AGENDA
EAST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS
TUESDAY, May 3, 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. The Board will hold a Long Range Financial Planning Session on May 26, 2011 at 1:00 pm.
   b. The Board met in executive session on April 26 to discuss a personnel matter.
   c. Announce that the Board will dedicate the new bridge in Applebrook Park on Monday May 9 at 10 am.
7. Public Hearings - none
8. Police/EMS Report – 3rd Tuesday
9. Financial Report – 4th Tuesday
10. Old Business
    a. Consider Cell Tower Proposals
    b. Consider Executive Assistant Position
11. New Business
    a. Consider Tree and Parking Ordinance amendments.
    b. Consider sending letter in support of Senate Bill 283
    c. Consider Property Line Fencing
12. Any Other Matter
13. Approval of Minutes
    a. April 26, 2011
14. Treasurer's Report
    a. Report – May 3, 2011
15. Review Action List
16. Correspondence, Reports of Interest
    a. Letter from James Buck commending WEGO Officer Robert Kephart.
17. Meetings & Dates of Importance:

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	Dedication of Applebrook Park Bridge	10:00 am

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 19, 2011	Local Traffic Advisory Committee Supplee Valley	7:00 pm
May 24, 2011	Board of Supervisors	7:00 pm
May 26, 2011	Board of Supervisors - Long Range Financial Planning Session	1:00 pm
May 30, 2011	Memorial Day Office Closed	

Rec. Registration for Summer Camp and Tennis on May 14 at 9:00 am and May 18 at 7 pm
Boston Trip on May 28 - 7am Departure

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

10a

MEMORANDUM

Date: May 3, 2011
To: Board of Supervisors
From: Wireless Subcommittee
Re: Review of Wireless RFP Proposals

The Wireless Subcommittee, comprised of Supervisors Dr. Thom Clapper and Don McConathy and Township Staff members Rick Smith, Township Manager, and Mark Gordon, Township Zoning Officer, met with the wireless bidders as follows:

Tuesday April 19 – Tower One Partners, Larry Romanowski (Principal)
Wednesday April 20 – US Wireless, Chris Hess (Chief Development Officer)
Thursday April 21 – Liberty Towers LLC, Richard Lemanowicz, Esquire (Local attorney for company)

A summary of our discussions is included as attachments (1) and (2).

Several details resulted from these discussions that may have merit in making a determination of which company should be awarded the bid and what type of tower the Board should consider.

1. All three companies agreed that branches from the monopine design are subject to falling off the tower. While recent improvements have been made to the designs the potential for falling branches continues to exist. This presents an unacceptable liability to the Township in either location and probably rules out the monopine as a viable option.

2. Flagpole towers limit the number of antennas that can be installed at each RAD level which may result in one carrier wanting multiple RAD levels and limiting the number of carriers that can be supported on the tower. This is probably not a good option.

3. Monopoles or Unipoles are larger than flagpoles and do not have the antenna limitations of a flagpole. The tower size is roughly 48 inches at the base and 40 inches at the top. The tower can be painted any desired color.

4. The cost of towers ranges from $250K for a standard tower, $300-350K for a unipole or monopine, and $650K for a clock tower. We did not ask for a price for a silo. The extra cost of a stealth tower is passed along to carriers according to one company and could impact total Township revenue.

5. US Wireless appears to be the leader in stealth tower installations. The other two companies have only limited experience with these designs.

6. Only Liberty Towers has commitment letters from carriers for its tower (albeit for the Wawa location and dated 2009). The other two companies claimed they can not get commitments from carriers until a tower application is made.

7. The number of realistic potential carriers for the tower ranges from 4-8. Major carriers today are AT&T, T-Mobile, Verizon, Metro PCS and Sprint-Nextel. Clearwire is also a possibility although they are having financial issues now. There are an additional 7 possible carriers in various stages of development. Metro PCS may have sufficient coverage locally with their microcells in the area. The pending merger of AT&T and T-Mobile may remove one of these from the tower in the future.

8. Carriers in general do not want to be below 90-100 feet on a tower. This means on a 150 foot tower the maximum number of carriers is probably 6. Towers can be designed to go taller (up to 180 feet) which would allow 3 additional carriers to be installed.

9. There is some concern over the revenue available from a carrier. Two companies say the maximum monthly revenue they can get from a carrier is in the $1800 – 2200 range while the third carrier (US Wireless) feels they can get upwards of $3,000. This range clearly impacts the potential revenue available to the Township.

10. It appears the carriers will want some form of backup power available at the site. Some will use battery backup but there is likely a requirement for a small generator at the site as well.

11. Equipment cabinets probably need to be within 30 feet or so of the tower due to RF signal loss constraints.

12. Equipment can be camouflaged using a tool shed or other enclosure to reduce visual impact.

13. Revenue from the carriers is subject to the contract signed with the tower company. In general, if a carrier leaves the tower the revenue likely stops unless the contract states otherwise.

14. Companies agree that the Township Building is the best location for the tower in terms of RF coverage. However, the Park location is probably also viable.

Liberty Towers indicated their financial layout was good for any tower option. They did indicate that some negotiation in revenue is possible for the less expensive tower options. Their bid fully met the RFP requirement.

US Wireless offered a second option during discussion for a monopine with a better rate of revenue sharing. Their bid met the RFP requirement for the Township Building site.

They indicated that was their preferred site but that the material would also apply to the Park site.

Tower One has their one bid option with no offer to further negotiate revenue sharing. In general their material did not meet the RFP requirement.

Best financial offers from each company: (see Attachment (3) for more detail)

US Wireless (monopine) - $706,404
Tower One (standard) - $602,780
Liberty Towers (any) - $505,557*

* possible revenue increase during negotiations if other than clock tower

Recommendation: Based on the available information we would recommend a Unipole Tower at the Township Building with an initial height of 150 feet but with a design that would allow a future growth to 180 feet if demand warrants.

US Wireless and Liberty Towers will be asked for any updated revenue numbers for the lease/revenue and/or revenue only sharing based on this recommendation. This information shall be submitted to the Township not later than May 18.

This committee further recommends that the affected property owners for the proposed Township site be notified that the Board will consider awarding a contract for a tower at this site at the May 24 meeting of the Board.

It should be noted that Liberty Towers indicated that if they do not win the Township bid that they will continue their Tower effort at the Wawa. A consideration here is that Liberty appears to have commitments from several carriers and it is not clear if these carriers would consider jumping to the Township site if it is installed by another company.

Cell Tower Companies – Interview Notes

1. **Tower One Partners – April 19, 2011 1:00 pm**

   Representative: Larry Romanowski (Principal)

   - Any tower but a monopole is more expensive to build and maintain. Monopine subject to limb dropping due to wind sheers (even ones with shorter branches)
   - Flag poles limit what a carrier can install (# and configuration of antennas) to meet requirements and the # of carriers that can be accommodated.
   - Extra cost of stealth towers passed along to cell carriers. No reduction in revenue to Township. Could limit # of carriers that agree to locate on the tower depending on the cost.
   - Township building provides additional security.
   - EG locations have not been discussed with any carriers as yet so do not know impact of RF coverage between the two sites.
   - Suggest putting the tower and ground equipment behind Township building to lessen visual impact of ground equipment to road.
   - Clock tower is not considered financially viable plus it limits the number of carriers.
   - Consider a tri-party agreement with a private land owner to obtain a better location.
   - Design/permit/construct time 3-4 months.
   - Proposal is speculative with no assurance on the # of potential carriers. From discussion it appears that 4-6 carriers is the current max.
   - Most of the technical material requested in the RFP is not available in the documents provided to us. Were they responsive to the RFP??
   - $25K one time payment plus revenue sharing for each carrier ($10,080/yr plus 3% kicker) **10 yr total for 5 carriers +$602,780.**

2. **US Wireless Inc. – April 20, 2011 1:00 p.m. (via telcon)**

   Representative: Chris P. Hess (Chief Development Officer)

   - 10 years in tower business with emphasis on specialty towers (monopines [$300K], lighthouses, clock towers [$650K]
   - Utilize own contractor, Timberline, for past ten years. They would be responsible for most of the installation work with local electrician hired to support. They have done work in PA.
   - Clock Tower construction – lattice frame (3-4 wks), brick over the top
   - Chris would do site assessment work, use local A&E firm for design work
   - US Wireless will provide pictures of other clock towers installed
   - Potential carriers – T-Mobile, Metro PCS, Cox Cable, Comcast (go to wireless vs copper for TV transmission in future?), Clearwire (has financial issue currently – may work more with Sprint), Lightsquare (backend hauler now)

- Realistically look at 4-5 carriers on a tower for now.
- If monopine constructed revenue sharing would be 20% for carriers 3+. May be room for negotiating price. Later modified to 15% carrier 2, 20% carrier 3 and 25% carriers 4-5.
- Emergency Mgmt support – tend to use 5-20' whip antenna (omni-directional); would be externally mounted on clock tower.
- Township Building selected due to population density and traffic flow, also shorter utility runs, also provides better coverage. They can support either site.
- Flagpole – less desirable for carriers due to limitation on number of antennas that can be place at each level (3)
- Clock Tower can be extended later to 180 ft (concept needs to be in initial design but can be added later)
- Ground footprint – 400 sqft for tower, ~2,650 sqft for cabinets plus door space. Equipment must be within 30' of tower due to RF loss. Likely have a small generator for equipment (sound deadening enclosure) plus battery backup
- If carrier leaves revenue leaves also depending on contract.
- Financial bid is event based approach (only offer) Assumes $3K/carrier/month gross revenue (which may be high??)
- Clock Tower: $30K yearly base rent (includes 1st carrier), $3.6K/carrier/yr for additional carriers (10% revenue sharing) – 10yr total for 5 carriers = **$508,996** (includes 3% inflator/yr)
- Monopine: $30K yearly base rent (includes 1st carrier), $5.58/carrier/yr for 2nd carrier (15% revenue sharing), $7.44K/carrier/yr for carrier 3 (20% revenue sharing), $9.3K for carriers 4-5(25% revenue sharing) – 10 yr total for 5 carriers = **$706,404** (includes 3% inflator/yr)

3. **Liberty Towers LLC – April 21, 2011 3:30 p.m.**

Representative – Richard Lemanowicz, Esquire (Local attorney for company)

- Company started in 2007, formally Chesapeake Towers/Mid-West Towers (1998), Telecom towers before 1998
- Initial 5 yr lease with four 5 yr options and one 4yr11mo option for a total of 29yrs 11 mo.
- They will provide a picture of an existing clock tower next week
- Realistically carrier will not go below 90-100' on a tower
- Financials are the same regardless of the tower installed. Revenue numbers may be negotiable. Carrier revenue sharing is 40%.
- Rent will commence upon construction.
- Approximately 64 days to complete construction
- Liberty has built very few stealth towers
- Monopole (Unipole) 48" at base, 40" at top

- Most structures are expandable to 180' if designed for the expansion at time of construction
- We are dealing with an attorney and not a technical representative of the company.
- **We were told that Liberty would proceed with the Wawa site if they were not selected for the Township site.**
- Lease only option – 5 carriers $36K/yr + 3% inflator = **$412,700** for 10 yr
- Lease/revenue option – base rent including 2 carriers $1500/yr plus $500 for each additional carrier/yr + 3% inflator = **$412,700**
- Revenue option - $735/carrier/yr + 3% inflator = **$505,557**

Viable Cell providers to locate on a tower:

- Verizon (includes Alltel)
- AT&T (includes Cingular Wireless, Cellular One)
- T-Mobile (likely to merge with AT&T within 12-18 months)
- Sprint-Nextel (includes Boost, Virgin Mobile (Assurance Wireless)),
- Clearwire (could go on with Sprint) (current financial issues)
- Metro PCS (different technology, currently on Next-G poles in area; may merge with Sprint in the future?)

Other possible providers not currently in the area:

- Lightsquare (new company) (backhauler only now)
- Cricket (appear to have complete coverage in EG)
- US Cellular
- TracFone (service via other carriers?)
- Comcast (future player?)
- Cox Cable (future player?)
- Qualcom (future player?)

Cell Carrier Compensation Worksheet

5 Carriers for 10 Years

ASSUMPTION: 5 CARRIERS ON DAY ONE

Liberty Towers:

Land Lease

Year 1	2	3	4	5	6	7	8	9	10	Total
$36,000	$37,080	$38,192	$39,338	$40,518	$41,734	$42,986	$44,275	$45,604	$46,972	$412,700

Land Lease/Revenue Blend

Year 1	2	3	4	5	6	7	8	9	10	Total
$36,000	$37,080	$38,192	$39,338	$40,518	$41,734	$42,986	$44,275	$45,604	$46,972	$412,700

Revenue Based Compensation

Year 1	2	3	4	5	6	7	8	9	10	Total
$44,100	$45,423	$46,786	$48,189	$49,635	$51,124	$52,658	$54,237	$55,865	$57,540	$505,557

US Wireless:

Land Lease/Revenue Blend - Clocktower

Year 1	2	3	4	5	6	7	8	9	10	Total
$44,400	$45,732	$47,104	$48,517	$49,973	$51,472	$53,016	$54,606	$56,245	$57,932	$508,996

Land Lease/Revenue Blend - Mono Pine

Year 1	2	3	4	5	6	7	8	9	10	Total
$61,620	$63,469	$65,373	$67,334	$69,354	$71,434	$73,578	$75,785	$78,058	$80,400	$706,404

Tower One

Revenue Sharing

Year 1	2	3	4	5	6	7	8	9	10	Total
$50,400	$51,912	$53,469	$55,073	$56,726	$58,427	$60,180	$61,986	$63,845	$65,761	$602,780

Wireless Tower Comparisons

	Tower One	US Wireless	Liberty Tower
Experience	2 yrs.	10 yrs.	L.T. since March 2007 Midwest Tower since 1998 Telecom Towers before M.T.
Structure	Monopine Flag Pole	Monopine Clock Tower	Monopine Silo Clock Tower Unipole (flagpole) 48"base/40" top 150' expandable ---> 180'
Lease	5 yr., then two 5-yr.options-total 29 yrs.	10-year + 4 addt'l 5-year options	5-year + two 5-year options + 4-yr. 11-mo. option
Revenue	Revenue Sharing only 40% of carrier fee only	Land lease/revenue sharing only	Land lease Land lease/revenue sharing Revenue sharing
Revenue Commences			When construction begins
Revenue Fees Negotiable	No	Yes	Yes
Revenue w/ 5 carriers	Same for both structures	Less for Clock Tower	Same for all tower types
Annual	$48,000-$55,200/yr. ($2000-$2300/mo.) Monopine	$30,000 (ground rent + 1 carrier) Addt'l $3600 for carriers 2-5 = $**61,620.60** monopole Clock tower $44,400	Land lease $36,000/yr. with 3% inflation
5 years	$292,580 Monopine	$235,726 Clock tower $**327,150** Monopine	Land lease only $191,128 LL/RS: $191,100 * Revenue only at 40%: $234,120 *
10 years	$602,780 Monopine	$508,996 Clock tower $**706,410.24** Monopine	Land lease only: $412,700 * LL/RS: $412,656 * Revenue only: $505,500 *
Revenue guaranteed if carrier(s) leave	No	Yes - Monopine No - Clock tower	Yes, if carrier must pay No, if carrier need not pay
Carrier Contracts	None - 3 or 4 good chance (7-8 likely to launch: Verizon, AT&T, Sprint-Nextel, T-Mobile, Cricket, Clearwire)	None - plan on 4 or 5	Yes - 5: AT&T, Metro PCS, Clearwire,T-Mobile, Sprint-Nextel, Maybe: Verizon, Cricket, Qual Conn

Wireless Tower Comparisons

	Tower One	US Wireless	Liberty Tower
Construction Time	5 weeks	5 - 6 weeks	64 days (9 weeks)
Remove tower if abandoned	Yes	Yes	Yes
Equipment pad in back	Yes	Yes, if within 30 feet	Yes Carriers use larger or more co-axial cable
Equipment pad screening with tool-shed or faux brick	Yes	Yes	Yes
Move utilities at your expense		Yes, if tower can't be moved to avoid and cost is within reason	Yes

*** See calculations on separate calculation sheet**

Additional information

Other structures	Willistown Methodist Church - 160'	Sam Brown - 120'	Hicks - 90'

106

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: 4/29/2011
To: Board of Supervisors
From: Mark Gordon, Township Zoning Officer MG
Re: Executive Assistant

Dear Board Members:

At your meeting last week I captured the following with respect to the Executive Assistant Position:

- The Board of Supervisors has Approved the Position
- The Job Description still needs some work and is an open topic
- The salary range for the position is still an open topic

The salary range for this position as outlined in the proposed job description and calculated using the current policy is $54,240 – $67,800. One suggestion is to reduce this range by 20% due to the current state of the economy and that would make the salary range $43,392 – $54,240. Logistically this would be unfair to the position and could make future salary raises difficult to manage.

The job description must drive the salary range and I would suggest that if the goal is to lower the salary range for this position then the job description should be revised to lower the salary range.

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

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.**

~~10e~~
11a

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: 4/28/2011
To: Board of Supervisors
From: Mark Gordon, Township Zoning Officer MG
Re: Tree and Parking Ordinance Amendments

Dear Board Members:

Enclosed are the drafted ordinance amendments for "Trees" and "Parking" along with the CCPC review letters for both.

Trees: The County had two comments that can be easily incorporated into the language if you concur.

Parking: The County recommends adopting the amendment as is.

I recommend that the CCPC Comments be incorporated into the language and the amendments undergo a final review and recommendations by the PC. We can schedule a hearing to adopt these amendments in mid June.

THE COUNTY OF CHESTER

COMMISSIONERS
Terence Farrell
Kathi Cozzone
Ryan A. Costello

Ronald T. Bailey, AICP
Executive Director

PLANNING COMMISSION
Government Services Center, Suite 270
601 Westtown Road
P.O. Box 2747
West Chester, PA 19380-0990
(610) 344-6285 Fax: (610) 344-6515

RECEIVED
BY:
APR 18 2011

April 15, 2011

Louis F. Smith, Jr., Manager
East Goshen Township
1580 Paoli Pike
West Chester, PA 19380

Re: Subdivision and Land Development Ordinance Amendment – Tree Protection
SA-3-11-3791 - East Goshen Township

Dear Mr. Smith:

The Chester County Planning Commission has reviewed the proposed amendment as submitted pursuant to the provisions of the Pennsylvania Municipalities Planning Code, Section 505(a). The referral for review was received by this office on March 18, 2011. We offer the following comments to assist in your review of the proposed amendment.

BACKGROUND:

1. The Chester County Planning Commission concurrently reviewed a Zoning Ordinance amendment that referred to multiple use buildings and parking requirements. That review, ZA-3-11-3790, was forwarded to the Township in a letter dated April 15, 2011.

COMMENTS ON THE AMENDMENT:

2. The amendment defines caliper, drip line, historic tree, specimen tree, and tree protection zone. Regulations are included that require the identification of tree masses, areas where trees are to be removed, specifications for tree removal and replacement, tree protection, and design requirements. Other supporting provisions are also included.

3. We suggest that the definition of tree protection zone indicate that the area under the drip line is to be protected (in addition to the disturbance listed in the definition) from the movement of all vehicles, the placement of fill, or any other activities that may cause soil compaction. As an alternative, Section 205-63 could be referenced in the definition (Section 205-63 contains an extensive list of protections).

4. The definitions for caliper and tree protection zone appear twice in two sections of the Ordinance. It may be clearer to include the definitions only once.

RECOMMENDATION: The Commission recommends that the issues raised in this letter be addressed before action is taken on the proposed amendment.

We request an official copy of the decision made by the Board of Supervisors, as required by Section 505(b) of the Pennsylvania Municipalities Planning Code. This will allow us to maintain a current file copy of your ordinance.

Sincerely,

Ronald T. Bailey, AICP
Secretary

RTB/WSB
cc: Albert J. Giannantonio, East Goshen Township Engineer

EAST GOSHEN TOWNSHIP

CHESTER COUNTY, PENNSYLVANIA

ORDINANCE NO. ____- 2011

AN ORDINANCE OF EAST GOSHEN TOWNSHIP, CHESTER COUNTY, PENNSYLVANIA, AMENDING CHAPTER 205 OF THE CODE OF EAST GOSHEN, TITLED, "SUBDIVISION AND LAND DEVELOPMENT" AND CHAPTER 218, TITLED, "TREES".

BE IT ENACTED AND ORDAINED by the Board of Supervisors of East Goshen Township that Chapter 205 of the East Goshen Township Code, titled, "Subdivision and Land Development" and Chapter 218 of the East Goshen Township Code, titled, "Trees" shall be amended as follows:

SECTION 1. The following definitions shall be added to Section 205-7:

CALIPER- For trees which are a minimum of twelve feet in height, the diameter of a tree trunk measured at a point four and one-half (4 ½) feet from the ground surface. For trees that are less than twelve feet in height, the diameter of a tree trunk measured at a point one foot from the ground surface.

DRIP LINE- The line marking where the outer edges of a tree's branches overhang the ground.

SPECIMEN TREE- A tree that is unique in either age, size, beauty, location, species or condition as determined by a licensed arborist.

TREE PROTECTION ZONE (TPZ) - An area that is radial to the trunk of a tree in which no construction activity shall occur. The tree protection zone shall be 25 feet from the trunk of the tree to be retained or the distance from the trunk to the drip line, whichever is greater. Where there is a group of trees or woodlands, the tree protection zone shall be the aggregate of the protection zones for the individual trees.

SECTION 2. Section 205-29 shall be amended by adding a new subparagraph A which shall state as follows:

"A. All preliminary subdivision and land development applications shall be submitted to the Conservancy Board for review and comments which shall be forwarded to the Planning Commission for consideration."

Existing Section 205-29.A shall be renumbered to be Section 205-29.B and existing Section 205-29.B shall be renumbered to be Section 205-29.C.

SECTION 3. Section 205-30.B shall be amended to add the following new subparagraphs (13), (14), (15) and (16):

"(13) All existing trees having a diameter of six inches caliper or greater, their species and size.
(14) Tree(s) proposed to be removed and trees proposed to be maintained.
(15) Specifications for removal of trees.
(16) Specifications for protection of existing trees that are to remain during construction, including grade changes or other work adjacent to the trees which would adversely effect the trees."

SECTION 4. Section 205-32 shall be amended by adding a new subparagraph A which shall state as follows:

"A. All final subdivision and land development applications shall be submitted to the Conservancy Board for review and comments which shall be forwarded to the Planning Commission for consideration."

Existing Section 205-32.A shall be renumbered to be Section 205-32.B and existing Section 205-32.B shall be renumbered to be Section 205-32.C.

SECTION 5. Section 205-61 shall be amended to state as follows:

"§ 205-61. Existing trees.

A. Neither portions of tree masses nor specimen trees shall be cleared unless absolutely necessary. Applicants shall make all reasonable efforts to preserve the existing trees.

B. When a proposed subdivision and/or land development necessitates the clearing of trees or portions of tree masses, applicants shall be guided by the following criteria in selecting trees and ornamentals for retention or clearing:
(1) Aesthetics (autumn coloration, type of flowers and fruit, bark and crown characteristics and amount of dieback present).
(2) Susceptibility of tree to insect and disease attack and to air pollution.
(3) Species longevity.
(4) Wind firmness and characteristic of soil to hold trees.
(5) Wildlife values (e.g., oak, hickory, pine, walnut, and dogwood have high food value).
(6) Climate(e.g., hardwoods reduce summer temperatures to surroundings more effectively than pines or cedars).
(7) Existence of disease, rot or other damage to the tree.
(8) Protection of buildings (e.g., dead and large limbs hanging over buildings shall be removed).
(9) The size of the tree at maturity.
(10) Preservation of Specimen Trees.

C. Unless otherwise provided in Section 205-61.D below, no more than 20% of the trees on any wooded lot may be cleared or removed and the remaining 80% shall be retained.

D. A maximum of 50% of the trees on a wooded lot may be removed if all of the following requirements are met:
(1) The trees removed that are in excess of the 20% permitted pursuant to § 205-61.C shall be replaced on an inch-for-inch basis.
(2) The diameter breast height (dbh) of the trees to be removed that are in excess of the 20% shall be determined.
(3) All replacement trees shall be a minimum three-inch caliper, unless specifically approved by the Board of Supervisors.
(4) The total diameter of the replacement trees shall equal the dbh of the trees removed (e.g., if a tree having a dbh of 12 inches is removed, it shall be replaced by four trees each having a minimum three-inch caliper or equivalent).
(5) The replacement trees shall be planted in accordance with a plan prepared by a licensed landscape architect and approved by the Board of Supervisors to ensure that the replacement trees are not located in such a manner that they crowd each other and consequently fail to thrive.
(6) The Board of Supervisors shall review and approve the species of trees to be used for replacement and such trees shall be selected from a list of trees approved by the Board in a Resolution, as amended from time to time.
(7) Plantings required pursuant to the buffer yard and landscaping requirements of this chapter may not be considered in calculating the replanting requirements of this section.
(8) The replanting shall occur on the wooded lot that is being developed or at another location within the Township that is acceptable to the Board of Supervisors.

E. A list of species that are recommended for planting shall be adopted by the Board in a Resolution as amended from time to time.

SECTION 6. Section 205-62 shall be amended to state as follows:

"§ 205-62. Street trees.

Trees with a minimum caliper of 3 inches shall be provided where deemed advisable by the Township Planning Commission and/or Supervisors. Street trees shall be installed on forty-foot centers on the same side of the street. Tree varieties permitted will be determined by the Board of Supervisors but must be chosen from a list adopted by the Board in a Resolution as amended from time to time.

SECTION 7. Existing Section 205-63, titled, "Disposal of debris" shall be renumbered to be Section 205-63.1.

SECTION 8. A new Section 205-63 shall be added which shall read as follows:

"§ 205-63. Protection of existing trees during construction.

Trees to be retained after development must be protected from damage during construction activities. The following procedures shall be observed in order to protect those trees that are to remain.

A. Protection from mechanical injury and construction.

(1) All trees to be retained shall be protected from equipment damage by enclosing the tree(s) at the edge of the tree protection zone ("TPZ") with sections of snow fence or other fencing attached to posts which are buried twelve inches (12") into the ground with at least four feet above the ground and set no more than 12 feet apart. This fencing shall not be removed without Township permission.

(2) Construction equipment shall not operate within the TPZ nor shall dirt, rocks, debris or other materials be placed therein. The area within the TPZ shall not be built upon, nor shall any materials be stored there either temporarily or permanently. Vehicles and equipment shall not be parked in the TPZ.

(3) Trees shall not be used for roping, cables, signs or fencing. Nails and spikes shall not be driven into trees.

(4) Heavy equipment operators shall not operate or park any equipment within the TPZ.

(5) Exposed roots damaged during construction shall be protected from further damage and cleanly pruned.

(6) Tree limbs damaged during construction shall be laterally pruned immediately.

(7) Construction debris shall not be disposed of within the drip line.

(8) Trenching and root pruning shall not take place within the TPZ.

(9) Root pruning should not be done unless absolutely necessary and if necessary then no more than one side of the root system shall be pruned in a given year. Optimum timing is autumn.

(10) Feeder roots shall not be cut closer than 25 feet to tree trunks.

B. Protection from grade change.

(1) Raising the grade. If an increase in the grade of the land is proposed, the applicant shall install either:

(a) A system of gravel and drain tiles at the old soil level opening into a dry well built around the trunk and designed for each tree, individually fitting the contour of the land so that it drains water away from the tree trunk.

(b) A retaining wall between the existing grade and higher grade.

(2) Lowering the grade. If a lowering of the grade is proposed, the applicant shall use one of the following methods, individually designed to each tree:

(a) Terracing the grade.

(b) Placing a retaining wall between the existing grade and the lower grade."

SECTION 9. The definitions of "Caliper", "Historic Tree" and "Tree Protection Zone" in Section 218-1 shall be amended to state as follows:

CALIPER-- For trees which are a minimum of twelve feet in height, the diameter of a tree trunk measured at a point four and one-half (4 ½) feet from the ground surface. For trees that are less than twelve feet in height, the diameter of a tree trunk measured at a point one foot from the ground surface.

HISTORIC TREE -- Any tree over 100 years old identified by a licensed arborist.

TREE PROTECTION ZONE (TPZ) -- An area that is radial to the trunk of a tree in which no construction activity shall occur. The tree protection zone shall be 25 feet from the trunk of the tree to be retained or the distance from the trunk to the drip line, whichever is greater. Where there is a group of trees or woodlands, the tree protection zone shall be the aggregate of the protection zones for the individual trees.

SECTION 10. Section 218-2.A shall be amended to state as follows:

"A. Except in cases of emergency work necessary for protection of life or property, it shall be a violation of this chapter for any person, without first obtaining township approval, to do any of the following:
(1) Cut, break, climb with spurs, injure in any manner or remove any tree.
(2) Cut down any tree or interfere in any manner with the main roots of any tree.
(3) Place any rope, guy wire, cable, sign, poster or other fixture on a tree.
(4) Injure, misuse or remove any device placed to protect trees.
(5) Place or install any stone, cement or other substance which shall impede the passage of water and air to the roots of any tree."

SECTION 11. Section 218-4, titled, "Protection of existing trees during construction" shall be deleted.

SECTION 12. Section 218-5, titled, "Permit procedure" shall be deleted.

SECTION 13. Existing Section 218-6, titled, "Violations and penalties" shall be renumbered to be Section 218-4.

SECTION 14. 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 15. 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 16. 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

F:\Data\Shared Data\Admin Dept\Township Code\Trees 2010\205 and 218 Trees 03172011.doc

THE COUNTY OF CHESTER

COMMISSIONERS
Terence Farrell
Kathi Cozzone
Ryan A. Costello

Ronald T. Bailey, AICP
Executive Director

PLANNING COMMISSION
Government Services Center, Suite 270
601 Westtown Road
P.O. Box 2747
West Chester, PA 19380-0990
(610) 344-6285 Fax: (610) 344-6515

April 15, 2011

RECEIVED
BY:
APR 18 2011

Louis F. Smith, Jr., Manager
East Goshen Township
1580 Paoli Pike
West Chester, PA 19380

Re: Zoning Ordinance Amendment - Multiple Use Buildings and Parking
ZA-3-11-3790 - East Goshen Township

Dear Mr. Smith:

The Chester County Planning Commission has reviewed the proposed ordinance amendment as submitted pursuant to the provisions of the Pennsylvania Municipalities Planning Code, Section 609(e). The referral for review was received by this office on March 18, 2011. We offer the following comments to assist in your review of the proposed ordinance amendment.

BACKGROUND:

1. The Chester County Planning Commission concurrently reviewed a Subdivision and Land Development Ordinance amendment that defines caliper, drip line, historic tree, specimen tree, and tree protection zone. Regulations are included that require the identification of tree masses, areas where trees are to be removed, specifications for tree removal and replacement, tree protection, and design requirements. Other supporting provisions are also included. That review, SA-3-11-3791 was forwarded to the Township in a letter dated April 15, 2011.

COMMENTS ON THE AMENDMENT:

2. This Zoning Ordinance amendment adds a definition for multiple use building and includes regulations for multiple uses and parking. Multiple use buildings are permitted by conditional use in the I-1 Light Industrial District and in the BP Business Park District. A minimum of 5,000 square feet of contiguous floor area is required, and a land development plan is also required. Minimum parking space requirements are provided on a per-use basis for multiple use buildings.

3. The amendment is anticipated to add flexibility to the I-1 Light Industrial District and in the BP Business Park District.

RECOMMENDATION: East Goshen Township should adopt the proposed amendment.

We request an official copy of the decision made by the Board of Supervisors, as required by Section 609(g) of the Pennsylvania Municipalities Planning Code. This will allow us to maintain a current file copy of your ordinance.

Sincerely,

Ronald T. Bailey, AICP
Secretary

RTB/WSB
cc: Albert J. Giannantonio, East Goshen Township Engineer

EAST GOSHEN TOWNSHIP

CHESTER COUNTY, PENNSYLVANIA

ORDINANCE NO. ____ - 2011

AN ORDINANCE OF EAST GOSHEN TOWNSHIP, CHESTER COUNTY, PENNSYLVANIA, AMENDING CHAPTER 240 OF THE EAST GOSHEN TOWNSHIP CODE, TITLED, "ZONING", SECTION 240-6 TO ADD A DEFINITION FOR "MULTIPLE USE BUILDING"; SECTIONS 240-19.C(1), 240-21.C(1) AND 240-31.C(3)(v) REGARDING MULTIPLE USES IN THE I-1 AND BP DISTRICTS; AND SECTION 240-33.A(1) TO AMEND THE REQUIRED NUMBER OF OFF-STREET PARKING SPACES FOR OFFICES, INDUSTRIAL, WHOLESALE, WAREHOUSING AND MULTIPLE USE BUILDINGS.

BE IT ENACTED AND ORDAINED, by the Board of Supervisors of East Goshen Township, that Chapter 240 of the Code of the Township of East Goshen, titled, "Zoning", shall be amended as follows:

SECTION I. Section 240-6 titled, "Definitions" shall be amended by adding the following definition in proper alphabetical order:

Multiple Use Building: A building which has more than one use where each use has a minimum gross floor area of 5,000 square feet, and which may or may not consist of different businesses or tenants.

SECTION II. Section 240-19.C(1) shall be amended to state as follows:

(1) Multiple uses in a Multiple Use Building with uses that are permitted in this Section by right or by conditional use and when specifically approved pursuant to Section 240-31.C(3)(v).

SECTION III. Section 240-21.C(1) shall be amended to state as follows:

(1) Multiple uses in a Multiple Use Building with uses that are permitted in this Section by right or by conditional use and when specifically approved pursuant to Section 240-31.C(3)(v).

SECTION IV. Section 240-31.C(3)(v) shall be amended to state as follows:

(v) Multiple uses in a Multiple Use Building in the I-1 District pursuant to Section 240-19.C(1) and in the BP District pursuant to Section 240-21.C(1). The following shall apply if an existing building is to be converted or if a new building is built for multiple uses:

[1] Each use shall have a minimum of 5,000 square feet of contiguous floor space. Separate users which are the same type of principal use may make up the minimum 5,000 square feet of floor space.

[2] A development plan shall be submitted and conform to Chapter 205, Subdivision and Land Development, as well as Sections 240-24 and 240-27.

SECTION V. The parking table referenced in Section 240-33.A(1)(a) shall be amended as follows:

E. Retail and commercial services uses

Minimum Off-Street Parking Requirements

Use	Minimum Off-Street Parking Spaces	Plus the Following Minimum Off-Street Parking Spaces
8. Office	4 per 1,000 sq ft of gross floor area or 1 space per each employee on the largest shift, whichever is greater	1 space per company vehicle based at the facility, plus a minimum of 4 spaces per principal building for visitors

F. Industrial, wholesale and warehousing uses

Use	Minimum Off-Street Parking Spaces	Plus the Following Minimum Off-Street Parking Spaces
1. Industrial, wholesale, warehousing uses	1 space per 1,000 sq. ft. of gross floor area or 1 space per employee on the largest shift, whichever is greater	1 space per company vehicle based at the facility, plus a minimum of 4 spaces per principal building for visitors
2. Multiple Use Building	Calculate using the aggregate number of parking spaces required for each use in the building (i.e., for office use, warehouse use, etc.)	1 space per company vehicle based at the facility, plus a minimum of 4 spaces per principal building for visitors

SECTION VI. **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 VII. **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 VIII. **Effective Date**. This Ordinance shall become effective five days after its enactment as law provides.

ENACTED AND ORDAINED this _____ day of _____, 2011.

ATTEST:

_____
Secretary

EAST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS

_____
Senya D. Isayeff, Chairman

_____
Donald R. McConathy, Vice-Chairman

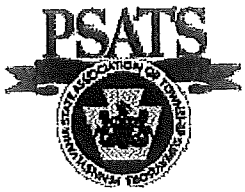
_____
E. Martin Shane, Member

_____
Carmen Battavio, Member

_____
Thom Clapper Ph.D, Member

F:\Data\Shared Data\Admin Dept\Township Code\Parking 2010 - BP and I\BP - I Parking Ord 03172011.doc

116



Grassroots Lobbying Network

April 26, 2011

Update on Township Code Bidding Legislation

Currently before the Senate Appropriations Committee is Senate Bill 283 *(PN 257)* which would amend the Second Class Township to increase the dollar amount from $10,000 to $25,000 before a township must advertise and receive bids for purchases and contracts. Likewise, the telephonic quotation requirement would be increased to any amount between $7,000 and $25,000. There are similar bills for the other municipal codes also pending.

PSATS has learned that some senators are considering amending SB 283 to mandate that all township purchases under $25,000 be posted on the township's website and a conspicuous place within the township for 14 business days prior to obtaining any bid or price quote.

This would mean that a purchase of even $1 would require a lengthy bureaucratic procurement process that townships are not currently compelled to follow. Currently, a township can purchase minor supplies within the same business day, or within ten days through bids.

The proposed amendment language would mandate a two-week wait for the most minor and mundane purchases.

This is a major step backwards!

Please contact your senators and tell them to support SB 283, and the other bid bills, as currently written. This provision has not been addressed in 21 years and is sorely in need of an increase.

MEMORANDUM

Date: April 29, 2011
To: Board of Supervisors
From: Mark Miller, Director of Public Works
Re: Property Line Fence

The property line fence to the rear of the township property needs to be replaced. The fence was installed 20 years ago. The recent winds have taken a toll on the fence. It has been blown over in several areas due to the rotting wood.

The fence is in the township building sinking fund. Below are the prices to purchase 480' of fence and have the Public Works department install it, or purchase the fence from a fence company installing it. *note - I contacted three companies for pricing.

Patterson Fence Inc.	$7,150.00
Ever last Fence Co.	$ 6,689.00
Fence Works	$8,088.60

If fence is installed by contractor:

Patterson Fence Inc.	$11,630.00
Ever last Fence Co.	$11,025.00

nns

15

EAST GOSHEN TOWNSHIP
ACTION LIST

New additions are in **bold**

3-May-11

#	Item	Action Due Date
ADM 07-01	Review Wireless Ordinance	3-May-11
ADM 11-11	Indemnification Letter	3-May-11
ADM 11-12	Goshen Fire Company Expenses	3-May-11
ADM 11-15	Cell Tower	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
FIN 10-05	Quarterly Financial Reports - 2010	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	24-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
DPW 08-02	Quarterly Report on I&I	19-Jul-11
FIN 09-01	Quarterly Summary of Pending Legal Cases	19-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	

ON Agenda For 5/3

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
5/3/2011	**Final draft of the ordinance is on PC 5/4 agenda.**

EAST GOSHEN TOWNSHIP
ACTION ITEM

Item: **Indemnfication Letter**

No: ADM 11-11

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

Completed Date:

Description: Obtain indemnifaction letters for trash removal

Date	Action
4/5/2011	We have obtained the letter from Dutts Mill. The Reserve at Spring Meadows HOA has their solicitor reviewing the letter.
5/3/2011	**Still waiting on Spring Meadow**

EAST GOSHEN TOWNSHIP
ACTION ITEM

Item: **Review Goshen Fire Company Expenses**

No: ADM 11-12

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

Completed Date:

Description: Review Goshen Fire Company expenses. Meet with Fire Company

Date	Action
5/3/2011	**J. Fokas was at 4/19 meeting and said there was a mix-up in communications and that the requested info would be forthcoming**

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
5/3/2011	**Subcommittee report attached**

EAST GOSHEN TOWNSHIP
ACTION ITEM

Item: **Facebook Twitter**

No: ADM 11-5

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

Completed Date:

Description: Investigate using facebook and twitter to communicate Township Events

Date	Action
5/3/2011	**Hardware installed. Frank is currently interviewing interns**

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
5/3/2011	**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 5 banks. She has one more bank 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

EAST GOSHEN TOWNSHIP

ACTION ITEM

Item:	**Hershey's Mill Dam**	No:	DPW 07-02
	List Date: **5/22/2007**	Completed Date:	
Description:	Bring Dam into compliance with DEP requirements or dispose of dam		

Date	Action
	Grant declined. Committee formed to determine best option. Classification probably not changing. Hydrologic Study by advanced Geo Services.
4/6/2010	Groups met 4/5. Board to discuss 4/13/10
4/13/2010	Should we proceed with AGS or rebid work. What should be included in next
	phase of engineering work?
5/4/2010	Advanced GEO Proposal for breech analysis and potential solutions.
6/1/2010	Awaiting comments from Save the Dam group before taking action on
	GEO proposal.
	Phase 1 approved.
7/6/2010	Impoundment drained 6/30. Conceptual plans due for 7/20 meeting. Cost
	estimates due for 8/17.
7/13/2010	Solicitor OK with sale of Dam property. Checking with DEP.
7/20/2010	Options presented by Adv Geo. Pipe option out. Will price weir, breech, silt
	removal, ongoing maintenance, and check if required to remove silt under any scenario.
8/10/2010	Accepted proposal to have an appraisal done.
	Tentative award of $15,000 grant
8/17/2010	Authorized applying for grants to breach the dam
8/24/2010	Review cost estimates
9/7/2010	Received appraisal. Discuss conditions of sale with solicitor
9/14/2010	Board to approve conditions of sale and the process
10/5/2010	Bid Opening scheduled for 10/5. Received grant for $15,000. Working on NOAA Grant
10/12/2010	Bid Opening on 10/5. No bids received.
	National Fish and Wildlife Assocation grant denied
	Update from Don and Senya about meeting with Save the Dam Committee
11/3/2010	Update from Joe and Neil about Save the Dam Committee
	Linda G is researching two grants to beach the dam
	Engineering cost estimate to breach has been received
12/7/2010	The grant for funding the engineering for the dam breech has been completed and it
	will be submitted by 12/8 - Neil DeReimer updated BoS on HM Dam Committee actions
1/3/2011	Update from Neil DeReimer
2/1/2011	Update from Neil DeReimer
3/1/2011	Update tabled to 3/8
3/8/2011	Update from Neil DeReimer
3/24/2011	American Rivers/NOAH grant denied
4/5/2011	Update from Neil DeReimer
5/3/2011	**Update from Neil DeReimer**

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	
5/3/2011	**March report in packet. Quarterly report will be expanded to include April and distributed for the Financial Planning Session on 5/26.**	

EAST GOSHEN TOWNSHIP
ACTION ITEM

Item: **Telecom Registration and Reporting** No: PCZ 09-01

List Date: **2/24/2009** Completed Date:

Description:

Date	Action
4/20/2010	2010 letter out week of 01/04/10. Quarterly update due.
4/16/2010	Mark Gordon: Received three 2010 registrations to-date. First late and collection notification sent 3/19/10, second late notification and second collection letter going out week of 4/20/10.
6/10/2010	MG: All WCF Have paid their reg. fees and all but one carrier has provided their annual report for 2010.
6/24/2010	MG: All Wireless Carriers have submitted the required annual reports.
7/27/2010	I will have an update at the meeting
2/22/2011	All Carriers have registered. The snow has prevented two of them from completing and submitting their inspection reports
4/5/2011	Waiting on the report from Clearwire. They are in the middle of an acquisition
5/3/2011	**Still waiting on the report from Clearwire. They are in the middle of an acquisition and they are having a problem finding the info**

EAST GOSHEN TOWNSHIP
ACTION ITEM

Item: **Tree Ordinance** No: PCZ 11-2

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

Description: Update Tree Ordinances

Date	Action
3/17/2011	Sent to County PC For review
5/3/2011	**Draft Ordinance attached**

EAST GOSHEN TOWNSHIP
ACTION ITEM

Item: **Impact of Chapter 102 Requirements**

No: PCZ 11-4

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

Completed Date:

Description: Determine impact of updated Chapter 102 requirements on Township Ordinances

Date	Action
5/3/2011	**Review is on going. The most significant impact is the requirement for a 150' riperian buffer in the Ridley Creek Watershed.**

CHAPTER 102 – REVISION SUMMARY

Major changes

- Incorporates Phase II stormwater NPDES changes
- Codify Post Construction Stormwater Mgt (PCSM) requirements
- Includes antidegradation implementation provisions
- Updates agricultural planning and implementation requirements
- Updates E&S control requirements
- Establishes riparian buffer and riparian forest buffer provisions

102.4 Erosion and sediment control requirements

- Subsection (a) – Agricultural activities
  - Requires written E&S plans for areas over 5,000 square feet for agricultural plowing, tilling, or animal heavy use areas
  - Must minimize loss to T over the rotation
  - Additional BMPs are required when within 100 feet of waterbody, and have less than 25% plant cover or crop residue
- Subsection (b) – Non-agricultural
  - E&S plan and PCSM plan must be consistent
  - Existing and proposed riparian forest buffers must be identified
  - Antidegradation implementation provisions included
  - E&S plans must be present onsite

102.5 Permit requirements

- Changed from between 1 and 5 acres with a point source discharge to 1 acre or greater needing an NPDES Permit for stormwater discharges associated with construction
- Preconstruction meetings will be required (unless DEP or CD notifies applicant in writing); certain people, including PCSM licensed professional, must attend

102.6 Permit application and fees

- Changed PNDI to PNHP ***Pennsylvania Natural Heritage Program***
- General Permits : Changed to $500 plus $100 disturbed acre fee
- Individual Permits : Changed to $1500 plus $100 disturbed acre fee
- Applications may be considered withdrawn if no action made within 60 days; no refund of fees made

102.7 Permit termination

- Person responsible for long-term operation and maintenance of PCSM BMPs must be identified; otherwise, it remains the permittee
- DEP or CD must conduct a final inspection and approve or deny NOT within 30 days of its receipt

102.8 PCSM requirements

- Incorporated requirements that have been implemented since 2002
- Facilitates compliance with federal NPDES Municipal Separate Storm Sewer System (MS4) requirements
- E&S plan and PCSM plan should be complementary but separate plans
- PCSM plan contents and stormwater analysis detailed
- Nondischarge alternatives should be analyzed and *ABACT used if necessary
- Licensed professional must have oversight of critical stages of PCSM implementation and final certification
- An instrument must be recorded with recorder of deeds that creates a covenant that runs with the land for the O&M of the PCSM BMPs in perpetuity
- Activities that include a reclamation or restoration plan can serve in lieu of a PCSM plan

** ABACT – Antidegradation Best Available Combination of Technologies.*

102.11 General requirements

- Lays out design standards for E&S controls and PCSM BMP, riparian buffers, and PPC plans

102.14 Riparian buffer requirements

Ridley Creek

- 150 foot riparian buffers must be established for waters classified as EV or HQ
- Lays out criteria of how buffers must be composed, zoning requirements, and width requirements
- Allows for voluntary riparian buffers to be created
- Allows for a trading and offsetting program to be created
- Requires 5 year management plan for the buffer as part of the PCSM plan
- Stormwater should enter the buffer as sheet flow or shallow concentrated flow
- Wetlands within the buffer should be protected
- Some activities are exempt from the buffering requirements
  - Project site greater than 150 feet from waterbody
  - Road maintenance (must preserve existing buffer)
  - Repair & maintenance of pipelines and utilities (must preserve existing buffer)
  - Oil & gas, timber harvesting, mining activities with restoration/reclamation plans
  - Single family home acquired by applicant previous to 11/19/2010
  - Other permitted activities that require a setback
  - Project necessary to protect public health and safety
  - Linear projects (pipelines, public roadways, rail lines, utility lines)
  - Abandoned mine reclamation projects done under DEP permit
  - Temporary projects that will be fully restored during the term of the permit
  - Redevelopment projects
  - Projects for which compliance is not appropriate or infeasible due to site characteristics or existing structures at the site

- Using a riparian forest buffer as a BMP meets the thermal impact requirements and is a nondischarge alternative
- Outlines activities permitted and prohibited within the buffer area
- Riparian buffers are to be protected in perpetuity by recording an instrument with the recorder of deeds
- Persons who establish riparian buffers shall report this activity to the DEP within one year

102.22 Site stabilization

- Defines the requirements for both temporary and permanent stabilization

Upon temporary cessation of an earth disturbance activity which will exceed 4 days, the site shall be immediately seeded, mulched, or otherwise protected.

103.32 Compliance and enforcement provisions

- Lays out the compliance actions that can be taken
- DEP and the CDs may recover money spent pursuing actions
- Persons aggrieved by the CD can appeal to DEP, who will take action within 30 days

102.42 Notification of application for permits

- Municipality must notify DEP or CD within 5 days of receipt of application for a permit involving 1 acre or more

102.43 Withholding permits

- Municipality may not issue permits or approvals to those proposing to conduct earth disturbance until the DEP or CD has issued the NPDES permit for that activity

A copy of the full Chapter 102 Final Revisions can be found at the link below :

http://www.pacode.com/secure/data/025/chapter102/025_0102.pdf

Ed Magargee – District Manager
Delaware County Conservation District
Phone : (610)892-9484
E-Mail : MagargeeE@co.delaware.pa.us
Web Site : www.Delcocd.org

James E. Buck
1003 Kennett Way
West Chester, PA 19380
610-344-7243

16a

Mr. Louis F. Smith, Township Manager
East Goshen Township Building
1580 Paoli Pike
West Chester, PA 19380

April 18, 2011

Dear Mr. Smith,

I am writing to commend and praise the recent support and performance of officer Robert Kephart in his response to an incident I recently experienced.

I was in the parking lot at Genuardi's on Boot Road at sunset on March 18, 2011. Despite a blinding sun I had stopped at a stop sign to allow a pedestrian to cross, restarted and then bumped into another pedestrian whom I never saw. I was extremely upset as I had never experienced an incident like this. We exchanged information and, after I was assured he was okay, we parted and I went home. Later at home, I realized that I had never notified the police and called your dispatcher to advise you of the occurrence.

About 15 minutes later officer Kephart called me and, by arrangement came to my home to get the details of this happening. He then called and visited Mr. Sweeney (the victim) at his home in Malvern and, following that visit, called me to let me know that thus far, Sweeney was okay.

I was overwhelmed by the mannerly response and coverage by officer Kephart. I had never had an involvement with anyone on any police force before and was, and still am, very impressed by his courteous action and assistance to my needs. He merits my praise and thanks!

I am sharing this experience with you because I believe you should be made aware of the credibility and quality of service that officer Kephart provides the residents of the community. He deserves a medal!

Sincerely,

RECEIVED
BY:
APR 21 2011

Cc: Senya Isayeff
Martin Shane

Vision without Action is a dream. Action without Vision simply passes time.
Vision with Action can change the world!