AGENDA
EAST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS
TUESDAY, April 26, 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
   a. Announce that the Board will hold a Long Range Financial Planning Session on May 26, 2011 at 10:00 am.

7. Public Hearings
   a. Public Hearing to consider adoption of an ordinance implementing the provisions of the Fire Escrow Act, (Act 39 of 1994).

   b. Public Hearing to consider amendments to Park and Recreation Board (Section 51-2) and Park and Recreation Areas (Section 163-E) of the Township Code.

8. Police/EMS Report – 3rd Tuesday

9. Financial Report – 4th Tuesday

10. Old Business
    a. Consider Executive Assistant and Permit Coordinator Positions

11. New Business
    a. Consider adoption of Resolution 2011-57 establishing Permit Criteria and Procedures for the use of the Township Parks.

    b. Consider adopting a resolution to support the Growing Greener II Program.

12. Any Other Matter

13. Approval of Minutes
    a. April 19, 2011

14. Treasurer's Report
    a. Report – April 21, 2011

15. Review Action List

16. Correspondence, Reports of Interest
    a. Acknowledge letter dated April 17, 2011 from Rita Hartleroad expressing appreciation for help she received from Thom Clapper and exceptional work by Mark Miller and public works in fixing a sewer problem at her house.

17. Meetings & Dates of Importance:

April 26, 2011	Board of Supervisors	7:00 pm
April 27, 2011	Zoning Hearing Board Liberty Towers	7:30 pm
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 - Stein – 1519 Richards Rd	7:30 pm
May 7, 2011	Township Yard Sale (rain date May 8)	9 am – 1 pm
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
May 16, 2011	Deer Management Committee	7:00 pm
May 17, 2011	Primary Election	
May 18, 2011	Planning Commission w/s	7:00 pm
May 24, 2011	Board of Supervisors	7:00 pm
May 26, 2011	Board of Supervisors - Long Range Financial Planning Session	10:00 am
May 30, 2011	Memorial Day Office Closed	

Rec. Registration for Summer Camp and Tennis on May 14 at 9:00 am and May 19 at 7 pm
Boston Trip on May 28 - 7am Departure

18. Public Comment – Hearing of Residents

19. Executive Session – Personnel Matter

20. 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 - Deadlines for summer 2011: Submit articles by May 4, 2011, To printer by May 11, 2011, In homes by July 1, 2011

7a

EAST GOSHEN TOWNSHIP

CHESTER COUNTY, PENNSYLVANIA

ORDINANCE NO. ____- 2011

AN ORDINANCE OF EAST GOSHEN TOWNSHIP, CHESTER COUNTY, PENNSYLVANIA, ADOPTED PURSUANT TO THE AUTHORITY OF THE FIRE INSURANCE ESCROW ACT, ACT 93 OF 1994, 40 P.S. § 638.

BE IT ENACTED AND ORDAINED by the Board of Supervisors of East Goshen Township as follows:

SECTION 1. Pursuant to the authority in the Fire Insurance Escrow Act, Act 93 of 1994, which is codified in 40 P.S. § 638, the Board of Supervisors of East Goshen Township hereby adopts the following Ordinance, titled, "Fire Insurance Claims" which shall be codified as a new Chapter 138 of the East Goshen Township Code:

"Chapter 138

FIRE INSURANCE CLAIMS

§ 138-1. Certificate and Compliance required.

No insurance company, association or exchange doing business in the Commonwealth of Pennsylvania shall pay a claim of a named insured for fire damage to a structure located within East Goshen Township under the terms of Section 508(a) of the Insurance Company Law of 1921, as amended, 40 P.S. § 638(a), unless the insurance company, association or exchange is furnished with a certificate pursuant to § 138-2 of this chapter and unless there is compliance with the procedures set forth in § 138-3 and §138-4 of this chapter.

§ 138-2. Fire loss certificate.

A. The Township Manager or his/her designee shall, upon the written request of the named insured specifying the tax description of the property, name and address of the insurance company, association or exchange and the date agreed upon by the insurance company, association or exchange and the named insured as the date of the receipt of a loss report of the claim, and the payment of a certification fee in the amount as set from time to time by resolution of the Board of Supervisors to cover the administrative expense of processing the request and copying, furnish the insurance company, association or exchange either of the following within 14 working days of the request:

(1) A certificate or, at the discretion of the Township, a verbal notification which shall be confirmed in writing by the insured to the effect that, as of the date specified in the request, there are no delinquent taxes, assessments, penalties or user charges against the property (sewer and refuse charges) and that, as of the date of the Manager's certificate or verbal notification, the Township has not certified any amount as total costs incurred by the Township for the removal, repair or securing of a building or other structure on the property; or

(2) A certificate and bill showing the amount of delinquent taxes, assessments, penalties or user charges (sewer and refuse charges) against the property as of the date specified in the request that have not been paid as of the date of the certificate and also showing as of the date of the Manager's certificate, the amount of the total costs, if any, certified to the Manager or his/her designee that have been incurred by the Township for the removal, repair or securing of a building or other structure on the property. For the purposes of this subsection, the Township Manager shall certify the total amount, if any, of such costs. For the purposes of this chapter, a tax, assessment, penalty or user charge becomes delinquent at the time and on the date a lien could otherwise have been filed against the property by the Township under applicable law or ordinance.

B. Upon receipt of a certificate pursuant to Subsection A(1) of this section, the insurance company, association or exchange shall pay the claim of the named insured in accordance with the policy terms, unless the loss agreed to between the named insured and the company, association or exchange equals or exceeds 60% of the aggregate limits of liability on all fire policies covering the building or other structure. In the case of such a loss, the insurance company, association or exchange, the insured property owner and the Township shall follow the procedures set forth in § 138-3 and §138-4 of this chapter.

C. Upon the receipt of a certificate and bill pursuant to Subsection A(2) of this section, the insurance company, association or exchange shall return the bill to the Manager or his/her designee and transfer to the Manager or his/her designee an amount from the insurance proceeds necessary to pay the taxes, assessments, penalties, charges and costs shown on the bill. In the case of a loss subject to § 138-3 and § 138-4 of this chapter, the insurance company, association or exchange shall transfer to the Manager or his/her designee the amount from the insurance proceeds shown on the bill separately from the amounts transferred under 138-3 of this chapter. The Township shall receive the amount and apply or credit it to the payment of the items shown in the bill.

§138-3. Establishment of municipal fire insurance escrow.

When the loss agreed to between the named insured and the company, association or exchange equals or exceeds 60% of the aggregate limits of liability on all fire policies covering the building or other structure, the insurance company, association or exchange shall transfer from the insurance proceeds to the Township Manager or his/her designee the amounts required by and in accordance with the procedures set forth in 40 P.S. § 638(c). Policy proceeds remaining after the transfer to the Township shall be disbursed in accordance with the policy terms. The named insured may submit

a contractor's signed estimate of the costs of removing, repairing or securing the building or other structure after the transfer, and the Township Manager or his/her designee shall return the amount of the fund in excess of the estimate to the named insured if the Township has not commenced to remove, repair or secure the building or other structure. The Township Manager or his/her designee shall carry out the duties of this section.

§ 138-4. Disposition of escrow proceeds.

Upon receipt of the proceeds by the Township as authorized by § 138-3 , the Township Manager or his/her designee shall place the proceeds in a separate fund to be used solely as security against the total cost of removing, repairing or securing incurred by the Township. When transferring the funds as required in § 138-3, an insurance company, association or exchange shall provide the Township with the name and address of the named insured, whereupon the Township shall contact the named insured, certify that the proceeds have been received by the municipality and notify the named insured that the procedures under this section shall be followed. The fund shall be returned to the named insured when repairs, removal or securing of the building or other structure have been completed and the required proof received by the Township Manager or his/her designee if the Township has not incurred any costs for repairs, removal or securing. If the Township has incurred costs for repairs, removal or securing of the building or other structure, the costs shall be paid from the fund, and if excess funds remain, the Township shall transfer the remaining funds to the named insured. Nothing in this chapter shall be construed to limit the ability of the Township to recover any deficiency. Further, nothing in this section shall be construed to prohibit the Township and the named insured from entering into an agreement that permits the transfer of funds to the named insured if some other reasonable disposition of the damaged property has been negotiated.

§ 138-5. Costs.

The total costs incurred by the Township for the removal, repair or securing of a building or other structure under this chapter shall include, but not be limited to, all administrative, personnel and overhead costs incurred by the Township in accordance with generally accepted accounting procedures.

§ 138-6. Filing of copies.

Upon the enactment of this Ordinance, the Township Secretary shall file an exact copy of the Ordinance with the Department of Community and Economic Development, together with the name, position and phone number of the municipal official responsible for compliance with Section 508 of the Insurance Company Law of 1921, as amended.

SECTION 2. Severability. If any sentence, clause, section, or part of this Ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections, or parts hereof. It is hereby declared as the intent of the Board of Supervisors that this Ordinance would have been adopted had such

unconstitutional, illegal or invalid sentence, clause, section or part thereof not been included herein.

SECTION 3. Repealer. All ordinances or parts of ordinances conflicting with any provision of this Ordinance are hereby repealed insofar as the same affects this Ordinance.

SECTION 4. Effective Date. This Ordinance shall become effective in five days from the date of adoption.

ENACTED AND ORDAINED this _____day of _____, 2011.

ATTEST:

EAST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS

_____
Louis F. Smith, Secretary

_____
Senya D. Isayeff, Chairman

_____
Donald R. McConathy, Vice-Chairman

_____
E. Martin Shane, Member

_____
Carmen Battavio, Member

_____
Thom Clapper Ph.D, Member

7b

EAST GOSHEN TOWNSHIP

CHESTER COUNTY, PENNSYLVANIA

ORDINANCE NO. ____- 11

AN ORDINANCE OF EAST GOSHEN TOWNSHIP, CHESTER COUNTY, PENNSYLVANIA, AMENDING CHAPTER 51 OF THE CODE OF EAST GOSHEN, TITLED, "PARK AND RECREATION BOARD" SPECIFICALLY SECTION 51-2 TO INCREASE THE NUMBER OF MEMBERS ON THE PARK AND RECREATION BOARD FROM FIVE TO SEVEN MEMBERS AND CHAPTER 163 OF THE CODE OF EAST GOSHEN TITLED, "PARK AND RECREATION AREAS", SPECIFICALLY SECTION 163-3 .E.

BE IT ENACTED AND ORDAINED by the Board of Supervisors of East Goshen Township that the East Goshen Township Code is amended as follows:

SECTION 1. Chapter 51 titled, "Park and Recreation Board", Section 51-2 shall be amended to state as follows:

"§ 51-2. Membership; terms; vacancies.

The Board shall consist of seven members who shall be appointed by the Board of Supervisors and shall serve for terms of five years or until their successors are appointed, except that the members of such Board first appointed shall be appointed for such terms that the term of not more than two members shall expire annually thereafter. The five Board members currently serving are hereby appointed to serve the balance of their respective terms. Members of this Board shall serve without pay. All persons appointed shall serve their full terms unless voluntarily resigned or removed by the Supervisors for dereliction or neglect of duty. Vacancies on such Board occurring otherwise than by expiration of term shall be for the unexpired term and shall be filed in the same manner as original appointments."

SECTION 2. Chapter 163 titled, "Parks and Recreation Areas", Section 163-3.E shall be amended to state as follows:

"E. Permits required. No person or organization shall hold any meeting or gathering in any township park without first having obtained written permission from the Park Board. Permit criteria and procedures shall be recommended by the Park Board and formally established by resolution of the Board of Supervisors."

SECTION 3. Severability. If any sentence, clause, section, or part of this Ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections, or parts hereof. It is hereby declared as the intent of the Board of Supervisors that this Ordinance would have been adopted had such unconstitutional, illegal or invalid sentence, clause, section or part thereof not been included herein.

SECTION 4. Repealer. All ordinances or parts of ordinances conflicting with any provision of this Ordinance are hereby repealed insofar as the same affects this Ordinance.

SECTION 5. Effective Date. This Ordinance shall become effective in five days from the date of adoption.

ENACTED AND ORDAINED this _____day of _____, 2011.

ATTEST:

EAST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS

_____
Joseph Gill, Secretary

_____
Senya D. Isayeff, Chairman

_____
Donald R. McConathy, Vice-Chairman

_____
E. Martin Shane, Member

_____
Carmen Battavio, Member

_____
Thom Clapper Ph.D, Member

10a

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: 4/21/2011
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.**

The administrative Department took a 40% cut in staffing due to the 2010 staff reductions. The restructuring did shuffle duties to other full time employees however the deep cuts are still felt six months later.

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

11a

EAST GOSHEN TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA

RESOLUTION NO. 2011-57

A RESOLUTION ESTABLISHING PERMIT CRITERIA AND PROCEDURES FOR THE USE OF THE TOWNSHIP PARKS.

WHEREAS, Chapter 163 of the Code of East Goshen Township (the "Code") sets forth the rules and regulations for the Township park and recreation areas; and

WHEREAS, Section 163-3E of the Code states that permit criteria and procedures shall be recommended by the Park and Recreation Board and formally established by resolution of the Board of Supervisors; and

WHEREAS, the Park and Recreation Board has recommended the following permit criteria and procedures be adopted.

BE IT RESOLVED BY the East Goshen Township Board of Supervisors that the following permit criteria and procedures shall be followed:

- A permit is required to reserve any field(s), court(s), or pavilion(s) in an active park.
- A permit is required for any organized activity involving 40 people or more that intends to use any of the facilities, including but not limited to field(s), court(s), pavilions(s) and parking, in an active park.
- A permit is required for any organized activity in a passive park.
- All applications for permits must be submitted, on the form provided by the Township, a minimum of one week in advance of the event.
- If sound amplification is to be utilized, it must be indicated on the application for permit.
- The sound amplification equipment shall not violate the noise standards set forth in the Code.
- The sound amplification equipment shall not adversely affect other users of the park. The decision as to whether the sound amplification equipment is adversely affecting other users shall be at the sole discretion of the Director of Recreation.
- The Director of Recreation is authorized to approve any and all permits and to impose conditions in order to ensure that the event or activity for which the permit is issued does not adversely affect other users of the park.
- The Director of Recreation may, in his sole discretion, refer an application to the Park and Recreation Board for approval.

(Signatures on next page)

RESOLVED AND ADOPTED, this _____day of _____, 2011.

ATTEST:

EAST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS

_____

Secretary

_____

_____

_____

_____

_____

11. b

Franklin Township

Board of Supervisors

P.O. Box 118
Kemblesville, Pennsylvania 19347
Telephone: (610) 255-5212
Fax: (610) 255-0659

April 18, 2011

RECEIVED
BY:
APR 29 2011

Ms. Senya Isayeff
Chairman, Board of Supervisors
East Goshen Township
1580 Paoli Pike
West Chester, PA 19380

Dear Ms. Isayeff,

I am writing to request your municipality's support for a program that has empowered our communities to protect working farms and special places, clean up rivers and streams, create and improve parks and trails, and revitalize cities and towns. That program is Growing Greener and after a decade of success, the funding sources that support it are nearly gone.

Growing Greener II has helped to preserve nearly 34,000 acres of working family farms in Pennsylvania; conserve more than 42,300 acres of threatened natural areas; restore more than 1,600 acres of abandoned mine lands; and enhance access to outdoor recreation through 234 community park projects and 132 state park and forest infrastructure projects. There is still more to do. Pennsylvania loses three acres of open space for every acre we protect. County farm preservation boards have a list of about 2,000 farm families who would like to keep their farmland from being developed.

We would like to send a strong message to Harrisburg that the Growing Greener program needs dedicated, sustainable and long-term funding. Please join with jurisdictions all over the Commonwealth to show your support for funding this exemplary program by having your governing body sign the enclosed resolution.

Once executed, please send a copy of the Resolution via email to Andrew Heath @ aheath@renewgrowinggreener.org. Andrew will make sure that copies are forwarded to the Governor and to state legislators. In addition, I am asking that you send the adopted resolution directly to your local state representatives and senators as well as a copy to the County Commissioners.

If you have any questions, please call me at 610-255-5212 or e-mail me at info@franklintownship.us. You may also call Andrew Heath of the Renew Growing Greener Coalition at (717) 230-8044, extension 23, or contract him through the Coalition's website at http://renewgrowinggreener.org.

Together we can make a difference!

Sincerely,

Nan Latimer

Nan Latimer, Chair
Franklin Township Board of Supervisors

cc: Township Manager

_____[MUNICIPALITY]
CHESTER COUNTY, PENNSYLVANIA

PROPOSED RESOLUTION IN SUPPORT OF RENEWING GROWING GREENER

RESOLUTION NO. 2011-

WHEREAS the Growing Greener program has provided funding for preserving open space and farmlands, developing community park and recreation areas, cleaning up abandoned mines and brownfield sites, restoring impaired rivers and streams, and protecting and improving our state game, forest, and park lands; and

WHEREAS _____ [Municipality/County] has effectively leveraged Growing Greener funds to achieve tangible, lasting results for its residents, including (Insert sample projects in the municipality/county, if appropriate)_____; and

WHEREAS _____ [Municipality/County] seeks to protect the health of its citizens and enhance the quality of life for its residents, in part by planning for and implementing projects that preserve open space and historic resources, providing for community parks and recreation, and safeguarding water resources; and

WHEREAS these projects also provide significant health and economic benefits, increase property values and improve the community's ability to attract growing businesses; and

WHEREAS _____ [Municipality/County] has learned that Growing Greener II will soon expire and funds for Growing Greener I have been precipitously diminished; and that this will affect the community's ability to restore and protect our local environment and the environment of _____ County; and

WHEREAS _____ [Municipality/County] understands that throughout Pennsylvania, Growing Greener II has helped to preserve nearly 34,000 acres of working family farms ; conserve more than 42,300 acres of threatened natural areas; restore more than 1,600 acres of abandoned mine lands; and enhance access to outdoor recreation through 234 community park projects and 132 state park and forest infrastructure projects; and

WHEREAS Article I, Section 27 of the Pennsylvania Constitution states that, "The people have a right to clean air, pure water, and to the preservation of the natural, scenic, historic and esthetic values of the environment. Pennsylvania's public natural resources are the common property of all the people, including generations yet to come. As trustee of these resources, the Commonwealth shall conserve and maintain them for the benefit of all the people"; and

WHEREAS _____ [Municipality/County] realizes that the Commonwealth is losing three times more forest, wildlife habitat, farmland and other open spaces to development than it is able to preserve; and that the Commonwealth has over 16,000 miles of rivers and streams that are unsafe for fishing and swimming; and that in Pennsylvania more than 2,000 working family farms await protection from encroaching development; and that 189,000 acres of abandoned mine lands scar 44 of the Commonwealth's counties; and that the grant funds available for community and county recreation, greenways and trails projects have been severely diminished;

WHEREAS _____ [Municipality/County] wishes to encourage and support renewed funding for the *Growing Greener* program, before the last of the Growing Greener II funds are spent in 2011,

NOW, THEREFORE BE IT RESOLVED that:

1. _____ [Municipality/County] supports renewal of Growing Greener by the General Assembly and Governor Corbett with dedicated, sustainable and long-term funding sources,

2. The signed resolution shall be forwarded to the Governor and our respective county and state legislators.

DULY ADOPTED at the regular meeting of _____ [municipality/county] this ___th day of _____, _____.

_____ **[NAME OF MUNICIPALITY/COUNTY]**

_____
Chair, Board of Supervisors / President of Council/Chair, Board of County Commissioners

ATTEST:

_____
Secretary

April 21, 2011

TREASURER'S REPORT
2010 RECEIPTS AND BILLS

GENERAL FUND

		Accounts Payable	$23,862.31
Real Estate Tax	$40.00	Electronic Pmts:	
Earned Income Tax	$102,449.59	Health Insurance	$50,490.39
Local Service Tax	$35,998.02	Credit Card	$0.00
Transfer Tax	$0.00	Postage	$0.00
General Fund Interest Earned	$0.00	Debt Service	$0.00
Total Other Revenue	$8,152.77	Payroll	$42,000.00
Total Receipts:	**$146,640.38**	Total Expenditures:	**$116,352.70**

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	$72.00	Accounts Payable	
Interest Earned	$0.00	*Debt Service*	
Total Sewer:	**$72.00**	Total Expenditures:	**$0.00**

REFUSE

Receipts	$72.50		
Interest Earned	$0.00		
Total Refuse:	**$72.50**	Expenditures	**$0.00**

EAST GOSHEN TOWNSHIP
MEMORANDUM

TO: BOARD OF SUPERVISORS

FROM: DEB BEURY, TREASURER

SUBJECT: **PROPOSED PAYMENTS OF BILLS**

DATE: 04-21-11

CC: RICK SMITH, MANAGER

Please accept the attached Treasurer's Report and Expenditure Register Report for consideration by the Board of Supervisors. I recommend the Treasurer's Report and each Register item be approved for payment.

Please advise if the Board decides to make any changes or if the Reports are acceptable as drafted.

EAST GOSHEN TOWNSHIP

Home Billing Logout

Billing Home | Invoices | Make Payments | Payment History | Bank Accounts | Consolidated Roster FAQs | Demo | ? Help

Consolidated Invoices | Consolidated Plan Breakdown

Administration

Administrative Options Set your email notification preferences.
Stop/Resume mailing paper invoices.

Current Invoice Listing for the Month of May

To view a prior month make a selection from the drop-down.

05/01/2011

Prior Balance Due $0.00

Invoice Number	Invoice Due Date	Invoice Generation Date	Prior Balance	Current Invoice Charges		Invoice Total Due
5567569110501-01	05/01/2011	04/12/2011	$0.00	$39,452.50		$39,452.50
405548110501-01	05/01/2011	04/13/2011	$0.00	$11,037.89		$11,037.89
	This total does not include credits.		**$0.00**	**$50,490.39**	**Total Due:**	**$50,490.39**

Pay Invoices

Contact Billing Department

Please contact the Billing Department regarding application of credit balances by clicking the send email link.

Credit Balance Invoices

Please contact the Billing Department regarding application of credit balance.

Total Invoice Credit Balance: $0.00

Please Pay Promptly.
The due date applies to current charges only and does not extend the due date for payment of past-due amounts.
If paying by check, you must mail it with the coupon found on your paper invoice.

Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Req Date	Check Dte	Recpt Dte	Check#	Amount
01		GENERAL FUND								
1065				PETTY CASH						
	28596 1	01452	3601	MISCELLANEOUS EVENTS	040811	04/20/11	04/08/11	04/20/11	6331 p	250.00
				EAST GOSHEN BEAUTIFUL DAY SUPPLIES						
										250.00
										250.00
							1	Prepaids, totalling		250.00
							0	Printed, totalling		0.00

FUND SUMMARY

Fund	Bank Account	Amount	Description
01	01	250.00	GENERAL FUND
		250.00	

PERIOD SUMMARY

Period	Amount
1104	250.00
	250.00

Vendor	Req #		Budget#	Sub#	Description	Invoice Number	Req Date	Check Dte	Recpt Dte	Check#	Amount
01			GENERAL FUND								
600					HARLEYSVILLE LIFE INSURANCE CO						
	28601	1	01486	1560	HEALTH,ACCID. & LIFE MAY 2011 PREMIUM	041011	04/21/11		04/21/11		3045.73
											3,045.73
1393					US POSTMASTER						
	28606	1	01401	3250	POSTAGE PERM. 192-1ST CLASS PRESORT RENEWAL	041811	04/21/11		04/21/11		190.00
											190.00
1470					WESTTOWN TOWNSHIP						
	28607	1	01410	5310	REGIONAL POLICE BLDG INTEREST APRIL 2011 - INTEREST	042111	04/21/11		04/21/11		4805.63
	28607	2	01410	5320	REGIONAL POLICE BLDG PRINCIPAL APRIL 2011 - PRINCIPAL	042111	04/21/11		04/21/11		7083.33
											11,888.96
1471					WESTTOWN-EAST GOSHEN POLICE						
	28608	1	01410	5330	CAPITAL CONTRIBUTION - POLICE BLDG 2011 CONTRIBUTION TO POLICE BLDG. CAPITAL RESERVE	041911	04/21/11		04/21/11		6850.00
											6,850.00
2052					HARLEYSVILLE LIFE INSURANCE COMPANY						
	28602	1	01213	1010	VOL. LIFE INSURANCE W/H MAY 2011 PREMIUM	041011	04/21/11		04/21/11		135.20
											135.20
2056					RAYANT-DENTAL PROGRAMS						
	28605	1	01213	1000	DENTAL INSURANCE W/H MAY 2011 PREMIUM	036509544	04/21/11		04/21/11		1102.42
											1,102.42
2622					MIDDLETON, CHRISTIAN						
	28603	1	01403	1140	R.E.TAX COLLECT-COMMISSION/SALARIES 4 WEEK PAY PERIOD ENDING 4/21/11	042111	04/21/11		04/21/11		400.00
											400.00
											23,612.31
								0 Printed, totalling			23,612.31

Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Req Date	Check Dte	Recpt Dte	Check#	Amount

FUND SUMMARY

Fund	Bank Account	Amount	Description
01	01	23,612.31	GENERAL FUND
		23,612.31	

PERIOD SUMMARY

Period	Amount
1104	23,612.31
	23,612.31

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EAST GOSHEN TOWNSHIP
ACTION LIST

26-Apr-11

New additions are in **bold**

#	Item	Action Due Date
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
ADMI 10-22	TAG Action List	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
	Last # PCZ 11-21	

EAST GOSHEN TOWNSHIP
ACTION ITEM

Item: **Cell Tower**

No: ADM 11-15

List Date: **2/17/2011**

Completed Date:

Description: Consider lactating a cell tower on Township Property

Date	Action
4/5/2011	We received 3 responses and 1 request for an extension from the RFP
4/12/2011	Board needs to decide if they want to consider incomplete proposals
4/19/2011	Subcommittee of Don, Thom, Rick and Mark directed to review the three propo:
4/26/2011	**Subcommittee has met with the 3 carriers, Recommendation forthcoming**

EAST GOSHEN TOWNSHIP
ACTION ITEM

Item: **Quarterly Report on I & I**

No: DPW 08-02

List Date: 12/9/2008

Completed Date:

Description:

Date	Action	
1/12/2010	Distribute Quarterly Report.	Done
4/20/2010	Distribute Quarterly Report.	Done
5/4/2010	Rick to provide memo on expenses. Will become part of regular report.	Done
7/13/2010	Distribute Quarterly Report.	Done
10/12/2010	Distribute Quarterly Report.	
10/26/2010	MG: Mark Miller to provide Qtr. update	
1/25/2011	Distribute Quarter Report	
4/26/2011	**Report attached**	

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 21, 2011
To: Board of Supervisors
From: Rick Smith, Township Manager
Re: I&I Report 1st quarter 2011

Ridley Creek Service Area

The Township televised the sewer in Paoli Pike..

Finished replacement of the manholes lids in Bowtree.

Chester Creek Service Area

We did not do any televising.

We replaced caps a few caps on an as-needed basis.

General

The CO&A Report was delivered to PA DEP on March 30, 2011

F:\Data\Shared Data\Public Works Dept\Sewer\I&I Program\2011\1st qtr 2011.doc

EAST GOSHEN TOWNSHIP
ACTION ITEM

Item: **Quarterly Summary of Pending Legal Cases** No: FIN 09-01

List Date: **6/25/2009** Completed Date:

Description: Report on Pending Cases.

Date	Action	
1/26/2010	Revised report due.	Done
4/27/2010	Revised report due.	
7/27/2010	Revised report due.	
10/26/2010	Revised report due. See your Finance Binder for report	
1/25/2011	Report attached	
1/26/2011	**Report attached**	

LEGAL COSTS

As of March 31, 2011

DEER LEGAL COSTS

Plaintiff	Venue	Amount	Status
Sinclair	Common Pleas	$15,966.28	Withdrawn
Gordon	Common Pleas	$12,309.66	Dismissed
Gordon	Commonwealth	$6,083.30	Dismissed
Gordon	Federal	$15,886.60	Pending
Total		$50,245.84	

FOREST LANE BRIDGE

Defendant	Venue	Amount	Status
Johnson	Common Pleas	$4,247.20	Settled

Note: the legal line item for Deer in the quarterly reports includes all legal costs, not just litigation

EAST GOSHEN TOWNSHIP
ACTION ITEM

Item: **Quarterly 2010 Financial Reports** No: FIN 10-05

List Date: 2/16/2010 Completed Date:

Description:

Date	Action	
4/19/2010	Provide Q1 Reports.	Done
7/27/2010	Provide Q2 Reports. Budget Savings: 2008 Budget vs 2010 Budget Provide list of Variances and Impact Items ($2500 threshold) Disbursements by Fund State Fund chargebacks detailed DPW breakouts for full costing Snow, Roads, Sewer, Parks Overtime Report	
10/26/2010	Provide Q3 Reports.	
1/25/2011	Pending review by Finance Group	
4/26/2011	**Pending review by Finance Group**	

EAST GOSHEN TOWNSHIP
ACTION ITEM

Item: **Amend Park and Rec Ordinance to simplify permiit section and allow permit rules and procedures to be adopted by resolution**

No: PCZ 11-19

List Date: **3/1/2011**

Completed Date:

Description: Adopt revised ordinance and resolution

Date	Action
3/2/2011	Memo to Kristin. Also aksed her to increase membership to 7 members
4/5/2011	Draft Ordinance and Resolution are attached BoS ok with ord. Add provision to address re-enactor and honor guards
4/12/2011	Revised ordinance on agenda
4/26/2011	**Public Hearing to adopt Ordinance**

EAST GOSHEN TOWNSHIP
ACTION ITEM

Item: **Fire Escrow Ordinance** No: PZC 11-21

List Date: **3/24/2011** Completed Date:

Description: Adopt a fire escrow ordinance

Date	Action
4/5/2011	Draft ordinance to Board
4/26/2011	**Public Hearing to adopt Ordinance**

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
12/14/2010	Don is working with Kristin on this
3/8/2011	PC is still reviewing draft ordinance
4/26/2011	**PC is still reviewing draft ordinance**

16 a

To: Louis F. Smith, Township Manager

From: Rita F. Hartleroad

Date: April 17, 2011

Dear Mr. Smith

During the past three months we had a sewer problem that caused the laundry room and bathroom of our home to be flooded twice. The first time was on New Year's Day at a time when families are gathered together to celebrate the New Year. In desperation we called Supervisor Thomas Clapper who called Mark Miller, who did not hesitate in sending some men immediately.

The second time was 10 P.M. at night and again Thomas Clapper and his wife Irene were right there directing us to Mark Miller. Kudos to both men!

I cannot say enough about Mark Miller and the men who helped him. They were there unplugging the problem within an hour and returned the next day to do a thorough exam of the sewer line resulting in a major fix to the problem. Mr. Miller and his men are professional, kind and the Township should be very proud of them.

Frank and I both want to thank you and the township for taking care of the problem. We have lived in the township for over 37 years and are proud to say that when in a time of need, received an immediate response and a long term fix of the problem.

Rita F. Hartleroad

Rita F. Hartleroad

Cc. Thomas Clapper

Cc. Mark Miller