

**AGENDA**  
**EAST GOSHEN TOWNSHIP**  
**BOARD OF SUPERVISORS**  
**Tuesday, December 6, 2011**

**The Board will meet in Executive Session to conduct interviews for ABC Positions from 7:00 pm – 7:30 pm. Formal Meeting will commence afterwards.**

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 Board met in Executive Session on November 22 to discuss a personnel matter
7. Public Hearing
8. Police/EMS Report – 3<sup>rd</sup> Tuesday
9. Financial Report – 4<sup>th</sup> Tuesday
10. Old Business
  - a. Discuss 2012 General Fund and Other Funds Budget
11. New Business
  - a. Consider Scope of Work Proposal
  - b. Consider Date for Annual Planning Session
  - c. Consider request for speed limit signs in Preserve at Applebrook
  - d. Insurance Update by Rick
  - e. Consider Pin Oaks Pond Aerator
  - f. Consider Plank House and Blacksmith Shop Alarm
12. Any Other Matter
13. Approval of Minutes
  - a. Nov. 22, 2011
14. Treasurer’s Report
  - a. Report – Dec. 1, 2011
15. Review Action List
16. Correspondence, Reports of Interest
  - a. Acknowledge resident’s letter of thanks to Mark Miller
17. Meetings & Dates of Importance:

Dec. 7, 2011	Pension Committee	1:00 pm
	Planning Commission	7:00 pm
Dec. 8, 2011	Historical Commission	7:00 pm
Dec. 12, 2011	Municipal Authority	7:00 pm
Dec. 16, 2011	Township Holiday Party	
Dec. 20, 2011	Park & Rec Board w/s	10:00 am
	Board of Supervisors	7:00 pm
Dec. 21, 2011	Friends of EGT 501c3	7:00 pm

Dec. 26, 2011

Christmas Holiday

Offices Closed

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.

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

**Voice (610) 692-7171**

**Fax (610) 425-8950**

**E-mail [rsmith@eastgoshen.org](mailto:rsmith@eastgoshen.org)**

Date: December 1, 2011  
To: Board of Supervisors  
From: Rick Smith, Township Manager  
Re: 2012 Budgets

At the last meeting we did not have an opportunity to discuss or answer questions on the 2012 General Fund and Other Fund Budgets.

Please bring your budget books and questions to the December 6, meeting, so that we can address any concerns prior to adopting the 2012 Budgets on December 13, 2011. This would include the Police Budget.

CENTER FOR SOCIAL AND ECONOMIC  
POLICY RESEARCH  
AT  
WEST CHESTER UNIVERSITY OF PENNSYLVANIA

# SCOPE OF WORK PROPOSAL

---

EAST GOSHEN COMPENSATION AND  
BENEFITS ANALYSIS

NOVEMBER 28<sup>TH</sup>, 2011

PREPARED BY DR. JEFFERY OSGOOD  
& DR. R. LORRAINE BERNOTSKY  
(610)425-7447

# EAST GOSHEN TOWNSHIP COMPENSATION AND BENEFITS ANALYSIS

---

## PROPOSAL SUMMARY

---

East Goshen Township is seeking to conduct a comprehensive examination of its compensation practices. The purpose of this project is to identify the extent to which the township's compensation policies are appropriate given market considerations and the Board of Supervisor's fiduciary responsibilities to the citizens of the township. The Center for Social and Economic Policy Research (CSEPR) will examine and evaluate the classification, compensation and benefit plans for all township employees.

The end product of the study, as detailed in the Proposed Work Scope, will include recommendations for the following: a classification schedule, job descriptions, and compensation table for employees; a total compensation comparison with other similarly situated municipalities and similar positions in the private sector as defined by the client; and manuals that create policies that address both compensation and benefits and employee evaluation and recognition. As proposed, Any questions or clarifications may be directed to Dr. Jeffery Osgood at (610) 425-5000 ext. 2440 or [josgood@wcupa.edu](mailto:josgood@wcupa.edu).

---

## PROPOSED WORK SCOPE

---

The CSEPR shall develop recommendations for a compensation and classification system of positions that cover all township employees.

### 1. Job Description Evaluations and Revision

Create, modify and/or update job descriptions for all positions in compliance with the ADA and other applicable federal and state statutes. Specifically, essential functions will be identified in each job description. The CSEPR shall determine whether the duties performed by each employee actually reflect the duties of the job title/description assigned to that employee and, if not, recommend the appropriate job title and description for the employee. The CSEPR shall also include a list of necessary or required qualifications, including education, for each position that reflect the minimum level necessary to successfully complete the required functions.

## 2. Compensation and Benefit Analysis Survey

The CSEPR shall perform a compensation and benefit survey of several communities comparable to East Goshen in size, population and economic climate. These shall be selected in consultation with the client. Private sector comparisons will be made where such comparative analysis is representative of a compensation structure that is applicable to municipal hiring.

## 3. Compensation Schedule

Utilizing the market survey results and comparable job descriptions, the CSEPR shall prepare a recommended compensation plan, salary schedule and benefits offerings to correspond to the updated job descriptions.

## 4. Compensation and Benefit Policies Manual

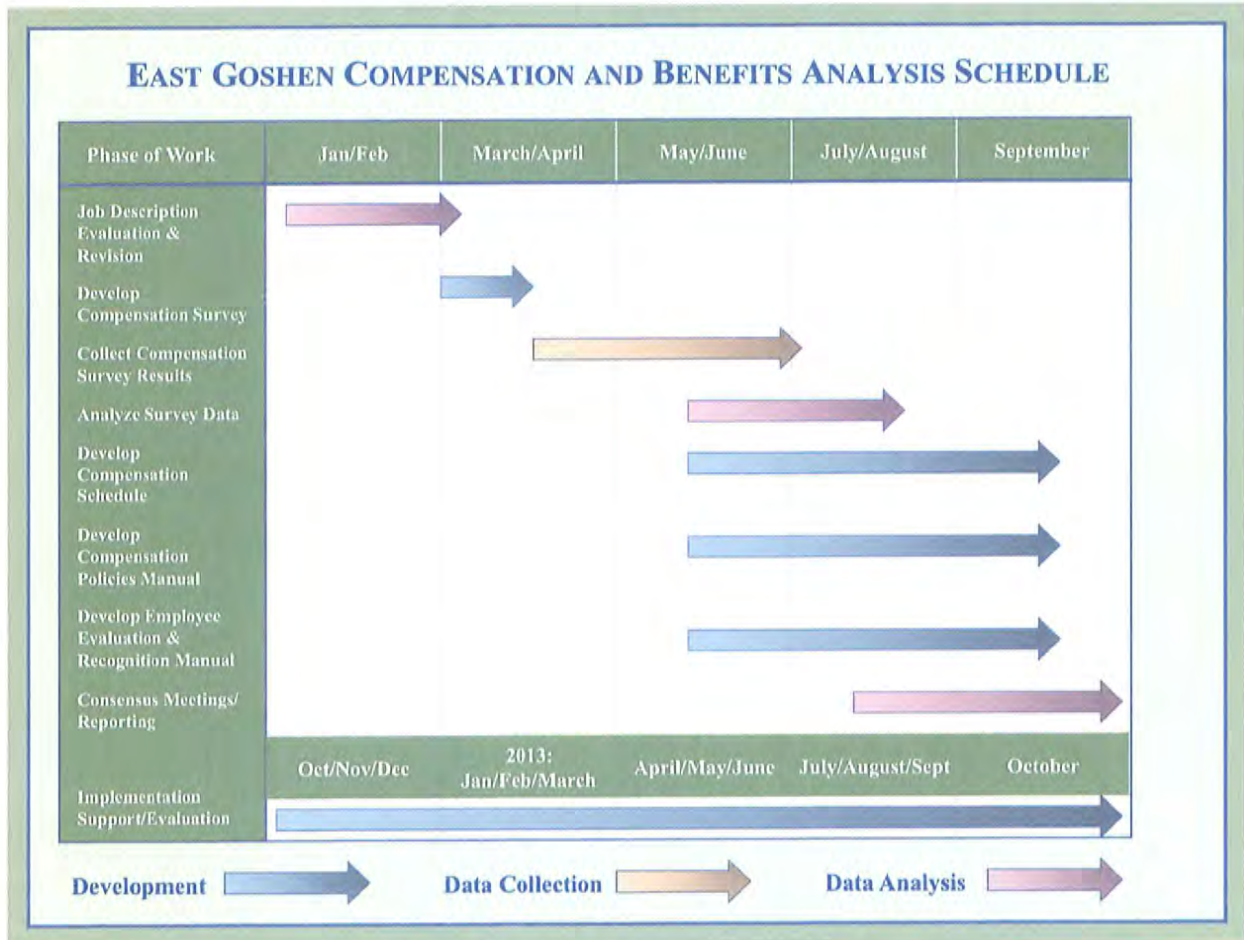
At the conclusion of the study, the CSEPR shall provide a Compensation and Evaluation manual to be utilized by the township to objectively evaluate new or revised positions following the conclusion of the study. The manual shall describe the methodology used by the CSEPR to undertake the study and how it can be maintained and utilized by the township in the future, including the detailed evaluation criteria.

## 5. Employee Performance Evaluation and Recognition Manual

At the conclusion of the study, the CSEPR shall provide an Employee Performance Evaluation and Recognition manual to be utilized by the township to objectively evaluate employee performance and recognize particular areas of performance that are or may become of interest to the Township i.e. recognition and reward of employees whose work or suggestions significantly and measurably increases productivity and saves money for the Township. Such manual shall also include recommendations for incentive pay, performance pay and/or other supplemental compensation.

## TIMELINE AND DELIVERABLES

The stages at which data collection and analysis for this study could take place are somewhat flexible. However, it is the recommendation of the CSEPR that the stages for this project follow the order and the timeline detailed in the charts below in order to provide a timely completion date for the client.



The deliverables for the phases of work are as follows:

Phase of Work	Deliverables
<b>Job Description Evaluation and Revision</b>	<ul style="list-style-type: none"> <li>• Revised job descriptions for all municipal employees</li> <li>• Identification of essential job functions for each position</li> <li>• Identification of the necessary or required qualifications for each position</li> </ul>
<b>Compensation and Benefits Analysis Survey/Compensation Schedule</b>	<ul style="list-style-type: none"> <li>• Survey instrument</li> <li>• Data analysis</li> <li>• Respondent database file</li> <li>• Development of Compensation Schedule based on survey findings</li> </ul>
<b>Compensation and Benefits Manual</b>	<ul style="list-style-type: none"> <li>• Identification of best practices in municipal compensation and benefits</li> <li>• Development of a Compensation and Benefits manual</li> </ul>
<b>Employee Evaluation and Recognition Manual</b>	<ul style="list-style-type: none"> <li>• Meeting with client to determine additional areas of performance and incentive pay and recognition to include in manual</li> <li>• Identification of best practices in employee evaluation and recognition</li> <li>• Development of an Employee Evaluation and Recognition manual</li> </ul>
<b>Consensus Meetings and Development of Final Reports<sup>1</sup></b>	<ul style="list-style-type: none"> <li>• Consensus meetings with client to finalize all deliverables</li> <li>• Multiple training sessions on how to use the new policies and procedures</li> <li>• MS Word and Web-ready (PDF) file of all deliverables</li> </ul>
<b>Implementation Year Support and Evaluation</b>	<ul style="list-style-type: none"> <li>• 1-year post development of the above-mentioned deliverables, the CSEPR will provide ongoing support related to implementation.</li> <li>• 1-year post development of the above-mentioned deliverables, the CSEPR will evaluate for effectiveness newly developed policies and procedures and recommend changes if necessary.</li> </ul>

<sup>1</sup> The CSEPR will provide electronic copies of all reports which may be placed on the web at the discretion of the client. This proposal does not include web hosting of the reports or the data by the CSEPR.



**Memo**  
**East Goshen Township**  
**1580 Paoli Pike**  
**West Chester, PA 19380**  
Voice (610) 692-7171  
Fax (610) 425-8950  
E-mail [rsmith@eastgoshen.org](mailto:rsmith@eastgoshen.org)

Date: December 1, 2011  
To: Board of Supervisors  
From: Rick Smith, Township Manager  
Re: Planning Session

Two of the Board members have conflicts with either January 7 or January 14.

Accordingly I would suggest moving the session to January 21, 2012.

# BOARD OF SUPERVISORS

EAST GOSHEN TOWNSHIP

CHESTER COUNTY

1580 PAOLI PIKE, WEST CHESTER, PA 19380-6199

November 21, 2011

Mr. Joe McCawley, President  
Preserve at Applebrook Homeowner Association  
810 Grist Mill Lane  
West Chester, PA 19380

Dear Mr. McCawley:

This letter will acknowledge receipt of your letter of November 16, 2011 to install 20 MPH Speed Limit Signs. Under state law municipalities can establish a 25 MPH speed limit in residential areas. In order to establish a speed limit lower than 25 MPH an engineering and traffic study, supporting such a reduction would be required.

I will place your request for speed limit signs on the December 6, 2011 Board of Supervisors agenda.

Please give me a call at 610-692-7171 or e-mail me at [rsmith@eastgoshen.org](mailto:rsmith@eastgoshen.org) if you have any questions or need additional information.

Sincerely,

A handwritten signature in black ink that reads "Rick Smith". The signature is written in a cursive style with a capital "R" and "S".

Louis F. Smith, Jr.  
Township Manager

# Preserve at Applebrook Homeowner's Association

Board of Supervisors  
East Goshen Township  
Chester County  
1580 Paoli Pike, West Chester, PA 19380-6199

NOV 18 2011

November 16, 2011

Attn: Louis F. Smith, Jr, Township manager

Re: Your letter dated September 27, 2011

Thank you for your responsiveness to our concerns about traffic speed in our community.

At our recent neighborhood town meeting, one of the biggest concerns discussed was traffic volume and speed from non residents especially in light of the recent new lease at the Brandywine Properties office building at 1500 Paoli Pike.

**We would like to request that the Township expedite the installation of 20 Miles Per Hour speed limit signs** at both entrances to the community and near the intersections of Hibberd and Grist Mill Lanes. Police monitoring of the speed limit would be appreciated. We would be available to meet with Chief Dumond at his convenience to discuss this and other approaches to traffic calming in our community.

Pulte's signs declare "only 3 left," so we are very close to the timeframe for decision on speed bumps to be installed by Pulte. We will poll the community and provide the results in a timely manner.

Thank you for all the help you have given us and we look forward to positive outcomes as the community is complete and dedicated to the Township.

Sincerely,



Joseph Corvino  
Treasurer  
826 Grist Mill Rd  
West Chester, PA 19380  
[jcorvino@comcast.net](mailto:jcorvino@comcast.net)



Joe McCawley  
President  
810 Grist Mill Rd  
West Chester, PA 19380  
[joe27dee@comcast.net](mailto:joe27dee@comcast.net)



Winnie Stroup  
Secretary  
1724 Hibberd Ln  
West Chester, PA 19380  
[winniestroup@yahoo.com](mailto:winniestroup@yahoo.com)

cc: Mr. Bill Creeger, Pulte Homes  
Ms. Gale McGowan, Wentworth Property management

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

**Voice (610) 692-7171**

**Fax (610) 425-8950**

**E-mail [rsmith@eastgoshen.org](mailto:rsmith@eastgoshen.org)**

Date: December 1, 2011  
To: Board of Supervisors  
From: Rick Smith, Township Manager  
Re: Pin Oaks Pond

The Township has an aerator at the Pin Oaks pond which is used to help control the algae. Obviously the aerator prevents the pond from freezing which in turn makes the pond attractive to geese during the winter.

Last year at the residents' request we turned off the aerator in January.

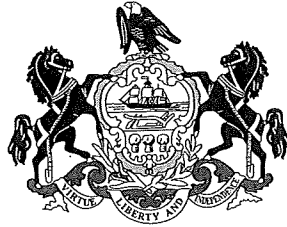
We are in receipt of a letter from Representative Truitt requesting that we preemptively turn off the aerator this year to facilitate a pond freeze over when the weather turns colder.

Our pond consultant has advised Mark that doing so could result in increased algae next spring and summer.

**DAN TRUITT, MEMBER  
156<sup>th</sup> LEGISLATIVE DISTRICT**

**DISTRICT OFFICE:**

21 South Church Street, 1<sup>st</sup> Floor  
West Chester, PA 19382  
Phone: (610) 696-4990  
Fax: (610) 738-2163



**House of Representatives**  
Commonwealth of Pennsylvania  
Harrisburg

November 21, 2011

**COMMITTEES:**

Commerce  
Local Government  
Urban Affairs  
Education

E-mail: [dtruitt@pahousegop.com](mailto:dtruitt@pahousegop.com)  
Web: [RepTruitt.com](http://RepTruitt.com)

RECEIVED  
BY: \_\_\_\_\_  
NOV 22 2011

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

RE: Resident Canadian Geese

Dear Board,

With winter quickly approaching, it is my hope that we can preemptively address a situation pertaining to the nuisance geese in East Goshen.

As you may remember, the geese were quite a problem last winter in the Pin Oak farms section of the township due to an aerator being left on in a small pond off of Brian Drive. This kept the pond from freezing over and encouraged the geese to stay in the area.

I am requesting your cooperation in turning off the aerator as soon as possible so that we can give the pond plenty of time to ice over and hopefully deter the geese to some extent. This is obviously a small part of the overall problem but I believe the constituents in the surrounding area would be appreciative of these efforts.

If you have any questions or concerns please contact me to discuss the matter. Thank you.

Respectfully Yours

A handwritten signature in cursive script that reads "Dan Truitt".

Dan Truitt  
PA State Representative  
156<sup>th</sup> Legislative District

Cc: Rick Smith, Township manager

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

**Voice (610) 692-7171**

**Fax (610) 425-8950**

**E-mail [rsmith@eastgoshen.org](mailto:rsmith@eastgoshen.org)**

Date: December 1, 2011  
To: Board of Supervisors  
From: Rick Smith, Township Manager  
Re: Plank House & Blacksmith Shop

The Historic Commission has requested that the Township install an alarm system at the Plank House and Blacksmith Shop. I would recommend a combination fire and burglar alarm system

I should have a quote for Tuesday night.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12

**EAST GOSHEN TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
1580 PAOLI PIKE  
November 22, 2011 – 7:00pm  
Draft Minutes**

13  
14  
15  
16  
17  
18  
19

**Present:** Chairman Senya D. Isayeff and Supervisors Marty Shane and Thom Clapper. Vice-Chairman Don McConathy and Supervisor Carmen Battavio were absent. Also present were Township Manager Rick Smith, Erich Meyer (Park & Rec), Bryan DelMonte & Ginnie Newlin (Conservancy Board); Al Zuccarello, Susan Carty and Meghann Hedgecock (Planning Commission) and Brian McCool (Finance Department).

20  
21  
22

**Executive Session**

23  
24  
25

The Board met in Executive Session from 7:00pm to 7:30pm to conduct ABC interviews.

26  
27  
28

**Call to Order & Pledge of Allegiance**

29  
30  
31  
32  
33

Senya called the public meeting to order at 7:34pm. He asked Police Chief John Dumond to lead everyone in the Pledge of Allegiance.

34  
35  
36

**Moment of Silence**

37  
38  
39

Rick Smith called for a moment of silence to honor the troops.

40  
41  
42

**Recording of Meeting**

43  
44  
45

No one indicated they would be recording the meeting.

46  
47  
48

**Public Comment on Non-Agenda Items**

49  
50  
51

None.

52  
53  
54

**Chairman's Report**

55  
56  
57  
58  
59

Senya announced that the Board met in Executive Session on November 15 to discuss a personnel matter, and they met earlier this evening in Executive Session to conduct ABC interviews.

60  
61  
62

**Statement of Valuations**

63  
64  
65  
66

Per the Chester County Assessment Office, the Township's Statement of Valuations for the year ending October 31, 2011 is as follows:

67  
68  
69  
70

Real Estate Valuation .....	\$1,628,940,936
Public Utilities Valuation.....	\$495,160

71  
72  
73

Senya noted that the real estate valuation has dropped \$13M since last year.

74  
75  
76

**Police Report**

77  
78  
79  
80  
81

Chief John Dumond reported there were 667 calls for service from East Goshen in October. The traffic fatality that occurred at Route 202 and Skiles Boulevard in Westtown on November 7 is still under investigation. Chief Dumond praised the work of Sgt. Cahill, whose good police work

1 led to the November 3 arrest of two individuals from Honey Brook who were involved in several  
2 burglaries in the area.

### 3 4 **Financial Report**

5 Brian McCool reported that as of October 31 the Township budget has a favorable variance of  
6 \$728,120. Total revenue showed a \$267,466 favorable variance and total expense variances  
7 (favorable) were \$460,655. Based on the October results, the year-end projected surplus has  
8 been lowered to \$76,566.

### 9 10 **Goshen Fire Company Report**

11 Jerry Fokas gave a verbal report of recent Fire Company activities.  
12

### 13 **Park & Rec Recommendations on TAG Report**

14 Senya announced that the Supervisors had not received a recommendation from the Park & Rec  
15 Board on the TAG recommendations, but only received a memo dated November 16 stating that  
16 on November 15 they had voted against a partnership with the YMCA. He read the memo aloud  
17 for the benefit of the audience. Senya stated that this was not what the Supervisors had asked for  
18 from the Park & Rec Board. He then went through the points on a statement he had prepared  
19 (copy attached) providing background information for this issue.  
20

21 In addition, Senya noted that:

- 22 • The 2012 Township budget is available online for review.
- 23 • The Township is losing tax revenue due to real estate tax reassessments.
- 24 • It costs approximately \$500K/year to maintain the parks and open space.
- 25 • The police account for over 45% of the Township budget.
- 26 • Emergency Services as a whole accounts for nearly 50% of the budget.
- 27 • The Supervisors are all required to file a Statement of Financial Interest so that anyone  
28 can check to make sure no one sitting on the Board of Supervisors is making decisions  
29 that are compromised by their personal financial interests.

30  
31 Senya said the information sent by the Park & Rec Board is incomplete and non-responsive.  
32

33 *Public Comment: Ann Cummings, Mill Race Lane* – Asked what were the misrepresentations  
34 given to the public about the YMCA. Thom said for one, the “proposal” from the YMCA that  
35 was distributed was only a list of talking points. Senya said the misrepresentations were that the  
36 Township was selling the park and doing away with the Farmers’ Market.  
37

38 *Public Comment: Julieta Calmon, Tanglewood Drive* – Said she was appalled to read everything  
39 the Township was going to give the YMCA in exchange for a mere \$18K. She said “selling”  
40 was meant figuratively, as in “selling out.” Ms. Calmon said she read all the relevant  
41 information on the Township website about this matter before making an opinion and she does  
42 not feel she has been duped or misinformed. She said that even if the YMCA paid the Township  
43 \$50K or \$100K it would still not solve the Township’s financial concerns.  
44

45 *Public Comment: Deborah Woodworth, Colonial Lane* – Said the YMCA has plenty of money  
46 and the Township’s park is worth a lot. She is upset the YMCA will bring busloads of kids to



1 the park. She said it would be inappropriate for the Township to have a partnership with the  
2 YMCA, which is a Christian organization, giving the YMCA priority scheduling over all other  
3 organizations. Senya noted that there is no partnership with the YMCA at this point. Ms.  
4 Woodworth said the residents would be happy to pay an extra \$1 in taxes to come up with the  
5 \$18K the Township would get from the YMCA, in order to keep the park for the residents.  
6 Ms. Woodworth said she feels the Township is pushing this partnership on the residents and she  
7 would like to “nix it now.”

8  
9 *Public Comment: Paul Pelletier* – Asked where he could get the background information on this  
10 matter, and Senya told him it’s on the Township website. Mr. Palitier noted that besides wanting  
11 to attract new residents to the Township he thinks the Township would want to prevent current  
12 residents from leaving because they are unhappy. Senya stated that the YMCA is a neighbor  
13 within East Goshen and they are a Township asset with 24,000 members. Mr. Palitier identified  
14 himself as a coach and said he’d like to know how the sports organizations who currently rent  
15 fields from the Township feel about this proposal.

16  
17 *Public Comment: Annette McIntosh, Cornwallis Drive* - Asked if this issue was ever in the  
18 Township newsletter. Senya said no, but information has been available via Constant Contact.  
19 Also, this matter has been on the TAG Report that the Board reviews at every meeting. Also, the  
20 Chairman’s letter which comes out monthly via Constant Contact always lists matters of current  
21 interest. Ms. McIntosh asked what specifically have the residents been misinformed about.  
22 Senya quoted several items from some of the emails that have been going around.

23  
24 *Public Comment: Beth Brennan, King George Court* – Stated that the residents here this evening  
25 do not want a formal agreement with the YMCA. The residents want the YMCA to have to get  
26 permits like every other group and organization. She said what she is hearing from Senya is that  
27 he wants an agreement with the YMCA. She said the residents do not want the park overrun  
28 with busloads of children, nor do they want YMCA storage trailers installed in the park. She  
29 said the Farmers’ Market is a wonderful, non-intrusive use of the park and she would not like to  
30 see it adversely impacted. Ms. Brennan told the Board there are other ways to earn \$18K in  
31 revenue besides having this agreement with the YMCA. She asked the Board to please listen to  
32 the residents and to do what’s best for the residents. Senya noted that every other group, such as  
33 Little League, that uses the park has what would be considered a formal agreement with the  
34 Township.

35  
36 *Public Comment: Jamie Floyd-Jones* – Asked if Senya would be recusing himself from  
37 discussions on this matter. Since Senya has been a major financial donor to the YMCA and  
38 served as a past member of its Board of Directors she does not believe he is able to make an  
39 unbiased decision on this matter. She then cited Senya’s financial contribution toward  
40 Community Day as another conflict of interest involving the YMCA. Senya said he did not  
41 understand or accept the request to recuse himself, and he does not understand how volunteering  
42 at the YMCA or making a donation to them in memory of his business partner’s father should  
43 disqualify him from participating in discussions on this issue. In that case he should also have  
44 recused himself from voting in favor of the Farmers’ Market, because he made a donation to the  
45 501(c)(3) that provided it with start-up money.

1 Senya stated that no decisions have been made and no votes have been taken on this YMCA  
2 matter because the Supervisors do not have the information they requested from the Park & Rec  
3 Board.

4  
5 *Public Comment: Jim Faunce* – Asked what cost-cutting measures the Township has taken thus  
6 far. Senya cited cuts involving insurance, the newsletter, purchasing habits, and a staff  
7 reorganization. Mr. Faunce stated that if the Township were to do away with the “recreation”  
8 part of Park & Rec the Township could realize significant savings. Marty explained that the  
9 Board’s goal is to get the recreation programs to be entirely self-funding. He noted that the  
10 Township has cut \$500K over the past couple of years from an \$8M budget which is no small  
11 feat. If the Township cuts any more it would impact the level of service the residents have come  
12 to expect. Marty told the residents that anyone wanting to discuss financial matters in more  
13 detail was welcome to call him at home.

14  
15 *Public Comment: Megann Hedgecock, Franklin Court* – Said she has young children who use  
16 both the YMCA and the Township Park, and both are fantastic. She would like the Township to  
17 at least look into the possibility of doing something with the YMCA.

18  
19 *Public Comment: Rob Gionfriddo, King George Court* – Asked how many acres of open space  
20 the Township has and Rick said approximately 500 acres, of which 55 are “active” use park.  
21 Mr. Gionfriddo asked how many acres the YMCA would use and Rick estimated 4-5. Mr.  
22 Gionfriddo said he does not understand what it would benefit the Township to have the YMCA  
23 use the park. He thinks the Supervisors are trying to push this on the residents.

24  
25 *Public Comment: Jamie Floyd-Jones* – Said she wanted to hear what the YMCA representative  
26 in the audience had to say.

27  
28 Chris Wiseman identified himself as the Associate Executive Director at the YMCA, and said he  
29 was present to gather information and was not in a position to speak on behalf of the Executive  
30 Director, who could not be in attendance. Mr. Wiseman said the YMCA is not looking to do  
31 anything to upset the residents of East Goshen. He clarified that the 24,000 members that Senya  
32 mentioned earlier is a number that includes the members of youth programs from other branches.

33  
34 *Public Comment: Albert Zuccarello, Hershey’s Mill* – Said that the whole point of the meeting  
35 is that the Township is in an information-gathering phase with the YMCA that has been  
36 disrupted by the spread of misinformation. Senya agreed.

37  
38 *Public Comment: Annette McIntosh, Cornwallis Drive* - Stated that she was at the Park & Rec  
39 meeting on November 15. The Park & Rec Board said they were not going to take a vote at the  
40 meeting but ended up doing so. Also, the Park & Rec Board said the YMCA was the party that  
41 pulled out of discussions. She said she didn’t think the Supervisors had all the information about  
42 the situation. She requested the Township let the residents vote on this matter.

43  
44 Marty said that besides charging Park & Rec with coming back to the Supervisors with  
45 recommendations based on the TAG report, the Board of Supervisors has had no discussions  
46 about this. Furthermore, the Supervisors are not even at the point of discussion yet because the

1 Park & Rec has not provided any recommendation or proposal to discuss. Whoever spread all  
2 the misinformation did not have the courtesy to copy the Supervisors, so they have not been kept  
3 in the loop. The only one who keeps up with Park & Rec matters is Thom, who serves as the  
4 liaison to that group. Marty assured the residents that if the list of talking points from the  
5 YMCA was indeed a proposal, there is “no way in the universe” he would vote for it. He then  
6 made the following statements:

- 7
- 8 • No decision has been made.
- 9 • No pressure has been put on anyone.
- 10 • No discussions have taken place.
- 11 • The Board of Supervisors would never approve something that would not be an  
12 enhancement and benefit to the Township.
- 13 • East Goshen is probably the most transparent community in Chester County.
- 14 • The Supervisors are not trying to do anything behind the residents’ backs.
- 15

16 *Public Comment: Julieta Calmon, Tanglewood Drive* – Said she read in the Park & Rec meeting  
17 minutes that the YMCA is putting pressure on the Township for this agreement so they can wrap  
18 up their 2012 budget. Thom said he made the comment at one of the Park & Rec meetings.

19

20 Senya then explained how the Board of Supervisors takes votes. Meeting agendas are published  
21 in advance and they always list what items will be voted on at a meeting. At the meetings  
22 someone will make a motion, someone will second it, and then the Board will take any public  
23 comments before voting. Senya encouraged the resident subscribe to Constant Contact as a way  
24 to stay informed of issues that matter to them.

25

26 *Public Comment: Rob Gionfriddo, King George Court* – Asked for details about the Township’s  
27 financial situation. Marty shared that revenues are basically flat but expenses continue to go up.  
28 45% of tax revenue goes to fund the police, and 90% of the police budget is for labor costs which  
29 are based on binding arbitration and therefore out of the Township’s control. Police costs are  
30 going up about 8-10% per year.

31

32 *Public Comment: Noel Hedgecock, Franklin Court* – Thanked the Board for taking time to  
33 discuss this matter and for their desire to act in the best interests of the Township. He said the  
34 Board needs to get more information in order to have a meaningful conversation about the  
35 YMCA issue. He said it’s not fair to say that the people who turned out for this meeting  
36 represent the entire Township.

37

38 *Public Comment: Elizabeth Faunce, King George Court* – Stated that the residents present did  
39 not represent the entire Township. She stated that she did not like one single item in the  
40 YMCA’s talking points. She would like the Supervisors to put this issue on the ballot next year  
41 for a vote by Township residents. Marty explained that this type of matter would not qualify to  
42 go on a referendum, so it’s up to the Supervisors, who are elected, to make the decision on behalf  
43 of the residents. Marty then stated that with all the outcry over the matter it was remarkable to  
44 him that so few residents turned out.

45

1 Senya stated that there would be no vote tonight as there is nothing to vote on. He asked any  
2 resident that had a good idea for the Park & Rec Board to please pass it along to them. He stated  
3 that the Board of Supervisors knows what an asset the Township Park is to East Goshen.  
4

5 *Public Comment: Deborah Woodworth, Colonial Lane* – Sought confirmation that the Board  
6 would not implement an agreement with the YMCA for 2012, since the 2012 budget is almost  
7 finalized. Senya said there could be activity on this issue if a windfall opportunity came about as  
8 a result of a collaborative effort with the YMCA. Senya encouraged the residents to ask the Park  
9 & Rec Board to produce the information the Board of Supervisors has been waiting for.  
10

11 *Public Comment: Annette McIntosh, Cornwallis Drive* - Asked what the YMCA has been doing  
12 up until now when they need fields. Senya said they have agreements with the WCASD and  
13 West Goshen, and they have met with Westtown Township recently.  
14

15 Thom noted that the Township's total revenue from all park rentals during the summer of 2011  
16 was only \$500.  
17

#### 18 **Email Accounts for ABC Chairmen**

19 Thom moved to authorize Rick to prepare a resolution on the ABC email policy. Marty  
20 seconded the motion. There was no discussion or public comment. The motion passed  
21 unanimously.  
22

#### 23 **Proposed Police Budget v.2.4**

24 The Board tabled this matter pending receipt of additional information from the Police  
25 Commission.  
26

#### 27 **Date for Annual Planning Session**

28 The Board agreed to use January 14 as the tentative date for the Annual Planning Session.  
29

#### 30 **DocStar System Replacement**

31 The Board reviewed Rick's memo of November 14 on this topic. Marty moved to authorize the  
32 expenditure of \$20,966 to replace the DocStar server, \$2,115 to have ImageNet scan, index and  
33 upload all large-format plans into DocStar, and \$8,930 to have ImageNet scan, index and upload  
34 all Tax Parcel files into Docstar. Thom seconded the motion. There was no further discussion  
35 and no public comment. The Board voted unanimously to approve the motion.  
36

#### 37 **QVC Tax Appeal**

38 The Board agreed to send a letter stating that the Township would not appeal the assessments  
39 agreed to by QVC and the School District. Thom moved to authorize the letter. Marty seconded  
40 the motion. The Board voted unanimously to approve the motion.  
41

1 **HVAC System Assessment**

2 The Board agreed to investigate changing the Township building over to a geothermal system.  
3 Rick will make a recommendation about the plenum.  
4

5 **Scope of Work Proposal for Compensation & Benefits Analysis**

6 The Board reviewed the Scope of Work Proposal from West Chester University for Compensa-  
7 tion and Benefits Analysis. Marty will ask the University for a ballpark price quote. He will  
8 also ask them for permission to use a modified version of their proposal in the event this is put  
9 out to bid.  
10

11 **Any Other Matter**

12 **PEMA/FEMA Money**

13 Marty moved to adopt a resolution designating Barbara Phillips as the Township agent  
14 authorized to apply for PEMA and FEMA money on behalf of the Township. Thom seconded  
15 the motion. There was no discussion or public comment. The Board voted unanimously to  
16 approve the motion.  
17

18 **Community Development Commission**

19 After some discussion, the Board agreed to add \$7,500 to the 2012 budget for the Community  
20 Development Commission as follows - \$1,000 for wages, \$3,250 for materials & supplies and  
21 \$3,250 for general expenses.  
22

23 **Township Veterans**

24 Marty moved to authorize Mark Gordon to serve as the Township Liaison for Veterans' Affairs.  
25 Thom seconded the motion. There was no discussion and no public comment. The Board voted  
26 unanimously to approve the motion.  
27

28 **Grant for Hershey Mill Dam**

29 Thom moved to authorize staff to submit an application to American Rivers for a grant to breach  
30 the Hershey Mill Dam. Marty seconded the motion. There was no discussion and no public  
31 comment. The Board voted unanimously to approve the motion.  
32

33 Senya noted for the record that Neil DeRiemer says he has still be unable to reach Mr. Reisinger  
34 at DEP, but plans to keep trying.  
35

36 **Review of Minutes**

37 The Board reviewed and corrected the draft minutes of November 15. There was no public  
38 comment. Senya said the minutes would stand approved as corrected.  
39

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

41 *See attached Treasurer's Report for November 17, 2011.* The Board reviewed the Treasurer's  
42 Report and the current invoices. Rick will check on the Verizon calling plan for the Ridley  
43 Creek Sewer Plant and make sure it meets the needs of staff there. Thom moved to accept the  
44 Treasurer's Report of November 17 and the Expenditure Register Report as recommended by the  
45 Treasurer, to accept the receipts and to authorize payment of the invoices just reviewed, with the  
46 exception of #110811 for Settlement Express of PA which will not be paid if it turns out the

1 inspection was not performed (Rick will check). Marty seconded the motion. There was no  
2 discussion and no public comment. The Board voted unanimously to approve the motion.

3  
4 **Action List**

5 No update.

6  
7 **Correspondence & Reports of Interest**

8 Senya acknowledged receipt of a quarterly remediation report from Sunoco.

9  
10 **Meetings & Dates of Importance**

11 Senya noted the upcoming meetings as listed in the agenda.

12  
13 **Public Comment Period**

14 None.

15  
16 **Adjournment**

17 There being no further business, the regular meeting was adjourned at 10:38pm.

18  
19 **Executive Session**

20 The Board met in Executive Session until 11:30pm to discuss a personnel matter.

21  
22  
23 Anne Meddings

24 Recording Secretary

25  
26 *Attachments:*

27 *Statement from Senya Isayeff*

28 *Treasurer's Report*

## **November 22, 2011 – EGT Board of Supervisors Meeting**

### **Legal:**

- Second Class Township Code Book
- Ethics Statement
- Oath of Office
- MPC – Municipalities Planning Code
- Statement of Financial Interest

### **Local:**

- Obligation and commitment to serve the needs of fellow residents and maintain property values
- Honor the trust and confidence of fellow residents
- Comprehensive Plan
- TAG Report

### **Background:**

- The Board of Supervisors has been involved with ongoing efforts to maintain and maximize the level of public services while looking for ways to save costs;
- Created the Township Advisory Group (TAG) and appointed resident volunteers to review Township functions;
- TAG members reviewed all Township functions and made a public presentation of their comprehensive Final Report and List of Recommendations for cost efficiencies and potential revenue sources in October 2010;
- A public meeting was held to prioritize the List of Recommendations for cost savings and revenue generation;
- The BoS met with the P&R Board and tasked them with the responsibility to review and assess the 8 items pertaining to the Park & Rec and make recommendations for program enhancement, cost efficiencies and potential revenue sources to the BoS;
- The effort took much longer than expected and resulted in the talking points that were developed between the P&R Board and the Y and subsequently listed on the Y document presented to the P&R Board on November 2, 2011 with a counter-proposal prepared by the P&R Board Chair on November 10, 2011;
- In the interim, certain individual(s) involved in the process misrepresented and provided false information to the public, an act that resulted in this disappointing outcome;
- Everyone who has been misled and/or duped by the individual(s) who, for personal reasons or motivations, wished to derail the ongoing discussions and deliberations by subterfuge, is owed an apology along with the P&R Board members who respected the process, honored the proper procedures of Board deliberations, participated in good faith and put a lot of personal time and effort into the review and consideration of the TAG recommendations. The long list of aggrieved parties who are owed an apology also includes Dr. Clapper, the BoS Liaison to the P&R Board, the Township Staff, the rest of the Township residents who have effectively been denied the benefit of the work product that the Board of Supervisors has been waiting to receive from the P&R Board, an advisory Board, so that it can properly evaluate all possible options that would serve the best interest of the Township in the immediate and long term, and, last but not least, our neighbors, the Y;
- There is no work product or basis to support the P&R Board recommendation as it is incomplete and remains non-responsive to the repeated requests of the BoS for information.

**EAST GOSHEN TOWNSHIP  
ACTION LIST**

New additions are in bold		13-Dec-11
#	Item	Action Due Date
ADM 11-15	Cell Tower	6-Dec-11
ADM 11-16	Post Retirement Medical Benefits	6-Dec-11
ADM 11-22	IT Committee	6-Dec-11
ADM 11-23	Electronic Newsletter	6-Dec-11
ADMI 10-22	TAG Action List	6-Dec-11
DPW 07-02	Hershey's Mill Dam	6-Dec-11
PCZ 11-6	Sign Ordinance	13-Dec-11
ADM 09-04	Quarterly Review of Right to Know Requests	10-Jan-12
ADM 11-13	Municipal Authority Projects	10-Jan-12
DPW 08-02	Quarterly Report on I&I	10-Jan-12
FIN 11-05	Quarterly Financial Reports - 2011	24-Jan-12
PCZ 09-01	Telecom Registration and Reporting	1-Mar-12



## EAST GOSHEN TOWNSHIP ACTION ITEM

Item: Cell Tower No: ADM 11-15

List Date: 2/17/2011 Completed Date:

Description: Consider locating 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
5/24/2011	1,000, foot letter sent, on 5/24 meeting agenda. Sub committee seleected to review and report back to BoS
6/28/2011	Consider Proposal from Liberty
7/12/2011	Consider Proposal from Liberty
7/26/2011	Review draft agreement attached
9/6/2011	Ordinance adopted, waiting on a revised agreement and exhibits from Liberty
10/4/2011	Revised agreement and exhibits under review by subcommittee
11/1/2011	Rich is updating agreement and site plan to reflect agreed upon changes. Federal and state cases on hold. Waiting on color chip and sample of tower skin. Need letter on impact to Historic District.
<b>12/6/2011</b>	<b>Rich is updating agreement. We have received an updated site plan and photo syms.</b>

## EAST GOSHEN TOWNSHIP ACTION ITEM

Item:

Post Retirement Medical Benefits

No:

ADM 11-16

List Date:

2/17/2011

Completed Date:

Description:

Determine how to finance Post Retirement Medical Benefits for WEGO

Date	Action
6/7/2011	<p>We can utilize the same process that the Police Commission uses. The Commission currently deposits \$66,000 a year to this fund. You just need to create by resolution a separate fund that would be held in East Goshen Township's name. . The question is "how much do you want to deposit to the fund. annually?". We are responsible for ~56% of the liability.</p>
6/14/2011	<p>We had a report done as of the end of 2010. Te Commission's liability as of 12/31 is \$5,111,714. We are currently pay. We would need to contribute 56% of \$852,849 if we wanted to satisfy the liability in 10 years, 56% of \$599,80 if we wanted to satisfy it in 20 years and 56% of \$520,652 if we went with 30 years.</p>
7/26/2011	<p>Solicitor has drafted the trust agreement and needs to discuss with Rick prior to forwarding to the BOS</p>
8/9/2011	<p>Review trust agreement and ordinance</p>
8/16/2011	<p>Review second draft of the trust agreement and ordinance</p>
9/6/2011	<p>Ordinance hearing on 9/6/11. Need to select trustees, execute agreement and hire a fund manager.</p>
9/6/2011	<p>Ordinance adopted.</p>
10/4/2011	<p>See attached</p>
11/1/2011	<p>The Pension Committee will meet on Wednesday and make recommendations on trustee and fund manager</p>
12/6/2011	<p><b>The Pension Committee will meet on Wednesday and make recommendations on trustee and fund manager</b></p>

## EAST GOSHEN TOWNSHIP ACTION ITEM

Item: IT Committee No: ADM 11-22

List Date: 5/10/2011 Completed Date:

Description: Create an IT Committee to advise Township on IT matters

Date	Action
6/28/2011	Recommendation attached.
7/12/2011	Looking for one more resident member
8/8/2011	Consider recommendation from Manager
9/6/2011	Three residents have expressed interest. In the process of setting up the first meeting.
10/4/2011	See attached
11/1/2011	The IT Committee is drafting their report
<b>12/6/2011</b>	<b>The Committee is circulating the final draft of the report</b>

## EAST GOSHEN TOWNSHIP ACTION ITEM

Item:

**Electronic Newsletter**

No:

ADM 11-23

List Date:

7/2/2011

Completed Date:

Description:

Discuss the possibility of transitioning to an Electronic NL

Date	Action
7/26/2011	Discuss the Issue
8/9/2011	Review subscription wording
11/1/2011	We will run the ad for the newsletter subscription in the Winter newsletter (in homes 1/1/12). We will use the current vendor to format the Spring 2012 issue. Need to set up mailing list data base.
<b>12/6/2011</b>	We are setting up a subscription data base

## 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
5/24/2011	Updated summary is attached
6/7/2011	Updated summary is attached
6/21/2011	Updated summary is attached
7/12/2011	Updated summary is attached
8/9/2011	Updated summary is attached
10/4/2011	Updated summary is attached
11/1/2011	Updated summary is attached
<b>12/6/2011</b>	<b>Updated summary is attached</b>

TAG Recommendation Summary

December 6, 2012

ID	Item	Votes	Board Member	Staff Member	Due Date	Comments
9	Implement a Fully Integrated Cost Accounting System (108)	2	Senya/Marty	Deb	3/31/2011	Still under review
2	Merit Compensation	1		Rick	6/30/2011	Board is reviewing a proposal on 12/6
15	Assess/Replace HVAC System (95)	4	Carmen	Rick	6/30/2011	Exploring grants for geothermal
18	Work with Adjoining Townships for IT Support (116)		Don	Rick	6/30/2011	WCACOG conducted a survey - Reiewing inof on Cloud
3	Minimize Community Vacancy		Senya	Mark G.		Created Commission, interviews scheduled, budgeted fund for 2012
16	Transition to an Electronic Newsletter (34)	3	Thom	Tia	12/31/2011	See Action List report
30	Self Sustaining Park & Recreation Programs (104) (#30-37)	2	Thom	Frank	6/30/2011	Presentation to BoS on 8/30/11. Additional info provided
31	Institute P & R Sponsorship Program (88)		Thom	Frank	6/30/2011	to the BoS on October 11, 2011
32	Formalize & Expand Relationship w/YMCA		Thom	Frank	6/30/2011	Recomendat submitted to BoS on 11/22
33	Concession Stand at EGT Park		Thom	Frank	6/30/2011	Presentation to BoS on 8/30/11. Additional info provided
35	Enable Online Reg & Paymnt for P & R Programs		Thom	Frank	6/30/2011	to the BoS on October 11, 2011
37	Expand P & R Prog Partnerships		Thom	Frank	6/30/2011	""
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.
14	Solar Array (94)			Rick	1/30/2012	Back burner. Revisit in 6 mths
39	Maintain Ownership of Wastewater Treatment Plant (85)	2	Marty	Rick		On hold until all PS projects are done

Completed items have been removed

12/1/2011

# EAST GOSHEN TOWNSHIP

## ACTION ITEM

Item:	<b>Hershey's Mill Dam</b>	No:	DPW 07-02
List Date:	<b>5/22/2007</b>	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 breach 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, breach, 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 Association 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 breach 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		
5/10/2011	Update from Neil DeReimer		
6/7/2011	Update from Neil DeReimer		
7/12/2011	Update from Neil DeReimer		
8/9/2011	Update from Neil DeReimer		
11/1/2011	Update from Neil DeReimer and see attached		
<b>12/6/2011</b>	<b>Update from Neil DeReimer</b>		

# Richard Flanagan

1353 Morstein Road • West Chester, PA 19380  
E-Mail: RichardYFlanagan@gmail.com

Date: November 27, 2011

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

Dear Supervisors:

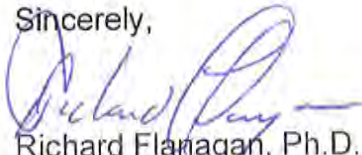
I wish to acknowledge and thank Mark Miller and the Public Works Department. Earlier this fall I contacted Mark about a problem I was having in my front yard. The rain runoff for my neighborhood is designed to run through two culverts in my front yard. For most of our 30 years here the runoff plan has worked well, but recently, our yard has flooded frequently causing a number of sinkholes.

Mark had helped me years ago when an accident at the local pond had washed out my mulch so I decided to call him and ask for his advice. Mark came and looked at the yard and called me back saying that the original runoff plan had been silted out and that, with my permission, the township would remove the buildup and clear the one culvert that was 50% blocked.

Mark's team did the work over a few days. They recreated the original swale, used the collected soil to fill the sinkholes and planted new grass over the affected areas. We have had several significant rains since then and the new swale has worked well.

My thanks to Mark, his team and the township for recognizing and fixing this problem,

Sincerely,

  
Richard Flanagan, Ph.D.  
1353 Morstein Road

RECEIVED  
BY: \_\_\_\_\_

NOV 28 2011