

**AGENDA**  
**EAST GOSHEN TOWNSHIP**  
**BOARD OF SUPERVISORS**  
**RE-ORGANIZATION & FORMAL MEETING**  
**JANUARY 3, 2012**  
**7:00 PM**

1. Call to Order
2. Pledge of Allegiance
3. Moment of Silence – Supervisor Carmen Battavio

District Justice Chet Darlington will be present to swear in Supervisor elects, Senya D. Isayeff and Charles W. Proctor III

4. Ask if anyone will be recording the meeting
5. Public comment – Hearing of Residents (Optional)
6. Re-Organization Actions
  - A. Elect Chairman (Resolution 2012-1)
  - B. Elect Vice Chairman (Resolution 2012-2)
  - C. Appoint Police Commissioner (Resolution 2012-3)
  - D. Appoint Township Officials (Resolution 2012-4)
    1. Township Manager/Secretary – Louis F. (Rick) Smith, Jr.
    2. Director of Finance/Treasurer - Deborah Beury
    3. Director of Public Works – Mark Miller
    4. Zoning Officer – Mark Gordon
    5. Assistant Zoning Officer – Louis F. (Rick) Smith, Jr.
    6. Building Inspectors – Taylor H (Mike) Merwin & Gary Althouse
    7. Fire Marshal – Mark Miller
    8. Assistant Fire Marshals – Taylor H (Mike) Merwin & Gary Althouse
    9. Solicitor – Buckley, Brion, McGuire, Morris & Sommer
    10. Engineer – Yerkes Associates
    11. Back-Up Engineer - Chester Valley Engineers
    12. Emergency Management Coordinator – William Keslick
    13. Assistant Emergency Management Coordinator – Mark Miller
  - E. Re-Appoint Township Employees (Resolution 2012-5)
  - F. Appoint Township Depositories for Township Funds (Resolution 2012-6)
    1. Beneficial Bank

2. Citizens Bank
3. DNB First
4. National Bank of Malvern
5. National Penn Bank
6. 1N Bank
7. Penn Liberty Bank
8. PLGIT-PA Local Government Trust and Plus
9. Sovereign Bank
10. TD Bank North
11. Wachovia Bank
12. Meridian Bank

Authorize Director of Finance/Treasurer to make investments at banks paying the best rate of interest and with the best terms.

G. Certify Delegates to the PSATS Convention (Resolution 2012-7)

1. Five Supervisors, Manager and Director of Finance/Treasurer will be affirmed as delegates.
2. Voting Delegate: Rick Smith
3. Alternate Voting Delegate: Deb Beury

H. Confirm 2012 Holiday Schedule (Resolution 2012-8)

I. Confirm 2012 Meeting Schedule (Resolution 2012-9)

Announce that under the new meeting schedule the Board of Supervisors will meet on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday and only meet as needed on the 2<sup>nd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Tuesday.

J. Confirm that Keystone Collection Agency is the Earned Income and Local Services Tax Collector for the Township (Resolution 2012-10)

K. Consider Maillie Falconiero & Company as independent auditors for the Township (Resolution 2012-11)

L. Establish the 2012 Fee Schedule (Resolution 2012-34)

M. Authorize participation in the Municipal Risk Management Workers' Compensation Pooled Trust (Resolution 2012-65)

N. Announce the continuance of all other applicable resolutions that were adopted previously.

7. Chairman's Report

A. Announce that the Township has not received the information from Liberty Towers so this matter will be tabled until next meeting.

B. Announce that the Board met in executive session on December 20, 2011 and prior to tonight's meeting to discuss a personnel matter.

C. Announce the Annual Planning Session will be held on Saturday, January 7, 2012 at 8:00 AM.

C. Announce the following resignations from the Park & Rec Board:

Robert Huebner  
Heidi Lynn Karpa  
Phyllis Marron  
Erich Meyer  
Ann Marie Fletcher-Moore  
Ruth Scadding

8. Public Hearings – None

9. Police Chief's Report – None

10. Old Business

A. Review draft RFP for Job Description and Compensation Analysis

11. New Business

A. ABC Appointments

B. Community Development Commission Appointments.

C. Consider recommendation for Bituminous Concrete, Stone, Fuel, Soda Ash, Printing and Signs & Posts bids

D. Consider recommendation for Rental Equipment with Operators

E. Consider recommendation for Rental Equipment without Operators

F. Consider request to use Enterprise Dr. for Twilight Criterium

12. Any Other Matter

13. Approval of Minutes

A. December 20, 2011

14. Treasurers Report  
A. December 29, 2011

15. Review Action List

16. Correspondence, Reports of Interest  
A. Letter from Office of Consumer Advocate regarding AQUA Pennsylvania rate increase

17. Meetings & Dates of Importance

January 3, 2012	Board of Supervisors Reorganization & Formal Meeting 7:00 PM
January 4, 2012	Pension Committee 1:00 PM
January 4, 2012	Planning Commission 7:00 PM
January 5, 2012	Park & Recreation 7:00 PM
January 7, 2012	Annual Planning Session 8:00 AM
January 9, 2012	Municipal Authority 7:00 PM
January 10, 2012	Board of Supervisors (as needed)
January 11, 2012	Conservancy Board 7:00 PM
January 11, 2012	Community Development Commission 7:00 PM
January 12, 2012	Historical Commission 7:00 PM
January 16, 2012	Martin Luther King, Jr. Day Office Closed
January 17, 2011	Board of Supervisors 7:00 PM

Spring 2012 Newsletter:

February 1, 2012	Article Due Date
April 2, 2012	Website Posting Date

7. Public Comment – Hearing of Residents

8. 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.

Please visit the Township website, at [www.eastgoshen.org](http://www.eastgoshen.org) to sign up for “Constant Contact”, an email service which provides timely updates on current information regarding Upcoming Events, Meeting Dates, and important Public Notices; just to name a few. To sign up, just visit the bottom left hand side of the home page and submit your email address and you will be prompted to select the type of information you want to receive. This is a free service that acts as an up to date “electronic newsletter” keeping you informed of what is happening in your community. Your privacy is very

important to us, be assured East Goshen Township will not disclose your email address to anyone for any purpose.

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# ***MEMO***

To: Board of Supervisors  
From: Deb Beury  
Re: Auditor quotes  
Date: December 30, 2011

I have received the following auditing fee quotes for the fiscal year 2011:

Barbacane, Thornton & Co.	\$23,000
Maillie, Falconiero & Co.	\$22,500

While Barbacane, Thornton & Co. is used by several of our peer Townships, I find Maillie, Falconiero & Co. to be very thorough in reviewing our records in detail as well as conducting individual interviews of each Finance department staff member to rule out fraud. In addition, a confidential questionnaire is sent to two department heads as well as two Board members seeking their opinion of any suspected fraud. Their stay is typically two full weeks.

Westtown Township still uses Mingis, Gutowski & Co. which charges \$13,500 but there is a minimum amount of time spent onsite. Much of their work is done remotely and their audit is not as comprehensive as the one conducted by Maillie, Falconiero & Co.

Recommendation:

Appoint Maillie, Falconiero & Company to audit the Township's records for fiscal year 2011.

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**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)

RESOLUTION

2012 - 34

Date: December 28, 2011  
To: Board of Supervisors  
From: Rick Smith, Township Manager  
Re: Fee Schedule

Attached is the 2012 Fee Schedule. The only changes are in Section 8, which has been revised to include declined ACH payments

During the Board's review of the 2012 Fee Schedule on December 20 I was directed to include building overhead into the fee charged for processing a returned check or declined ACH payments (Section 8).

The process requires actions by two Township employees.

The direct wages (at the fully loaded recharge rate) is \$15.96

The building overhead charge for the sewer & refuse programs is \$108,514

The total wages for the sewer & refuse programs is \$357,809

Accordingly we need to add \$0.30 to each wage dollar to cover the overhead. I would add the overhead include postage and stationary.

Therefore

Labor	\$15.96
Overhead	<u>\$ 4.79</u>
Total	\$20.75

I would recommend that we impose a fee of \$20.00 plus any bank charges.

**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 (½) the cost of preparation and publication of "Notice of Public Hearing".
  - ii. Posting of the property by the Township Staff.
  - iii. One half (½) 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 \$20.00 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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\_\_\_\_\_  
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# 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: 12/30/2011

To: Board of Supervisors

From: Mark Gordon, Township Zoning Officer *mlb*

Re: Liberty Towers / Final Lease Agreement and Plans

Dear Board Members:

The Township has not received the final lease agreement or plans for the proposed Liberty Towers wireless communications facility therefore this matter is not on the Board of Supervisors agenda for the January 3, 2012 meeting.

**Request For Proposals**

**For**

**Job Classification and Compensation Study and Analysis**

Request Release Date: January 5, 2012

Due Date: January 31, 2012

**I. Purpose of Request**

The Township of East Goshen is seeking proposals from qualified consultants to conduct a comprehensive job classification and compensation study and analysis for Township employees.

The Township currently has 18 full time employees and 1 part time employee. The positions are currently designated into 17 different job classifications, which are ranked and a salary range for each position has been established. The compensation for each position is based on the job ranking and the relationship to selected benchmark positions at comparable municipalities.

The purpose of this study and analysis is to update as necessary all aspects of the current job classification and compensation plan in order to ensure that it is fair and competitive in the marketplace. The goal is to assure internal equity and external competitiveness in a fiscally responsible manner.

Options for other job classification and/or compensation plans may also be considered.

**II. Scope of Services**

The consultant shall perform or provide the following tasks:

**Phase 1** - The consultant will review the current job descriptions, job ranking plan, salary ranges, compensation plan and performance evaluation plan and make recommendations as follows.

Job Descriptions

The consultant shall review the current job descriptions, evaluate all positions and create, modify and/or update job descriptions where necessary. The intention being that each job description accurately reflects the duties, skills, physical requirements, education requirements, etc. of a specific position.

Job Ranking Plan

The intention is to have a job ranking plan under which all existing job descriptions and any new job descriptions can be ranked objectively. The consultant shall review the job ranking plan and modify and/or update where necessary.

1 Salary Ranges

2 The consultant shall review the current salary range for each position. The  
3 consultant shall evaluate the present salary ranges as compared to the specific job  
4 market for comparable positions in the private and public sectors. There shall be a  
5 relationship between the job ranking plan and the salary ranges so that if a new job  
6 description is created, the salary range for the position can be established when the  
7 job is ranked. The consultant shall modify and/or update the salary range for each  
8 position where necessary.

9  
10 Compensation Plan

11 The consultant shall review the current compensation plan. The consultant shall  
12 conduct a comprehensive compensation survey of the regional labor market that  
13 includes comparable positions in the public and private sector. The data used should  
14 be based on the wages in effect for the 2012 calendar year. The method in which to  
15 perform this analysis is to be determined by the consultant. The consultant shall  
16 make recommendations to the compensation plan where necessary.

17  
18 Employee Performance Evaluation and Recognition

19 The consultant shall review the current employee performance evaluation and  
20 recognition plan. The consultant shall provide the Township with recommendations  
21 to modify and/or update the performance evaluation plan.

22  
23 **Phase 2 (at the Township's Option)** – The Board of Supervisors, in their sole  
24 discretion shall determine whether or not to proceed with the tasks in Phase 2.

25  
26 Implementation

27 Should the Township elect to implement one or more of the changes recommended  
28 by the consultant in Phase 1, the Township may elect to retain the services of the  
29 consultant to assist with implementation of the recommendations, and to conduct  
30 training meetings with selected Township staff and orientation meetings with the  
31 Township employees.

32  
33 The consultant's responsibilities will include, without limitation: (1) conducting of  
34 onsite training sessions with selected employees regarding the implementation and  
35 management of the selected recommendations; and (2) preparation for, and the  
36 conducting of, three employee roll-out meetings on separate days within the same  
37 week.

38  
39 **III. Expected Deliverables**

40 As a result of the analysis as identified in the above Scope of Services, the consultant  
41 is expected to present the following:

42  
43 Phase 1

44 A written report outlining the findings related to the tasks listed in the Scope of  
45 Services. The report shall include the consultant's recommendations with

1 supporting information in sufficient detail to evidence the basis for the final  
2 recommendation.

3  
4 The consultant shall provide a listing of the potential benefits and drawbacks  
5 related to each recommendation, an explanation of the impact of the  
6 recommendations in a non union environment, and an explanation as to why the  
7 consultant has made such recommendation.

8  
9 An operation manual suitable for inclusion in the Township Personnel Policy that  
10 provides the necessary documentation and other materials so the Township staff  
11 will be able to maintain the updated job classification and compensation plan  
12 independently of the consultant following implementation.

13  
14 An outline of proposed implementation action steps, with recommended timing  
15 necessary to implement the recommendations. The action steps should be in  
16 sufficient detail as necessary to adopt the consultant's recommendations without  
17 requiring ongoing support from the consultant during implementation.

18  
19 One copy of the draft and final reports should be provided in a three-ring binder. An  
20 additional copy of each report shall be provided electronically in a portable  
21 document format (PDF).

22  
23 The consultant shall attend at least one meeting with the Board of Supervisors to  
24 review the draft report.

25  
26 The report will not be considered finalized until formally accepted by the Board of  
27 Supervisors.

28  
29 The consultant shall attend present the final report at a Board of Supervisors  
30 meeting.

31  
32 Phase 2

33 Training materials as needed for the training sessions.

34  
35 Orientation materials as need for the employee roll-out meetings.

36  
37 **IV. Qualifications**

38 The Township is seeking experienced consultants to provide the services detailed in  
39 this RFP. Therefore, at minimum, respondents should possess and detail experience  
40 in the following areas to be considered qualified for the Project:

- 41  
42
- 43 • Experience and expertise in analyzing municipal compensation and job  
44 classification plans, and identification of best practices.
  - 45 • Knowledge of Federal and Pennsylvania laws and regulations governing  
compensation of municipal employees.

- 1 • Experience in analyzing, making and implementing recommendations in  
2 municipalities whose operations are not influenced by employee collective  
3 bargaining agreements.
- 4 • Demonstrated experience redesigning compensation and/or classification  
5 plans in a municipal setting, preferably within Pennsylvania.
- 6 • Experience conducting employee meetings or human resources staff training  
7 for the purpose of transitioning a municipality to a new or revised job  
8 classification and compensation plan is strongly preferred, but not required.  
9

10 **V. Township Resources**

11 The Township will provide copies of all job descriptions, the job ranking plan, salary  
12 ranges, compensation plan, performance evaluation plan and other available in-  
13 house information that the successful consultant may require to complete the study.  
14

15 **VI. Materials to Submit**

16 Interested firms must submit one copy (unbound) of their proposal to the Township  
17 Manager at East Goshen Township, 1580 Paoli Pike, West Chester, PA 19380, no  
18 later than 4:00 p.m., on January 31, 2012  
19

20 Interested parties are solely responsible for ensuring that proposals are delivered  
21 on time. Proposals received after the due date and time will be returned unopened.  
22 The total number of pages in the submittal shall not exceed ten (10) pages. Economy  
23 of preparation and brevity are encouraged.  
24

25 **VII. Cost of Proposal**

26 This request for proposal does not, under any circumstance, commit the Township  
27 to pay any costs incurred by any proposer in the submission of qualifications. The  
28 proposer is responsible for all costs associated with response to this request.  
29

30 **VIII. Proposal Disposition**

31 All materials submitted in response to this request for information shall become the  
32 property of the Township upon delivery.  
33

34 **IX. Proposal Content**

35 The total number of pages in the proposal shall not exceed 10 pages.  
36

- 37 1. Introduction – On the cover sheet for the proposal, provide the official name,  
38 address, phone number, fax number of the organization or firm, the name of the  
39 principal contact person, and their e-mail address.  
40
- 41 2. Experience and Qualifications –
  - 42 • A brief description of the organization or firm
  - 43 • A brief description of the experiences and qualifications of the proposed staff  
44 member(s) who will be performing the services

- 1 • A list of municipalities for which the consultant has conducted
- 2 comprehensive classification and compensation studies (within the past five
- 3 years)
- 4 • A list of three recent client references, including name, address, telephone
- 5 and fax numbers, and email address.

6

7 2. Approach/Methods Used to Perform the Project – Detailed description of the

8 methods by which the tasks set forth in the Scope of Services will be performed. The

9 description shall include the following items:

- 10 • Proposer’s understanding of the services to be provided
- 11 • Methodology to be used for tasks in Phase 1
- 12 • Estimated time each Phase of the project will take.

13

14 3. Costs – A complete breakdown of all costs to perform the specific tasks outlined in

15 the proposal (both Phase 1 and 2), including the maximized total cost. In addition,

16 an hourly rate shall be provided in the event that additional training and/or

17 consultation is required at the conclusion of Phases 1 and 2.

18

19 **X. Evaluation Criteria**

20 The following will be considered in the selection of a consultant:

- 21 • Relevant experience in similar-sized entities
- 22 • Qualifications
- 23 • Understanding of Township-related issues and employee relations
- 24 • Team compatibility, including the ability to work with Township staff based
- 25 on references and other supporting information
- 26 • Unique resources the firm may bring regarding innovative techniques
- 27 • The professional reputation of the firm

28

29 The Township reserves the right to reject any or all proposals at any time with no

30 penalty and to waive immaterial defects and minor irregularities in proposals. The

31 evaluation and recommendation of proposals will be done by the Township

32 Manager and the Board of Supervisors will be responsible for the final selection.

33

34 **XI. Term**

35 The duration of this consultant agreement has not yet been determined. The

36 Township retains the right to extend the agreement upon mutual consideration of

37 both parties for an additional two (2) year period in one (1) year increments.

38

39 **XII. Discrimination**

40 The Township does not discriminate on the basis of race, creed, color, ethnicity,

41 national origin, sex, age or marital status.

11c

**BOARD OF SUPERVISORS**  
EAST GOSHEN TOWNSHIP  
CHESTER COUNTY  
1580 PAOLI PIKE, WEST CHESTER, PA 19380-6199

December 21, 2011

To: Board of Supervisors  
From: Mark Miller  
Re: Group Bids 2012

We have solicited bids for all groups but group #6. On December 5, 2011 at 10:00am all group bids but #6 were opened.

The results are as follows:

<b>Group 1 - Bituminous Concrete:</b>	<b>F.O.B Total</b>	<b>Delivered Total</b>
Allen Myers	\$221,975.00	\$244,009.00
Glasgow Inc.	\$235,750.00	\$261,900.00
Highway Materials	\$237,150.00	\$262,450.00

We recommend that Allen Myers be awarded the bid for Bituminous Concrete.

<b>Group 2 - Stone:</b>	<b>F.O.B Total</b>	<b>Delivered Total</b>
Glasgow	\$25,025.00	\$34,685.00
Martin Limestone	\$17,320.50	\$34,762.50
Independence Construction	\$24,062.50	\$35,848.50
Hanson Aggregates PA LLC	\$26,877.50	\$37,407.50

We recommend that Glasgow be awarded the bid for Stone.

<b>Group 3 - Fuel</b>	<b>93 Octane Gas</b>	<b>Diesel Fuel</b>
Reilly & Sons, Inc.	\$6,128.80	\$25,445.60
Superior Plus Energy	\$6,234.60	\$26,723.20

We recommend that Reilly & Sons, Inc. be awarded the bid for fuel.

BOARD OF SUPERVISORS  
EAST GOSHEN TOWNSHIP

**Group 4 – Soda Ash**

	<b>Soda Ash</b>	<b>Alum.</b>	<b>Magnesium</b>
Univar USA INC.	\$7,872.00	\$17,416.00	\$16,920.00
George Coyne Chemical	\$8,620.80	\$25,480.00	No Bid

We recommend that **Univar USA Inc.** be awarded the bid for soda ash and Alum.

**Group 5 – Rental Equip. w/Operators**

**Total Price**

S.A. Macanga, Inc.	(letter Attached)	\$95,660.00
--------------------	-------------------	-------------

We recommend that **S.A. Macanga, Inc.** be awarded the bid for rental equipment with operators.

**Group 6 – Rental Equip. without Operators**

-Opened December 12, 2011

**Group 7 – Printing**

	<b>Total Price</b>
Graphic Impressions of America Inc.	\$1,071.00
Graphi Color Corp.	\$2,475.00
Rite Envelope and Graphics Inc.	\$4,047.51

We recommend that **Graphic Impressions of America Inc.** be awarded the bid for printing.

**Group 8 – Posts and Signs**

	<b>Total</b>
Vulcan Signs	\$7,502.50
Custom Products Corp.	\$9,260.65

We recommend that **Vulcan Signs** be awarded the bid for posts and signs.

# 2012 East Goshen Township Group Bid Results

Group 1 Bituminous Concrete		F.O.B. Total	Delivered Total	
Allen Myers		\$221,975.00	\$244,009.00	
Glasgow Inc.		\$235,750.00	\$261,900.00	
Highway Materials		\$237,150.00	\$262,450.00	
<b>Group 2 Stone</b>		<b>F.O.B Total</b>	<b>Delivered Total</b>	
Glasgow		\$25,025.00	\$34,685.00	
Martin Limestone		\$17,320.50	\$34,762.50	
Independence Construction		\$24,062.50	\$35,848.50	
Hanson Aggregates PA LLC		\$26,877.50	\$37,407.50	
<b>Group 3 Fuel</b>		<b>93 Octane Gas</b>	<b>Diesel Fuel</b>	
Reilly & Sons Inc.		\$6,128.80	\$25,445.60	
Superior Plus Energy Services, Inc.		\$6,234.60	\$26,723.20	
<b>Group 4 Soda Ash</b>		<b>Price Per lb &amp; Total</b>	<b>Delivered Total</b>	
Univar USA Inc.	soda ash	aluminum Sulfate	Magnesium	Magnesium
George S. Coyne Chemical Co. Inc.	0.328 lb.	1.244 gallon	\$4.23 gallon	\$17,416.00
	0.3592 lb	1.82 gallon	no bid	\$25,480.00
<b>Group 5 Rental Equip. With Operators</b>		<b>Total</b>		No Bid
S.A. Macanga, Inc.		\$95,660.00		
<b>Group 6 Rental Equipment Without Operators</b>			<b>Daily Price</b>	<b>Weekly</b>
				<b>Monthly</b>



# BOARD OF SUPERVISORS

EAST GOSHEN TOWNSHIP

CHESTER COUNTY  
1580 PAOLI PIKE, WEST CHESTER, PA 19380-6199

December 21, 2011

To: Board of Supervisors  
From: Mark Miller  
RE: Bid Opening for Rental Equipment with Operators

Bids were opened on December 5, 2011 at 10:00 am, Macanga was the bidder, they reduced their rates for 2012. I recommend the contract be awarded to Macanga in the amount of \$95,660.00.  
FYI, we sent out 14 bid requests and only received one back for the bid opening.

11E

**BOARD OF SUPERVISORS**  
EAST GOSHEN TOWNSHIP  
CHESTER COUNTY  
1580 PAOLI PIKE, WEST CHESTER, PA 19380-6199

December 21, 2011

To: Board of Supervisors  
From: Mark Miller  
RE: Bid Opening for Rental Equipment without Operators

Bids were opened on December 12, 2011 at 10:00 am for rental equipment without operators. Ransome Rents was the low bidder in the amount of:

Track Loader	\$4,000 – monthly
Hydr. Excavator	\$5,350 – monthly
Dozer 80 HP	\$2,900 – monthly
Rubber Tire Loader	\$3,150 – monthly

FYI, they reduced their rates by 20% compared to last year.

I would recommend awarding the contract to Ransome Rents.



## Rick Smith

---

**From:** Senya D. Isayeff  
**Sent:** Friday, December 23, 2011 1:01 PM  
**To:** Mark Yoder  
**Cc:** rsmith@eastgoshen.org  
**Subject:** RE: Iron Hill Twilight Criterium

Mark,

Good afternoon!

Thank you for the information. Mr. Rick Smith, our Township Manager who is included in this email, will review your request with the Staff and contact the property owners and/or tenants on Enterprise Drive at Goshen Corporate Park for their input on any impact this may have on their respective operations and get back to you soon.

Being familiar with the successful Iron Hill Twilight Criterium, I am confident that the idea of holding the pre-race heats on Enterprise Drive would be received well as long as the proposed schedule does not adversely affect the various companies who conduct their business at the Park.

Thank you again for the information and please extend my best wishes for a Merry Christmas and a Happy, Healthy and Successful New Year to all our friends at CCGWC!

Senya

---

**From:** Mark Yoder  
**Sent:** Friday, December 23, 2011 12:23 PM  
**To:** Senya D. Isayeff  
**Subject:** Iron Hill Twilight Criterium

Senya,

I wanted to follow up with you regarding our discussion about the Amateur race for the Iron Hill Twilight.

We are looking to hold pre-race heats that will allow a greater number of riders the opportunity to race in the Amateur race that evening. We will open this race up to Juniors, Category 3,4, and 5 racers and Master level racers (additional categories/levels may be added by race producer) who will race the morning of the Criterium (Saturday July 7) in order to qualify for that evening's race. We will need a location for up to 4 hours most likely from 7-11am and have looked at the Enterprise Dr location as one of our options.

We still need to meet with the race producer to finalize the location but would love to have your support in order to see if this location is viable.

Please let me know if you have any questions.

Thanks,

Mark

Mark J. Yoder, Executive Vice President  
Chamber of Commerce of Greater West Chester  
119 N. High St., West Chester, PA 19380  
610-696-4046  
[CHECK US OUT](#)

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**EAST GOSHEN TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
1580 PAOLI PIKE  
December 20, 2011 – 5:00pm  
Draft Minutes**

**Present:** Chairman Senya D. Isayeff and Supervisors Carmen Battavio, Marty Shane and Thom Clapper. Vice-Chairman Don McConathy was absent. Also present were Chuck Proctor (Supervisor-Elect); Township Manager Rick Smith; Deb Beury & Brian McCool (Finance Department); Erich Meyer & Phyllis Marron (Park & Rec); and Jim McRee (Deer Committee and Planning Commission).

**Executive Session**

The Board met in Executive Session with the Supervisors from Westtown Township from 5:00pm until 7:15pm.

**Call to Order & Pledge of Allegiance**

Senya called the public meeting to order at 7:20pm. He asked Erich Meyer to lead everyone in the Pledge of Allegiance.

**Moment of Silence**

Carmen called for a moment of silence to honor the troops.

**Recording of Meeting**

No one indicated they would be recording the meeting.

**Public Comment on Non-Agenda Items**

None.

**Chairman's Report**

Senya announced that the Board met in Executive Session on December 13 to discuss a personnel matter, and they also met earlier this evening in Executive Session with the Supervisors from Westtown Township to discuss police budget matters.

**Police Report**

Sgt. Gorman reported there were 556 calls for police service from East Goshen in November.

**Goshen Fire Company Report**

No one from the Fire Company was present to give a report.

**Township Budget**

Deb Beury announced that the year-end projection for the 2011 budget is now a surplus of \$161,692, meaning a favorable difference of \$536,622.

Deb reviewed the updated General Fund budget for 2012.

1 Marty moved that the Board not adopt the police budget version 2.4 because the Westtown  
2 Township Supervisors did not sign the Memorandum of Understanding outlining the allocation  
3 of expenses for 2012 and 2013. The motion was not seconded and no vote was taken.

4  
5 Carmen moved to approve East Goshen's portion of the police budget version 2.4. Thom  
6 seconded the motion.

7  
8 Marty introduced Supervisors Carol R. DeWolf and Tom \_\_\_\_\_ Foster from Westtown  
9 Township, who were in the audience.

10  
11 Marty described how the relationship between East Goshen and Westtown is supposed to work  
12 in regard to the police contract and Memorandum of Understanding. Marty says he believes this  
13 to be fair and equitable. He said he believes Westtown should have signed the Memorandum of  
14 Understanding and he maintains his position that the police budget version 2.4 should not be  
15 approved without it, as the East Goshen Board voted unanimously on December 13.

16  
17 Carmen said he believed that voting to this evening to approve the police budget version 2.4  
18 would show that East Goshen will continue to work with Westtown to provide police protection  
19 to the residents of both Townships. He stated that he is not in favor of allowing the default  
20 budget to go into effect.

21  
22 *Public Comment: Carol DeWolf, Westtown Township Supervisor* – Encouraged the East Goshen  
23 Supervisors to adopt the police budget version 2.4 as Westtown has done. She said Westtown  
24 wishes to discuss the contract with Thornbury Township. She said it behooves the Townships to  
25 figure out how to work together.

26  
27 Senya stated that information has not been shared among the parties as it should have been, but a  
28 budget needs to be approved before the end of the year.

29  
30 There was no further discussion or public comment. The Board voted 3:1 and the motion passed.  
31 (Marty was opposed).

32  
33 Marty moved to approve the 2012 budget for East Goshen in its entirety as presented by the  
34 Director of Finance this evening, including the approved version of the police budget. Thom  
35 seconded the motion.

36  
37 There was no discussion and no public comment. The motion passed unanimously.

38  
39 Marty thanked Deb Beury, Brian McCool and everyone on the staff who had worked so hard to  
40 prepare the Township budget.

41  
42 Senya thanked the residents in the audience for turning out for this important meeting.

43  
44 **Draft Resolution 2012-34, Establishing and Consolidating the Various Fees and Charges**  
45 **Imposed Pursuant to the Code of the Township**

1 The Board reviewed the updated Section 8 (Returned Checks & ACH Payments) of this draft  
2 resolution. Marty instructed Rick Smith to add overhead costs to the \$15 the Township will  
3 charge for returned checks and ACH payments. Rick will update the resolution and put it on the  
4 agenda for the January 3, 2012 meeting.

5  
6 **Draft Resolution 43, Governing Email Communications by and Among Supervisors, Staff  
7 and Other Township Authorities, Boards, Commissions and Advisory Groups**

8 The Board reviewed this draft resolution. Marty moved to adopt it now so that it will be in effect  
9 at the time of the January 7, 2012 Annual Planning Session. Carmen seconded the motion.  
10 There was no discussion or public comment. The Board voted unanimously to approve the  
11 motion.

12  
13 **Any Other Matter**

14 **National Bank of Malvern**

15 Marty moved to add Malvern Bank to the Township's list of approved depositories per the  
16 December 15 recommendation of Deb Beury. Carmen seconded the motion. There was no  
17 discussion or public comment. The Board voted unanimously to approve the motion.

18  
19 **PSATS Annual Educational Conference and Trade Show**

20 Rick will contact each Supervisor regarding their plans to attend the PSATS conference in  
21 Hershey in May. The early-bird registration deadline is January 31.

22  
23 **Berm Issue at 1410 E. Boot Road (Sheila Shannon)**

24 The Board discussed an issue with a berm that must be replaced at 1410 E. Boot Road. No  
25 action was taken.

26  
27 **Annual Planning Session**

28 Senya announced that the Annual Planning Session would take place January 7 at 8:00am.

29  
30 **Park & Rec Personnel Issue**

31 Rick read aloud a December 20 memo from the Chairman of the Park & Rec Board stating that  
32 they had voted unanimously to request the Board of Supervisors remove Vicki Wooters from the  
33 Park & Rec Board effective immediately. The Supervisors directed Rick to contact Ms. Wooters  
34 to find out if she intends to resign.

35  
36 **Review of Minutes**

37 The Board reviewed and corrected the draft minutes of December 13. Senya said the minutes  
38 would stand approved as corrected.

39  
40 **Treasurer's Report & Expenditure Register Report**

41 *See attached Treasurer's Report for December 15, 2011.* The Board reviewed the Treasurer's  
42 Report and the current invoices. Thom moved to accept the Treasurer's Report of December 15  
43 and the Expenditure Register Report as recommended by the Treasurer and to accept the receipts  
44 and to authorize payment of the invoices just reviewed. Carmen seconded the motion. There  
45 was no discussion and no public comment. The Board voted unanimously to approve the  
46 motion.

1  
2 Marty noted that the Monthly Debt Payment Breakdown shows that the Township building is  
3 almost paid for and most of the Township's debt is for the Ridley Creek Sewage Treatment  
4 Plant.

5  
6 Supervisor-Elect Chuck Proctor said he feels it's misleading not to show any principal payment  
7 on the Monthly Debt Payment Breakdown page. Senya and Marty explained that the principal is  
8 paid every six months, and no principal was paid in December.

9  
10 **Action List**

11 Nothing due for this week.

12  
13 **Correspondence & Reports of Interest**

14 Senya acknowledged receipt of the following:

- 15 • Letter from PADEP dated December 7 approving Marydell Pump Station Elimination  
16 and Diversion.
- 17 • Petition signed by residents Robert and Dolores Loreaz concerning the YMCA. Senya  
18 read the entire petition aloud.

19  
20 **Meetings & Dates of Importance**

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

22  
23 **Public Comment Period**

24 None.

25  
26 **Adjournment**

27 There being no further business, the regular meeting was adjourned at 8:25pm.

28  
29 **Executive Session**

30 The Board met in Executive Session until 10:00pm to discuss a personnel matter.

31  
32  
33  
34 Anne Meddings

35 Recording Secretary

36 *Attachment: Treasurer's Report*

**EAST GOSHEN TOWNSHIP  
ACTION LIST**

New additions are in <b>bold</b>		3-Jan-12
#	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

TAG Recommendation Summary

January 3, 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	WACOG conducted a survey - Reviewing info 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 & Paymt 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

## EAST GOSHEN TOWNSHIP

### ACTION ITEM

Item:	<b>Hershey's Mill Dam</b>	No:	DPW 07-02
List Date:	5/22/2007	Completed Date:	
Description:	Bring Dam into compliance with DEP requirements or dispose of dam		
Date	Action		
	Grant declined. Committee formed to determine best option. Classification probably not changing. Hydrologic Study by advanced Geo Services.		
4/6/2010	Groups met 4/5. Board to discuss 4/13/10		
4/13/2010	Should we proceed with AGS or rebid work. What should be included in next phase of engineering work?		
5/4/2010	Advanced GEO Proposal for 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 breach 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		

12/6/2011	Update from Neil DeReimer					
12/9/2011	Submitted grant application to American Rivers (decision by 3/9/12)					
1/3/2012	contacted PADEP about meeting					

## Rick Smith

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**From:** NBDe@verizon.net  
**Sent:** Thursday, December 29, 2011 3:51 PM  
**To:** 'Reisinger, Richard'  
**Cc:** Rick Smith  
**Subject:** Hershey Mill Dam Meeting

Hello Richard Reisinger,  
Thank you for your Dec. 12<sup>th</sup> comments.  
By the way, the Township does own the property around the lake and has indicated "flowage easements" will not be a problem.  
Can we accomplish a meeting regarding final design details with Walsh Engineering via phone initially to save time and travel?  
Let me know if you think we must meet face to face first.  
Have a healthy, happy and prosperous new year.

Neil DeRiemer  
Friends of Hershey's Mill Dam (FoHMD)  
1034 Hershey Mill Road  
West Chester, Pa. 19380  
Off: 610-296-4210  
~~Cell: 610-804-1122~~  
[NBDe@verizon.net](mailto:NBDe@verizon.net)

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**From:** Reisinger, Richard [<mailto:reising@pa.gov>]  
**Sent:** Monday, December 12, 2011 8:58 AM  
**To:** [NBDe@verizon.net](mailto:NBDe@verizon.net)  
**Subject:** RE: Hershey Mill Dam

Mr. DeRiemer,

I reviewed the proposed conceptual plan to add the 65-foot wide emergency spillway and increase the height of the dam. This proposal seems acceptable to address the spillway capacity issue of the dam.

There is one item related to raising the dam height that should be checked before expending much effort in this direction. When proposing to raise the height of a dam, the property rights around the lake level must be checked to the proposed elevation of the dam. If the dam owner (Township) does not own the property around the lake which would be subject to water inundation when the dam would completely fill, then "flowage easements" for the temporary inundation of water would be needed from the respective land owners. If all the surrounding land owners are on-board with the project and work to keep the dam, then I would think this would not be an issue. I have attached a sample easement that has been used by other dam owners for this instance.

The Township did already submit a Dam Permit application in September 2007, so some of the paperwork items will not be needed, and some items will need to be revised to reflect the expected course of action.

I would recommend that the engineer(s)/staff from Walsh meet with us to go over the details needed for final design and completion of the permit application.

I did not review nor will I comment on the cost estimate from Walsh. The Department does not get involved in the cost aspect of projects.

Overall I think this is a reasonable approach and look forward to meeting with whomever the group decides to select to get a design completed.

**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)

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**From:** [REDACTED] [mailto:[REDACTED]]  
**Sent:** Monday, December 05, 2011 3:32 PM  
**To:** Reisinger, Richard  
**Cc:** 'Neil DeRiemer'  
**Subject:** Hershey Mill Dam

Season's Greetings Richard Reisinger,  
I hope this note finds you healthy and feeling "too blessed to be stressed" as my Wawa coffee lady reminds me. Attached please find a plan showing an additional emergency spillway adjacent to the existing spillway but 65' wide and about 6" higher than the existing spillway. It also shows adding up to 2' to the existing earthen dam height. I also attach the engineer's estimate of his activities and expected costs. Could you review this material and let me know if he/ we have covered everything or if he/we have left something out. If some of the items he anticipates have already been accomplished, please let me know so my committee does not need to raise money for work the township has already completed. I would like to report to the township that you feel this solution is acceptable subject to your final review of the information anticipated in the engineer's proposal. Thank you for your time and attention. Please call me with any questions or comments on this.

Friends of Hershey's Mill Dam (FoHMD)  
1034 Hershey Mill Road  
West Chester, Pa. 19380  
Off: 610-296-4210  
Cell: 610-804-1122  
[\[REDACTED\]](mailto:[REDACTED])



OFFICE OF CONSUMER ADVOCATE  
COMMONWEALTH OF PENNSYLVANIA  
555 Walnut Street, 5th Floor, Forum Place  
Harrisburg, Pennsylvania 17101-1923

16 A  
DEC 19 2011

IRWIN A. POPOWSKY  
Consumer Advocate

717-783-5048  
(Fax) 717-783-7152

December 15, 2011

Re: Pennsylvania Public Utility Commission  
v.  
Aqua Pennsylvania, Inc.  
Docket No. R-2011-2267958

Dear Consumer Colleague:

On November 18, 2011, Aqua Pennsylvania, Inc. (Aqua or Company) filed a request with the Public Utility Commission (PUC) to increase the level of rates that it charges for providing water service to its customers.

Aqua provides water service to approximately 400,000 residential, commercial, public, industrial and private fire protection customers throughout Pennsylvania.

If the Company's rate increase request is granted as proposed by the Company, Aqua will be permitted to recover an estimated increase of \$38.6 million in its annual operating revenue, which is an approximate 9.6% increase. Your individual increases may vary from this overall revenue increase depending on which Aqua division serves you.

During the next several months, the Office of Consumer Advocate (OCA) will represent the interests of consumers and participate fully in this case. Our expert witnesses will review Aqua's filing, including Aqua's claimed revenue requirements, operation and maintenance expenses, allocation of costs among customer classes, and quality of service.

We will file a Formal Complaint and will ask the PUC to suspend the proposed rate increase pending a thorough investigation of Aqua's request. We expect that evidentiary hearings will be held to evaluate Aqua's request. The OCA will also request that the PUC schedule public input hearings in areas served by Aqua. Requests for a public input hearing will be granted if the PUC determines that there is substantial interest. If you want a hearing in your area, please contact the OCA as soon as possible.

If the PUC schedules such hearings, we will notify you of the date, time, and location so that you will have an opportunity to come forward and express your views on the proposed Aqua rate increase.

Consumer Colleague  
December 15, 2011  
Page 2

The OCA will be represented in this proceeding by Dianne E. Dusman, Senior Assistant Consumer Advocate and Shaun A. Sparks, Assistant Consumer Advocate.

If you need additional information or want to request a public input hearing in your area, please contact our Office's Consumer Liaison, Heather Yoder at 717-783-5048 or toll-free at 1-800-684-6560. Also, if you are aware of any relevant information related to the proposed rate increase or Aqua's quality of service, please contact us.

Sincerely,

A handwritten signature in black ink, appearing to read "Irwin A. Popowsky", with a long, sweeping flourish extending to the right.

Irwin A. Popowsky  
Consumer Advocate

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