells is willing to reduce the cost to \$300 provided WD Wells can erect one job site sign at each location for a period of 30 days and mention of "landscape design assistance from WD Wells & Associates" in the Township Newsletter (see condition 5)

The Conservancy Board would like to know if the Board is amenable to the installation of the signs and the mention in the Township Newsletter.

F:\Data\Shared Data\Public Works Dept\Parks\East Boot Road\Memo re plantings 091009.doc



190 Woodcrest Road West Grove, Pennsylvania 19390 Phone: 610-869-3883 Fax: 610-869-4288

DESIGN SERVICE AGREEMENT

Proposal Information

DSA #: 4908

Creation Date: Sep. 9, 2009 Designer: Anthony Dufour

Owner/Submitted To:

East Goshen Township 1580 Paoli Pike

West Chester, Pennsylvania

19380

(610) 692-7171

Jobsite

Township Building 1580 Paoli Pike

West Chester, Pennsylvania

19380

(610) 692-7171

Preliminary Design Program

- 1. Township Building, 1580 Paoli Pike:
 - a. Supply planting plan in minimum 1:8 scale for front of Township building.
 - 1. Advise on retention of existing plants based on health and mature size.
 - 2. Specify plants appropriate for the conditions, and available maintenance.
 - 3. Supply pictures of plants as well as an installation proposal.
- 2. Historic Goshenville, along Old Boot Road:
 - a. Supply planting plan in minimum 1:20 scale for area bounded by parking lot, Old Boot Road, and asphalt walking path.
 - 1. Advise on removal of existing plants based on invasiveness, condition or encroachment into shoulder and/or roadway.
 - 2. Specify plants to create a native, historically-appropriate hedgerow
 - a. Screen Bellingham, an assisted living facility, but maintain openings to the walking trail for security purposes.
 - b. Note: Locations of existing trees will not be plotted, unless an existing survey plan is available. Locations of proposed new trees will be roughly plotted, with final locations flagged in the field.
 - 3. Supply pictures of proposed plants, as well as installation proposal.
- 3. Designs will be supplied in .pdf electronic format. (2) 'Hard' or printed copies will also be delivered. Extra copies will be supplied at standard rate (typically \$5.00 for 24" x 36" sheet).

Owner initials		date			
Designer initials	APD	_date_	9	10	/ 09

Page 1 of 2

Print Date: 9/9/2009



190 Woodcrest Road West Grove, Pennsylvania 19390 Phone: 610-869-3883 Fax: 610-869-4288

Print Date: 9/9/2009

- 1. W.D. Wells and Associates, Inc. agrees to provide a Landscape Plan for the areas and items described in the Preliminary Design Program
- 2. The Owner agrees to the non-refundable retainer fee, listed below, which is due in full prior to commencement of landscape design work. Owner will supply at minimum a scaled drawing indicating the property boundaries, location of permanent structures, rights-of-way or any other easements, covenants or restrictions placed on the property. (Other requirements may be indicated below in the Special Conditions section)
- 3. Any fees charged by the local municipality or other governing bodies for permits, plan reviews, engineering, utility planning fees, etc. required for the approval of the project shall be paid by the Owner as a cost over and above the retainer fee. This includes any third-party consultations or drawing preparations (i.e. surveyor, architect, engineer) that may be necessary, with the written approval of the Owner.
- 4. W. D. Wells and Associates, Inc. would like to be the installing contractor for all or a portion of the landscape work totaling no less than \$0.
- 5. The <u>estimated hours</u> required to complete this design project is 12 hours, billed at \$100.00 hourly (\$1,200.00). For consideration in erecting (1) job sign at each location for a period of 30 days, and mention of landscape design assistance from W.D. Wells & Associates, Inc. in the Township newsletter, W.D. Wells agrees to complete this work for a reduced cost of \$300.00.

Acceptance of Proposal:

Designer initials APD date 9/10/09

The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

•	
Signed and Agreed To:	
BY OWNER(S):	
Township Manager	Date
BY W. D. WELLS & ASSOCIATES, INC.:	
Landscape Designer	Date 9/10/69
This proposal may be withdrawn if not accepted Please return the signed and initialed copy to our	
Owner initials date	Page 2 of 2

Memo East Goshen Township 1580 Paoli Pike West Chester, PA 19380

Voice (610) 692-7171 Fax (610) 425-8950

E-mail rsmith@eastgoshen.org

Date: September 10, 2009
To: Board of Supervisors

From: Rick Smith, Township Manager Re: Sewer and Refuse Collection

Attached is the current resolution adopted on 9/2/08 and the 3/11/09, 7/15/09 and 8/27/09 proposed versions.

F:\Data\Shared Data\ABC'S\Board of Supervisors\Resolutions\2009\Memo re Sewer and Refuse Collection 091009.doc



RAST GOSHEN TOWNSHIP

CURRENT RESOLUTION 9/2/08

COLLECTION PROCESS

RESOLUTION 08-51

BE IT RESOLVED that the East Goshen Township Board of Supervisors hereby establishes the following collection procedure for delinquent sewer and refuse accounts.

- 1. At end of the 7th month past due (2 quarters + 30 days) the Township will send the property owner a letter by regular and certified mail return receipt advising them that the account is past due and enclose a copy of this resolution.
- 2. At end of the 8th month past due (2 quarters + 60 days) the Township Solicitor will send the property owner a letter by regular and certified mail return receipt advising them that the account is past due and enclose a copy of this resolution.
- 3. At end of the 9th month past due (2 quarters + 90 days) the Township Solicitor will file a lien on the property for the amount that is currently past due including any interest, fees and penalties.
- 4. When an account is 12 months past due the Township Solicitor will proceed with the sale of personal property for the amount that is currently past due including any interest, fees and penalties.
- 5. Steps 2, 3, and 4 will proceed regardless of the amount of money owed, and shall only be stayed by the property owner either: bringing the account current, or by the property owner entering into and adhering to a payment agreement.

ADOPTED this 2 day September, 2008, by the East Goshen Township Board of Supervisors.

Memo

East Goshen Township 1580 Paoli Pike

West Chester, PA 19380

Voice (610) 692-7171 Fax (610) 425-8950

E-mail rsmith@eastgoshen.org

Date: March 11, 2009

Board of Supervisors To:

From: Rick Smith, Township Manager

Re: Collection Resolution

Revised collection resolution is attached. Kristin believe that we can file a lien and pursue a civil claim against the property owner, as long as any monies collected as a result of the civil claim go toward paying off the lien.

Se also noted that most municipalities just let the lien ride until the property is sold.

F:\Data\Shared Data\ABC'S\Board of Supervisors\Resolutions\2009\Memo re collection 091109.doc

3/11/09

EAST GOSHEN TOWNSHIP CHESTER COUNTY, PENNSYLVANIA

3/11/09

RESOLUTION NO. 09-

A RESOLUTION REGARDING SEWER & REFUSE ACCOUNT COLLECTIONS

BE IT RESOLVED THAT the East Goshen Township Board of Supervisors hereby establishes the following collection procedures for delinquent sewer and refuse accounts.

- 1. According to the East Goshen Township Code (specifically Chapter 188 titled "Sewers" and Chapter 194 titled "Solid Waste") all bills are due within 45 days of the date of the bill. If the quarterly bill is not paid by the 45th day after the date of the bill, the Township will send the property owner the standard late notice which is computer generated and the Township will impose a penalty of 10% of the amount owed.
- 2. If the quarterly bill is not paid by the 60^{th} day after the date of the bill, the Township will impose an additional penalty of $\frac{3}{4}$ of 1% of the amount owed per month.
- 3. If the property owner fails to pay quarterly bills for 2 consecutive quarters, the Township will send the property owner the standard late notice which is computer generated on the 15th day of the second month in the second quarter of nonpayment.
- 4. If the property owner fails to pay quarterly bills for 3 consecutive quarters, the account will be turned over to the Township Solicitor who will send the property owner a letter by regular and certified mail return receipt advising them that the account is past due and that they have 30 days from the date that they received the letter to bring the account current or a lien will be filed against the property for the amount that is currently past due including any interest, penalties, attorney's fees, administrative fees and filing costs.
- 5. If the property owner refuses to accept the certified mail, the Solicitor will send the property owner a letter by regular mail advising them that the account is past due and that they have 10 days from the date of the letter to bring the account current or a lien will be filed on the property for the amount that is currently past due including any interest, penalties, attorney's fees, administrative fees and filing costs.
- 6. If payment is not received within 30 days of the property owner's receipt of the letter sent pursuant to step 4 above, or within 10 days of the property owner's receipt of the letter sent pursuant to step 5 above, the Solicitor will file a lien for the amount that is currently past due including any interest, penalties, attorney's fees, administrative fees and filing costs.

7. When a delinquent account exceeds \$3,000.00, the Board of Supervisors <u>may</u> authorize the Township Solicitor to file a civil complaint with the District Court seeking a judgment against the property owners for the amount that is currently past due including any interest, penalties, attorneys fees, administrative fees and filing fees incurred in the collection of the account. If a judgment is obtained against the property owners, the Township may seek to collect said judgment by executing against the personal property of the defendant/property owners. If the Township is able to collect the judgment, the Township will satisfy the lien.

RESOLVED AND ADOPTED, this	_ day of, 2009.
ATTEST:	EAST GOSHEN TOWNSHIP BOARD OF SUPERVISORS
Secretary	E. Martin Shane, Chairman
•	Carmen R. Battavio, Vice-Chairma
	Donald R. McConathy, Member
	Joseph M. McDonough, Member
•	Thom Clapper, Ph.D., Member

Memo **East Goshen Township** 1580 Paoli Pike West Chester, PA 19380

Voice (610) 692-7171 (610) 425-8950

E-mail rsmith@eastgoshen.org

7/15/09

FILE COPY

Date: July 15, 2009

To:

Board of Supervisors

From: Rick Smith, Township Manager

Re:

Sewer and Refuse Fee Collection

Attached are a draft resolution and a worksheet that shows the current collection process. A person who does not pay their January and subsequent billes is leined in November.

We would suggest that the Board adopt the attached resolution and continue with the current process for a least one year.

If the Board adopted the resolution we would then be in a position to take some type of action, as specified in section 7, against those accounts with 8-10 accounts that have an outstanding balance of more then \$3,000.

F:\Data\Shared Data\ABC'S\Board of Supervisors\Resolutions\2009\Revised Sewer and Tras Collection Memo 071509.doc



EAST GOSHEN TOWNSHIP CHESTER COUNTY, PENNSYLVANIA



RESOLUTION NO. 09-

7/15/09

A RESOLUTION REGARDING SEWER & REFUSE ACCOUNT COLLECTIONS

BE IT RESOLVED THAT the East Goshen Township Board of Supervisors hereby establishes the following collection procedures for delinquent sewer and refuse accounts.

- 1. According to the East Goshen Township Code (specifically Chapter 188 titled "Sewers" and Chapter 194 titled "Solid Waste") all bills are due within 45 days of the date of the bill. If the quarterly bill is not paid by the 45th day after the date of the bill, the Township will send the property owner the standard late notice which is computer generated and the Township will impose a penalty of 10% of the amount owed.
- 2. If the quarterly bill is not paid by the 60th day after the date of the bill, the Township will impose an additional penalty of ¾ of 1% of the amount owed per month.
- 3. If the property owner fails to pay the quarterly bill for three consecutive quarters, the Township will send the property owner the standard late notice and a letter that outlines the collection process, when payment is expected and the options available to the property owner.
- 4. If the property owner fails to pay the balance due or enter into a payment agreement with the Township, the account will be turned over to the Township Solicitor who will send the property owner a letter by regular and certified mail return receipt advising them that the account is past due and that they have 30 days from the date that they received the letter to bring the account current or a lien will be filed against the property for the amount that is currently past due including any interest, penalties, attorney's fees, administrative fees and filing costs.
- 5. If the property owner refuses to accept the certified mail, the Solicitor will send the property owner a letter by regular mail advising them that the account is past due and that they have 10 days from the date of the letter to bring the account current or a lien will be filed on the property for the amount that is currently past due including any interest, penalties, attorney's fees, administrative fees and filing costs.
- 6. If payment is not received within 30 days of the property owner's receipt of the letter sent pursuant to step 4 above, or within 10 days of the property owner's receipt of the letter sent pursuant to step 5 above, the Solicitor will file a lien for the amount that is currently past due including any interest, penalties, attorney's fees, administrative fees and filing costs.

7/15/69

7. When a delinquent account exceeds \$3,000.00, the Board of Supervisors <u>may</u> authorize the Township Solicitor to file a civil complaint with the District Court seeking a judgment against the property owners for the amount that is currently past due including any interest, penalties, attorneys fees, administrative fees and filing fees incurred in the collection of the account. If a judgment is obtained against the property owners, the Township may seek to collect said judgment by executing against the personal property of the defendant/property owners. If the Township is able to collect the judgment, the Township will satisfy the lien.

RESOLVED AND ADOPTED, this	day of, 2009.
ATTEST:	EAST GOSHEN TOWNSHIP BOARD OF SUPERVISORS
Secretary	E. Martin Shane, Chairman
	Carmen R. Battavio, Vice-Chairma
	Donald R. McConathy, Member
	Joseph M. McDonough, Member
	Thom Clapper, Ph.D., Member

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FILE COPY

Memo East Goshen Township 1580 Paoli Pike

West Chester, PA 19380

Voice (610) 692-7171 Fax (610) 425-8950

E-mail rsmith@eastgoshen.org

Date: August 27, 2009

To:

Board of Supervisors

From: Rick Smith, Township Manager

Sewer and Refuse Fee Collection

Attached is a draft resolution for the collection of past due sewer and refuse accounts. The resolution essentially restates our current process.

Under the current process a person who does not pay their January and subsequent bills is leined in November.

If the Board wanted to shorten this time period, so that a person who does not pay their January and subsequent bills is leined in August, we would change section 3 to read "two consecutive quarters".

I would suggest that the Board adopt the attached resolution and continue with the current process for a least one year.

If the Board adopted the resolution we would then be in a position to take some type of action, as outlined in section 7, against the 8-10 accounts that have an outstanding balance of more then \$3,000.

F:\Data\Shared Data\ABC'S\Board of Supervisors\Resolutions\2009\Revised Sewer and Tras Collection Memo 082709.doc

8/27/09

EAST GOSHEN TOWNSHIP CHESTER COUNTY, PENNSYLVANIA



RESOLUTION NO. 09-

8/27/09

A RESOLUTION REGARDING SEWER & REFUSE ACCOUNT COLLECTIONS

BE IT RESOLVED THAT the East Goshen Township Board of Supervisors hereby establishes the following collection procedures for delinquent sewer and refuse accounts.

- 1. According to the East Goshen Township Code (specifically Chapter 188 titled "Sewers" and Chapter 194 titled "Solid Waste") all bills are due within 45 days of the date of the bill. If the quarterly bill is not paid by the 45th day after the date of the bill, the Township will send the property owner a late notice and impose a penalty of 10% of the amount owed.
- 2. If the quarterly bill is not paid by the 60th day after the date of the bill, the Township will impose an additional penalty of ¾ of 1% of the amount owed per month.
- 3. If the property owner fails to pay the quarterly bill for three [two] consecutive quarters, the Township will send the property owner a letter that outlines the collection process, when payment is expected and the options available to the property owner.
- 4. If the property owner fails to pay the balance due or enter into a payment agreement with the Township, the account will be turned over to the Township Solicitor who will send the property owner a letter by regular and certified mail return receipt advising them that the account is past due and that they have 30 days from the date that they received the letter to bring the account current or a lien will be filed against the property for the amount that is currently past due including any interest, penalties, attorney's fees, administrative fees and filing costs.
- 5. If the property owner refuses to accept the certified mail, the Solicitor will send the property owner a letter by regular mail advising them that the account is past due and that they have 10 days from the date of the letter to bring the account current or a lien will be filed on the property for the amount that is currently past due including any interest, penalties, attorney's fees, administrative fees and filing costs.
- 6. If payment is not received within 30 days of the property owner's receipt of the letter sent pursuant to step 4 above, or within 10 days of the property owner's receipt of the letter sent pursuant to step 5 above, the Solicitor will file a lien for the amount that is currently past due including any interest, penalties, attorney's fees, administrative fees and filing costs.

7. When a delinquent account exceeds \$3,000.00, the Board of Supervisors may authorize the Township Solicitor to file a civil complaint with the District Court seeking a judgment against the property owners for the amount that is currently past due including any interest, penalties, attorneys fees, administrative fees and filing fees incurred in the collection of the account. If a judgment is obtained against the property owners, the Township may seek to collect said judgment by executing against the personal property of the defendant/property owners. If the Township is able to collect the judgment, the Township will satisfy the lien.

RESOLVED AND ADOPTED, this day of	, 2009.
ATTEST:	EAST GOSHEN TOWNSHIP BOARD OF SUPERVISORS
Secretary	E. Martin Shane, Chairman
	Carmen R. Battavio, Vice-Chairman
	Donald R. McConathy, Member
	Joseph M. McDonough, Member
	Thom Clapper, Ph.D., Member

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Memo

- 2 East Goshen Township
- 3 1580 Paoli Pike
- 4 West Chester, PA 19380
- 5 Voice (610) 692-7171
- 6 Fax (610) 425-8950
 - E-mail rsmith@eastgoshen.org

- 9 Date: September 9, 2009
- To: Prospective Engineering Firms
 From: Rick Smith, Township Manager
 Re: Hershey Mill Dam Project

Background – On May 14, 2007 the Pennsylvania Department of Environmental Protection (DEP) advised the Township that the Hershey Mill Dam (D15-125) (the Dam), located at the northeast corner of Greenhill Road and Hershey Mill Road does not meet their requirements. Their concern is that the Dam will not safely pass the 100 year storm. In order to correct this situation the Township must make some improvement to the Dam

 Goals - The Township has identified two major components of the Dam that it would like to retain in order to maintain the character of the Dam.

- The first is the existing waterfall and the pond.
- The second is the retention of the existing dam breast in its current state: i.e. with the trees.

Alternatives - The Township has conducted numerous studies and determined that based on the information available there appear to be three alternatives to bring the Dam into compliance with DEP requirements.

The first alternative involves the creation of a secondary concrete spillway and the second alternative involves the creation of an articulated concrete block secondary spillway. Various spillway lengths have been considered.

The third alternative would be the creation of a new concrete gravity dam or a composite sheet pile & concrete dam just upstream and in direct contact the existing Dam. Under this alternative the existing Dam may be washed away if the new dam overtops.

While the first two alternatives would preserve the waterfall and pond, they would require the removal of the existing trees on the Dam. This would dramatically impact the appearance of the Dam. The third alternative would allow the trees to remain.

Two other alternatives, breaching the Dam and lowering the existing spillway and 60 feet of the Dam by six feet were considered and dismissed by the Township as not being acceptable.

- While three alternatives have been identified the Township is not predisposed to any one 1 2 alternative. Nor has the Township ruled out the use of some other innovative technology or 3 material that will achieve the same result as one of the three alternatives. 4 Accordingly, the Township is soliciting proposals from engineering firms to restore the Dam 5 utilizing each of the aforementioned alternatives or some other innovative technology or 6 material. 7 8 The proposal for each alternative should be accompanied with a list of the various work items or tasks, their cost, and the time frame for completion. 10 11 **Description of Work** - The selected engineering firm (the 'Firm') will be required to provide all 12 13
 - **Description of Work** The selected engineering firm (the 'Firm') will be required to provide all labor, material and equipment necessary to provide the engineering and administrative services required to obtain the required permits from DEP for the selected alternative. This would include coordination with other agencies as necessary, preparation of bid specifications, assistance with the bidding process, and recommendation of award. These services shall include at minimum the following:

Data collection and surveyingHydraulic and hydrology studies

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- Wetland studies (if necessary)
- 21 Preparation of design drawings and specifications in sufficient detail to obtain a Dam Permit
- 22 Preparation of Erosion and Sedimentation Control Plan
- 23 Environmental Assessment (including alternatives analysis and mitigation plan if necessary).
- 24 Preparation of plans and specifications for use in the bidding process.
- 25 Preparation of bid documents and assistance during the bidding process.
- 26 Review of bids recommendation for award. 27

It is anticipated that a contract for inspection during the construction phase and/or construction management services would be negotiated at a later date.

All work shall be done under the direct supervision a professional engineer registered in the Commonwealth of Pennsylvania (the "Engineer"),.

Fees to Federal, State and County Agencies – Fees due and payable to any Federal, State and County Agencies will be paid by the Township.

Qualifications of Firm - Provide a brief description of recent (within the last five years) dam projects which are similar in size and scope to this project that have been completed by the Firm.

Qualifications of Engineer who will be responsible for this project - Provide a brief description of recent (within the last five years) of dam projects that have been completed by the Engineer who will be responsible for this project.

References – Provide contact information for the client to three (3) projects completed by the Firm and three (3) projects completed by the Engineer.

Inspection of Documents/Site Visits – All of the information that the Township has on the Dam is available for review at the East Goshen Township Building, 1580 Paoli Pike, West Chester, PA 19380 during normal business hours. Site visits of the Dam may be scheduled during normal

- business by contacting Rick Smith at (610) 692-7171. In addition there is information available 1 2 about the Dam under the "For Your Information" heading on the Township's web page at 3 www.eastgoshen.org. Submission of Proposals – Persons or firms interested in being considered shall submit three copies of the following: 5 6 • The proposal, and 7 • the qualifications of the Firm, and • the qualifications of the Engineer, and 8 references with contact information 9 10 to Rick Smith, Township Manager, East Goshen Township, 1580 Paoli Pike, West Chester, PA 11 19380, no later then 3:00 PM on October 14, 2009. 12 13 14 Interviews – Based on the Township's review of the proposals the Board of Supervisors may 15 conduct interviews with one or more prospective Firms. 16 17 Criteria of Selection – The Township reserves the right to reject any and all proposals and to select the Firm that will best serve the interest of the Township. The Township intends to base its 18 19 selection of a Firm on the resume, qualifications and experience of the Firm and Engineer. The 20 cost will not be the sole determining factor in the selection of a Firm. 21 22 **Term-** The Engineer reserves the right to negotiate terms and conditions with the Firm that is 23 selected. 24 25 **Acceptance of Proposal** – The Township intends to select a Firm in November of 2009. 26 Attachments May 14, 2007 letter from DEP November 14, 2007 letter from DEP
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- 30 August 7, 2009 letter from DEP
- March 28, 2008 Existing Conditions Plan 31
- 32 March 28, 2009 Concrete Spillway Plan
- 33 March 28, 2009 Articulated Concrete Block Spillway Plan
- 35 F:\Data\Shared Data\Public Works Dept\Parks\HME Dam\Engineering\RFP 090909.doc

Engineering Firms September 11, 2009

Yerkes Associates P.O. Box 1568 West Chester, PA 19380 610-644-4254

Chester Valley Engineers P.O Box 447 Paoli, PA 19301 610-644-4623

URS Corporation 4507 North Front Street, Suite Harrisburg, PA 17110-1786 717-635-7901

Rettew 3020 Columbia Avenue Lancaster, PA 17603 717-394-3721

Earth Engineering 115 W. Germantown Pike, Suite 200 East Norriton, PA 19401

Advanced GeoServices Corp. 1055 Andrew Drive, Suite A West Chester, PA 19380-4293 610-840-9144

Carroll Engineering Corp. 949 Easton Road Warrington, PA 19876 215-343-5700

Gannett Fleming, Inc. P.O. Box 80794 Valley Forge, PA 19484-0794 610-650-8101

McCormick Taylor, Inc. 700 East Gate Drive, Suite 201 Mt. Laurel, NJ 08054 856-793-0800

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Pennoni Associate, Inc. One South Church Street 2nd Floor West Chester, PA 19382 610-429-8907

Schnabel Engineering, LLC. 510 East Gay Street West Chester, PA 19380 610-696-6066

ARM Group, Inc. 1129 West Governor Road P.O. Box 797 Hershey, PA 17033-0797 717-533-8600

CMX 412 Creamery Way, Suite 100 Exton, PA 19341 610-594-3500

GeoStructures, Inc. 1000 West 9th Avenue King of Prussia, PA 19406 610-265-1818

O'Brien & Gere Engineers, Inc. 512 Township Line Road Two Valley Square, Suite 120 Blue Bell, PA 19422 215-628-9100

Princeton Hydro, LLC 1108 Old York Road, Suite 1 P.O. Box 720 Ringoes, NJ 08551 908-237-5660