**AGENDA**
**EAST GOSHEN TOWNSHIP**
**BOARD OF SUPERVISORS**
**TUESDAY, April 19, 2011**
**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
7. Public Hearings
8. Police/EMS Report – 3rd Tuesday
   a. Chief Dumond – Monthly Activity Report – March 2011
   b. Jerry Fokas, Sr. - President Goshen Fire Company – EMS Report – March 2011
9. Financial Report – 4th Tuesday
10. Old Business
    b. Consider a request for a No Left Turn and No Parking signs on Boot Road
    c. Consider Executive Assistant and Permit Coordinator Positions
11. New Business
    a. Consider accepting highest bid on Ford Explorer
    b. Consider request for a waiver from the Historic Impact Study requirement for the property at 1422 Paoli Pike.
    c. Consider partnering with the Natural Lands Trust and Pennsylvania Environmental council for a grant to construct two meadows at Applebrook.
    d. Select date for Financial Planning meeting.
12. Any Other Matter
13. Approval of Minutes
    a. April 5 and 12, 2011
14. Treasurer's Report
    a. Report – April 15, 2011
15. Review Action List
16. Correspondence, Reports of Interest

17. Meetings & Dates of Importance:

| | | |
|---|---|---|
| April 19, 2011 | Park & Recreation w/s | 10:00 am |
| | Board of Supervisors | 7:00 pm |
| April 21, 2011 | Police Commission | 8:00 am |
| April 22, 2011 | Office Closed for Good Friday | |
| | Earth Day | |
| April 26, 2011 | Board of Supervisors | 7:00 pm |
| April 27, 2011 | Zoning Hearing Board | 7:30 pm |
| | Liberty Towers | |
| May 3, 2011 | Board of Supervisors | 7:00 pm |
| May 4, 2011 | Planning Commission | 7:00 pm |
| May 5, 2011 | Park & Recreation Board | 7:00 pm |
| | Zoning Hearing Board | 7:30 pm |
| | Stein – 1519 Richards Rd | |
| May 7, 2011 | Township Yard Sale | 9 am – 1 pm |
| | (rain date May 8) | |
| May 9, 2011 | Municipal Authority | 7:00 pm |
| May 10, 2011 | Board of Supervisors | 7:00 pm |
| May 11, 2011 | Conservancy Board | 7:00 pm |
| May 12, 2011 | Historical Commission | 7:00 pm |

Rec. registration for summer camp and tennis on May 14 at 9 am and May 19 at 7 pm.
Boston Trip May 28 – Departure 7 am

18. Public Comment – Hearing of Residents

19. 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.

*REMINDER* – Newsletter Delivery Date: April 1, 2011
Deadlines for summer 2011:
Submit articles by May 4, 2011
To printer by May 11, 2011
Mailed or in homes by July 1, 2011

| | | MONTHLY ACTIVITY REPORT | | | |
|---|---|---|---|---|---|
| | | WESTTOWN | EAST GOSHEN | THORNBURY | TOTAL |
| MONTHLY ACTIVITY REPORT FOR MARCH 2011 | | | | | |
| | | | | | |
| UCR CLASS | | | | | |
| Part I | ARSONS | 1 | 0 | 0 | 1 |
| Part I | ASSAULTS | 0 | 0 | 0 | 0 |
| Part I | BURGLARY | 0 | 1 | 0 | 1 |
| Part I | MURDER AND MANSLAUGHTER | 0 | 0 | 0 | 0 |
| Part I | RAPE | 0 | 0 | 0 | 0 |
| Part I | RETAIL THEFT | 1 | 0 | 5 | 6 |
| Part I | ROBBERY | 0 | 0 | 0 | 0 |
| Part I | THEFTS | 18 | 20 | 4 | 42 |
| Part II | CRIMINAL MISCHIEF | 1 | 5 | 1 | 7 |
| Part II | DISORDERLY CONDUCT | 13 | 20 | 2 | 35 |
| Part II | D.U.I. | 1 | 3 | 2 | 6 |
| Part II | HARASSMENT | 5 | 6 | 2 | 13 |
| Part II | STOLEN VEHICLES | 1 | 1 | 0 | 2 |
| Part II | RECOVERED STOLEN VEHICLES | 0 | 1 | 0 | 1 |
| | ACCIDENTS | 18 | 12 | 10 | 40 |
| | FATAL | 0 | 0 | 0 | 0 |
| | PEDESTRIAN | 0 | 0 | 0 | 0 |
| | HIT & RUN | 1 | 2 | 1 | 4 |
| | INJURED PERSONS | 0 | 1 | 0 | 1 |
| | ALARMS | 18 | 26 | 12 | 56 |
| | AMBULANCE CALLS | 28 | 78 | 7 | 113 |
| | Medical Facility Ambulance calls | 7 | 60 | 0 | 67 |
| | ANIMAL COMPLAINTS | 6 | 7 | 6 | 19 |
| | ARRESTS AND CITATIONS | 16 | 17 | 7 | 40 |
| | BUSINESS DOOR OPEN | 0 | 0 | 0 | 0 |
| | DISABLED VEHICLES | 2 | 5 | 4 | 11 |
| | FAMILY DISTURBANCES | 5 | 15 | 0 | 20 |
| | FIRE CALLS | 8 | 16 | 2 | 26 |
| | HUNTING CALLS | 0 | 0 | 0 | 0 |
| | INCIDENTS | 118 | 101 | 18 | 237 |
| | KEYS LOCKED | 8 | 6 | 1 | 15 |
| | MISCELLANEOUS CALLS | 13 | 9 | 2 | 24 |

| | | WESTTOWN | EAST GOSHEN | THORNBURY | TOTAL |
|---|---|---|---|---|---|
| | | | | | |
| | MISSING PERSONS | 0 | 2 | 0 | 2 |
| | LOCATED | 0 | 2 | 0 | 2 |
| | MOTOR VEHICLE VIOLATIONS | 114 | 120 | 41 | 275 |
| | 911 HANG UP CALLS | 10 | 15 | 5 | 30 |
| | PARKING VIOLATIONS | 2 | 0 | 0 | 2 |
| | SUICIDE | 0 | 0 | 0 | 0 |
| | SUSPICIOUS CONDITIONS | 15 | 29 | 5 | 49 |
| | VACATION CHECKS | 3 | 3 | 2 | 8 |
| | | | | | |
| | | | | | |
| | ***POLICE RADIO ROOM CALLS**** | **484** | **642** | **167** | **1293** |
| | | | | | |
| | | | | | |
| | | | | | |
| | **PERCENTAGE BY INDIVIDUAL TOWNSHIPS - MONTHLY** | **37%** | **50%** | **13%** | **100%** |
| | | | | | |
| | **YEAR TO DATE PERCENTAGE BY INDIVIDUAL TOWNSHIPS** | **38%** | **50%** | **12%** | **100%** |
| | | | | | |
| | | | | | |
| | | | | | |
| | ***NUMBERS ARE PARTIAL BREAKDOWN OF POLICE RADIO ROOM CALLS** | | | | |
| | | | | | |

## MONTHLY ACTIVITY REPORT FOR MARCH 2011

| CAR # | YEAR/MAKE/MODEL | UNIT | USER | ENDING MILEAGE | LAST MONTH | TOTAL | DISTRICT COURT DISBURSEMENTS | AMOUNTS |
|---|---|---|---|---|---|---|---|---|
| 67-44 | 2008 DODGE CHARGER | ADMINISTRATION | CHIEF DUMOND | 60500 | 59077 | 1423 | EAST GOSHEN TWP | $3,512.41 |
| 67-39 | 2007 FORD CROWN VIC | ADMINISTRATION | SGT GORMAN | 75503 | 74051 | 1452 | WESTTOWN TWP | $5,172.55 |
| 67-30 | 2004 FORD CROWN VIC | DETECTIVES | DET. BRETZ | 69425 | 68592 | 833 | THORNBURY TWP | $1,919.70 |
| 67-33 | 2006 FORD CROWN VIC | DETECTIVES | DET. BALCHUNIS | 92728 | 90653 | 2075 | | |
| 67-36 | 2006 FORD EXPEDITION | DETECTIVES | DET CAHILL | 105170 | 104960 | 210 | | |
| 67-38 | 2007 FORD CROWN VIC | DETECTIVES | DET. LARGE | 69519 | 68589 | 930 | | |
| 67-40 | 2007 FORD EXPEDITION | DETECTIVES | DET. RAGNI | 68412 | 67568 | 844 | | |
| 67-54 | 2011 FORD EXPLORER | DETECTIVES | DET/SGT. CAHILL | 3789 | 1340 | 2449 | | |
| | 2002 FORD EXPLORER | DETECTIVES | UNDERCOVER | 86925 | 86925 | 0 | | |
| 67-11 | 1996 JEEP CHEROKEE | DETECTIVES | UNDERCOVER | 152385 | 152335 | 50 | | |
| 67K90 | 2003 FORD CROWN VIC | K9 | K-9 | 75258 | 74345 | 913 | | |
| 67-32 | 2006 FORD CROWN VIC | TRAFFIC | 1ST LINE PATROL | 47061 | 46304 | 757 | | |
| 67-42 | 2008 FORD EXPEDITION | TRAFFIC | 1ST LINE PATROL | 53050 | 51972 | 1078 | | |
| 67-53 | 2010 DODGE CHARGER | TRAFFIC | 1ST LINE PATROL (UNMARKED) | 7906 | 6963 | 943 | | |
| 67-37 | 2007 FORD CROWN VIC | PATROL | 1ST LINE PATROL | 75419 | 73873 | 1546 | | |
| 67-41 | 2006 FORD CROWN VIC | PATROL | 1ST LINE PATROL | 78163 | 78030 | 133 | | |
| 67-43 | 2008 FORD CROWN VIC | PATROL | 1ST LINE PATROL | 68633 | 68633 | 0 | | |
| 67-45 | 2008 FORD CROWN VIC | PATROL | 1ST LINE PATROL | 79076 | 77094 | 1982 | | |
| 67-46 | 2009 DODGE CHARGER | PATROL | 1ST LINE PATROL | 44571 | 42149 | 2422 | | |
| 67-47 | 2009 DODGE CHARGER | PATROL | 1ST LINE PATROL | 61516 | 57606 | 3910 | | |
| 67-48 | 2009 DODGE CHARGER | PATROL | 1ST LINE PATROL | 46738 | 44048 | 2690 | | |
| 67-49 | 2009 DODGE DURANGO | PATROL | 1ST LINE PATROL | 51215 | 48997 | 2218 | | |
| 67-50 | 2010 DODGE CHARGER | PATROL | 1ST LINE PATROL | 25256 | 22690 | 2566 | | |
| 67-51 | 2010 DODGE CHARGER | PATROL | 1ST LINE PATROL | 26902 | 24592 | 2310 | | |
| 67-52 | 2010DODGE CHARGER | PATROL | 1ST LINE PATROL (UNMARKED) | 20724 | 18564 | 2160 | | |
| | | | | | TOTAL MILES | 35894 | | |

# 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: 4/13/2011
To: Board of Supervisors
From: Mark Gordon, Township Zoning Officer
Re: Executive Assistant / Permit Coordinator positions

Dear Board Members:

As requested I have amended the Executive Assistant job description and provided you with a draft of the revised Permit Coordinator job description.

**Executive Assistant Position:**

The Staff recommendation for this position is that it be structured as a regular full time position. In order to assist the Township Manager appropriately this position will be a direct report to the Township Manager with no subordinate reports. This position will augment the office of the Township Manager and will have a very minimal impact on the overall front office administration work load, however we envision this position adding a heightened level of Quality Assurance for Administration deliverables. The annual salary range as discussed will be 80% of the assessed 2011 range due to the economy: $43,500 – 54,375.

**All department heads agree that this position is needed and long overdue.**

**Permit Coordinator:**

**This position has been a full time position since 2000** and in the last couple of years several administrative functions have been assumed by this position that could not be accommodated by the admin staff. With the removal of the website duties from the Permit Coordinator's work load I have found that a six hour/day work schedule is still not enough to provide the level of service required. With the reduction in office staff in 2010 (3.5 FTE's / 4 if you factor in the Loss of Terry) and no reduction in work load; the Permit Coordinator has had to step up to perform a number of Admin Department support functions due to the elimination of administrative staff members.

Over the last month the part time hours performed by the Permit Coordinator has shown to be less than required to meet the Code Department and Administrative Department needs. The quality of work being performed is very good however the logistical demands of the office require a full time person in the position. **This position**

**is critical in the organization and should remain as a full time position in order to continue to deliver Admin and Code Department services at the level we have in the past.**

**Summary / Staff Recommendation:**

The last six months have been a real challenge for the administration. Everyone was asked to step up and assume duties and all have done just that that. My assessment is that everyone is carrying their share (+) and working together better than I have ever seen in my tenure here. With the resignation of Terry we are now down another half FTE making the challenges even more apparent in the Administration and Code Department.

**Recommendations:** Review, amend and approve the Executive Assistant job description and authorize the Staff to advertise the position. Review, amend and approve the Permit Coordinator position and authorize the Staff to advertise the position.

The net result of this recommendation is an increase in 1 FTE staff member in 2011 however this still effectuates a net decrease in staffing of 2.5 FTE staff members from 2010 staffing levels. This is the MINIMUM action necessary to continue to deliver PREMIER services in the Admin and Code Departments.

**TITLE:** EXECUTIVE ASSISTANT / EXECUTIVE ASSISTANT TO THE TOWNSHIP MANAGER / ASSISTANT TO THE TOWNSHIP MANAGER (DRAFT)

**FLSA STATUS:** NON-EXEMPT

**POSITION SUMMARY:**
The Executive Assistant to the Township Manager is a full time administrative support position of considerable difficulty, responsible for performing a variety of complex and confidential secretarial and administrative duties for the Township Manager. ~~This is a full time position.~~ The employee will ~~also~~ perform the duties associated with the administration of the Township website, will research and analyze administrative projects for the Township Manager requiring the gathering of information through departments or other research, preparation of draft reports for review by the Township Manager and Finalization of the of the project presentation. ~~project support for the administration and any grant submissions. The employee also performs other administrative duties for the Administration Department and fills in for the Township receptionist as needed.~~ The employee will conduct research and draft grant applications for review by the Township Manager. The employee also performs other administrative duties for the Administration Department as required and fills in for the Township receptionist as needed. ~~performs other assigned duties as required.~~

**REPORTS TO:**
- Township Manager

**SUPERVISES:**
- ~~Administrative Staff~~None

**PRINCIPAL ACCOUNTABILITIES AND/OR TASKS:**
- Responsible for the management of the Township Action List
- ~~Routine typing~~
- ~~Routine filing~~
- Maintains Township website
- Responsible for writing grant requests
- Responsible for the creation of the Board of Supervisors Meeting Agendas and Information Packets
- Drafts and prepares routine correspondence as requested
- ~~Maintains Township Officials list~~
- Manages the ABC (Authority, Boards and Commissions) Orientation process
- Performs other administrative duties as requested
- ~~Fills in and Backs-up receptionist as needed~~
- Oversees the ABC information packet process
- Compiles information for "Right to Know" requests
- Maintains ordinance and resolution files and distributes as needed
- Supports project efforts across the administration
- Assists Township Manager in responding to mail and e-mail
- Maintains Township Officials list
- Fills in and Backs-up receptionist as needed
- Routine typing
- Routine filing
- Other duties as assigned
-

**INTERPERSONAL INTERACTIONS REQUIRED:**

**Internal Contact:**

- Township Manager
- Elected Officials
- Director of Administration and Finance / Treasurer
- Other Township Staff

**External Contact:**

- Residents
- Visitors to Office
- ABC Members
- Consultants

**PHYSICAL DEMANDS:**

The employee must be able to hear, speak, and use a telephone, typewriter, computer, copier, scanner, postage machine, and adding machine. This employee must be able to move 15 pounds from one location to another.

**MENTAL DEMANDS:**

The employee must be able to read and write at a college level, In addition, the employee must be able to reason, solve problems while being interrupted, provide oral and written communication to the Township Board of Supervisors and other Township personnel, residents, lawyers, legislators, state county and local agencies as well as the general public.

**REQUIRED EDUCATION, TRAINING, EXPERIENCE, AND KNOWLEDGE:**

- Minimum of Associates Degree, Bachelors Degree preferred
- 5 years experience in a similar position, either from the private or public sector
- Advanced knowledge of Microsoft Office applications (Word, Excel, Access, Outlook, Power Point, etc.)

**REQUIRED SKILLS:**

~~The employee must be able to use office equipment, read and write at a college level, and have an advanced skill level with word processing, spreadsheet, and database applications. Excellent organizational and communication skills are also required.~~ Ability to communicate clearly and concisely, both orally and in writing; strong interpersonal skills; ability to understand organize index and reference a wide variety of administrative information and records. Employee must be resourceful and have the ability to work independently, exercise discretion and independent judgment, assess priorities, multi-task and possess problem solving capabilities. Must be able to discern matters of sensitivity and confidentiality and handle stressful situations. Ability to establish and maintain effective working relationships with elected officials, employees, supervisors, other agencies and the public. Must be flexible and adaptable to the fast paced environment of the office of the Township Manager. The employee must be able to use office equipment, read and write at a college level, and have an advanced skill level with word processing, spreadsheet, and database applications. Excellent organizational skills are also required

**REQUIRED LICENSES, REGISTRATIONS, OR CERTIFICATES:**

- Valid PA Drivers License

**TITLE:** PERMIT COORDINATOR (DRAFT)

**FLSA STATUS:** NON-EXEMPT

**POSITION SUMMARY:**

This is a skilled administrative position with the Township. The employee performs tasks associated with the issuance of building permits, occupancy permits, sign permits, and administers the registration process for contractors doing work in the Township. ~~The employee will also perform the duties associated with the administration of the Township website.~~ The employee also performs other administrative duties for the Administration and Code Department and fills in for the Township receptionist as needed. The employee performs other assigned duties as required.

**REPORTS TO:**

- Zoning Officer

**SUPERVISES:**

- None

**PRINCIPAL ACCOUNTABILITY AND/OR TASKS:**

- Reviews permit applications for completeness
- Types and mails permits & applications
- Schedules inspections
- Maintains property and permit files with specialized software
- Responsible for collecting, applying and creating deposits for permit fees collected
- Create monthly invoices for completed re-occupancy inspections
- Run and reconcile monthly department financial reports.
- Fills in and Backs-up receptionist as needed
- Routine typing
- Routine filing
- Maintains contractor's registration database
- Maintains permit application tracking
- Tracks temporary certificate of occupancy log
- Document all resale and re-occupancy permits and certificates of occupancy
- Develop Building Department Reports
- ~~Maintains Township website~~
- Maintains Township false alarm database
- Assist Zoning Officer and with the daily administration of the department
- Maintains Township electronic Property Management files
- Other assigned responsibilities and / or tasks

**INTERPERSONAL INTERACTIONS REQUIRED:**

**Internal Contact:**

- Township Manager
- Zoning Officer
- Department Heads
- Building Inspectors
- Office staff

**External Contact:**

- Builders
- Contractors
- Residents
- General Public
- IS Consultants

**PHYSICAL DEMANDS:**

The employee must be able to see, hear, speak, use a phone, typewriter, computer, copier, and postage machine, and move 15 pounds from one location to another. The employee must be able to file, type and use an adding machine.

**REQUIRED EDUCATION, TRAINING, EXPERIENCE, AND KNOWLEDGE:**

- High School Diploma or equivalent
- 5 year experience in a similar position
- Working knowledge of Microsoft Office
- ~~2 years experience working with WordPress or equivalent web development software~~

**REQUIRED SKILLS:**

The employee must be able to read and write at a minimum of a high school level. In addition, the employee must be able to reason, solve problems while being interrupted, have excellent organizational skills, and provide oral and written communication to Township personnel, residents, builders, contractors and the general public. The employee must be able to use basic office equipment and have an intermediate skill level with Microsoft Office suite particularly Word and Excel.

**REQUIRED LICENSES, REGISTRATIONS, OR CERTIFICATES:**

None

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

**Voice (610) 692-7171**
**Fax (610) 425-8950**
**E-mail rsmith@eastgoshen.org**

New Business

Date: April 15, 2011
To: Board of Supervisors
From: Rick Smith, Township Manager
Re: Ford Explorer

We advertised the Ford Explorer on municibid.com. Bids closed on Friday April 15, 2011. the high bidder offered _____. I would recommend that you accept this bid.

Motion: I move that we accept the bid form _____ in the amount of _____ for the Ford Explorer.

F:\Data\Shared Data\Public Works Dept\Bids\Vehicle 2011\Memo to BoS 041511.doc

# 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: 3/31/2011
To: Board of Supervisors
From: Mark Gordon, Township Zoning Officer
Re: 1422 Paoli Pike / Historic resource Adaptive reuse / Conditional Use

Dear Board Members,

A conditional use application has been submitted requesting an adaptive reuse for the property at 1422 Paoli Pike. The applicant is seeking modifications to the area and bulk requirements, as provided for in the ordinance. The applicant is also requesting a waiver for the the Historic Resource Impact study requirement of the ordinance.

We have had two other such adaptive reuse Conditional Use application in the past, The Matlack Florist back in 2005 and the Torre Inn, 734 N. Chester Rd. in 2010

The Conditional Use Hearing is scheduled for May 24, 2011.

**Please save all the documents for this application, the hearing is scheduled for May 24, 2011.**

- See front of notebook -

610-692-7171
www.eastgoshen.org

# BOARD OF SUPERVISORS
## EAST GOSHEN TOWNSHIP

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

April 7, 2011

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

Re: Adaptive reuse HRIS Wavier request
Tru-Team, Inc. / 53-4-118 / 1422 Paoli Pike

Dear Board Members:

At their meeting on April 6, 2011the Planning Commission voted unanimously in favor to support the HRIS waiver request with the following motion:

Mr. Chairman, I move that we recommend that the Board of Supervisors support the Historic Resource Impact Study waiver request of Tru-Team, Inc. conditioned upon the concurrence of the Historical Commission.

Sincerely,

Mark A. Gordon
Township Zoning Officer

# East Goshen Township

To: Township Zoning Officer

Name of Applicant: Tru-Team Inc.

Applicant Address: 63 Eastwood Road, Berwyn, PA 19312

Telephone Number: 610-420-3456 Fax: _____

Email Address: alexanderzelensky@gmail.com

Property Address: 1422 Paoli Pike, West Chester, PA 19380

Tax Parcel Number: 53-4-118 Zoning District: R-2 Acreage: 1 acre

Description of proposed use:
See attached.

Conditional Use is provided in Zoning Ordinance Section: 240-38.5.A(3)(a)

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.

Alex Zelensky 3-28-11

Signature of Applicant Date

Attest: _____

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

## Waiver Request

As provided for in Zoning Ordinance § 240-38.8.A(5), Applicant seeks a waiver from the requirement found in Zoning Ordinance § 240-38.8.A(5) requiring the submission of twenty (20) copies of a Historic Resource Impact Study (HRIS). A waiver is justified given the current condition and state of the property. The property and the historic building are in need of significant repair. Previous owners have modified the exterior of the historic building and built additions that are not in keeping with the time period of the historic building. Applicant's adaptive reuse of the property is an opportunity to raise the character and condition of the property and historic building in such a manner that the historic building may be eligible for Class I consideration. The Applicant intends that any modifications to the historic building will be in keeping with the time period of the historic building, as will the facade of the addition to the historic building.

Date: April 14, 2011

To: Board of Supervisors

From: Mark Miller

Ref: Applebrook Park

The Pennsylvania Environmental Council and the National Lands Trust would like the Township to partner with them for a grant to create two meadows in the Applebrook Park. The one area is along Paoli Pike across from Vista Dr (shaped like a V), and the other is on the backside where the Park Board is already establishing a meadow.

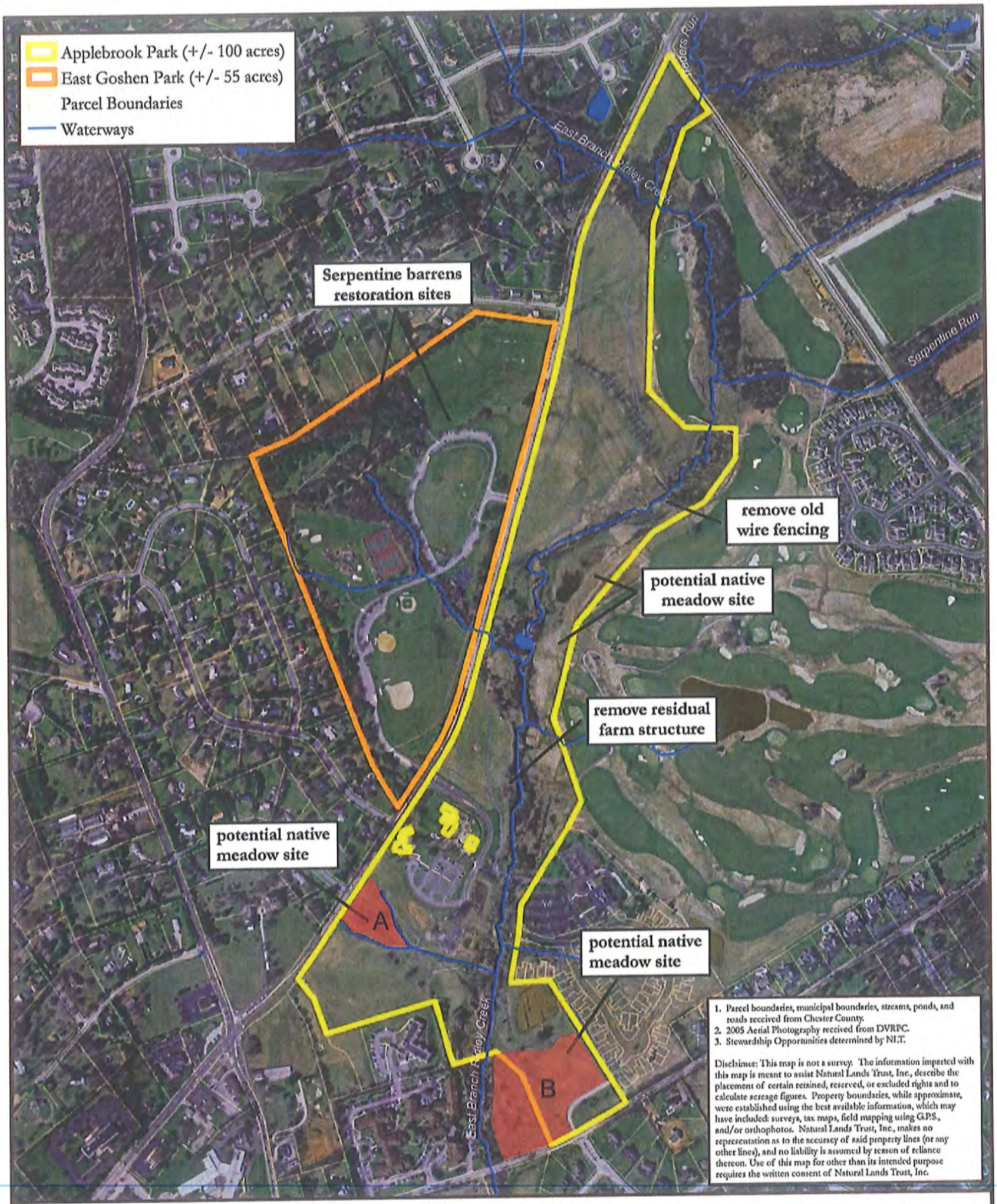
The grant monies would cover the cost of establishing the meadows as well as maintaining them for two years. During the establishment of the meadows the township would do mowing of areas when necessary. Probably only once a year. All other maintenance would done by the contractor hired by the Natural Lands Trust.

I will keep track of the maintenance that the Public Works Department so we can document this as a match.

The Natural Lands Trust needs to submit the grant application on Wednesday so the Board would have to make a decision Tuesday night.

I have copied the Park Board and the Conservancy Board on this memo. .

F:\Data\Shared Data\Public Works Dept\Grants\NLT\2011 meadow.doc




# *Stewardship Opportunities*

## APPLEBROOK AND EAST GOSHEN TOWNSHIP PARKS

East Goshen, Chester County, PA

Natural Lands Trust
1031 Palmers Mill Road, Media, PA 19063
610-353-5587 ~ www.natlands.org

N

0 350 700 Feet

Compiled By: MEB 01/29/10

# 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: April 15, 2011
To: Board of Supervisors
From: Rick Smith, Township Manager
Re: Financial Planning Meeting

The Board needs to select a date for the Financial Planning meeting. I would note that there is no Board meeting on May 10 (Primary Election Day) and that May has 5 Tuesdays, so the Board could meet on May 31 if needed.

I would suggest that the Board consider holding the Financial Planning meeting at 10:00 am on either May 25 or 26. The April financial information would be available for this meeting.

Document3

# EAST GOSHEN TOWNSHIP
# BOARD OF SUPERVISORS MEETING
# 1580 PAOLI PIKE
# April 5, 2011 – 7:00pm
# Draft Minutes

**Present:** Chairman Senya D. Isayeff, Vice-Chairman Don McConathy, Supervisors Marty Shane and Thom Clapper. Supervisor Carmen Battavio was absent. Also present were Township Manager Rick Smith, Zoning Officer Mark Gordon, Brian McCool (Finance Dept), Phyllis Marron and Ruth Scadding (Park & Rec), Jim McRee (Deer Committee and Planning Commission), and Bryan DelMonte (Conservancy Board).

**Call to Order & Pledge of Allegiance**
Senya called the regular meeting to order at 7:00pm. He asked reporter Andy Edwards of the *Daily Local News* to lead everyone in the Pledge of Allegiance.

**Moment of Silence**
Rick 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**
None.

**Chairman's Report**
Senya announced that the American Rivers-NOAA Rivergrants Program turned down the Township's request for a grant to breach the Hershey Mill Dam.

**Speed Humps for Supplee Valley**
Rick reported that on March 17 the Local Traffic Advisory Committee voted unanimously to recommend the Board of Supervisors install four Watts-style speed humps in Supplee Valley. Marty moved to proceed with the next steps – holding a public meeting with residents and soliciting the approval of at least 70% of the homeowners in Supplee Valley. Thom seconded the motion.

*Public Comment: Bo Wozny, Baldwin Drive* – Thanked the Board for their help in getting speed humps in his neighborhood which will help protect his young granddaughter. He also thanked the Township for doing a great job this winter with snow removal. Finally, Mr. Wozny thanked Rick Smith and the Public Works crew for their assistance regarding a sewer line issue.

There was no further discussion or public comment. The Board voted unanimously to approve the motion.

**Sewer Rates**

The Board began to discuss sewer rates with Brian McCool. Don said that since there is no approved Sewer Operating Budget in place, the Board cannot do anything about sewer rates. He had corrections to some of the numbers. Marty said it was his understanding that Don was going to work with the staff on the numbers and then make a recommendation to the rest of the Board regarding sewer rates.

Thom said he doesn't agree with the formula used to compute the overhead costs built into the sewer rates. Don said that since the Board already voted on this some time ago, it would not be productive to spend time discussing it again. Senya said he noted Thom's dissent and would be open to seeing Thom's proposed method of calculation should Thom wish to share it with the Board sometime.

It was agreed that Don will meet offline with the staff to review the numbers, and this matter will be put on the agenda again for the April 12 Board meeting.

**Constant Contact Drawing**

Senya had Supervisors and audience members randomly draw numbers for the Constant Contact prize drawing – one winner for the Blacksmith Shop print and 10 winners for East Goshen coffee mugs. Rick will notify the winners.

**Security System for Board Room**

The Supervisors agreed to table this matter until Carmen is back on April 12.

**Fire Escrow Ordinance**

The Board reviewed the draft ordinance and had no changes. Rick will have the final ordinance prepared for a vote by the Board.

**Geese Roundup**

Rick summarized his memo of March 21 on this topic and reported it would cost more to have Township staff do a roundup than to continue having the US Fish & Wildlife Service do the job. The Board agreed to follow Rick's recommendation and have the US Fish & Wildlife Service continue to do the roundups.

**Newsletter Deadlines**

The Board reviewed the April 1 memo from Tia Piccolo regarding newsletter deadlines for the remainder of 2011.

**Cell Tower Proposals**

Mark Gordon reported that a complete proposal was received from Liberty Towers. Incomplete proposals were received from US Wireless and TowerOne. Media Capital Advisors did not submit a proposal but expressed interest and asked for an extension. The Board agreed it would be unfair to give them an extension.

Senya and Marty agreed with Mark that only Liberty Towers submitted a complete proposal. Don said he thinks the US Wireless proposal could be considered complete, and possibly the one from TowerOne. Thom thought the Board should consider the three proposals received.

Marty moved to proceed with the one complete proposal received from Liberty Towers. Senya seconded the motion. There was no further discussion and no public comment. The Board voted 2:2 and the motion did not pass. (Don and Thom were opposed). The Board will discuss this matter again when Carmen is present.

Marty requested that in future, the staff provide a more complete summary of proposals to the Board.

It should be noted that Mr. Richard Lemanowicz of Liberty Towers was present in the audience. No other cell tower companies sent representatives to the meeting.

**Review of Minutes**

The Board reviewed the draft minutes of March 22 and had no changes. Thom moved to accept the minutes. Don seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

**Friends of the East Goshen Historic Hershey's Mill Dam**

Resident Neil DeRiemer distributed a written update to the Board (copy attached). He reported that he is waiting for the DEP's response to the proposed design for a seawall bulkhead ("dam above the dam"). Until the design is approved, no fundraising can be done. Senya asked Neil to contact Richard Reisinger at DEP and confirm he received the proposal and to get an idea of when he will have an answer.

*Public Comment: Joe Buonnano, Herron Lane* – Asked if there is a drop-dead date for this issue, to decide whether or not the dam should be breached or not breached. The Board told him there is no such date, and the next step is to get feedback from DEP about the proposed design.

*Public Comment: Bryan DelMonte, Clocktower Drive* – Asked who is doing the design work and who is paying for the engineering. Neil told him that Everlast Synthetic Products is doing the work for him free of charge.

The Board thanked Neil for the update.

**Treasurer's Report & Expenditure Register Report**

*See attached Treasurer's Report for March 31, 2011.*

The Board reviewed the Treasurer's Report and the current invoices. Thom moved to accept the Treasurer's Report of March 31 and the Expenditure Register Report as recommended by the Treasurer, to accept the receipts and to authorize payment of the invoices just reviewed. Don seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

**Action List**

Pension Plan Conversion - Rick recommended the Board set up the Pension Committee even though the next interview for a resident volunteer is not until next week. Thom moved to create a Pension Committee composed of the Director of Public Works (Mark Miller), the Director of Finance (Deb Beury), a Supervisor (Marty Shane), and two or possibly three qualified residents. Don seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

Quarterly Report of Right-To-Know Requests – The Board reviewed the quarterly report.

Indemnification Letter for Trash Removal – Rick reported that a letter has been received back from Dutt's Mills. The HOA for The Reserve at Spring Meadow is having their solicitor review their letter.

Municipal Authority Projects – Rick summarized his memo of March 23 outlining all pending projects for the Municipal Authority. Marty said he is in favor of going ahead and borrowing the money now while interest rates are so favorable. Rick will update the numbers for the Reservoir Road project and will consult with Lucien Calhoun regarding a loan.

Fire Marshal Vehicle – Rick reported the Ford Expedition is currently up for auction on municibid.com. Bidding will close on April 15.

Tax Collector –Rick will put the resolution on the agenda for a vote at the next meeting.

TAG Action List – The Board reviewed the updated list.

Street Signs – Rick recommended that going forward, street signs should be ordered with upper and lower case letters in case the federal government makes this a requirement. The Board had no objections. Marty recommended the Board start budgeting for this in 2012 and spread the cost over 10 years.

Telecom Registration & Reporting – Rick reported the Township is still waiting on a report from Clearwire, who is in the midst of an acquisition.

Park & Rec Ordinance and Permit Resolution – Don asked that this matter be tabled so that he may have adequate time to review it.

Sign Ordinance – Don reported the Planning Commission is still reviewing this.

**Correspondence & Reports of Interest**

Senya acknowledged receipt of the following:

- Email dated March 31 from resident Mike Plevyak expressing appreciation to Mark Miller and the Public Works Department for doing an excellent job with snow removal this year.

- Zoning Hearing Board application from Michael and Leisa Stein for their property at 1519 Richard Drive.

- Conditional Use application from Tru-Team for their property at 1422 Paoli Pike.

**Meetings & Dates of Importance**
Senya noted the upcoming meetings as listed in the agenda.

**Public Comment Period**
*Jim McRee, Oneida Lane* – Said that pedestrians seem confused about the correct use of the crosswalk in front of the Township Park. Senya told him there is plenty of signage there, so he is not sure what else the Board can do.

**Executive Assistant**
The Board reviewed the job description prepared by staff for this position. Don said that after considering the matter, he is no longer in favor of adding an Executive Assistant in light of the recent staff restructuring. Marty said he thinks filling this position is imperative for the good of the Township, to free Rick from having to spend so much time on routine administrative functions. Marty wants the job specs to require four years of college. After discussion the Board agreed the education requirement would be an Associate's Degree at a minimum, with a Bachelor's Degree preferred. Thom said he is not in favor of adding more than one full-time position to the Township, and this job equates to more than one position. The Board could not come to a consensus on the matter, and it was agreed to hold discussion until the next meeting when Carmen would be present.

**Adjournment**
There being no further business, the regular meeting was adjourned at 9:17pm.

**Executive Session**
The Board met in Executive Session until 9:30pm to discuss a personnel matter.

Anne Meddings
Recording Secretary
*Attachments*
– *Treasurer's Report*
– *Update on Friends of the East Goshen Historic Hershey's Mill Dam*

From Neil DeRiemer
4/5/11

Friends of the East Goshen Historic Hershey's Mill Dam – FoHMD

1034 Hershey Mill Road

West Chester, Pa 19380

Status Report as of 4-5-11

1. Time last month was spent on completing the seawall bulkhead design submitted by builder and contractor for the "dam above the dam". It is attached to this report and incorporates a cantilever design that will stand up without any downstream support should a washout occur. We emailed that design to DEP's Richard Reisinger on 4-4-11 for his preliminary approval with a copy to EGT. We thought it appropriate to get DEP general approval before getting a PA. Registered engineer to stamp the plan and ask EGT to submit an application.

2. I am told the TV station at Hershey's Mill will run the story we televised in January during the month of April.

3. A prospective major donor is still considering making a $10,000 + donation to fund repair, however, he is waiting for a business closing and has put me off until the middle of May.

4. The Chester County Foundation (CCF) suggests we have a link from the Save the Dam web page to their web page for receipt of donations. I am getting input from Beth Briglia of CCF to instruct us as to how we do so. I expect Young Joe D'Antonio will assist.

5. The Antique Road Show fund raiser is scheduled for late May. I called Maureen Doran to confirm a specific date and expect to hear from her shortly. We have contacted antique specialists Skip Chalfont, John Welch and Dale Hunt for their participation and availability. Skip is on board and we are waiting to hear from the other 2. The cost is expected to be $5 per item evaluated, on a Sunday, run 3 +/- hours (1 – 4 PM) and raise $500.

6. A fundraising expert suggested we wait until the bulkhead plan is approved and a firm written bid is received before seeking additional donations, so no additional funds were sought last month to the $15,000 received from Senator Dinneman and the $600.00 in previous donations.

RICK

March 31, 2011

TREASURER'S REPORT
2010 RECEIPTS AND BILLS

**GENERAL FUND**

| | | | |
|---|---|---|---|
| Real Estate Tax | $687,149.98 | Accounts Payable | $51,583.74 |
| Earned Income Tax | $146,475.00 | Electronic Pmts: | |
| Local Service Tax | $0.00 | Health Insurance | $0.00 |
| Transfer Tax | $0.00 | Credit Card | $0.00 |
| *General Fund Interest Earned* | $0.00 | Postage | $0.00 |
| Total Other Revenue | $32,260.50 | Debt Service | $0.00 |
| Total Receipts: | **$865,885.48** | Payroll | $87,000.00 |
| | | Total Expenditures: | **$138,583.74** |

**STATE FUND**

| | | | |
|---|---|---|---|
| *Interest Earned* | **$0.00** | Expenditures: | **$0.00** |

**CAPITAL RESERVE**

| | | | |
|---|---|---|---|
| *Interest Earned* | **$0.00** | Expenditures: | **$0.00** |

**TRANSPORTATION FUND**

| | | | |
|---|---|---|---|
| *Interest Earned* | **$0.00** | Expenditures: | **$0.00** |

**SEWER OPERATING**

| | | | |
|---|---|---|---|
| Receipts | $11,819.05 | Accounts Payable | $106,886.86 |
| *Interest Earned* | $0.00 | *Debt Service* | $0.00 |
| Total Sewer: | **$11,819.05** | Total Expenditures: | **$106,886.86** |

**REFUSE**

| | | | |
|---|---|---|---|
| Receipts | $6,246.78 | | |
| *Interest Earned* | $0.00 | | |
| Total Refuse: | **$6,246.78** | Expenditures | **$34,531.11** |

# EAST GOSHEN TOWNSHIP
## ACTION LIST

19-Apr-11

New additions are in **bold**

| # | Item | Action Due Date |
|---|---|---|
| ADM 11-18 | Fire Marshall Vehicle | 19-Apr-11 |
| ADMI 10-22 | TAG Action List | 19-Apr-11 |
| ADM 11-15 | Cell Tower | 26-Apr-11 |
| DPW 08-02 | Quarterly Report on I&I | 26-Apr-11 |
| FIN 09-01 | Quarterly Summary of Pending Legal Cases | 26-Apr-11 |
| FIN 10-05 | Quarterly Financial Reports - 2010 | 26-Apr-11 |
| PCZ 11-19 | Park & Rec Ordinance | 26-Apr-11 |
| PCZ 11-21 | Fire Escrow Ordinance | 26-Apr-11 |
| ADM 07-01 | Review Wireless Ordinance | 28-Apr-11 |
| ADM 11-11 | Indemnification Letter | 3-May-11 |
| ADM 11-12 | Goshen Fire Company Expenses | 3-May-11 |
| ADM 11-15 | Facbook Twitter | 3-May-11 |
| DPW 07-02 | Hershey's Mill Dam | 3-May-11 |
| PCZ 09-01 | Telecom Registration and Reporting | 3-May-11 |
| PCZ 11-2 | Tree Ordinance | 3-May-11 |
| PCZ 11-4 | Impact of Chapter 102 Requirements | 3-May-11 |
| PCZ 06-01 | Parking for Multi-Use Space in I/BP District | 10-May-11 |
| PCZ 11-6 | Sign Ordinance | 10-May-11 |
| ADM 11-13 | Municipal Authority Projects | 17-May-11 |
| ADM 11-16 | Post Retirement Medical Benefits | 1-Jun-11 |
| PCZ 11-7 | Archery | 1-Jun-11 |
| ADM 09-04 | Quarterly Review of Right to Know Requests | 5-Jul-11 |
| ADM 11-10 | Municipal Authority | 1-Sep-11 |
| DPW 08-04 | Invasive Species | 1-Sep-11 |
| DPW 11-1 | Reccomendation from CB on NLT Plan | 1-Sep-11 |

# EAST GOSHEN TOWNSHIP
## ACTION ITEM

Item: **Fire Marshall Vehicle** No: ADM 11-18

List Date: 2/17/2011 Completed Date:

Description: Sell Vehicle

| Date | Action |
|---|---|
| 4/5/2011 | Vehicle is being sold on municibid.com. Bidding closes on 4/15/11 |
| 4/19/2011 | Award bid |

# EAST GOSHEN TOWNSHIP
## ACTION ITEM

Item: **TAG Action List** No: ADM 10-22

List Date: 12/7/2010 Completed Date:

Description: Complete action items on TAG list

| Date | Action |
|---|---|
| 12/7/2010 | Review list |
| 1/3/2011 | Updated summary is attached |
| 1/18/2011 | Updated summary is attached |
| 2/1/2011 | Updated summary is attached |
| 2/22/2011 | Updated summary is attached |
| 3/1/2011 | No change from summmary issued for 2/22/11 meeting |
| 3/15/2011 | Updated summary is attached (report has been reformatted) |
| 4/5/2011 | Updated summary is attached |
| 4/19/2011 | Updated summary is attached |

| ID | Item | Votes | Board Member | Staff Member | Due Date | Comments |
|---|---|---|---|---|---|---|
| 11 | Implement a Lockbox (112) | 1 | | Deb | 1/31/2011 | **Deb has met with 4 banks. She has two more banks scheduled. The intention is to combine this with payroll and credit card payments and use one bank for all three services to reduce our costs.** |
| 9 | Implement a Fully Integrated Cost Accounting System (108) | 2 | Don | Deb | 3/31/2011 | **List approved 3/1/11. 1st draft of allocation under review by FC.** |
| 2 | Merit Compensation | 1 | | Rick | 6/30/2011 | Study |
| 38 | Reduce Frequency of Grounds Maintenance & Moving | 1 | P&R/Cons | Mark M. | 6/30/2011 | Do less mowing. |
| 15 | Assess/Replace HVAC System (95) | 4 | Carmen | Rick | 6/30/2011 | Waiting on report from HVAC contractor |
| 29 | Reevaluate Support of Fire Companies (23) | 4 | Carmen | Mark M. | 6/30/2011 | Waiting for info from Fire Company |
| 18 | Work with Adjoining Townships for IT Support (116) | | Don | Rick | 6/30/2011 | East Goshen and Westtown use Burt |
| 30 | Self Sustaining Park & Recreation Programs (104) (#30-37) | 2 | Thom | Frank | 6/30/2011 | 30 - 37 require P & R input |
| 31 | Institute P & R Sponsorship Program (88) | | Thom | Frank | 6/30/2011 | P&R BoS meeting 2/8/11 |
| 32 | Formalize & Expand Relationship w/YMCA | | Thom | Frank | 6/30/2011 | **We have a formal agreement with the YMCA.** |
| 33 | Concession Stand at EGT Park | | Thom | Frank | 6/30/2011 | P&R BoS meeting 2/8/11 |
| 35 | Enable Online Reg & Paymt for P & R Programs | | Thom | Frank | 6/30/2011 | P&R BoS meeting 2/8/11 |
| 36 | Leverage Social Networking Tools to Inc P & R Prog Participation | | Thom | Frank | 6/30/2011 | **Facebook computer in place. Frank is interviewing interns to help set up system** |
| 37 | Expand P & R Prog Partnerships | | Thom | Frank | 6/30/2011 | P&R BoS meeting 2/8/11 |
| 14 | Solar Array (94) | | | Rick | 6/30/2011 | Back burner. Revisit in 6 mths |
| 17 | Evaluate Sharing of Services with Neighboring Townships | 3 | Thom | Mark | 9/30/2011 | |
| 39 | Maintain Ownership of Wastewater Treatment Plant (85) | 2 | Marty | Rick | 12/31/2011 | Tag recommended retaining |
| 16 | Transition to an Electronic Newsletter (34) | 3 | Thom | Tia | 12/31/2011 | Blurb in Winter 2011 newsletter |
| 24 | Police Negotiations | | | Rick | 1/1/2012 | Review and discuss. Could be improved upon. |
| 26 | Two Tier Wage & Benefits Scale for Police Officers (120) | | | Rick | 1/1/2012 | Review and discuss. Could be improved upon. |
| 3 | Minimize Community Vacancy | | Senya | Mark G. | | Healthy real estate is important |
| | | | | | | |
| | | | | | | **Completed items have been removed** |

The Blacksmith Shop

# Historical Commission

## East Goshen Township
## Chester County, Pennsylvania

1580 Paoli Pike ✦ West Chester, PA 19380 ✦ 610-692-7171

April 15, 2011

East Goshen Township
Planning Commission
1580 Paoli Pike
West Chester, PA 19380

Re: Adaptive reuse HRIS Wavier request
Tru-Team, Inc./53-4-118/1422 Paoli Pike

Dear Commission Members:

At the Historic Commission meeting which was held last night, April 14, 2011, the following motion was made and unanimously approved by the Commission.

I move that the Historical Commission recommend that the Planning Commission support the approval of the Conditional Use Application of Tru-Team Inc. to adaptively reuse the historic property at 1422 Paoli Pike as an office, as provided in the Zoning Ordinance s240-38.8., support the applicant's request to wave the Historical Resource Impact Study with the understanding that the applicant will allow a pre-construction site visit by the Historical Commission for the purpose historic archival by measuring and photographing the historic building, and that the applicant agrees to share the designs and plans for the new structures to be built. This waver is due to the fact that the applicant proposes to improve the condition of the resource, incorporate the period architecture of the resource into the new building addition and, outside of the proposed addition, there will be no substantive change to the interior or exterior of the historic building to accommodate the proposed adaptive reuse.

Sincerely,

Ellen Carmody

Ellen Carmody
Chairman

cc: M. Gordon, Zoning Officer