

AGENDA
EAST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS
WORKSHOP
Tuesday, September 22, 2009
7:00 PM

7:00 PM Executive Session – Legal Matter

8:00 PM (estimated)

1. Invoices
2. Minutes
 - a. September 15, 2009
3. Eagle Scout Project Presentation by Chris Moore (tentative)
4. Review Action List
5. East Boot Road Plantings
6. Loader
7. T-Mobile facility (Information distributed with last weeks packet)
8. Sewer & Refuse Collection Resolution
9. Master List of Discretionary Items
10. Non-Utility Account Receivable
11. Safety recommendations regarding the Deer Mgt Program
12. Any Other Matter
13. Subdivisions/Land Developments/ZHB Applications – no new applications
14. Public Comment
15. Acknowledge

Notes:

Purchasing Policy – we are preparing a list of invoices grouped by price.

Comp Plan – rescheduled until 10/6

BOS Pending Actions List

Type	Item	Original Target Date	Action Due Date	Owner	Status / Comments	List Date	Complete Date
ADM	WEGO - Long Range Costs	27-Jan-09	1-Sep-09	BoS	Provide 5 year projections for police costs to Townships	9-Aug-08	22-Sep-09
ADM	ABC Contact List	22-Sep-09	22-Sep-09	x Diane	Revise and distribute list	22-Sep-08	22-Sep-09
ADM	Status of Email Distribution of Packets	15-Sep-09	15-Sep-09	x Staff	How is it working and what are the savings.	24-Feb-09	15-Sep-09
ADM	Policy for Scout Projects	1-Sep-09	1-Sep-09	x Rick	How should requests be handled? Should costs be limited?	24-Jul-09	8-Sep-09
ADM	Policy on recycling light bulbs	???	8-Sep-09	x Rick Smith	Policy on recycling all kinds of light bulbs for the Township	8-Jan-09	8-Sep-09
ADM	Metered Billing	27-Jan-09	6-Oct-09	BoS	Tom/Don/Staff working to implement metered billing by Jan 1, 2010. Data loads OK. Working with AMS on system programming.	22-Feb-08	
ADM	Web Site Upgrade Status	15-Sep-09	6-Oct-09	Joe	Board reviewed homepage mockups. Need 3-party agreement between Triton, PALCS & Twp.	24-Jul-09	
ADM	Master Calendar: Administration	6-Oct-09	6-Oct-09	Diane	Revise internal calendar.	28-Jul-09	
ADM	Letters of Credit	6-Oct-09	6-Oct-09	Rick	Avoid another Omega. Draft Policy (29)	25-Jun-09	
ADM	Trash Ordinance rewrite	???	6-Oct-09	Rick Smith	Which is priority: Wireless or Trash?	24-Jul-09	
ADM	Review Comp Plan Action List (Ch 10)	21-Apr-09	13-Oct-09	BoS	Ensure current actions are being addressed. Sole agenda item for Workshop?	20-May-08	
ADM	Quarterly Review of Right to Know Requests	14-Jul-09	13-Oct-09	Rick Smith	Copy of prior quarter's Right to Know requests. Last report distributed 7/21	10-Feb-09	
ADM	Police Contract	1-Jan-09	15-Oct-09	x BoS	Marty/Carol work with Kapoor on strategy study. Priority list sent for update of presentation. Reached settlement 7/1.	20-Jan-09	
ADM	Purchasing Policy	1-Sep-09	22-Oct-09	x Joe	Who is authorized to Purchase and who approves invoices? Joe working on breakout of expenses that would be covered under Policy.	24-Jul-09	
ADM	Review/update records retention Resolution	17-Mar-09	3-Nov-09	Staff	Review existing guidance on records retention, including e-mail to ensure it complies with PA Museum Commission guidance. To be funded 2010.	20-Jan-09	
ADM	Evaluate converting pension plan to 401K type plan	31-Mar-09	3-Nov-09	Joe	Investigate other options.	2-Jan-07	
ADM	Add Resolutions to Ordinance	2-Jun-09	3-Nov-09	Solicitor	Review Resolutions to see if they can be added to Ordinances	10-Feb-09	
ADM	Police Scheduling	15-Sep-09	1-Dec-09	x BoS	Committee Established (Joe & Charlie)	11-Aug-09	
ADM	Update Park Ordinance for DMP	17-Feb-09	19-Jan-10	Solicitor	Jeff prepare changes to Park Ordinance per earlier discussion. Elected not to amend Ordinance	20-Jan-09	
ADM	Review/clean up Wireless Ordinance	17-Feb-09	2-Feb-10	Solicitor	Bring ordinance up to standards and close some loopholes. Remove annual reporting & fee. Wireless carrier name change. Review satellite dishes conditions	2007	
ADM	Review Township Energy Use	???	TBD	Staff	Perform energy audit using gov't web sites and/or LDDAP help	10-Feb-09	

4. ACTION LIST
4 page
9/18/2009

BOS Pending Actions List

Type	Item	Original Target Date	Action Due Date	▲	Owner	Status / Comments	List Date	Complete Date
DPW	Ridley Creek Expansion Monthly Update	15-Sep-09	15-Sep-09	x	Staff	Provide monthly status report.	5-Mar-09	15-Sep-09
DPW	Street Sign Usage Report	1-Sep-09	8-Sep-09	x	Staff	Sign costs over past 18 months, costs of damage and vandalism, corrective action to reduce damage/loss.	24-Jul-09	8-Sep-09
DPW	Boot Road Signal Synchronization(With WG)	27-Jan-09	13-Oct-09	x	Rick Smith	Signals along Boot Rd to be retimed. Move ahead to restripe road. Need final cost estimate from WG. Developer may add right turn lane from Greenhill Rd. HOP to PADOT submitted. Rec'd PADOT comments. Engineers preparing revisions. Awaiting cost estimate from engineer.	21-Jan-08	
DPW	King George Court Road	27-Jan-09	13-Oct-09		BoS	Board met with Pat McKenna 2/10/09. Case settled. Title to Road has lien. Final Report when road repaved.	9-Sep-08	
DPW	Park Bridge Permit	17-Feb-09	13-Oct-09		Rick Smith	Awaiting response from ACOE. Engineering issues resolved. Easement language approved.	24-Jul-07	
DPW	Replace plantings along East Boot Road	17-Mar-09	13-Oct-09		BoS	Replace plantings removed by Mark M in 2007. Conservancy Board to develop plan and budget. Funds in 2009 budget. Waiting on Conservancy Board.	3-Jul-07	
DPW	Quarterly report on I&I work done on system	21-Apr-09	13-Oct-09		Rick Smith	Pennoni to prepare quarterly report on I&I work done. Last report distributed 7/21.	9-Dec-08	
DPW	Greenhill Road Signage	13-Oct-09	13-Oct-09	x	Mark M	Post Flooding sign on Greenhill at Dam	22-Sep-09	
DPW	Invasive Species	20-Oct-09	13-Oct-09		Mark M	Parks & Conservancy Boards propose plan regarding invasive species in Twp open space.	11-Aug-09	
DPW	Signal at Line Rd and Paoli Pike	???	13-Oct-09		Rick Smith	Install signal only; obtain funding from Willistown for signal and previous engineering work. Townhouse developer fund full signal cost. EG will install signal if Willistown will commit to reimburse. Developer has not received HOP. No action by Willistown - do we wish to proceed?	2006	
DPW	Hershey's Mill Dam	17-Feb-09	20-Oct-09	x	BoS	Grant declined. Committee formed to determine best option. Hired GF to review data on classification.	22-May-07	
DPW	LED traffic signal replacement report from Mark	17-Mar-09	20-Oct-09	x	Staff	Grant applied for 10/23/08, and 7/24/09. Specs drafted. Await decision on Grant.	5-Jun-07	
DPW	Ridley Creek Expansion Monthly Update	13-Oct-09	20-Oct-09		Staff	Provide monthly status report.	5-Mar-09	
DPW	Public Works Service - plowing/mowing	21-Apr-09	17-Nov-09		BoS	Cost and quality of services in-house vs out-house. Study to start with analysis of 2010 mowing. Then 2010 plowing.	16-Sep-08	
DPW	Ridley Creek Expansion Monthly Update	10-Nov-09	17-Nov-09		Staff	Provide monthly status report.	5-Mar-09	
DPW	Applebrook Park: Grant for Circle Path	10-Nov-09	17-Nov-09		Mark M	Submit for Grant (42)	28-Jul-09	
DPW	Ridley Creek Expansion Monthly Update	8-Dec-09	15-Dec-09		Staff	Provide monthly status report.	5-Mar-09	
DPW	Geese Management Program	1-May-09	9-Feb-10		BoS	2007, 2008, 2009 program success based on anecdotal info. Need to request USDA to remove excess geese	23-Jan-07	
DPW	Algae/Scum treatment in ponds	21-Apr-09	9-Mar-10		Rick Smith	P&R/Conservancy Boards make recommendation on how to control algae in our ponds. Barley bales installed. Awaiting PECO for pump electric. BowTree completed. Need location for 2011.	21-Oct-08	
DPW	Recycling Contract	13-Jul-10	13-Jul-10	x	Mark M	Investigate possible change of pick up to 2nd half of week and cost of collecting Compact Fluorescent Lamps (CFL's).	22-Sep-09	

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BOS Pending Actions List

Type	Item	Original Target Date	Action Due Date	▲	Owner	Status / Comments	List Date	Complete Date
FIN	Visiting Nurses Contribution	18-Aug-09	1-Sep-09	x	Rick	Invite Representative from Visiting Nurses to brief BoS (13)	25-Jun-09	15-Sep-09
FIN	Malvern Library Contribution	18-Aug-09	1-Sep-09	x	Rick	Invite Representative from Library to brief BoS (14)	25-Jun-09	15-Sep-09
FIN	2010 Budget Prep. Memo to ABC's for Input	15-Sep-09	15-Sep-09	x	Deb	Input for 2010 considering Master Plan (44)	28-Jul-09	15-Sep-09
FIN	Property Lien Priority	1-Sep-09	1-Sep-09	x	Joe	Liens attach to property and do not expire. Must they be renewed to maintain priority? (19)	25-Jun-09	1-Sep-09
FIN	Hersheys Mill Dam	1-Sep-09	1-Sep-09	x	Deb	Expenses since 2007.	25-Aug-09	1-Sep-09
FIN	AR Collections Resolution (non-Utility)	17-Apr-09	22-Sep-09		Staff	Status of Resolution.	5-Mar-09	
FIN	Utility Billing & Collection Resolution	17-Apr-09	22-Sep-09		Rick	Billing and collection process. (16)	5-Mar-09	
FIN	Master List of Budget Reductions or Deletions	22-Sep-09	22-Sep-09		Deb	Consolidate previous reporting; show annual cuts going back 2 years; include item description and budget value. (9)	25-Jun-09	
FIN	Quarterly Summary of Pending Legal Cases	25-Jun-09	27-Oct-09		Rick	Revise report (26)	25-Jun-09	
FIN	List of Finance Reports	1-Sep-09	27-Oct-09	x	Deb	Develop & distribute crosswalk between old report format and new.	28-Jul-09	
FIN	Utility Interest & Lien Revenue	22-Sep-09	27-Oct-09	x	Joe	Consider breaking out for 2010 Budget. Staff reviewing amounts and AMS abilities. Recommendation with Budget. (34)	28-Jul-09	
FIN	Report on Real Estate Taxes Referred to County	27-Oct-09	27-Oct-09		Deb	Reformat report by address. (6)	25-Jun-09	
FIN	Non-Escrowed AR (Recharge Fees)	27-Oct-09	27-Oct-09		Deb	Reformat report; verify completeness; verify conformity to policy. (20)	25-Jun-09	
FIN	Utility Aging Reports	27-Oct-09	27-Oct-09		Deb	Revise to track quarterly billing cycle. AMS creating better time frame report. (21)	25-Jun-09	
FIN	Capital Reserve Fund Analysis	27-Oct-09	27-Oct-09		Joe	Is funding sufficient for future needs? (24)		
FIN	Utility Delinquent Account Payment Application	27-Oct-09	27-Oct-09		Joe	Policy for payment application. (35)	28-Jul-09	
FIN	Fund Balance Report	27-Oct-09	27-Oct-09		Joe	Reformat in new style. (38)	28-Jul-09	
FIN	Barkway & Ashbridge AR	27-Oct-09	27-Oct-09		Deb	Status of monies owed from W Whiteland & Westtown. (40)	28-Jul-09	
FIN	Summary Operating Report	27-Oct-09	27-Oct-09		Joe	Add YTD Budget Column (43)	28-Jul-09	
FIN	Master Calendar: Finance	27-Oct-09	27-Oct-09		Deb	Draft for Q3 Review.	28-Jul-09	
FIN	Debt Service Analysis	27-Oct-09	27-Oct-09		Joe	Should any outstanding debt be repaid or refinanced? (18)	25-Jun-09	
FIN	Capital Reserve Detail Report	27-Oct-09	27-Oct-09		Joe	Reformat in new style. (37)	28-Jul-09	
FIN	Property at 1419 Center Street	15-Sep-09	24-Nov-09	x	Rick	Proceed to Sheriff Sale to recoup monies owed Twp. Tax Claim Bureau initiated action most likely on behalf of School Taxes. Property auctioned for more than our exposure. 9/14. Await remit from County(1)	28-Jul-09	
FIN	Advertising Expenses by Division	24-Nov-09	24-Nov-09		Deb	Should expense be shown by responsible area? 2010 Budget?	24-Jul-09	

BOS Pending Actions List

Type	Item	Original Target Date	Action Due Date	▲	Owner	Status / Comments	List Date	Complete Date
PCZ	Sullivan's Grove (S/D)	28-Feb-09	20-Oct-09		BoS	They submitted revised plans. Engineering issues resolved. HOA documents under review	16-Feb-06	
PCZ	Telecom Registration and Reporting	9-Jun-09	20-Oct-09		Staff	Status of Registry and Fee collections. Letters sent 7/14. Report from Terry due.	24-Feb-09	
PCZ	Parking for Multi-Use Space in IP/BP District	20-Oct-09	20-Oct-09		BoS	PC to review and recommend changes	2-Aug-06	
PCZ	Planting around new generator installations	17-Nov-09	17-Nov-09		PC	PC to review and recommend changes	22-Jan-08	
PCZ	Noise Ord for Emergency Generators	17-Nov-09	17-Nov-09		PC	Update noise ordinance to today's conditions and include emergency generators. Sub-Committee appointed by PC.	12-Aug-08	
PCZ	Signage for C/U - only one 32 sqft sign	???	TBD		PC	Ordinance now allows one 32 sqft sign per use; should be per property.	29-Apr-08	

403A

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: East Boot Road Plantings

ES

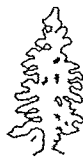
One of the open action items is the replanting of the area along East Boot Road just south of Bellingham. The Board is waiting for a plan from the Conservancy Board.

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.

5
3 pgs



W.D. Wells & Associates, Inc.
Design/Build Landscape Contractors & Professional Garden Care
610-869-3883 PA • 302-234-1990 DE
www.wdells.com

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).

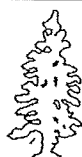
Owner initials _____ date _____

Page 1 of 2

Designer initials ADD date 9/10/09

Print Date: 9/9/2009

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W.D. Wells & Associates, Inc.
Design/Build Landscape Contractors & Professional Garden Care
610-869-3883 PA • 302-234-1990 DE
www.wdwells.com

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

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 estimated hours 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:

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.

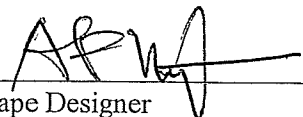
Signed and Agreed To:

BY OWNER(S):

Township Manager

Date _____

BY W. D. WELLS & ASSOCIATES, INC.:



Landscape Designer

Date 9/10/09

This proposal may be withdrawn if not accepted within 60 days of September 9, 2009
Please return the signed and initialed copy to our office and retain a copy for your records.

Owner initials _____ date _____

Page 2 of 2

Designer initials APD date 9/10/09

Print Date: 9/9/2009

#5
1 pg

Date: September 17, 2009
To: Board of Supervisors
From: Mark Miller
Re: Loader Replacement

The Case 621C Loader was purchased in 1999 and is scheduled to be replaced this year. There is \$90,000 budgeted for its replacement in the 2009 Capital Reserve Budget.

I would like to purchase a Case 551E, which is the next size down and it would cost \$120,927 under the state COSTARS Program from Eagle Power and Equipment.

They will give us a trade in value of \$40,173 for our old machine so the final cost for the new machine is \$80,754.

I would recommend that we purchase the new machine.

Mark

#7
2 pgs

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: 9/11/2009
To: Board of Supervisors
From: Mark Gordon, Township Zoning Officer
Re: T-Mobile Site Acquisition

mlg

Dear Board Members,

T-Mobile has put together some information for your consideration. T-Mobile is interested in discussing options for a full Wireless Communication Facility to be located at the Boot and Paoli Triangle or on the Municipal Property here at 1580 Paoli Pike. I have enclosed the letter from T-Mobile with just a few of the nearly 40 Stealth options that T-Mobile could possibly implement.

I realize requests similar to this have come up in the past however there are a number of new options that may provide an opportunity to solve an issue for the wireless carriers who desire coverage in this area, close the wireless coverage gap for our residents and businesses in this area of the Township and present a revenue stream for the Township.

Triangle Site: 53-4-75

This site is zoned BP and the WCF is an allowed Conditional Use in the BP. The Height of the facility will be the limiting factor on this site due to the size of the triangle parcel, and will most likely require variances for the setbacks.

Township Municipal Campus: 53-4-77.1, 53-4-78.1

The Zoning on the Township Muni. Site is C-2: WCF's are not an approved use unless they are mounted to an existing structure as outlined in the ordinance. All of the buildings on the Township property comply with the April 7, 1998 requirement. This site appears to offer more options to both parties on the type of WCF and the different stealth options. The elevation is lower than the triangle parcel and may present other RF challenges.

If you feel this is something worth investigating then T-Mobile can do some preliminary work to determine which facility types would work best in these two areas for your further discussions.

Thank you,

-Mark

Site Acquisition Services, Inc.

Site # 1CH6551Q
8-28-09

Mark Gordon
East Goshen Twp.
1580 Paoli Pike
West Chester, Pa. 19380

RE: Telecommunications Installation: Paoli Pike / Boot Rd Triangle or 1580 Paoli Pike West Chester Pa. 19380

Dear Mr. Gordon

T-Mobile would like to discuss the possibility of leasing some ground space at either of the above mentioned locations for the placement of their telecommunications equipment.

Site Acquisition Services is a consulting firm serving a variety of clients in the telecommunications field. We are representing T-Mobile, USA, a publicly traded company. The Company is a AAA rated National tenant and the fourth largest wireless telecommunications company in the United States.

As Site Acquisition Specialists for our client, we have identified your property as a candidate site for the placement of a telecommunications facility (antenna site). You may have seen various antenna sites that have been located on properties owned by townships, individuals, and corporations throughout the tri-state region already in use. The leasing of ground space can bring in unexpected and substantial revenue for years to come with little or no effort required from the Landlord.

T-Mobile would like to make the following proposal:


Term: 5-year lease with four (4) additional five (5) and one (1) additional four (4) year terms.

Initial Term: \$18,000.00 per annum plus 3% annual increases. (\$1,500.00 per month for the first year).

Co Location: 15% of all co location revenue or \$250.00. (Whichever is greater)

I would like to state that I would be as flexible as possible in order to expedite a mutually beneficial transaction. Please feel free to call me on my mobile phone at (610)-812-7638 or my office at (484) 320-4330.

Sincerely,


Dan LaPella
Site Acquisition Services, Inc.
3 Frame Ave.
Suite #103
Frazer, Pa. 19355
(w) 484-320-8341
(f) 484-320-8365
(m) 610-812-7638

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

EAST GOSHEN TOWNSHIP

COLLECTION PROCESS

RESOLUTION 08-51

CURRENT
RESOLUTION

9/2/08

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

CRBella

JW Clapper

Donald R. McCord

ATTEST:

1/5/09

2009
FILE

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

Voice (610) 692-7171

Fax (610) 425-8950

E-mail rsmith@eastgoshen.org

3/11/09

Date: March 11, 2009
To: Board of Supervisors
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

4017

3/11/09

EAST GOSHEN TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA

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 60th 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.

507

3/11/09

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

log

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

7/15/09

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 bills 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.

7081

EAST GOSHEN TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA

 **DRAFT**

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 $\frac{3}{4}$ 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.

805

7/15/09

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

Sewer and Refuse Collection Process										15-Jul-09
Current										
Month	Bill	Due	10% Penalty	Late Notice	Township letter	send to lawyer	Lawyer Letter	Leined	3/4 of 1% per month interest	
January	1-Jan	15-Feb	15-Feb	20-Feb					28-Feb	
February									31-Mar	
Mar									30-Apr	
April	1-Apr	15-May	15-May	20-May					31-May	
May									30-Jun	
June									31-Jul	
July	1-Jul	15-Aug	15-Aug	20-Aug	25-Aug				31-Aug	
August						25-Sep			30-Sep	
September							1-Oct		31-Oct	
October	1-Oct	15-Nov	15-Nov	20-Nov				1-Nov	30-Nov	
November									31-Dec	
December										

7/15/09

9081

1081
FILE COPY

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

8/27/09

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

Re: Sewer and Refuse Fee Collection

RS

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.

EAST GOSHEN TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA

 **DRAFT**

RESOLUTION NO. 09-

1181
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 $\frac{3}{4}$ 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.
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TO SHORTEN PERIOD

8/27/09

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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EAST GOSHEN TOWNSHIP DISCRETIONARY BUDGET ITEMS TO BE CONSIDERED EACH YEAR							
	TYPICAL COST	CUT IN 2009	COMMENTS				
FIREWORKS	\$35,000	\$35,000					
SNOW -EQUIPMENT RENTAL	\$12,800	\$4,098	Was \$12,800 now \$8,702 - only rent Jan, Feb and March				
DEER VEHICLE COLLISION	\$12,000	\$12,000	Proceed only if we receive grant				
ABC APPRECIATION EVENT	\$12,000	\$4,000	Cut in 2009 - to be held at Fire hall				
PARK - POND TREATMENT	\$11,625	\$11,625	Was \$19,000 reduced to \$7,375 then 7375 in 2011				
SHOP - DIAGNOSTIC EQUIPMENT	\$8,000	\$8,000	Moved to Capital Reserve Fund				
PARK - SATELLITE PARK IMPROVEMENTS	\$6,500	\$6,500					
PARK - TOT LOT	\$5,800	\$5,800					
PARK - PATHWAYS	\$5,384	\$5,384					
PARK - LANDSCAPING	\$3,850	\$3,850					
HOLIDAY HAMS AND TURKEYS	\$2,000	\$2,000					
AUTO ALLOWANCE (MILEAGE)	\$1,738	\$1,738					
MEETING REFRESHMENTS, LUNCHEONS	\$1,600	\$1,600	Cut for 2009				
STATIONERY	\$1,600	\$1,600					
MOVIE NIGHT AT THE PARK	\$1,100	\$1,100	Use company generated letterheads for all ABCs				
CONTRIBUTION TO VOL FIRE COMPANIES	225,350						
FILL VACANT PUBLIC WORKS POSITION	74,000						
CONTRIBUTION TO MALVERN LIBRARY	33,868						
DMC - BAIT STATION TICK PROGRAM	16,357						
DMC- GENERAL SUPPORT	13,900						
CONTRIBUTION TO HEALTH SERVICES	10,000						
PSATS CONVENTION	7,000						
HISTORICAL COMMISSION - CONSULTANT	5,356						
PUMPKIN FESTIVAL	4,000						
COFFEE & WATER AT TOWNSHIP BUILDING	3,200						
CONSERVANCY BOARD - PROFESSIONAL SERVICES	2,000						
PLANNING COMMISSION - CONSULTANT	2,000						
EGG HUNT	2,000						
CONSERVANCY BOARD - LANDSCAPING	2,000						
TMACC MEMBERSHIP	1,200						
TRANSPORATION MNGT ASSOC OF CHESTER COUNTY	1,200						
DMC - COMMUNICATION & EDUCATION	1,000						
POST PROM CONTRIBUTIONS (EAST/HENDERSON & SHANAHAN)	1,000						
PENNSYLVANIA MUNICIPAL AUTHORITY	750						
METEROLOGIX - PUBLIC SAFETY AND SEASONAL	740						
CCATO EVENTS	600						

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 18, 2009

To: Board of Supervisors

From: Rick Smith, Township Manager

Re: Non-Utility Accounts Receivable

We currently have several types of Non-Utility Account Receivables and the collection process for each is as listed below.

Site inspection fees associated subdivisions and land developments – There is a line item (generally 3-5% of the construction cost) for site inspections in the escrow.

Building and Sign permits – the permit is not issued until the fee is paid.

Re-Occupancy inspections – the fee is paid in advance for owner occupied units. We invoice the apartment complexes monthly. If they did not pay it would constitute a zoning violation and we would have to file a civil claim against them.

Sewer, Refuse and Tax certifications - the certification is not issued until the fee is paid.

Stormwater Management Inspections – we are required to inspect stormwater management facilities when they are constructed, then annually for the first five years, once every three years. We do not issue the Certificate of Occupancy until the inspection fees have been paid. If the homeowner did not pay the fee for the annual inspection we would file criminal proceeding against him.

Engineer fees for the review of subdivision & land development applications. - The plan is not released for recording until the fees have been paid.

Sewer Tapping and Lateral Inspection fee – They cannot connect to the sewer system until the fee has been paid.

Anne Quinn
215 N. Lochwood Lane
West Chester PA 19380
610-430-0525
pakogut@comcast.net

East Goshen Township Board of Supervisors
East Goshen Township Building
1580 Paoli Pike West Chester, PA 19380

Mr. Shane and Board:

Recently I wrote to you detailing my safety recommendations regarding the East Goshen Township Deer Management Program. You have not responded to my recommendations. I am very concerned that your liberal hunting program is dangerous and risky. I have compiled a list of improvements which I think can greatly improve the safety of all East Goshen residents while having little to no impact on the hunters' convenience. As the hunting season is only a few weeks away I am requesting your prompt response to these safety recommendations.

The following are my recommended improvements to the DMP:

Safety Improvement Recommendations

1. Extend the 50 yard safety zone to 150 yards. Measure the safety zone from the resident's property line. The safety zone is currently measured from the house and this does not allow for safety in the backyard and other parts of our properties.

Rationale: Many residents have playgrounds and play areas in the backyard. Allowing hunters to shoot weapons 50 FEET from a resident's backyard is reckless and dangerous. Measuring the safety zone from the house/dwelling does not accommodate safety in residential backyards.

2. Disallow hunting during the hours when East Goshen children are boarding and deboarding school buses i.e .7 AM through 9 AM and 2:30 PM through 4:30 PM.

Rationale: There are school bus routes adjoining the designated hunting areas. Children walking to and from bus boarding areas are within and next to the designated hunting areas. This is dangerous to our children.

3. Disallow hunter activity after dusk and before dawn.

Rationale: Commonsense. Allowing hunters to track and kill injured animals in the dark is dangerous to residents and to nearby vehicular traffic.

4. Restrict hunting on Saturdays to the hours between dawn and 8 AM i.e. no hunting after 8 AM on Saturday.

Rationale: Children and residents are likely to be in their backyards on Saturdays mornings. Much of this activity is regular property maintenance. Again having armed hunters within 50 feet of one's property as one conducts regular property maintenance is disturbing and unnerving.

5. Extend the 150 yard safety zone to school bus stops.

Rationale: Currently the safety zone is 25 yards and is woefully inadequate.

6. Disallow hunting on all school holidays such as Thanksgiving, Christmas week, etc.

Rationale: Children and residents are likely to be in and around their yards during this time period. Many children receive new outdoor toys over the holidays and they often enjoy their new

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toys in their yards over the holidays. Having armed hunters within 50 feet of children playing with new Christmas toys is unthinkable.

7. Cancel Hunting upon school closings such as snow holidays.

Rationale: Children and residents are likely to be in their backyards, front yards, and the parks (hunting areas) during the snow holiday.

The primary responsibility of township supervisors is the health, welfare and safety of the residents. Your EGT Deer Management Plan falls far short of maintaining the safety and welfare of all East Goshen residents. Please respond to my safety recommendations promptly.

Thank you for your time and consideration.

Respectfully,

Anne Quinn
Anne Quinn

215 N. Lochwood Lane
West Chester PA 19380
610-430-0525
pakogut@comcast.net

4 Sept 2009