

**AGENDA**  
**EAST GOSHEN TOWNSHIP**  
**BOARD OF SUPERVISORS**

Tuesday, August 20, 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
  - a. Announce 2014 Minimum Municipal Obligation for the following Pension Plans:
    - Fire Pension Plan \$55,591
    - Township Non-Uniformed Pension Plan \$0
    - Township Non-Uniformed Defined Contribution Pension Plan \$80,700
    - Police Commission Non-Uniformed Defined Contribution Pension Plan \$9,288
  - b. Announce appointment to Zoning Hearing Board
  - c. Announce Westtown-East Goshen Police Dept. is accepting applications for the 2013 Citizens Police Academy which begins September 4th. Information and applications can be found on the WEGO website.
7. Public Hearings - None
8. Police/EMS Report - July 2013 Monthly Activity Report - Chief Brenda Bernot  
Malvern Fire Co. - July 2013 Monthly Fire Operations Report - Chief Neil Vaughn  
Goshen Fire Co. - None  
Fire Marshal – None
9. Financial Report – July 2013 Financial Report
10. Old Business
  - a. Consider Follow-up on Replacement Copier
  - b. Consider Financial Policies
  - c. Consider Meeting Room Audio System
11. New Business
  - a. Consider West Goshen Township Police Department joining with the Westtown/East Goshen Police Department
  - b. Consider Refuse and Recycling Bid Options
  - c. Consider Manley Road
  - d. Consider Director of Recreation
12. Any Other Matter
13. Approval of Minutes
  - a. August 6, 2013
14. Treasurer's Report
  - a. August 15, 2013
15. Review Action List
  - a. August 20, 2013
16. Correspondence, Reports of Interest
  - a. Acknowledge Historical Commission's 2013 Third Quarter Goals

b. Acknowledge notification of transfer of lease for telecommunications tower on East Goshen property from Liberty Towers to CIG Comp Tower

17. Dates of Importance

Aug 19, 2013	Commerce Commission	7:00 PM
Aug 19, 2013	Deer Committee	7:00 PM
Aug 20, 2013	Board of Supervisors	7:00 PM
Aug 21, 2013	Police Commission - CANCELLED WEGO Police Dept.	5:30 PM
Aug 22, 2013	Farmers Market	3-7:00 PM
Aug 26, 2013	Comp Plan Task Force	7:00 PM
Aug 29, 2013	Farmers Market	3-7:00 PM
Sept 02, 2013	Labor Day Office Closed	
Sept 03, 2013	Board of Supervisors	7:00 PM
Sept 04, 2013	Planning Commission	7:00 PM
Sept 05, 2013	Park Commission	7:00 PM
Sept 09, 2013	Municipal Authority	7:00 PM
Sept 11, 2013	Pension Committee	1:00 PM
Sept 11, 2013	Conservancy Board	7:00 PM
Sept 12, 2013	Historical Commission	7:00 PM
Sept 16, 2013	Commerce Commission	7:00 PM
Sept 17, 2013	Board of Supervisors	7:00 PM
Sept 18, 2013	Police Commission – RE-SCHEDULED WEGO Police Dept.	5:30 PM
Sept 18, 2013	Zoning Hearing Board 1410 Linden Lane	7:30 PM
Sept 23, 2013	Comp Plan Task Force	7:00 PM
Sept 24, 2013	Police Commission WEGO Police Dept.	5:30 PM
Sept 27, 2013	WC Area Council of Governments East Goshen Township Building	7:00 PM

Fall 2013 Newsletter Articles Due: September 1  
Posted to Website: October 1

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.

FINANCIAL REQUIREMENT AND MINIMUM MUNICIPAL  
OBLIGATION BUDGET FOR 2014

NAME OF MUNICIPALITY:

EAST GOSHEN TOWNSHIP

COUNTY:

CHESTER

NON-UNIFORMED  
PENSION PLAN

1 TOTAL ANNUAL PAYROLL	\$0
Estimated Payroll	
2 NORMAL COST AS A PERCENTAGE OF PAYROLL	0.00%
( Derived from latest actuarial valuation ) 1/1/13	
3 TOTAL NORMAL COST	\$0
( Item 1 x Item 2 )	
4 AMORTIZATION REQUIREMENT	\$0
( Derived from latest actuarial valuation )	
5 TOTAL ADMINISTRATIVE EXPENSES	\$5,400
( Derived from latest actuarial valuation )	
6 FINANCIAL REQUIREMENT	\$5,400
( + Item 3 + Item 4 + Item 5 )	
7 TOTAL MEMBERS CONTRIBUTIONS	\$0
8 FUNDING ADJUSTMENT	\$58,842
( Derived from latest actuarial valuation )	
9 MINIMUM MUNICIPAL OBLIGATION	\$0
( + Item 6 - Item 7 - Item 8 )	

NOTE: Since the actuarial value of assets exceeds the actuarial present value of future benefits,  
there is no financial requirement or municipal obligation required for the year 2014

\_\_\_\_\_  
Signature of Chief Administrative Officer\_\_\_\_\_  
Date Certified to Governing Body

**FINANCIAL REQUIREMENT AND MINIMUM MUNICIPAL  
OBLIGATION BUDGET FOR 2014**

NAME OF MUNICIPALITY: EAST GOSHEN TOWNSHIP  
COUNTY: CHESTER

	NON-UNIFORMED DEF. CONT.
1. TOTAL ANNUAL PAYROLL ( Estimated payroll)	1,520,000
2. RATE OF CONTRIBUTION AS A % OF PAYROLL (Derived from latest actuarial valuation) 1/1/13	5.00%
3. TOTAL CONTRIBUTION COST (Item 1 times Item 2)	76,000
4. TOTAL ADMINISTRATIVE EXPENSES	4,700
5. TOTAL FINANCIAL REQUIREMENT (+Item 3 +Item 4 )	80,700
6. MINIMUM MUNICIPAL OBLIGATION	80,700

\_\_\_\_\_  
Signature of Chief Administrative Officer

\_\_\_\_\_  
Date Certified to Governing Body

**FINANCIAL REQUIREMENT AND MINIMUM MUNICIPAL  
OBLIGATION BUDGET FOR 2014**

NAME OF MUNICIPALITY: EAST GOSHEN TOWNSHIP  
COUNTY: CHESTER

	NON-UNIFORMED DEF. CONT.
1. TOTAL ANNUAL PAYROLL ( Estimated payroll)	185,760
2. RATE OF CONTRIBUTION AS A % OF PAYROLL (Derived from latest actuarial valuation) 1/1/13	5.00%
3. TOTAL CONTRIBUTION COST (Item 1 times Item 2)	9,288
4. TOTAL ADMINISTRATIVE EXPENSES	0
5. TOTAL FINANCIAL REQUIREMENT (+Item 3 +Item 4 )	9,288
6. MINIMUM MUNICIPAL OBLIGATION	9,288

\_\_\_\_\_  
Signature of Chief Administrative Officer

\_\_\_\_\_  
Date Certified to Governing Body

**FINANCIAL REQUIREMENT AND MINIMUM MUNICIPAL  
OBLIGATION BUDGET FOR 2014**

*NAME OF MUNICIPALITY:*

EAST GOSHEN TOWNSHIP

*COUNTY:*

CHESTER

FIRE  
PENSION PLAN

1 TOTAL ANNUAL PAYROLL Estimated Payroll	\$587,288
2 NORMAL COST AS A PERCENTAGE OF PAYROLL ( Derived from latest actuarial valuation ) 1/1/13	9.33%
3 TOTAL NORMAL COST ( Item 1 x Item 2 )	\$54,794
4 AMORTIZATION REQUIREMENT ( Derived from latest actuarial valuation )	\$9,761
5 TOTAL ADMINISTRATIVE EXPENSES ( Derived from latest actuarial valuation )	\$4,250
6 FINANCIAL REQUIREMENT ( + Item 3 + Item 4 + Item 5 )	\$68,805
7 TOTAL MEMBERS CONTRIBUTIONS	\$13,214
8 FUNDING ADJUSTMENT ( Derived from latest actuarial valuation )	\$0
9 MINIMUM MUNICIPAL OBLIGATION ( + Item 6 - Item 7 - Item 8 )	\$55,591

\_\_\_\_\_  
Signature of Chief Administrative Officer

\_\_\_\_\_  
Date Certified to Governing Body

# WESTTOWN-EAST GOSHEN REGIONAL POLICE DEPARTMENT

REGIONAL POLICING SINCE 1982

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## 2013 CITIZENS POLICE ACADEMY

The Citizens Police Academy is a revolutionary concept in law enforcement and community policing. As part of its continuing mission to provide the optimum in service, performance and dedication to the community, the Westtown-East Goshen regional Police Department has designed a Citizens Police Academy that will enable citizens to have a better understanding of the operations of the Police Department and its Officers. In addition, citizens will develop a greater awareness and appreciation of the challenges and decisions faced by Westtown-East Goshen Regional Police Officers on a daily basis.

Academy participants will attend one night a week (Wednesday) for approximately two hours per night for a period of 12 weeks. The next Citizens Police Academy classes will begin on Wednesday, September 04, 2013 at 7 P.M. at the Westtown-East Goshen Regional Police Department located at 1041 Wilmington Pike, West Chester, PA 19382.

- Police Patrol
- Criminal Investigations
- CPR and First Aid
- The Court System
- Traffic Enforcement/Accident Investigation and Reconstruction
- Community Policing
- 911 Operations Center
- Terrorism Awareness

Requirements for participation and completion of the Westtown-East Goshen Regional Police Department Citizens Police Academy:

- Applicants must be 18 years of age
- Applicants must submit an application
- Applicants will be subject to a complete background check which will include a criminal history check along with a driving history check.
- All applications will be confidentially reviewed and approved by the Chief of Police

For more information or to receive an application, contact Lieutenant William Cahill of the Westtown-East Goshen Regional Police Department, 1041 Wilmington Pike, West Chester, PA 19382. Office: (610) 692-9600 x 216, Fax: (610) 701-4336 or e-mail:

[bcahill@westtownpolice.org](mailto:bcahill@westtownpolice.org) (<mailto:bcahill@westtownpolice.org>)

A \$27.00 non-refundable processing fee is due at the time the application is submitted. The processing fee is needed to cover the costs associated with the CPR/First Aid Certification.

## Upcoming Events



**Citizens Police Academy**

Wednesday, Sep 4 at 7:00 PM - 9:00 PM

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## Malvern Fire Company

424 East King Street  
P.O. Box 435  
Malvern, PA 19355

Main 610-647-0693  
Fax 610-647-0249  
www.malvernfireco.com

### Monthly Fire Operations Report - July 2013

Calls for Month: 26			Year Total: 179	
Call Type	Malvern	Willistown	East Goshen	Other
Automatic Fire Alarm	4	9	1	0
Carbon Monoxide Alarm	1	0	0	0
Cover Assignment	0	0	0	1
Electrical Fire - Inside	0	0	0	1
Fire Police	0	0	0	2
Gas Leak - Outside	1	0	0	0
MVA	0	1	0	0
Structure Fire	0	0	0	1
Trash	1	0	0	0
Vehicle Fire	1	0	0	0
Wires	0	2	0	0
<b>MONTH TOTAL</b>	8	12	1	5
<b>YEAR TOTAL</b>	30	99	7	43

Mutual Aid	Given	Received	Month Total	Year Total
Alert Fire Co.	1	0	1	2
Berwyn Fire Co.	0	0	0	5
East Whiteland Fire Co.	3	0	3	26
Fame Fire Co.	0	0	0	1
Friendship Dive Rescue	0	0	0	1
Goodwill Fire Co.	0	0	0	2
Goshen Fire Co.	1	0	1	12
Lionville Fire Co.	0	0	0	2
Newtown Sq. Fire Co.	0	0	0	5
Paoli Fire Co.	0	0	0	6
Radnor Fire Co.	0	0	0	4

Total Value of Property & Contents	Total Month Loss	Total Year Loss	Total Year Saved
\$4,155,000	\$3,000	\$5,500	\$4,149,500

Number of Personnel Attending Calls	Year Total	Hours in Service	Year Total
221	1,670	95.85	1,141.01

Number of Training Sessions	Year Total	Hours in Service	Year Total
6	29	227.5	1,176.25

Number of Special Assignments	Year Total	Hours in Service	Year Total
10	26	744	1,110

Total Hours in Service (Month)	Total Hours in Service (Year)
1067.35	3,426

# Memo

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To: Board of Supervisors  
From: Jon Altshul  
Re: July 2013 Financial Report  
Date: August 9, 2013

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As of July 31, 2013, the general fund had year-to-date revenues of \$6,259,051 compared to expenses of \$5,085,519 for a positive variance of \$1,173,532, excluding pass through accounts. Compared to the YTD budget, revenues were \$465,100 over-budget, while expenses were \$81,492 over-budget for a positive budget variance of \$383,608. The general fund balance was \$7,529,295.

Net of core revenues, all operating departments were under-budget, except for Public Works, which is temporarily over-budget due to the transfer of additional funds to the State Liquid Fuels Fund.

Among non-core revenues, earned income tax revenue was particularly strong in July and is now \$337,243 over budget. Real estate transfer tax also had a strong month, aided by the sale of the commercial property at 1700 Paoli Pike.

Other funds continue to be in strong position.

- The **State Liquid Fuels Fund** has year-to-date (YTD) revenues of \$643,974 and no expenses.
- The **Sinking Fund** has YTD revenues of \$9,139 and expenses of \$98,629. The fund balance is \$6,006,437.
- The **Transportation Fund** has YTD revenues of \$2,744 and no expenses. The fund balance is \$1,057,197.
- The **Sewer Operating Fund** has YTD revenues of \$1,835,414 and expenses of \$1,893,561, although it has a positive YTD budget variance of \$151,647. The fund balance is \$517,857.
- The **Refuse Fund** has YTD revenues of \$578,541 and expenses of \$587,653, although it has a positive budget variance of \$17,792. The fund balance is \$799,986.
- The **Sewer Capital Reserve Fund** has YTD revenues of \$1,420 and expenses of \$526,128. The fund balance is \$951,641.

## YEAR-END PROJECTIONS

I am now projecting that the general fund will finish the year with a positive budget variance of \$527,685, a large improvement over the projected surplus of \$92,631 that was reported to you in last month's report. For the year, revenues are now projected to be \$9,874,469 (compared to \$9,705,000 last month) and expenses are projected to be \$9,796,854 (compared to \$9,994,929 last month). These projections correspond with a projected net increase in year end fund balance of \$77,614.

The key drivers of this improved position are as follows:

- Only engineering costs will be incurred in 2013 for the Hershey Mill Dam project, which corresponds with \$240,000 in savings this year.
- Earned Income Tax had a very strong July; accordingly, I have raised the year-end projection by \$150,000.

**EAST GOSHEN TOWNSHIP**  
**JULY 2013 FINANCIAL RESULTS**  
**July 31, 2013**

Account Title	Annual Budget	Y-T-D Budget	Y-T-D Actual	Budget-Actual Variance
<b>GENERAL FUND</b>				
EMERGENCY SERVICES EXPENSE	3,587,260	2,535,610	2,494,606	(41,004)
PUBLIC WORKS EXPENSE	2,344,518	899,835	1,057,552	157,717
ADMINISTRATION EXPENSES	2,120,392	819,612	876,135	56,523
ZONING/PERMITS/CODES EXPENSES	473,095	296,968	220,592	(76,376)
PARK AND RECREATION EXPENSES	785,482	329,329	313,960	(15,369)
<b>TOTAL CORE FUNCTION EXPENSES</b>	<b>9,310,747</b>	<b>4,881,354</b>	<b>4,962,846</b>	<b>81,492</b>
EMERGENCY SERVICES REVENUE	51,643	31,460	28,764	(2,696)
PUBLIC WORKS REVENUE	846,600	258,126	233,784	(24,342)
ADMINISTRATIVE REVENUES	309,797	133,782	196,295	62,513
CODES REVENUE	275,825	175,141	259,450	84,309
PARK AND REC REVENUE	114,183	76,762	75,071	(1,691)
<b>TOTAL CORE FUNCTION REVENUES</b>	<b>1,598,048</b>	<b>675,271</b>	<b>793,364</b>	<b>118,093</b>
<b>NET EMERGENCY SERVICES</b>	<b>3,535,617</b>	<b>2,504,150</b>	<b>2,465,842</b>	<b>(38,308)</b>
<b>NET PUBLIC WORKS</b>	<b>1,497,918</b>	<b>641,709</b>	<b>823,768</b>	<b>182,059</b>
<b>NET ADMINISTRATION</b>	<b>1,810,595</b>	<b>685,830</b>	<b>679,840</b>	<b>(5,990)</b>
<b>NET CODES</b>	<b>197,270</b>	<b>121,827</b>	<b>(38,857)</b>	<b>(160,684)</b>
<b>NET PARK AND REC</b>	<b>671,299</b>	<b>252,567</b>	<b>238,889</b>	<b>(13,678)</b>
<b>CORE FUNCTION NET SUBTOTAL</b>	<b>7,712,699</b>	<b>4,206,083</b>	<b>4,169,482</b>	<b>(36,601)</b>
DEBT - PRINCIPAL	436,000	0	0	0
DEBT - INTEREST	208,182	122,673	122,673	0
<b>TOTAL DEBT</b>	<b>644,182</b>	<b>122,673</b>	<b>122,673</b>	<b>0</b>
<b>TOTAL CORE FUNCTION NET</b>	<b>8,356,881</b>	<b>4,328,756</b>	<b>4,292,155</b>	<b>(36,601)</b>
<b>NON-CORE FUNCTION REVENUE</b>				
REAL ESTATE PROPERTY TAX	2,001,978	1,975,240	1,948,331	(26,909)
OTHER INCOME	48,132	27,224	24,752	(2,472)
CABLE TV FRANCHISE	410,000	201,471	212,105	10,634
REAL ESTATE TRANSFER TAX	500,000	291,667	315,786	24,119
EARNED INCOME TAXES	4,631,700	2,460,006	2,797,249	337,243
LOCAL SERVICES TAX	315,000	163,072	167,464	4,392
<b>TOTAL NON CORE FUNCTION REVENUE</b>	<b>7,906,810</b>	<b>5,118,680</b>	<b>5,465,687</b>	<b>347,007</b>
<b>NET RESULT</b>	<b>(450,071)</b>	<b>789,924</b>	<b>1,173,532</b>	<b>383,608</b>



**EAST GOSHEN TOWNSHIP**  
**JULY 2013 YEAR-END PROJECTIONS**  
**July 31, 2013**

<b>Account Title</b>	<b>Annual Budget</b>	<b>Y-T-D Actual</b>	<b>Y/E Projection</b>	<b>Budget-Actual Variance</b>
<b>GENERAL FUND</b>				
EMERGENCY SERVICES EXPENSE	3,587,260	2,494,606	3,545,900	(41,360)
PUBLIC WORKS EXPENSE	2,344,518	1,057,552	2,487,141	142,623
ADMINISTRATION EXPENSES	2,120,392	876,135	2,126,861	6,469
ZONING/PERMITS/CODES EXPENSES	473,095	220,592	406,107	(66,988)
PARK AND RECREATION EXPENSES	785,482	313,960	586,664	(198,818)
<b>TOTAL CORE FUNCTION EXPENSES</b>	<b>9,310,747</b>	<b>4,962,846</b>	<b>9,152,672</b>	<b>(158,075)</b>
EMERGENCY SERVICES REVENUE	51,643	28,764	49,162	(2,481)
PUBLIC WORKS REVENUE	846,600	233,784	984,413	137,813
ADMINISTRATIVE REVENUES	309,797	196,295	354,982	45,185
CODES REVENUE	275,825	259,450	334,800	58,975
PARK AND REC REVENUE	114,183	75,071	110,722	(3,461)
<b>TOTAL CORE FUNCTION REVENUES</b>	<b>1,598,048</b>	<b>793,364</b>	<b>1,834,080</b>	<b>236,032</b>
<b>NET EMERGENCY SERVICES</b>	<b>3,535,617</b>	<b>2,465,842</b>	<b>3,496,737</b>	<b>(38,880)</b>
<b>NET PUBLIC WORKS</b>	<b>1,497,918</b>	<b>823,768</b>	<b>1,502,727</b>	<b>4,809</b>
<b>NET ADMINISTRATION</b>	<b>1,810,595</b>	<b>679,840</b>	<b>1,771,879</b>	<b>(38,716)</b>
<b>NET CODES</b>	<b>197,270</b>	<b>(38,857)</b>	<b>71,307</b>	<b>(125,963)</b>
<b>NET PARK AND REC</b>	<b>671,299</b>	<b>238,889</b>	<b>475,942</b>	<b>(195,357)</b>
<b>CORE FUNCTION NET SUBTOTAL</b>	<b>7,712,699</b>	<b>4,169,482</b>	<b>7,318,593</b>	<b>(394,106)</b>
DEBT - PRINCIPAL	436,000	0	436,000	0
DEBT - INTEREST	208,182	122,673	208,182	0
<b>TOTAL DEBT</b>	<b>644,182</b>	<b>122,673</b>	<b>644,182</b>	<b>0</b>
<b>TOTAL CORE FUNCTION NET</b>	<b>8,356,881</b>	<b>4,292,155</b>	<b>7,962,775</b>	<b>(394,106)</b>
<b>NON-CORE FUNCTION REVENUE</b>				
REAL ESTATE PROPERTY TAX	2,001,978	1,948,331	1,991,557	(10,421)
OTHER INCOME	48,132	24,752	47,132	(1,000)
CABLE TV FRANCHISE	410,000	212,105	410,000	0
REAL ESTATE TRANSFER TAX	500,000	315,786	500,000	0
EARNED INCOME TAXES	4,631,700	2,797,249	4,781,700	150,000
LOCAL SERVICES TAX	315,000	167,464	310,000	(5,000)
<b>TOTAL NON CORE FUNCTION REVENUE</b>	<b>7,906,810</b>	<b>5,465,687</b>	<b>8,040,389</b>	<b>133,579</b>
<b>NET RESULT</b>	<b>(450,071)</b>	<b>1,173,532</b>	<b>77,614</b>	<b>527,685</b>

SUMMARY OF FUNDS REPORT (AKA "JOE REPORT")  
**ALL FUNDS YEAR-TO-DATE ACTUALS-AS OF JULY 31, 2013**  
 \* NOTE: GENERAL FUND INCLUDES PASS-THROUGH ACCOUNTS

	GENERAL FUND*	LIQUID FUELS STATE FUND	CAPITAL RESERVE FD	TRANSPORT. FUND	REFUSE FUND	SEWER OP. FUND	SEWER CAP RESERVE	TOWNSHIP FUNDS	MUNICIPAL AUTHORITY
<b>1/1/13 BEGINNING BALANCE</b>	<b>\$6,429,604</b>	<b>\$61</b>	<b>\$6,095,927</b>	<b>\$1,049,423</b>	<b>\$809,099</b>	<b>\$576,005</b>	<b>\$1,476,350</b>	<b>\$16,436,469</b>	<b>\$61,884</b>
<b>RECEIPTS</b>									
310 TAXES	\$5,251,686							\$5,251,686	
320 LICENSES & PERMITS	\$240,518							\$240,518	
330 FINES & FORFEITS	\$28,764							\$28,764	
340 INTERESTS & RENTS	\$79,033				\$1,439			\$94,699	\$46
350 INTERGOVERNMENTAL	\$0	560	\$9,139	\$2,378		\$730	\$1,420	\$363,306	
360 CHARGES FOR SERVICES	\$411,832	363,306			\$577,102	\$1,834,684		\$2,823,617	\$12,838
380 MISCELLANEOUS REVENUES	\$575,581			\$396				\$575,978	\$423
390 OTHER FINANCING SOURCES	\$199,079	\$280,109						\$479,188	\$532,000
	<b>\$6,786,494</b>	<b>\$643,974</b>	<b>\$9,139</b>	<b>\$2,774</b>	<b>\$578,541</b>	<b>\$1,835,414</b>	<b>\$1,420</b>	<b>\$9,857,756</b>	<b>\$545,307</b>
<b>EXPENDITURES</b>									
400 GENERAL GOVERNMENT	\$661,452							\$675,919	
410 PUBLIC SAFETY	\$3,218,591		\$14,467					\$3,218,591	
420 HEALTH & WELFARE	\$64,804							\$64,804	
426 SANITATION & REFUSE	\$0				587,653	\$1,363,076	\$33,128	\$1,983,857	\$537,400
430 HIGHWAYS,ROADS & STREETS	\$605,013		\$50,942					\$655,955	
450 CULTURE-RECREATION	\$269,357		\$33,220					\$302,577	
460 CONSERVATION & DEVELOPMENT	\$4,025							\$4,025	
470 DEBT SERVICE	\$142,802					\$491,485		\$634,288	
480 MISCELLANEOUS EXPENDITURES	\$413,294							\$413,294	
490 OTHER FINANCING USES	\$280,109					\$39,000	\$493,000	\$812,109	
	<b>\$5,659,446</b>	<b>\$0</b>	<b>\$98,629</b>	<b>\$0</b>	<b>\$587,653</b>	<b>\$1,893,561</b>	<b>\$526,128</b>	<b>\$8,765,418</b>	<b>\$537,400</b>
<b>2013 SURPLUS/DEFICIT</b>	<b>\$1,127,048</b>	<b>\$643,974</b>	<b>-\$89,491</b>	<b>\$2,774</b>	<b>-\$9,112</b>	<b>-\$58,147</b>	<b>-\$524,708</b>	<b>\$1,092,338</b>	<b>\$7,906</b>
<b>CLEARING ACCOUNT ADJUSTMENTS</b>	<b>-\$27,357</b>								
<b>7/31/13 BALANCE</b>	<b>\$7,529,295</b>	<b>\$644,035</b>	<b>\$6,006,437</b>	<b>\$1,052,197</b>	<b>\$799,986</b>	<b>\$517,857</b>	<b>\$951,641</b>	<b>\$17,501,450</b>	<b>\$69,791</b>

# Memo

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To: Board of Supervisors  
From: Jon Altshul  
Re: Follow-up on replacement copier  
Date: August 14, 2013

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At the August 6<sup>th</sup> meeting, the Board approved a motion to lease a Lanier (Ricoh) C5503 copier through Rothwell Document Solutions pending positive references on the performance of that specific model.

The C5503 is a brand new model, having been released within the past few weeks. Rothwell has installed only one such machine since that time—at the East Whiteland Police Department. The officer I spoke with there was happy with the new copier, but couldn't provide much insight into the C5503's performance as it had only been received the previous day.

I also spoke with representatives from The Chester County Chamber of Business and Industry and Kennett Township, both of whom have predecessor models to the C5503, and they were both very pleased with their machines.

# Memo

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To: Board of Supervisors  
From: Jon Altshul  
Re: Financial Policies  
Date: August 14, 2013

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Following up on the discussion at the August 6<sup>th</sup> meeting, I have attached a revised resolution on various financial policies for the Board's consideration. The revised resolution reflects the following changes:

- 1) More clearly defined what is meant by a "new" asset and a "replacement" asset.
- 2) Clarified that the appropriation to the proposed Operating Reserve Fund is intended as a one-time expense in 2014 and that the balance of that fund will be monitored to ensure that it complies with the statutory cap.
- 3) Clarified that the annual contribution to the proposed new trust for the benefit of the WEGO pension plan will be funded annually at a level determined by the Board of Supervisors based on the results the most recent actuarial study. For perspective, as of the 2013 report, East Goshen's share of the unfunded liability is roughly \$2.7 million.



**EAST GOSHEN TOWNSHIP  
CHESTER COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2013-\_\_**

**A RESOLUTION ESTABLISHING VARIOUS  
FINANCIAL POLICIES**

**WHEREAS**, it is a “best practice” of the Government Finance Officers Association for municipalities to have formal policies with respect to both the use of capital reserve funds and unrestricted general fund balances;

**WHEREAS**, the Township maintains a fixed asset worksheet listing the appreciated depreciation, replacement cost and useful life of all capital assets scheduled for replacement.

**WHEREAS**, the Township’s threshold for capital assets is \$5,000.

**WHEREAS**, the Township has historically distinguished between “replacement” assets/costs/purchases, meaning assets that would replace those currently in the fixed asset worksheet, and “new” assets/costs/purchases, meaning either assets that the Township does not currently own or assets that would not replace another asset that is listed in the fixed asset worksheet.

**BE IT RESOLVED THAT** the Board of Supervisors of East Goshen Township hereby authorize the Chief Financial Officer/Treasurer to implement the following financial policies effective in 2014:

1) The Capital Reserve Fund, as authorized in § 1508 of the Second Class Township Code, will henceforth be referred as the “Sinking Fund”. The Sinking Fund shall strive to maintain a fund balance equal to the estimated replacement cost of all capital assets listed in the fixed asset worksheet, plus a \$150,000 buffer.

2) Any “new” capital assets, as defined above, purchased in a given year shall be paid out of the Sinking Fund. However, the General Fund will reimburse the Sinking Fund for any “new” assets, whether budgeted or unanticipated, at year-end and those “new” assets will immediately be added to the fixed asset worksheet, so that they become “replacement” assets in the future. “Replacement” assets will continue to be purchased from the Sinking Fund, as is the current practice, with the fixed asset worksheet amended to reflect the purchase of that “replacement” asset, such that the estimated replacement value of all capital assets can be accurately determined.

3) An Operating Reserve Fund shall be created and funded in 2014 at no more than the statutory cap as provided in §1508.1 of the Second Class Township Code, or currently 5%

of estimated general fund revenues. Money will be appropriated from the Operating Reserve Fund to the General Fund as needed to minimize future revenue shortfalls and deficits. To the extent that the funding level is on a trajectory to fall below or above the statutory cap in any future year, necessary adjustments will be made by transferring appropriate amounts between the General Fund and the Operating Reserve Fund.

4) An irrevocable trust for the benefit of the Westtown East Goshen Police Department pension plan shall be established to offset future increases in East Goshen's share of WEGO's pension costs. This trust shall be funded annually at a level determined by the Board of Supervisors during the annual budget process, based on the results of the most recent actuarial study.

5) The General Fund shall maintain a fund balance at least equal to 20% of annual expenses.

6) Beginning with the presentation of the 2014 budget and continuing at 2-year intervals thereafter, staff will present a 5-year capital improvement program (CIP) for the Board's consideration.

**RESOLVED AND ADOPTED**, this 20th day of August, 2013.

ATTEST:

**EAST GOSHEN TOWNSHIP  
BOARD OF SUPERVISORS**

\_\_\_\_\_  
Secretary

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

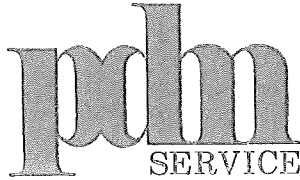
Voice (610) 692-7171  
Fax (610) 425-8950  
E-mail [rsmith@eastgoshen.org](mailto:rsmith@eastgoshen.org)

Date: August 12, 2013  
To: Board of Supervisors  
From: Rick Smith, Township Manager  
Re: Meeting Room Audio System

Pursuant to our request attached is additional information on the Telecor audio system recommended by PDM Service.

By way of comparison Bosch make a similar system that can be purchase on-line from Clarus Language Solutions for \$5,699.

Bosch	QTY	UNIT	
		COST	COST
Chairman Unit	1	\$596	\$596
Delegate Units	8	\$490	\$3,920
Controller	1	\$1,183	\$1,183
TOTAL			\$5,699



*PDM SERVICE COMPANY, INC.*

*24 hagerty blvd. • suite 7 • west chester, pa. 19382  
215/436-0519 • fax 215/430-0524*

A PROPOSAL

July 16, 2013

The terms and conditions  
that apply to this offer  
are printed on the reverse  
side of this letter.  
— PLEASE READ CAREFULLY —

Township of east Goshen  
1580 Paoli Pike  
West Chester P.A 19380

Attention: Rick Smith, Township Manager

Dear Mr. Smith:

SUBJECT: Board Discussion System Replacement

We are pleased to present our proposal to replace the existing Auditel discussion equipment in the Board Room with a Telecor CDS system.

PDM SERVICE CO. will provide 8 new discussion mics and 1 Chairman's mic. Each mic has a headphone jack to allow the delegate to listen through headphones or record to his personal device. Operating parameters are programmable. Each unit has its own loud speaker, mic ring luminant light and request-to-speak button. The Chairman's unit has a mute button to silence all delegate mics. Each unit has a rugged 6 foot cable to "daisy-chain" connections between units. A 12 foot cable connects the last unit in the chain to the main controller. Service and parts are available from our West Chester shop and/or Niagara Falls repair facility. We have systems installed in Springfield Township School District, Upper Merion School District and Coatesville School District. Other systems have been installed around the U.S for over 10 years.

The Installed price for this work is \$4,974.00. Terms are net 30 days upon completion. Enclosed you will find data sheets for the product.

Should you have any questions regarding our proposal or the application feel free to call me.

Thank you for considering PDM SERVICE.

A handwritten signature in cursive script, reading 'Rodney W. Behrenhauser'.

Rodney W. Behrenhauser  
President

Email [rodpm@verizon.net](mailto:rodpm@verizon.net)

# telecor™

## Controlled Discussion System

CDS-CU  
Chairman Unit

①

### FEATURES

- Compact, Attractive Design
- LED Ring Luminant
- Built-In Loudspeaker
- Illuminated General Mute Button
- Centrally Set Operating Parameters for each Unit
- Illuminated Request-to-Speak Button
- Microphone with Flexible Stem
- Headphone/Recording Jack
- Real Time Unit Programming over Digital Data Bus

### DESCRIPTION

The CDS-CU is a portable Chairman Unit. It is designed to provide the meeting leader with control over a discussion by equipping the Unit with a general mute button. This button allows the Chairman to interrupt a discussion at any time while muting all other delegates. The Chairman Unit is also equipped with a request-to-speak button which can be prioritized to one of four priority levels, allowing the chairman to activate the microphone and join the discussion – despite which delegates have the floor or are in queue. The general mute and request-to-speak buttons illuminate to provide confirmation of the selection.

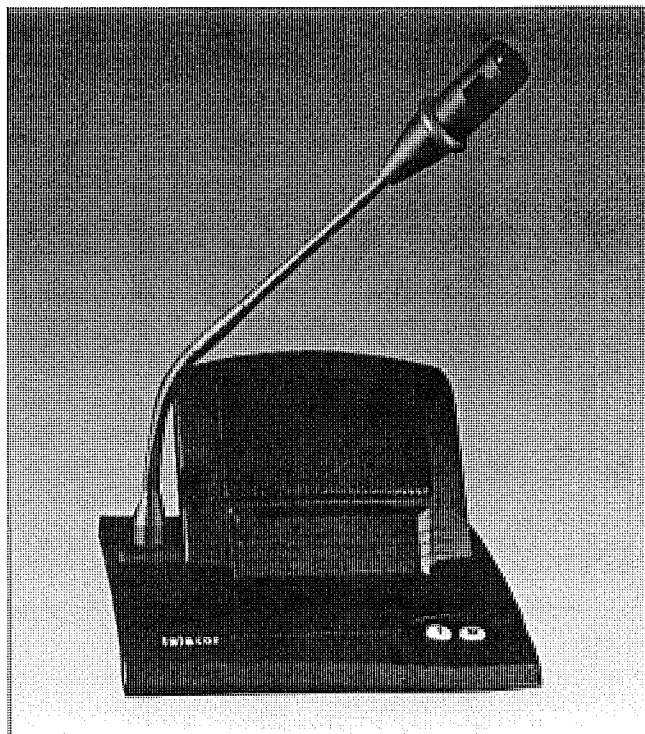
The CDS-CU is equipped with a gooseneck microphone and a loudspeaker, allowing the Chairman to listen and to speak to other members participating in conference activities.

The electret microphone has a uni-directional polar pattern which reduces undesirable off-axis pick-up while providing outstanding gain before feedback. The microphone is mounted onto a semi-rigid gooseneck arm which allows the user to optimally position the microphone while speaking and remaining comfortably seated. A ring luminant incorporated into the microphone housing provides an indication when the microphone is live.

The Unit's loudspeaker is positioned on axis with the listener, providing exceptional sound reproduction and intelligibility while reducing feedback. It is automatically muted when the microphone is on. A headphone jack provides for the ability to listen to activities through headphones or to record locally. Operating parameters such as Priority, VOX, Talk Limit, Microphone/Speaker Enable, etc., can be set independently for each Unit at the Unit Controller. Changes may even be accomplished in real time because the delegate units are updated over the digital data bus. This unique capability allows you to fine tune the operation of the system to best suit the needs of a particular conference application.

Chairman Units are connected in a "daisy chain" style, connecting each station to the next. A six-foot (1.8 m) cable is supplied with each Unit for interconnections.

**AUTHORIZED DISTRIBUTOR/DEALER**  
**PDM SERVICE COMPANY, INC.**  
24 Hagerty Blvd. / Suite 7  
West Chester, PA 19382  
610-436-0519



### CDS-CU SPECIFICATIONS

Frequency Response:	100 Hz to 15 kHz +/- 1dB
Signal-to-Noise ratio:	Better than 70 dB
Microphone	
Transducer type:	electret
Polar Pattern:	cardioid
Sensitivity:	-63 dBV/Pa
Loudspeaker	
Power Handling:	1.5 W
Max SPL:	95 dB @ 1 ft (1.5 W input)
Supply Voltage:	17-26 VDC
Current:	60 mA nominal, 90 mA max
Controls:	Request-to-speak button; Mute button (LED Illuminating)
Indicators:	Microphone Ring Luminant
Connectors:	2 x 8 Pin DIN (female)
Wiring Requirements	
Unit-to-Unit:	CHAP-DU-6 - 6 ft (1.8 m) cable (supplied with unit)
Unit-to-Controller:	CHAP-TU-6 - 6 ft (1.8 m) cable (supplied with controller)
Dimensions:	13" (33.25 cm) H x 7" (18 cm) W x 6" (15.25 cm) D
Microphone Length:	12" (30.5 cm) from mounting surface
Weight:	1 lb 14 oz (861 grams)
Color:	Charcoal

### PARTIAL LIST OF ASSOCIATED EQUIPMENT

CHAP-DU-EXT	25-foot (7.5 m) extension cable
CDS-DU	Delegate Unit
CDS-DC-30 (60)	Unit Controllers
CDS-E-30 (60)	Expansion Unit Controllers
CHAP-DU-12	12-foot (3.6 m) Unit-to-Unit cable

All product information subject to change without notice.

telecor inc.

In the USA: 2434 Jerauld Avenue; Niagara Falls, New York; 14305; Phone: (716) 285-8272 Fax: (716) 285-8287

In Canada: 1114 Westport Crescent; Mississauga, Ontario; L5T 1G1; Phone: (905) 564-0801 Fax: (905) 564-0806

In the UK: Unit 3a, 21 Coopers Court, Coopers Yard, Newport Pagnell; Milton Keynes MK16 8JS; Buckinghamshire, U.K; Phone: 44-(0)-1908-211782 Fax: 44-(0)-1908-216946

REV 0.1  
ETS-2342  
E:\T3-C39-B.qxd/KU  
Printed in Canada

# telecor™

## Controlled Discussion System

CDS-DU  
Delegate Unit

②

### FEATURES

- Compact, Attractive Design
- LED Ring Luminant
- Built-In Loudspeaker
- Centrally Set Operating Parameters for each Unit
- Illuminated Request-to-Speak Button
- Microphone with Flexible Stem
- Headphone/Recording Jack
- Real Time Unit Programming over Digital Data Bus

### DESCRIPTION

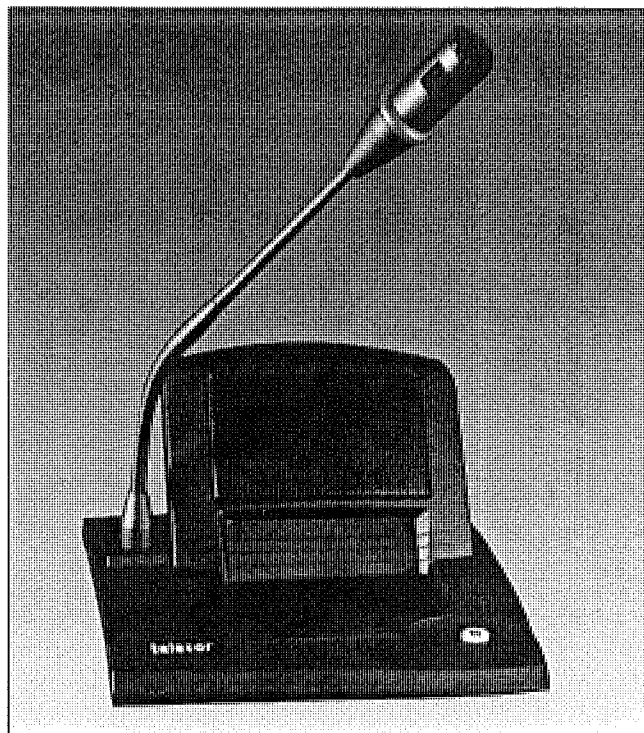
The CDS-DU is a portable Delegate Unit. It is equipped with a request-to-speak button, a gooseneck microphone, and a loudspeaker. Delegates are able to register a request to speak, to listen, and to speak to other members participating in conference activities.

The electret microphone has a uni-directional polar pattern which reduces undesirable off-axis pick-up, while providing outstanding gain before feedback. The microphone is mounted onto a semi-rigid gooseneck arm which allows the user to optimally position the microphone while speaking and remaining comfortably seated.

The Delegate Unit is equipped with a request-to-speak button which allows the delegate to place a request to speak. This button can be assigned one of four priority levels, which determines the hierarchy of access to the floor for participation. The button illuminates to provide confirmation to the delegate that the request has been registered. A ring luminant incorporated into the microphone housing provides an indication that a delegate has been placed in queue with a short, unobtrusively "blink" illumination every 8 seconds. The ring luminant illuminates steadily when the microphone is live, providing an indication to the delegates as to which delegate has the floor.

The Unit's loudspeaker is positioned on axis with the listener, providing exceptional sound reproduction and intelligibility while reducing feedback. It is automatically muted when the microphone is on. A headphone jack provides for the ability to listen to activities through headphones or to record locally. Operating parameters such as Priority, VOX, Talk Limit, Microphone/Speaker Enable, etc., can be set independently for each Unit at the Unit Controller. Changes may even be accomplished in real time because the delegate units are updated over the digital data bus. This unique capability allows you to fine tune the operation of the system to best suit the needs of a particular conference application.

Delegate Units are connected in a "daisy chain" style, connecting each Unit to the next. A six-foot (1.8 m) cable is supplied with each Unit for interconnection.



### CDS-DU SPECIFICATIONS

Frequency Response:	100 Hz to 15 kHz +/- 1dB
Signal-to-Noise ratio:	Better than 70 dB
Microphone	
Transducer type:	electret
Polar Pattern:	cardioid
Sensitivity:	-63 dBV/Pa
Loudspeaker	
Power Handling:	1.5 W
Max SPL:	95 dB @ 1 ft (1.5 W input)
Supply Voltage:	17-26 VDC
Current:	60 mA nominal, 80 mA max
Controls:	Request-to-speak button (LED Illuminating)
Indicators:	Microphone Ring Luminant
Connectors:	2 x 8 Pin DIN (female)
Wiring Requirements	
Unit-to-Unit:	CHAP-DU-6 - 6 ft (1.8 m) cable (supplied with unit)
Unit-to-Controller:	CHAP-TU-6 - 6 ft (1.8 m) cable (supplied with controller)
Dimensions:	13" (33.25 cm) H x 7" (18 cm) W x 6" (15.25 cm) D
Microphone Length:	12" (30.5 cm) from mounting surface
Weight:	1 lb 14 oz (861 grams)
Color:	Charcoal

### PARTIAL LIST OF ASSOCIATED EQUIPMENT

CHAP-DU-EXT	25-foot (7.5 m) extension cable
CDS-CU	Chairman Unit
CDS-DC-30 (60)	Unit Controllers
CDS-E-30 (60)	Expansion Unit Controllers
CHAP-DU-12	12-foot (3.6 m) Unit-to-Unit cable

All product information subject to change without notice.

## telecor™ inc.

In the USA: 2434 Jerauld Avenue; Niagara Falls, New York; 14305; Phone: (716) 285-8272 Fax: (716) 285-8287

In Canada: 1114 Westport Crescent; Mississauga, Ontario; L5T 1G1; Phone: (905) 564-0801 Fax: (905) 564-0806

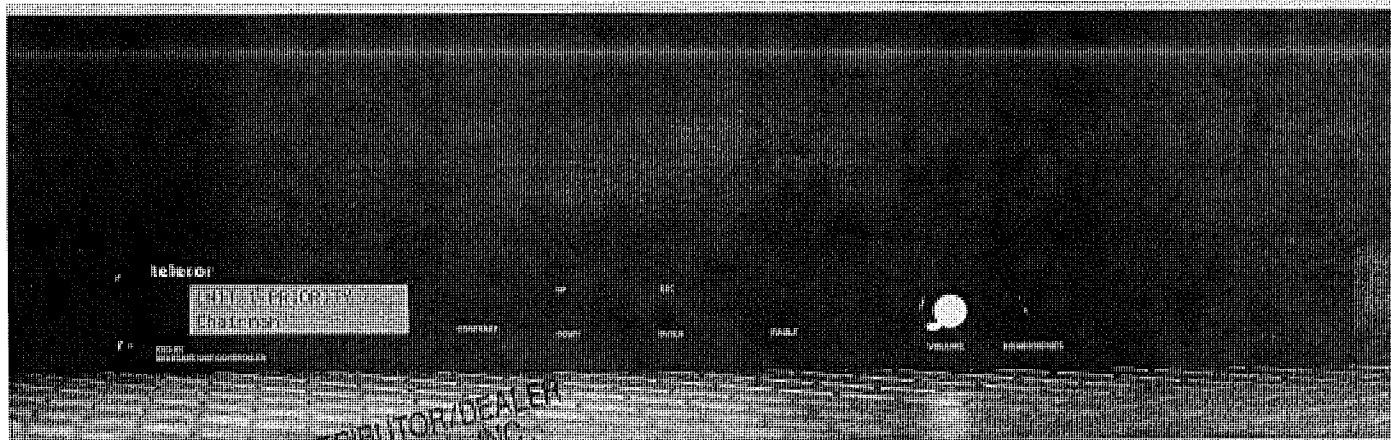
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REV 0.1  
ETS-2341  
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# telecor™

## Controlled Discussion System

CDS-DC-30/60  
UNIT CONTROLLER



**AUTHORIZED DISTRIBUTOR/DEALER**  
**PDA SERVICE COMPANY, INC.**  
24 Hagerty Blvd./Suite 7  
West Chester, PA 19382  
610-486-0519

### FEATURES

- Microprocessor-Based Unit Provides Management and Control of Conferences
- Processes Audio and Provides Power to Floor Units
- Allows for User-Programmable Configurations
- Expandable up to 120 Floor
- Signal-to-Noise Ratio Greater than 70 dB
- Balanced and Unbalanced Line Level Inputs
- Balanced and Unbalanced Line Level Outputs
- External Microphone Input
- Versatile Audio Bus Architecture
- Digitally Sets all Audio Levels
- High/Low Shelving Type Equalizer
- Bridged Input/Output Point for External Equalizer or Signal Processor
- Built-in Feedback Suppressor
- Built-in 16-Segment Bar Graph VU Meter
- Monitor Various Audio Signals via Speaker or Headphone
- 2 Line x 20 Character LCD Screen Displays Programming and Operating Menus
- Four Navigational Pushbuttons
- Set Floor Units to VOX or non-VOX Operation
- Set Delegate Limit, Talk Time and Timed Release
- Store and Retrieve up to Six Configuration Settings for Quick Retrieval
- Self-Diagnostic Program
- RS232 Port for Connection to Computer

### DESCRIPTION

The CDS-DC-30/60 Unit Controller is the nucleus of the Controlled Discussion System. This microprocessor-based unit includes features for controlling and providing power to the Delegate and Chairman Floor Units, processing audio, and allowing the user to program different management modes of operation for the Floor Units. The Unit Controller is available in two versions: the CDS-DC-30, which supports up to 30 Floor Units, and the CDS-DC-60, which supports up to 60 Floor Units. Additional Floor Units can be handled by adding the CDS-E-30 or the CDS-E-60 Expansion Controller.

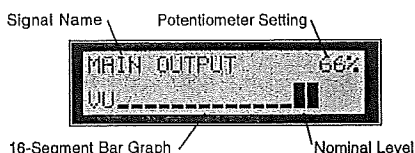
Aside from providing the main audio signal for the Floor Units, the Controller is equipped with a pair of line level inputs and a pair of line level outputs, making it versatile for interfacing to external audio equipment (i.e. for broadcasting, recording, or connecting to a sound reinforcement system). The two inputs and the two outputs each consist of a balanced and an unbalanced port.

Inputs and Outputs have both balanced and unbalanced ports available. In addition, a microphone input

is provided, allowing for the connection of an external microphone for audience participation in conference proceedings.

The front panel includes a 2 line x 20 character LCD screen that displays screen menus to set the various audio levels, equalizer settings, and the operation of the system. Navigation through the various menus is easily accomplished using four front panel pushbuttons.

During conference proceedings, the LCD provides real-time VU metering of critical signal levels. The screen not only displays the audio level on its 16-segment bar graph, but also simultaneously identifies the signal by name and displays the potentiometer setting of the gain control. This important feature will let you check the audio levels of the various signals and view the gain settings, while simultaneously listening to the selection on the Panel Monitor speaker.



A variety of operating configurations are available, from a very straightforward "Open" configuration where all delegates may gain access to the floor to speak, to a "Controlled" configuration where delegates request to speak by activating buttons on their Floor Units. The Controller maintains all delegates in queue, based on the chronological order that the requests are made (FIFO), as well as priority status assigned to the Floor Unit (Chairman, Privileged, Normal and None). Additionally, each Floor Unit may be configured for VOX or non-VOX operation.

The Controller has a versatile audio bus architecture. Each of the line level inputs, microphone input, the raw floor audio, as well as a number of mixed audio signals, are connected to individual audio busses. From these busses, the user has the ability to select which audio signal to assign to the individual line level outputs. All signals levels are digitally set using the front panel controls and LCD screen, eliminating mechanical adjustments of individual pots and resulting noise.

Variables such as the number of microphones that can be live at any one time, the delegate talk time, and timed release, which, after a determined length of time, turns a microphone off once the participant finishes speaking and passes the floor to the next participant, are all user programmable.

The Unit Controller has a built-in Feedback Suppressor -- a Telecor exclusive. In the event that the output level is set too high for the acoustic envi-

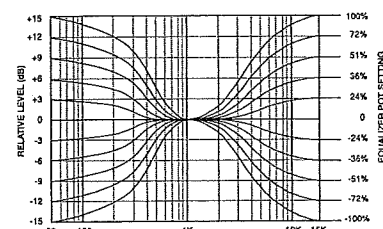
ronment, the controller can automatically sense runaway feedback, upon which it drops the gain by 5 dB, immediately stopping the feedback. Then gradually the gain is restored at a rate of 1 dB/0.2 sec to 1 dB less than the previous value. This process will quickly suppress feedback once it starts, and then slowly bring the levels back up to just a little less than where feedback previously occurred. The whole process will repeat should feedback re-occur, once again dropping the gain a further 1 db lower than the previous level. The process continues until no more acoustic feedback occurs yet there is enough gain for the system to operate effectively.

A monitor section allows for selectable monitoring of any of the eight audio busses within the Controller. The audio may be monitored from the front panel speaker or with headphones via the headphone jack. Monitor volume can be adjusted with the front panel volume control.

A unique feature incorporated into the Controller is its ability to store configuration settings in memory for retrieval later. Up to six different configurations can be created and saved, which allows a desired conference or meeting to be functional within seconds. This avoids the need to completely reconfigure the settings for different setups.

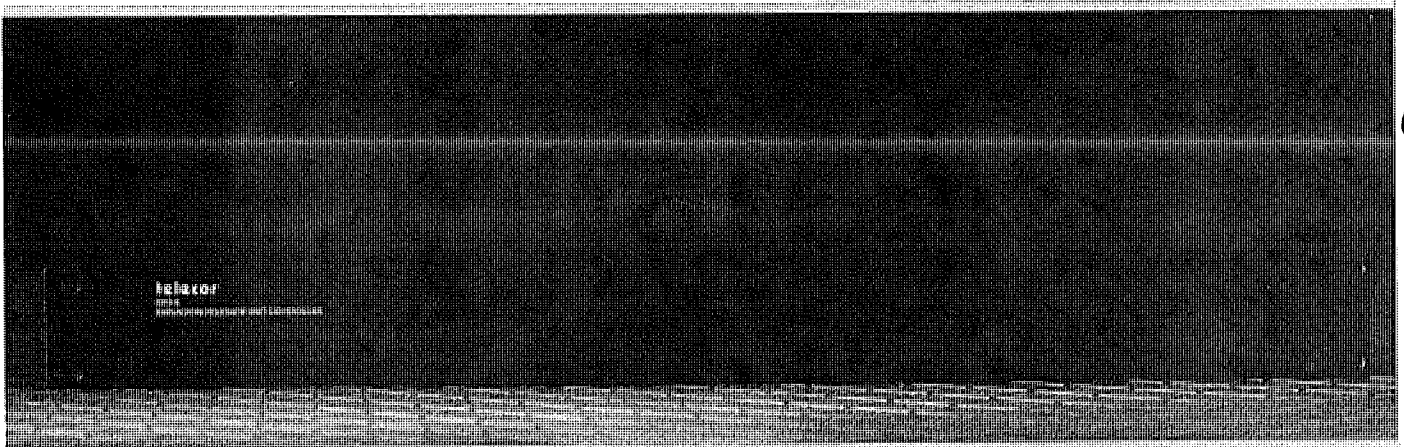
A High/Low shelving type equalizer is included. The equalizer provides up to 10 dB of boost or cut at 300 Hz, as well as 10 dB of boost or cut at 5 kHz. Additionally, the Controller includes a signal processing port for the insertion of an external equalizer, frequency shifter, or other signal processors, allowing for the further enhancement of the audio.

A sophisticated self-diagnostic program checks for any system failures or irregularities. This saves valuable time in the event that troubleshooting becomes necessary.



The Controller is equipped with an RS232 port that will allow for connection to a computer, providing more extensive management capabilities, and additional functionality such as touch screen control of conference activities, or integration to third party hardware for other applications including camera control.

*continued*



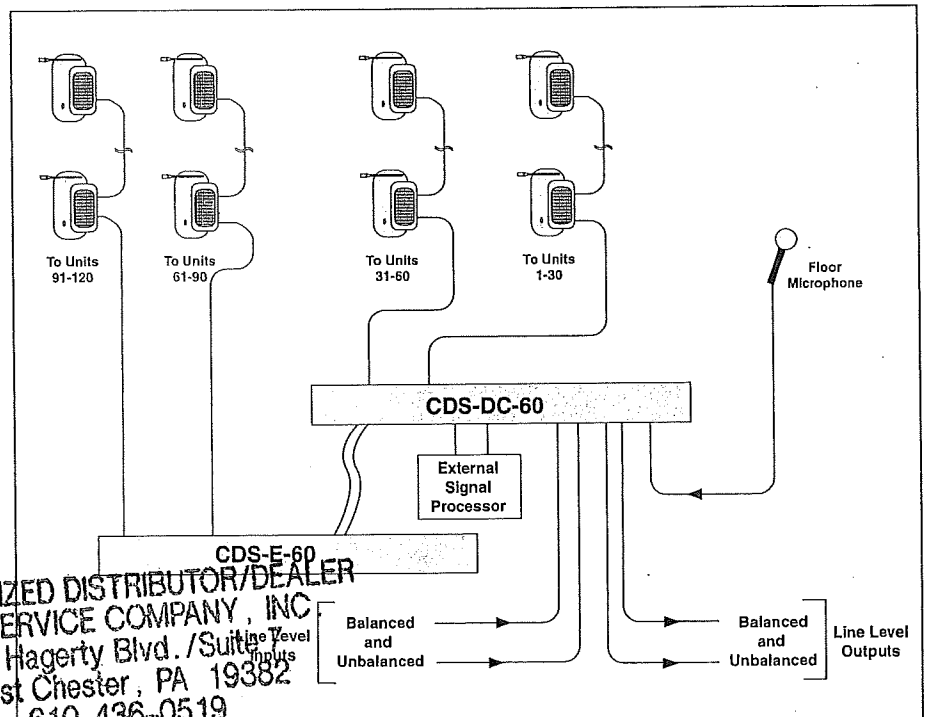
### FEATURES

- Increase Floor Capacity of CDS to 120 Units
- Easy Connection to Unit Controller

### DESCRIPTION

The CDS-E-30/60 Expansion Controllers permit the addition of more than 60 Floor Units to the CDS. It is designed to be used in conjunction with a CDS-DC-60 Unit Controller. The Expansion Controller is available in two versions: the CDS-E-30, which supports an additional 30 Floor Units to bring the capacity to 90, and the CDS-E-60, which supports an additional 60 Floor Units to bring the capacity to 120.

The connection between the CDS-E-30/60 Expansion Controller and the CDS-DC-60 Unit Controller is easily accomplished with an 8-conductor ribbon cable installed between the two units. Floor Units connect to the Expansion Controller in a "daisy-chain" style, as they do with the Unit Controller.



Typical Connection Block Diagram

### ARCHITECT'S SPECIFICATION

The Expansion Controller shall be a Telcor model \_\_\_\_\_ (select CDS-E-30 or CDS-E-60). It shall be designed to be used in conjunction with a CDS-DC-60 Unit Controller.

The CDS-E-30 shall support an additional 30 Floor Units to bring the capacity to 90. The CDS-E-60 shall support an additional 60 Floor Units to bring the capacity to 120.

The connection between the Expansion Controller and the Unit Controller shall be accomplished with an 8-conductor ribbon cable installed between the two units. Floor Units shall connect to the Expansion Controller in a "daisy-chain" style, as they do with the Unit Controller.



## CDS-DC-30/60 SPECIFICATIONS

Frequency Response:	100 Hz to 15 kHz +/- 1dB
Signal-to-Noise ratio:	Greater than 70 dB
Equalizer:	Low EQ, shelving +/- 10 dB, 300 Hz High EQ, shelving, +/- 10 dB 5 kHz
Feedback Suppression:	Firmware controlled feedback detection and gain reduction
Signal Processing:	External access via bridging input/output port
Inputs:	1 Microphone, 2 Line Level (1 balanced + 1 unbalanced)
Outputs:	2 Line Level (1 balanced + 1 unbalanced)
Microphone Input Level:	2.5 mV rms (-52 dBu)
Balanced Line Out Level:	300 mV rms (0 dBu)
Balanced Line In Level:	300 mV rms (0 dBu)
Microphone Input Connectors:	female 3-pin XLR
Balanced Input Connectors:	female 3-pin XLR
Balanced Output Connectors:	male 3-pin XLR
Un-balanced In/out Connectors:	RCA jacks
Floor Unit Connectors:	8-pin IDC
Headphone Connector:	1/4" Phone jack
Expansion Connector:	8-conductor ribbon cable @ 0.1" centers
COM Port:	RS232
Controls	
Front Panel:	4 pushbuttons for navigating through configuration menus, setting audio levels, setting configurations, Headset volume control
Rear Panel:	AC mains power switch
Indicators:	2 Line x 20 Character LCD Screen Fault Indicator (LED)
VU Meter:	LCD 16-segment bar graph
Monitor Facilities:	Front panel speaker and headphone jack
Capacity	
CDS-DC-30:	30 Floor Units
CDS-DC-60:	60 Floor Units
Power:	110/220 VAC, 50-60Hz
Current	
CDS-DC-30:	1.8 A (110 V mains) 0.9 A (220 V mains)
CDS-DC-60:	2.6 A (110 V mains) 1.8 A (220 V mains)
Dimensions	
Inches:	19" W x 1 3/4" H x 11.5 "D
Centimetres:	49 W x 4.5 H x 29.25 D
Weight:	
CDS-DC-30:	9 lbs (4.05 kg)
CDS-DC-60:	11 lbs (4.95 kg)
Color & Finish:	Black textured, semi-gloss enamel

## CDS-E-30/60 SPECIFICATIONS

Controls (Rear Panel):	AC main power switch
Connector:	8-conductor ribbon cable @ 0.1" centers
Capacity:	
CDS-E-30:	Expands to 90 Floor Units
CDS-E-60:	Expands to 120 Floor Units
Power:	110/220 VAC, 50-60Hz
Current:	
CDS-E-30:	1.8 A (110 V mains) 0.9 A (220 V mains)
CDS-E-60:	2.6 A (110 V mains) 1.8 A (220 V mains)
Dimensions:	
Inches:	19" W x 1 3/4" H x 11.5 "D
Centimetres:	49 W x 4.5 H x 29.25 D
Weight:	
CDS-E-30:	9 lbs (4.05 kg)
CDS-E-60:	11 lbs (4.95 kg)
Color & Finish:	Black textured, semi-gloss enamel

## PARTIAL LIST OF ASSOCIATED EQUIPMENT

CDS-DC-60	Unit Controller
CDS-DU	Delegate Unit
CDS-CU	Chairman Unit
CHAP-DU-EXT	25-Foot (7.5 m) Extension Cable
CHAP-DU-12	12-Foot (3.6 m) Cable

All product information subject to change without notice.

**AUTHORIZED DISTRIBUTOR/DEALER**  
**PDM SERVICE COMPANY, INC.**  
24 Hagerty Blvd./Suite 7  
West Chester, PA 19382  
610-436-0519

## PARTIAL LIST OF ASSOCIATED EQUIPMENT

CDS-DU	Delegate Unit
CDS-CU	Chairman Unit
CDS-E-30 (60)	Expansion Unit Controllers
CHAP-DU-EXT	25-Foot (7.5 m) Extension Cable
CHAP-DU-12	12-Foot (3.6 m) Cable

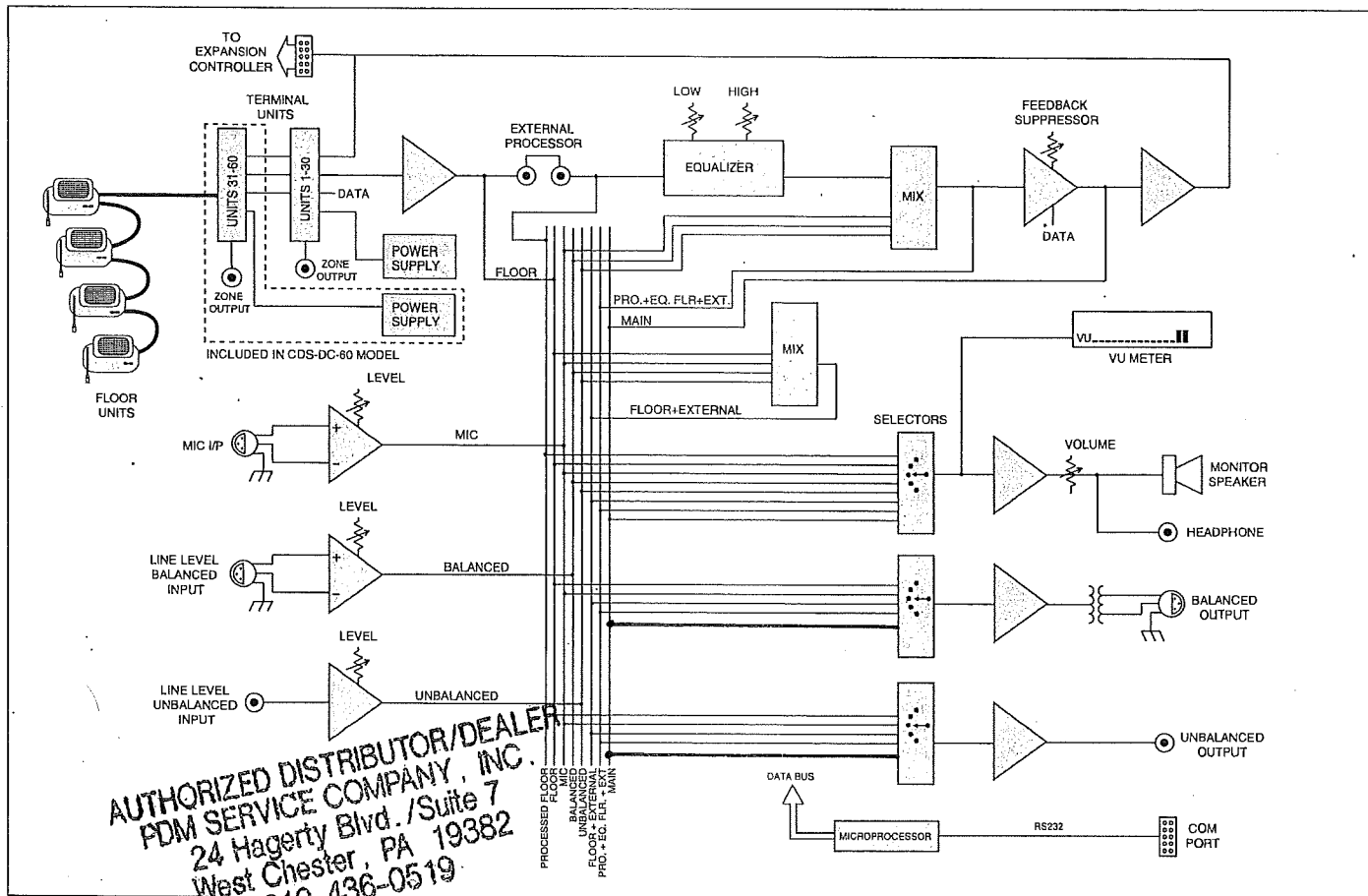
**telecor inc.**

In the USA: 165 Kirkland Circle; Oswego, Illinois; 60543; Phone: (630) 236-8400 Fax: (630) 978-2201  
2434 Jerauld Avenue; Niagara Falls, New York; 14305; Phone: (716) 285-8272 Fax: (716) 285-8287

In Canada: 1114 Westport Crescent; Mississauga, Ontario; L5T 1G1; Phone: (905) 564-0801 Fax: (905) 564-0806

In the UK: Unit 3a, 21 Coopers Court, Coopers Yard, Newport Pagnell; Milton Keynes MK16 8JS; Buckinghamshire. U.K; Phone: 44-(0)-1908-211782 Fax: 44-(0)-1908-216946

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**CDS-DC-30/60 Unit Controller Block Diagram**

## ARCHITECT'S & ENGINEER'S SPECIFICATIONS

The Unit Controller shall be a Telecor model \_\_\_\_\_ (choose CDS-DC-30 or CDS-DC-60) or approved equal. The \_\_\_\_\_ (choose CDS-DC-30 or CDS-DC-60) shall be capable of supporting up to \_\_\_\_\_ (choose 30 or 60) floor units. Additional Floor Units shall be handled by adding the CDS-E-30/60 Expansion Controller.

The Unit Controller shall be microprocessor-based including all features for controlling and providing power to the Delegate and Chairman Floor Units, processing audio, and allowing the user to program different management modes of operation for the Floor Units.

The Controller shall provide the main audio signal for the Floor Units, and be equipped with a pair of line level inputs and a pair of line level outputs, making it versatile for interfacing to external audio equipment (i.e. for broadcasting, recording, or connecting to a sound reinforcement system). The two inputs and the two outputs shall each consist of a balanced and an unbalanced port. In addition, a microphone input shall be provided, allowing for the connection of an external microphone for audience participation in conference proceedings.

The front panel shall include a 2 line x 20 character LCD screen that displays screen menus to set the various audio levels, equalizer settings, and the operation of the system. Navigation through the various menus shall be accomplished using four front panel pushbuttons.

During conference proceedings, the LCD shall provide real-time VU metering of critical signal levels. The screen shall display the audio level on a 16-segment bar graph, simultaneously identify the signal by name and display the potentiometer setting of the

gain control. This will allow the operator to check the audio levels of the various signals and view the gain settings, while simultaneously listening to the selection on the Panel Monitor speaker.

A variety of operating configurations shall be available, from a very straightforward "Open" configuration where all delegates may gain access to the floor to speak, to a "Controlled" configuration where delegates request to speak by activating buttons on their Floor Units. The Controller shall maintain all delegates in queue, based on the chronological order that the requests are made (FIFO), as well as priority status assigned to the Floor Unit. There shall be four levels of priority: Chairman, Privileged, Normal and None. Additionally, each Floor Unit shall have the ability to be configured for VOX or non-VOX operation.

The Controller shall have a versatile audio bus architecture. Each of the line level inputs, microphone input, the raw floor audio, as well as a number of mixed audio signals, shall be connected to individual audio busses. From these busses, the user shall have the ability to select which audio signal to assign to the individual line level outputs. All signals levels shall be digitally set using the front panel controls and LCD screen, eliminating mechanical adjustments and setting of individual pots which may induce noise into the audio.

Variables such as the number of microphones that can be live at any one time, the delegate talk time, and timed release, which, after a determined length of time, turns a microphone off once the participant finishes speaking and passes the floor to the next participant, shall all be user programmable.

The Unit Controller shall have a built-in Feedback Suppressor. In the event that the output level is set too high for the acoustic environment, the controller shall be able to automatically sense runaway feedback, upon which it shall drop the gain by 5 dB, immediately stopping the feedback. Then gradually the gain shall be restored at a rate of 1 dB/0.2 sec to

1 dB less than the previous value. This process shall quickly suppress feedback once it starts, and then shall slowly bring the levels back up to just a little less than where feedback previously occurred. The whole process shall repeat should feedback re-occur, once again dropping the gain a further 1 dB lower than the previous level. The process shall continue until no more acoustic feedback occurs yet there is enough gain for the system to operate effectively.

A monitor section shall allow for selectable monitoring of any of the eight audio busses within the Controller. The audio shall have the ability to be monitored from the front panel speaker or with headphones via the headphone jack. Monitor volume shall be adjusted with the front panel volume control.

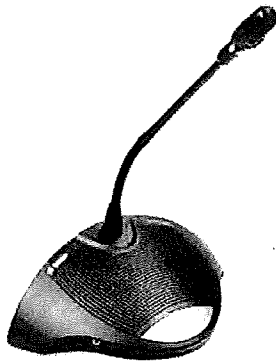
A feature incorporated into the Controller shall be its ability to store up to six configuration settings in memory for retrieval later. This eliminates the need to reconfigure settings for different setups allowing the conference or meeting to be set and functional within seconds.

A High/Low shelving type equalizer shall be included. The equalizer shall provide up to 10 dB of boost or cut at 300 Hz, as well as 10 dB of boost or cut at 5 kHz. Additionally, the Controller shall include a signal processing port for the insertion of an external equalizer, frequency shifter, or other signal processors, allowing for the further enhancement of the audio.

To save time in the event that troubleshooting becomes necessary, a self-diagnostic program shall check for any system failures or irregularities.

The Controller shall be equipped with an RS232 port that will allow for connection to a computer. This shall allow for more extensive management and additional functionality such as touch screen control of conference activities. The RS232 port shall also allow for the export of data to third party hardware for camera control as well.

## CCS-CMx CCS Chairman Unit



\$ 596

### Features

- ▶ Incorporates all functions of the CCS-Dx CCS Delegate Units (with the exception of the Possible-To-Speak functionality/LED)
- ▶ Priority button for chairman microphone
- ▶ Temporary or permanent muting of delegate microphones
- ▶ Optional chime tone facility for preceding chairman announcements
- ▶ Modern, unobtrusive styling to match the CCS-Dx CCS Delegate Units
- ▶ Available with standard or extended length microphone stems

The CCS-CMx CCS Chairman Units are equipped with enhanced functionality that enables the user to take the role of chairman in a conference or meeting.

### Functions

#### Priority button for chairman microphone

In addition to the 'microphone on' button the chairman units feature a 'chairman priority' button. When pressed the priority button causes all currently active delegate microphones to be temporarily or permanently muted.

#### Temporary or permanent muting of delegate microphones

The 'chairman priority' button can be set to mute delegate microphones on a temporary or permanent basis. On the temporary setting, delegate microphones are muted only as long as the chairman has the priority button pressed down. On the permanent setting delegates must reactivate their microphone after a 'chairman priority' announcement by pressing the 'microphone on' button on their delegate

unit. Activation of the permanent mute option is carried out by setting an internal switch, which can be accessed by removing a small plastic plate on the base of the chairman unit.

#### Optional chime tone facility for preceding chairman announcements

An optional chime tone can be selected to precede chairman priority calls. Activate the chime tone option by setting an internal switch; this can be accessed by removing a small plastic plate on the base of the chairman unit.

#### Standard or extended length microphone stems

The chairman units are available with standard 313 mm (12.3 in) or extended 488 mm (19.2 in) microphone stem lengths.

#### Controls and Indicators

- Microphone on/off button
- Chairman priority button
- Rotary volume control for adjusting headphone volume
- Loudspeaker, automatically muted when microphone is on and/or headphones are connected
- Internal switch for selection of chairman announcement chime tone
- Internal switch for temporary or permanent muting of delegate microphones when chairman priority button is pressed
- Microphone has 'on' indicator (red LED)
- Light ring indicator on microphone stem, lights up red when microphone is on
- No Possible-To-Speak functionality and indicator is required because a Chairman Unit can always switch-on the microphone, no matter the number of delegates speaking

#### Interconnections

- 1 x 2 m (78.7 in) cable terminated with a molded 7-pole circular male connector, for loop-through interconnection to delegate unit or Control Unit
- 1 x 7-pole circular female connector for loop-through interconnection to delegate units
- 2 x 3.5 mm (0.14 in) stereo headphone sockets

### Certifications and Approvals

Region	Certification
Europe	CE

### Technical Specifications

#### Mechanical

Dimensions unit without microphone (H x W x D)	71 x 220 x 140 mm (2.8 x 8.7 x 5.5 in)	
Height with microphone in horizontal position	134 mm (5.3 in)	
Length of microphone from mounting surface	CSS-CMS	CCS-CML
	313 mm (12.3 in)	488 mm (19.2 in)
Weight	approx. 1 kg (2.2 lb)	
Mounting	tabletop (portable or fixed)	
Material (top)	polymer	

Material (base)	painted metal
Color (base)	charcoal (PH10736)
Color (top)	charcoal (PH10736)

---

**Ordering Information**

<b>CCS-CMS CCS Chairman Unit Short</b>	<b>CCS-CMS</b>
<b>Microphone</b>	
microphone stem length 313 mm (12.3 inch)	
<b>CCS-CML CCS Chairman Unit Long</b>	<b>CCS-CML</b>
<b>Microphone</b>	
microphone stem length 488 mm (19.2 inch)	

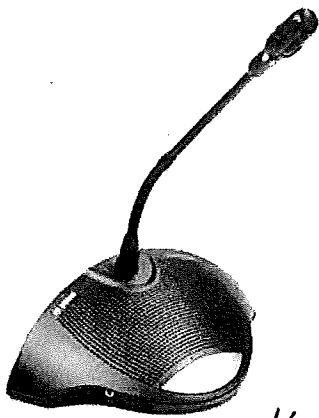
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**Accessories**

<b>DCN-DISCLM Cable Clamp (25 pcs)</b>	<b>DCN-DISCLM</b>
25 pieces	

3

## CCS-Dx CCS Delegate Unit



\$ 490

### Features

- ▶ Unique, patent pending "Possible-To-Speak" indicator
- ▶ Compact, attractive design
- ▶ Built-in volume control for headphones
- ▶ Microphone with flexible stem and light ring
- ▶ Two headphone sockets
- ▶ Available with standard or extended length microphone stems

The CCS-Dx CCS Delegate Units enable delegates to actively take part in the proceedings. A built-in microphone allows them to speak to the other delegates, and they can listen to the discussion using the built-in loudspeaker or (optional) personal headphones.

### Functions

#### Possible-To-Speak

A so called 'Possible-To-Speak' indicator is build-in showing if it is possible to switch on the microphone. This functionality is shown by a white LED combined with the 'microphone on' indicator.

#### Microphone with flexible stem and light ring

The microphone is mounted on a flexible stem, which is easily adjustable to suit personal preferences. It also allows two people to use the same delegate unit as they can pull the microphone towards them when required to speak. Incorporated into the head of the microphone is a light ring which illuminates red to indicate when the microphone is on.

#### Built-in loudspeaker

Loudspeaker volume is set centrally at the Control Unit for all delegate units. To prevent acoustic feedback, the built-in loudspeaker is automatically muted when the microphone is on.

#### Two headphone sockets

Two 3.5 mm (0.14 in) stereo headphone sockets (wired for mono) allow two pairs of headphones to be connected so two delegates can simultaneously use the unit. It is also possible to connect a tape recorder to one headphone socket, and use the other headphone socket to listen to the proceedings.

#### Built-in volume control for headphones

The headphone volume level can be adjusted by means of a thumbwheel on the unit for maximum comfort.

#### Compact, attractive design

Featuring modern, unobtrusive styling and finished in charcoal gray these units make a valuable addition to any venue.

#### Standard or Extended Length Microphone Stems

The delegate units are available with standard 313 mm (12.3 in) or extended 488 mm (19.2 in) microphone stem lengths.

#### Controls and Indicators

- Microphone on/off button
- Rotary volume control for adjusting headphone volume
- Loudspeaker, automatically muted when microphone is on and/or headphones are connected
- Possible-To-Speak indicator (white LED)
- Microphone 'on' indicator (red LED)
- Light ring indicator on microphone stem, lights up red when microphone is on

#### Interconnections

- 1 x 2 m (78.7 in) cable terminated with a 7-pole male connector for loop-through connection to other delegate or chairman units, or to a Control Unit
- 1 x 7-pole circular female connector for loop-through connection to other delegate or chairman units
- 2 x 3.5 mm (0.14 in) stereo headphone sockets

### Certifications and Approvals

Region	Certification
Europe	CE

### Technical Specifications

#### Mechanical

Dimensions unit without microphone (H x W x D)	71 x 220 x 140 mm (2.8 x 8.7 x 5.5 in)	
Height with microphone in horizontal position	134 mm (5.3 in)	
Length of microphone from mounting surface	CCS-DS	CCS-DL
	313 mm (12.3 in)	488 mm (19.2 in)
Weight	approx. 1 kg (2.2 lb)	

(4)

Mounting	tabletop (portable or fixed)
Material (top)	polymer
Material (base)	painted metal
Color (top)	charcoal (PH10736)
Color (base)	charcoal (PH10736)

---

**Ordering Information**

<b>CCS-DS CCS Delegate Unit Short</b>	<b>CCS-DS</b>
Microphone	
microphone stem length 313 mm (12.3 inch)	

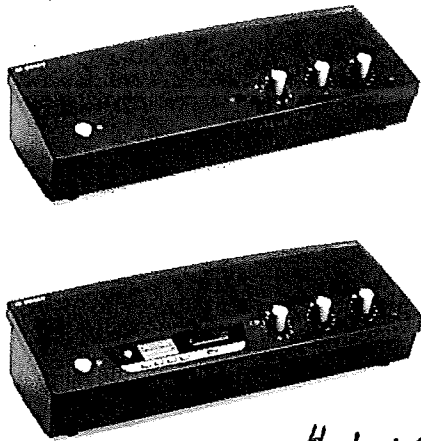
<b>CCS-DL CCS Delegate Unit Long</b>	<b>CCS-DL</b>
Microphone	
microphone stem length 488 mm (19.2 inch)	

**Accessories**

<b>DCN-DISCLM Cable Clamp (25 pcs)</b>	<b>DCN-DISCLM</b>
25 pieces	

5

## CCS-CU Control Unit



#1,183

### Features

- ▶ Built-in MP3 recording and playback with graphical display
- ▶ Patent-pending recording buffer
- ▶ Digital Acoustic Feedback Suppression
- ▶ Discussion control without operator
- ▶ Controls up to 150 contribution devices
- ▶ Built-in monitor loudspeaker

The Control Unit (CU) is the heart of the CCS Ultra Discussion System and supplies the power for all delegate and chairman units in the system. The unit also controls the chairman and delegate unit microphones, as well as providing connections for audio inputs and outputs.

### Functions

#### Built-in MP3 recording and playback with graphical display (CCS-CURD)

The CU has a built-in recorder to digitally record a discussion to an SD Card. The graphical display shows the status of the recorder and the accompanying buttons can be used to configure the recorder. As an option, the recording is only active when a microphone is active.

The SD card can be removed from the CU and processed on a PC for transcription purposes; the recordings can also be retrieved by connecting a PC to the CU's USB. The recordings can be played back to the monitor loudspeaker or to delegate's loudspeakers. An audible beep and a flashing LED indicate when the SD Card is almost full and the user needs to replace it with a new card.

#### Patent-pending recording buffer (CCS-CURD)

A card can be replaced by an empty card while recording is running. When the full card is removed, the recording is continued to a patent-pending recording buffer. When a new card is inserted into the CU, the buffered recording is written onto the new card and the recording continues normally. This gives seamless recording without the loss of any audio while an SD Card is exchanged.

#### Digital acoustic feedback suppression (CCS-CUD, CCS-CURD)

The digital acoustic feedback suppression facility automatically eliminates acoustic feedback (also known as 'howling' or 'Larsen effect'). This gives better speech intelligibility by allowing the speaker volume to be turned up as loud as required without any risk of feedback.

#### Discussion control without operator

The CU can be setup to operate standalone without the need for an operator. The following 5 modes can be chosen using a rotary control on the unit's top panel:

- Open mode – allows selection of one to four microphones (excluded chairman microphones) which can be simultaneously active
- Open mode with auto-switch-off – allows selection of one to four microphones (excluded chairman microphones) which can be simultaneously active. If the delegate does not speak for 30 seconds, microphones are automatically switched off
- Override mode – delegates can override each other simply by activating their microphones. Only one microphone can be active at any one time. (Note: In override mode, delegates cannot override chairmen)
- Chairman only mode – only chairmen can speak. Delegate microphones cannot be activated, even when a chairman is not speaking
- Test mode – checks if system connections are correct. All microphone light rings and contribution unit LEDs light up to indicate that units are properly connected

#### Supplies power for up to 50 contribution units

The CU has two trunk outputs for the loop-through connection of contribution units. It is possible to connect 25 contribution units to each trunk output, with a maximum system cable length of 100 m (109.3 yards).

#### Provides control for up to 150 contribution units

Up to 3 CUs can be used together in a discussion system to power and control a maximum of 150 contribution units. In this configuration a single CU acts as a master controller for the entire system.

#### Built-in monitor loudspeaker

The built-in monitor loudspeaker and headphone socket allow the conference to be monitored.

#### Interfaces the system with external equipment

The following equipment can be interfaced to the CCS Ultra Discussion System through the CU:

6

- External wired or wireless microphone – for guest speakers or audience participation. (Note: The external microphone is muted when the priority button on a chairman unit is pressed, and when the system is operating in 'chairman only' mode)
- External PA system – for transmitting the proceedings to an audience in the same room or an adjacent room
- Tape recorder – for external recording and playing back meetings and discussions
- Audio equipment – for providing background music
- Telephone coupler – to allow a remote delegate to participate via telephone
- External audio processing – an insertion connector is provided

#### Controls and Indicators

##### Top

- Mains on/off switch
- Graphical display for status information (CCS-CURD)
- 5 soft buttons for configuration and control of the built-in MP3 recorder (CCS-CURD)
- Loudspeaker volume control, for setting output level of loudspeakers of contribution units. This control also determines the maximum level for the headphone outputs of the contribution units and the CU.
- Microphone mode rotary switch, for setting the number of simultaneously active microphones, and selecting one of the four operation modes (plus test mode)
- Power on LED

##### Back

- On/off switch for digital acoustic feedback suppression facility (CCS-CUD, CCS-CURD)
- Microphone input gain adjustment
- External recorder input gain adjustment
- Insertion connector bypass switch

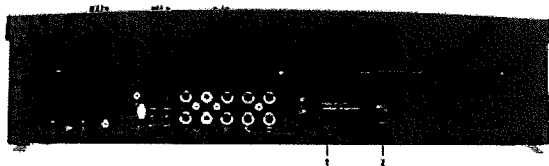
#### Interconnections

##### Top

- 1 x 3.5 mm (0.14 inch) stereo headphone socket

##### Back

- 1 x AC input
- 2 x 7-pole circular female connectors, trunk in/out loop through interconnection
- 1 x 3-pole female XLR connector, microphone input (can be used as line input by included 50dB attenuator)
- 1 x Cinch connector pair, line input/output
- 1 x Cinch connector pair, telephone input/output
- 1 x Cinch connector pair, insertion input/output
- 2 x Cinch connector pairs (R/L channel), external recorder input/output
- USB interface (CCS-CURD)



1 CCS-CUD, CCS-CURD

2 CCS-CURD

#### Parts Included

Quant.	Component
1	Control Unit
1	50 dB Attenuator
1	User manual
1	Power cord

#### Technical Specifications

##### Electrical

Mains voltage	100 to 240 VAC $\pm$ 10 %
Current consumption	maximum 0.9 A (100 VAC) to 0.3 A (240 VAC)
DC supply to contribution units	24 V $\pm$ 1 V (current limited)
Loudspeaker volume control	mute (50 dB att.) + 10 steps of 1.9 dB
Limiter threshold level to unit	10 dB above nominal level loudspeaker / headphone
Gain reduction due to number of open microphones (NOM)	$\pm$ NOM $\pm$ 1 dB
Total harmonics	
Nominal input (85 dB SPL)	< 0.5
Max. input (110 dB SPL)	< 0.5

##### Sample frequency (CCS-CURD)

Recording	32 kHz
Playback	32, 44.1, 48 kHz

##### Bit rate (CCS-CURD)

Recording	64, 96, 128, 192, 256 KBit/sec
Playback	any bitrate

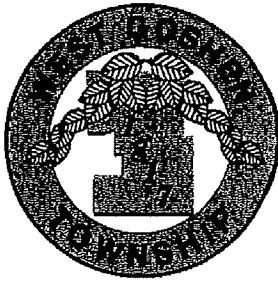
##### Compatible conform ID3V2 mp3-tags (CCS-CURD)

Memory card	Any SD Card up to 2 Gb (high speed cards advised)
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##### Recording capacity (CCS-CURD)

	Internal memory		Card size	
Bit rate	225 MB	512 MB	1 GB	2 GB
64	07 h : 41 m	17 h : 14 m	34 h : 28 m	64 h : 56 m
96	05 h : 07 m	11 h : 29 m	22 h : 59 m	45 h : 58 m
128	03 h : 50 m	08 h : 37 m	17 h : 14 m	34 h : 28 m
192	02 h : 33 m	05 h : 44 m	11 h : 29 m	22 h : 58 m
256	01 h : 55 m	04 h : 18 m	08 h : 37 m	17 h : 14 m





RAYMOND H. HALVORSEN, *Chairman*  
PATRICIA B. MCILVAINE, *Vice-Chairman*  
PHILIP J. CORVO, JR., *Member*  
THEODORE J. MURPHY, ESQ., *Member*  
DR. ROBERT S. WHITE, *Member*

CASEY LALONDE, *Township Manager*

## Board of Supervisors

1025 Paoli Pike • West Chester, PA 19380-4699

610-696-5266 ~ Fax: 610-429-0616

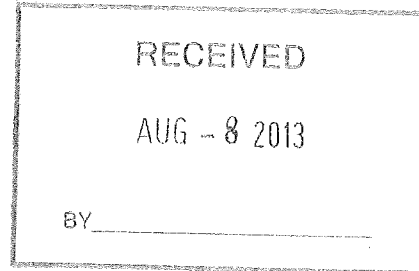
[twp@westgoshen.org](mailto:twp@westgoshen.org)

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

August 8, 2013

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

Mr. Robert Layman  
Westtown Township  
P.O. Box 79  
Westtown, PA 19395

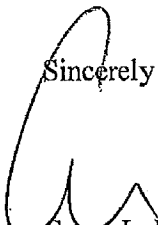


Dear Mssrs. Smith and Layman,

Thank you for meeting with me last Tuesday regarding the concept of the West Goshen Township Police Department joining with the Westtown / East Goshen Regional Police Department (WEGO). The West Goshen Township Board of Supervisors requests that the member municipalities of WEGO consult with their respective Boards of Supervisors to determine if combining the operations of the West Goshen Township Police Department and the WEGO Police Department is a concept worth investigating. If so, the West Goshen Township Board of Supervisors requests that a joint Police study be commenced to determine the advantages and disadvantages of such a venture.

Please contact me with any questions or comments.

Sincerely yours,

  
Casey LaLonde  
Township Manager

cc: Board of Supervisors

## **Memo**

**East Goshen Township**

**1580 Paoli Pike**

**West Chester, PA 19380**

**Voice** (610) 692-7171

**Fax** (610) 425-8950

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

**Date:** August 14, 2013

**To:** Board of Supervisors

**From:** Rick Smith, Township Manager

**Re:** West Goshen Request

The expansion of WEGO was one of the options that the Board discussed last year.

In light of the request from West Goshen, I would suggest that a committee, consisting of one or more supervisors from East Goshen, Westtown and West Goshen along with the Township Managers and the Police Chiefs be created. The committee would be tasked with developing an RFP for the study as well as identifying the various legal and operational issues that will need to be addressed.

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

Voice (610) 692-7171

Fax (610) 425-8950

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

Date: August 12, 2013

To: Board of Supervisors

From: Rick Smith, Township Manager

Re: Refuse and Recycling Bids.

We will be going out for refuse and recycling bids next week with bids due September 24. I was planning to bid our current program only. Please advise if you also want me to solicit bids for once a week collection of municipal waste with the caveat that if the landfill is closed on a scheduled collection day the collection is made the following day.

A summary of our current program is as follows:

- Municipal waste is collected twice a week. *Monday/Thursday or Tuesday/Friday*
- Single stream (co-mingled) recyclables are collected once a week. *Monday or Tuesday*
- Yard waste and/or leaf waste are collected every other week, except there are weekly collections in November. *Wednesday*
- Christmas trees will be collected two times in January. *Wednesday*
- Bulk Trash, two items will be collected once a month. *Thursday or Friday during second full week of the month.*
- If the landfill is closed on a scheduled collection day the collection is not made up.

By way of information the landfill is closed

New Year's Day (Day varies)

Memorial Day (Always Monday)

Labor Day (Always Monday)

Independence Day (Day Varies)

Thanksgiving Day (Always Thursday)

Christmas Day (Day Varies)

# **Memo**

**East Goshen Township**

**1580 Paoli Pike**

**West Chester, PA 19380**

**Voice (610) 692-7171**

**Fax (610) 425-8950**

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

**Date: August 13, 2013**

**To: Board of Supervisors**

**From: Rick Smith, Township Manager**

**Re: Manley Road**

The speed limit on the section of Manley Road east of North Chester Road is 25 MPH. The speed limit on the section west of North Chester Road is 35 MPH.

The electronic speed limit signs we recently purchased have the ability of collect and store vehicle and speed information. We placed a sign at the Ashbridge Pump Station and the data collected indicates that the 85<sup>th</sup> percentile speed (the speed Penn DOT uses to determine a speed limit) is 42 MPH. The data also indicates that 88% of the 11,331 vehicles that traveled this section of roadway are exceeding 25 MPH.

I have asked the Police Department to review their accident reports to determine if there is some basis to support keeping the 25 MPH speed limit. Their report is attached.

**Recommendation:** Change speed limit to 25 MPH for this section of Manley Road.

# Statistics Summary Report

Technician Name: Kevin M. Miller



Location: Manley Rd. Data Session: Manley Rd  
 Address: Ashbridge Pump Station, East Goshen Township, Pa., Report Period: 7/9/2013 to 7/26/2013  
 Speed Limit: 25 Total Vehicle Count: 11,331

Hour	Total Vehicles	Average Vehicles	Total Violations	% Violations	Min. Speed	Max. Speed	Avg. Speed	85% Speed
00-01	38	2	33	87 %	8	53	34	47
01-02	33	2	15	45 %	8	48	32	42
02-03	15	1	13	87 %	8	53	40	37
03-04	2	0	2	100 %	38	43	40	52
04-05	65	4	62	95 %	23	53	36	0
05-06	161	10	137	85 %	8	58	34	42
06-07	468	29	409	87 %	8	58	34	42
07-08	1,919	120	1,669	87 %	8	58	34	42
08-09	1,672	104	1,437	86 %	8	58	34	42
09-10	1,151	72	1,015	88 %	8	58	34	42
10-11	506	32	461	91 %	13	53	35	42
11-12	505	32	448	89 %	13	53	35	42
12-13	622	39	545	88 %	8	58	35	42
13-14	501	31	454	91 %	8	68	36	42
14-15	569	36	532	93 %	18	63	36	42
15-16	478	30	429	90 %	8	68	35	42
16-17	622	39	559	90 %	8	58	36	42
17-18	597	37	546	91 %	8	63	35	42
18-19	469	29	420	90 %	8	58	36	42
19-20	350	22	317	91 %	8	58	35	42
20-21	230	14	188	82 %	8	63	33	42
21-22	201	13	179	89 %	8	53	35	42
22-23	102	6	94	92 %	8	63	37	42
23-24	55	3	51	93 %	13	58	39	42
	11,331	707	10,015	88 %	11	57	35	42

Count by speed Bins

Speed	Count
0...5	0
5...10	104
10...15	89
15...20	199
20...25	924
25...30	2,119
30...35	2,714
35...40	2,677
40...45	1,761
45...50	573
50...55	136
55...60	27
60...65	6
65...70	2
Total:	11,331

## Rick Smith

---

**From:** Leo Kennedy <LKennedy@westtownpolice.org>  
**Sent:** Monday, August 12, 2013 1:44 PM  
**To:** 'Rick Smith'  
**Cc:** James DiCave; William Cahill; Brenda Bernot  
**Subject:** RE: Manley Road

Rick,

I researched crashes on this segment of Manley Road as far back as January 1, 2010. We only have two reportable crashes on record over that period, not counting intersection crashes at 352 & Manley and Dutton Mill & Manley, which are not related. The incident numbers are 53PJ13000496 and 53PJ10003344. Neither crash was speed related.

I have driven this segment a number of times in the course of my regular duty and am very comfortable driving at or around 35 MPH.

I cannot provide any evidence to support keeping the speed limit at 25 MPH.

If you have any questions please call or email me.

Thank you,

Leo



Sgt. Leo J. Kennedy  
Westtown-East Goshen Regional Police Department  
Traffic Safety Unit/Crash Reconstruction Supervisor  
1041 Wilmington Pike  
West Chester, PA 19382  
610-692-9600 ext 223  
610-692-9369 (fax)

This Westtown-East Goshen Regional Police e-mail message, including any attachments is intended for the sole use of the individual(s) and entity(ies) to whom it is addressed. It may contain information that is privileged, confidential and exempt from disclosure under applicable law. If you are not the intended addressee, nor authorized to receive for the intended addressee, you are hereby notified that you may not use, copy, disclose or distribute to anyone this e-mail message including any attachments, or any information contained in this e-mail message including any attachments. If you have received this e-mail message in error, please immediately notify the sender by reply e-mail and delete the message.

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

**Voice** (610) 692-7171  
**Fax** (610) 425-8950  
**E-mail** [rsmith@eastgoshen.org](mailto:rsmith@eastgoshen.org)

**Date:** August 14, 2013  
**To:** Board of Supervisors  
**From:** Rick Smith, Township Manager  
**Re:** Director of Recreation

In April the Board agreed to postpone the process for hiring a new Director of Recreation and re-start it in October. After further review I would suggest the following schedule that moves up the re-start date to early September.

The Committee would consist of Carmen, liaison to the Park Commission, Jon and I. The Committee would interview selected candidates and recommend two to four candidates whom would be interviewed by the full Board. I have allowed six weeks from the date the offer is accepted until the new Director starts working. We need to have the applicant undergo a physical exam, drug test, credit check, background investigation and psychological exam. The background investigation takes 3 weeks. And we assume that the new director will need to provide their current employer with appropriate notice.

September 8, 2013 - Position posted in Daily Local News and web page.

September 25 2013 - Resumes due.

September 30 to October 10, 2013 – Committee reviews resumes, interviews candidates and Identify finalists.

October 11, 2013 – Finalists notified about interview on 22<sup>nd</sup>.

October 22, 2013 – Board interviews finalists and extends offer

November 1, 2013 – Offer accepted

November 2 to December 13, 2013 - Applicant undergoes physical exam, drug test, credit check, background investigation and psychological exam.

December 16, 2013 - New Director starts work

December 17, 2013 – New Director introduced at the Board of Supervisors meeting.

I have attached the employment notice that will be posted on the web page and the job description. You still to establish the salary range for this position.



# EAST GOSHEN TOWNSHIP

## Notice of Employment Vacancy:

Posted: September 9, 2013

### **Director of Recreation**

East Goshen Township is seeking applicants to fill the position of Director of Recreation.

**Responsibilities:** The position of Director of Recreation is an administrative/supervisory position and the employee oversees all aspects of the Township's participant recreation programs, including but not limited to trips, yoga, youth summer rec program and special events such as the Egg Hunt, Community Day and Harvest Festival. The employee will also manage the East Goshen Farmers Market and issue park permits for the East Goshen Township Park

**Education and Experience:** Applicants must have a Bachelor's Degree and two-years of experience in a similar position, specifically in running a youth summer recreation program and community events. Applicants should be detail oriented, have working knowledge of Microsoft Office and possess a valid driver's license. The position works very closely with the public. Therefore, a positive and friendly demeanor is required.

Employment benefits include a competitive salary and an extensive benefits package including health insurance and a retirement plan.

The successful applicant must submit to a physical exam, drug test, credit check, background investigation and psychological exam at the Township's expense, and PA Child Abuse History Clearance. Send resume and cover letter outlining education, work experience, salary history and professional references via e-mail to [rsmith@eastgoshen.org](mailto:rsmith@eastgoshen.org) no later than September 20, 2013.



**TITLE: DIRECTOR OF RECREATION****FLSA STATUS: EXEMPT****POSITION SUMMARY:**

This is an administrative/supervisory position with the Township and the employee oversees all aspects of the daily operation of the Township's participant recreation programs. The employee also performs other assigned duties as required.

**REPORTS TO:**

- Township Manager

**SUPERVISES:**

- Participant recreation employees and volunteers
- Independent contractors who provide services to the Recreation Program.

**PRINCIPAL ACCOUNTABILITIES AND/OR TASKS:**

- researches current recreational practices and proposes goals and objectives to enhance the quality of life for all residents
- prepares and updates strategic plan for recreational facilities
- benchmarks current recreational practices and develops measurement process and performance standards for recreation programs
- adheres to the Pennsylvania Park and Recreation Society Code of Ethics
- oversees and administers the Youth Summer Recreation Program
- oversees and administers recreational programs, trips and activities that have been authorized by the Park & Recreation Commission,
- writes Recreation Program articles for the Township Newsletter
- prepares a monthly report of activities
- attends Park & Recreation Commission meetings
- prepares participant recreation budget for review and approval by the Park and Recreation Commission
- operates department within the approved budget
- schedules field use and resolves conflicts with field and facility usage
- monitors Township Park usage to insure compliance with Township Ordinances
- authorizes the release of deposit checks for facility usage
- answers questions regarding participant recreation programs

**INTERPERSONAL INTERACTIONS REQUIRED:****Internal Contact:**

- Township Manager

- Department Heads
- Office Staff
- Public Works Personnel
- Township Officials (including Authority, Board, and Commission Members)

**External Contact:**

- Residents
- Recreation Program participants
- Vendors

**PHYSICAL DEMANDS:**

The employee must be able to read and write at a college level. The employee must be able to hear, speak, move 25 pounds from one location to another, use a phone, use a computer, and climb up and down stairs. In addition, the employee may be exposed to heat and cold.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Bachelors Degree and 2 years experience in a similar position
- Working knowledge of Microsoft Office

**REQUIRED SKILLS:**

The employee must be able to reason, solve problems, and communicate with Township personnel, residents, etc. in both written and oral form. The employee must be able to use basic office equipment, and have an intermediate skill level with word processing, spreadsheets, and data entry applications, and read and write at a college level. Good organizational and communication skills are required.

**REQUIRED LICENSES, REGISTRATIONS, OR CERTIFICATES:**

- Valid PA Drivers License
- PA Child Abuse History Clearance

F:\Data\Shared Data\Admin Dept\jobdescriptions\administration\Dir of Recreation 081413.doc

**EAST GOSHEN TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
1580 PAOLI PIKE  
August 6, 2013  
Draft Minutes**

**Present:** Chairman Senya D. Isayeff, Vice-Chairman Carmen Battavio, and Supervisors Marty Shane, Chuck Proctor and Janet Emanuel. Township Manager Rick Smith was also present, as was CFO Jon Altshul and Director of Code Enforcement Mark Gordon. ABC members in attendance were Erich Meyer (Park & Rec) and Kathryn Yahraes (Historical Commission). John Snook, representing the Brandywine Conservancy, was also present.

**Executive Session**

The Board met in Executive Session from 6:30pm to 7:00pm to interview candidates for the Zoning Hearing Board.

**Call to Order & Pledge of Allegiance**

Senya called the regular meeting to order at 7:00pm and asked Scout Charlie Barton to lead everyone in the Pledge of Allegiance.

**Moment of Silence**

Carmen called for a moment of silence to remember the troops and all those in uniform who help keep us safe.

**Recording of Meeting**

No one recorded the meeting.

**Eagle Scout Project**

Scout Charlie Barton of Paoli Troop 1 gave a presentation on a storm shelter he would like to build along the western part of the trail in the Applebrook Park for his Eagle Scout project. If approved for construction, the completed project would be dedicated to the residents of East Goshen who served in the Armed Forces, with the pavilion named in honor of the late Sgt. Louis Fastuca. Scoutmaster Dick Bensing would supervise the project and other scouts would help with the construction. The shelter would be very similar to the one built within the park by another Eagle Scout.

Carmen said it is noble of Scout Barton to want to dedicate the project in this manner. He said normally the Park & Rec Commission has to give a recommendation to the Board of Supervisors for approval of projects of this nature. He said he hoped to get pre-approval from the Board this evening in anticipation of Park & Rec approving the project at their meeting August 8.

*Public Comment:* Kathryn Yahraes - Kathryn Yahraes told Scout Barton that if a memorial plaque is created to honor East Goshen residents who served in the armed forces, it should include residents back to the French & Indian War. She asked Scout Barton if he planned to have a memorial dedication service. Scout Barton said he was open to the idea.

1 The Board had no objections to the project, and advised Scout Barton to use Mark Miller as his  
2 primary contact at the Township.

3  
4 **Public Comment on Non-Agenda Items**

5 Kathryn Yahraes reported that the Town Tours and Village Walks event on July 25 was quite  
6 successful. A volunteer group of 37-40 individuals worked on the event, which had a Civil War  
7 theme. Approximately 200 people attended, and about 90% were non-Township residents. The  
8 event was well publicized and earned "stellar" reviews from attendees. The Historical  
9 Commission will be changing back to the Revolutionary War period in the next 2-3 weeks.

10  
11 **Chairman's Report**

12 Senya announced that the Supervisors interviewed two individuals for the Vacancy Board.  
13 Marty moved to appoint Gwen Alexander to the Vacancy Board. Carmen seconded the motion.  
14 There was no discussion or public comment. The Board voted unanimously to approve the  
15 motion.

16  
17 **Openspace Plan Update/RFP Responses**

18 Mark Gordon reported that the Township received three responses to the Openspace Plan Update  
19 RFP as follows:

20  
21 Toole Recreation.....\$26,370  
22 Urban Research Development Corporation.....\$36,700  
23 Simone Collins Landscape Architecture .....\$44,980  
24

25 Mark said if the Board is inclined to award the proposal, the staff recommendation is to go with  
26 Toole Recreation Planning and for the Township Manager to negotiate the contract price. He  
27 noted that the staff does not believe that combining the Openspace Plan Update with the  
28 Comprehensive Plan Update is necessary or prudent at this stage of the Comprehensive Plan  
29 Update process.

30  
31 Marty asked if the RFP is for a standalone plan, and John Snook said yes.

32  
33 Marty requested that this matter be tabled pending additional information as to the true cost for  
34 the work and a detailed listing of what East Goshen will get for that cost. John Snook suggested  
35 that a meeting be scheduled to discuss ways to save costs since it has been learned that Chester  
36 County will not provide funding for this endeavor. He suggested that attendees at the meeting  
37 include Rick Smith, Mark Gordon, representatives from the Brandywine Conservancy and Toole  
38 Recreation.

39  
40 Marty moved to table this matter pending further information. Chuck seconded the motion.  
41 There was no additional discussion and no public comment. The Board voted unanimously to  
42 approve the motion.

1 **Audio System for Board Room**

2 Rick reported that PDM has quoted the Township for a Telecor audio system at a cost of  
3 \$4,974.00 to replace the Auditel system which is 14 years old and no longer supported with parts  
4 or service.

5  
6 Chuck moved to authorize the purchase of the Telecor audio system at a cost of \$4,974.00.  
7 Carmen seconded the motion for discussion purposes.  
8

9 Marty said he would like to see quotes from additional vendors with a listing of the features their  
10 systems would provide. Carmen said he would like to know if the staff is sure the Telecor  
11 system will do everything the Township wants it to do now and in the near future. He said if the  
12 Township's only goal is to swap out the existing, outdated system with a similar but operative  
13 replacement, he would have liked to see at least two prices.

14  
15 Senya suggested that Rick attach copies of proposals (such as the one from PDM) to these types  
16 of memos in the future.  
17

18 The Board agreed to table this matter pending further information, which Rick will provide for  
19 the next meeting. The motion was withdrawn.  
20

21 **Replacement Copier**

22 Jon reported that the Savin copier from KDI has become increasingly unreliable. The staff has  
23 spoken with six vendors about replacing it with a new copier and buying out the existing KDI  
24 lease. The staff recommends changing over to Rothwell Document Solutions, a local firm with  
25 an exceptional reputation, and leasing their Lanier C5503 copier at an estimated monthly price of  
26 \$735.41. This price includes the lease and maintenance, and is approximately \$80 less expensive  
27 than the current plan with KDI.  
28

29 Jon noted that after the bids were posted to the Township website, two of the vendors reached  
30 out to the Township to reduce their quotes.  
31

32 Janet said she would like to get reviews of the Lanier C5503 from other users before agreeing to  
33 lease this copier. John said he will check with Rothwell for some references and get back to the  
34 Board.  
35

36 Carmen moved for the staff to negotiate with Rothwell Document Solutions to lease a new  
37 copier pending a satisfactory answer to Janet's request for reviews of the equipment. Chuck  
38 seconded the motion. There was no further discussion and no public comment. The Board voted  
39 unanimously to approve the motion.  
40

41 **Resolution Establishing Various Financial Policies**

42 Marty summarized the financial policies recommended by the Finance Committee as outlined in  
43 a draft resolution, and thanked Jon for his work on the resolution. He noted that the Township  
44 also plans to establish a fund for the purchase of new equipment. This fund will maintain a  
45 balance of \$150,000.

1  
2 Marty moved to adopt the Resolution Establishing Various Financial Policies. Chuck seconded  
3 the motion.

4  
5 Chuck stated that he disagreed with the wording in the Resolution, especially that in paragraph  
6 1), but he would also like paragraphs 2) and 3) to be tweaked.

7  
8 After some discussion the Board agreed to table this matter until Jon revises the language in the  
9 resolution. The motion was withdrawn.

10  
11 **Geothermal Engineering Project for Township Building**

12 Rick reported that Alderson Engineering has completed Phase 1 of the geothermal engineering  
13 project, and their report indicates the new geothermal system will pay for itself in less than 9  
14 years.

15  
16 Marty moved to authorize Alderson Engineering to proceed with Phase 2 of the project. Carmen  
17 seconded the motion. There was no discussion or public comment. The Board voted  
18 unanimously to approve the motion.

19  
20 **Ashleybrooke Estates Escrow Release #1, #2, #3, #4**

21 Carmen moved to authorize the escrow releases #1, #2, #3 and #4 in the total amount of  
22 \$193,187.70 from the Ashleybrooke Estates escrow per the August 2 recommendation of Public  
23 Works Director Mark Miller. These releases will cover the following items: earthwork, erosion  
24 & sediment control, storm sewer, waterline construction, clear & grub, and demolition. After  
25 these releases there will be a \$132,578.35 balance in escrow. Chuck seconded the motion.

26  
27 Senya requested that future such requests have the Engineer's letter attached to them for the  
28 Board's reference.

29  
30 There was no further discussion and no public comment. The Board voted unanimously to  
31 approve the motion.

32  
33 **New Kent II**

34 Mark Gordon reported that the Township has received the Land Development and Financial  
35 Security Agreement from the Hankin Group for the plan to construct an additional apartment  
36 building within the New Kent Apartment complex.

37  
38 Carmen moved to authorize the Land Development and Financial Security Agreements and sign  
39 the final plans for the approved land development plan of the Hankin Group for one new  
40 apartment building and associated parking within the New Kent Apartment community per the  
41 July 24 recommendation of Mark Gordon. Janet seconded the motion.

42  
43 Marty asked Mark Gordon if Hankin has satisfied all the issues raised in the Engineer's letter and  
44 Mark said yes. Carmen stated that the hydrant issue has also been addressed.

1 There was no further discussion and no public comment. The Board voted unanimously to  
2 approve the motion.

3  
4 **Any Other Matter - Duct Cleaning at District Court**

5 Rick reported that the Township received two quotes for duct cleaning at the District Court as  
6 follows:

7  
8 Indoor Air Solutions .....\$5,500  
9 General Aire Systems .....\$4,499

10  
11 Rick recommended accepting the proposal from General Aire Systems.

12  
13 Janet moved to accept the proposal from General Aire Systems to clean the ducts at the District  
14 Court for a cost of \$4,499. Marty seconded the motion.

15  
16 Carmen said that next time preventive maintenance is performed on the District Court's HVAC  
17 system he would like a report on how dirty the air filters are.

18  
19 There was no further discussion and no public comment. The Board voted unanimously to  
20 approve the motion.

21  
22 **Review of Minutes**

23 The Board reviewed and corrected the draft minutes of July 16 and July 23. Senya said the  
24 minutes would stand approved as corrected.

25  
26 **Treasurer's Report & Expenditure Register Report**

27 *See attached Treasurer's Report for August 1, 2013.*

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

33  
34 **Action List**

35 **Hershey Mill Dam** – Rick reported the revised plan was sent to DEP on July 1, and Adam  
36 Brower has not heard back yet.

37 **Act 167 Ordinance** – A county-wide workshop is scheduled for August 7 in Coatesville.

38  
39 **Correspondence & Reports of Interest**

40 Senya acknowledged receipt of the following:

- 41 • Letter of thanks from residents Keith and Gale Banks regarding the great job done by  
42 Mark Miller and the Public Works employees at the intersection of Dutton Mill and  
43 Goshen Roads.
- 44 • Letter from resident Leanne M. Corba regarding conditions at 1423 Garrett Lane. Senya  
45 said he would personally follow up with Ms. Corba. Mark Gordon noted he had a  
46 meeting scheduled with the property owner of 1423 Garrett Lane for later this week.

- Letter from the PA Department of Environmental Protection regarding their approval of the County-wide Stormwater Management Plan for Chester County.
- 2013 second-quarter Remedial Action Progress Report from Environmental Alliance for the Sunoco property at 1425 Paoli Pike.
- Letter from Herbert E. MacCombie, Jr., P.E. regarding a Notice of Intent for Coverage under the General NPDES Permit for the Goshen Meadows project at 1323 West Chester Pike.

**Meetings & Dates of Importance**

Senya noted the upcoming meetings as listed in the agenda.

**Public Comment on Non-Agenda Items**

None.

**Adjournment**

There being no further business, the meeting was adjourned at 8:48pm.

Submitted by:

Anne Meddings

Recording Secretary

*Attachment: Treasurer's Report*



August 1, 2013

**TREASURER'S REPORT  
2013 RECEIPTS AND BILLS**

**GENERAL FUND**

Real Estate Tax	\$4,246.61	Accounts Payable	\$296,873.19
Earned Income Tax	\$369,947.84	<u>Electronic Pmts:</u>	
Local Service Tax	\$12,660.83	Health Insurance	\$52,377.94
Transfer Tax	\$0.00	Credit Card	\$1,704.53
General Fund Interest Earned	\$3,740.41	Postage	\$1,000.00
Total Other Revenue	\$50,153.13	Debt Service	\$0.00
Total Receipts:	<u>\$440,748.82</u>	Payroll	\$148,626.46
		Total Expenditures:	<u>\$500,582.12</u>

**STATE LIQUID FUELS FUND**

Receipts	\$0.00		
Interest Earned	\$0.00		
Total State Liquid Fuels:	<u>\$0.00</u>	Expenditures:	<u>\$0.00</u>

**CAPITAL RESERVE**

Interest Earned	<u>\$3,780.82</u>	Expenditures:	<u>\$38,540.00</u>
-----------------	-------------------	---------------	--------------------

**TRANSPORTATION FUND**

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

**SEWER OPERATING**

Receipts	\$227,901.72	Accounts Payable	\$281,746.38
Interest Earned	\$0.00	Debt Service	\$0.00
Total Sewer:	<u>\$227,901.72</u>	Total Expenditures:	<u>\$281,746.38</u>

**REFUSE**

Receipts	\$69,140.18		
Interest Earned	\$0.00		
Total Refuse:	<u>\$69,140.18</u>	Expenditures	<u>\$14,622.94</u>

**SEWER CAPITAL RESERVE**

Interest Earned	<u>\$0.00</u>	Expenditures	<u>\$8,170.00</u>
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## EAST GOSHEN TOWNSHIP ACTION LIST

New additions are in <b>bold</b>	August 20, 2013
<b>Item</b>	<b>Date</b>
Comcast Franchise Renewal	August 20, 2013
Hershey's Mill Dam	September 3, 2013
Comp Plan	September 3, 2013
Open Space Plan	September 3, 2013
Act 167 Ordinance	September 3, 2013
Quarterly Report on Comp Plan Goals for ABCs	October 15, 2013
Quarterly Report Municipal Authority Projects	October 15, 2013
Quarterly Financial Reports	October 15, 2013
Quarterly Report on I&I	October 15, 2013
Quarterly Review of Right to Know Requests	October 15, 2013

# EAST GOSHEN TOWNSHIP ACTION ITEM

Item:

Comcast Franchise

No:

10

List Date:

12/18/2013

Completed Date:

Description:

Execute Comcast Franchise Agreement

Date	Action
4/16/2013	Kristin has been in contact with Kevin at Comcast, He wants to finish up some other agreement before starting on East Goshen's
7/16/2013	Kevin wants to use the Verizon agreement as a model. Kristin is marking up a draft agreement.
8/20/2013	<b>Kristin is marking up a draft agreement.</b>

## **Historical Commission**

### **Third Quarter Report on 2013 Goals:**

1. Work with Chester County and the local townships to complete the state funded Battle of the Clouds project.

#### **Quarter 3:**

- Chester County has assembled more than 16 local townships to work on this project – East Goshen will be one of the primary focus locations. Monica Close will be the leader on this project.
- The Historic Commission had a consultant from Chester County visit at our March meeting to review our progress. He is very happy with what we have accomplished.
- As of April 11<sup>th</sup>, all target buildings and locations have been researched and submitted to the County. A few other locations will also be completed for our personal records, but we are done with the required research portion of the project.
- All locations have completed their studies for the County to begin its assembly of the submitted research.
- Assembly of the research into maps has begun. Specific thanks to Ed Lendrat (volunteer to our Commission) for research of local roads and sites!
- Review and finalization of the data is estimated to be complete by County before year's end.

2. Complete entry of all Blacksmith Shop and Plank House historic items into the township's archival database.

#### **Quarter 3:**

- A spread sheet has been created to replace the unusable program we attempted to use last year.
- All items from the BSS have been captured on film and paper
- No further cataloging will be done until the Living History Day (June 1<sup>st</sup>) and Town Talks/Village Walks program (July 25<sup>th</sup>) are complete.
- 18<sup>th</sup> and 19<sup>th</sup> century artifacts currently in use are being achieved, and the Meeting Room at in the Wheelwrights Shop is being cleaned and returned to meeting room use by the Township.
- Focus is now on completing data entry of all artifacts.
- While archiving is underway, a complete cleaning of the Plank House will be done.
- In 4<sup>th</sup> Quarter the Commission will begin the return of the Plank House to a period in the 18<sup>th</sup> century – to be completed before reopening in April 2014.

Regards,  
Chris Reardon, Chairperson  
Historical Commission  
April 12<sup>th</sup>, 2013

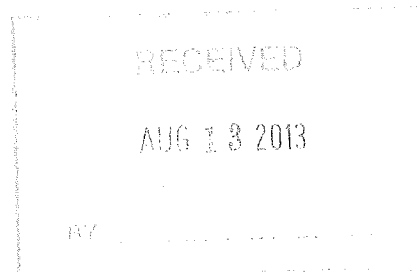
# CIG Comp Tower, LLC

Phone: 678.332.5000

Fax: 678.332.5050

July 30, 2013

East Goshen Township  
Attn: Township Manager  
1580 Paoli Pike  
West Chester, PA 19380



Re: Transfer of Lease from Liberty Towers, LLC to CIG Comp Tower, LLC for telecommunications facility located on your property.  
**CIG Site #: CIG0127PA\_East Goshen**

Dear Landlord:

This letter is to serve as the official notification required in our Lease of the transfer of the Lease from Liberty Towers, LLC to CIG Comp Tower, LLC, a Delaware limited liability company, effective as of July 30, 2013. A copy of the transfer document is enclosed with this letter for your files.

The address for notice purposes  
under the Lease is as follows:

**CIG Comp Tower, LLC  
5 Concourse Parkway  
Suite 3150  
Atlanta, GA 30328  
Phone: (678) 332-5000  
Attn: CEO**

With mandatory copy to:

**CIG Comp Tower, LLC  
5 Concourse Parkway  
Suite 3100  
Atlanta, GA 30328  
Phone: (678) 332-5000  
Attn: Legal Department**

Please do not hesitate to contact us if you have any questions.

Sincerely,

Laura Alford  
Paralegal

Enclosure



Westtown-East Goshen Regional Police Department  
2013 Monthly Activity Reports

		EAST GOSHEN	WESTTOWN	THORNBURY	EAST GOSHEN	WESTTOWN	THORNBURY	EAST GOSHEN	WESTTOWN	THORNBURY	EAST GOSHEN	WESTTOWN	THORNBURY	EAST GOSHEN	WESTTOWN	THORNBURY	EAST GOSHEN	WESTTOWN	THORNBURY	EAST GOSHEN	WESTTOWN	THORNBURY	EAST GOSHEN	WESTTOWN	THORNBURY	EAST GOSHEN	WESTTOWN	THORNBURY	EAST GOSHEN	WESTTOWN	THORNBURY	EAST GOSHEN	WESTTOWN	THORNBURY	TOTAL	EAST GOSHEN	WESTTOWN	THORNBURY				
Totals		561	413	105	447	371	110	564	477	136	528	472	124	525	479	153	518	455	134	516	400	156	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7644	3659	3067	918
UCR DESCRIPTION		JANUARY			FEBRUARY			MARCH			APRIL			MAY			JUNE			JULY			AUGUST			SEPTEMBER			OCTOBER			NOVEMBER			DECEMBER			YTD				
ASSIST OTHER AGENCIES (out of our Jurisdictions)		19			9			9			13			16			16			15															97							
911 HANG-UP	9	10	0	17	3	2	3	7	0	8	1	0	6	9	2	5	7	2	3	4	0														98	51	41	6				
Alarm-FIRE	16	5	4	4	3	1	11	3	0	11	6	2	9	13	4	10	9	3	9	5	4													132	70	44	18					
Alarm-POLICE	31	19	11	18	19	17	37	18	19	33	14	16	44	28	14	29	32	25	37	27	22													510	229	157	124					
All Other - THREATS	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0												1	0	1	0						
All Other Offenses - ALL OTHER													0	1	0	0	0	0	0	0	0												1	0	1	0						
All Other Offenses - FALSE FIRE ALARM	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0												1	0	1	0						
All Other Offenses - FIRE CODE (ORDINANCE VIO)																			0	1	0												1	0	1	0						
All Other Offenses - LITTERING	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0												2	2	0	0						
All Other -PUBLIC NUISANCE													1	3	0	0	1	0	0	0	0												5	1	4	0						
All Other Offenses - REPORTS										0	1	0	0	0	0	0	0	0	0	0	0												1	0	1	0						
All Other Offenses - TRESPASSING	1	0	0	0	1	0	0	0	0	0	3	0	1	0	0	0	1	0	0	3	1												11	2	8	1						
All Other - ORDINANCE VIOLATIONS	0	1	0	0	0	0	2	0	0	0	0	0	0	0	1	0	0	0	0	0	0												4	2	1	1						
All other - CONTRIB DELINQUENT MINORS				1			1	0	0	0	0	0	0	0	0	0	0	0	0	0	0												2	2	0	0						
All Other - VANDALISM	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0												1	0	1	0						
All Other - VIOLATION PAROLE/PROBATION	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0												1	0	1	0						
AMBULANCE	87	22	6	73	29	3	74	34	9	63	40	7	70	29	7	89	31	8	76	29	9												795	532	214	49						
Ambulance - MEDICAL FACILITY	77	25	0	72	14	0	72	20	0	74	15	0	60	10	0	41	15	0	61	11	0												567	457	110	0						
Animal Complaints - BARKING DOGS	0	1	0	0	1	0	2	0	0	0	0	0	0	0	1	0	0	0	0	0	0												5	2	2	1						
Animal Complaints - DOG BITES				1			1	0	0	2	0	0	1	0	0	0	0	0	1	0	0												6	6	0	0						
Animal Complaints - LOST/FOUND	3	1	2	1	6	1	2	2	0	1	3	0	1	2	0	3	3	1	5	1	1												39	16	18	5						
Animal Complaints - OTHER	5	6	0	3	9	3	5	3	1	1	5	1	4	5	4	4	2	5	4	5	1												76	26	35	15						
Animal Complaints - STRAY ANIMALS	0	0	1	2	0	0	3	1	1	2	2	1	2	1	0	1	0	0	1	0	0												18	11	4	3						
ARSON - INCENDIARY DEVICE-BUSINESS																			0	1	0												1	0	1	0						
Assault - ATROCIOUS- HANDS,FISTS,FEET	0	2	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0												3	1	2	0						
Assault - OTHER ASSAULTS (SIMPLE)	0	1	0	0	0	0	0	0	0	0	0	0	2	0	0	1	0	0	0	1	0												5	3	2	0						
Assist Other Agencies - FIRE DEPT.	1	0	0	0	1	0	0	1	0	0	0	0	0	2	0	1	0	0	0	2	0												8	2	6	0						
Assist Other Agencies - OTHER POLICE	5	4	1	2	4	4	6	1	0	3	4	1	6	4	3	2	4	0	2	7	0												63	26	28	9						
Assist Other Agencies - ALL OTHERS	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0												3	1	2	0						
ATTEMPT FORCIBLE ENTRY- NONRES-DAY																1	0	0	0	0	0												1	1	0	0						
ATTEMPT FORCIBLE ENTRY- NONRES-UNKNOWN													0	1	0	0	0	0	0	0	0												1	0	1	0						
ATTEMPT OTHER WEAPON-HIJACKING													0	1	0	0	0	0	0	0	0												1	0	1	0						
Burglary - FORCED ENTRY-NON RESID-NIGHT	0	0	0	0	1	0	1	3	0	0	0	0	0	0	0	0	0	2	0	0	1												8	1	4	3						
Burglary - FORCED ENTRY- RESIDENCE-DAY				1			1	0	0	0	0	0	0	0	1	0	0	0	0	0	0													3	2	0	1					



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	EAST GOSHEN	WESTTOWN	THORNBURY	EAST GOSHEN	WESTTOWN	THORNBURY	EAST GOSHEN	WESTTOWN	THORNBURY	EAST GOSHEN	WESTTOWN	THORNBURY	EAST GOSHEN	WESTTOWN	THORNBURY	EAST GOSHEN	WESTTOWN	THORNBURY	EAST GOSHEN	WESTTOWN	THORNBURY	EAST GOSHEN	WESTTOWN	THORNBURY	EAST GOSHEN	WESTTOWN	THORNBURY	EAST GOSHEN	WESTTOWN	THORNBURY	EAST GOSHEN	WESTTOWN	THORNBURY	TOTAL	EAST GOSHEN	WESTTOWN	THORNBURY				
Totals	561	413	105	447	371	110	564	477	136	528	472	124	525	479	153	518	455	134	516	400	156	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7644	3659	3067	918
UCR DESCRIPTION	JANUARY			FEBRUARY			MARCH			APRIL			MAY			JUNE			JULY			AUGUST			SEPTEMBER			OCTOBER			NOVEMBER			DECEMBER			YTD				
Burglary - FORCED ENTRY - RESIDENTIAL - TIME UNK																1	0	0																1	1	0	0				
CIVIL DISPUTE	2	2	0	0	2	0	4	2	0	1	2	0	5	2	0	1	3	1	2	2	0													31	15	15	1				
Counterfeiting - USING	0	0	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	0													3	0	3	0				
Criminal Mischief - ALL OTHER	1	1	0	4	1	0	1	1	0	2	2	0	0	3	0	3	0	0	0	4	0													23	11	12	0				
Criminal Mischief - REPORTS	0	0	0	4	1	1	6	0	0	1	4	1	3	5	0	3	1	0	0	1	0													31	17	12	2				
Criminal Mischief - TO AUTOMOBILES	1	0	0	4	2	0	0	1	0	0	2	0	3	1	0	0	0	0	2	1	1													18	10	7	1				
Criminal Mischief - TO PUBLIC BUILDINGS	0	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0	1	0	0	1	0													4	2	2	0				
CUSTODY DISPUTE	2	1	1	0	1	0	4	1	0	0	5	0	0	2	0	0	0	0	2	0	1													20	8	10	2				
DISABLED VEHICLE	5	5	3	6	11	2	5	13	6	2	6	5	0	10	4	9	12	4	5	10	5													128	32	67	29				
DISORDERLY CONDUCT	0	0	0	1	0	0	1	4	0	0	0	0	0	1	0	0	0	1	1	0	0													9	3	5	1				
Disorderly Conduct - DISTURBING THE PEACE	8	2	1	5	2	0	5	0	0	4	1	1	2	4	3	3	2	2	4	2	2													53	31	13	9				
Disorderly Conduct - ALL OTHERS																1	0	0	1	0	0													2	2	0	0				
Disorderly Conduct - REPORTS																0	1	0	1	1	0													3	1	2	0				
Disturbances - DOMESTIC	7	4	0	3	3	0	6	8	2	9	5	1	8	5	1	8	10	1	9	8	1													99	50	43	6				
Disturbances - JUVENILE	0	1	0	0	1	0	1	0	1	1	0	0	0	0	1	0	0	1	8	6	1													22	10	8	4				
Disturbances - OTHER (FIGHTS,DISPUTES,ETC)	5	8	0	3	4	0	2	3	0	8	5	0	8	4	4	7	0	0	0	0	2													63	33	24	6				
DOA	0	0	0	1	0	0	1	1	0	3	0	0	4	1	0	1	1	0	0	0	0													13	10	3	0				
Driving Under Influence - REPORTS							0	0	1	0	0	0	0	0	0	0	0	0	0	0	0														1	0	0	1			
Driving Under Influence - DRUGS -IMPAIRED	0	0	0	2	0	0	0	1	0	0	0	0	1	0	0	0	0	0	0	0	0													4	3	1	0				
Driving Under Influence - ALCOHOL-IMPAIRED	1	1	0	1	1	0	0	0	0	0	2	0	0	0	0	3	2	1	0	2	0													14	5	8	1				
Driving Under Influence - LIQUOR/DRUGS							0	1	0	0	1	0	0	1	0	1	0	0	0	0	0													4	1	3	0				
Driving Under Influence - ALCOHOL	2	1	0	0	0	0	0	0	0	2	2	0	1	1	0	5	0	0	0	1	0													15	10	5	0				
Drug - SALE/MFG- OTHER DANERGOUS NON NARC																1	0	0	0	0	0													1	1	0	0				
DRUG VIOLATIONS	6	3	0	0	3	2	2	0	1	2	2	1	4	5	0	6	1	1	3	4	0													46	23	18	5				
EMBEZZLEMENT																1	0	0	0	0	0													1	1	0	0				
ERRATIC DRIVER	7	18	3	5	10	2	11	19	2	3	15	3	6	17	4	14	11	6	6	8	4													174	52	98	24				
Escort - CIVIL	0	3	0	0	2	0	0	2	0	1	0	0	1	0	0	1	0	1	3	0	1													15	6	7	2				
FIRES (Excluding Arson)	8	2	1	3	4	1	3	3	0	3	7	1	3	3	0	1	0	0	0	2	1													46	21	21	4				
FLIM FLAM	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	1	1	0	0	0	0													4	2	2	0				
FOLLOW UP INFORMATION	9	14	1	8	9	0	13	10	4	8	10	1	3	19	3	11	15	2	3	6	2													151	55	83	13				
FOUND/RECOVERED PROPERTY	0	0	0	1	1	0	2	3	0	0	1	0	0	0	0	0	1	0	0	1	1													11	3	7	1				
FORGERY & COUNTERFEITING-REPORTS													0	1	0	0	0	0	0	0	0													1	0	1	0				
FRAUD	2	0	0	4	2	0	4	4	1	2	1	1	1	1	0	1	1	0	0	2	1													28	14	11	3				
Fraud - CREDIT CARDS	2	5	0	4	2	0	1	2	0	0	1	1	1	2	0	2	2	1	4	0	1													31	14	14	3				



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[illegible]



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