

**AGENDA**  
**EAST GOSHEN TOWNSHIP**  
**BOARD OF SUPERVISORS**  
**Tuesday, December 20, 2011**

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.
7. Public Hearing
8. Police/EMS Report – 3<sup>rd</sup> Tuesday
  - a. Chief Dumond – Monthly Activity Report – Nov. 2011
  - b. Jerry Fokas, Sr. – President Goshen Fire Co. – EMS Report – Nov. 2011
9. Financial Report – 4<sup>th</sup> Tuesday
10. Old Business
  - a. Consider Adopting 2012 General Fund and Other Funds Budgets
11. New Business
  - a. Review Draft Resolution 2012-34
  - b. Review Draft Email Resolution No. 43
12. Any Other Matter
13. Approval of Minutes
  - a. Dec.13, 2011
14. Treasurer’s Report
  - a. Report – Dec. 15, 2011
15. Review Action List
16. Correspondence, Reports of Interest
  - a. Acknowledge Pennsylvania Department of Environmental Protection’s letter approving Marydell Pump Station Elimination and Diversion.
  - b. Acknowledge Petition
17. Meetings & Dates of Importance
 

|               |                         |         |
|---------------|-------------------------|---------|
| 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<br>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.

|   |                                  | MONTHLY ACTIVITY REPORT |                |           |       |
|---|----------------------------------|-------------------------|----------------|-----------|-------|
| MONTHLY ACTIVITY REPORT FOR NOVEMBER 2011 |                                  | WESTTOWN                | EAST<br>GOSHEN | THORNBURY | TOTAL |
| <b>UCR CLASS</b>                          |                                  |                         |                |           |       |
| Part I                                    | ARSONS                           | 0                       | 0              | 0         | 0     |
| Part I                                    | ASSAULTS                         | 1                       | 1              | 0         | 2     |
| Part I                                    | BURGLARY                         | 4                       | 0              | 1         | 5     |
| Part I                                    | MURDER AND MANSLAUGHTER          | 0                       | 0              | 0         | 0     |
| Part I                                    | RAPE                             | 0                       | 0              | 0         | 0     |
| Part I                                    | RETAIL THEFT                     | 0                       | 0              | 1         | 1     |
| Part I                                    | ROBBERY                          | 0                       | 0              | 0         | 0     |
| Part I                                    | THEFTS                           | 12                      | 16             | 5         | 33    |
| Part II                                   | CRIMINAL MISCHIEF                | 6                       | 6              | 0         | 12    |
| Part II                                   | DISORDERLY CONDUCT               | 22                      | 13             | 5         | 40    |
| Part II                                   | D.U.I.                           | 1                       | 2              | 0         | 3     |
| Part II                                   | HARASSMENT                       | 2                       | 6              | 1         | 9     |
| Part II                                   | STOLEN VEHICLES                  | 0                       | 0              | 0         | 0     |
| Part II                                   | RECOVERED STOLEN VEHICLES        | 0                       | 0              | 0         | 0     |
|   | ACCIDENTS                        | 25                      | 22             | 6         | 53    |
|   | FATAL                            | 1                       | 0              | 0         | 1     |
|   | PEDESTRIAN                       | 0                       | 0              | 0         | 0     |
|   | HIT & RUN                        | 0                       | 0              | 2         | 2     |
|   | INJURED PERSONS                  | 4                       | 2              | 1         | 7     |
|   | ALARMS                           | 18                      | 38             | 18        | 74    |
|   | AMBULANCE CALLS                  | 29                      | 76             | 4         | 109   |
|   | Medical Facility Ambulance calls | 18                      | 55             | 0         | 73    |
|   | ANIMAL COMPLAINTS                | 16                      | 13             | 5         | 34    |
|   | ARRESTS AND CITATIONS            | 8                       | 8              | 6         | 22    |
|   | BUSINESS DOOR OPEN               | 0                       | 0              | 0         | 0     |
|   | DISABLED VEHICLES                | 5                       | 7              | 3         | 15    |
|   | FAMILY DISTURBANCES              | 5                       | 3              | 3         | 11    |
|   | FIRE CALLS                       | 8                       | 13             | 3         | 24    |
|   | HUNTING CALLS                    | 1                       | 0              | 1         | 2     |
|   | INCIDENTS                        | 105                     | 88             | 26        | 219   |
|   | KEYS LOCKED                      | 5                       | 3              | 2         | 10    |
|   | MISCELLANEOUS CALLS              | 10                      | 7              | 1         | 18    |



MONTHLY ACTIVITY REPORT FOR NOVEMBER 2011

| CAR # | YEAR/MAKE/MODEL      | UNIT           | USER                       | ENDING MILEAGE | LAST MONTH | TOTAL | DISTRICT COURT DISBURSEMENTS | AMOUNTS    |
|-------|----------------------|----------------|----------------------------|----------------|------------|-------|------------------------------|------------|
| 67-44 | 2008 DODGE CHARGER   | ADMINISTRATION | CHIEF DUMOND               | 69856          | 68428      | 1428  | EAST GOSHEN TWP              | \$2,114.88 |
| 67-30 | 2004 FORD CROWN VIC  | DETECTIVES     | DET. BRETZ                 | 76361          | 75566      | 795   | THORNBURY TWP                | \$5,326.30 |
| 67-55 | 2011 DODGE CHARGERS  | DETECTIVES     | DET. BALCHUNIS             | 9843           | 7515       | 2328  | WESTTOWN TWP                 | \$2,804.21 |
| 67-36 | 2006 FORD EXPEDITION | DETECTIVES     | GORMAN                     | 114089         | 112973     | 1116  |                              |            |
| 67-38 | 2007 FORD CROWN VIC  | DETECTIVES     | DET. LARGE                 | 75183          | 74547      | 636   |                              |            |
| 67-40 | 2007 FORD EXPEDITION | DETECTIVES     | DET. RAGNI                 | 76975          | 76115      | 860   |                              |            |
| 67-54 | 2011 FORD EXPLORER   | DETECTIVES     | DET/SGT. CAHILL            | 23683          | 20612      | 3071  |                              |            |
| 67-11 | 2002 FORD EXPLORER   | DETECTIVES     | UNDERCOVER                 | 87887          | 87887      | 0     |                              |            |
| 67K90 | 1996 JEEP CHEROKEE   | DETECTIVES     | UNDERCOVER                 | 153771         | 153709     | 62    |                              |            |
| 67-32 | 2003 FORD CROWN VIC  | K9             | K-9                        | 81950          | 81100      | 850   |                              |            |
| 67-32 | 2006 FORD CROWN VIC  | TRAFFIC        | 1ST LINE PATROL            | 51873          | 51385      | 488   |                              |            |
| 67-42 | 2008 FORD EXPEDITION | TRAFFIC        | 1ST LINE PATROL            | 59840          | 58564      | 1276  |                              |            |
| 67-53 | 2010 DODGE CHARGER   | TRAFFIC        | 1ST LINE PATROL (UNMARKED) | 14429          | 13622      | 807   |                              |            |
| 67-46 | 2009 DODGE CHARGER   | PATROL         | 1ST LINE PATROL            | not available  | 60806      | n/a   |                              |            |
| 67-47 | 2009 DODGE CHARGER   | PATROL         | 1ST LINE PATROL            | 80754          | 80475      | 279   |                              |            |
| 67-48 | 2009 DODGE CHARGER   | PATROL         | 1ST LINE PATROL            | 66297          | 62310      | 3987  |                              |            |
| 67-49 | 2009 DODGE DURANGO   | PATROL         | 1ST LINE PATROL            | 63860          | 62167      | 1693  |                              |            |
| 67-50 | 2010 DODGE CHARGER   | PATROL         | 1ST LINE PATROL            | 43884          | 42524      | 1360  |                              |            |
| 67-51 | 2010 DODGE CHARGER   | PATROL         | 1ST LINE PATROL            | 49321          | 48068      | 1253  |                              |            |
| 67-52 | 2010 DODGE CHARGER   | PATROL         | 1ST LINE PATROL (UNMARKED) | 43264          | 40552      | 2712  |                              |            |
| 67-56 | 2011 DODGE CHARGER   | PATROL         | 1ST LINE PATROL            | 5070           | 3797       | 1273  |                              |            |
| 67-57 | 2011 DODGE CHARGER   | PATROL         | 1ST LINE PATROL            | 5709           | 3948       | 1761  |                              |            |
| 67-58 | 2011 FORD EXPLORER   | PATROL         | 1ST LINE PATROL            | 4900           | 3226       | 1674  |                              |            |

TOTAL MILES 29709

# Memo

To: Board of Supervisors

From: Rick Smith, Township Manager

Date: December 15, 2011

Re: Review Draft Resolution 2012-34 – Establishing And Consolidating The Various Fees and Charges Imposed Pursuant To The Code Of The Township

Please see Section 8. Returned Checks & ACH Payments.

**EAST GOSHEN TOWNSHIP  
CHESTER COUNTY, PENNSYLVANIA**

**RESOLUTION 2012-34**

**A RESOLUTION ESTABLISHING AND CONSOLIDATING  
THE VARIOUS FEES AND CHARGES IMPOSED  
PURSUANT TO THE CODE OF THE TOWNSHIP**

**WHEREAS**, the Code of East Goshen Township authorizes the Board of Supervisors to establish various fees and charges by resolution, and:

**WHEREAS**, the Board of Supervisors believes that it's in the best interests of the Township to consolidate all of the fees and charges into a single resolution.

**BE IT RESOLVED THAT** the East Goshen Township Board of Supervisors hereby establishes the following fee schedule for 2012.

1. **Building/Zoning Permit Fees**

- a. Residential Dwelling Units - includes all types of residential buildings.
  - i. New Construction - Calculated using the ICC method with a minimum charge of \$200.00.
  - ii. Accessory Buildings - Calculated using the ICC method with a minimum charge of \$200.00.
  - iii. Building Additions - Calculated using the ICC method with a minimum charge of \$200.00.
  - iv. Decks, Patios, Terraces
    - 1. 150 square feet or smaller - \$100.00
    - 2. Greater than 150 square feet - \$150.00
    - 3. Re-decking of surface materials and or replacement of railings or steps - \$50.00
  - v. New and replacement plumbing, HVAC, and sprinkler systems; any other permanent system; re-roofing; and re-siding shall be calculated at 1% of the project cost with a minimum permit fee of \$100.00.
  - vi. Flagpoles - all permit fees shall be waived for the installation of a flagpole on any residential lot.
  - vii. Alarms - New and replacement monitored alarm systems - \$40.00 permit.
  - viii. Zoning Permit – Any project which increases the footprint of a residential structure or adds a structure to the property requires a zoning permit - \$50.00

NOTES:

- All measurements and calculations shall be outside dimensions.
  - The above fee includes the residential building code plan review, all required inspections, Certificate of Occupancy and the Building Energy Act if applicable.
  - The ICC permit fee method and construction costs tables are published in the ICC Building Safety Journal.
  - The Township Permit Fee Multiplier used to calculate the ICC Permit Fee shall be .01.
- b. Non-Residential Buildings - Includes commercial, industrial, and institutional buildings.
- i. New Construction and Additions - Calculated using the ICC method with a minimum charge of \$200.00
  - ii. New plumbing, HVAC, alarm and sprinkler systems shall be calculated @ 1% of the project value with a minimum charge of \$200.00.
  - iii. Replacement plumbing, HVAC, alarm and sprinkler systems; any other permanent systems; re-roofing; and re-siding shall be calculated @ 1% of the project value with a minimum charge of \$200.00.
  - iv. Alterations and fitting out of space - Calculated @ 1% of the project value with a minimum charge of \$200.00.
  - v. Flagpoles - All permit fees shall be waived for the installation of a flagpole on any commercial or industrial lot.
  - vi. Zoning Permit – Any project which increases the footprint of a commercial building structure or adds a structure requires a zoning permit - \$150.00

NOTES:

- The above fee includes the commercial building code plan review, all required inspections, Certificate of Occupancy and the Building Energy Act if applicable.
  - The Township Permit Fee Multiplier used to calculate the ICC Permit Fee shall be .01.
- c. Miscellaneous Categories
- i. Swimming Pools
    - 1. In-Ground - \$225.00
    - 2. Above-Ground - \$75.00
    - 3. Jacuzzi or Hot Tub - \$75.00

- ii. Demolitions
    - 1. Residential - \$50.00
    - 2. Commercial - Shall be calculated at 1% of estimated cost with a minimum of \$100.00.
  - iii. Impervious Surfaces - \$75.00 plus engineering, stormwater management permit and inspection costs; includes new driveways, widening of existing driveways by more than 25%, parking lots, tennis courts, etc. Driveways with new homes excluded.
  - iv. Renovations, alterations, structures, and facilities; including but not limited to porch enclosures, satellite dishes, silos and water towers, antenna towers, wind and solar energy systems, and the completion of unfinished areas shall be calculated at 1% of estimated cost with a minimum permit fee of \$100.00.
    - 1. As per Section 108 of the ICC 2006, if, in the opinion of the building official, the valuation of the permit is under-estimated, the permit will be denied unless detailed estimates can be shown to meet the approval of the building official. The final building valuation will be set by the building official.
  - v. Missed Inspections - \$25.00 per occurrence - All missed inspection fees shall be paid prior to the issuance of the Certificate of Occupancy.
  - vi. No Permit Fee - Any person who commences work on a building, structure, electrical, gas, mechanical, or plumbing system prior to obtaining the necessary permits shall be subject to a \$150.00 fee for residential and \$200.00 for commercial in addition to the applicable building permit and/or zoning permit fee. The Township in its sole discretion may elect to issue a citation for violation of the applicable building code.
  - vii. PA UCC Continuing Education Fee of \$4.00 for every Building Permit Issued.
- d. Zoning Permits. Although a Building Permit is not required for the following structures pursuant to the Uniform Construction Code (Act 45 of 1999), a Zoning Permit is required. The Zoning Permit fee is \$50.00.
- i. The following structures if the structure has a building area less than 500 square feet and is accessory to a single family detached dwelling.
    - 1. Carport
    - 2. Detached Garage
    - 3. Greenhouse
    - 4. Sheds
  - ii. An agricultural building as defined under section 103 of the Uniform Construction Code (Act 45 of 1999).
  - iii. Manufactured or industrialized housing pursuant to section 901 of the Uniform Construction Code (Act 45 of 1999)

## 2. Subdivision and Land Development Fees

- a. Subdivision Review
  - i. 2 lots - \$200.00 per plan
  - ii. 3 or more lots on existing streets - \$250.00 per plan
  - iii. 3 or more lots requiring new streets - \$400.00 per plan
- b. Land Development Review
  - i. Less than 4 Acres - \$200.00 per plan
  - ii. 4 Acres to 24.99 Acres - \$350.00 per plan
  - iii. 25 Acres to 99.99 Acres - \$600.00 per plan
  - iv. 100 Acres or More - \$850.00 per plan
- c. Lot Line and/or Minor Revision Review
  - i. \$150.00 per plan
- d. Additional costs for Subdivision, Land Development and Lot Line and/or Minor Revision Reviews shall be as follows:
  - i. The applicant shall pay the review fees of the professional consultants utilized by the Township during its review of the subdivision or land development application. The applicant shall submit \$2,000.00 to the Township at the time of the submission of the subdivision or land development application. This money shall be placed in an interest bearing account held by the Township and monies shall be disbursed from this account to pay the actual costs of the professional consultants. The Township shall provide the applicant with a breakdown of all monies disbursed from the account. If the account balance goes below \$500.00 the applicant shall deposit additional monies sufficient to bring the account balance back up to \$2,000.00. Upon approval or denial of the land development or subdivision application and payment of the final invoices from the professional consultants the balance of funds in the account plus any interest shall be returned to the applicant.
  - ii. The applicant shall reimburse the Township for the actual cost of all legal, engineering, inspections and materials tests, incurred during construction and up to acceptance, by the Township, of the improvements.
  - iii. The applicants shall pay all Chester County Planning Commission, Chester County Health Department, Department of Environmental Protection, Chester County Soil Conservation District and Penn Dot review fees, and all recording costs.
- e. Inspections
  - i. Township Engineer - prevailing rate
  - ii. Engineer's Inspector - prevailing rate

iii. Township Inspector - prevailing rate

### 3. **Public Hearings**

- a. The applicant shall deposit with the Township \$450.00 to defray the cost of the following:
  - i. One half ( $\frac{1}{2}$ ) the cost of preparation and publication of "Notice of Public Hearing".
  - ii. Posting of the property by the Township Staff.
  - iii. One half ( $\frac{1}{2}$ ) of the appearance fee of the court reporter.
  - iv. Other miscellaneous administrative charges.
  - v. The cost for mailing a hearing notice letter to all property owners within 1,000 feet of the property.
- b. If the monies paid to the Township pursuant to Section a. are insufficient to insure payment of all costs incurred in the disposition of the application the Township shall require additional deposits in increments of one hundred dollars (\$100.00). The failure of the Township to demand additional deposits from time to time shall not relieve the applicant from liability for all costs, charges, fees and expenses in excess of deposits.
- c. Monies paid which are in excess of the actual costs shall be refunded to the applicant within 30 days of receipt of the written decision.
- d. Referring to b and c above; if the total costs exceed the monies paid by less than \$10.00 there will be no additional charge and conversely, there will be no refunds given for amounts under \$10.00
- e. Conditional Use Professional Consultants – The applicant shall pay the review fees of the professional consultants utilized by the Township during its review of the conditional use application. The applicant shall submit \$2,000.00 to the Township at the time of the submission of the application for a conditional use. This money shall be placed in an interest bearing account held by the Township and monies shall be disbursed from this account to pay the actual costs of the professional consultants. The Township shall provide the applicant with a breakdown of all monies disbursed from the account. If the account balance goes below \$500.00 the applicant shall deposit additional monies sufficient to bring the account balance back up to \$2,000.00. Upon approval or denial of the conditional use application and payment of the final invoices from the professional consultants the balance of funds in the account plus any interest shall be returned to the applicant.

4. **Sign Permits**

- a. Less than 32 Square Feet - \$25.00
- b. 32 Square Feet or More - \$75.00

5. **Hearings Before the BOCA Board of Appeals**

- a. There shall be a filing fee of \$100.00.
- b. In addition, the applicant shall deposit with the Township \$400.00 to defray the cost of the following:
  - i. Preparation and mailing of the list and/or labels bearing the names of property owners to be notified.
  - ii. Preparation of the hearing notice and affidavit of certification.
  - iii. Publication of "Notice of Public Hearing".
  - iv. Posting of the property by the Building Inspector.
  - v. One half (½) of the appearance fee of the court reporter.
  - vi. Other miscellaneous administrative charges.
  - vii. The cost for a copy of the transcript if requested by the applicant.
- c. If the monies paid by the applicant pursuant to Section b are insufficient to insure payment of all costs incurred in the disposition of the application, the Township shall require additional deposits in increments of one hundred dollars (\$100.00). The failure of the Township to demand additional deposits from time to time shall not relieve the applicant from liability for all costs, charges, fees and expenses in excess of deposits.
- d. Monies paid which are in excess of the actual costs shall be refunded to the applicant.
- e. Referring to C and D above; if the total costs exceed the monies paid by less than \$10.00 there will be no additional charge and conversely, there will be no refunds given for amounts under \$10.00

6. **Sewer, Refuse and Real Estate Tax Certification**

- a. Per Certification - \$5.00 – Fee must be paid prior to certification being issued.

7. **Collection Procedures**

- a. The Township Manager is authorized to collect any monies due and payable to the Township under this resolution in the manner prescribed by law.
- b. Any costs associated with the collection of these fees shall be the responsibility of the applicant.

**8. Returned Checks & ACH Payments**

- a. Any check or ACH payment received by the Township pursuant to this resolution or any other ordinance shall be deposited in the authorized Township depository (bank).
- b. All checks or ACH payments returned by the Township depository (bank) to the Township, for insufficient funds or any other reason shall have a letter written to the check writer or ACH payee advising that their check or ACH payment has been returned by the bank and that they should re-issue payment immediately.
- c. The check writer or ACH payee's account shall be updated to indicate that a payment was not made.
- d. Any check or ACH payment that is returned to the Township will result in the imposition of a \$15.00 fee in addition to any fees imposed by the Township depository (bank), both of which shall be applied to the appropriate account.

**9. Park Fees**

- a. The following fees will be charged to those groups or individuals who reserve a facility for a specific date and time.

NOTES:

- The use of satellite parks is limited to passive events only.
  - Each day is divided into three time periods:
    - Morning - 7 am to Noon
    - Afternoon - Noon to 5 pm
    - Evening - 5 pm to Dusk
  - The West Chester Area School District is exempt from all fees.
  - Separate checks shall be provided in the event a deposit is required.
  - Deposit checks will be returned after the facility has been inspected and found to be in good condition.
- i. Pavilion (per event):
    - 1. 1 to 100 people - \$100.00 rental fee with \$50.00 refundable deposit
    - 2. Over 100 people - \$200.00 rental fee with \$100.00 refundable deposit
  - ii. Volleyball Courts (cost per court):
    - 1. \$30.00 per time period
  - iii. Satellite Parks (all Township owned open space except for the 55 acre Township Park. Per event):
    - 1. 1 event - \$50.00 with \$25.00 refundable deposit

iv. Baseball, Softball, Soccer Fields and Tennis Courts; excluding T-Ball (cost per field/court):

1. 1 field - \$30.00
2. Tennis Courts for approved Leagues - \$30.00 for 3 courts per time period

v. Tennis Court Keys:

1. Township Residents: - \$30.00 each
2. Non Residents of Township: - \$50.00 each
3. Replacement Key - \$6 each

10. **Copying of Township Records** - the cost for the copying of Township records pursuant to the "Right to Know Law" Act 3 of 2008, as amended, shall be as follows:

- a. Postage - the actual cost of mailing.
- b. Duplication - The fees are based upon the duplication of records maintained and duplicated in black & white on standard 8 ½ by 11 inch paper, 8 ½ x 14 inch paper or 11 x 17 inch paper. All larger records, including but not limited to plans, maps and similar documents are "over-size" records for purposes of the fee schedule.
  - i. Photocopy - \$0.25 per single sided copy
  - ii. Facsimile/Microfiche/Other Media – the Township's cost to duplicate the record original media.
  - iii. Conversion of electronic media only records to paper – if a record is only maintained in electronic media the fee shall be the lesser of: \$ 0.25 per page (8½' x 11'), or the Township's cost to duplicate the record in the electronic media.
  - iv. Over-size Records (paper size is greater than 11" x 17") photo copy - \$4.00 per sheet
  - v. Color documents – color documents that must be sent out for duplication shall be billed at the Township's cost.
- c. Certification of a record – \$5.00 per certification.
- d. Use of own copier – A requester may utilize their own copier provided the device is self-powered, i.e., it may not be plugged into a Township power outlet. Any duplication by the requester must be done with a Township employee present.
- e. Direct access to the Township computer system is prohibited.
- f. No original records may be removed from the Township Building by a requester.

**11. Code Books, Pamphlets and Zoning Maps**

- a. Complete Code Book (includes subscription service for amendments for the balance of the calendar year) - \$110.00.
- b. Code Book Subscription Service - \$25.00 per year
- c. Zoning Pamphlet with Zoning Map - \$13.00
- d. Subdivision Pamphlet - \$7.00

**12. Re-Sale and Re-Occupancy Inspections**

- a. Residential - \$60.00
- b. Non-Residential Building – \$150.00

**13. Contractor Registration**

- a. \$25.00 - per year

**14. Refuse charges pursuant to Section 194-8 of the Township Code**

- a. Single Family Residential \$69.88 per quarter
- b. Multi-family Residential \$69.88 per quarter

**15. Sewer Charges pursuant to Sections 188-3, 188-4 and 188-5 of the Township Code**

Fixed Rate per unit

- a. Single Family Residential \$25.69 per quarter
- b. Multi-Family Residential \$25.69 per quarter
- c. Apartment Residential \$25.69 per quarter
- d. Commercial/Industrial Establishment \$25.69 per quarter
- e. Meter reading surcharge \$ 8.00 per quarter

Variable Rate

- a. Variable Rate \$0.719 per 100 gallons of water
- b. Variable Rate (East Whiteland) \$4.90 per 1,000 gallons of water

Permits/Inspections

- a. Sewer Laterals \$60.00 per lateral
- b. Water Meter/Measuring Device \$60.00 per meter/measuring device

**16. Stormwater Management submissions pursuant to Ordinance 129-M-03**

- a. Regulated activities that meet the criteria for exemptions pursuant to Section 302 of the ordinance shall be charged an application and plan review fee of the Township Engineers prevailing rate for 1 hour.

- b. Regulated activities that do not meet the criteria for exemptions pursuant to Section 302 of the ordinance shall reimburse the Township for the actual cost of all engineering, inspections and materials tests, incurred in the review of the plans and calculations, and in the inspection of the improvements during construction. These costs shall be billed at the Township Engineer's prevailing rate.
- c. Post Construction Maintenance inspections pursuant to Section 704, shall be billed at the Township Engineer's prevailing rate.

**17. Solicitation Fees**

- a. License Fee - (Except for those listed in §169-6) \$10.00
- b. PA State Police Background Check Fee; (all applicants) \$10.00

**18. Wireless Telecommunications Carrier Fees**

- a. Annual Registration Fee – \$25.00 per location.
- b. Penalty for untimely filing of Annual Report - \$100.00 per location.

**19. Effective Date**

The fees outlined in this resolution shall be effective on January 1, 2012.

**RESOLVED AND ADOPTED**, this 20th day of December, 2011.

ATTEST:

**EAST GOSHEN TOWNSHIP  
BOARD OF SUPERVISORS**

\_\_\_\_\_  
Secretary

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# Memo

To: Board of Supervisors

From: Rick Smith, Township Manager

Date: December 16, 2011

Re: Resolution No. 43 – A Resolution Governing E-Mail Communications By And Among Supervisors, Staff And Other Township Authorities, Boards And Commissions And Advisory Groups

Please see Draft Email Resolution.

**EAST GOSHEN TOWNSHIP  
CHESTER COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 10-43**

**A RESOLUTION GOVERNING E-MAIL COMMUNICATIONS BY AND  
AMONG SUPERVISORS, STAFF AND OTHER TOWNSHIP  
AUTHORITIES, BOARDS AND COMMISSIONS AND ADVISORY GROUPS**

**WHEREAS**, the Pennsylvania Sunshine Act, 65 Pa. C.S.A. §701 *et. seq.*, as amended (the “Act”), requires that all Township business be conducted only within the context of a public meeting, excluding those matters which fall within the exceptions to the open meeting requirement under §707, §708 and §712 of the Act; and

**WHEREAS**, today’s communication technology such as e-mail is a valuable tool and allows for the near real-time communication of information to multiple recipients; and

**WHEREAS**, care must be taken that the Board of Supervisors (the “Board”), Township Staff, the members of other Township Authorities, Boards and Commissions (the “ABCs”) and/or any other Advisory Group(s) appointed by the Board (the “Advisory Groups) do not violate the Act by conducting deliberations outside of an open meeting via e-mail; and

**WHEREAS**, e-mails typically occur at random rather than by prearrangement; however, the Board nonetheless believes the Policy stated herein is appropriate in order to comply with the Act; and

**WHEREAS**, the Policy stated herein is not intended to address the dissemination of factual information pertaining to Township business such as meeting dates and times; and

**WHEREAS**, the Right to Know Act, Act 3 of 2008, as amended (the “New Law”) became effective January 1, 2009; and

**WHEREAS**, under the New Law, all Township records, including e-mails, are presumed to be public records and subject to disclosure.

**BE IT RESOLVED THAT** the foregoing recitals are incorporated herein by reference and deemed essential parts hereof.

**BE IT FURTHER RESOLVED THAT** in consideration of the requirements of the Act and the New Law, the Board hereby establishes regulations for the use of e-mail by the members of the Board, Township Staff, the ABCs and/or Advisory Groups in accordance with the following guidelines:

1. Deliberations and official actions among a quorum of the Board, ABCs and/or Advisory Groups shall not take place by means of the exchange of e-mails, whether via personal e-mail accounts or Township e-mail accounts.

- a. For the purpose of this Resolution, “deliberation” shall include the discussion of Township business held for the purpose of making a decision as well as the making of any recommendation or providing an individual position or opinion on Township business.
  - b. For purposes of this Resolution, “official actions” means the establishment of policy; decisions on Township business; and a vote or recommendation on any motion, proposal, rule, regulation, statute, ordinance, report or order.
2. Nothing in this Resolution shall preclude any member of the Board, Township Staff, any ABCs and/or Advisory Groups from communicating by e-mail with one or more members of the Board or any ABCs or any Advisory Groups, including a quorum of the Board or any ABCs or any Advisory Group, for the purpose of disseminating or sharing information pertinent to Township business.
  - a. For the purpose of this Resolution, “information” is defined as a series of factual statements related to meeting schedules and agendas, including supporting background documents and data, to be discussed at a future meeting.
  - b. Background data created for a particular business item should be acknowledged at the next public meeting where the item is discussed.
3. E-mails received from Township residents may be acknowledged at the next regular public meeting after receipt of such e-mails.
4. Township e-mail accounts shall be used strictly for Township business. Township e-mail accounts shall not be used for viewing, accessing or transmitting any material that a reasonable individual may find personally offensive or inappropriate, including sexually suggestive materials.
  - a. All information sent and/or received via the Township e-mail accounts and the Township server is and shall be the property of the Township. The contents of all such e-mail accounts shall be considered public records unless it can be shown that the e-mail content falls under one of the exclusions of the New Law.
  - b. Township e-mail accounts shall not be used to communicate material such as, but not limited to, deliberations, decisions, official actions, opinions, and legal advice from the Township Solicitor without prior approval from the Township Solicitor or the Board.
  - c. The Township reserves the right to search and audit all work-provided electronic equipment of Township employees. The Township may monitor e-mail activity with or without notice, and no employee has an expectation of privacy with regard to Township e-mail accounts and electronic equipment.

5. All emails sent and received from Township owned computers and through Township webmail/Outlook accounts will be archived in a Township sponsored email archival system. Emails will be archived in accordance with the schedule established by the Pennsylvania Historical and Museum Commission.

~~6.6.~~—Members of the Board of Supervisors and ~~the~~ Chairman of all the Township ABC's, ~~and Auditors, and the Chairman of any approved Township Advisory Group~~ shall be issued a Township email account that is connected to the Township archival system and they will utilize either webmail or Outlook software for all emails related to Township business. The email accounts for the Chairman of the Township ABC's shall be set up to forward all incoming emails to the Chairman's personal email account and to a Township webmail account so that it can be archived. This will eliminate the need for the Township ABC chairmen to monitor their respective Township e-mail account; oOn a regular basis and ensure that emails are responded to promptly.

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~~7.~~ All emails originated by ~~a~~ ABC Chairmen must be sent from Township e-mail accounts. However, that the ABC Chairmean may utilize their personal email provided they "cc" the staff liaison on any e-mail. This will ~~Auditor, or Advisory Group members must include the chairman on distribution to ensure the email is included in the Township archival system.~~

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~~8.~~ Emails received via personal email accounts that are Township related shall be forwarded to the Township archival system by either forwarding it to the staff liaison, if not response is required, or by "cc"ing the staff liaison on the response to your Township email account or forwarding to the Chairman of your group. The procedures in this paragraph shall become effective on January ~~4~~, 2012.

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**RESOLVED AND ADOPTED**, this 23<sup>rd</sup> day of ~~January 2012, November, 2010.~~

ATTEST:

**EAST GOSHEN TOWNSHIP  
BOARD OF SUPERVISORS**

Secretary

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

## Memo

Date: ~~November 9, 2011~~  
November 17, 2011  
From: Rick Smith, Township Manager  
To: Board of Supervisors  
Re: ABC Chairman Email Accounts

We tested the ABC Chairman email accounts and they are active and functioning. However, the majority consensus among the ABC Chairmen is that these accounts are not being used. The suggestion was made to do away with email accounts for the chairpersons and have all ABC email come to the administration email address ([egtadmin@eastgoshen.org](mailto:egtadmin@eastgoshen.org)). Email could then be forwarded, if necessary, to the pertinent chairperson for handling.

Following up on the discussion at the meeting on November 15, Bee.net can set up the ABC Chair e-mail accounts so that the e-mails would be forwarded to the ABC Chair's personal e-mail account and have the system send an copy to the web mail which would then be archived.

This would ensure that an ABC would know about any e-mails that are sent to them in their official capacity and eliminate the need for them to check their web mail account.

However, if they responded to the resident using their personal e-mail, the response would not be archived. We could solve this problem by requiring that the ABC Chair should "cc" the staff liaison on any response.

We could also require that the ABC Chair and ABC members "cc" the staff liaison on any e-mails they send concerning Township business.

-If you agree I will revise the e-mail resolution to address this issue.

*ok per Rick  
11/22/11*

**EAST GOSHEN TOWNSHIP  
ACTION LIST**

| New additions are in <b>bold</b> |  | 20-Dec-11       |
|----------------------------------|--|-----------------|
| #                                | Item                                       | Action Due Date |
| 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       |
| ADM 11-22                        | IT Committee Implementation                | 24-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        |



# pennsylvania

DEPARTMENT OF ENVIRONMENTAL PROTECTION

SOUTHEAST REGIONAL OFFICE

DEC 07 2011

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

DEC 9 2011

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

Re: Minor Act 537 Update Revision  
Marydell Pump Station Elimination and Diversion  
Status: ISSUED  
APS ID 766310, AUTH ID 904579  
East Goshen Township  
Chester County

Dear Mr. Smith:

We have completed our review of your municipality's updated Official Sewage Facilities Plan (Plan) titled "Marydell Pump Station Elimination and Diversion," as prepared by Pennoni Associates, Inc., dated April 2011, and updated October 2011. The review was conducted in accordance with the provisions of the Pennsylvania Sewage Facilities Act.

Approval of the Plan is hereby granted.

The Plan provides for the elimination of the Marydell Pump Station, which is located on Paoli Pike, approximately 280 feet southwest of the intersection of Paoli Pike and Boot Road, and which is currently tributary to the West Goshen Sewer Authority's Chester Creek Wastewater Treatment Facility. An 8-inch, gravity sewer line will be extended from the site of the existing pump station to the existing sewer line near the intersection of Saratoga Drive and Paoli Pike. As a result of the elimination of the Marydell Pump Station and the construction of the new sewer extension, sewage will be diverted from the Chester Creek Wastewater Treatment Facility to East Goshen Municipal Authority's Ridley Creek Wastewater Treatment Facility.

Any person aggrieved by this action may appeal, pursuant to Section 4 of the Environmental Hearing Board Act, 35 P.S. Section 7514, and the Administrative Agency Law, 2 Pa.C.S. Chapter 5A, to the Environmental Hearing Board, Second Floor, Rachel Carson State Office Building, 400 Market Street, P.O. Box 8457, Harrisburg, PA 17105-8457, 717.787.3483. TDD users may contact the Board through the Pennsylvania Relay Service, 800.654.5984. Appeals must be filed with the Environmental Hearing Board within 30 days of receipt of written notice of this action unless the appropriate statute provides a different time period. Copies of the appeal form and the Board's rules of practice and procedure may be obtained from the Board. The appeal form and the Board's rules of practice and procedure are also available in braille or on

DEC 07 2011

audiotape from the Secretary to the Board at 717.787.3483. This paragraph does not, in and of itself, create any right of appeal beyond that permitted by applicable statutes and decisional law.

IF YOU WANT TO CHALLENGE THIS ACTION, YOUR APPEAL MUST REACH THE BOARD WITHIN 30 DAYS. YOU DO NOT NEED A LAWYER TO FILE AN APPEAL WITH THE BOARD.

IMPORTANT LEGAL RIGHTS ARE AT STAKE, HOWEVER, SO YOU SHOULD SHOW THIS DOCUMENT TO A LAWYER AT ONCE. IF YOU CANNOT AFFORD A LAWYER, YOU MAY QUALIFY FOR FREE PRO BONO REPRESENTATION. CALL THE SECRETARY TO THE BOARD (717.787.3483) FOR MORE INFORMATION.

If you have any questions, please contact Ms. Kelly A. Sweeney of this office.

Sincerely,



Jenifer Fields, P.E.  
Regional Manager  
Water Management

cc: Chester County Planning Commission  
Chester County Health Department  
Pennoni Associates, Inc.  
West Goshen Township  
West Goshen Sewer Authority  
East Goshen Municipal Authority  
Ms. Sweeney  
Ms. Moore  
Ms. Vollero – RCSOB, 11th Floor, Sewage Facilities  
Planning Section  
Re 30 (dh11wq)335-1

## PETITION

From: East Goshen Township Residents, Chester County, PA

To: East Goshen Township Board of Supervisors

Subject: East Goshen Park Lease to the YMCA

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Please be it known that:

1. I am not in favor of leasing East Goshen Park to the YMCA.
2. I am not in favor of giving the YMCA primary authority to permit, schedule, promote, establish fees and fee collection at all East Goshen Park athletic fields.
3. I am not in favor of giving the YMCA preferred scheduling access to East Goshen Park sports fields.
4. I am not in favor of giving the YMCA preferred scheduling access to East Goshen Park Veterans Pavilion, basketball courts, mini-fields, playgrounds, or restroom facilities.
5. I am not in favor of allowing the YMCA to place an office trailer, a storage trailer, or a generator at East Goshen Park.
6. I am not in favor of allowing the YMCA to park a bus at East Goshen Park.
7. I am not in favor of allowing the YMCA to shuttle people from the YMCA to East Goshen Park in buses.

Signed:

Robert Lorenz

Donald A. Lorenz  
-East Goshen Township Resident

Address: 1715 Hibbard Lane, W. Chester, 19380

RETURN to: eastgoshenpark@gmail.com

# *MEMO*

RECEIVED AFTER  
AGENDA  
WAS PRINTED

To: Board of Supervisors  
From: Deb Beury  
Re: Request for authorization to add National Bank of Malvern as a depository  
Date: December 15, 2011

The National Bank of Malvern is offering a .90 rate for an 18 month term for a certificate of deposit.

I did inquire as to whether they could collateralize Township funds and they are unable to do so at this time.

My recommendation is to deposit \$250,000 from the General Fund which is up to the FDIC limit for the 18 month term to earn the .90 rate.

The National Bank of Malvern was organized in 1884 and has an overall bank rating of 4 out of 5 possible stars according to bankrate.com.

Adding this bank as a depository allows for more diversification as well.