

AGENDA
EAST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS
TUESDAY, NOVEMBER 9, 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. The Board met in Exec. Session on 11/3/2010 to discuss Personnel and Legal Matters.
7. Public Hearings

The Board will conduct a public hearing to consider the Conditional Use application of CTDI.
8. Police Chief's Report - none
9. Old Business
 - a. Review Money Purchase Pension Plan (a copy was in the 11/3 packet)
 - b. Review Wireless Ordinance (a copy was in the 11/3 packet)
 - c. Consider approval of Resolution 10-112 entitled Random Drug Testing
 - d. Review undecided Budget Cut Items
 - e. Consider Newsletter Options
10. New Business
 - a. Review RFP for General Insurance
 - b. Consider Adoption of Resolution 10-56 entitled Professional Services Contracts Provisions of Act 44
 - c. Consider Adoption of 10-43 entitled E-Mail Communications Policy
11. Any Other Matter
12. Approval of Minutes
 - a. October 26, 2010
 - b. November 3, 2010 (Budget Meeting)
 - c. November 3, 2010

13. Treasurer's Report

- a. November 3, 2010 Report

14. Review Action List

15. Correspondence, Reports of Interest

- a. Acknowledge letter from Resident C. Weisbecker complimenting Recreation Director Frank Vattilano.

16. Meetings & Dates of Importance

November 8, 2010	Municipal Authority	7 pm
November 8, 2010	Zoning Hearing - Liberty Towers	7:30 pm
November 9, 2010	Board of Supervisors	7 pm
November 10, 2010	Conservancy Board	7 pm
November 11, 2010	Veterans Day – Office Closed	
November 11, 2010	Historical Commission	7 pm
November 15, 2010	Deer Committee	7 pm
November 16, 2010	Board of Supervisors	7 pm
November 18, 2010	Police Commission	9 am
November 23, 2010	Board of Supervisors	7 pm
November 25 - 26, 2010	Office Closed	
November 30, 2010	Board of Supervisors	7 pm

17. Public Comment – Hearing of Residents

18. Adjournment

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

Please Visit the Township website, www.eastgoshen.org to sign up for “Constant Contact”, an email service which provides timely updates on current information regarding Upcoming Events, Meeting Dates, and important Public Notices; just to name a few. To sign up, just visit the bottom left hand side of the home page and submit your email address and you will be prompted to select the type of information you want to receive. This is a free service that acts as an up to date “electronic newsletter” keeping you informed of what is happening in your community. Your privacy is very important to us, be assured East Goshen Township will not disclose your email address to anyone for any purpose.

7. PUBLIC HEARING
8pgs

Conditional Use Application and Checklist

East Goshen Township

To: Township Zoning Officer

Name of Applicant: CTDI

Applicant Address: 1373 Enterprise Drive, West Chester, PA 19380

Telephone Number: 610.436.5203 Fax: 610.436.4110

Email Address: _____

Property Address: 1334 Enterprise Drive

Tax Parcel Number: 53-4-155 Zoning District: BP Acreage: 4.593 acres

Description of proposed use:

Applicant seeks a modification of a conditional use approval dated July
22, 1992. Applicant's employees exceed, on the busiest shift, the number of
parking spaces provided.

Conditional Use is provided in Zoning Ordinance Section: 240-21C and Section 240-31

We hereby acknowledge that we have read this application and state that the above is correct and agree to comply with all provisions of the East Goshen Township Zoning Ordinance applicable to this project and property.

[Signature] acty for applicant 6/7/10
Signature of Applicant Date

Attest: _____

*** Review the formal Planning Commission review procedure on page three.**

Conditional Use Application and Checklist

Township Administration use only:

This checklist outlines the steps and items needed to insure completeness of the application and to insure the application follows the process and conforms to the timeframe outlined by the state of Pennsylvania and East Goshen Township. This checklist is broken into two parts, the Application process and the Review Process. The application process must be completed in its entirety prior to the applications advancement into the Review Process.

Application Checklist:

<u>Item</u>	<u>Date Complete</u>
1. Completed Township Application Form:	6-7-2010
2. All related materials submitted:	9-28-2010
3. Township application and review fees paid:	9-28-2010

Application accepted as complete on 9-28-2010 by MARK GORDON

Official Signature: [Signature] Title: ZONING OFFICER

Review Process Checklist

<u>Item</u>	<u>Date</u>
1. Start date:	9-28
2. Date of first formal Planning Commission Meeting following Submission of complete application:	10-6
3. Sent to Twp. Engineer:	9-30
4. Date presented to Planning Commission:	10-6
5. Abutting Property Letter sent:	9-30
6. Date sent to CB:	"
7. Date sent To MA:	"
8. Date sent to HC:	"
9. Date sent to PRB:	"
10. Date sent to TAB:	"
11. Date by which the PC must act:	11-3
12. Date by which Board of Supervisors must act:	11-23
13. Drop Dead Date; (Day 60):	11-27
14. Conditional Use Hearing Date:	11-9
15. Dates of hearing advertisement:	10-25 & 11-1
16. Property Posted:	11-1

308

LAW OFFICES
JOHN E. GOOD ASSOCIATES

JOHN E. GOOD

331 WEST MINER STREET
WEST CHESTER, PENNSYLVANIA 19382-2832
(610) 436-6565
FAX (610) 344-9381

September 27, 2010

HAND-DELIVERED

Board of Supervisors of East Goshen Township
c/o Mark A. Gordon, Zoning Officer
1580 Paoli Pike
West Chester, PA 19380-6199

Dear Mark:

Please allow this letter to serve as an amendment to the Conditional Use Application filed June 7, 2010 on behalf of CTDI.

In the Application filed, the Applicant sought a modification of the conditional use approval dated July 22, 1992.

The amended description of proposed uses is as follows: Applicant seeks conditional use approval pursuant to Section 240-31.C(3)(qq).

Enclosed is Applicant's check in the amount of \$2,350.00 representing the appropriate Application Fee and escrow along with 11 copies of the plan showing the proposed additional parking and calculations as to the percentage of impervious coverage, etc.

I would appreciate if we could discuss a possible hearing date in this matter before it is "fixed in concrete". Thank you very much.

Very sincerely yours,


John E. Good

JEG:rd
Enclosures

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: 11/5/2010
To: Board of Supervisors
From: Mark Gordon, Zoning Officer *duh*
Re: CTDI

Dear Board Members,

The CTDI Plan has been reviewed by the Township Engineer and the comments received will be addressed with the Zoning and Building Permit application as well as plan reviews by the Twp. Engineer for parking, grading and SWM design issues. I have drafted a motion for your consideration.

DRAFT MOTION:

Mr. Chairman, I move that we recommend that the Board of Supervisors approve the Conditional Use Application and Site Plan dated 9/16/2010 with the Following conditions:

1. The applicant shall follow all applicable federal, State and Local laws and secure all proper permits prior to construction of the improvements depicted on the plans.
2. All items identified in the Township Engineers review letter dated 10/22/2010 shall be addressed to the satisfaction of the Township prior to the issuance of any construction permits.
3. The Township may decide; should substantive changes to the plan arise from the design phase of this project, that the Planning Commission should review and comment on those changes.

528

EAST GOSHEN TOWNSHIP
PLANNING COMMISSION

1580 PAOLI PIKE, WEST CHESTER, PA 19380-6199

November 5, 2010

East Goshen Township
Board of Supervisors
1580 Paoli Pike
West Chester, Pa. 19380

Re: CTDI
Conditional Use Application
53-4-155 / 1334 Enterprise Drive

Dear Board Members:

As you are aware CTDI has had challenges in the recent past meeting the requirements of their existing Conditional Use approval at 1334 Enterprise Drive and has submitted a Conditional Use Application to increase the parking and total impervious cover for their property in order to meet their needs. The ordinance allows for the expansion of the total impervious cover up to 60% thus allowing for additional parking to meet the needs of the facility.

At their meeting on November 3, 2010 the Planning Commission voted unanimously in favor of the following motion:

Mr. Chairman, I move that we recommend that the Board of Supervisors approve the Conditional Use Application and Site Plan dated 9/16/2010 with the Following conditions:

1. The applicant shall follow all applicable federal, State and Local laws and secure all proper permits prior to construction of the improvements depicted on the plans.
2. All items identified in the Township Engineers review letter dated 10/22/2010 shall be addressed to the satisfaction of the Township prior to the issuance of any construction permits.
3. The Township may decide; should substantive changes to the plan arise from the design phase of this project, that the Planning Commission should review and comment on those changes.

Sincerely,



Mark A. Gordon
Township Zoning Officer

6078

Yerkes

Yerkes Associates, Inc.

Consulting Engineers / Site Planners / Land Surveyors

October 22, 2010

East Goshen Township
1580 Paoli Pike
West Chester, Pennsylvania 19380

Attn: Mark Gordon, Township Zoning Officer

Re: CTDI – 1334 Enterprise Drive
Conditional Use Plan Review

Dear Mark:

The following plan prepared by D.L. Howell & Associates, Inc. has been submitted to this office for review:

Conditional Use Site Plan, sheet 1 of 1, dated September 16, 2010

The plan depicts the proposed parking lot expansion from 70 spaces to 104 spaces for the existing 43,600 square foot commercial building at 1344 Enterprise Drive. The existing 4.593 acre parcel is situated within the BP Business Park Zoning District. The plan indicates that the building's floor space allocation is 32,000 square feet for warehousing, repair, and assembly, 8,000 square feet for repair, and 3,600 square feet for office space. The Applicant is seeking conditional use approval to allow an impervious coverage increase from 52.56 percent to 57.37 percent in order to provide 34 additional parking spaces. The conditional use application notes that the Applicant's employees, on the busiest shift, exceed the number of parking spaces provided.

The following comments are offered for your consideration:

Zoning Ordinance

1. Sections 240-27.C.4.b and 240-27.C.6.b – Refuse storage areas shall be adequate in size, screened from view from any public right-of-way, and be situated to prevent blockage or interference with accessways or parking spaces. The location of the refuse storage area should be indicated on the plan and its location or the location of the proposed parking areas adjusted as necessary to avoid any conflict.
2. Section 240-31.C.3.qq.1 – Conditional use approval is required to allow the impervious coverage to be increased up to 60 percent. As part of the conditional use application, the Applicant will need to demonstrate that the additional parking is warranted and that there is no other area on the lot where the parking could be located.

TWP WILL INSPECT APP LOCATIONS

APP SHALL DEMONSTRATE

Professional services since 1874

1444 Phoenixville Pike, P.O. Box 1568, West Chester, PA 19380-0078 / Tel: 610-644-4254 / Fax: 610-640-0771

708

CTDI - Enterprise Drive

October 22, 2010

Page 2 of 3

APP SHALL
DEMONSTRATE
UPON ENG. PLAN
SUBMISSION
B. PERMIT.

3.

Section 240-31.C.3.qq.4 - The conditional use plan will need to demonstrate compliance with the landscaping requirements outlined by this section. The additional landscaping to be provided shall include a minimum of two deciduous trees (min 2.5" caliper) or two evergreen trees (min. 8' height) and four deciduous or evergreen shrubs (min. 30" height) for each 3,000 square feet of impervious coverage above the 50 percent maximum coverage.

4.

APP SHALL
INSTALL SMO
H.C. PARKING

Section 240-33.B.7.c - The required minimum number of handicapped accessible parking spaces is five for a parking area with 101 to 150 parking spaces. Since the proposed number of parking spaces is to be increased to 104, a minimum number of five handicapped accessible parking spaces will need to be provided.

5.

APP SHALL
ADDRESS
DURING DESIGN
REVIEW

Section 240-33.C.10 - The minimum depth of parking stalls shall be 20 feet, however, an 18 foot depth is permissible where parking spaces abut low landscaped areas. The plan indicates a stall depth of 18 feet for the proposed parking spaces along the north side of the building. A distance of two feet separates these parking spaces from the building. The design for these proposed parking spaces should include adequate safe guards such as designated compact car use only and the installation of protective bollards between the parking spaces and the building wall.

6.

* APP SHALL
ADDRESS DURING
DESIGN REVIEW

Section 240-33.C.11 - In the BP Zoning District, parking spaces may be reduced in width from 10 feet to nine feet. The width of the existing and proposed parking spaces should be indicated on the plan.

7.

Section 240-33.C.9 - Parking areas shall be adequately illuminated if designed for use by more than three cars after dusk. Lighting for the proposed additional parking areas will need to be addressed.

General Comments

8.

* The depth of the storm sewer system on the north and east sides of the building will need to be checked and adjusted as necessary to avoid any conflict with the proposed parking area expansion.

9.

* The design of the parking lot expansion near the southwest corner of the building will need to account for any conflict with the existing gas service line.

10.

* An inspection of the existing detention basin should be conducted and any required maintenance should be completed.

11.

* A north arrow should be added to the plan.

858

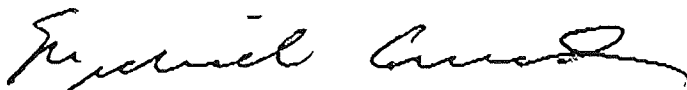
CTDI – Enterprise Drive

October 22, 2010

Page 3 of 3

The conditional use plan should be revised to address the above comments. Please contact me if you have any questions concerning this review.

Sincerely,
YERKES ASSOCIATES, INC.



Michael Conrad, P.E.

Cc: D. L. Howell & Associates, Inc.

APP
SHALL
SUBMIT
DESIGNATED
DRAWINGS
FOR
REVIEW
BY TWP.
ENGINEER
AND TWP
CODE DEPARTMENT.

BOARD OF SUPERVISORS
EAST GOSHEN TOWNSHIP

9 OLD BUSINESS

C.
2 PGS

EAST GOSHEN TOWNSHIP

RESOLUTION 10-112

BE IT HEREBY RESOLVED that the East Goshen Township Personnel Manual is revised, effective November 3, 2010, revoking Section 9-10.1, entitled Random [Drug and Alcohol] Testing.

ADOPTED this 3rd day of November 2010.

EAST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS

ATTEST:

F:\Data\Shared Data\ABC'S\Board of Supervisors\Resolutions\2010\word docs of Adopted Resolutions\10-112
Revoking Random Drug and Alcohol Testing Policy for Office Staff TOWNSHIP.doc

§ 9-10. Reasonable suspicion testing.

The Township shall require an employee to submit to an alcohol or controlled substances test when it has reasonable suspicion to believe that the employee is under the influence of alcohol and/or one or more controlled substances. A Department Head's, Appointing Authority's or official's determination that reasonable suspicion exists must be based on specific observations concerning the appearance, behavior, speech or body odors of the employee. The Department Heads, Appointing Authorities or officials will be trained on the indicators of probable controlled substances or alcohol misuse. The person who makes the determination that reasonable suspicion exists shall not conduct the drug or alcohol test.

§ 9-10.1. Random testing. [Added 11-18-2008 by Res. No. 08-56⁸]

If the Township does its own testing, then each year a minimum of 25% of the average number of employees shall undergo random alcohol testing. Each year 50% of the average number of employees shall undergo random controlled substances testing. If the Township joins a testing consortium, then those minimum percentages shall apply to the total pool of employees. The employees shall be tested during normal working hours and the test will be unannounced. Employees will be paid at their regular salary rate for the time spent by them undergoing any such testing.

ARTICLE II

Policy for Employees Holding Commercial Driver's Licenses

§ 9-11. Policy.

East Goshen Township (the "Township") has a commitment to provide a safe workplace for its employees and to ensure efficient service to the public. The Township's objective is to assure that the workplace is free from the effects of drug and alcohol use and that employees are fit to perform their job duties and report for work regularly and on time.

§ 9-12. Definitions.

Definitions for purposes of this Policy and the Township's Drug and Alcohol Testing Program are as follows:

BREATH ALCOHOL TECHNICIAN (BAT) – An individual certified per 49 CFR 40.51 in the alcohol testing process and who is qualified to operate an evidential breath-testing device (EBT).

⁸ Editor's Note: This resolution stated that it would take effect 1-1-2009.

9. OLD BUSINESS
d
3

Memorandum

East Goshen Township
1580 Paoli Pike
West Chester, PA 19380
Voice: 610-692-7171
Fax: 610-692-8950
E-mail: mgordon@eastgoshen.org

From 11-3-10
mTG

Date: 11/2/2010
To: Finance Committee Chairman
From: Mark Gordon, Township Zoning Officer
CC: Rick Smith, Township Manager
Re: Staff Recommendation (**Revised**)

Dear Mr. Chairman

As requested, the Department Heads and the Township manager have met to discuss the challenges of the budget deficit and to determine where increased revenue and cuts could help offset the budget shortfall with no impact to services.

We have identified Revenue Generating (**RG**), Cost Saving (**CS**), Benefit Reduction (**BR**) and Payroll Reduction (**PR**) (which includes reduction of FTE's and wage cut recommendations) for your consideration. Here is a brief synopsis of each recommendation and an accounting of the approximated budget impact for your consideration. I have also provided a proposed solution incorporating our recommendations.

- Admin:

(RG) Meeting Room Use: No fees are collected for use of the Township Facilities by scouts, civic associations, HOAs, PSATS, etc.

Potential revenue for use of Township Facilities approx \$6,000

(CS) ABC Appreciation Event: Eliminate the Township Staff from the ABC Appreciation Event

Potential savings approx \$1,500

(BR) Health Benefits: We currently offer two Personal Choice Plans.

Modifying the top tier Personal Choice Health plan option could save the Township \$17,000

(SR) Recording Secretaries: Have the minutes taken by the staff liaison that attends the ABC meeting.

Eliminating the recording secretary positions could potentially save \$12,000

(CS) Newsletter: Eliminate the professionally done Newsletter. Have the Newsletter done in house. It could be posted on the website and we could make Xerox copies available at the Township Building for residents that wanted a hard copy. **\$30,000 Savings**

(CS) Eliminate HMS Employee Assistance: Harleysville Insurance provides a similar service for free. **\$1,800 Savings**

(CS) Contribution to Health Services (Visiting Nurses): The contribution to the Visiting Nurses could be eliminated. **Savings of \$6,000.**

(CS) Malvern Library: The contribution to the Malvern Library could be eliminated. **Savings of \$18,000.**

(CS) Deer Tick Program: The program only benefits residents who live within a short distance of the deer feeder. **Elimination of the deer tick program (feeding and treating the deer for ticks) will save \$7,500 in the budget.**

- Codes:

(RG) Increase in fees:

The Township **Residential Resale and Residential Re-Occupancy** program has not had an increase in fees since its inception. **With an increase in fees and a policy to charge additional fees for re-inspections the Township could potentially realize a revenue increase of \$8,300.**

(RG) Increasing the fee for conducting work without the proper permits could Increase revenues by \$1,000.

(CS) Code Books: We have electronic access to the codes now only absolutely necessary copies should be purchased and maintained. I recommend eliminating 15 of the 35 Copies we currently maintain. **Potential savings of \$1,500.**

- Public Works:

(CS) Geese: Like the Deer Tick Program this program only benefits those residents who live next to Township Open space with a pond. **Potential savings of \$6,000.**

- Finance:

(CS) Bring Payroll In-House: Processing Payroll in house **could potentially save the Township \$8700.**

Table 1

Staff Recommendations

Expense Cuts	Amount	Comments
Meeting Room Use Fees	\$6,000.00	New revenue source \$1,000
ABC Appreciation Event	\$1,500.00	Do not invite employees
Health Benefits reduction	\$17,000.00	Switch to a lower tier of benefits
Recording Secretaries	\$12,000.00	Eliminate rec. secretaries
Newsletter	\$30,000.00	Move to electronic with limited paper copies
HMS – EAP	\$1,800.00	Can get EAP service free from Harleysville
Hospice / Visiting Nurses	\$6,000.00	Eliminate contribution
Malvern Library	\$18,000.00	Eliminate contribution
Code Books	\$1,500.00	Less copies
Deer Tick program	\$7,500.00	Eliminate service
Payroll done in house	\$8,700.00	Will recoup cost in one year
Geese Program	\$6,000.00	Eliminate program

Subtotal	\$116,000.00	
Revenue Increases	Amount	Justification
Resale / Re-Occupancy fees	\$7,000.00	Fee Increase
Working without permit fee	\$1,000.00	Fee Increase

Subtotal	\$8,000.00
Total	\$124,000.00
Target	\$275,000.00
Shortfall	<u>\$151,000.00</u>

Revenue Generation, Cost Savings and Benefit Reduction Summary:

Overall the Staff believes that the last 12 months of “tightening our belts, and sharpening our pencils” has paid huge budgetary dividends. The projected \$1.3M operational deficit for 2011 has been nearly eliminated and there is essentially nothing left to trim without some impact to services.

The aforementioned measures (captured in Table 1), if implemented entirely, could generate revenues and save money however they could pose impacts to services, the extent of which is unknown without further analysis, however my assumption is that the implementation of these recommendations could create impacts to services that could be noticeable.

Partial implementation of these staff recommendations could result in some savings and negligible impacts to services. Another item to consider is the fact that the implementation of these recommendations could have other unforeseen impacts to business processes or Township services possibly reducing or negating any initial financial benefits.

OPEN
ISSUES



PER BOFS
11/4
303

NON-RESIDENTS
NO
YES
OPEN
OPEN
YES
YES
OPEN
YES
YES
YES
OPEN

DO NOT COUNT

BOARD OF SUPERVISORS
EAST GOSHEN TOWNSHIP

9. OLD BUSINESS

2 pgs

MEMO

TO: Board of Supervisors
FROM: Office Manager Diane Degnan
RE: Township Newsletter
DATE: November 5, 2010

As requested, attached is a proposal from Hometownpress for publication of the Township newsletter.

Based on our last mailing of 7,991, labeling/mailling costs would be \$280, and postage no greater than \$1997.75 – totaling \$2,277.75. Last year, we paid approximately \$5,960.90 per edition (including postage).

dld
attachment
cc: Manager Rick Smith

F:\Data\Shared Data\Admin Dept\Newsletter\memo\102610memotobosrennewsletter.doc

2022



NEWSLETTER PROPOSAL:

- 1) Hometown Press will publish the official quarterly Township Newsletter of East Goshen Township.
- 2) The Newsletter will be provided to the Township at no cost. (Quantity required to be determined by East Goshen Township).
- 3) East Goshen Township maintains 100% control of the Newsletter content. A comprehensive full color proof of the entire Newsletter will be supplied to the Township for review and approval, prior to printing.
- 4) Hometown Press will be granted the right to sell advertising space in the Newsletter. (The Township will be granted final approval on all participating advertising sponsors).
- 5) Hometown Press will be responsible for all costs associated with layout, design, printing and pre-mail preparations. Hometown Press does not cover postage or mailing costs.
- 6) Mailing cost estimates are the following: Based upon mailing lists containing "Current Resident" and the zip plus FOUR, postage will be approximately 21¢ to 25¢ per copy. Mail house handling rates are \$35.00 per thousand.
- 7) The Newsletters will be delivered on a date and to a location specified by East Goshen Township.
(Delivery dates to be coordinated with dates of content submission).

2
15 pgs

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: November 5, 2010
To: Board of Supervisors
From: Rick Smith, Township Manager
Re: Insurance

A draft RFP is attached. I would suggest that we send the RFP to the following brokers.

Chuck Muhly
Univest
1473 Dunwoody Drive
West Chester, PA 19380

Michael E. Brown
General InsurCorp
14 South Church Street
West Chester, PA 19382

Bob Hall
Francis Hall Insurance and Risk Management Services
1065 Andrew Drive, Suite B!
P.O. Box 5010
West Chester PA 19380

Rennie Rodriguez
Summit Insurance Companies
2098 West Chester Pike
Broomall, PA 19008

H.A. Thomson Insurance
961 Pottstown Pike
Chester Springs PA 19425

2015

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

Voice (610) 692-7171

Fax (610) 425-8950

E-mail rsmith@eastgoshen.org

 **DRAFT**

Date: November 5, 2010
To: Insurance Brokers
From: Rick Smith, Township Manager
Re: Insurance

East Goshen Township is accepting proposal from a limited number of insurance brokers to provide property, liability, automobile, public official liability, umbrella, Workers Compensation insurance, bonds for the Township Manager and Treasurer and a stand alone policy on the Hershey Mill Dam to the Township.

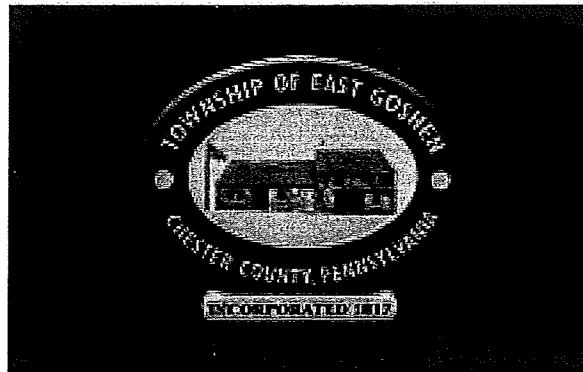
Attached is a summary of the existing coverage's. A complete copy of the various policies is available for review at the Township Building.

Please note that the current policies expire on December 31, 2010, with the exception of the policy for the Hershey Mill Dam which expires on February 3, 2011.

The Township will provide all prospective brokers with a letter authorizing them to obtain quotes from the various carriers upon request.

Proposals are due at the Township Building by the close of business on December 7, 2010.

***Schedule of Insurance
Prepared For:***



**East Goshen Township
1580 Paoli Pike
Paoli, PA 19380**

Prepared By:



**Univest Insurance, Inc.
1473 Dunwoody Drive
West Chester, PA 19380
Chuck Muhly, Vice President
Joe Haggerty, ARM, Senior Account Manager
November 4, 2010**

4815

Schedule of Locations

Item No	Description, Location, and Occupancy of Property Covered
1-1	1580 Paoli Pike West Chester, PA 19380 Municipal Building & Garage
1-2	1580 Paoli Pike West Chester, PA 19380 Gas Tanks & Pumps
1-3	1580 Paoli Pike West Chester, PA 19380 Police Substation
2-1	Paoli Pike & Boot Road West Chester, PA 19380 Marydell Pumping Station
3-1	1991 Paoli Pike West Chester, PA 19380 Park Pavilion
3-2	1991 Paoli Pike West Chester, PA 19380 Comfort Station #1
3-3	1991 Paoli Pike West Chester, PA 19380 Comfort Station #2
4-1	Westtown Road, South of West Chester Pike West Chester, PA 19380 Fisher Porter Flow Meter #W005296
5-1	Ellis Lane, North of Strasburg Road West Chester, PA 19380 Fisher Porter Flow Meter #90W00529
6-1	Airport Road West Chester, PA 19380 Marsh McBirney Flow Meter #250

5815

Item No	Description, Location, and Occupancy of Property Covered
7-1	Wilson Drive West Chester, PA 19380 Fischer Porter Flow Meter #90W00529
8-1	1751 Clocktower Drive West Chester, PA 19380 Ridley Creek Wastewater Plant
9-1	Greenhill Road West Chester, PA 19380 Hershey's Mill Pumping Station
10-1	598 Thorncroft Drive West Chester, PA 19380 Hunt Country Pumping Station
11-1	Manley Road West Chester, PA 19380 Ashbridge Pumping Station
12-1	Dolphin Drive Malvern, PA 19380 Lockwood Waste Water Treatment Plant
13-1	East Boot Road West Chester, PA 19380 Blacksmith Shop
13-2	East Boot Road West Chester, PA 19380 Plankhouse
13-3	East Boot Road West Chester, PA 19380 Boardwalk
14-1	1301 Barkway Lane West Chester, PA 19380 Barkway Pumping Station
15-1	Paoli Pike East of Ellis Lane West Chester, PA 19380 Interceptor Line Flow Meter

Item No	Description, Location, and Occupancy of Property Covered
16-1	Paoli Pike West of Ellis Lane West Chester, PA 19380 Fischer Porter Flow Meter
17-1	Reservoir Road, South of Strasburg Road West Chester, PA 19380 Interceptor Line Flow Meter

70815

Commercial Property

Insurer:

Philadelphia Indemnity Insurance Company (an admitted carrier rated A+ XIV by A. M. Best), part of the Philadelphia Group of Insurance Companies

Policy Term:

January 1, 2010 to January 1, 2011

Schedule of Insurance (As Per Attached Statement of Values):

Coverage	Limit	Cause of Loss	Valuation	Coinsurance	Deductible
Blanket Building	\$10,826,400*	Special	RC	100%	\$1,000
Blanket Contents	\$360,000*	Special	RC	100%	\$1,000

* See Attached Statement of Values

8/15

Commercial General Liability

Insurer:

Philadelphia Indemnity Insurance Company (an admitted carrier rated A+ XIV by A. M. Best), part of the Philadelphia Group of Insurance Companies

Policy Term:

January 1, 2010 to January 1, 2011

Policy Limits:

\$1,000,000	Per Occurrence
\$2,000,000	Policy Aggregate
\$2,000,000	Products/ Completed Operations Aggregate
\$1,000,000	Personal & Advertising Injury
\$100,000	Damage to Premises Rented to You
\$1,000,000	Employee Benefits Liability

Rating Basis:

Classification	Class Code	Premium Basis	Exposure
Governmental Subdivision	44108	Operating Expenditures	\$2,844,861

9/8/15

Commercial Inland Marine

Insurer:	Philadelphia Indemnity Insurance Company (an admitted carrier rated A+ XIV by A. M. Best), part of the Philadelphia Group of Insurance Companies
----------	--

Policy Term:	January 1, 2010 to January 1, 2011
--------------	------------------------------------

Coverage Summary

Item #	Limit	Deductible	Valuation	Description
01	\$1,541,709	\$250	Replacement Cost	Scheduled Contractors Equipment *
02	\$50,000	\$250	Actual Cash Value	Miscellaneous Tools
03	\$2,420,000	\$250	Replacement Cost	Miscellaneous Traffic Signals*
04	\$150,000	\$250	Replacement Cost	Leased or Rented Equipment

* See Attached Schedule

10/7/15

Commercial Crime

Insurer:

Philadelphia Indemnity Insurance Company (an admitted carrier rated A+ XIV by A. M. Best), part of the Philadelphia Group of Insurance Companies

Policy Term:

January 1, 2010 to January 1, 2011

Schedule of Insuring Agreements:

Insuring Agreement(s)	Limit of Insurance	Deductible
Employee Theft – Per Loss	\$200,000	\$500
Employee Theft – Per Loss Faithful Performance	\$200,000	\$500
Forgery or Alteration	\$50,000	\$500
Inside Premises – Robbery/ Safe Burglary	\$1,000	\$500
Outside Premises – Robbery	\$1,000	\$500
Outside Premises – Robbery	\$1,000	\$500

11/9/15

Commercial Automobile

Insurer:	Philadelphia Indemnity Insurance Company (an admitted carrier rated A+ XIV by A. M. Best), part of the Philadelphia Group of Insurance Companies
----------	--

Policy Term:	January 1, 2010 to January 1, 2011
--------------	------------------------------------

Policy Limits	<table><tr><td>\$1,000,000</td><td>Combined Single Limit</td></tr><tr><td>\$35,000</td><td>Uninsured Motorist Coverage</td></tr><tr><td>\$35,000</td><td>Underinsured Motorist Coverage</td></tr></table>	\$1,000,000	Combined Single Limit	\$35,000	Uninsured Motorist Coverage	\$35,000	Underinsured Motorist Coverage
\$1,000,000	Combined Single Limit						
\$35,000	Uninsured Motorist Coverage						
\$35,000	Underinsured Motorist Coverage						

* See Attached Vehicle Schedule for Vehicle Listing

12/8/15

Public Officials Liability & Employment Practices Liability

Insurer:	Scottsdale Insurance Company (a non-admitted carrier rated A+ XV by A. M. Best)
----------	---

Policy Term:	January 1, 2010 to January 1, 2011
--------------	------------------------------------

Public Officials Liability Coverage Form:	<div style="display: flex; justify-content: space-between;"> <div> <p>\$3,000,000</p> <p>\$3,000,000</p> <p>\$25,000</p> </div> <div> <p>Each Public Officials Wrongful Act</p> <p>Annual Aggregate</p> <p>Deductible</p> </div> </div>
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Employment Practices Liability Coverage Form:	<div style="display: flex; justify-content: space-between;"> <div> <p>\$3,000,000</p> <p>\$3,000,000</p> <p>\$25,000</p> </div> <div> <p>Each Public Officials Wrongful Act</p> <p>Annual Aggregate</p> <p>Deductible</p> </div> </div>
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13815

Commercial Umbrella

Insurer:	Philadelphia Indemnity Insurance Company (an admitted carrier rated A+ XIV by A. M. Best), part of the Philadelphia Group of Insurance Companies
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Policy Term:	January 1, 2010 to January 1, 2011
--------------	------------------------------------

Policy Limits:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">\$5,000,000</td> <td>Each Occurrence</td> </tr> <tr> <td>\$5,000,000</td> <td>Annual Aggregate</td> </tr> <tr> <td>\$5,000,000</td> <td>Products/ Completed Operations</td> </tr> <tr> <td>\$0</td> <td>Self Insured Retention</td> </tr> </table>	\$5,000,000	Each Occurrence	\$5,000,000	Annual Aggregate	\$5,000,000	Products/ Completed Operations	\$0	Self Insured Retention
\$5,000,000	Each Occurrence								
\$5,000,000	Annual Aggregate								
\$5,000,000	Products/ Completed Operations								
\$0	Self Insured Retention								

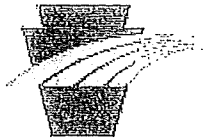
Schedule of Underlying Policies:

Commercial General Liability Philadelphia Indemnity Insurance Co. January 1, 2010 to January 1, 2011	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">\$1,000,000</td> <td>Each Occurrence</td> </tr> <tr> <td>\$2,000,000</td> <td>Annual Aggregate</td> </tr> <tr> <td>\$2,000,000</td> <td>Products/ Comp. Operations</td> </tr> <tr> <td>\$1,000,000</td> <td>Personal & Advertising Injury</td> </tr> </table>	\$1,000,000	Each Occurrence	\$2,000,000	Annual Aggregate	\$2,000,000	Products/ Comp. Operations	\$1,000,000	Personal & Advertising Injury
\$1,000,000	Each Occurrence								
\$2,000,000	Annual Aggregate								
\$2,000,000	Products/ Comp. Operations								
\$1,000,000	Personal & Advertising Injury								
Commercial Automobile Liability Philadelphia Indemnity Insurance Co. January 1, 2010 to January 1, 2011	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">\$1,000,000</td> <td>Combined Single Limit</td> </tr> </table>	\$1,000,000	Combined Single Limit						
\$1,000,000	Combined Single Limit								
Employee Benefits Liability Philadelphia Indemnity Insurance Co. January 1, 2010 to January 1, 2011	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">\$1,000,000</td> <td>Per Claim Limit</td> </tr> <tr> <td>\$1,000,000</td> <td>Aggregate Limit</td> </tr> </table>	\$1,000,000	Per Claim Limit	\$1,000,000	Aggregate Limit				
\$1,000,000	Per Claim Limit								
\$1,000,000	Aggregate Limit								

14 of 15

Premium Summary Page**Carrier Premium Comparison by Line of Business:**

Line of Business	Current Premium
Package Policy (Property, Liability, Crime, Inland Marine, Automobile)	\$116,991
Public Officials Liability & Employment Practices Liability	\$25,373
Commercial Umbrella	\$6,825
Total Estimated Annual Premium	\$149,189



STATE WORKERS' INSURANCE FUND
100 LACKAWANNA AVENUE, P.O. BOX 5100
SCRANTON, PA 18505-5100



15 of 15

DEPARTMENT OF
LABOR & INDUSTRY
COMMONWEALTH OF PENNSYLVANIA

570-963-4635

www.dli.state.pa.us/swif

Workers Compensation and Employers Liability Insurance Policy

Policy #: 05017733 **EAST GOSHEN TOWNSHIP MUNICIPAL**
Eff: 01/01/2010
Exp: 01/01/2011

Code No.	Description	Premium Basis Total Estimated Annual Remuneration	Rate Per \$100 Of Remuneration	Estimated Annual Premium
0953	OFFICE Eff: 01/01/2010 Exp: 01/01/2011	756,893	.53	4,012
0980	CITY, TOWNSHIP, BOROUGH Eff: 01/01/2010 Exp: 01/01/2011	761,616	8.13	61,919
0985	POLICE OR FIREFIGHTERS - SALAR Eff: 01/01/2010 Exp: 01/01/2011	525,010	7.45	39,113
0993	VOLUNTEER AMBULANCE CORPS. Eff: 01/01/2010 Exp: 01/01/2011	1	2352.62	2,353
0994	FIREFIGHTER - VOLUNTEER FIRE C Eff: 01/01/2010 Exp: 01/01/2011	1	42539.25	42,539
9812	Commercial Employers Liability Increased Limits Premium Eff: 01/01/2010 Exp: 01/01/2011	153,121	3.30	5053
	Premium			158,174
	Experience Modifiable Premium			158,174
9898	Experience Modification of	.9170 Applied		13,128
9887	Schedule Modification of	.8200 Applied		26,108
0064	Premium Discount - PCRB			12,741
9740	Commercial Terrorism Premium	.0400 Applied		947
9741	Commercial Catastrophe (Other Than Certified Acts of Terrorism) Premium	.0200 Applied		474
	Estimated Annual Premium			107,618
0938	Estimated Annual Employer Assessment - PCRB	1.0241 Applied		2,594
	Total Estimated Annual Premium and Assessment			110,212

Minimum Premium: 2,968

Countersigned By: John Zavada

b.
6 pgsEast Goshen TownshipRESOLUTION NO. 10-56Procedures for Compliance with the Professional Services Contract
Provisions of Act 44 of 2009

WHEREAS, the Department of the Auditor General began issuing verbal observations recommending that municipalities implement a written policy and provide the Department with a copy during their next scheduled audit,

BE IT RESOLVED THAT the East Goshen Township Board of Supervisors hereby adopts the following

Below are procedures for the purchase or provision of professional services, including investment, legal, actuarial and other consulting services East Goshen Township is adopting to comply with Act 44:

1) Request for Proposal Application(s) including disclosures: Applications will be drafted at the time the service is needed. The application provisions will address the person's qualifications, experience, expertise, and compensation to be charged. An Act 44 Disclosure Form will be included in the application. This is not subject to a requirement that the lowest bid be accepted.

2) Advertisement: East Goshen Township shall advertise the request for a professional services contract to potential participants or candidates in a timely and efficient manner. An advertisement of the availability of a proposal for a professional services contract shall include:

- The services that are the subject of the proposed contract
- Specifications relating to the services
- Procedures to compete for the contracts
- Required disclosure will be included in the RFP

3) Review: The evaluation process will involve several steps. The initial responses to this Request for Proposal will be evaluated by East Goshen Township. East Goshen Township will determine a list of finalists. East Goshen Township shall have the right to interview finalists and make a final decision.

The criteria to be used in the evaluation process can differ depending on the professional services requested but all would include:

- the firm's qualifications, experience and expertise related to Pennsylvania Municipal Pensions
- the firm's approach to managing risk and research capabilities
- the firm's knowledge of Act 205 & Act 600
- the quoted fee of the firm
- the firm's availability to meet with the committee
- the response of the references provided by the firm
- the ultimate confidence of East Goshen Township as represented by the vote to accept the firm

4) Personnel: Prior to entering into a professional services contract, the contractor shall disclose the names and titles of each individual who will be providing professional services to the municipal pension system, including advisors or subcontractors of the contractor.

Disclosure under this subsection shall include all of the following:

- Whether the individual is a current or former official or employee of East Goshen Township entering into the contract.
- Whether the individual has been a registered Federal or State lobbyist
- A description of the responsibilities of each individual with regard to the contract
- The resume of an individual included in the disclosure shall be provided to East Goshen Township upon request

5) Conflict of Interest: The procedures should include a minimum one-year restriction on:

- Participation by a former employee of a contractor or potential contractor in the review of a proposal or negotiation of a contract with that contractor.
- Participation by a former employee of the municipal pension system in the submission of a proposal or the performance of a contract.

6) Public Information: Following the award of a professional services contract, all applications and disclosure forms shall be public except for proprietary information or other information protected by law.

7) The relevant factors that resulted in the award of the professional services contract must be summarized in a written statement and included in or attached to the documents awarding the contract. Within 10 days of the award of the professional service contract, the original application, a summary of the basis for the award and all required disclosure forms must be transmitted to all unsuccessful applicants and posted on the municipal pension system's Internet website, if an Internet website is maintained, at least seven days prior to the execution of the professional services contract.

3076

8) Increase: A professional services contract shall not be amended to increase the cost of the contract by more than 10% or \$10,000, whichever is greater, unless the increase and a written justification for the increase are public and posted on the municipal pension system's Internet website, if a an Internet website is maintained, at least seven days prior to the effective date of the amendment.

RESOLVED AND ADOPTED, this ____ day of _____, _____

ATTEST:

**EAST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS**

Secretary

426
Thomas J. Anderson & Associates, Inc.

MUNICIPAL PENSION SPECIALISTS

TJA

415 MCFARLAN ROAD, STE 104
KENNETT SQUARE, PA 19348
(610) 925-1810 FAX (610) 925-1814
www.tja-inc.com

October 12, 2010

Ms. Diane Degnan
Director of Finance
East Goshen Township
1580 Paoli Pike
West Chester, PA 19380

RECEIVED
BY: _____
OCT 18 2010

Re: Written Procedures for Act 44 Compliance

Dear Diane:

With the passage of Act 44, municipalities are now required to prepare written procedures in how professional services are chosen for its pension plans. Just recently, the Department of the Auditor General began issuing verbal observations recommending that municipalities implement a written policy and provide the Department with a copy during their next scheduled audit.

Enclosed are written procedures that your municipality may utilize in order to comply with Act 44 and the Department of the Auditor General's recommendation.

Other than utilizing these written procedures when requesting proposals for professional services, no further action is required.

Please provide the Department of the Auditor General with a copy of these written procedures during their next scheduled audit.

If you should have any questions, please do not hesitate to contact me.

Sincerely,

Tom Anderson

THOMAS J. ANDERSON

TJA/jah
Enclosure

F:\Data\Shant\344\ABC\BCS\Resolutions\2010\Word Docs of Adopted Res
Act 44 Compliance - E-6 - doc

East Goshen Township
Procedures for Compliance with the Professional Services Contract
Provisions of Act 44 of 2009

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10. NEW BUSINESS
C.
3pgs

**EAST GOSHEN TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

RESOLUTION NO. 10-43

**A RESOLUTION GOVERNING E-MAIL COMMUNICATIONS BY AND
AMONG SUPERVISORS, STAFF AND OTHER TOWNSHIP
AUTHORITIES, BOARDS AND COMMISSIONS AND ADVISORY GROUPS**

WHEREAS, the Pennsylvania Sunshine Act, 65 Pa. C.S.A. §701 *et. seq.*, as amended (the “Act”), requires that all Township business be conducted only within the context of a public meeting, excluding those matters which fall within the exceptions to the open meeting requirement under §707, §708 and §712 of the Act; and

WHEREAS, today’s communication technology such as e-mail is a valuable tool and allows for the near real-time communication of information to multiple recipients; and

WHEREAS, care must be taken that the Board of Supervisors (the “Board”), Township Staff, the members of other Township Authorities, Boards and Commissions (the “ABCs”) and/or any other Advisory Group(s) appointed by the Board (the “Advisory Groups) do not violate the Act by conducting deliberations outside of an open meeting via e-mail; and

WHEREAS, e-mails typically occur at random rather than by prearrangement; however, the Board nonetheless believes the Policy stated herein is appropriate in order to comply with the Act; and

WHEREAS, the Policy stated herein is not intended to address the dissemination of factual information pertaining to Township business such as meeting dates and times; and

WHEREAS, the Right to Know Act, Act 3 of 2008, as amended (the “New Law”) became effective January 1, 2009; and

WHEREAS, under the New Law, all Township records, including e-mails, are presumed to be public records and subject to disclosure.

BE IT RESOLVED THAT the foregoing recitals are incorporated herein by reference and deemed essential parts hereof.

BE IT FURTHER RESOLVED THAT in consideration of the requirements of the Act and the New Law, the Board hereby establishes regulations for the use of e-mail by the members of the Board, Township Staff, the ABCs and/or Advisory Groups in accordance with the following guidelines:

1. Deliberations and official actions among a quorum of the Board, ABCs and/or Advisory Groups shall not take place by means of the exchange of e-mails, whether via personal e-mail accounts or Township e-mail accounts.

- a. For the purpose of this Resolution, “deliberation” shall include the discussion of Township business held for the purpose of making a decision as well as the making of any recommendation or providing an individual position or opinion on Township business.
 - b. For purposes of this Resolution, “official actions” means the establishment of policy; decisions on Township business; and a vote or recommendation on any motion, proposal, rule, regulation, statute, ordinance, report or order.
2. Nothing in this Resolution shall preclude any member of the Board, Township Staff, any ABCs and/or Advisory Groups from communicating by e-mail with one or more members of the Board or any ABCs or any Advisory Groups, including a quorum of the Board or any ABCs or any Advisory Group, for the purpose of disseminating or sharing information pertinent to Township business.
 - a. For the purpose of this Resolution, “information” is defined as a series of factual statements related to meeting schedules and agendas, including supporting background documents and data, to be discussed at a future meeting.
 - b. Background data created for a particular business item should be acknowledged at the next public meeting where the item is discussed.
3. E-mails received from Township residents may be acknowledged at the next regular public meeting after receipt of such e-mails.
4. Township e-mail accounts shall be used strictly for Township business. Township e-mail accounts shall not be used for viewing, accessing or transmitting any material that a reasonable individual may find personally offensive or inappropriate, including sexually suggestive materials.
 - a. All information sent and/or received via the Township e-mail accounts and the Township server is and shall be the property of the Township. The contents of all such e-mail accounts shall be considered public records unless it can be shown that the e-mail content falls under one of the exclusions of the New Law.
 - b. Township e-mail accounts shall not be used to communicate material such as, but not limited to, deliberations, decisions, official actions, opinions, and legal advice from the Township Solicitor without prior approval from the Township Solicitor or the Board.
 - c. The Township reserves the right to search and audit all work-provided electronic equipment of Township employees. The Township may monitor e-mail activity with or without notice, and no employee has an expectation of privacy with regard to Township e-mail accounts and electronic equipment.

5. The Township has contracted for an e-mail archiving system under which all e-mails sent and received from Township computers will be archived. The archiving system is also available for use by the Board of Supervisors, Township Auditors, and all other Township ABC's and Advisory Groups, via either Outlook 2007 which is linked to the archiving system or web mail which is linked to the archiving system. All e-mails to and from the Board of Supervisors, Township ABC's and Advisory Groups concerning Township business shall be sent in such a manner as to be archived.
 - a. Members of the Board of Supervisors may comply with this requirement by utilizing either Outlook 2007 which is linked to the archiving system or web mail which is linked to the archiving system.
 - b. Members of the Township ABC's, Township Auditors and other Township Advisory Groups shall comply with this requirement by utilizing web mail which is linked to the archiving system.

RESOLVED AND ADOPTED, this 9th day of November, 2010.

ATTEST:

**EAST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS**

Secretary

**EAST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS MEETING
1580 PAOLI PIKE
October 26, 2010 – 7:00pm
Draft Minutes**

Present: Chairman Senya D. Isayeff, Vice-Chairman Thom Clapper, and Supervisors Carmen Battavio, Don McConathy and Marty Shane. Also present were Township Manager Rick Smith, Finance Director Deb Beury and Brian McCool.

Call to Order & Pledge of Allegiance

Senya called the meeting to order at 7:00pm. He introduced Andy Edwards, new reporter for the Daily Local News and asked Andy to lead everyone in the Pledge of Allegiance.

Moment of Silence

Carmen called for a moment of silence to honor the men and women serving their country in the armed forces, and their families.

Recording of Meeting

No one indicated that they planned to record the meeting.

Public Comment on Non-Agenda Items

Resident Donna Maddox, 1724 Bow Tree Drive, was representing the Ss. Simon & Jude CYO. Currently the CYO is using a field in the East Goshen Park for football practice and games. They have been running a food stand which is non-profit. All the profits go to help children who can't afford the equipment or fees. This Saturday October 30, 2010 they are hosting a homecoming game. They were just told the current permit does not allow for sales or amplification equipment. During discussion, she said they sell hot dogs, sodas, water, and pre-packaged items. She was told that the CYO must have a Food Handlers' Permit to sell food such as hot dogs. The Board decided to allow the sale of pre-packaged items as donations at this event only. The CYO will have to attend a Park & Recreation Board meeting to revisit this issue.

Treasurer's Report & Expenditure Register Report

See attached Treasurer's Report for October 21, 2010.

Deb Beury reviewed the 3rd quarter financial report and reported that the anticipated deficit of \$277,088 for the General Fund for 2010 has been reduced to \$189,862.

The MMO (Minimum Municipal Obligation) for the Township's non-uniform pension plan was discussed. Deb said there will be some costs to freeze the current defined benefit plan and fund a new plan.

There are some expenses, such as funds for the firefighters, which come from the state and are passed through to the fire company. Deb showed how the funds are flowed to a net 0. Marty asked if a separate account can be set up to pass these funds through. Rick will look into it.

1 For the June 26, 2010 storm damage clean up, Deb will put a separate line item for this expense.
2 She will also add a separate line item for the fuel the fire company uses.

3
4 Accounts Receivable/Utility Bills were discussed. Deb recommended that any accounts owing
5 over \$3,000.00 should be sent to the District Justice. She feels the township is more likely to get
6 a payment this way than through a lien which isn't satisfied until the property is sold.

7
8 After the Board reviewed the Treasurer's Report and the current invoices, Thomm moved to
9 accept the treasurer's report of October 21 and the Expenditure Register Report as recommended
10 by the Treasurer, to accept the receipts and to authorize payment of the invoices just reviewed.
11 Don Seconded the Motion. There was no discussion and no public comment. The board voted
12 unanimously to approve the motion.

13 14 **Chairman's Report**

15 Senya announced that there will be an executive session after the regular meeting.
16 Also the Board will meet on October 27, 2010 at 12 pm to review the TAG final report and will
17 have a review session on November 3, 2010 at 12 pm.

18 19 **Old Business**

20 A sticker promoting "Constant Contact" was put on the outside of the utility bills that were just
21 mailed. The township wants to encourage residents to sign up for this option on the Township
22 Website to receive automatic notification of events and meetings. So far 654 have registered.
23 The goal is 1,000 by the end of 2010.

24
25 Taxing Authority Resolution 10 was reviewed. The Keystone Collection Group will collect the
26 earned income taxes for 2011. Marty moved to accept the resolution as presented. Thomm
27 seconded the motion. There was no discussion and no public comment. The board voted
28 unanimously to approve the motion.

29 30 **New Business**

31 The Board considered a request from Mark Miller, Director of Public Works, for funding of a
32 back-up generator to power the Township traffic signals. He suggested phasing in the
33 connections over a four year period by doing the busiest intersections first. The cost would be
34 approximately \$10,000 per year (\$40,000 total). The board requested more data, specifically
35 how many times in the past have the lights been out and how much did the police/public works
36 employees cost. Senya suggested looking for a grant.

37
38 The Tax Collector position salary is currently \$5,100.00 annually. The Board requested the
39 number of hours the tax collector works and a description of what the position entails.

40
41 The Trustees of the Malvern Public Library sent a memo regarding funding for 2011 and is
42 requesting an increase of \$2,000.00 more (a total of \$20,000) from East Goshen.
43 Resident Mike Broennle, 1641 Hunters Circle, is a volunteer at the Chester County Public
44 Library. When he saw this item on the agenda, he got some reports from John Vendetta,
45 Manager of the library system. The Malvern Library revenue for 2009 was \$383,000. East
46 Goshen gave \$32,000 or \$1.90 per resident. For 2010, East Goshen reduced the contribution to

1 \$18,000 or \$1.07 per resident. Usage of the library is up 3% and state funding is down. East
2 Goshen residents account for 20% of the total library use.
3 No decision was made at this time.
4

5 **Review of Minutes**

6 The Board reviewed and corrected the draft minutes of October 19. Don moved to approve the
7 minutes as corrected. Marty seconded the motion. There was no discussion or public comment.
8 The Board voted unanimously to approve the motion.
9

10 **Any Other Matter**

11 Don reported that the Federal Government is requiring that all street signs be changed by 2015.
12 Reflectivity is being taken care of as signs are replaced.
13

14 Right-to-Know Law – There are 2 bills in the PA House. Letters were sent to the local
15 representatives.
16

17 Nancy Moore is being honored on November 4, 2010. The Board will acknowledge her with a
18 certificate.
19

20 **Action List**

21 Quarterly Report on I&I – There were no comments on this report.
22

23 Friends of East Goshen Township 501(c)(3) – The Board will conduct interviews on November
24 9, 2010. Senya reminded everyone that this is a independent board.
25

26 The bridge in Applebrook Park is complete. They are waiting for Yerkes to sign off.
27

28 Financial reports were reviewed.
29

30 Performance Evaluations - Tabled
31

32 **Correspondence & Reports of Interest**
33
34

35 **Meetings & Dates of Importance**

36 Senya noted the upcoming meetings as listed in the Chairman's Report above and on the agenda.
37

38 **Public Comment Period**

39 Joe Buonnano, Herron Lane, made several suggestions regarding investing the pension plan and
40 pooling with other municipalities for liability insurance and workers compensation insurance.

41 Don suggested forming a committee of residents with insurance knowledge to advise the Board.
42

43 **Adjournment**

44 There being no further business, the meeting was adjourned at 10:00pm.
45
46

1 **Executive Session**

2 The Board met in Executive Session until 10:45pm to discuss legal and personnel matters.

3
4 Respectfully submitted,

5
6 Ruth Kiefer

7 Recording Secretary

DRAFT

12 MINUTES
b.
3 pp

**EAST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS WORKSHOP MEETING
1580 PAOLI PIKE
November 3, 2010 – 12:00pm
Draft Minutes**

BUDGET
MTG

Present: Chairman Senya D. Isayeff, Vice-Chairman Thom Clapper, and Supervisors Carmen Battavio, Don McConathy and Marty Shane. Also present were Township Manager Rick Smith, Finance Director Deb Beury, Brian McCool, and Township Zoning Officer, Mark Gordon.

Call to Order & Pledge of Allegiance

Senya called the meeting to order at 12:00pm. He asked Lolly Isayeff to lead everyone in the Pledge of Allegiance.

Moment of Silence

Carmen called for a moment of silence to honor the men and women serving their country in the armed forces, and their families.

Purpose of Meeting

Purpose of the workshop meeting is to discuss the proposed 2011 Budget.

Discussion

Deb Beury and Brian McCool gave a power point presentation of the proposed 2011 Budget.

First, the 2010 Year End Projection of revenue, expenses and deficit were reviewed. On the 2010 Revenue Detail, Deb explained that the Real Estate Transfer tax revenue was higher than projected because two commercial buildings were sold. Also, the cable revenue was higher than projected.

The 2011 projected revenue and expenses are projected to result in a deficit of \$988,882.00. On the 2011 Revenue Detail, Deb explained that in the past an 8% increase was used for calculating the cable revenue. However, the cable company has lost customers, so 4% was used for this projection. Marty commented that the area of greatest impact is the police force, which is controlled by contracts. The next contract bargaining will be in 2013.

The average of the last 3 years was used to calculate the Codes revenue projection for 2011.

Pie Charts were used to provide a summary overview. On the Revenue chart, Marty pointed out that the red piece (Real Estate Property Tax) is the only area the township can control. The current East Goshen millage is 1.25%. On the Expense chart, he mentioned that the largest part of the Public Works piece is road surfacing and maintenance.

Under the Assumptions/Expenses portion of the presentation, Deb explained that for wages, the hourly employees get a step increase of 3.25%/year until they reach the limit for their position. They would also get a COLA increase if applicable. Salaried employees only receive a COLA increase. Since COLA is based on the increase the Federal Government gives for Social

1 Security, there was no COLA for 2010 and there will be none for 2011. Pension costs will be
2 higher because the current Defined Benefit Plan will be frozen and changed to a Defined
3 Contribution Plan on Jan. 1, 2011. There are costs to close the current plan plus the contribution
4 to the new plan for 2011. For police expenses, 2011 was increased over 2010 by 8.9%, which
5 covers contract obligations and a reserve for prior pension liabilities.

6
7 Under Assumptions/Revenue, Carmen mentioned that he thought the estimate from Berkheimer
8 for the Earned Income Tax has been low in the past. Deb explained that Berkheimer provides a
9 range for the Township to select. This year the range was \$3.8 – 3.9 million. She used the
10 higher number.

11
12 For the 5 Year Projection/Revenue, Marty commented that the township is considered “built out”
13 so there are no fees from growth. The fact that expenses would be greater was anticipated and
14 planned for. However, the down turn in the economy was not predicted. Deb explained that the
15 cost of Park & Recreation in 2012 starts to decline because the BOS has tasked Park &
16 Recreation to make all programs net to zero starting in 2012.

17 18 **The Challenge**

19 This is a presentation given by Senya and Marty. It is a 10 year projection based on current
20 financial statements using different “What If” situations. Senya started by thanking all past and
21 present Supervisors and Township Staff for all they did to manage the township properly and
22 look to the future.

23
24 Version 1 - During the first 5 years, there would be no tax increases and current expenses were
25 used. At the end of 2013, the township would be out of money. By 2020 the deficit would be
26 \$4+ million and the township would be \$21 million in the hole.

27
28 Version 2 - The Capital Reserve Fund currently has \$6.2 million. Under this Version, \$5 million
29 would be moved to offset the deficit. Everything is okay until 2016 when the \$5 million would
30 be gone and the Township would be \$1.4 million short.

31
32 Version 3 - The Township would start with \$3.5 million in the Operating Fund, \$5 million
33 transferred from the Capital Reserve Fund and cut expenses by \$275,000. In 2017 the money
34 would be gone and Township would be \$2.5million in the hole.

35
36 Version 4 – Would have the same start numbers as Version 3 but would implement a real estate
37 tax increase in 2012 in order to generate \$700,000 more. There would be further increases
38 through 2020 but there is still a deficit of \$1.4 million.

39
40 Version 5 – Would have the same start numbers as Version 3 but no tax increase until 2016.
41 Taxes will then increase each year through 2020 at a higher rate.

42
43 Note: All versions make no changes in level of service. At some point, taxes will become too
44 high and services will have to be assessed. Senya pointed out that all townships in Chester
45 County have a millage rate. Examples are: West Goshen’s was increased to 2%, Easttown has
46 3.36% and West Chester Borough has 5.6%.

1
2 Public Comment:

3 Al Zuccarelli, Planning Commission member, asked if the Township and COG have considered
4 a regional police force. Many years ago it was discussed in West Goshen meetings.
5 Marty said that several years ago the Board met with West Goshen and surrounding communities
6 about this but couldn't reach an agreement. Other options are to disban the police force and use
7 the State Police or it's possible the County could run a police force for all communities.
8 Mark Gordon asked if the EIT could be increased. Marty said it is set by Harrisburg.
9

10 Other Items for Discussion

11 Don suggested that a photo of each supervisor and a short bio be put on the BOS homepage of
12 the Township Website. The Board approved this.
13

14 The Board reviewed a list of recommendations provided by the Finance Department to make
15 \$275,000 in budget cuts for 2011. The basis for calculating the allocation of costs was
16 discussed. The Finance Department will provide the BOS with a recommendation for
17 calculating allocation of costs. There was not sufficient time to review all items on the list.
18 Those discussed were:

- 19 * Charge a fee for outside groups to use the meeting rooms. No amount was discussed.
- 20 * Annual ABC party – keep
- 21 * Recording Secretary – Keep \$6000 for BOS secretary only.
- 22 * Newsletter – Tabled
- 23 * Hospice – Cut
- 24 * Malvern Library – Tabled
- 25 * Code Books – Agree with recommendation
- 26 * Deer Tick Program – Agree with recommendation
- 27 * Payroll – Tabled
- 28 * Geese Program – Tabled
- 29 * Occupancy Inspections – Tabled

30 No motions were made. The list review will continue at a later meeting.
31

32 Fire Hydrants – The board voted 3 to 1 to change the tax allocation for this expense to tax those
33 residents who are near a hydrant.
34

35 Adjournment

36 There being no further business, the meeting was adjourned at 3:40pm.
37

38 Respectfully submitted,
39

40 Ruth Kiefer
41 Recording Secretary
42

EAST GOSHEN TOWNSHIP ACTION LIST

#	Item	Action Due Date
ADM 07-01	Review Wireless Ordinance	9-Nov-10
ADM 07-02	Pension Plan Conversion	9-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
PCZ 06-01	Parking for Multi-Use Space in IP/BP District	9-Nov-10
PCZ 10-01	CTDI Parking	9-Nov-10
ADM 10-16	Performance Evaluations	16-Nov-10
ADM 10-8	Emergency Operations Plan	16-Nov-10
DPW 10-02	Ridley Creek Expansion Monthly Update	16-Nov-10
FIN 10-06	Friends of East Goshen Township 501c3	16-Nov-10
FIN 10-03	Monthly Financial Reports	23-Nov-10
ADM 09-02	Records Retention Resolution (Email System)	7-Dec-10
ADM 09-07	Web Site Upgrade Status	7-Dec-10
ADM 09-10	Soccer Fields @ Line Road	7-Dec-10
DPW 07-01	Geese Management Program	7-Dec-10
DPW 07-02	Hershey's Mill Dam	7-Dec-10
DPW 08-04	Invasive Species	7-Dec-10
PCZ 10-03	Generator Installations	7-Dec-10
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
DPW 08-02	Quarterly Report on I&I	26-Jan-11
FIN 09-01	Quarterly Summary of Pending Legal Cases	26-Jan-11
FIN 10-05	Quarterly Financial Reports - 2010	26-Jan-11

#	Item	Action Due Date
PCZ 09-01	Telecom Registration and Reporting	16-Feb-11
FIN-10-10	Energy Usage at Township Building	15-Mar-11
DPW 10-5	Street Signs	29-Mar-11
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 10-03	Township Advisory Group	Completed
ADM 10-04	Information Systems Analysis	Completed
ADM 10-06	Printers	Completed
ADM 10-13	Sewer Metered Billing	Completed
ADM 10-14	Newsletter Advertising	Completed
ADM 10-15	Resolutions Book	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 07-04	Park Bridge Permit & Construction	Completed
DPW 08-01	Public Works Service Outsourcing	Completed
DPW 08-06	Recycling Contract	Completed
DPW 09-03	Road Resurfacing	Completed
DPW 10-01	Tree Vitalize Grant (Conservancy)	Completed
DPW 10-02	Pedestrian Crosswalk @ Township Park	Completed
DPW 10-06	Cost of Electric Work	Completed
FIN 10-02	Services List	Completed
FIN 10-06	Municipal Authority Funding	Completed

30810

#	Item	Action Due Date
FIN 10-07	WCF Tower @ Township Building	Completed
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

4910

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
10/5/2010	We have sent additional comments to Kristin- She is working on revised ordinance
11/3/2010	Second Draft is attached for review tabled to 11/9
11/9/2010	Second Draft is attached for review

5010

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.
10/15/2010	MG: No Update from Atty. Update for Board on Nov 3.
11/3/2010	First Draft is attached tabled to 11/9
11/9/2010	Review First Draft

EAST GOSHEN TOWNSHIP ACTION ITEM

Item:

Staffing Analysis

No:

ADM 10-07

List Date:

2/16/2010

Completed Date:

Description:

Are current staffing levels correct and what would be impact of reductions?

Date	Action
5/4/2010	Report from Joe. Memo from Rick
6/1/2010	Discuss with Services report in July.
7/27/2010	Discuss Services report
10/5/2010	Waiting on TAG Report
11/9/2010	Board to Discuss

8 of 10

EAST GOSHEN TOWNSHIP ACTION ITEM

Item:

Capital Reserve Fund Analysis

No:

FIN 09-02

List Date:

7/28/2009

Completed Date:

Description:

Is Funding sufficient for future needs?

Date	Action
4/20/2010	Started discussion. Will reschedule.
5/11/2010	Finance updating 5-Year Capital Plan with DPW, and entering and revising Accumulated Depreciation calculations since 2008 Keystone study.
5/25/2010	Obtained original file from Keystone study. Added new items. Reviewing 5-year replacement plan with Mark.
7/27/2010	Review Analysis \$2,700,000 is required for the accumulated depreciation method Finance was requested to project what would be required over the next five years
9/28/2010	The \$2,700,000 noted above include all assets, including those with a value of less then \$5,000. Need to revise analysis to remove assets worth less then \$5,000. This will be presented with the first draft of the budget
11/9/2010	Memo to be distributed Tuesday

9/2/10

EAST GOSHEN TOWNSHIP ACTION ITEM

Item:

Parking for Multi-Use Space in IP/BP District

No:

PCZ 06-01

List Date:

8/2/2006

Completed Date:

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.
11/9/2010	PC discussed on 11/4

100810

EAST GOSHEN TOWNSHIP ACTION ITEM

Item:

CTDI Parking

No:

PCZ 10-01

List Date:

1/12/2010

Completed 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
11/9/2010	Conditional Use Hearing scheduled for 11/9/10

East Goshen Township
c/o Senya D. Isayeff, Chairman, Board of Supervisors
1580 Paoli Pike
West Chester, Pa 19380-6199

15 COORDINANCE
2.
1pg

RECEIVED
BY: _____

NOV - 3 2010

November 1, 2010

Re: Mr. Frank Vattilano, Director of Recreation

Dear Board Members:

I wanted to let you know what an asset your recreation director, Mr. Frank Vattilano is to your department.

I am new to East Goshen he has been very helpful making all special events convenient, easy and he just has a friendly outgoing way about him.

The Township-wide yard sale, shredding day and classes for seniors have been all winners in my book. He has been at each event and over sees all activities with gentlemen's touch and expert hand.

I have found East Goshen Township a great place to live, work and play in Chester County.

Sincerely,

Caroline Weisbecker

Caroline Weisbecker
379 Eaton Way
West Chester, Pa 19380
610-344-7704

lifestyletreas@aol.com

cc: Louis F. Smith, Jr. Township Manager ✓

BOARD OF SUPERVISORS
EAST GOSHEN TOWNSHIP
CHESTER COUNTY
1580 PAOLI PIKE, WEST CHESTER, PA 19380-6199

FYI

October 28, 2010

Dear Property Owner:

The purpose of this letter is to inform you that Mr. John Cavalli has filed a Zoning Hearing Board Application requesting relief from the side yard setback requirements. Mr. Cavalli proposes to build a two car garage on his property and is requesting 9 feet 4 inches of relief from the 20 foot side yard setback requirement.

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

This application is scheduled to be discussed during the meetings outlined below and is subject to change:

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

November 23, 2010 - Board of Supervisors meeting (7:00 pm)

December 9, 2010 - Zoning Hearing Board (meeting @ 7:30 pm) **(Zoning Hearing)**

All meetings are held at the Township Building and are open to the public and are subject to change. The variance application is 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

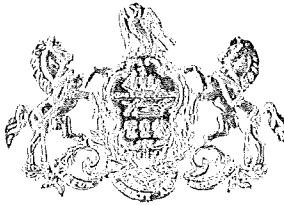
ANDREW E. DINNIMAN

State Senator
19TH District

Senate Box 203019
183 Main Capitol Building
Harrisburg, PA 17120-3019
717-787-5709
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Pennsylvania Emergency Management Council
State Board of Education

West Chester

October 29, 2010

Mr. Mark Gordon, Township Zoning Officer
East Goshen Township
1580 Paoli Pike
West Chester, PA 19380

Dear Mr. Gordon,

I have recently received a response from the Pennsylvania Department of Transportation concerning your recent inquiry. Enclosed please find a copy of their letter, which I am sure you will find to be self-explanatory.

I hope this information is helpful and addresses your concerns. If I can be of further assistance with this matter future matters pertaining to state government, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script, appearing to read "Andy".

Andrew E. Dinniman
Senator – 19th District

Enclosure
AED: dcv



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF TRANSPORTATION
HARRISBURG, PENNSYLVANIA 17120

OFFICE OF
SECRETARY OF TRANSPORTATION

October 28, 2010

The Honorable Andrew E. Dinniman
Senate of Pennsylvania
183 Main Capitol Building
Harrisburg, PA 17120-3019

Dear Senator Dinniman:

Thank you for your letter dated October 7, 2010, supporting East Goshen Township's application for funding from the Pennsylvania Community Transportation Initiative (PCTI) for the Paoli Pike Trail Study project in East Goshen Township, Chester County. As you stated in your letter, the intent of this project is to engage in planning efforts to incorporate a safe route for travel other than vehicles when utilizing resources along the Paoli Pike corridor.

PCTI will provide \$24 million of federal transportation funds that will be made available over the first two years of the 2011 Transportation Improvement Program. Each eligible project may receive up to \$1.5 million for the preconstruction through construction phases. Requests for planning proposals may not exceed \$300,000. The application request period ended on September 15, 2010. To date, the Pennsylvania Department of Transportation (PennDOT) received 237 applications totaling more than \$172 million.

Projects will be selected based on the degree to which the project supports Smart Transportation principles and the ability to implement local land use actions in support of transportation investments. The ultimate goal of Smart Transportation is to create transportation facilities that are safe and affordable, responsive to the needs of all users, and support community planning goals. PennDOT will attempt to award a variety of projects that demonstrate a range of Smart Transportation principles.

Thank you for your interest in advancing Smart Transportation principles in planning and developing projects in your District. If you have any questions, please feel free to contact Mr. Hugh McGowan of my staff at (717) 787-5798.

Sincerely,

James D. Ritzman, P.E.
Deputy Secretary for Planning

cc: Mr. Mark Gordon, Township Zoning Officer, East Goshen Township