

**AGENDA**  
**EAST GOSHEN TOWNSHIP**  
**BOARD OF SUPERVISORS**  
**Tuesday, December 13, 2011**

**The Board will meet in Executive Session from 6:30 – 7:00 PM to consider Community Development Commission appointments. 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 the Board met in Executive Session on December 6<sup>th</sup> to interview Community Development Commission applicants
7. Public Hearing
8. Police/EMS Report – 3<sup>rd</sup> Tuesday
9. Financial Report – 4<sup>th</sup> Tuesday
10. Old Business
  - a. Recommendation from Historical Commission for Plank House and Blacksmith Shop Alarm System – Information to be provided at meeting.
11. New Business
  - a. Consider Adopting 2012 General Fund and Other Funds Budgets
  - b. Consider Adopting 2012 Police Budget
  - c. Consider Revising Sewer Billing Procedure
  - d. Consider IT Committee Recommendations
12. Any Other Matter
13. Approval of Minutes
  - a. Dec. 6, 2011
14. Treasurer’s Report
  - a. Report – Dec. 8, 2011
15. Review Action List
16. Correspondence, Reports of Interest
  - a. Acknowledge resident’s letter of thanks to Mark Miller
  - b. Acknowledge email from Neil DeRiemer with Hershey’s Mill Dam update
17. Meetings & Dates of Importance

Dec. 20, 2011	Park & Rec Board w/s	10:00 am
Dec. 20, 2011	Board of Supervisors	7:00 pm
Dec. 21, 2011	Friends of EGT 501c3	7:00 pm
Dec. 26, 2011	Christmas	
	Offices Closed	
Jan. 02, 2012	Offices Closed Monday	
Jan. 03, 2012	Board of Supervisors -	

	Annual Reorganization	7:00 pm
Jan. 04, 2012	Pension Committee	1:00 pm
Jan. 04, 2012	Board of Auditors –	
	Reorganization	7:00 pm
Jan. 04, 2012	Planning Commission	7:00 pm
Jan. 05, 2012	Park & Recreation	7:00 pm
Jan. 07, 2012	Annual Planning Session	8:00 am
Jan. 09, 2012	Municipal Authority	7:00 pm
Jan. 10, 2012	Board of Supervisors	7:00 pm
Jan. 11, 2012	Conservancy Board	7:00 pm
Jan. 12, 2012	Historical Commission	7:00 pm
Jan. 16, 2012	Martin Luther King, Jr. Birthday	
	Offices Closed	

*Spring Newsletter 2012: Article Submission Due Date is Feb. 2, 2012*

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.

**WESTTOWN-EAST GOSHEN POLICE DEPARTMENT**

**2012 Proposed Budget**

Version 2.4 11/18/2011

	Actual 2010	Approved 2011	As of Oct-11	Projected Dec-11	Proposed 2012
<b><u>PAYROLL EXPENSES</u></b>					
CHIEF OF POLICE - 1	\$108,469.66	\$112,266.21	\$94,994.46	\$112,266.00	\$116,195.53
LIEUTENANT-0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SERGEANTS-4	\$347,735.36	\$359,554.20	\$304,698.00	\$359,554.20	\$372,138.68
CORPORALS-4	\$316,871.68	\$341,657.80	\$291,624.96	\$341,657.00	\$353,615.92
FULL-TIME OFFICERS - 19	\$1,336,059.44	\$1,494,401.04	\$1,204,846.89	\$1,494,401.00	\$1,556,302.59
PART-TIME OFFICERS-8+3 in process	\$122,690.76	\$542,714.00	\$113,618.80	\$160,000.00	\$183,830.00
OFFICE STAFF- 3 FT	\$156,395.14	\$161,598.43	\$136,814.50	\$161,598.00	\$167,254.31
VACATION	\$123,675.94	\$116,000.00	\$95,645.92	\$116,000.00	\$112,930.00
SICK	\$227,010.68	\$150,000.00	\$151,764.65	\$160,000.00	\$100,293.00
COMP	\$56,844.44	\$52,000.00	\$54,712.80	\$58,000.00	\$38,495.00
PERSONAL	\$14,847.86	\$20,000.00	\$13,642.96	\$20,000.00	\$57,310.00
COURT	\$32,855.29	\$32,426.78	\$25,643.61	\$32,426.00	\$33,561.95
LONGEVITY	\$79,499.88	\$94,586.68	\$73,168.97	\$94,586.00	\$96,426.60
OVERTIME	\$161,148.51	\$104,562.73	\$119,785.08	\$130,000.00	\$103,500.00
SHIFT DIFFERENTIAL	\$36,366.63	\$37,234.39	\$31,799.74	\$37,235.00	\$38,537.59
HOLIDAYS 13-1/2 DAYS PER YEAR	\$40,437.84	\$43,800.00	\$32,568.48	\$43,800.00	\$45,333.00
SCHOOL & FIREARMS TRNG.	\$42,528.39	\$64,386.37	\$29,395.24	\$45,000.00	\$50,000.00
TRAINING- NEW HIRES	\$6,785.00	\$5,000.00	\$5,750.00	\$7,000.00	\$5,000.00
K-9 PAYROLL- TRNG & OT	\$3,468.60	\$6,238.19	\$5,265.92	\$6,238.00	\$6,457.00
MISCELLANEOUS- entirely refunded	\$109,540.88	\$0.00	\$94,716.89	\$120,000.00	\$0.00
DETECTIVE ALLOWANCE	\$3,900.00	\$3,900.00	\$1,950.00	\$3,900.00	\$3,900.00
WORK COMP PAY, partially refunded	\$131,315.72	\$0.00	\$32,114.98	\$40,000.00	\$0.00
<b>TOTAL PAYROLL EXPENSES</b>	<b>\$3,458,447.70</b>	<b>\$3,742,326.82</b>	<b>\$2,914,522.85</b>	<b>\$3,543,661.20</b>	<b>\$3,441,081.17</b>

-8.05%

	Actual 2010	Approved 2011	As of Oct-11	Projected Dec-11	Proposed 2012
<b><u>BENEFIT EXPENSES</u></b>					
SOCIAL SECURITY & MED.	242,693.11	\$286,288.00	\$217,491.71	\$263,000.00	\$263,242.71
UNEMPLOYMENT COMP	0.00	\$3,990.33	\$0.00	\$3,990.33	\$7,000.00
DENTAL	43,751.08	\$51,152.00	\$42,085.57	\$51,152.00	\$60,000.00
EYE CARE	9,821.13	\$14,000.00	\$6,075.87	\$10,000.00	\$10,000.00
PHYSICALS	1,595.00	\$2,500.00	\$976.85	\$2,500.00	\$2,500.00
PRESCRIPTION	9,173.64	\$8,000.00	\$6,826.54	\$8,600.00	\$8,500.00
CLEANING ALLOWANCE	17,412.79	\$18,500.00	\$15,332.86	\$18,500.00	\$19,000.00
CLOTHING ALLOWANCE	2,925.00	\$2,925.00	\$2,925.00	\$2,925.00	\$2,925.00
SHOE ALLOWANCE	4,309.78	\$4,500.00	\$4,192.31	\$4,500.00	\$4,500.00
HEALTH CLUB	5,357.88	\$7,650.00	\$3,488.77	\$7,650.00	\$7,650.00
PRIVATE EDUCATION	13,436.00	\$16,500.00	\$11,142.87	\$16,500.00	\$16,500.00
UNIFORMS	26,183.16	\$25,047.00	\$24,970.85	\$26,183.00	\$25,047.00
INSURANCE HEALTH-BC/BS	575,903.33	\$595,537.20	\$520,227.75	\$635,188.00	\$682,020.60
Co-Pays	7,595.00	\$6,000.00	\$9,532.55	\$10,000.00	\$10,000.00
INSURANCE LIFE & DISABIL.	42,841.34	\$45,764.29	\$32,870.29	\$40,101.00	\$44,111.10
WORK COMP- SWIF	374,811.61	\$363,559.00	\$209,515.00	\$300,000.00	\$309,930.00
PUBLIC OFF & POLICE PROF.	43,936.34	\$46,594.34	\$46,816.71	\$46,816.71	\$46,816.71
PREVENTATIVE SHOTS	520.00	\$500.00	\$400.00	\$500.00	\$500.00
RETIREMENT HEALTH BENEFITS	31,447.97	\$57,085.44	\$35,418.86	\$43,500.00	\$37,593.72
SAVINGS FOR RETIREMENT BENEFITS	66,000.00	\$66,000.00	\$0.00	\$66,000.00	\$66,000.00
457 K PLAN CONTRIBUTIONS	12,769.81	\$14,530.00	\$10,875.36	\$12,600.00	\$13,041.00
WEGO POLICE PENSION	407,412.00	\$525,754.00	\$0.00	\$525,754.00	\$626,131.00
WEGO Pension Savings	429,559.00	\$210,818.00	\$0.00	\$210,818.00	\$165,458.00
WEGO NON-UNIFORM PENSION	0.00	\$11,992.00	\$276.00	\$300.00	\$8,754.00
<b>TOTAL BENEFIT EXPENSES</b>	<b>2,369,454.97</b>	<b>\$2,385,186.60</b>	<b>\$1,201,441.72</b>	<b>\$2,307,078.04</b>	<b>\$2,437,220.84</b>

2.18%

2012 Proposed Budget

	Actual 2010	Approved 2011	As of Oct-11	Projected Dec-11	Proposed 2012
<b>VEHICLE EXPENSES</b>					
VEHICLE INSURANCE	\$40,671.44	\$46,884.20	\$41,482.19	\$41,423.19	\$45,566.00
VEHICLE MAINTENANCE	\$45,461.18	\$45,000.00	\$35,492.63	\$45,000.00	\$45,000.00
VEHICLE TIRES/REPAIR	\$9,018.43	\$7,500.00	\$5,734.92	\$7,500.00	\$7,500.00
VEHICLE MISCELLANEOUS	\$7,044.33	\$6,000.00	\$5,785.49	\$6,000.00	\$6,000.00
VEHICLE REPLACEMENT	\$132,765.55	\$144,200.00	\$138,573.11	\$144,200.00	\$150,000.00
VEHICLE GASOLINE	\$93,256.76	\$98,332.85	\$104,784.23	\$126,000.00	\$130,000.00

<b>TOTAL VEHICLE EXPENSES</b>	<b>\$328,217.69</b>	<b>\$347,917.05</b>	<b>\$331,852.57</b>	<b>\$370,123.19</b>	<b>\$384,066.00</b>
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10.39%

	Actual 2010	Approved 2011	As of Oct-11	Projected Dec-11	Proposed 2012
<b>OTHER EXPENSES</b>					
LEGAL FEES	\$59,456.63	\$30,000.00	\$46,976.22	\$50,000.00	\$25,000.00
OFFICE SUPPLIES	\$9,405.18	\$9,000.00	\$5,673.19	\$9,000.00	\$9,000.00
POLICE SUPPLIES	\$14,528.94	\$10,000.00	\$18,474.69	\$20,000.00	\$12,000.00
CAMERA/FILM SUPPLIES	\$862.38	\$3,000.00	\$431.32	\$3,000.00	\$3,000.00
COPIER	\$1,053.56	\$2,000.00	\$1,485.78	\$2,000.00	\$1,000.00
POSTAGE	\$1,744.67	\$1,500.00	\$1,205.87	\$1,500.00	\$1,500.00
PRINTING	\$2,238.61	\$1,400.00	\$3,043.79	\$3,000.00	\$3,000.00
COMPUTERS	\$25,032.33	\$30,000.00	\$23,113.16	\$30,000.00	\$34,000.00
TASER GRANT	\$26,920.45	\$0.00	\$0.00	\$0.00	\$0.00
DCED Grant	\$88,716.24	\$0.00	\$29,161.61	\$30,000.00	\$0.00
DRUG UNIT	\$2,716.16	\$3,000.00	\$870.45	\$3,000.00	\$3,000.00
TRAFFIC UNIT	\$1,066.60	\$3,000.00	\$562.74	\$3,000.00	\$3,000.00
BIKE PATROL UNIT	\$459.81	\$1,200.00	\$937.44	\$1,200.00	\$1,200.00
K-9 UNIT SUPPLIES/INSUR/ALLOW.	\$1,033.45	\$550.00	\$1,499.69	\$550.00	\$1,500.00
CITIZENS POL. ACADEMY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
DARE EXPENSES	\$806.76	\$0.00	\$859.00	\$0.00	\$0.00
FIREARMS SUPPLIES/TRNG.	\$7,471.13	\$7,500.00	\$10,116.80	\$7,500.00	\$7,500.00
GENERAL EXPENSE	\$19,592.77	\$20,000.00	\$17,583.37	\$20,000.00	\$20,000.00
COMMUNICATION	\$37,113.24	\$40,000.00	\$29,743.45	\$40,000.00	\$40,000.00
RADIO PURCHASE/REPAIR	\$9,234.45	\$12,500.00	\$6,505.60	\$12,500.00	\$12,500.00
SCHOOL/TRAINING EXPENSE	\$8,793.35	\$11,000.00	\$5,391.23	\$10,000.00	\$11,000.00
SCHOOL/TRAINING TUITION	\$8,033.18	\$11,000.00	\$5,698.98	\$10,000.00	\$11,000.00
BUILDING EXPENSE	\$130,974.29	\$146,000.00	\$111,720.98	\$150,000.00	\$150,000.00
MISCELLANEOUS	\$167.43	\$1,000.00	\$4,728.80	\$5,000.00	\$16,000.00
PAYROLL - DIRECT DEPOSIT CHGE	\$583.15	\$600.00	\$516.00	\$600.00	\$600.00
PHONES - sinking fund	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00
WEAPONS - sinking fund	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00
COMPUTERS - sinking fund	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00
VEHICLES - sinking fund	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00
EMERGENCY RESPONSE TEAM	\$6,911.43	\$10,000.00	\$8,228.15	\$10,000.00	\$10,000.00

<b>TOTAL OTHER EXPENSE</b>	<b>\$477,916.19</b>	<b>\$367,250.00</b>	<b>\$334,528.31</b>	<b>\$434,850.00</b>	<b>\$388,800.00</b>
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5.87%

<b>TOTAL BUDGET</b>	<b>\$6,634,036.55</b>	<b>\$6,842,680.47</b>	<b>\$4,782,345.45</b>	<b>\$6,655,712.43</b>	<b>\$6,651,168.01</b>
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actual expenses      \$6,393,951.84      -2.80%

**WESTTOWN-EAST GOSHEN POLICE****2012 Proposed Budget**

	Actual	Approved	As of	Projected	Proposed
	2010	2011	Oct-11	Dec-11	2012
<b>RECEIPTS</b>					
Beginning balance	\$144,774.40	\$250,000.00	\$0.00	\$0.00	\$180,000.00
Westtown Township	\$2,496,276.15	\$2,411,371.56	\$2,059,051.28	\$2,411,371.56	\$2,385,345.51
East Goshen Township	\$3,064,597.42	\$3,206,921.92	\$2,739,871.39	\$3,206,921.92	\$3,064,381.50
Thornbury Township	\$700,000.00	\$742,000.00	\$638,120.00	\$742,000.00	\$786,000.00
Receipts:					
Parking	\$2,445.00	\$16,000.00	\$1,085.00	\$26,000.00	\$20,000.00
Police Reports	\$7,474.98		\$5,805.45		
Alarms	\$190.00		\$260.00		
Fingerprint Income	\$3,022.00		\$2,700.00		
Interest	\$13,180.16		\$8,471.92		
Miscellaneous Income- explan.below	\$88,673.47	\$0.00	\$205,751.34	\$300,000.00	\$0.00
Work Comp refund	\$69,109.95	\$0.00	\$10,126.08	\$6,000.00	\$0.00
Special Detail refund	\$114,026.82	\$0.00	\$134,703.43	\$121,000.00	\$0.00
Sale of Police Vehicles	\$12,437.11	\$10,000.00	\$22,951.00	\$10,000.00	\$10,000.00
Pension - Act 205 receipts	\$194,090.54	\$193,937.00	\$0.00	\$193,937.00	\$193,937.00
Pension - Act 205 receipts- non uniformed	\$0.00	\$9,700.00	\$0.00	\$9,700.00	\$8,754.00
2010 Grant Money	\$12,518.29	\$0.00	\$0.00	0	\$0.00
CPA - Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CPA - Tuition	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00
Dare Donations	\$2,025.00	\$2,000.00	\$2,000.00	\$1,500.00	\$2,000.00
K-9 Donations	\$500.00	\$500.00	\$0.00	\$0.00	\$500.00
Reserve Accounts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Certificate of Deposit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL RECEIPTS</b>	<b>\$6,780,566.89</b>	<b>\$6,842,680.48</b>	<b>\$5,830,896.89</b>	<b>\$7,028,430.48</b>	<b>\$6,651,168.01</b>

-2.80%

**PPU %'s as of 09/30/2011 - FINAL %'s**

43.77% WT

56.23% EG

fixed amount TH

**Rick Smith**

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**From:** Rick Smith [rsmith@eastgoshen.org]  
**Sent:** Friday, December 09, 2011 8:32 AM  
**To:** ~~jpbuonanno@verizon.net~~  
**Subject:** RE: East Goshen Sewer Rates/method of payments

Mr. Buonanno

this matter will be on next Tuesdays agenda

Rick Smith, Township Manager  
East Goshen Township  
610-692-7171

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**From:** ~~jpbuonanno@verizon.net~~ [mailto:~~jpbuonanno@verizon.net~~]  
**Sent:** Tuesday, December 06, 2011 12:48 PM  
**To:** [sisayeff@eastgoshen.org](mailto:sisayeff@eastgoshen.org); [mshane@eastgoshen.org](mailto:mshane@eastgoshen.org); [tclapper@eastgoshen.org](mailto:tclapper@eastgoshen.org); [cbattavio@eastgoshen.org](mailto:cbattavio@eastgoshen.org); [rsmith@eastgoshen.org](mailto:rsmith@eastgoshen.org)  
**Subject:** East Goshen Sewer Rates/method of payments

Gentleman, I respectfully request the BOS reconsider the calculation of current sewer rates and the method of payment citizens/residents of EG are forced/ required to pay for them. I request this item be listed on the BOS weekly agenda for discussion, consideration and/or another up or down vote concerning this issue for the upcoming sewer rate harvest season.

I suggested three years ago there is a flaw in the method of calculating these sewer rates. The method of calculating the rates is unschooled and is knowingly or unknowingly skewed towards others within the township. The term water usage on the bill is misleading and is an inappropriate means/nomenclature to begin the explanation of the rate base. East Goshen is a non profit community. A community by it's service to all residents. There are families paying more for one quarter of sewer usage than they pay for an entire year of real estate taxes. A prediction was made at the inception of the current promulgation of rates..... that the rates will rise each year until the residents achieve the greatest/highest rate for the least amount of services. The seepage problem/and/or it's relief/correction will not deter the inadequacy of the rate base. A build out of the system which will increase it's capacity etc etc will exacerbate the problem.... to the point.... the system will become a financial burden to all of it's residents. The rates subsidize other townships that directly or indirectly utilize EG facilities. The system must be rated on a usage basis..... Not the Malvern Method.....not the Aquarius Method.....but should be rated on a community method of shared services.

The introduction of a lock box was introduced by Mortgage Bankers in the early 1980.....The idea was to automate bill payments via high speed check reading belt machinery.....The post office responded by introducing the SELF STICK STAMP.....I will not go into ALL the sorted details but this new high speed system was cutting into the banks late fees harvests....so the banks went to lock box locations on opposite coasts to insure projected annual late fee harvests. One bank went so far as to move their LOCK BOX to QUAM.....which was perfectly legal since it was/is a US territory.

Now ...EG is entering the lock box era in 2012 .....and their lock box is WHERE????????????.....BALTIMORE!!!!!!!!!!!! You have got to be kidding. I take it you have all heard about the current POST OFFICE CRISIS. You are guaranteed via their problems to harvest an abundance of late fees. There is no justifiable reason these bills cannot be paid via online banking or E BANKING OR E DEBIT BANKING. EG is a non profit community.  
Thank you for your time and consideration.....the community awaits your response. Sincerely Joseph Buonanno EG resident.

**From:** [REDACTED]

**Sent:** Tuesday, December 06, 2011 12:48 PM

**To:** [sisayeff@eastgoshen.org](mailto:sisayeff@eastgoshen.org); [mshane@eastgoshen.org](mailto:mshane@eastgoshen.org); [tcclapper@eastgoshen.org](mailto:tcclapper@eastgoshen.org); [cbattavio@eastgoshen.org](mailto:cbattavio@eastgoshen.org); [rsmith@eastgoshen.org](mailto:rsmith@eastgoshen.org)

**Subject:** East Goshen Sewer Rates/method of payments

Gentleman, I respectfully request the BOS reconsider the calculation of current sewer rates and the method of payment citizens/residents of EG are forced/ required to pay for them. I request this item be listed on the BOS weekly agenda for discussion, consideration and/or another up or down vote concerning this issue for the upcoming sewer rate harvest season.

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12/9/2011 8:33 AM

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Thank you for your time and consideration.....the community awaits your response. Sincerely  
Joseph Buonanno EG resident.

20f2

# Memorandum

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

Voice: 610-692-7171

Fax: 610-692-8950

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

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Date: 12/05/2011

To: Board of Supervisors

From: Mark Gordon, Township Zoning Officer *mlg*

Re: IT Committee Recommendations

Board Members,

As requested the IT Committee has completed their analysis of the Township's information technology (IT) infrastructure and has submitted the following list of recommendations.

Please notify me if you have any questions.

## Mark Gordon

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**From:** Mark Gordon [mgordon@eastgoshen.org]  
**Sent:** Friday, September 09, 2011 3:41 PM  
**To:** Jack Reidy (jack.reidy@gmail.com); Jason Young (jryoung@siqanalaw.com); Rick Smith; Robert Murray (rmurray@murraymicro.com)  
**Subject:** Project Kick Off Meeting

Gentlemen,

Rick and I believe it would be helpful to meet briefly to discuss a basic project outline and schedule one evening in the near future. Rick and I are available on either 9/19 or 9/22 at 7 PM. **Please reply with your availability on those two evenings and I'll let everyone know when we can all make it.**

I have outlined a very basic Project Schedule for your consideration that lays out approximately an 8 week timeline for completion with the Final Report Presentation to the Board on 11/15.

### East Goshen Township Information System Analysis Project

September

Project Kick-off Mtg.

Develop and Finalize Project Scope, Framework and Deliverables

October

Meet With Township Staff Management Team

Identify Systems / Software

Asses system usage

Develop report format

November

11/1 - 11/6: Draft Report

11/7 - 10: Review Draft report

11/11 - 11/14: Finalize and Report To Board of Supervisors

11/15: Present report to Board of Supervisors

Thanks,

-Mark

**Mark A. Gordon, CFM**

Director of Code Enforcement / Zoning Officer

East Goshen Township

1580 Paoli Pike

West Chester, PA 19380

O: 610-692-7171

F: 610-692-8950

[www.eastgoshen.org](http://www.eastgoshen.org)

August 11, 2011

Mr. Jason Young  
270 Summit House  
West Chester, PA 19382

Dear Mr. Young:

East Goshen, like other municipalities, utilizes computers on a regular basis. We currently have individual workstations with a central server and we use a number of software applications in addition to the typical Microsoft Office package.

The Chairman of the Board of Supervisors is fond of saying “You do not have to be sick to get better” and to that end the Board wants to create an IT Committee to assess the Township hardware system and software applications.

As I envision it, the IT Committee would meet with the various township staff members to obtain their input, review the current hardware and software systems used by the Township staff and make recommendations as appropriate.

The IT Committee would probably have to meet three or four times over the course of four to six weeks and issue its report.

It has been suggested that you may be willing to serve on such a Committee.

If you are, please let me know.

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,

Louis F. Smith, Jr.  
Township Manager

LFS:jm

# East Goshen IT Committee Recommendations

## - EXISTING CONFIGURATION

- Main Server
  - Dell T610
  - Microsoft Windows Server 2008R2 64 bit
  - Hosted software
    - ARC Geographic Information System (2 licenses)
    - GeoPlan Property Management System
    - User data folders
- AMS Server
  - Dell Main Server
  - Microsoft Windows Server – Main server
  - Hosted software
    - AMS financial software system
- DocStar Server
  - DocStar proprietary server
  - Hosted software
    - DocStar document management system
- DocStar workstation
  - DocStar proprietary workstation
  - DocStar proprietary scanner
  - Hosted software
    - DocStar scanning software – Same client software on most workstations used for storing, retrieving, or scanning
- Windows XP Pro workstations (quantity 27)
- Windows XP Pro laptops (quantity 2) – One used for sewer flow data retrieval
- Windows 7 Pro laptop (quantity 1)
- Local printers (quantity 16)
- Copier/Printer – 1 Savin C5050 & 1 Savin 2545
- Bar code readers (quantity 3)
- These systems are maintained by Burt Denenstein of BD Computer Solutions.
- Maintenance contracts are established with AMS, DocStar, ESRI (ARC) and GeoPlan for their specific hardware/software systems.
- Additionally, there is a separate system for management of the sewer plant and pump stations which is outside the scope of this report.

## **EVALUATION**

- The managers and users seem satisfied with the current hardware and software installation. They have no complaints with the capabilities of these systems and feel that their greatest challenge is to learn more of the capabilities of these systems so that they can be used to their fullest.
- Although it might be beneficial to have a single software system that better integrates the functions of the various existing systems, it is not clear that such a single system which would actually provide better integration and meet all of the Township's needs exists. Additionally, the cost of such a system, along with the disruption of operations and the effort required to convert existing databases and re-train the staff, does not appear to justify such a change.
- Users keep all Township data on network servers and these are backed up nightly to tape. Tapes are kept off-site in a secure location. There is a tape rotation plan so that backups are available for 5 weeks. GIS data is included in this backup. DocStar has its own backup to DVD. These DVD's are kept on the premises.
- Computers are replaced on a 5 year rotation. This seems satisfactory in that computers are usually replaced before they develop problems.
- We did not discuss differing needs among workers. For example, someone may have applications that are more demanding in terms of computer capabilities and it would really speed up their work to have a faster processor, more memory, or better graphics. Such needs should be evaluated as recommended below.

## **RECOMMENDATIONS**

- Document the existing hardware, software and network configurations to provide sufficient information for a third-party to maintain or repair the system in the event that Burt Denenstein is not available.
- Audit and document the current backup procedures. Document the recovery procedures for all systems.
- Periodically investigate whether there is a more cost-efficient media available for backups.
- Certain of the software systems and data are only available on a limited number of desktops. Identify these and, where appropriate, consider making these available to additional users.
- To the extent the Township is not already doing so, evaluate workstation/laptop performance before each purchasing cycle by identifying applications or systems which require additional processing speed, memory and/or storage and increasing processor speed, memory or storage for individual workstations/laptops as needed.
- The DocStar system is being used to scan and archive an increasing number of documents. The Township should develop a unified method

for identifying and cataloging these documents to simplify locating these documents in the future. A plan should be developed to store backup copies of these documents offsite, perhaps similar to the Township's current tape rotation scheme.

- Store the DocStar DVD's offsite at the same location as the Township's tape backups.
- The next workstation upgrade will include the installation of the Windows 7 operating system on those units. Before that time, the Township should ensure that all of the current software and drivers run properly under Windows 7.
- Investigate whether and how the data from the ARC Geographic Information System can be better integrated with the GeoPlan property management software.
- Cross-train staff members on the various software systems so that more than one person is proficient in each of these systems.
- Investigate how the current software systems can be used to their fullest through additional training or experimentation with unused features.
- Periodically re-evaluate the 5-year computer rotation scheme to see if it still best meets the needs of the Township.

**EAST GOSHEN TOWNSHIP  
ACTION LIST**

New additions are in <b>bold</b>		13-Dec-11
#	Item	Action Due Date
ADM 11-22	IT Committee	13-Dec-11
ADMI 10-22	TAG Action List	3-Jan-12
DPW 07-02	Hershey's Mill Dam	3-Jan-12
ADM 09-04	Quarterly Review of Right to Know Requests	10-Jan-12
ADM 11-13	Municipal Authority Projects	10-Jan-12
ADM 11-15	Cell Tower	10-Jan-12
ADM 11-16	Post Retirement Medical Benefits	10-Jan-12
ADM 11-23	Electronic Newsletter	10-Jan-12
DPW 08-02	Quarterly Report on I&I	10-Jan-12
PCZ 11-6	Sign Ordinance	10-Jan-12
FIN 11-05	Quarterly Financial Reports - 2011	24-Jan-12
ADM 11-24	Cloud Computing	1-Mar-12
PCZ 09-01	Telecom Registration and Reporting	1-Mar-12

## 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
12/6/2011	The Committee is circulating the final draft of the report
<b>12/13/2011</b>	<b>Report to Board</b>

11-30-2011

DEAR MR. MILLER

THANK YOU FOR CLEARING THE  
TREE LIMBS FROM THE EASEMENT  
ON OUR PROPERTY FROM THE  
SNOW STORM IN OCTOBER.

WE APPRECIATE THE GOOD  
SERVICE THAT YOU AND YOUR  
CREW PROVIDE TO THE RESIDENTS  
IN OUR TOWNSHIP.

THANKS AGAIN FOR YOUR HELP.

BOB + LOU ANN ATKINSON

## Rick Smith

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**From:** [REDACTED]  
**Sent:** Thursday, December 08, 2011 3:07 PM  
**To:** Rick Smith  
**Cc:** 'Senya D. Isayeff'  
**Subject:** Hershey Mill Dam- DEP receipt of Info

Hello Rick,  
FYI and please include in the Supervisor's package for next Tuesday.  
Thanks.  
Neil

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**From:** Reisinger, Richard [mailto:[rreisinger@pa.gov](mailto:rreisinger@pa.gov)]  
**Sent:** Wednesday, December 07, 2011 9:06 AM  
**To:** [REDACTED]  
**Subject:** RE: Hershey Mill Dam

Mr. DeRiemer,

I did not yet have the time to review the information closely, but wanted to send a quick note to advise that I did receive it. I hope to have a response to you by the end of this week.

**Richard A. Reisinger, P.E.** | Chief, Delaware Watershed Section  
Division of Dam Safety  
Department of Environmental Protection  
Rachel Carson State Office Building  
400 Market Street | Harrisburg, PA 17101  
Phone: 717.772.5957 | Fax: 717.772.0409  
[www.depweb.state.pa.us](http://www.depweb.state.pa.us)