

**AGENDA
EAST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS
TUESDAY, SEPTEMBER 14, 2010
7:00 PM**

1. Call to Order
2. Pledge of Allegiance/Moment of Silence
3. Ask if Anyone is Recording the Meeting
4. Public Comment – Hearing of Residents (Optional)
5. Approval of Minutes
6. Chairman's Report
 - a. Announce the 2011 Minimum Municipal Obligation for the Police Non-uniformed Pension Plan
7. Public Hearings - None
8. Staff Reports
 - a. Treasurers Report – Deb Beury
9. Old Business
 - a. Email Archiving – Burt Denenstein
 - b. Wireless Communications Facilities (report distributed with 9/7/10 packet)
 - c. Consider conditions for sale of Hershey Mill Dam
 - d. Review Executive Summary of Defined Contribution Pension Plan for non-uniformed employees.
 - e. Review Action List
10. New Business
 - a. Consider recommendation from Park and Rec Board to adopt an ordinance banning dogs and other pets from all Township sponsored activities and events.
 - b. Consider a request from Synthes USA to install a sidewalk in the Goshen Corporate Park West.
11. Any Other Matter
12. Correspondence, Reports of Interest
 - a. August Building Permit Report
 - b. August Fire Marshall's Report
13. Meetings & Dates of Importance

September 13, 2010	Municipal Authority	7 pm
September 14, 2010	Board of Supervisors	7 pm
September 15, 2010	TAG	7 pm
September 21, 2010	Board of Supervisors	7 pm
September 22, 2010	Zoning Hearing - Liberty Towers	7:30 pm
September 28, 2010	Board of Supervisors	7 pm
October 5, 2010	Board of Supervisors	7 pm
October 6, 2010	Planning Commission	7 pm
October 7, 2010	Park & Recreation	7 pm
October 11, 2010	Municipal Authority	7 pm
October 12, 2010	Board of Supervisors	7 pm
October 13, 2010	Conservancy Board	7 pm
October 14, 2010	Historical Commission	7 pm
October 18, 2010	Deer Committee	7 pm
October 19, 2010	Board of Supervisors	7 pm
October 26, 2010	Board of Supervisors	7 pm

14. Public Comment – Hearing of Residents

15. Adjournment

6. CHAIRMAN'S REPORT
2.
LPH

**FINANCIAL REQUIREMENT AND MINIMUM MUNICIPAL
OBLIGATION BUDGET FOR 2011**

NAME OF MUNICIPALITY:
COUNTY:

EAST GOSHEN TOWNSHIP
CHESTER

POLICE COMMISSION
NON-UNIFORM EMPLOYEES
0

1 ACT 44 DISTRESS LEVEL	
2 TOTAL ANNUAL PAYROLL Estimated Payroll for 2010	\$166,326
3 NORMAL COST AS A PERCENTAGE OF PAYROLL (Derived from latest actuarial valuation) 1/1/09	7.21%
4 TOTAL NORMAL COST (Item 2 x Item 3)	\$11,992
5 AMORTIZATION REQUIREMENT (Derived from latest actuarial valuation)	\$0
6 TOTAL ADMINISTRATIVE EXPENSES (Derived from latest actuarial valuation)	\$0
7 FINANCIAL REQUIREMENT (+ Item 4 + Item 5 + Item 6)	\$11,992
8 TOTAL MEMBERS CONTRIBUTIONS	\$0
9 FUNDING ADJUSTMENT (Derived from latest actuarial valuation)	\$0
10 MINIMUM MUNICIPAL OBLIGATION (+ Item 7 - Item 8 - Item 9)	\$11,992
11 ACT 44 AMORTIZATION REDUCTION (+ Item 5 times 25%)	\$0
12 ACT 44 MINIMUM REDUCED MUNICIPAL OBLIGATION (+ Item 10 - Item 11)	\$11,992

Signature of Chief Administrative Officer

Date Certified to Governing Body

September 15, 2010	TAG	7 pm
September 21, 2010	Board of Supervisors	7 pm
September 22, 2010	Zoning Hearing - Liberty Towers	7:30 pm
September 28, 2010	Board of Supervisors	7 pm
October 5, 2010	Board of Supervisors	7 pm
October 6, 2010	Planning Commission	7 pm
October 7, 2010	Park & Recreation	7 pm
October 11, 2010	Municipal Authority	7 pm
October 12, 2010	Board of Supervisors	7 pm
October 13, 2010	Conservancy Board	7 pm
October 14, 2010	Historical Commission	7 pm
October 18, 2010	Deer Committee	7 pm
October 19, 2010	Board of Supervisors	7 pm
October 26, 2010	Board of Supervisors	7 pm

14. Public Comment – Hearing of Residents

15. Adjournment

9 a

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 1, 2010
To: Board of Supervisors
From: Rick Smith, Township Manager
Re: E-Mail Archiving

Burt Denenstein will be at the meeting.

I met with a representative from United Computer on August 26 to discuss e-mail archiving. He confirmed there are three viable options:

- 1) On-site - Microsoft Exchange
- 2) Off-site - Microsoft Exchange hosted by a third party
- 3) Off-site - Generic Archiving hosted by a third party

The price for Off-site - Microsoft Exchange hosted by a third party would be about \$17 a month per user. There would be no limit on the number of e-mails that can be archived. If we limited the number of e-mails to be archived the price could be reduced. He noted that Microsoft Exchange provides many features, such as a calendar and a scheduler: and that there are many consultants who can support it, including United Computer.

With respect to Generic e-mail archiving he suggested, that we make sure we know what we are getting for the price. United Computer does not have or support a Generic archiving program.

In addition, I contacted the Township Solicitor and she did not foresee a problem with using a Generic e-mail archiving system.

P.
D.
2 of 2 pgs

MEMO

TO: Rick Smith
FROM: Diane Degnan
RE: Upgraded E-mail Services with Archiving Capability
DATE: August 11, 2010

As requested, the following are costs associated with the purchase of an on-site Microsoft Exchange solution (from United Computer) versus the costs associated with upgrading to an off-site/hosted Microsoft e-mail service, or off-site/hosted generic e-mail service (provided by Bee.Net). The following information, unlike the information provided previously, is based on 30 users/mailboxes, and was obtained in response to your specific questions.

Option #1) On-Site Microsoft Exchange/provided by United Computer:

Initial Equipment Cost:	\$5,007
Equipment Installation Cost:	\$5,190
Software Cost:	<u>\$5,778</u>
<i>- minus approx. \$2,000, as original proposal was based on 40 users/mailboxes</i>	
TOTAL	\$13,975
Software Maintenance Cost per Year	\$300 (after 1 st year)
Cost to Load Existing E-mails into System	N/A
(included in equipment installation cost above)	
Cost for Support	UNDETERMINED

NOTE: While United Computer originally recommended the purchase of an Exchange Server, they too would now recommend a hosted solution for the Township.

Option #2) Off-Site Microsoft Exchange/hosted by Bee.Net:

Initial Equipment Cost:	-0-
Equipment Installation Cost:	-0-
Software Cost:	-0-
Software Maintenance Cost per Year	-0-
Cost to Load Existing E-mails into System	-0-
Cost for Support	-0-

\$14/mth per user/mailbox
\$5,040/yr based on 30 users/mailboxes

Option #3) Off-Site Generic/hosted by Bee.Net:

Initial Equipment Cost:	-0-
Equipment Installation Cost:	-0-
Software Cost:	-0-
Software Maintenance Cost per Year	-0-
Cost to Load Existing E-mails into System	-0-
Cost for Support	-0-

\$7/mth per user/mailbox

\$2,520/yr based on 30 users/mailboxes

** Our current fee is \$2/mth per user/mailbox. Annual internet fee would not change.*

While the Microsoft software has more features, Burt feels it is geared more towards a corporate client, and that none of those added features would be needed by a municipality. Our current provider, has provided us with good service for several years, and can now assist us with any option. Both Burt and those at Bee.Net feel the less expensive, generic, off-site/hosted option could be customized to meet our needs. As discussed, I would concur with the recommendation to accept Bee.Net's proposal to provide us with the Quick version of off-site/hosted e-mail service including archiving for an additional \$5/mth per user/mailbox.

If at any time, it is determined that the generic software does not meet our needs, we would not be restricted from then changing over to Microsoft Exchange via an on-site solution or off-site/hosted solution, or even back to our current service..

Burt's offer to attend a meeting, and personally explain this information in more detail to the Board still stands.

dld

Memo

East Goshen Township

Date: September 9, 2010
To: Board of Supervisors
From: Rick Smith, Township Manager
Re: Hershey Mill Dam
Sale of Dam

Based on discussions with the Township Solicitor I would recommend the following courses of action with regards to the sale of the Hershey Mill Dam ("Dam").

Process of Sale: Neil DeRiemer has expressed previously expressed an interest in purchasing the Dam. Since the appraised value of the Dam is less the \$1,500, pursuant to section 1503(a) of the Township Code, the Board could negotiate a sales agreement with him. However, in order to avoid any appearance of impropriety, I would recommend that we publically solicit bids for the property, since the cost for the advertisement is minimal. In addition, I would also suggest sending a copy of the bid notice to all of the abutting property owners.

Conditions of the Sale: There are essentially two major issues that are of concern. The first is the continued use of the dam for public open space, and the second is the repair of the dam.

The Township Solicitor has opined that the Dam must be available for use as public open space and Advanced Geo Services has stated it would cost \$550,000 to fix the Dam (engineering \$100,000 and construction \$450,000). In addition, DEP will require a non-municipal owner of a dam to post a bond as a condition of the permit. Therefore, I would recommend that we impose the following conditions on the sale of the Dam, in order to minimize any potential problems in the future.

1. The Property may only be used for public recreational open space benefiting the residents of East Goshen Township and for no other use or purpose whatsoever. This restriction will be included in the deed of conveyance.
2. The Buyer must post a bond in the amount of \$550,000.00 with the Department of Environmental Protection ("DEP") which guarantees the proper construction and repair of the dam and removal, if necessary.
3. The Buyer must commit to obtaining all necessary permits to make the necessary repairs to the dam within 12 months from the date of the conveyance.
4. The Property would be sold "As Is" with all known defects, including a representation that the Buyer understands that the Property contains a dam which has not been permitted by DEP and that the Township has been put on notice that the dam must be repaired.
5. The Buyer agrees to indemnify, defend and hold the Township harmless from all claims, actions, damages, fines and liability of any kind that may be imposed on the Township as a result of the Township's ownership of the Property and dam and transfer of the Property.

**EAST GOSHEN TOWNSHIP
EXECUTIVE SUMMARY
MUNICIPAL PENSION PLAN FOR NON-UNIFORMED EMPLOYEES**

PLAN PROVISIONS

TYPE OF PLAN:	The proposed plan is a money purchase pension plan, which is a retirement plan governed by Internal Revenue Code (the "Code") section 401(a). The Plan is a defined contribution plan, which means the contributions are specifically defined in the Plan document and the amount contributed is the amount received in benefits (adjusted for earnings or losses).
PARTICIPANTS:	Non-uniformed employees of East Goshen Township (the "Township")
ELIGIBILITY:	<p>Non-uniformed employees of the Township shall be eligible to participate on the Entry Date following their completion of 1,000 hours of service with the Township. Non-uniformed employees participating in the Prior Plan (the Pension Plan of East Goshen Township) shall be immediately eligible to participate.</p> <p>[Eligibility can be changed – to be discussed]</p>
CONTRIBUTIONS:	<p>Contributions will be made by the Township in an amount equal to 5% of a participant's eligible compensation. Contributions by participants are not permitted to be made to the Plan.</p> <p>Earnings (or losses) on these contributions are credited (or debited) to a participant's account based upon investment experience.</p>
VESTING:	<p>Contributions to a participant's account shall be vested after [3 years][5 years] of service with the Township. Contributions shall also become immediately vested upon the participant's attainment of normal retirement age or death.</p>
DISTRIBUTION TIMING:	A participant becomes eligible to receive benefits upon the earlier of attainment of age 59½ or termination of

employment for any reason. [Distribution timing can be set by the Township – to be discussed]

After a participant becomes eligible to receive a distribution, he/she may select the time such distribution will begin, and the Township will direct the Plan to begin distribution of the participant's account at that time. A participant may not defer the commencement of his/her distribution past April 1 of the calendar year following the later of the calendar year in which (1) he/she attains age 70½ or (2) retires. If a participant makes no election as to when distribution of his/her benefits will commence, then the distribution of benefits will commence on the later of the date the participant stops working for the Township or his/her 70th birthday.

Distributions are also permitted in the event of a participant's death or disability (as defined in the Plan).

**DISTRIBUTION
FORM:**

If the value of a participant's account is equal to or less than \$1,000, distribution will be made in a lump sum. If the value is greater than \$1,000, a participant may elect to have the benefit distributed in a lump sum, a series of substantially equal installments, a straight life Annuity contract or an Annuity contract for the participant's life with a survivor Annuity on the life of his/her spouse.

A participant may make an election as to the form of distribution at any time prior to the date distribution begins. Once a selection is made and distribution has commenced, the method selected may not be changed.

[Distribution options can be more limited – to be discussed]

DEATH BENEFITS:

The balance of a participant's will be paid to his/her designated beneficiary. A designated beneficiary election may be changed by the participant at any time.

9 e

EAST GOSHEN TOWNSHIP ACTION LIST

#	Item	Action Due Date
ADM 07-01	Review Wireless Ordinance	14-Sep-10
ADM 07-02	Pension Plan Conversion	14-Sep-10
ADM 09-02	Records Retention Resolution (Email System)	14-Sep-10
ADM 09-05	Energy Conservation in Twp Bldg	14-Sep-10
ADM 10-16	Performance Evaluations	14-Sep-10
ADM 10-19	USDA Geese Round Up	14-Sep-10
DPW 07-02	Hershey's Mill Dam	14-Sep-10
DPW 09-03	Road Resurfacing	14-Sep-10
DPW 10-02	Pedestrian Crosswalk @ Township Park	14-Sep-10
DPW 10-04	Historic Books	14-Sep-10
FIN 09-03	Friends of East Goshen Township 501c3	14-Sep-10
FIN 10-06	Municipal Authority Funding	14-Sep-10
FIN 10-07	WCF Tower @ Township Building	14-Sep-10
PCZ 09-06	Ridley Creek Expansion Monthly Update	21-Sep-10
ADM 10-13	Sewer Metered Billing	21-Sep-10
DPW 07-04	Park Bridge Permit	21-Sep-10
FIN 10-03	Monthly Financial Reports	21-Sep-10
PCZ 06-01	Parking for Multi-Use Space in IP/BP District	21-Sep-10
PCZ 10-01	CTDI Parking	21-Sep-10
FIN 09-02	Capital Reserve Fund Analysis	24-Sep-10
DPW 08-01	Public Works Service Outsourcing	28-Sep-10
ADM 09-04	Quarterly Review of Right to Know Requests	5-Oct-10
ADM 09-07	Web Site Upgrade Status	5-Oct-10
ADM 09-08	Police Scheduling	5-Oct-10
ADM 10-03	Township Advisory Group	5-Oct-10
ADM 10-07	Staffing Analysis	5-Oct-10

#	Item	Action Due Date
DPW 08-04	Invasive Species	5-Oct-10
DPW 08-06	Recycling Contract	5-Oct-10
ADM 10-02	Annual Training Plan	7-Oct-10
DPW 08-02	Quarterly Report on I&I	12-Oct-10
DPW 10-01	Tree Vitalize Grant (Conservancy)	12-Oct-10
FIN 09-01	Quarterly Summary of Pending Legal Cases	13-Oct-10
ADM 10-15	Resolutions Book	19-Oct-10
ADM 10-7	Emergency Operations Plan	22-Oct-10
FIN 10-05	Quarterly Financial Reports - 2010	28-Oct-10
ADM 09-13	ABC Appreciation Event Guest List	2-Nov-10
ADM 09-10	Soccer Fields @ Line Road	7-Dec-10
DPW 07-01	Geese Management Program	7-Dec-10
PCZ 10-03	Generator Installations	7-Dec-10
ADM 10-01	Employee Benefits	19-Dec-10
ADM 08-02	Review Comp Plan Action List (Ch 10)	8-Jan-11
PCZ 09-01	Telecom Registration and Reporting	16-Feb-11
ADM 09-09	ARCVIEW System (GIS)	Completed
ADM 09-11	2010 Sponsorships: Fireworks & Leaf Bags	Completed
ADM 09-12	Deer Management Committee	Completed
ADM 10-04	Information Systems Analysis	Completed
ADM 10-07	Printers	Completed
ADM 10-14	Newsletter Advertising	Completed
ADM 10-18	DMP Resolution	Completed
ADM 10-20	Planning Commission Vacancies	Completed
ADM 10-21	ABC Meeting Minutes of 5/15/10	Completed
DPW 10-06	Cost of Electric Work	Completed
FIN 10-02	Services List	Completed
FIN 10-08	DPW Expense Allocation	Completed

#	Item	Action Due Date
FIN 10-09	Invoice Coding Review	Completed
PCZ 10-04	Lieberman Early & Co	Completed
PCZ 10-07	Sunoco Reports	Ongoing

EAST GOSHEN TOWNSHIP

ACTION ITEM

Item:

Wireless Ordinance

No:

ADM 07-01

List Date:

6/29/2007

Completed Date:

Description:

Review and revise Ordinance.

Date	Action
5/4/2010	Bring ordinance up to standards and close some loopholes. Remove annual reporting and fee. Wireless carrier name change. Review satellite dishes
5/4/2010	Memo from Mark Gordon.
5/25/2010	Mark to review Ordinance with Jeff Sommer to address issues related to current technology, configurations and Township restrictions.
7/27/2010	The first draft of the ordinance is attached. It is still a work in progress. If you have any comments please pass them on to Mark Gordon. Once we have incorporated the comments we will have a draft for the Board's review.
9/14/2010	Comments have been sent to Kristin- She is working on revised ordinance

EAST GOSHEN TOWNSHIP ACTION ITEM

Item:

Pension Plan Conversion

No:

ADM 07-02

List Date:

1/2/2007

Completed Date:

Description:

Is it economically feasible to convert the current defined benefit plan to a defined contribution plan?

Date	Action
	Investigation options. Tom Anderson to do actuarial study and draft papers for new plan.
4/6/2010	Per Anderson we should have report by 4/9.
4/20/2010	Memo from Rick regarding cost to switch and recommended Township contribution
5/4/2010	Can Township mandate move to Defined Contribution? Solicitor reviewing.
5/25/2010	Solicitor suggests current plan be "frozen" and new plan begun. Still reviewing legal aspects and will send memo within week.
6/8/2010	Recommendation on freezing old plan.
6/15/2010	Update distributed 6/18/10
7/13/2010	Find out price to set up new plan and to freeze old plan. What will be budget requirement at current 8% assumed rate and 6%?
8/10/2010	BoS approved Time line
9/14/2010	Board to review executive summary of new plan.

EAST GOSHEN TOWNSHIP ACTION ITEM

Date	Action
	Review existing guidance on records retention, including email to ensure complicity with PA Museum Commission guidance. Funded 2010. Must indentify system/vendor for new email, plan transition, implement plan.
5/4/2010	Review of alternative hosted systems not yet complete. Obtaining costs for hosted Microsoft Exchange solution.
7/27/2010	Attached is a quote for Microsoft Exchange and one from Bee.net
9/14/2010	Meet with Township IT consultant to discuss e-mail archiving

EAST GOSHEN TOWNSHIP ACTION ITEM

Item:

Energy Conservation in Twp Building

No:

ADM 09-05

List Date:

2/10/2009

Completed Date:

Description:

How can we reduce expenses for Administration Building?

Date	Action
4/6/2010	We are participating with County wide audit. Also awaiting quote for installation of motion sensitive light switches and programmable thermostats.
4/20/2010	Review quote for light switched and thermostats. No County action yet. Charges would be Capital Expense.
5/4/2010	More detailed quotes for thermostats, switches, and labor. Memo from Rick.
6/1/2010	Quotes OK. Can we get funding from PECO grants?
6/15/2010	Minimal funding from PECO available. (.10/switch)
7/13/2010	Approved cost to replace thermostats and install occupancy switches in meeting rooms and bathrooms. County audit not yet begun.
9/14/2010	What about HVAC service interruption discount? Investigate LED street lights . What are costs for LED message board and would there be any offsets?
9/14/2010	Light switches and thermostats have been installed. LED street lights - fixtures would cost \$1,000 installed PECO will provide a credit of \$65 per fixture HVAC - PECO provides a credit of up to \$30 a month fro service interruption (June - Sept) We have 27 units which means we could save up to \$3,250 year Interuptions could last 4-6 hours and would occur 13 to 20 times a year

EAST GOSHEN TOWNSHIP ACTION ITEM

Unify format and complete Employee Performance Evaluations

Date	Action
4/13/2010	Unify format and complete Evaluations
7/14/2010	Exec Session. Need to see if we can develop better evaluation tools in house.
9/14/2010	Interim report from Dr. Clapper, Rick & Joe.
9/14/210	Non-exempt form attached for Board's review. The exempt form will be available for review in two weeks

EAST GOSHEN TOWNSHIP

Non-Exempt Employee Performance Appraisal

 **DRAFT**

Instructions:

1. Review the tasks for this position as outlined in the job description.
2. Read all parts of the evaluation form to avoid duplicating your efforts.

Procedure:

1. Supervisor gives blank evaluation for to Employee to fill out – to be returned to the supervisor within five working days.
2. Supervisor reviews and changes as appropriate and returns the form to the employee - within three working days.
3. Supervisor schedules a meeting with the employee to discuss the evaluation within three working days.
4. After discussing the evaluation, the Employee and Supervisor sign the evaluation form.
5. A signed copy is give to the employee by the next working day.

EAST GOSHEN TOWNSHIP

Non-Exempt Employee Performance Appraisal

Name:
Review Period:

 **DRAFT**


Instructions: Check the rating most descriptive of the employee and provide supporting comments when appropriate.


Definitions:

- | | |
|--------------------------|--|
| Needs Improvement | Performance does not meet standards. Improvement required in one or more basic aspects of the job. List area(s) and give specific suggestions for improvement. |
| Meets Standards | Meets all requirements of the position. Employee is performing to expectations. |
| Exceeds Standards | Excellent performance, which is definitely and consistently better than expected. Give specific examples where employee exceeds standards. |

List area(s) and give specific suggestions/examples where employee needs improvement or exceeds standards.

	Needs Improvement	Meets Standards	Exceeds Standards
Quality of Work Performs work that is accurate, thorough and complete.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments			
Quantity of Work Produces a volume of work that is appropriate and consistent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments			
Planning and Organization of Work Effectively organizes and completes job objectives according to instructions and sets priorities to meet expected timelines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments			
Adaptability Adjusts and effectively maintains responsibilities in varying environments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments			

Skills/Certifications Maintains current skills and certifications and progresses to higher-level skills and certifications when applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments <div style="text-align: right;">  DRAFT </div>			
	Needs Improvement	Meets Standards	Exceeds Standards
Relationship with the Public Is polite, courteous, and satisfactorily resolves concern(s)/request(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments			
Relationship with Staff Members Pleasantly interacts with and is willing to help fellow employees when asked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments			
	Needs Improvement	Meets Standards	Exceeds Standards
Township Policies Is knowledgeable of and adheres to Township policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments			
Department Procedures Is knowledgeable of and adheres to operational procedures. in his/her department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments			
	Needs Improvement	Meets Standards	
Attendance Reports to work as expected.	<input type="checkbox"/>	<input type="checkbox"/>	
Comments			

Punctuality Arrives for work on time.	<input type="checkbox"/>	<input type="checkbox"/>
Comments <div style="text-align: right;">  DRAFT </div>		

Narrative: In completing the following section, give specific examples or anecdotes.

Accomplishments and Contributions to the Department:

Area(s) on which to Focus: (List a minimum of one)

Additional Comments:

Employee's signature: (Signature indicates employee has read and discussed this evaluation form with his/her supervisor, but signature does not necessarily mean agreement.)
Supervisor's signature:
Date:

EAST GOSHEN TOWNSHIP ACTION ITEM

Item:

USDA Geese Round Up

No:

ADM 10-19

List Date:

5/4/2010

Completed Date:

Description:

USDA to remove up to 300 Canada Geese.

Date	Action
	Program runs 6/1 - 8/30. Report on results
7/13/2010	Round up of 130 geese. Will ask return next year. Put in 2011 budget.
9/14/2010	Invoiced \$3,885 for geese round up



United States
Department of
Agriculture

Animal and
Plant Health
Inspection
Service

Wildlife Services

510 Creek Rd.
New Britain, PA
18901

267-864-6768

Gino J. D'Angelo
@aphis.usda.gov

August 26, 2010

Mr. Rick Smith, Township Manager
East Goshen Township
1580 Paoli Pike
West Chester, PA 19380

2010 SEP 3 AM 11 36

Dear Mr. Smith,

USDA APHIS Wildlife Services (WS) has completed the resident Canada goose management program for East Goshen Township. WS provided on site assistance in managing the local resident Canada goose population, reducing accumulations of goose droppings in residential lots and walkways, minimizing safety risks posed by aggressive geese, and reducing damage to landscaping.

With the assistance of Township employees, WS conducted a population roundup on the night of 18 June 2010 during the Canada goose molting season. During the molt, the adult geese lose their flight feathers and are physically unable to fly. At this time, goslings are growing their first set of adult feathers and are also flightless. WS discreetly conducted a roundup of 130 geese, approximately 50% of the total population of geese that were on the sites targeted for removal. The geese were then taken to a processor and donated for charitable food distribution. Population roundups may be used every year to reduce damage as long as East Goshen Township continues to utilize non-lethal techniques including nest and egg treatment and harassment.

As you know, population roundups are only two of many strategies WS recommends for a successful integrated management program. Other approaches include habitat alteration, various methods of harassment, prohibition of waterfowl feeding, and other methods of population reduction. East Goshen should continue to utilize as many of these strategies as possible. WS recommends a community-based approach to reducing damage caused by Canada geese. Encouraging neighboring communities to take action to reduce the local Canada goose population would aid the efforts in your community. If residents require additional support in implementing these measures, please don't hesitate to contact WS for technical assistance or on site management.

We hope you are pleased with the results of the Canada goose population roundup and we hope to work with you again in the coming season. Enclosed you will find an invoice for program costs. These services were provided as agreed upon at approximately 36% below our initial estimated cost. The reduced cost was due to budget savings WS achieved while working similar projects aimed at reducing resident Canada goose damage in your general area. Also, fewer geese were removed than previously estimated, thus reducing processing costs. Your prompt payment will be greatly appreciated. Please call if you have any questions.

Sincerely,

Gino J. D'Angelo
Wildlife Biologist



United States
Department of
Agriculture

Animal and
Plant Health
Inspection
Service

Wildlife
Services

PO Box 60827
Harrisburg, PA 17106
(717) 236-9451
(717) 236-9454 Fax

BILL FOR COLLECTION

COOPERATOR

Mr. Rick Smith, Township Manager
East Goshen Township
1580 Paoli Pike
West Chester, PA 19380

Telephone: 610-692-7171

Bill Number	BD 724210074
Vendor Code	236005479
Agreement No.	1072428053 RA
Billing Date	8/31/2010
Payment Due	9/30/2010

Dates of Service

Jun - Aug 2010

6/2 JRS
9/7/10
1454-2000

DESCRIPTION

AMOUNT

For Services Provided Per Cooperative Service Agreement

Salary & Benefits	\$2,052.48
Mileage	\$421.30
Travel/tolls	\$0.00
Supplies & Equipment	\$733.22
Uniform Capitalization Cost	\$160.00
Program Services	\$518.00

TOTAL DUE:

\$3,885.00

**PLEASE INCLUDE A
COPY OF THIS BILL
WITH YOUR PAYMENT**

ACCOUNT SUMMARY

	073-7242-107	\$2,657.81
For Internal	073-7242-700	\$518.00
Use Only	073-7242-701	\$421.30
	073-7242-702	\$160.00
	073-7242-704	\$127.89
	Total	\$3,885.00

NEW INFORMATION ABOUT HOW TO PAY

Please remit **USDA, APHIS WS**
payment within **PO Box 60827**
30 days to **Harrisburg, PA 17106-0827**

PAYMENTS MUST INCLUDE A COPY OF THIS BILL

Make checks payable to: **USDA-APHIS**
Please write your Bill Number on your check.

To pay with a credit card (VISA, MasterCard,
American Express, or Discover), please call the
Accts. Receivable Helpline at 1-877-777-2128.

For questions concerning this bill, please contact:
Sandy Rader (717) 236-9451

In accordance with the Debt Collection Improvement Act of 1996, invoices issued by USDA-APHIS are due and payable within 30 days. Payments not received by the due date are subject to late payment charges assessed at the rate established by the Dept. of Treasury (31 USC 3717).

For overnight delivery, send payment to:

USDA, APHIS, Wildlife Services
Attn: Sandy Rader
Farm Show Complex
MacLay Street Entrance, 2nd Floor
Harrisburg, PA 17110

FILE COPY



Cooperator Copy



Remittance Copy



State Office Copy/Fax ART

EAST GOSHEN TOWNSHIP ACTION ITEM

Item:

Hershey's Mill Dam

No:

DPW 07-02

List Date:

5/22/2007

Completed Date:

Description:

Bring Dam into compliance with DEP requirements or dispose of dam

Date	Action
	Grant declined. Committee formed to determine best option. Classification probably not changing. Hydrologic Study by advanced Geo Services.
4/6/2010	Groups met 4/5. Board to discuss 4/13/10
4/13/2010	Should we proceed with AGS or rebid work. What should be included in next phase of engineering work?
5/4/2010	Advanced GEO Proposal for breach analysis and potential solutions.
6/1/2010	Awaiting comments from Save the Dam group before taking action on GEO proposal. Phase 1 approved.
7/6/2010	Impoundment drained 6/30. Conceptual plans due for 7/20 meeting. Cost estimates due for 8/17.
7/13/2010	Solicitor OK with sale of Dam property. Checking with DEP.
7/20/2010	Options presented by Adv Geo. Pipe option out. Will price weir, breach, silt removal, ongoing maintenance, and check if required to remove silt under any scenario.
8/10/2010	Accepted proposal to have an appraisal done. Tentative award of \$15,000 grant
8/17/2010	Authorized applying for grants to breach the dam
8/24/2010	Review cost estimates
9/7/2010	Received appraisal. Discuss conditions of sale with solicitor
9/14/2010	Board to approve conditions of sale and the process

EAST GOSHEN TOWNSHIP ACTION ITEM

Long term plan for road resurfacing.

Date	Action
4/13/2010	Draft plan to identify road lifetimes and likely resurfacing schedule.
4/20/2010	Mark provided history of roads recently paved. Now need projections for roads going forward.
7/13/2010	Update on report progress: still working on plan.
9/7/2010	Report attached -Discuss on 9-14
9/14/2010	Discuss report

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 3, 2010 To: Board of Supervisors

From: Rick Smith, Township Manager

Re: Paving Program

The Township is responsible for 61 miles of Township roads. Under the current paving program, theoretically, a street should be repaved every 17½ years, which means we need to pave 3.5 miles a year. However, since 2003, we have only been able to pave an average of 2.5 miles per year. This equates to a paving cycle of 24 years.

We spend about \$240,000 a year on the paving program. I would note that in addition to the wearing course this cost includes base repair and curb replacement. The cost per mile has varied over the years ranging from a low of \$63,000 in 2003 to a high of \$278,000 in 2007. Our average cost is \$108,000 per mile.

It has been suggested that we base the paving cycle on a street's classification, in order to reduce our annual costs. Specifically streets that have less traffic would be paved less frequently. We looked at two options both of which are based on the current paving cycle of 24 years.

Cul-de-sac Streets – The Township has 46 miles of thru streets and 15 miles of cul-de-sacs. If we extended the paving cycle for the cul-de-sacs by 50% (to 36 years), we would only have to pave 2.3 miles per year as opposed to our average of 2.5 miles. We would reduce our costs by \$21,000 per year (\$108,000 x 0.2 miles).

However, this would only reduce our costs by 9% and paving all of the streets in a development except for the cul-de-sacs may not sit to well for residents on the cul-de-sacs.

Development Streets – The Township has 47 miles of development streets and 14 miles of collector streets and. A collector street serves pass thru traffic in addition to the residents who live on it. If we extended the paving cycle for the developments by 50% (to 36 years), we would only need to pave 1.9 miles per year. We would reduce our costs by \$64,800 per year (\$108,000 x 0.6 miles).

This would allow us to reduce our paving costs by over 25%. However, 36 years is a long time in the life of a street so we would have to institute a crack sealing program that would increase our maintenance costs.