AGENDA EAST GOSHEN TOWNSHIP BOARD OF SUPERVISORS TUESDAY, OCTOBER 12, 2010 7:00 PM

- 1. Call to Order
- 2. Pledge of Allegiance
- 3. Moment of Silence Supervisor Carmen Battavio
- 4. Ask if Anyone is Recording the Meeting
- 5. Public Comment Hearing of Residents (Optional)
- 6. Chairman's Report
 - a. TAG Presentation
- 7. Public Hearings None
- 8. Police Chief's Report None
- 9. Old Business
- 10. New Business
 - a. Consider awarding bid for the collection refuse and recyclables.
 - b. Applebrook Path
- 11. Any Other Matter
- 12. Approval of Minutes
- 13. Treasurer's Report
 - a. October 5, 2010 Report
- 14. Review Action List
- 15. Correspondence, Reports of Interest
 - a. Acknowledge letter from Resident Pauline Johnsen writing in favor of the proposal for cell towers in the East Goshen Township Park.
 - b. Acknowledge letter from Resident Mary Jane Deitch thanking Building Inspector Mike Merwin for overseeing the waterproofing company job done at her house.
- 16. Meetings & Dates of Importance

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
November 2, 2010	Election Day – no meeting	
November 3, 2010	Planning Commission	7 pm
November 4, 2010	Park & Recreation	7 pm
November 8, 2010	Municipal Authority	7 pm
November 9, 2010	Board of Supervisors	7 pm
November 10, 2010	Conservancy Board	7 pm
November 11, 2010	Historical Commission	7 pm
November 15, 2010	Deer Committee	7 pm
November 16, 2010	Board of Supervisors	7 pm
November 23, 2010	Board of Supervisors	7 pm
November 25, 26 201	0 Office Closed	
November 30, 2010	Board of Supervisors	7 pm

- 14. Public Comment Hearing of Residents
- 15. Adjournment

The Chairperson, in his or her sole discretion, shall have the power to rearrange the agenda in order to accommodate the needs of other board members, the public or an applicant.

10. NEW BUSINESS 2. 2pap

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: October 8, 2010
To: Board of Supervisors

From: Rick Smith, Township Manager Re: Refuse and Recycling Bids

I opened bids for the collection of refuse and recyclables on September 30, 2010. (attached)

The low bidder for all three options was A.J. Blosenski, Inc. of Honey Brook. We contacted six of the references provided and all of them where very pleased with the quality of the service.

Discussion – We solicited bids for three options. We are currently paying \$17.78 per month per household. We would be able to reduce the quarterly fee under all options.

Option 1 - Refuse is collected twice a week with leaf and yard waste collected 4x in November, 3x in April and May and 2x a month in all other months. This essentially the same service we provide today with the exception that leaf and yard waste will not be collected with the regular trash. Instead those items will be collected separately as noted above.

The monthly cost for this option is \$15.47 in 2010, \$15.93 in 2011 and \$16.41 in 2012.

Option 2 – Refuse is collected once a week with leaf and yard waste collected 4x in November, 3x in April and May and 2x a month in all other months.

The monthly cost for this option is \$12.82 in 2010, \$13.20 in 2011 and \$13.60 in 2012.

Option 3 – Refuse is collected once a week with leaf and yard waste collected weekly

The monthly cost for this option is \$13.17 in 2010, \$13.56 in 2011 and \$13.97 in 2012.

I would recommend that you select Option 1 since this will have the least impact on the residents from a service perspective.

Suggested Motion – I move that we award the bid for the collection of refuse and recyclables to A.J. Blosenski, for Option 1 in the amount of \$1,877,237.72.

Refuse Bid Results Bids opened September 30, 2010

Option	_	2	က	
Refuse	unilimited 2x week	unlimited 1x week	unlimited 1x week	П
Leaf/yard waste	4X in Nov 3 X in April & May 2X month all other months	4X in Nov 3 X in April & May 2X month all other months	1x week	
AJ Blosenski Mascaro BFI	1,887,237.72 2,268,542.13 2,341,700.30	1,563,798.24 1,903,636.08 1,762,352.30	1,606,449.60 2,117,998.80 1,902,154.30	1

10 NEW BUSINESS b.

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: October 8, 2010
To: Board of Supervisors

From: Rick Smith, Township Manager

Re: Applebrook Path

The construction on the foot bridge at the Applebrook Park is proceeding smoothly. The Public Works Department has already installed the base (millings) for the path that will loop around the forest that the Conservancy Board is creating on the east side of the Ridley Creek.

There is \$12,800 in the 2010 Budget for paving the loop path and we have spent \$2,200 to date.

We had initially contemplated differing the paving until next year and were going to include \$10,000 in the 2011 Budget.

However, since it appears that the contractor will finish by the end of October we would suggest proceeding with the paving of the loop path in 2010.

I would add that we have just recently removed the milling and other material that we had stockpiled by the sycamore tree just south of the Chamber. This area has been graded and seeded and the grass is starting to grow. So if we pave the loop path this fall we will be able to complete all of the planned improvements to the Applebrook Park this year.

1918

#	Item	Action Due Date
ADM 10-03	Township Advisory Group	12-Oct-10
ADM 10-16	Performance Evaluations	12-Oct-10
DPW 07-02	Hershey's Mill Dam	12-Oct-10
DPW 08-06	Recycling Contract	12-Oct-10
PCZ 06-01	Parking for Multi-Use Space in IP/BP District	12-Oct-10
PCZ 10-01	CTDI Parking	12-Oct-10
ADM 10-15	Resolutions Book	19-Oct-10
ADM 10-7	Emergency Operations Plan	19-Oct-10
DPW 08-02	Quarterly Report on I&I	19-Oct-10
DPW 10-02	Ridley Creek Expansion Monthly Update	19-Oct-10
FIN 09-03	Friends of East Goshen Township 501c3	19-Oct-10
FIN 09-01	Quarterly Summary of Pending Legal Cases	26-Oct-10
FIN 10-03	Monthly Financial Reports	26-Oct-10
DPW 07-04	Park Bridge Permit & Construction	28-Oct-10
FIN 10-05	Quarterly Financial Reports - 2010	28-Oct-10
ADM 07-01	Review Wireless Ordinance	3-Nov-10
ADM 07-02	Pension Plan Conversion	3-Nov-10
ADM 09-07	Web Site Upgrade Status	3-Nov-10
DPW 10-02	Pedestrian Crosswalk @ Township Park	3-Nov-10
ADM 10-02	Annual Training Plan	9-Nov-10
ADM 10-07	Staffing Analysis	9-Nov-10
FIN 09-02	Capital Reserve Fund Analysis	9-Nov-10
ADM 09-10	Soccer Fields @ Line Road	7-Dec-10
DPW 07-01	Geese Management Program	7-Dec-10
DPW 08-04	Invasive Species	7-Dec-10
PCZ 10-03	Generator Installations	7-Dec-10

#	ltem	Action Due Date
ADM 10-01	Employee Benefits	19-Dec-10
ADM 09-04	Quarterly Review of Right to Know Requests	3-Jan-11
ADM 08-02	Review Comp Plan Action List (Ch 10)	8-Jan-11
DPW 10-04	Historic Books	11-Jan-11
PCZ 09-01	Telecom Registration and Reporting	16-Feb-11
FIN-10-10	Energy Usage at Township Building	15-Mar-11
ADM 09-02	Records Retention Resolution (Email System)	Completed
ADM 09-05	Energy Conservation in Twp Bldg	Completed
ADM 09-08	Police Scheduling	Completed
ADM 09-09	ARCView System (GIS)	Completed
ADM 09-11	2010 Sponsorships: Fireworks & Leaf Bags	Completed
ADM 09-12	Deer Management Committee	Completed
ADM 09-13	ABC Appreciation Event Guest List	Completed
ADM 10-04	Information Systems Analysis	Completed
ADM 10-07	Printers	Completed
ADM 10-13	Sewer Metered Billing	Completed
ADM 10-14	Newsletter Advertising	Completed
ADM 10-18	DMP Resolution	Completed
ADM 10-19	USDA Geese Round Up	Completed
ADM 10-20	Planning Commission Vacancies	Completed
ADM 10-21	ABC Meeting Minutes of 5/15/10	Completed
DPW 08-01	Public Works Service Outsourcing	Completed
DPW 09-03	Road Resurfacing	Completed
DPW 10-01	Tree Vitalize Grant (Conservancy)	Completed
DPW 10-06	Cost of Electric Work	Completed
FIN 10-02	Services List	Completed
FIN 10-06	Municipal Authority Funding	Completed
FIN 10-07	WCF Tower @ Township Building	Completed



#	ltem	Action Due Date
FIN 10-08	DPW Expense Allocation	Completed
FIN 10-09	Invoice Coding Review	Completed
PCZ 10-04	Lieberman Early & Co	Completed
PCZ 10-07	Sunoco Reports	Ongoing

Item:	Township Advisory Group	No:	ADM 10-03
	List Date: 1/26/2010	Completed Date:	
Description:	Establish group of Residents to independently review Township	operations.	

Data	Action
Date	Action
	Mission Statement established. Advertised in Newsletter and website for volunteers. Resumes due 4/15/10.
4/20/2010	Discuss process of formation of group based on resumes submitted.
4/27/2010	Interview candidiates 4/27 & 5/11. Appointments 5/11.
5/11/2010	Interview candidiates and make appointments.
5/26/2010	First meeting
10/5/2010	Report due.
10/5/2010	TAG will make presentation at October 12, 2010 meeting
10/12/2010	TAG will make presentation at October 12, 2010 meeting, Post on Township web page

Item:	Performance Evaluations	No:	ADM 10-16
	List Date: 4/13/2010	Completed Date:	
Description:	Unify format and complete Employee Performance Evaulations		

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
10/5/2010	Dr. Clapper and Rick are reviewing feedback from BOS
10/12/2010	Revised Non-exempt form attached for Board's review.

DRAFT 8

East Goshen Township Non-Exempt Employee Self-Evaluation

Name	Department
1. Performance	
a. Looking at your job	description, which items do you do well?
b. In which areas do y	ou need to improve your performance?
c. What suggestion(s) effectively?	do you have that will help you perform your job more
d. What would you like performance?	your supervisor to do to help you increase your job
2. Training	
a. What training did you	u receive this past year?

b. How did you use this additional training in your job?
c. What training/education would you like to have in the new year?
3. Department Improvement
What suggestion(s) do you have that will help your department become more effective?
4. Advancement
a. Into what job, if any, do you desire to advance if a vacancy should occur?
b. What training will you need to advance into that job?

EAST GOSHEN TOWNSHIP Non-Exempt Employee Performance Appraisal



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 self-evaluation form to the employee to be filled out. The form is to be returned to the supervisor within three working days.
- 2. Supervisor completes the Employee Performance Appraisal and within three working days and gives the form to the employee.
- 3. At that time the supervisor schedules a meeting with the employee to discuss within the next three working days the Employee Performance Appraisal form.
- 4. After discussing the employee Performance Appraisal Form the Employee and Supervisor sign the evaluation form.
- 5. A signed copy is given to the employee by the next working day and a copy is placed in the employee's personnel folder.

EAST GOSHEN TOWNSHIP Non-Exempt Employee Performance Appraisal

Name:

Review Period:



Instructions: Check the rating me	ost descriptive of the empl	loyee and provide supportin	ng comments when appro	priate.	
Definitions: Needs Improvement					
Meets Standards	Meets all requirements of	of the position. Employee is	s performing to expectation	ons.	
Exceeds Standards		which is definitely and cons e employee exceeds standa		ted. Give	
List area(s) and give specific sugge					
		Needs Improvement	Meets Standards	Exceeds Standards	
Quality of Work Performs work that is accurate, tho	rough and complete.				
Comments			<u> </u>		
			,		
Quantity of Work Produces a volume of work that is a consistent.	appropriate and				
Comments					
Planning and Organization of Wo Effectively organizes and completes according to instructions and sets p expected timelines.	s job objectives				
Comments					
Adaptability Adjusts and effectively maintains re- environments.	sponsibilities in varying				
Comments					

Maintains current skills and certifications and progresses to higher-level skills and certifications when applicable.			10 %
Comments			0
	Needs Improvement	Meets Standards	Exceeds Standards
Relationship with the Public Is polite, courteous, and satisfactorily resolves concern(s)/request(s).			
Comments			
Relationship with Staff Members		_	
Pleasantly interacts with and is willing to help fellow employees when asked Comments			
Comments			
	Needs Improvement	Meets Standards	Exceeds Standards
Township Policies Is knowledgeable of and adheres to Township policies.			
Comments			
Department Procedures Is knowledgeable of and adheres to operational procedures. in his/her department			
Comments			
	Needs		Meets
Attendance			Standards
Reports to work as expected.			
Comments			

Arrives for work on time.		
Comments	L	0
Narrative: In completing the following section, give speci	ific examples or anecdates	
Accomplishments and Contributions to the Department:	mo samples of aneousles.	
Accomplishments and contributions to the bepartment.		
		:
Area(s) on which to Focus: (List a minimum of one)		
Additional Community		
Additional Comments:		
Employed a signature (Circusture indicates and large to	ad and discussed this augustion forms	uith
Employee's signature: (Signature indicates employee has rea his/her supervisor, but signature does not necessarily mean ag	au anu discussed triis evaluation form v greement.)	VILLI
Supervisor's signature:		
Date:		

Item:	Hershey's Mill Dam	No:	DPW 07-02
	List Date: 5/22/2007	ompleted 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 breech 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, breech, 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
10/5/2010	Bid Opening scheduled for 10/5. Received grant for \$15,000. Working on NOAA Grant
10/12/2010	Bid Opening on 10/5. No bids received. National Fish and Wildlife Assocation grant denied Update from Don and Senya about meeting with Save the Dam Committee

Rick Smith

1300

From: Nancy Scheiderman [nscheiderman@eastgoshen.org]

Sent: Friday, October 08, 2010 8:48 AM

To: 'Rick Smith'

Subject: FW: National Fish and Wildlife Foundation Pre-proposal - Project #25788

HERSHEY MILL DAM GRANT

FYI - Yes, disappointing!

----Original Message----

From: info@nfwf.org [mailto:info@nfwf.org] Sent: Thursday, October 07, 2010 6:46 PM

To: nscheiderman@eastgoshen.org

Subject: National Fish and Wildlife Foundation Pre-proposal - Project #25788

Dear Louis Smith:

Thank you for your interest in the National Fish and Wildlife Foundation and your submission to the Keystone Initiative - Freshwater Fish - Spring 2011 Funding Opportunity Cycle. We reviewed your pre-proposal for support of the project entitled Hershey's Mill Dam Breach. Unfortunately, we are not requesting a full proposal for this project at this time.

We requested full proposals from only those applicants whose pre-proposals most closely matched the Foundation's conservation priorities.

If you would like to discuss the Foundation's current conservation priorities, please consult the Foundation Staff Lead for the Funding Opportunity for which you applied. Their contact information can be found in the funding opportunity description or RFP in the grants section of our website (www.nfwf.org).

We appreciate your interest in fish, wildlife, and plant conservation and encourage you to consider the Foundation as a possible source of funding in the future.

Sincerely,

National Fish & Wildlife Foundation

Item:	Recycling Contract		No:	DPW 08-06
			_	
	List Date: 9/22/2009	Compl	eted Date:	
Description:	Current Contract expires 12/31/2010			

Date	Action
Date	Investigate possible change of pick up to 2nd half of week and cost of collecting Compact Fluorescent Lamps (CFL's)
7/13/2010	Bids out. 5 Options Open bids 7/22.
7/27/2010	Bid results. Discuss options for 2011.
7/22/2010	Opened Bds
8/10/2010	Review options
8/17/2010	Additional info on rates
8/17/2010	Rejected att bids
8/24/2010	Review revised bid specs
9/7/201	Review revised bid specs
10/5/2010	Opened Bds on 9/30/10
10/12/2010	Award Bid

Item:	Parking for Multi-Use Space	e in IP/BP District	No:	PCZ 06-01
•			_	
	List Date: 8/2/2006	Comp	oleted Date:	
		6-00-00 Million (1997)		
Description:				

-	
Date	Action
	PC to review and recommend changes/No formal recommendation yet.
3/16/2010	Memo from Mark Gordon: Planning Commission has resurrected topic and will discuss at their April 7 Meeting.
4/22/2010	MG: No update from PC
6/2/2010	MG: PC to review draft ordinance revision
7/13/2010	August Planning Commission item.
7/22/2010	MG: PC discussed this item at length during their 7/21 WS and will forward a draft recommendation to the Board of Supervisors in August.
8/31/2010	MG: PC asked for some more information, still working on this item.
9/21/2010	will be on 10/6 PC agenda for discussion
10/12/2010	PC discussed on 10/6. PC requested that Mark obtain additional information.

BOARD OF SUPERVISORS

EAST GOSHEN TOWNSHIP

1698

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

September 30, 2010

Dear Property Owner:

The purpose of this letter is to inform you that CTDI Inc. has submitted a Conditional Use application for the property located at 1334 Enterprise Drive, West Chester, PA 19380. The applicant requests to amend the Conditional Use approval of the property by increasing the parking area to accommodate the number of employees on the largest shift as outlined in the current Conditional Use approval. Pursuant to §240-31.C(3)(qq) of the Township Zoning Ordinance the total impervious coverage of a property may be expanded to 60% in the BP district as long as all the requirements are met and the plan is approved through the conditional use process.

Pursuant to Township policy, property owners within 1000 feet of the subject property are notified of Conditional Use applications.

The meeting dates and times scheduled for the review and discussion of this application are outlined below and subject to change without notice.

October 6, 2010 - Planning Commission meeting (workshop at 7:00 pm, formal meeting @ 7:30 pm) (Presentation of Application)

November 3, 2010 - Planning Commission meeting (workshop at 7:00 pm, formal meeting @ 7:30 pm)

November 9, 2010 - Board of Supervisors meeting (workshop at 7:00 pm, formal meeting @ 8:00 pm) (Conditional Use Hearing)

All meetings are held at the Township Building and are open to the public. The plans are available for review during normal business hours. Please give me a call at 610-692-7171 or email me at mgordon@eastgoshen.org if you have any questions or need additional information.

Sincerely

Mark A. Gordon

Township Zoning Officer

Cc: All Township Authorities, Boards and Commissions

17 03 18

Item:	CTDI Parking	No:	PCZ 10-01
	List Date: 1/12/2010 Con	npleted Date:	
Description:	Violation of exisiting Conditional Use.		

Date	Action
3/16/2010	Memo from Mark Gordon: John Good Esq is scheduled to submit a CU application in the near future.
5/25/2010	No application yet. Per Mark: maybe no longer in violation.
5/27/2010	MG: Lft msgs for J. Good and CTDI Contact re: Status of CU Application
6/1/2010	MG: Spoke with Atty. for CTDI and the delay for submission of the CU application is due to the completion of an existing conditions plan for parking on the property.
6/10/2010	MG: John Good submitted a CU application however it lacked any proposed solution. After speaking with Mr. Good He asked for the Township to hold off on accepting the application and he would have an engineer look at the plan and determine where parking can be added on the property. I wrote a letter to Mr. Good highlighting the incompleteness of the application and returned the application fee.
7/22/2010	MG: I met with Mr. Good yesterday to discuss the CTDI parking and CU application. A revise parking plan has been done by an engineer this time, and meets the township requirements. The CU application will be submitted shortly requesting to amend the amend their current CU approval.
9/21/2010	Status Update.
8/31/2010	MG: CTDI had some minior changes to make to their plan and is now complete. Mr. Good will submit their CU application for Oct.
8/31/2010	Conditional Use application to be on the Oct PC agenda
9/28/2010	MG: CU Application Filed with Twp.
10/12/2010	Conditional Use Hearing scheduled for 11/9/10

18 818

Item:	Energy Usage at Township building	No:	FIN - 10-10
	List Date: 10/5/2010 Com	pleted Date:	
	We have installed new thermostats, occupancy switches, and CFLs	in I	
Description: Township Building. Need to track energy usage for electric and gas			

Date	Action
9/12/2010	New thermostats, occupancy switches and CFL installed
3/15/2011	Report due
9/13/2011	Report due
	·

1P9

2010 OCT 6 PM 2 12

10/04/10 1608 High/AN LAVE, W. 9 Pa. 19388-6024 P: 610) 696-3439

I'm in Javer of the tawer of the line of the evented in E.G., Pack.

This town will be almost in my back yard,

Think Jul the meeting and their war low the agenda,

Sincerely your,

(me, Pauline of Johnson)

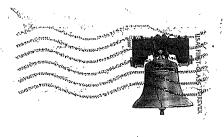
5 CORRESPONDENCE

1 pg

RECEIVED BY:

OCT 0 1 2010

M. J. DEITCH 1441 Clover Lane Schillers FR 198 What Cheater, PA 30 SEF 2010 PM 17



Dearmr Smith

Recently at had some major work done in my base ment. Thank godoliness your bruteling inspector noticed the work being done and took over in dealing with the company doing the work over in dealing with the company doing the work with the water procling comany to make Sure the with the water procling comany to make Sure the work was done properly. He went over and work was done properly. He went over and begond his job to "weatch my back".

This a good fuling to know our township has such dedicated and knowledge able employees has such dedicated and knowledge able employees looking our for us, wonder ful place to live and looking our for us, wonder ful place to live and my my Garlen is a wonder ful place to live and my my merewin is a big part of our township being my merewin is a big part of our township being my merewin is a big part of our four part Jane Deitch