

AGENDA
EAST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS
Tuesday, February 5, 2013
7:00 PM

1. Call to Order
2. Pledge of Allegiance
3. Moment of Silence – Supervisor Carmen Battavio
4. Ask if anyone is recording the meeting
5. Public Comment – Hearing of Residents (Optional)
6. Chairman's Report
7. Public Hearings - None
8. Police/EMS Report
 - a. Fire Marshal's Report – January 2013 – Carmen Battavio
9. Financial Report – None
10. Old Business
 - a. Consider recommendation for insurance consultant
11. New Business
 - a. Consider Conservancy Board's request for funding
 - b. Consider resolutions for submission to CCATO
 - c. Review ABC goals from Planning Session
 - d. Consider having a Community Day
 - e. Select representative and alternate for the Comp Plan Task Force
12. Any Other Matter
13. Approval of Minutes
 - a. January 7, 2013
 - b. January 12, 2013 (Annual Planning Session)
 - c. January 15, 2013
14. Treasurer's Report
 - a. January 31, 2013
 - b. 2012 Cost of Services Report and Addendum
15. Review Action List
 - a. February 5, 2013
16. Correspondence, Reports of Interest
17. Dates of Importance

Feb 05, 2013	Board of Supervisors	7:00 PM
Feb 05, 2013	Park & Rec's Learn to Skate for Tots Begins	
	Continues to March 12	
Feb 06, 2013	Pension	1:00 PM
Feb 06, 2013	Planning Commission	7:00 PM
Feb 07, 2013	Park Commission	7:00 PM
Feb 11, 2013	Municipal Authority	7:00 PM
Feb 11, 2013	Commerce Dev Committee	7:00 PM
Feb 13, 2013	Conservancy Board	7:00 PM
Feb 14, 2013	Historical Commission	7:00 PM

Feb 14, 2013	Farmer's Market	3:30-6:00 PM
Feb 18, 2013	President's Day Office Closed	
Feb 19, 2013	Board of Supervisors	7:00 PM
Feb 20, 2013	Police Commission WEGO Police Department	5:30 PM
Feb 25, 2013	Comprehensive Plan Task Force Kick-Off Meeting	7:00 PM
Feb 25, 2013	Deer Committee	7:00 PM
Feb 28, 2013	Farmer's Market	3:30-6:00PM

Spring 2013 Newsletter:

Article Submission Date – March 1, 2013

Posted to Website – April 2, 2013

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.

F:\Data\Shared Data\Agendas\Board of Supervisors\2013\02052013.doc

BOARD OF SUPERVISORS
EAST GOSHEN TOWNSHIP
CHESTER COUNTY
1580 PAOLI PIKE, WEST CHESTER, PA 19380-6199
610-692-7171 Fax 610-692-8950
www.eastgoshen.org

Date: January 31, 2013
To: Board of Supervisors
From: Carmen Battavio
Re: Fire Marshal Report

Fire Marshal activities as of 1/31/13

1/16/2013- Review plans for Goshen Meadows and New Kent with Mark Gordon. Approve letters to both entities written by Mark Gordon. FYI, both entities were also checked and approved by Mark Miller prior to the change in appointments. Opinions are the same.

1/17/2013- Phone discussion with Michelle (GV management) regarding a "campfire" at 2011 Valley Drive on January 5, 2013. Her question "was a violation sent to the unit owner." Goshen Fire Company and WEGO Police were dispatched at 22:53 on a report of a dumpster fire. Upon arrival WEGO officer found the camp fire and directed the fire be extinguished. GFC was recalled. To my knowledge, no violation was issued and the EGFM was not dispatched. Supplied information to Mark Gordon to submit letter to GV management.

TIS-2.5 hrs

On January 28, 2013 The Fire Marshall was requested by the fire department for open burning on 213 Ellis Ln. Found property owner burning construction material with no containment. I asked that he put out the fire. I explained that he could not burn in that manner. – Mark Miller

Memo

To: Board of Supervisors
From: Jon Altshul
Re: Insurance consultant
Date: January 8, 2013

Given the uncertainty in the health insurance market for small group plans with the implementation of the Affordable Care Act and the township's 16% jump in health insurance premiums for 2013, it was suggested that we contract with an independent health insurance consultant to advise us on our options.

We have been in touch with Bob Hall, President of Francis Hall Insurance Services in West Chester and a current board member of the Goshen Fire Company. Bob has worked with us in the past, both in providing insurance quotes and in helping us work through workers' compensation issues involving the fire company. He is experienced and knowledgeable about both the insurance market in general and the municipal sector in particular. He also has a unique insight into the township's relationship with the fire company for payroll services and insurance coverage.

Bob quoted us a price of \$295/hour for consulting services. Bob is aware that we would engage him for consulting services only and that his work with us would not result in a future agreement for brokerage services.

Realistically, I would expect that we would require about 5 hours of his time, as follows:

- Meeting with Rick and Jon to discuss current plans, costs and personnel policies (1 hour)
- Preparation and review time (1 hour)
- Meeting with BOS to discuss findings and recommendations (2 hours)
- Follow-up meeting, if necessary (1 hour)

Thus, our total cost should be around \$1,475.

For perspective, our total 2013 expenditure on health insurance for township staff will be about \$247,000.

1-15-13
2-2



EAST GOSHEN CONSERVANCY

January 10th, 2013

Dear East Goshen Township Board of Supervisors,

The East Goshen Township Conservancy Board at their regular monthly meeting on January 9, 2013 passed a motion to request additional funding for our 2013 budget from the Board of Supervisors. The East Goshen Township Conservancy Board is in need of a budget increase for its 2013 budget in order to process an invoice for a planting that was created in 2012, for items to be received and planted in 2013. We have a written quote/invoice from Woodlawn Garden Center for 10 dogwood trees (6-8') as well as the cost to plant these 10 trees for the total amount of \$2,300.00. Woodlawn Garden Center has contacted us in hopes of processing this invoice; therefore we would like the Board to consider our request as soon as possible so that we can retain the quoted price from December 2012.

The Conservancy Board is requesting a budget extension for the amount of \$2,300.00 in order to fulfill this planting invoice. These trees will be a vital benefit to the area where they will be planted, which is located across from Bellingham on East Boot Road. This area of our township is an entry way into our township, and is very heavily visible, being located within the historic Goshenville, along with the walking path, and the boardwalk.

The Conservancy Board would like to thank you for your time in reviewing our budget increase request, and we understand that all increases must be looked at carefully. The Conservancy Board truly feels this purchase will increase the environmental and esthetic value of our township, and is truly a necessity for that area along East Boot Road.

Sincerely,

Sandy Snyder
East Goshen Township
Conservancy Board Chairman

Account Title	Acct #	2012 Budget	2012 Y/E	2013 Budget
			Projection (Oct)	
WORKING WITHOUT A PERMIT FEE	01362 4530	-	-	-
CONTRACTOR LICENSING PER.	01362 4600	1,800	1,800	1,200
WIRELESS ANNUAL REGISTRATION FEE	01362 4700	750	675	250
STORMWATER MNGT INSPECTION FEE	01362 4800	720	600	500
UCC TRAINING FEE (DCED)	01362 5000	2,125	2,800	2,000
SUBTOTAL		264,045	265,125	242,700

ZONING/CODE ENFORCEMENT

EXPENSES

WAGES & SALARIES	01414 1400	78,995	78,086	79,788
HEALTH/LIFE/DISABILITY INS - CODES	01486 1510	19,920	19,084	20,949
ER PAYROLL TAXES - CODES	01487 1640	6,643	5,721	6,716
CODE BOOKS/OTHER	01414 3000	15,600	5,000	10,000
ZONING CONSULTANTS	01414 TBD			47,500
COURT REPORTERS	01414 3100	3,500	4,000	5,000
SUBTOTAL		124,658	111,891	169,953

LEGAL

LEGAL - CODES	01414 3110	6,000	5,000	10,000
LEGAL - PLANNING COMMISSION	01414 3140	1,000	1,000	3,000
LEGAL - ZONING HEARING BOARD	01414 3141	29,400	21,000	10,000
LEGAL - CONDITIONAL USE	01414 3142	6,500	5,500	6,500
LEGAL - SUBDIVISION & LAND DEVELOP	01414 3143	1,500	-	1,500
SUBTOTAL		44,400	32,500	31,000

CONSERVANCY BOARD

WAGES - CONSERVANCY	01461 1400	500	740	500
MATERIALS & SUPPLIES	01461 2480	1,000	750	1,000
GENERAL EXPENSE	01461 2482	820	800	-
PROFESSIONAL SERVICES	01461 3100	500	300	500
LANDSCAPING	01461 3720	2,500	500	3,000
CONTRIBUTION TO CONSERVANCY	01461 5200			-
SUBTOTAL		5,320	3,090	5,000

HISTORICAL COMMISSION

WAGES - HISTORICAL	01462 1400	1,200	800	900
MATERIALS & SUPPLIES	01462 2490	1,200	1,200	800

Woodlawn Garden Center
359 Paoli Pike
Malvern, PA 19355
610.647.1300

34763

Invoice
12/24/2012 12:43 PM

Invoice#: 76
Ticket: 220000013758
Register: Register 1
Employee: JimLaurieRob
Company: East Goshen Township
Customer: East Goshen Township Newlin
610-692-9106
299 Devon Lane
West Chester, PA 19380

APPROVED BY: _____
DATE PAID: _____
CHECK #: _____
CHARGED TO: 1461.3720

Do Not Pay

Item

Installation 70% of plant material cost
Cornus florida (White Dogwood) 6-8'

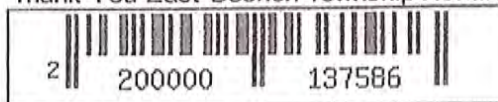
	<u>Price</u>
10	\$91.00
10	\$139.00
Subtotal	\$2,300.00
Total	\$2,300.00

Warranty: No returns on Sod
One Time Store credit only with receipt
50% credit on plant material for 6mos
100% credit on plants we install for 1yr
no warranty on sale or discounted items

Spring 2013 Estimate

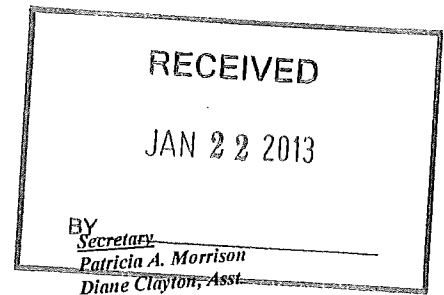
Installation includes delivery, planting, soil amendments such as peat moss and /or compost as needed, Mulch, and stakes if needed. Any additional soil amendments for soil deficiencies will be an additional cost to customer. One year guarantee as long as plants are properly watered.

Thank You East Goshen Township Newlin!



**Chester County Association
of Township Officials**

**P.O. Box 371 West Grove, PA 19390
(717) 633-9755 FAX:(717) 633-9463**



President:
Richard E. Hicks
East Marlborough Twp.
Executive Committee:
Kevin Kerr
Upper Uwchlan Twp.
Past President:
Andy Paravis (deceased)
North Coventry Township

1st Vice President:
Ernie E. Holling
W. Pikeland Township

Michelle H. Kichline
Tredyffrin Township

2nd Vice President:
Christine McNeil
East Vincent Township

Bruce W. Laverty
West Bradford Township

Treasurer
Trish Fagan
New London Twp.

Dr. Robert White
West Goshen Township

BY
Secretary
Patricia A. Morrison
Diane Clayton, Asst.

Vacancy

January 15, 2013

Dear Managers and Supervisors:

The Legislative Committee of the Chester County Association of Township Officials once again has been asked to review the Resolutions submitted for consideration at the Spring County Association Convention to be held this year on March 14th. In order to complete this task we will need your support and cooperation.

We must receive all Resolutions by February 10th, if the Committee is to act upon them and provide you copies for your consideration prior to the Convention. Please email your resolution directly to me which will speed up the process.

Do not hesitate to contact me at (610) 692-7171 or email rsmith@eastgoshen.org. should you have any questions or need help with your Resolution. If your resolution is directed at an existing act or code include reference to the section or part you are seeking be amended. This is your opportunity to express concerns your board has to other supervisors in the County that affect a broad number of residents in the state.

As you may or may not be aware, Resolutions that are adopted by the County Association are then sent to the State Association for consideration at their annual PSATS Convention. In addition those resolutions we adopt we send on to Montgomery and Buck's County Associations for consideration at their conventions. If adopted at the PSATS Convention, they then become policy for our Staff of the State Association to work with our Legislators to accomplish what we have indicated is important.

This process is a very effective way to make your voice heard to your legislators.

Sincerely,

Rick Smith
Rick Smith, Chairman
Resolutions Committee
Email: rsmith@eastgoshen.org

E-Mail: secretary@ccato.org

Website: www.ccato.org

***Chester County Association
of Township Officials***
P.O. Box 371 West Grove, PA 19390
(717) 633-9755 FAX:(717) 633-9463

Resolved, that PSATS...

(Please type or print your resolution below. Use the back of this form or attach an extra sheet if you need more space. Attach any supporting documentation.)

Explanation of Need for Resolution:

***Chester County Association
of Township Officials***

***P.O. Box 371 West Grove, PA 19390
(717) 633-9755 FAX:(717) 633-9463***

President:

***Richard E. Hicks
East Marlborough Twp.***

Executive Committee:

***Kevin Kerr
Upper Uwchlan Twp.
Past President
Andy Paravis (deceased)
North Coventry Township***

1st Vice President:

***Ernie E. Holling
W. Pikeland Township***

***Michelle H. Kichline
Tredyffrin Township***

2nd Vice President:

***Christine McNeil
East Vincent Township***

***Bruce W. Lavery
West Bradford Township***

Treasurer

***Trish Fagan
New London Twp.***

***Dr. Robert White
West Goshen Township***

Secretary

***Patricia A. Morrison
Diane Clayton, Asst.***

Vacancy

NOMINATIONS

COUNTY VOTING DELEGATES TO THE ANNUAL

PSATS STATE CONVENTION

April 21st-April 24th

REQUIREMENTS:

1. **Must already be a delegate to the convention.**
2. **Must not already be the voting delegate for your township.**
3. **Must be a township supervisor, township manager, and township treasurer or township secretary.**

	NAME	TOWNSHIP	POSITION WITH TOWNSHIP
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____

RETURN BY MARCH 7, 2013 to CCATO at P.O. Box 371 West Grove, PA 19390 or Fax back to 717-633-9463.

1 **Memo**

2 **East Goshen Township**

3 **1580 Paoli Pike**

4 **West Chester, PA 19380**

5 **Voice (610) 692-7171**

6 **Fax (610) 425-8950**

7 **E-mail rsmith@eastgoshen.org**

8
9 **Date: January 17, 2013**

10 **To: Board of Supervisors**

11 **From: Rick Smith, Township Manager**

12 **Re: Annual Planning Session Goals**

13
14 Below is a list of the ABC Goals for 2013 that were presented at the Planning Session. The numbers after
15 each goal are the Action Item in Comprehensive Plan.

16
17 **Conservancy Board**

18
19 Increase the riparian buffer plantings throughout the Township and continue monitoring new PA state law
20 for impacts on the Township's riparian buffer ordinance. 4D-1-2, 4D-2

21
22 Continue control of invasive plants species in Township wetlands, while leveraging past work with the
23 Park & Recreation Commission and Public Works Department on reforestation, understory and meadows
24 efforts in Applebrook Park. 3B-1 6A-1

25
26 Continue education of residents on good environmental practices through articles in the Township
27 Newsletter. 9E-3 7C-1

28
29 Continue to work with all township boards to increase recycling in the township. 7B-1, 7C-1

30
31 Create environmental education for residences around storm water control, such as rain gardens and rain
32 barrels. Specifically, look at having rain barrels installed at the East Goshen Township building. 9E-2-1

33
34 Continue implementation of Conservancy Board recommendations for the Stewardship Assessment by the
35 National Lands Trust Center for Conservation landowners. 4D-2, 6A-1

36
37 Implement a new ordinance for legacy trees, wooded lots, and meadows. 4A-3 4A-4-1

38
39 Continue the use of volunteers to lessen the burden financially during plantings and the maintenance of
40 those plantings. 4D-1

41
42 Work with the Township to protect the chrome serpentine barrens in East Goshen Park. 4A-2, 6A-1

43
44 **Historical Commission**

45
46 Set up Historic Commission information pages on the township web site and create social media pages
47 (e.g. Facebook) for the Historic Commission. 5A-1 9E-1

- 1 Members of the Commission participated in National Historic Day at Immaculata University.
- 2
- 3 Develop a set of “mini events” for the summer months to replace and/or enhance the traditional Saturday
- 4 openings of the Plank House and BSS. 5C-1
- 5
- 6 Work with Chester County and the local townships to complete the state funded Battle of the Clouds
- 7 project. 5A-1
- 8
- 9 Present the East Goshen Living History Day program on June 1, 2013. 5C-1
- 10
- 11 Participate in the Chester County Village Walks and Town Tours program on July 25 2013. 5A
- 12
- 13 Complete entry of all Blacksmith Shop and Plank House historic items into the township’s archival
- 14 database.
- 15
- 16 Update the historic presentations on the walls of the Wheelwright Shop (meeting room).5C-2
- 17
- 18 Beginning in August 2013, the 19th century furnishings in the Plank House and BSS will be replaced with
- 19 18th century furnishings. The presentation programs and tour guide clothing will be changed back to
- 20 Revolutionary Era. 5C-1-1 5D-1
- 21
- 22 Install new podium sign for advertising special programs and events in Historic Goshenville. 5A-1 9E-1
- 23
- 24 **Municipal Authority**
- 25
- 26 Submit an article for each newsletter 9E-3
- 27
- 28 Attend West Goshen meetings quarterly – more often if needed
- 29
- 30 Respond to capacity requests in 45 days or less
- 31
- 32 Continue to implement I & I Plan 7B-2-5
- 33
- 34 Operate RCSTP in compliance with NPDES Permit
- 35
- 36 Lockwood Abandonment Project – Final restoration 7B-3-2
- 37
- 38 Marydell Pump Station Elimination Project– construction 7B-3-2
- 39
- 40 Hershey Mill Pump Station Diversion Project – construction 7B-3-2
- 41
- 42 Reserve Pump Station Elimination Project – construction 7B-3-2
- 43
- 44 Borrowing – reimburse Sewer Capital Reserve Fund for design and construction funds used for above
- 45 projects. 7B-5
- 46
- 47 **Park and Recreation Commission**
- 48
- 49 Develop a marketing plan for East Goshen Park.
- 50

1 Expand and enhance East Goshen Farmers Market

2
3 Continue to increase revenue opportunities: for example:

- 4 a. A ball field signage/sponsorship plan
- 5 b. Mobile food vendors
- 6 c. Community events

7
8 Develop a Volunteer Brigade Program

9
10 Strategically improve communication with residents about programming and community events. 9A-1

11
12 Support the installation of the amphitheater in East Goshen Park and develop preliminary programs.

13
14 Partner with the Conservancy Board and Historical Commission to develop programs of mutual interest.
15 9B-1

16
17 Continue to expand and enhance the East Goshen Park Tot Lot

18
19 Partner with the West Chester Garden Club to enhance East Goshen Park.9F-1

20 21 **LONG TERM GOALS**

22
23 Identify and participate in educational and training programs that support the Commission's goals and
24 objectives. 6B

25
26 Continue to review and implement goals in the Township Comprehensive Plan.9E

27
28 Research and identify ways to deepen each park visitor's experience of the park. For example:

- 29 a. Historic
- 30 b. Horticultural
- 31 c. Civic.

32
33 Develop a community health and wellness program that addresses the needs of our township's
34 demographics. 6B

35 36 **Planning Commission**

37
38 Arrange for pipeline safety education session in coordination with Township Zoning Officer. 5A-1

39
40 Encourage Commission members to conduct focused discussions regarding future approach and
41 anticipation of Variance requests for older neighborhood developments considering re-development.

42
43 Conduct one end-of-year Commission self-evaluation session.

44
45 Consider developing and implementing solar energy regulations that provide appropriate safeguards for
46 screening, stormwater, setbacks, etc. 2B, 4

47
48 Encourage any new Commission members to pursue educational opportunities offered by Chester County
49 2020.

1 Continue the commitment to working with new Applicants in a supportive, unbiased manner ensuring that
2 development within the township adheres to the township ordinances reflects the goals of the
3 Comprehensive Plan and contributes to the quality of life for East Goshen Township residents.
4
5 Finalize Zoning Ordinance Amendment recommendations made to the Board of Supervisors by the
6 Commission as a result of the 2012 Zoning Ordinance review. 2A, 2B
7

8 **Deer Committee**
9

10 Continue to implement the Deer Management Program approved by the Board of Supervisors.
11

12 **Commerce Development Commission**
13

14 Continue annual Commercial and Industrial/Business Park forums.
15

16 Engage key business communities in future Commercial & Industrial/Business Park forums.

17 Integrate offices and condos from the Goshen Executive Center

18 Engage missed contacts for invitations to future forums.
19

20 Update commercial business community directory list for inclusion on township website. To be rolled out
21 in February 2013. Theme: Support businesses supporting EGT with their taxes. 9A
22

23 Conduct fact finding interviews with landlords and develop recommendations to issues effecting shopping
24 centers.
25

26 Provide input on key areas to the Board of Supervisors and Planning Commission on 10 year update of the
27 Comprehensive Plan.
28

29 Advocacy for Commercial & Industrial/Business Park constituencies to Board of Supervisors and Planning
30 Commission as warranted.
31

32 CDC membership directly into commerce organizations or chambers (i.e. Chester County Economic
33 Development Council, etc.) regarding assistance with marketing vacant stores and or buildings in the
34 Township. 9F

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

Voice (610) 692-7171

Fax (610) 425-8950

E-mail rsmith@eastgoshen.org

Date: January 17, 2013

To: Board of Supervisors

From: Rick Smith, Manager Township

Re: Community Day

Last year we held the Community Day and Fireworks event on June 23, 2012. The date was chosen to avoid any conflicts the any Independence Day celebrations.

If we keep to the same schedule in 2013 the event would be held on June 22, 2013 which is just a little over four months away.

The Community Day costs about \$26,000 and there is currently about \$12,000 in funding available from 2012. We could use the proceeds from the Farmers Market to make up the difference or solicit funding like we did in 2011 and 2012.

Does the Board want to proceed with having an event this year?

BOARD OF SUPERVISORS

EAST GOSHEN TOWNSHIP

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

January 18, 2013

East Goshen Township
Authority, Boards and Commissions
1580 Paoli Pike
West Chester, Pa. 19380

Re: Comprehensive Plan task Force
2015 Comprehensive Plan Update

Dear ABC Members:

At their meeting on January 15, 2013 the Board of Supervisors approved the composition and schedule for the Comprehensive Plan Task Force (CPTF). The Task Force will meet monthly over the next eighteen months or so with our planning consultant, John Thielacker from the Brandywine Conservancy, to develop an update to the Township Comprehensive Plan. The Municipal Planning Code (MPC) mandates that the Township update the Comprehensive Plan every 10 years. We have received Vision Partnership Program grant from Chester County for \$28,050 which is equal to 40% of the cost of the project.

East Goshen Comprehensive Plan Task Force (CPTF) composition:

Board of Supervisor Member	1
Planning Commission Members	2
Park Board member	1
Conservancy Board Member	1
Historical Commission Member	1
Commerce Development Commission Member	1
Brandywine Conservancy	2
<u>Zoning Officer</u>	<u>1</u>
Total	10

Additional Stakeholders:

- The Municipal Authority will be consulted on as needed basis.
- The Chester County Planning Commission (CCPC) will have a representative attend as needed to monitor the project and provide assistance.
- A recording secretary will be provided to keep an official record of each meeting.
- **East Goshen Township residents and property owners. The public is welcome to attend all the CPTF meetings.**

**BOARD OF SUPERVISORS
EAST GOSHEN TOWNSHIP**

Actions for Each ABC:

- Each Board and Commission shall identify a primary and an alternate task force member to serve on the CPTF during their February 2013 Meeting. Only the primary task force members need to attend the CPTF meetings, however in the event of a conflict there is an identified alternate who can fill in.
- Additional ABC members are welcome to attend the CPTF meetings.
- Each ABC shall add a line item to their agenda titled "Comprehensive Plan Update". This is where the respective CPTF member will update their ABC members on the progress of the project and solicit feedback to bring back to the CPTF for consideration.

Administrative Actions:

- The meetings will be open to the public and advertised as required by the Sunshine Act.

Schedule:

- The Comp Plan Update should take approximately 18 months to complete.
- **The meetings will be held on the 4th Monday of the month at 7:00 PM at the Township Building in the rear conference room.**
- **The Comp Plan Kick-Off Meeting will be February 25, 2013 at 7:00 PM; All Primary and Alternate Task Force designees should attend the Comp Plan Update Kick Off meeting.**

Please designate a primary and alternate member for the task force during your February 2013 meeting and forward the names of your designees to me. The 2005 Comprehensive Plan is available on our website for your information and use. I will have hard copies of the Comprehensive Plan for each of the designated Task Force Members at your next Meeting.

Sincerely,



Mark A. Gordon
Zoning Officer

Cc: John Theilacker, Brandywine Conservancy (via email)
Jeannine Speirs, Chester County Planning Commission

Memorandum

East Goshen Township
1580 Paoli Pike
West Chester, PA 19380

Voice: 610-692-7171

Fax: 610-692-8950

E-mail: mgordon@eastgoshen.org

Date: 2/1/2013

To: Board of Supervisors

Cc: Deer Committee

From: Mark Gordon, Township Zoning Officer

Re: 2012 Deer Management Program

Dear Board Members:

The 2012 Deer Hunting season has concluded and I have forwarded a copy of the results of the Archery Hunting that takes place on the four Township openspace areas included in the Deer Management Program.

Twenty Deer were harvested and no major incidents were reported to the Township during the season.

East Goshen Township Openspace Hunting Program

Program Summary 2008 – 2012:

Hunting Season	EGT Deer harvests	Veh. Accidents reported to WEGO	Deer Road Kill Picked-up in EGT
2008	40	20	81
2009	31	26	55
2010	29	17	40
2011	21	26	40
2012	20	30	64

2012-2013 Deer Harvest Information

Hunting Area	Date	Male/Female	Antlered / Antlerless	Weight	Approx. Age	Hunter		
BOWTREE	9/17/12	F	AL	100	2	kovach		
	9/22/12	F	AL	100	2	kovach		
	9/28/12	F	AL	75	2	Eustice		
	10/13/12	F	AL	150	4	Chalmers		
	10/22/12	M	A	175	5	Malinchak		
	10/31/12	F	AL	80	2	Wahn		
	11/10/12	F	AL	110	3	kovach		
	11/12/12	F	AL	130	4	Wahn		
	12/6/12	M	A	190	5	kovach		
	1/21/13	F	AL	95	3	Malinchak		
	1/21/13	F	AL	120	3	kovach		
						Bowtree	Male	Female
						11	2	9

[illegible]

WENTWORTH	9/15	M	AL	60	1	Clemson
	9/15	F	AL	60	1	Smarr
	10/1	F	AL	120	4	Igo
	12/7	F	AL	130	4	Clemson
						Wentworth
						Male
						Female
						4
						1
						3

SUPPLEE	9/19	F	AL	55	1	Piotti
	10/10	F	AL	90	2	Garrity
	10/25	M	A	130	3	Garrity
	11/01/12	F	AL	105	2	Piotti
	11/30	M	A	115	3	Piotti
						SuppLee
						Male
						Female
						5
						2
						3

	20	5	15
Total Deer Harvest 2012-2013			

**EAST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS MEETING
1580 PAOLI PIKE
January 7, 2013 – 6:00pm
Draft Minutes**

Present: Supervisors Senya D. Isayeff, Carmen Battavio, Marty Shane, Thom Clapper and Chuck Proctor. Also present were Township Manager Rick Smith, Kathryn Yahraes (Historical Commission) and Erich Meyer (Park & Rec).

Executive Session

The Board met in Executive Session from 6:00pm to 7:00pm to discuss a personnel matter.

Call to Order & Pledge of Allegiance

Senya called the public meeting to order at 7:00pm. 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.

Elect Chairman (Resolution 2013-1)

Chuck moved to reappoint Senya as Chairman for 2013. Thom seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

Elect Vice-Chairman (Resolution 2013-2)

Thom moved to appoint Carmen as Vice-Chairman for 2013. Marty seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

Appoint Police Commissioner (Resolution 2013-3)

Marty moved to appoint Chuck to serve as Police Commissioner for 2013. Thom seconded the motion. There was no discussion or public comment. The Board voted unanimously to approve the motion.

Appoint Township Officials (Resolution 2013-4)

Carmen moved to adopt Resolution 2013-4 appointing Township Officials for 2013 as follows:

- Township Manager/Secretary – Louis F. (Rick) Smith, Jr.
- Chief Financial Officer/Treasurer – Jon Altshul
- Director of Public Works – Mark Miller
- Zoning Officer – Mark Gordon

- 1 • Assistant Zoning Officer – Louis F. (Rick) Smith, Jr.
- 2 • Building Inspectors – Taylor H. (Mike) Merwin and Gary Althouse
- 3 • Fire Marshal – Carmen Battavio
- 4 • Assistant Fire Marshals – Mark Miller, Taylor H. (Mike) Merwin, Gary Althouse
- 5 • Township Solicitor – Buckley, Brion, McGuire, Morris & Sommer
- 6 • Township Engineer – Yerkes Associates
- 7 • Back-up Township Engineer – Chester Valley Engineers
- 8 • Emergency Management Coordinator – William Keslick
- 9 • Assistant Emergency Management Coordinator – Mark Miller
- 10 • Delegate to the Chester County Tax Collection Committee – Jon Altshul
- 11 • Alternate Delegate to the Chester County Tax Committee – Brian McCool

12
13 Marty seconded the motion. There was no discussion or public comment. The Board voted
14 unanimously to approve the motion.

15
16 **Re-Appoint Township Employees (Resolution 2013-5)**

17 Marty moved to reappoint the Township employees. Carmen seconded the motion. There was
18 no discussion or public comment. The Board voted unanimously to approve the motion.

19
20 **Appoint Township Depositories for Township Funds (Resolution 2013-6)**

21 Marty moved to approve the following depositories for Township funds:

- 22 • Beneficial Bank
- 23 • DNB First
- 24 • National Bank of Malvern
- 25 • National Penn Bank
- 26 • Susquehanna Bank
- 27 • Penn Liberty Bank
- 28 • PLGIT-PA Local Government Trust and Plus
- 29 • TD Bank
- 30 • M&T Bank
- 31 • Meridian Bank

32 Carmen seconded the motion. There was no discussion or public comment. The Board voted
33 unanimously to approve the motion.

34
35 Marty moved to authorize the CFO/Treasurer to make investments at banks paying the best rate
36 of interest and with the best terms. Chuck seconded the motion. There was no discussion or
37 public comment. The Board voted unanimously to approve the motion.

38
39 **Certify Delegates to the PSATS Convention (Resolution 2013-7)**

40 Marty moved to affirm the five Supervisors, the Township Manager and the CFO/Treasurer as
41 delegates to the PSATS Convention in 2013. The Voting Delegate will be Rick Smith. The
42 Alternate Voting Delegate will be Jon Altshul. Chuck seconded the motion. There was no
43 discussion or public comment. The Board voted unanimously to approve the motion.

1 **Confirm 2013 Holiday Schedule (Resolution 2013-8)**

2 Marty moved to adopt the 2013 Holiday Schedule listed in Resolution 2013-8. Chuck seconded
3 the motion. There was no discussion or public comment. The Board voted unanimously to
4 approve the motion.
5

6 **Confirm 2013 Meeting Schedule (Resolution 2013-9)**

7 Marty moved to adopt the 2013 Meeting Schedule listed in Resolution 2013-9. The Board of
8 Supervisors will meet the 1st and 3rd Tuesday of each month and will only meet on the 2nd, 4th
9 and 5th Tuesdays as needed. Carmen seconded the motion. There was no discussion or public
10 comment. The Board voted unanimously to approve the motion.
11

12 **Confirm Tax Collector for Township (Resolution 2013-10)**

13 Marty moved to confirm that Keystone Collection Agency will serve as the Earned Income and
14 Local Services Tax Collector for the Township in 2013. Chuck seconded the motion. There was
15 no discussion or public comment. The Board voted unanimously to approve the motion.
16

17 **Appoint Independent Auditors for Township (Resolution 2013-11)**

18 Marty moved to appoint Maillie Falconiero & Company as the independent auditor for the
19 Township in 2013. Carmen seconded the motion. There was no discussion or public comment.
20 The Board voted unanimously to approve the motion.
21

22 **Establish Fee Schedule (Resolution 2013-34)**

23 Marty moved to adopt the 2013 Fee Schedule in Resolution 2013-34. Carmen seconded the
24 motion. There was no further discussion and no public comment. The Board voted unanimously
25 to approve the motion.
26

27 **Municipal Risk Management Workers' Compensation Pooled Trust (Resolution 2013-65)**

28 Carmen moved to authorize the Township's participation in the Municipal Risk Management
29 Workers' Compensation Pooled Trust in 2013. Chuck seconded the motion. There was no
30 discussion or public comment. The Board voted unanimously to approve the motion.
31

32 **All Other Applicable Resolutions**

33 Senya announced that all other applicable resolutions adopted previously will be continued into
34 2013.
35

36 **Chairman's Report**

37 Senya announced the following:

- 38 • The Board met in Executive Session on December 18 and prior to tonight's meeting to
39 discuss a personnel matter.
- 40 • The Township's Annual Planning Session will be held on Saturday, January 12 beginning
41 at 9:00am.
42
43

1 **ABC Appointments**

2 Marty moved to appoint the following individuals to Township ABCs:

- 3 • Rachel Burso – Conservancy Board (Unexpired Term, expires in 2013)
- 4 • Susan Carty – Planning Commission
- 5 • John Chatley – Vacancy Board
- 6 • Tara Dougherty – Deer Committee
- 7 • Ed McAssey – Municipal Authority (Unexpired Term, expires in 2015)
- 8 • Virginia Newlin – Conservancy Board
- 9 • John Nicholson – Zoning Hearing Board
- 10 • Tim O'Reilly – Pension Committee
- 11 • Dana Pizarro – Municipal Authority
- 12 • Chris Reardon – Historical Commission
- 13 • Scott Sanders – Conservancy Board
- 14 • Bill Schultz – Historical Commission
- 15 • Walter Wujcik – Conservancy Board
- 16 • Ed Sweany – Deer Committee

17
18 Thom seconded the motion. There was no discussion or public comment. The Board voted
19 unanimously to approve the motion.
20

21 **Group Bid Awards**

22 Marty moved to accept Mark Miller's recommendation of January 4, 2013 to award bids to the
23 following companies, which are the lowest responsible bidders in each category. (A full list of
24 bids received is attached to these minutes.)
25

26 **Group 1 – Bituminous Concrete**

	FOB Total	Delivered Total
27 Highway Materials	\$218,000.00	\$238,700.00

30 **Group 2 – Stone**

	FOB Total	Delivered Total
31 Martin Limestone	\$17,320.50	\$34,632.50

34 **Group 3 – Fuel**

35 Reilly & Sons, Inc. \$31,443.20 (Total Price - 93 Octane Gas & Diesel Fuel)
36

37 **Group 4 – Soda Ash**

	Soda Ash	Alum.	Magnesium
38 Main Pool & Chemical Co.	\$7,056.00	\$16,660.00	\$14,720.00

41 **Group 5 – Rental Equipment with Operators**

42 S.A. Macanga, Inc. \$99,020.00 (Total Price)
43

44 **Group 6 – Rental Equipment without Operators**

	Weekly	Monthly
45 Ransome Rents	\$5,475.00	\$15,400.00

1 Group 7 – Printing

2 Graphic Impressions of America \$1,572.20 (Total Price)

4 Group 8 – Posts and Signs

5 Garden State Highway Products \$6,339.25 (Total Price)

7 Carmen seconded the motion. There was no discussion or public comment. The Board voted
8 unanimously to approve the motion.

10 **Confirm Robert Miller as the Member-at-Large for the Police Commission**

11 Thom moved to confirm Robert Miller from Thornbury Township as the Member-at-Large for
12 the Police Commission, per the recommendation from the Thornbury Township Board of
13 Supervisors. Marty seconded the motion. There was no discussion or public comment. The
14 Board voted unanimously to approve the motion.

16 **Consider Recommendation to Purchase Two-Way Radios to Comply with new FCC Rules**

17 Marty moved to accept Mark Miller's January 3 recommendation to use budgeted funds to
18 purchase replacement two-way radios for Public Works Department vehicles. The cost for the
19 radios will be \$5,350.78 under the Co-stars pricing program. The new radios will be in
20 compliance with new FCC requirements. Carmen seconded the motion. There was no
21 discussion or public comment. The Board voted unanimously to approve the motion.

23 **Any Other Matter**

24 Marty noted that the ABCs need to submit information to the Board regarding the goals they are
25 working on for the coming year.

27 **Review of Minutes**

28 The Board reviewed the draft minutes of December 18 and had no changes. Senya said the
29 minutes would stand approved as submitted.

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

32 *See attached Treasurer's Report for January 3, 2013.* The Board reviewed the Treasurer's
33 Report and the current invoices. Thom moved to accept the Treasurer's Report and the
34 Expenditure Register Report as recommended by the Treasurer and to accept the receipts and
35 authorize payment of the invoices just reviewed, with the exception of Invoice #76 (Requisition
36 #34763) in the amount \$2,300 for dogwood trees from the Woodlawn Garden Center. Carmen
37 seconded the motion. There was no further discussion and no public comment. The Board voted
38 unanimously to approve the motion.

40 **Action List**

41 Hershey Mill Dam - Per DEP, the Township should have comments on the plan by mid-January.
42 TAG Action List - COG will be meeting at the end of January and may address the IT issue.

44 **Correspondence & Reports of Interest**

45 None.

1 **Meetings & Dates of Importance**

2 Senya noted the upcoming meetings as listed in the agenda.
3

4 **Public Comment Period**

5 Kathryn Yahraes reported that Jane Davidson of the County Historic Preservation Office passed
6 away on December 15, a great loss to the County. Kathryn asked that Rick check the
7 notification board near the triangle to make sure it properly advertises the ABC Planning Session
8 for January 12. She requested the staff send a Constant Contact notice out inviting residents to
9 the January 12 meeting. She asked that resumes of the new ABC appointees be shared with the
10 ABC chairpersons. She asked if Bill Schultz will be notified he has been appointed to the
11 Historical Commission and Rick said yes.
12

13 **Adjournment**

14 There being no further business, the regular meeting was adjourned at 7:36pm.
15

16 **Executive Session**

17 The Board met in Executive Session until 8:15pm to discuss a personnel matter.
18
19
20

21 Anne Meddings

22 Recording Secretary

23 *Attachments: Treasurer's Report, List of Bids*

January 3, 2013

TREASURER'S REPORT
2012/2013 RECEIPTS AND BILLS

GENERAL FUND

Real Estate Tax (2012)	7,723.51
Earned Income Tax (2012)	93,289.94
Local Service Tax (2012)	615.41
Transfer Tax (2012)	0.00
General Fund Interest Earned (2012)	1,222.43
Total Other Revenue (2012)	382,042.69
Total Other Revenue (2013)	17,187.20
Total Receipts:	\$502,081.18

STATE LIQUID FUELS FUND

Receipts	\$0.00
Interest Earned	\$0.00
Total State Liquid Fuels:	\$0.00

CAPITAL RESERVE

Interest Earned (2012)	\$1,121.07
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TRANSPORTATION FUND

Interest Earned	\$0.00
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SEWER OPERATING

Receipts (2012)	50,365.55
Interest Earned	\$0.00
Total Sewer:	\$50,365.55

REFUSE

Receipts (2012)	20,876.61
Interest Earned	\$0.00
Total Refuse:	\$20,876.61

SEWER CAPITAL RESERVE

Interest Earned	\$0.00
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Accounts Payable (2012)	\$86,551.55
Accounts Payable (2013)	\$768,964.87
Electronic Pmts:	
Health Insurance	\$0.00
Credit Card (2012)	\$888.23
Postage	\$0.00
Debt Service	\$0.00
Payroll (2012)	\$105,000.00
Total Expenditures:	\$961,404.65

Expenditures:	\$0.00
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Expenditures (2012):	\$139,892.00
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Expenditures:	\$0.00
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Accounts Payable (2012)	\$116,616.82
Accounts Payable (2013)	\$14,031.90
Debt Service	\$0.00
Total Expenditures:	\$130,648.72

Expenditures (2012)	\$31,577.86
Expenditures (2013)	\$4,991.82
Total Expenditures:	\$36,569.68

Expenditures	\$0.00
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2013 East Goshen Township Group Bid Results	
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[illegible]

draft
EAST GOSHEN TOWNSHIP
ANNUAL PLANNING MEETING
January 12, 2013

The East Goshen Township Board of Supervisors and members of the ABCs met on Saturday, January 12, 2013 at 9:00 am at the East Goshen Township Building for the Annual Planning Meeting. Those in attendance were:

Board of Supervisors

Senya Isayeff
Carmen Battavio
E Martin Shane
Charles Proctor

Municipal Authority

Dana Pizarro, Vice Chairman
Kevin Cummings
Jack Yahraes
Fran Beck
Ed McAssey

Conservancy Board

Sandra Snyder, Chairman
Bill Coffey
Walter Wujcik
Ginnie Newlin

Planning Commission

Sue Carty, Chairman
George Martynick
Dan Daley
Al Zuccarello

Historical Commission

Chris Reardon, Chairman
Ellen Carmody, Vice Chairman
Kathryn Yahraes
Judy Schafer
Sue Ciorletti

Park & Recreation Commission

Heidi Karpa, Chairman
PJ Viloski, Vice Chairman
Ann Marie Fletcher-Moore
John Jamgochian
Erich Meyer
Betsy Williams
Joe Zulli

Commerce Development Commission

Al Zuccarello, Chairman
Vince Lord
Don Zembruski

Deer Committee

Tara Dougherty

Township Staff

Rick Smith, Township Manager
Frank Vattilano, Director of Recreation
Mark Gordon, Zoning Officer
Jon Altshul, Township CFO
Mark Miller, Director of Public Works

The meeting started at 9:15 am. Kevin Cummings led the Pledge of Allegiance. There was a moment of silence to remember our troops. Carmen asked each person to stand and give their name and the ABC they are on. He thanked everyone for the work they do as volunteers for the township. It makes East Goshen a premier township.

Conservancy Board

Sandra Snyder presented the Conservancy Board's accomplishments for 2012 and goals for 2013.

Mission Statement

Protect and nurture East Goshen's natural resources and educate East Goshen citizens of their importance.

Accomplishments for 2012

1. Planted over 100 trees and small plants to increase the riparian buffer in the Supplee Valley Preserve.
2. Protected previous planting in the reforested area of Applebrook Park with fencing to deter wildlife from destroying the plants.
3. Officially named the reforested area in Applebrook Park to be called Clymer's Woods after the founding father George Clymer who lived in close proximity to the park.

4. Worked with Mark Miller to have signs installed in Clymer's Woods identifying the area, as well as restoring other information signs at various township open space locations.
5. Worked the Park and Recreational Commission to have more recycling containers in both East Goshen Park and Applebrook Park. This was approved at the end of the year and Mark Miller's crew will be installing around 15 new bins soon.
6. Worked with Rick Smith to have proper recycling containers placed in all rooms of the East Goshen Township building so that all reusable materials could be recycled.
7. Our board members volunteered at other ABC events including the Historical Commission's Living History Day, the Township Community Day and Keep East Goshen Beautiful day.
8. Continued invasive species control for Township open space by the Blacksmith Shop and in the Supplee Valley Preserve.
9. Submitted articles to the Township quarterly newsletter (articles on Bats, The Emerald Ash Borer, Forested Riparian Buffers and detailing Recycling in our township).
10. Monitored the bat houses and bird nest boxes installed by Public Works in Ashbridge Preserve, Applebrook Park and Supplee Valley open space.
11. We worked closely with Mark Miller to remove the overgrown and dead trees and plants along East Boot Road (across from Bellingham). In addition, we had the Pennsylvania State University do a soil sample for us of the soil at that location so that we can be better prepared to plant there in the future.
12. We performed various site walks to monitor progress on open space areas of concern such as East Goshen Park, Applebrook Park and Supplee Valley Preserve. Also we participated in site walks for properties with proposed developments planned to review landscape development plans first hand, such as Goshen Meadows.

Goals for 2013

1. Increase the riparian buffer plantings throughout the Township and continue monitoring new PA state law for impacts on the Township's riparian buffer ordinance.
2. Continue control of invasive plants species in Township wetlands, while leveraging past work with the Park & Recreation Commission and Public Works Department on reforestation, understory and meadows efforts in Applebrook Park.
3. Continue education of residents on good environmental practices through articles in the Township Newsletter.
4. Continue to work with all township boards to increase recycling in the township.
5. Create environmental education for residences around storm water control, such as rain gardens and rain barrels. Specifically look at having rain barrels installed at the East Goshen Township building.
6. Continue implementation of Conservancy Board recommendations for the Stewardship Assessment by the National Lands Trust Center for Conservation landowners.
7. Implement a new ordinance for legacy trees, wooded lots, and meadows.
8. Continue the use of volunteers to lessen the burden financially during plantings and the maintenance of those plantings.
9. Work with the Township to protect the chrome serpentine barrens in East Goshen Park.

COMMENTS: Sandy explained the idea of using rain barrels at the Township building so residents could see how they work. They can be purchased at Home Depot. Senya mentioned that the County provides them at the Government Services Building. Bill Coffey mentioned that the barrel and drainage system costs about \$150. Marty commented that East Goshen has printed recycling stickers the residents can put on trash cans. He also encouraged those present to let the Board of Supervisors know when they find something in the Township Ordinance that should be updated. Also, the Township received a grant to update the Township Comprehensive Plan. Mark Gordon will be heading this project. Ginie mentioned that the CRC (Chester – Ridley - Crum Creek Assoc) has been a great help with the projects in the Supplee Valley Preserve.

Historical Commission

Chris Reardon presented the Historical Commission's accomplishments for 2012 and goals for 2013.

Accomplishments

1. A very successful Living History Day Event was held in June (more below).

2. A grant application to American Battlefield Protection for the County's "Battle of the Clouds" Project was approved. East Goshen Historic commission will play a leadership role in the project. This is the first time ABPP has given three consecutive grants to anyone and the \$53,000 grant is among the larger grants awarded.
3. Updated/corrected existing signage at the Plank House and Blacksmith Shop.
4. Completed a brochure on "Battle of the Clouds" to include within the brochure a "Call for Papers on the Battle of the Clouds".
5. Planted and maintained a spring garden at the Plank House.
6. Continued the Museum Archiving Project. All items in the Blacksmith shop and most in the Plank House have been recorded and photographed. A replacement archiving program is being created using Excel.
7. Reduced Historic Commission's budget by almost 40% without reducing our programs to the community, or support of the BOS and other ABCs.
8. "Historic Structures" data for the Battle of the Clouds Grant project has been completed. All Family Histories for the early houses are complete.
9. In 2012 (exclusive of Living History Day) the Blacksmith shop and Plank House were open to the public for 98 hours, providing tours for 213 people and providing 17 hours of training to volunteers.
10. Thanks for Mark Miller and his staff. We now have two historically correct handmade benches and a water trough.
11. Also, thanks to Mark Miller, the roof of the Plank House was replaced and the windows in both the Plank House and Blacksmith Shop have been repaired and lighting was added.
12. A research paper on George Clymer, as well as a poster, were created and added to our presentations in the Wheelwright Shop (meeting room).

Goals and Objectives Approved or Started in 2012 to be completed in 2013

1. Set up Historic Commission information pages on the township web site and create social media pages (e.g. Facebook) for the Historic Commission.
2. Members of the Commission participated in National Historic Day at Immaculata University.
3. Develop a set of "mini events" for the summer months to replace and/or enhance the traditional Saturday openings of the Plank House and BSS.
4. Work with Chester County and the local townships to complete the state funded Battle of the Clouds project.
5. Present the East Goshen Living History Day program on June 1, 2013.
6. Participate in the Chester County Village Walks and Town Tours program on July 25 2013.
7. Complete entry of all Blacksmith shop and Plank House historic items into the township's archival database.
8. Update the historic presentations on the walls of the Wheelwright Shop (meeting room).
9. Beginning in August 2013, the 19th century furnishings in the Plank House and BSS will be replaced with 18th century furnishings. The presentation programs and tour guide clothing will be changed back to Revolutionary Era.
10. Install new podium sign for advertising special programs and events in Historic Goshenville.

Identified Areas that need improvement

1. Advertising of programs and activities continue to need improvement.
2. Attract and train additional volunteers for Historic Goshenville programs.
3. Work with BOS to identify new Commission candidates to fill the roster.

Other Sites and Programs at which the Historic Commission Participated or Volunteered

1. National History Day – Immaculata University
2. Community Day – East Goshen
3. East Goshen Farmer's Market
4. Keep East Goshen Beautiful day
5. Phila. Campaign 1777, Brandywine Creek State Park, MD
6. Colonial Plantation, Ridley State Park, PA

7. Brandywine Battlefield
8. Newlin Grist Mill
9. Historic Sugartown
10. Paoli Battlefield
11. Historic New Castle
12. 1704 House – Brinton Family Reunion

Items of note

Living History Day 2012

1. Many hours of volunteer research in the Chester County Archives and at the Chester County Historical Society were required.
2. Sewing additional Civil War outfits for volunteers. As before, the Historic Commission purchased the patterns and material and had volunteers sew the outfits. By doing this, the Historic Commission was able to costume volunteers at a large savings to the Township.
3. Created our own banners to advertise the Living History Day event at a large savings to the township.
4. Worked with over 34 costumed volunteers and reenactors to design, set up, and coordinate a program that was presented to over 750 attendees.
5. Many of the items created for our event are now on display at the Chester County Historical Society.
6. Monthly write ups of the Civil War events that took place in 1862.

Living History Day 2013

1. Most volunteers (some from as far away as Harrisburg) have agreed to return for the 2013 Living History Day.
2. Planning for the 2013 Living History Day is complete and staffed. We expect over 40 volunteers and reenactors to participate.
3. Most of the presentations will be now, and the focus will be on the impact of the war and the changes in industry in our area circa 1863.

COMMENTS: Chris mentioned that the 2012 Living History Day had 750 attendees and 34 volunteers. This year will be the 3rd and final year for the Civil War. The first meeting on the Battle of the Clouds was in November. About 17 municipalities are involved in this project. Marty is a member of the Chester County Planning Commission and commented that they also found discrepancies in the records about the conflicts in this area and encouraged the Historic Commission to work with them. Chris mentioned that for the East Goshen anniversary celebration in 2017, the Historic Commission has started to update photos/maps in the BSS meeting room. Ginnie Newlin asked what date was selected for the Plank House. She feels that some of the furnishings are more elaborate than would have been used. Chris replied 1790-1810 is the period of the house. They use “middlings” or middle class furnishings. Kathryn Yahraes pointed out that the PH was still standing in the 1900’s so there can be a lot of flexibility.

Municipal Authority

Dana Pizarro presented the Municipal Authority’s accomplishments for 2012 and goals for 2013.

PROJECTS

1. Ridley Creek Sewage Treatment Plant (RCSTP)
 - a. Issued Request for Proposal for Plant Operator and hired a new plant operations firm.
 - b. Addressed chemical feed equipment problems affecting plant performance
 - c. Corrective Action Plan prepared and submitted to PADEP
 - d. Plant in compliance with NPDES permit in 4th quarter
 - e. Conducted RCSTP open house/tours for Supervisors and residents on October 20, 2012
2. Lockwood Chase Sewage Treatment Plant (LCSTP) Elimination
 - a. Construction contract executed in March and construction completed and project closed out in September.
 - b. All affected residents are tied into new sewers discharging to RCSTP
 - c. Site restoration in progress.
3. Hershey Mill Pump Station (PS) Diversion
 - a. Design completed for diversion of flows to RCSTP

- b. All permits and approvals for construction issued in November.
 - c. Easements obtained
 - d. Project is bid-ready except for subsurface investigation
 - e. Communitor selected to replace trash rack to address issue of discharge of trash to the PS and maintenance requirements; installation will be conducted by Township forces.
4. Reserve PS Elimination
 - a. Design complete for diversion of flows to RCSTP by gravity sewer
 - b. PADEP approved the closure plan in November.
 - c. All permits have been obtained
 - d. Obtaining of easements underway
 5. Marydell PS Elimination
 - a. Design complete for diversion of flows to RCSTP by gravity sewer
 - b. All permits and easements have been obtained
 - c. Project bid on December 19, 2012; bids due late January 2013.

SEWER SYSTEM

1. Completed Correction Action requirements of December 2008 PADEP Consent Order and Agreement on March 31, 2012 to identify and address sewer system inflow/infiltration (extraneous flows).
2. Program ongoing as pro-active Township infrastructure asset management
3. Internal report prepared in October to identify future actions.

MISCELLANEOUS BOARD ACTIVITIES

1. Board members prepared an article for each township newsletter.
2. Board members attended 11 of 12 monthly West Goshen Municipal Authority meetings to stay abreast of issues potentially impacting East Goshen Municipal Authority.

GOALS FOR 2013

On-going

1. Submit an article for each newsletter
2. Attend West Goshen meetings quarterly – more often if needed
3. Respond to capacity requests in 45 days or less
4. Continue to implement I & I Plan
5. Operate RSTP in compliance with NPDES Permit

Projects

1. Lockwood – Final restoration
2. Marydell Pump Station – construction
3. Hershey Mill Pump Station – construction
4. Reserve Pump Station – construction
5. Borrowing – reimburse Capital reserve for design and construction funds

COMMENTS: Dana commented that they are constantly updating and improving facilities and old infrastructure. He spoke highly of the work Mark Miller and the Public Works Department does and the savings they bring. Marty also spoke about the importance and impact their work has on the residents' sewer rates. Dana thanked Jon Altshul for the financial reports he is providing every month.

Park and Recreation

Heidi Karpa presented the Park & Recreation Commission's accomplishments for 2012.

1. Commission members organized and implemented the continuation of the East Goshen Winter Farmers Market.
2. Conducted 3 large and safe special events that included Community Day, the Egg Hunt and the Pumpkin Festival that were attended by a total of 10,000 participants.
3. Conducted 15 weekly programs that provided diverse activities for age groups from 2 to 80 years old.
4. Conducted a well-organized, safe and educational summer youth camp whose revenues covered cost of summer staff, field trips, supplies and entertainment.

5. Provided a training experience for 75 volunteers of middle school to college age in supervision and interaction, positive behavior reinforcement in a summer camp setting.
6. Worked with Applebrook Golf Club to provide residents and their guests to play at an exclusive course.
7. Worked with athletic leagues to provide fair distribution of field use at East Goshen Park that provided for over 1,000 participants to have a field to play on.
8. Made use of over 300 volunteers of all ages to help conduct special events such as Community Day, Help a Neighbor Day and summer camp.

GOALS FOR 2013

1. Develop a marketing plan for East Goshen Park.
2. Expand and enhance East Goshen Farmers Market
3. Continue to increase revenue opportunities: for example:
 - a. A ball field signage/sponsorship plan
 - b. Mobile food vendors
 - c. Community events
4. Develop a Volunteer Brigade Program
5. Strategically improve communication with residents about programming and community events.
6. Support the installation of the amphitheater in East Goshen Park and develop preliminary programs.
7. Partner with the conservancy Board and Historical commission to develop programs of mutual interest.
8. Continue to expand and enhance the East Goshen Park Tot Lot
9. Partner with the West Chester Garden Club to enhance East Goshen Park.

LONG TERM GOALS

1. Identify and participate in educational and training programs that support the Commission's goals and objectives.
2. Continue to review and implement goals in the Township Comprehensive Plan.
3. Research and identify ways to deepen each park visitor's experience of the park. For example:
 - a. Historic
 - b. Horticultural
 - c. Civic.
4. Develop a community health and wellness program that addresses the needs of our township's demographics.

COMMENTS: Heidi thanked Frank Vattilano and Mark Miller for all of the work they do for Township events. Marty mentioned that the County is working on a plan for trails from Exton to Downingtown to West Chester including East Goshen. Mark Gordon reported on the status of the plan and where the East Goshen paths may be installed. When asked, Heidi reported that the previous operator of the East Goshen Farmers Market resigned to start her own market. East Goshen Township and the Park & Recreation Commission will be operating the East Goshen Farmers Market.

Planning Commission

Susan Carty presented the goals for 2013 for the Planning Commission.

1. Arrange for pipeline safety education session in coordination with Township Zoning Officer.
2. Encourage Commission members to conduct focused discussions regarding future approach and anticipation of Variance requests for older neighborhood developments considering re-development.
3. Conduct one end-of-year Commission self-evaluation session.
4. Consider developing and implementing Solar Energy Regulations that provide appropriate safeguards for screening, stormwater, setbacks, etc.
5. Encourage any new Commission members to pursue educational opportunities offered by Chester County 2020.
6. Continue the commitment to working with new Applicants in a supportive, unbiased manner ensuring that development within the township adheres to the township ordinances, reflects the goals of the Comprehensive Plan and contributes to the quality of life for East Goshen Township residents.
7. Finalize Zoning Ordinance Amendment recommendations made to the Board of Supervisors by the Commission as a result of the 2012 Zoning Ordinance review.

1 COMMENTS: Sue noted that in 2012 the Planning Commission reviewed 6 variance applications, 2 conditional use
2 applications – One of which was for a dog day care facility and 2 land development applications. She noted that they
3 had updated the shopping center sign and the billboard provisions in the Zoning Ordinance. In addition they have
4 completed their review of the zoning ordinance and are finalizing their recommendations. All but one of the PC
5 members have completed the Master Planning courses sponsored by Chester County 2020.
6 She thanked Chuck Proctor for putting on 2 educational seminars for the PC, one on Special Exceptions & Variances,
7 and the other on the Religious Land Use Protection Act.
8
9

10 **Deer Committee**

11 In the absence of Chairman Jim McRee, Mark reported that 19 deer have been taken so far this year. He noted that
12 the Board has added another member to the Committee for 2013. He reported that there have been no reported safety
13 issues or rules violations so far this year. He noted that there have been challenges with hunting in the Grand
14 Oak/Mill Creek area since a lot of people regularly access the area for walking their dogs.

15 He noted the Ruth does a tremendous job coordinating and posting the schedules

16 In response to a question Mark advised that before the DMP was implemented there had been an average of 80
17 deer/car incidents a year and that this has been reduced to 30 to 40 per year

18 The 2013 goal of the Deer Committee was to continue to implement the Deer Management Program approved by the
19 Board of Supervisors.
20

21 **Commerce Development Commission**

22 Al Zucarello presented the 2013 goals for the Commerce Development Commission.

- 23 1. Engage key business communities in future C * I/BP forums.
24 Integrate Office/Condos complex in Goshen Executive center
25 Engage missed contacts for invitations to future forums.
- 26 2. Update C-zones business community directory list for inclusion on township website for rollout in
27 February 2013. Theme: Support businesses supporting EGT with their taxes.
- 28 3. Landlord interviews – fact finding recommendations to issues of troubled shopping districts for
29 consideration.
30 Input to Brandywine Conservancy on two key areas for BOS and Planning Commission regarding 10
31 year update of the Township Comprehensive Plan.
- 32 4. Advocacy for C & I/BP zones constituencies to BOC through Planning Commission as advisement
33 input if warranted.
- 34 5. CDC membership directly into commerce organizations or chambers (ChesCO Econ Devel Council,
35 etc), re assistance with marketing vacant stores &/or buildings within our C/I zones.
- 36 6. Continue annual I/BP zones & Commercial zones forums.

37 COMMENTS: Al noted that while the CDC was discussed in 2011 it did not officially exist until 2012. He
38 summarized their mission as “doing what it can for the business community.”

39 He stated that they had two forums for the business community in 2012. The first was a breakfast meeting for store
40 owners in the shopping centers and the second was a luncheon for the businesses in the industrial and business parks.
41 The feedback on both of the forums was positive.

42 As for 2013 he advised that the CDC intended Maintenance continuation of medium to long term involvement and
43 keeping low profile while engaging our business constituency as needed or desired. “We're here to Help!” (Not
44 impede or interrupt). A summary of Specific 2013 goals are:

45 Continue to engage the business community in future Commercial, Industrial & Business Park forums: specifically
46 integrate the Goshen Executive Center and missed contacts in future Forums.

47 Work with landlords to develop solutions for shopping center issues.

48 Provide input to Brandywine Conservancy, Board of Supervisors and Planning Commission for the 10 year update to
49 the Comprehensive Plan.

50 Update the township business list for roll-out on the Township website. Target: February 2013. The Theme:

51 Support businesses supporting EGT with their taxes.

52 Become Advocacy for Commercial, Industrial and Business Park constituencies.

53 Contact and work with organizations such as the Chester County Economic Development Council, etc., for their
54 assistance with marketing vacant stores and/or buildings in the Township.

1
2
3
4 **Jon Althsul – Chief Financial Officer**

5 Jon reported that the Township ended 2012 with a positive variance of 1.8 million dollars. He noted that, while the
6 bulk of this came from unexpected earned income and real estate transfer taxes, all of the ABCs came in under
7 budget.
8

9 **Carmen Battavio - Board of Supervisors**

10 Carmen stated that one of the primary responsibilities of the Board of Supervisors was to help the ABC's meet their
11 goals for 2013. In addition, in 2013 he noted that the Board intended to think regionally and work with our
12 municipal neighbors for the betterment of everyone. This would include the possible expansion of WEGO.
13

14 **Senya Isayeff – Board of Supervisors**

15 Senya thanked everyone for coming. He listed several examples where the various ABC's had made a difference in
16 the Township, including; Clymer's Woods, which serves as the eastern gateway to the Township; the Park and
17 Recreation programs, including the new Farmers Market, which is a community service; the historical events at the
18 blacksmith shop complex; and the CDC forums.
19

20 **Marty Shane – Board of Supervisors**

21 Marty provided some additional information on the surplus, noting that the Public Works Department had also come
22 in under budget. He opined that while the fiscal horizon looked bleak, East Goshen was in a better position than
23 most municipalities.
24

25 **Rick Smith - Township Manager**

26 Rick read a statement from Dr. Clapper thanking the ABC's for their efforts to make East Goshen better.

27 (Note: Dr. Clapper had a cold and he did not want to infect those in attendance so he gave the statement to Rick and
28 went home)
29

30 The meeting adjourned at 12:15 pm.
31

32 Respectfully submitted,
33
34

35 Ruth Kiefer, Recording Secretary
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EAST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS MEETING
1580 PAOLI PIKE
January 15, 2013
Draft Minutes

Present: Chairman Senya D. Isayeff, Vice-Chairman Carmen Battavio and Supervisors Marty Shane and Chuck Proctor. Supervisor Thom Clapper was absent. Also present were Township Manager Rick Smith, CFO Jon Altshul, Kathryn Yahraes (Historical Commission), Erich Meyer (Park & Rec), Ginnie Newlin (Conservancy Board), and Susan Carty (Planning Commission).

Call to Order & Pledge of Allegiance

Senya called the meeting to order at 7:00pm and asked resident Joe Buonnano to lead everyone in the Pledge of Allegiance.

Moment of Silence

Carmen Battavio called for a moment of silence to remember the troops.

Recording of Meeting

No resident recorded the meeting.

Public Comment on Non-Agenda Items

None.

Chairman's Report

Senya announced that the Board met in Executive Session on January 7 to discuss a personnel matter.

Goshen Fire Company Report

President Jerry Fokas gave a 2012 year-end report for the Fire Company. The Company ended 2012 "in the black," although just barely. Their budget for 2013 is \$2.1 million. One of the biggest obstacles they are facing is the increasing difficulty in attracting and retaining volunteers. The training requirements are very stringent and time consuming. The Fire Company is currently working on a strategic plan for the next five years, which they plan to release by mid-year or earlier.

Marty asked Jerry what they would do if fundraising efforts took a major hit for some reason. Jerry stated that they have some reserves which could carry them for approximately one year.

Public Comment. Joe Buonnano, Herron Lane – Asked if the Fire Company charges a fire service charge. Jerry said they do not, but if they did it would really not offset the cost for them to do business.

Jerry said the detailed year-end report would be posted to the Fire Company's website.

1 **Police Report**

2 Lt. Bill Cahill reported there were 504 calls for service from East Goshen during December.

3
4 Vehicle break-ins continue to be a problem in the area. Thieves are primarily taking items left
5 on display in unlocked cars parked in residential areas, although fitness center parking lots are
6 also being targeted.

7
8 A Philadelphia man was arrested for the December 27 robbery at the Wawa on Paoli Pike. A
9 QVC employee was arrested for stealing \$100K in jewelry from his employer.

10
11 Lt. Cahill reported that six new part-time officers will be sworn in at 8:00am on January 28.

12
13 Marty requested that the police report be reformatted to show side-by-side comparisons among
14 municipalities.

15
16 **Malvern Fire Company Report**

17 The Malvern Fire Company assisted in responding to 16 incidents in East Goshen in 2012.

18
19 **Fire Marshal Report**

20 None.

21
22 **Financial Report**

23 Jon Altshul summarized his memo on this topic dated January 9. He reported that the unaudited,
24 preliminary 2012 financial information shows the General Fund finished the year with a surplus
25 of \$1,805,172.66. The following core functions were under budget: Emergency Services, Public
26 Works, Administration, Zoning & Code Enforcement, and Parks & Recreation. At the same
27 time, revenues from Earned Income Tax and Real Estate Transfer Taxes were over budget.

28
29 Real estate tax liens for 2012 were filed with the County on January 9 in the amount of
30 \$12,183.57 for 48 parcels.

31
32 John is currently working on a 2012 cost of services report which he hopes to have to the Board
33 in time for the February 5 meeting.

34
35 **Approval of 2012 State Liquid Fuels Report**

36 Carmen moved to approve the 2012 Actual Use of State Funds Report for East Goshen
37 Township's State Liquid Fuels Fund, reflecting total 2012 receipts of \$391,057.75 and total 2012
38 expenditures of \$391,989.69. Chuck seconded the motion. There was no discussion or public
39 comment. The Board voted unanimously to approve the motion.

40
41 **Variance Request – Mars Drinks, 1301 Wilson Drive**

42 Bob Adams, Esq. was present for the applicant, as well as Jonathan Zangwill of Mars. Mars is
43 seeking a variance request for relief from the rooftop screening requirement in the zoning
44 ordinance. Mr. Adams stated that their hardship is in the screening requirement itself. He and
45 Mr. Zangwill argued that due to the topography of the site and the location of the building, the
46 rooftop structures would not be visible from the borders of the property, and therefore the

1 required screening would be unnecessary. They stated that it makes no sense for Mars to spend
2 the money for the screening when they could make better use of the money in the upgrade of
3 their facility. The Board generally agreed with Mr. Adams although Marty noted that the nearby
4 residents of West Goshen should also be taken into account.

5
6 Marty moved to support the zoning variance request of Mars Drinks North America for relief
7 from the rooftop screening requirements in the zoning ordinance for the proposed solar panels
8 and rooftop structures. He noted that the Board agreed with the arguments in the Planning
9 Commission's January 3 recommendation to approve the variance. Carmen seconded the
10 motion. There was no further discussion and no public comment. The Board voted unanimously
11 to approve the motion.

12
13 The Mars variance request is on the agenda for the January 17 Zoning Hearing Board meeting.

14
15 **Comprehensive Plan Task Force**

16 The Board discussed the recommended makeup of the Comp Plan Task Force (CPTF) as
17 provided by Mark Gordon in his January 9 memo to the Supervisors. Marty said he would like
18 to add 1-2 residents to the Task Force who could provide a fresh, unbiased perspective. Rick
19 noted that the conference table can only comfortably accommodate 10 people at a time. The
20 larger the group the more difficult it can be to collaborate and communicate during meetings.
21 The CPTF meetings will be open to the public should anyone wish to attend as an observer and
22 provide input as public comment.

23
24 Carmen moved to follow Mark Gordon's recommendation for the CPTF to be comprised of 10
25 members total: 2 members of the Brandywine Conservancy, 2 members of the Planning
26 Commission, and 1 member from each of the other ABCs. Chuck seconded the motion.

27
28 *Public Comment: Sue Carty* – Said she understood Marty's suggestion but cautioned that
29 bringing in residents with no real Township background could make the process take longer as
30 those individuals would have to be brought up to speed and would have a lot of questions. This
31 might hinder the efficiency of the CPTF.

32
33 *Public Comment: Kathryn Yahraes* – Said it can be difficult enough for ABC members to grasp
34 how the entire Comprehensive Plan fits together, so she agrees with Sue that it would be difficult
35 for residents with no background to get the big picture. Because the meetings will be open to the
36 public, no one would be excluded from providing input.

37
38 *Public Comment: Joe Buonnano* – Agreed with Marty that it would be helpful to have the fresh,
39 unbiased viewpoint of a couple of residents. He also suggested that the Comp Plan should be
40 developed by younger folks in their 30s or 40s who will be around to see the fruit of their labor.

41
42 *Public Comment: Erich Meyer* – Stated that perhaps the newly appointed ABC members could
43 provide the fresh perspective to the CPTF that Marty is seeking.

44
45 There was no further discussion or public comment. The Board voted unanimously to approve
46 the motion.

1 Rick noted that the "alternates" need to come to the Kick-Off Meeting scheduled for
2 February 25, and Carmen suggested the alternates attend as many meetings as possible.

3
4 **Utility Accounts**

5 The board reviewed a December 31, 2012 memo from Tia Piccolo recommending that the
6 Township not file District Justice complaints against any accounts in arrears over \$3,000 at this
7 time for reasons outlined in the memo. The Board concurred with Tia's recommendation. No
8 action was taken.

9
10 **Insurance Consultant**

11 The Board reviewed a recommendation from Jon Altshul and Rick Smith to hire Bob Hall of
12 Francis Hall Insurance Services for approximately 5 hours' worth of insurance consulting
13 services at \$295/hour.

14
15 Marty said he would prefer to get proposals instead of give out a single-source award.

16
17 Senya asked resident Joe Buonnano for his input. Mr. Buonnano stated that if the Township
18 works with a competent insurance broker, a separate consultant should not be required. The
19 broker should be able to provide all the necessary information.

20
21 Rick noted that the Township tried the bidding process last year but was unhappy with the end
22 product. He stated that Bob Hall knows East Goshen's special situation with the Fire Company,
23 the union environment, etc. Bob is a respected, impartial professional with no skin in the game
24 and no conflict of interest.

25
26 Carmen said he trusts that Rick and Jon know what they need. If they feel Bob Hall can help
27 them get the information they need to provide to the Board, and it only costs \$1,500, he is in
28 favor of allowing them to make this decision.

29
30 Senya expressed concern that working with Mr. Hall now would preclude him from participating
31 in an RFP for a broker later on.

32
33 Chuck said he would like the staff to get 2-3 brokers to make proposals to the Township and
34 come in for interviews.

35
36 Joe Buonnano suggested the Township find a broker with an existing Blue Cross/Blue Shield
37 contract. There are not many out there so it won't be hard to develop a narrow search. In doing
38 so, the Township will save money on commission fees. Rick stated that the Township's current
39 broker has a Blue Cross/Blue Shield contract.

40
41 Marty stated that he is not knowledgeable about the insurance business, and his initial
42 recommendation to get proposals was an attempt to solicit more information to help the Board
43 make a decision. He said he has confidence in Jon and Rick's recommendation, and because
44 \$1,500 is not a large sum when compared to the Township's annual outlay for insurance
45 premiums, he moved for the Board to accept Jon and Rick's recommendation to hire Bob Hall.
46 Carmen seconded the motion.

1 Chuck said he would vote against the motion because he is opposed to spending \$295/hr for a
2 consultant; he is not confident in Bob Hall's qualifications; and he is opposed to this process.

3
4 There was no further discussion or public comment. The Board voted 2:2 and the motion did not
5 pass. (Marty and Carmen were in favor; Senya and Chuck were opposed.) The Board will
6 discuss this matter again when all five Supervisors are present.

7
8 **Any Other Matter**

9 None.

10
11 **Review of Minutes**

12 The Board tabled the draft minutes of January 7. They will be reviewed at the next meeting
13 when all Supervisors are present.

14
15 **Treasurer's Report & Expenditure Register Report**

16 *See attached Treasurer's Report for January 10, 2013.*

17 The Board reviewed the Treasurer's Report and the current invoices. Marty moved to accept the
18 Treasurer's Report and the Expenditure Register Report as recommended by the Treasurer, to
19 accept the receipts and to authorize payment of the invoices just reviewed. Carmen seconded the
20 motion. There was no discussion or public comment. The Board voted unanimously to approve
21 the motion.

22
23 **Action List**

24 **Replacement of Light Fixtures** – Staff is working on bid specs.

25 **Municipal Authority Projects** – Final restoration at Lockwood will be done this year. Bids for
26 work at Marydell will be opened February 5. Bid documents are being prepared for The Reserve
27 Pump Station. Bids for work at the Hershey Mill Pump Station will be opened February 5.

28 **Quarterly Report on I&I** – The Ashbridge pipes were televised. Two leaks on Paoli Pike were
29 fixed. Continued monitoring is taking place with portable flow meters and normal cap
30 replacements.

31 **Quarterly Review of Right-to-Know Requests** – Marty requested that staff go back to including
32 the names of those making the requests.

33 **Comcast Franchise Renewal** – The Board reviewed a letter from the Township Solicitor on this
34 matter. No action was taken.

35
36 **Correspondence & Dates of Importance**

37 Senya acknowledged receipt of the 2012 Permits, Inspections and Revenue Report from Mark
38 Gordon.

39
40 **Meetings & Dates of Importance**

41 Senya noted the upcoming meetings as listed in the agenda. Kathryn Yahraes asked that the
42 CPTF Kick-Off Meeting, scheduled for February 25, be added to the list.

43
44 **Public Comment**

45 None.

1 **Adjournment**

2 There being no further business, the regular meeting was adjourned at 9:10pm.

3
4
5
6
7 Anne Meddings

8 Recording Secretary

9 *Attachment: Treasurer's Report*

January 10, 2013

TREASURER'S REPORT
2012 RECEIPTS AND BILLS

GENERAL FUND

Real Estate Tax	65.00
Earned Income Tax	17,800.00
Local Service Tax	0.00
Transfer Tax	0.00
General Fund Interest Earned (December 2012)	1,645.10
Total Other Revenue	8,565.84
Total Receipts:	<u>\$28,075.94</u>

STATE LIQUID FUELS FUND

Receipts	\$0.00
Interest Earned (December 2012)	<u>\$60.90</u>
Total State Liquid Fuels:	<u>\$60.90</u>

CAPITAL RESERVE

Interest Earned (December 2012)	<u>\$874.76</u>
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TRANSPORTATION FUND

Interest Earned (December 2012)	<u>\$258.92</u>
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SEWER OPERATING

Receipts	6,104.88
Interest Earned (December 2012)	<u>\$101.00</u>
Total Sewer:	<u>\$6,205.88</u>

REFUSE

Receipts	3,060.98
Interest Earned (December 2012)	<u>\$62.96</u>
Total Refuse:	<u>\$3,123.94</u>

SEWER CAPITAL RESERVE

Interest Earned (December 2012)	<u>\$229.99</u>
---------------------------------	-----------------

Accounts Payable	33,558.85
Electronic Pmts:	
Health Insurance	\$0.00
Credit Card	\$0.00
Postage	\$0.00
Debt Service	\$0.00
Payroll	\$39,000.00
Total Expenditures:	<u>\$72,558.85</u>

Expenditures:	<u>\$0.00</u>
---------------	---------------

Expenditures:	<u>\$0.00</u>
---------------	---------------

Expenditures:	<u>\$0.00</u>
---------------	---------------

Accounts Payable	\$19,140.00
Debt Service	<u>\$0.00</u>
Total Expenditures:	<u>\$19,140.00</u>

Expenditures	<u>\$11,101.96</u>
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Expenditures	<u>\$0.00</u>
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Memo

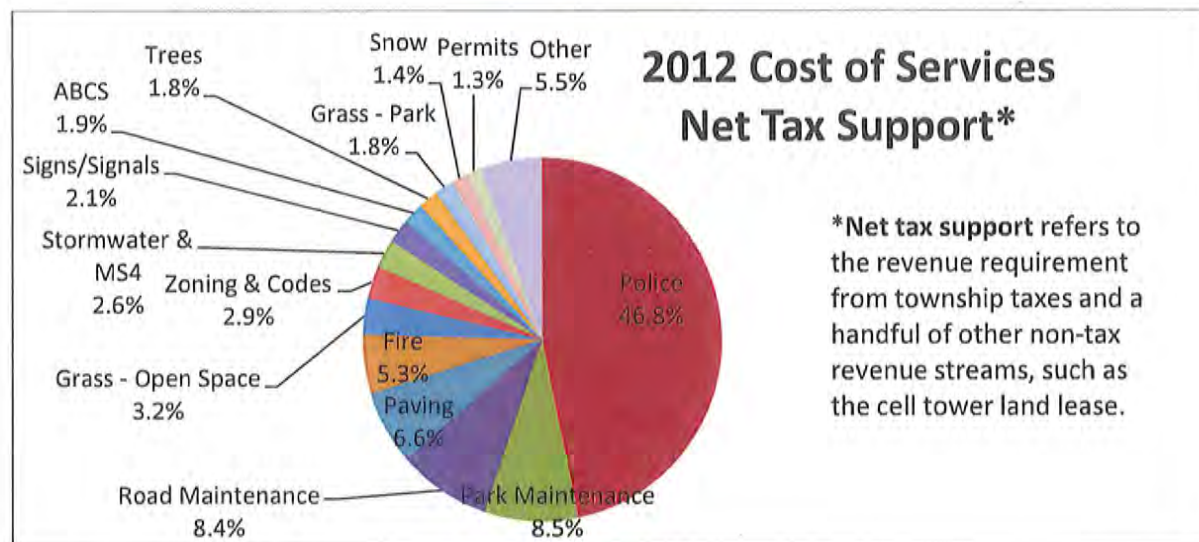
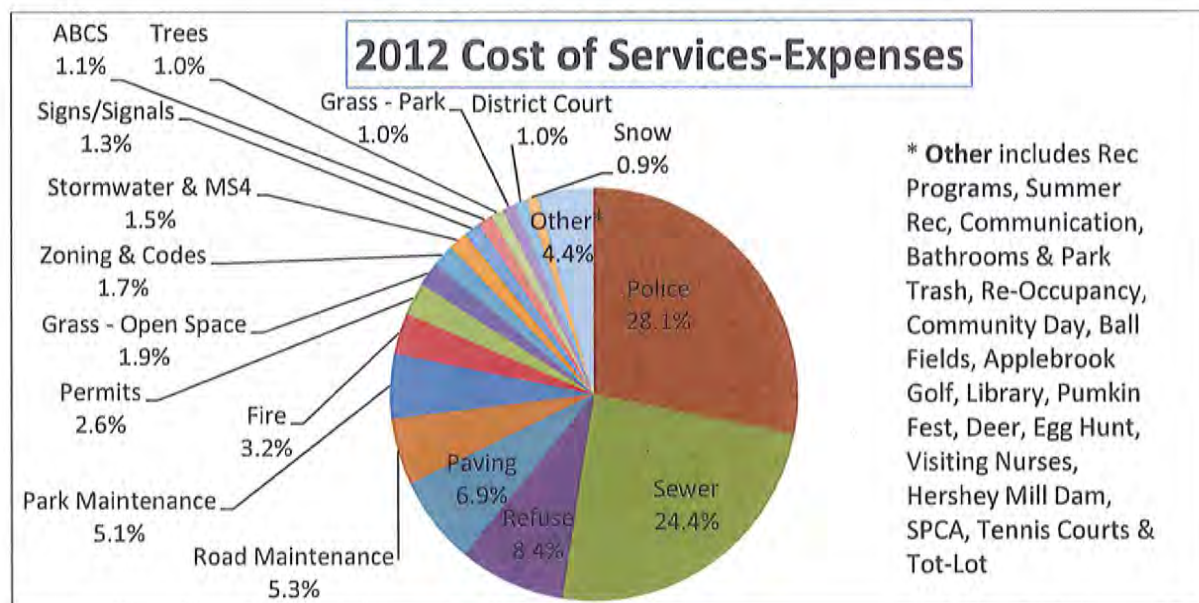
To: Board of Supervisors
From: Jon Altshul
Re: 2012 Cost of Services Report & Addendum
Date: January 28, 2013

I have attached a copy of the cost of services report for 2012. This report reflects both the township's direct and overhead costs allocated across the township's 34 activities or "lines of business," based on the unaudited 2012 financials and the general methodology that was agreed to by the Board of Supervisors in July. In general the cost figures reflect costs incurred in the general, sewer operating and refuse fund, although a number of adjustments were needed to reconcile the numbers reported herein with the general ledger.

This report distinguishes between "total expenses" and "net tax support". Note that there are a handful of "pass-through" revenues included in the total expense category (e.g. insurance claims, state pension aid and engineering recharge revenue) that reduce expenses. "Net tax support" refers to the amount of tax revenue needed to support these activities and generally equals "total expenses" minus non-tax revenue (e.g. permits, park & rec fees, state liquid fuel aid, sewer/refuse fees, etc). The only non-tax revenues that are not netted out are revenues that cannot reasonably be attributed to any activity, such as interest income and the cell tower land lease.

Key findings

- Police services represent the township's largest expenditure (28% or \$3.39 million) and, after netting out dedicated revenues, account for a bit less than 47% of the township's tax dollars. Note that no township overhead costs are allocated to Police.
- Sewer and Refuse are the 2nd and 3rd largest expenditure, respectively, although because those costs are supported by dedicated revenues, they have no impact on tax revenues.
- Other Public Works activities, including Road Maintenance, Paving and Parks Maintenance, represent relatively large costs. However, because of state liquid fuel funds, paving costs, as a percentage of net tax support, are smaller than the other two Public Works activities.
- Fire services represent 3.2% of the township's total expenses, but 5.3% of the township's net tax support.



Summary of Methodology

The cost of services report reflects costs borne by the general, sewer operating and refuse funds.

- Because overhead costs for administrative support, insurance and building costs are already charged back to both the sewer and refuse funds, the cost of sanitary sewer and refuse activities is simply the bottom line actual expense for these two funds.
- For the general fund, the year-end labor detail report is reviewed to determine the number of hours spent on each of the remaining 32 township activities.
- Labor costs by exempt employees—with the exception of the Zoning Officer and the Park and Recreation Director—as well as labor costs of nonexempt employees performing administrative functions, e.g. finance, payroll, vehicle maintenance and unclassified work are considered overhead costs.

- Nonpersonnel costs that cannot be allocated to a specific township activity—e.g. debt service for buildings, utilities, property and casualty insurance, office expenses, etc—are also considered overhead.
- Those overhead costs are then further classified as public works overhead or non-public works overhead.
- Public works overhead costs are allocated across different activities based on the number of labor hours public works employees spent on each activity; non-Public Works overhead costs are allocated across different activities based on the number of labor hours of all nonexempt township employees, including public works employees, by activity.
- One exception is for Police services, which is not allocated any overhead, as the Police's overhead costs are already included in our budget.

After adjusting for a handful of expenses that are not included in the formula and a handful of revenues that net out expenses, the expenses reported herein reconcile to the 2012 unaudited General Ledger, although it was necessary to increase the overhead cost by \$2,871 in order to ensure that the figures matched exactly. This \$2,871 figure likely represents differences between how we calculate workers' compensation premiums in hourly recharge rates and the actual insurance premiums paid.

Addendum

After this material was originally disseminated to you on January 25, I discussed the report with Mr. Shane. He recommended the following changes to the report:

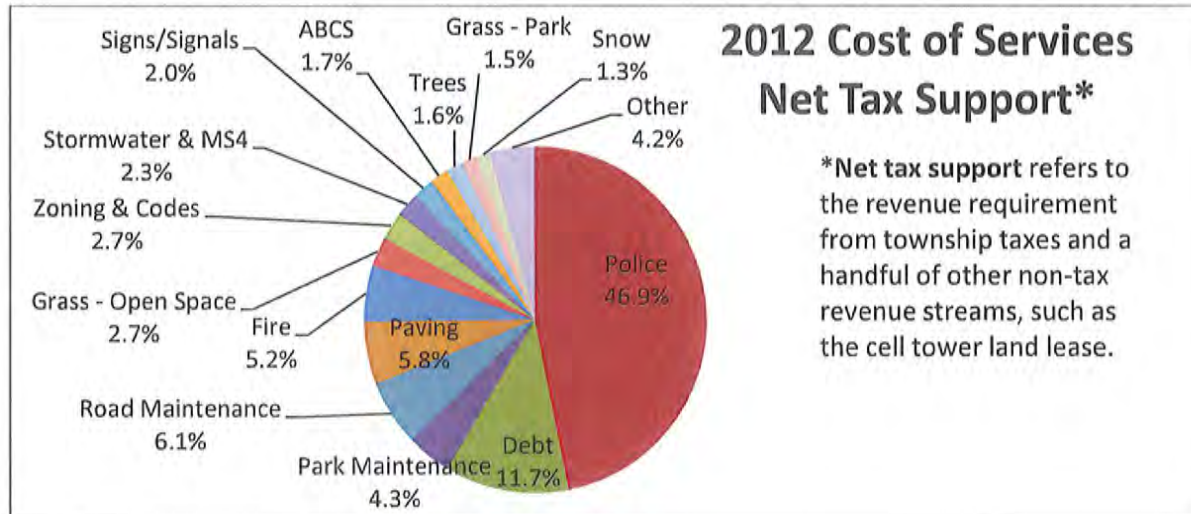
- 1) Debt service be reclassified as its own township activity
- 2) Sewer and refuse be dropped as township activities, as they are not supported by tax dollars
- 3) The activities be listed in order of greatest-to-least net tax support on the report

Accordingly, the relative expense of items with capital improvements financed by debt, such as park maintenance and road maintenance, falls substantially and the district court becomes a profit center for the township. Meanwhile, total overhead costs allocated to the remaining activities fall as well, as debt service for both the township building and public works building are reclassified from overhead to a direct expense.

The pie chart below shows net tax support of these activities with the revised methodology. The spreadsheet labeled "Version 2" provides more detail on the expenses and net tax support with this revised methodology.

Please advise about which of the two methodologies you prefer.

PIE CHART REVISED TO REFLECT MR. SHANE'S PROPOSED METHODOLOGY



Cost of Services Report

East Goshen Township
FY 2012

Total Township Indirect Costs	1,261,065
PW share of these costs	756,667
Non-PW share of costs	504,397

Total Public Works Indirect Costs	458,751
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Activity	Direct Costs	Non-Public Works Personnel Costs	Public Works Personnel Costs	Non-Public Works Indirect Costs	Public Works Indirect Costs	Total Expense	Total Revenue	Net Tax Support
ABCS	28,586	43,905	-	62,785	-	135,275	-	135,275
Applebrook	13,110	3,729	-	4,500	-	21,340	13,380	7,960
Ball Fields	5,171	9,323	1,400	14,118	1,738	31,750	11,520	20,230
Bathrooms & Park Trash	336	-	19,718	29,507	17,890	67,451	-	67,451
Communications	1,714	28,230	235	44,694	197	75,070	548	74,522
Deer	148	6,510	46	7,762	49	14,514	-	14,514
District Court	116,112	-	-	-	-	116,112	99,844	16,268
Egg Hunt	1,589	3,729	-	4,500	-	9,818	2,089	7,730
Fire	371,603	5,916	-	8,925	-	386,444	11,526	374,919
Community Day	22,198	3,729	3,293	10,045	3,361	42,626	23,511	19,115
Grass - Open Space	-	-	41,803	116,623	70,706	229,132	-	229,132
Grass - Park	-	-	20,168	65,533	39,731	125,432	-	125,432
HM Dam	3,250	-	-	-	-	3,250	-	3,250
Library	18,000	-	-	-	-	18,000	-	18,000
Park Maintenance	325,287	-	67,176	136,529	82,775	611,767	9,340	602,427
Paving	441,980	-	102,937	180,912	109,683	835,512	367,909	467,602
Permits	25,100	119,492	-	167,821	-	312,414	216,502	95,911
Police	3,390,294	-	-	-	-	3,390,294	57,111	3,333,183
Pumpkin Fest	3,660	3,729	1,334	5,961	885	15,570	75	15,495
Re-Occupancy	-	22,681	-	26,911	-	49,592	55,805	(6,213)
Rec Programs	26,227	28,853	-	35,712	-	90,792	29,381	61,411
Road Maintenance	571,272	-	15,834	29,480	17,873	634,460	35,535	598,924
Signs/Signals	100,024	-	6,490	31,912	19,347	157,773	4,759	153,014

Activity	Direct Costs	Non-Public Works Personnel Costs	Public Works Personnel Costs	Non-Public Works Indirect Costs	Public Works Indirect Costs	Total Expense	Total Revenue	Net Tax Support
Snow	41,322	-	20,404	30,238	18,332	110,296	11,090	99,206
SPCA	3,140	-	-	-	-	3,140	-	3,140
Stormwater & MS4	6,599	695	44,051	84,249	50,291	185,885	-	185,885
Summer Rec	28,697	23,450	-	28,344	-	80,492	32,106	48,386
Tennis Courts	281	932	165	1,341	131	2,851	-	2,851
Tot-Lot	390	-	278	487	295	1,450	-	1,450
Trees	33,093	-	25,502	42,003	25,465	126,063	-	126,063
Visiting Nurses	6,000	-	-	-	-	6,000	-	6,000
Zoning & Codes	44,729	76,151	-	90,172	-	211,052	6,013	205,039

Subtotal General Fund \$5,629,910 \$381,056 \$370,834 \$1,261,065 \$458,751 \$8,101,616 \$988,044 \$7,113,572

Activities accounted for in other funds

Sewer	2,946,319	-	-	-	-	2,946,319	3,204,711	(258,393)
Refuse	1,016,530	-	-	-	-	1,016,530	991,895	24,636

Total All Funds \$9,592,759 \$381,056 \$370,834 \$1,261,065 \$458,751 \$12,064,464 \$5,184,650 \$6,879,815

Cost of Services Report--VERSION 2 (REVISED PER MR. SHANE)

East Goshen Township
FY 2012

Total Township Indirect Costs	1,032,396
PW share of these costs	619,461
Non-PW share of costs	412,935

Total Public Works Indirect Costs	373,661
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Activity	Direct Costs	Non-Public Works Personnel Costs	Public Works Personnel Costs	Non-Public Works Indirect Costs	Public Works Indirect Costs	Total Expense	Total Revenue	Net Tax Support
Police	3,390,294	-	-	-	-	3,390,294	57,111	3,333,183
Debt	833,774	-	-	-	-	833,774	-	833,774
Road Maintenance	417,537	-	15,834	24,135	14,558	472,063	35,535	436,528
Paving	441,980	-	102,937	148,107	89,339	782,363	367,909	414,454
Fire	371,603	5,916	-	7,307	-	384,826	11,526	373,300
Park Maintenance	65,767	-	67,176	111,772	67,421	312,138	9,340	302,798
Grass - Open Space	-	-	41,803	95,476	57,591	194,870	-	194,870
Zoning & Codes	44,729	76,151	-	73,821	-	194,701	6,013	188,688
Stormwater & MS4	6,599	695	44,051	68,972	40,963	161,280	-	161,280
Signs/Signals	96,854	-	6,490	26,125	15,759	145,228	4,759	140,469
ABCS	28,586	43,905	-	51,400	-	123,891	-	123,891
Trees	33,093	-	25,502	34,386	20,742	113,723	-	113,723
Grass - Park	-	-	20,168	53,650	32,362	106,179	-	106,179
Snow	41,322	-	20,404	24,755	14,932	101,412	11,090	90,323
Communications	1,714	28,230	235	36,589	160	66,929	548	66,381
Permits	25,100	119,492	-	137,390	-	281,983	216,502	65,480
Bathrooms & Park Trash	336	-	19,718	24,157	14,571	58,782	-	58,782
Rec Programs	26,227	28,853	-	29,236	-	84,316	29,381	54,936
Summer Rec	28,697	23,450	-	23,205	-	75,352	32,106	43,246
Community Day	22,198	3,729	3,293	8,223	2,738	40,182	23,511	16,670
Library	18,000	-	-	-	-	18,000	-	18,000
Ball Fields	5,171	9,323	1,400	11,558	1,416	28,867	11,520	17,347
Pumpkin Fest	3,660	3,729	1,334	4,880	721	14,325	75	14,250
Deer	148	6,510	46	6,355	40	13,098	-	13,098

Activity	Direct Costs	Non-Public Works Personnel Costs	Public Works Personnel Costs	Non-Public Works Indirect Costs	Public Works Indirect Costs	Total Expense	Total Revenue	Net Tax Support
Applebrook	13,110	3,729	-	3,684	-	20,524	13,380	7,144
Egg Hunt	1,589	3,729	-	3,684	-	9,002	2,089	6,914
Visiting Nurses	6,000	-	-	-	-	6,000	-	6,000
HM Dam	3,250	-	-	-	-	3,250	-	3,250
SPCA	3,140	-	-	-	-	3,140	-	3,140
Tennis Courts	281	932	165	1,098	107	2,583	-	2,583
Tot-Lot	390	-	278	399	240	1,307	-	1,307
Re-Occupancy	-	22,681	-	22,031	-	44,712	55,805	(11,093)
District Court	12,522	-	-	-	-	12,522	99,844	(87,322)

Subtotal General Fund \$5,943,669 \$381,056 \$370,834 \$1,032,396 \$373,661 \$8,101,616 \$988,044 \$7,113,572

EAST GOSHEN TOWNSHIP ACTION LIST

New additions are in bold		5-Feb-13
#	Item	Date
DPW 07-02	Hershey's Mill Dam	5-Feb-13
ADM 10-22	TAG Action List	5-Feb-13
ADM 12-05	Applebrook Golf Outings	5-Feb-13
PCZ 12-01	Comp Plan	19-Feb-13
ADM 12-4	Light Fixtures at Municipal Complex	19-Feb-13
ADM 11-13	Quarterly Report Municipal Authority Projects	16-Apr-13
FIN 11-05	Quarterly Financial Reports	16-Apr-13
DPW 08-02	Quarterly Report on I&I	16-Apr-13
ADM 09-04	Quarterly Review of Right to Know Requests	16-Apr-13
ADM 12-06	Comcast Franchise Renewal	16-Apr-13

EAST GOSHEN TOWNSHIP

ACTION ITEM

Item:	Hershey's Mill Dam							No:	DPW 07-02
	List Date:	5/22/2007					Completed Date:		
Description:	Bring Dam into compliance with DEP requirements or dispose of dam								
Date	Action								
	Note I have hidden the 2010 comments to save space								
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								
2/7/2012	Conference call with DEP scheduled for 2/2/12								
3/7/2012	Contract with Walsh executed on 2/7. Status report attached								
4/3/2012	Status report attached								
5/1/2012	Status report attached								
6/5/2012	Status report attached								
7/3/2012	Status report attached								
8/7/2012	Presentation to BoS. BoS agreed to send 1,000 foot letter and invite residents once rendering is done								
10/2/2012	Presentation - Ok to send plans to DEP								
11/13/2012	Plans sent to DEP								
12/4/2012	Status Report attached								
1/7/2013	Per DEP we should have comments on plans by mid January								
2/5/2013	DEP advised that we need to submit for an NPDES permit and provide them with an O&M Manual. The engineer has submitted the NPDES Application and is preparing the O&M Manual								

EAST GOSHEN TOWNSHIP ACTION ITEM

Item:

TAG Action List

No:

ADM 10-22

List Date:

12/7/2010

Completed Date:

Description:

Complete action items on TAG list

Date	Action
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12/7/2010 to 10/20/12 hidden to save space

| 11/13/2012 | Updated summary is attached - updated format of report

12/4/2012 IT Support - Verbal update from WCACOG meeting

1/6/2013 IT Support - COG meeeting at the end of January

IT Support - This was discussed at the COG meeeting- Presently West Chester does this work in house. Currently, East Goshen, West Whiteland, Westtown, East Bradford and West Goshen contract for this service. There was no interest in hiring an employee to perform this work. I would suggest that we continue to contract for this

2/5/2013 service.

12/4/2012 HVAC System - Funding in 2013 Budget Completed 12/4/12

12/4/2012 Merit Compensation Study - Presentation on 10/30, waiting on additional info

12/18/2012 Info to BoS on 12/18/12

Completed 12/18/12