

**AGENDA**  
**EAST GOSHEN TOWNSHIP**  
**BOARD OF SUPERVISORS**  
**Tuesday, February 11, 2014**  
**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 the Board met in executive session on January 28 for a personnel matter
  - b. Comp Plan Task Force Update – Janet Emanuel
  - c. Friends of East Goshen Update – Chuck Proctor
7. Public Hearings - None
8. Police/EMS Report
  - a. Westtown East Goshen Police Report - None
  - b. Goshen Fire Co - None
  - c. Malvern Fire Co. - None
  - d. East Goshen Fire Marshal Report –
9. Financial Report – None
10. Old Business
  - a. Consider recommendation for Clymer’s Woods sign.
11. New Business
  - a. Comments from Ed Davidson on PECO Substation
  - b. Consider recommendation of bids for Rental Equipment Without Operators
  - c. Consider adoption of Resolution 2014-44 amending the collection procedure for sewer and refuse accounts
  - d. Review 2013 Cost of Services Report
  - e. Consider creation of Senior Staff Accountant Position
  - f. Consider recommendation on 2014 ABC Goals
  - g. Consider request for additional light fixtures on Hibberd Way
12. Any Other Matter
13. Approval of Minutes
  - a. January 25, 2014 Annual Planning Session
  - b. January 28, 2014
14. Treasurer’s Report
  - a. February 6, 2014
15. Review Action List
  - a. February 11, 2014
16. Correspondence, Reports of Interest
  - a. Sunoco Remedial Action Progress Report
17. Dates of Importance

Feb 10, 2014	Municipal Authority	7:00 PM
Feb 10, 2014	Commerce Commission	7:00 PM
	(Cancelled – Rescheduled for Feb 3)	
	(Cancelled due to weather)	
Feb 10, 2014	Deer Committee	7:00 PM
Feb 11, 2014	Police Commission	5:30 PM
	WEGO Police Dept.	
Feb 12, 2014	Conservancy Board	7:00 PM
Feb 13, 2014	Historical Commission	7:00 PM
Feb 17, 2014	Presidents’ Day	
	Office Closed	
Feb 18, 2014	Board of Supervisors	7:00 PM
Feb 20, 2014	Farmer’s Market	3-6:00 PM
	Public Works Garage	
Feb 20, 2014	Open Space & Rec Plan	7:00 PM
Feb 24, 2014	Comp Plan Task Force	7:00 PM
	(Cancelled)	
Feb 25, 2014	Friends of East Goshen	7:00 PM

Spring 2014 Newsletter: Article Submission Date – February 13, 2014  
Mailing – April 1 - 5, 2014

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.

**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:** February 6, 2014

**To:** Board of Supervisors

**From:** Rick Smith, Township Manager

**Re:** Cylmer's Wood sign

As requested we revised the sign to incorporate the Board's suggestions and submitted it to the Conservancy Board for their review and comment. The Conservancy Board reviewed and approved the revised Clymer's Woods (see attached) sign at their meeting in December.

We plan to install the new sign at the south west corner of Line Road and Paoli Pike. The sign would face east, so that it would be visible to westbound traffic on Paoli Pike.

Since the new sign on the left side of Paoli Pike, and therefore further away from west bound motorists we would suggest going with the 48" x 72" sign at a cost of \$3,375.

Once the new sign is installed we will remove the existing "Welcome to East Goshen" sign on the north side of Paoli Pike.



48 x 72  
 carved HDU with gold leaf  
 one side with hanging hardware  
 for between posts



40 x 60  
 carved HDU with gold leaf  
 one side with hanging hardware  
 for between posts

larger sign is \$3375.00. smaller rendition is \$2475.00  
 Posts with sleeves will be \$250.00.

Notes \_\_\_\_\_ deposit of one half to begin. Balance upon satisfactory completion.  
 Materials \_\_\_\_\_  
 Installation \_\_\_\_\_



Produced for : \_\_\_\_\_ Mark Miller @ East Goshen Twp.  
 Designed by: \_\_\_\_\_ fred jones  
 Estimated Price \_\_\_\_\_ Date: 11-25-13  
 Customer Signature \_\_\_\_\_ Final Price \_\_\_\_\_

Edward A. Davidson  
9 Oak Tree Lane  
Malvern, Pennsylvania 19355

January 18, 2014

Louis (Rick) Smith, Twp. Manager  
East Goshen Township  
1580 Paoli Pike  
West Chester, PA 19380

JAN 23 2014

Dear Mr. Smith:

I have owned the historically designated property located at 1603 East Strasburg Road since 1977 and over the years have witnessed many changes. I find some recent changes and others that occurred over time out of character for this neighborhood.

Several weeks ago I expressed to you my concerns about the Goshen PECO facility located at Route 352 and East Strasburg Road. Since then I have contacted the Pennsylvania PUC and also expressed similar concerns to PECO representatives. I was encouraged that the person to whom I spoke at the PECO real estate department was interested in investigating their compliance (or lack of) with their commitments made in the 1980's.

From the saved documents received from the PUC in 1990, I understand that the Township was active and interested in minimizing the negative aesthetic impact of the PECO substation on the neighborhood and Township. At PUC hearings and during legal challenges mounted by local historic commissions, PECO officials testified to and pledged to minimize the impact on the area. In their final order, the PUC included agreements made between East Goshen and PECO as part of the construction and operating permission.

I've observed that over time the memory and intent of the agreed-upon aesthetics has been lost. Changing circumstances and standards may be responsible for some of the loss of aesthetic efforts, but others have just been lost to time.

I would like to briefly address the Township Supervisors with the intent of rekindling the interest in the look and impact of this facility that the Township once fought so hard to improve.

Can you include an agenda item for a short discussion including my summary of this matter in the February 4<sup>th</sup> Township meeting?

Thanks for your help and cooperation in this matter.

Sincerely,

Ed Davidson



610-296-0604

ed@emaildavidson.com



COMMONWEALTH OF PENNSYLVANIA  
PENNSYLVANIA PUBLIC UTILITY COMMISSION  
P. O. BOX 3265, HARRISBURG, Pa. 17120

September 6, 1989

IN REPLY PLEASE  
REFER TO OUR FILE  
A-110550F022



TO ALL PARTIES

Application of the Philadelphia Electric Company ofr a finding of necessity for the situation of a control building on a site in East Goshen Township, Cheater County, containing 3.831 acres, located at the southeast corner of Strasburg Road and Chester Road.

To Whom It May Concern:

This is to advise you that an Opinion and Order has been adopted by the Commission in public meeting held August 31, 1989 in the above entitled proceeding.

A copy of this Opinion and Order has been enclosed for your records.

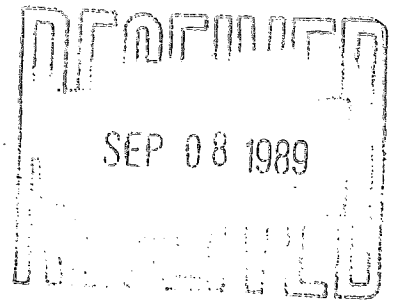
Very truly yours,

Jerry Rich, Secretary

fao  
Encls.  
Cert. Mail



PENNSYLVANIA  
PUBLIC UTILITY COMMISSION  
Harrisburg, PA 17120



Public Meeting held August 31, 1989

Commissioners Present:

Bill Shane, Chairman  
William H. Smith, Vice-Chairman  
Joseph Rhodes, Jr.  
Frank Fischl

Application of the Philadelphia Electric Company for a finding of necessity for the situation of a control building on a site in East Goshen Township, Chester County, containing 3.831 acres, located at the southeast corner of Strasburg Road and Chester Road.

A-00110550F022

OPINION AND ORDER

BY THE COMMISSION:

Before us for consideration are the Exceptions of Protestants, O'Connor, et al. ("Protestants" or "O'Connor") filed on June 12, 1989, to the Initial decision of Administrative Law Judge Wendell F. Holland ("ALJ") served on the parties May 23, 1989, wherein the ALJ recommended that the Application of Philadelphia Electric Co. ("PECO", "Applicant" or "Company") for a finding of necessity for building a control building in East Goshen Township, Chester County, be granted subject to certain conditions. On June 22, 1989 PECO filed Reply Exceptions.

BRIEF HISTORY OF PROCEEDING

On or about March 7, 1988, PECO filed the subject Application under the provisions of the Pennsylvania Municipalities Planning Code, Section 10619, 53 P.S. §10619, in

order to build a substation<sup>1/</sup> in a section of East Goshen Township, Chester County, known as Rocky Hill. James C. O'Connor and other residents living near the prospective site filed protests averring, inter alia, that the Application should be denied because the proposed substation will adversely affect the historic nature of the area. A Protest was also filed on behalf of East Goshen Township. On June 21, 1988, a prehearing conference and a public input session were held before the ALJ in West Chester. Evidentiary hearings were held on July 14, September 14, October 20 and 21, and December 23, 1988 in West Chester.

At the hearing on September 14, 1988, Protestants requested that the Application proceedings be stayed pending a determination by Federal and/or State Historical Commissions to determine whether the proposed substation would have an adverse impact on the Rocky Hill area. The ALJ denied that motion by Order issued October 21, 1988 and the Commission affirmed the denial. On or about October 13, 1989, the Pennsylvania Historical and Museum Commission filed a Petition to Intervene. The ALJ denied the petition as being untimely; however, the Commission granted the Petition. As a result, an evidentiary hearing was held in West Chester at which the Historical Commission presented its case.

Initial Briefs were filed by all parties. Reply Briefs were filed by PECO and Protestant O'Connor. The record in this proceeding consists of 674 transcript pages and approximately 30 exhibits.

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<sup>1/</sup> PECO proposes to build a 69KV-34KV distribution substation. The high voltage electrical equipment will be located outdoors, and the control equipment will be housed within a control building.



The Protestants' Exceptions argued that the ALJ erred in concluding that PECO's construction of the control building on the proposed site is reasonably necessary for the convenience or welfare of the public. The Protestants argued that alternative sites were better suited to the control building. Specifically, the Protestants excepted to the ALJ's Findings of Fact numbers 3, 9, 12, 14, 16, 18, 19, 20, 22, 23, 24 and 25. In addition, the Protestants excepted to all three of the ALJ's Conclusions of Law. We shall discuss each in sequence.

FINDING OF FACT NO. 3:

3. The site upon which the proposed project is to be constructed contains about four or more acres for which PECO paid \$475,000 in 1987 to acquire.

The Protestant excepted and averred that: "The record is quite clear that the proposed location of the control building and substation is 3.831 acres...." The company did not respond to the Exception. We find this Exception is irrelevant to the matters in issue. It is, therefore, denied.

FINDING OF FACT NO. 9

9. Several sites in the area were evaluated based on various criteria - namely, the ease of ingress and egress to the property, property location, present zoning, physical characteristics of the property, aesthetics, costs and ability to acquire the property amicably.

The Protestants do not deny that several sites in the area were evaluated for suitability. The Company did not respond to the Exception. Protestants object to the fact that PECO did not evaluate their proposed site. We find this Exception irrelevant to this Finding of Fact and shall, therefore, deny it.

FINDING OF FACT NO. 11

11. The Rocky Hill site is uniquely suitable for the project because of the coming together of different lines from different sources and its location on a corner.

The Protestants argued that the Rocky Hill site was not uniquely suitable for the project. In this regard, the Protestants refer us to their Initial Brief to the ALJ. We find that the ALJ thoroughly examined the evidence and arguments of all the parties. The Protestants do not point to any authority, error of law or lack of evidence but merely contest the ALJ's findings. We shall decline to disturb the ALJ's ruling on such a flimsy basis. The Exception is, therefore, denied.

FINDING OF FACT NUMBER 12:

12. Approximately 13 alternative sites have been identified but are undesirable because of additional costs or being too far away from a system planning point of view.

The Protestants do not deny that thirteen alternative sites were evaluated but object that this finding does not refer to their preferred site. As above, the Protestants refer us to their Initial Brief to the ALJ. We find that the ALJ thoroughly examined the evidence and arguments of all the parties. The Protestants do not cite any authority, error of law or lack of evidence to support the finding but merely contest the ALJ's ruling. We shall not disturb the ALJ's decision on such a flimsy basis. The Exception is, therefore, denied.

FINDING OF FACT NUMBER 13:

13. The proposed situation of the control building and the substation would not produce any significant electric or magnetic fields which could be measured at the property line.

FINDING OF FACT NUMBER 14:

14. The maximum value of the electric field that would be emitted would be as insignificant as the electric field emitted by various household appliances such as an electric iron, a stereo, an electric blanket, a toaster and a television.

The Protestants' Exceptions state that Findings of Fact Numbers 13 and 14 are not supported in the record. In discussing the testimony of the manager of the Engineering Division of PECO's Engineering and Construction Department, the ALJ recounts at page 8 of the Initial Decision:

He emphasized that the proposed situation of the control building would not produce any electric or magnetic fields which could be measured at the property line. He admitted that the proposed substation will produce electromagnetic fields which can be measured at the property line. But, he explained that the maximum value of the electric field that will be emitted would be as insignificant as the electric field emitted by an electric iron, a stereo and an electric blanket. And the maximum value of the magnetic field would be comparable to a toaster, a television and an electric stove heating coil. He assured that even under the worst conditions, the electromagnetic fields would be comparatively harmless. (I.D., p. 8).

The Protestants Exceptions are denied.

FINDING OF FACT NO. 16:

16. PECO has won awards in the past for its ability to construct similar projects in conformity with the surroundings of the areas and will do so in this case.

FINDING OF FACT NUMBER 18:

18. Relatively recently PECO has constructed three substations that abut or are in close proximity to significant historic sites, including Valley Forge National Park.

The Protestants do not deny that PECO has constructed similar buildings in a pleasing architectural manner. They do not deny that PECO has shown the ability, expertise and desire to blend their buildings into the surrounding areas. They only contend that PECO's past performance is "totally irrelevant to the facts as presented in this case." (Protestants' Exceptions, p. 5). We disagree. PECO's clearly manifested intent to build the substation with little incursion to the environment supports granting the Application. The Exception is, therefore, denied.

FINDING OF FACT NUMBER 19:

19. There are several factors that reduce the integrity of the intersection as a historic district - namely, some buildings at the intersection have been sided with 20th century materials which cover or obliterate most of their 19th century architectural details; a non-contributing residence and barn located at the intersection; a modern subdivision of "ubiquitous" design; and the adaptive reuse of the dominant structure of the intersection.

FINDING OF FACT NUMBER 20:

20. The Rock Hill area is the subject of an application for listing in the National Register.

FINDING OF FACT NUMBER 22:

22. Any environmental harm to the alleged historic district does not outweigh the benefits to the public from the increased supply of electric energy in East Goshen Township. PECO's decision to use the Rocky Hill site for its proposed project was reasonable and not arbitrary or capricious or made in bad faith.

Essentially, the Protestants argue that the Commission is without jurisdiction because the Rocky Hill site is potentially of historical significance, citing Commonwealth v. National Gettysburg Battlefield Tours, Inc., 454 Pa. 193 (1973) and Del-Aware Unlimited, Inc. v. Pennsylvania Public Utility Commission, 513 A.2d 593 (Pa. Cmwlth. Ct. 1986).

The ALJ noted that the Company adequately distinguished the Del-Aware case, supra:

PECO responds that Del-Aware is inapplicable because the review of the National Register application in this case is far less "comprehensive" than DER's in Del-Aware. The letter involved an entire administrative hearing process (i.e., full hearing, cross-examination and briefs) before a review board that issued an appealable decision. In contrast, the Historical Commission reviewed Rock Hill's Application in just two days, which PECO considers at best hasty and at worst incomplete, since the Historical Commission has not yet visited the site or determined its boundaries.

(Initial Decision, p. 49).

As for the National Gettysburg case, supra, the ALJ thoroughly examined its application to the facts of this case and found it lacking:

We find the Historical Commission's argument to be legally and factually without force in this case. From a legal perspective, the Gettysburg Battlefield case clearly permits a utility to build near a

historic site: development is to be controlled not prohibited. Factually, the record shows that PECO has numerous units and substations throughout Valley Forge National Park and other designated historic sites throughout its service area. Both Gettysburg Battlefield and Valley Forge have unquestioned places in history and are even included in the National Register. Rock Hill's historic significance does not compare and is indeed greatly disputed. Thus taken in its best light, and even assuming that Rocky Hill is actually included in the National Register, we are not required to defer our determination on PECO's Application in this case.

(Id. p. 50).

The Protestants' Exceptions are denied.

FINDING OF FACT NO. 23:

23. PECO's decision to use the Rock Hill site for the proposed project was technically well considered and based on sound engineering judgment.

FINDING OF FACT NO. 24:

24. PECO has followed all the requirements of the applicable law and regulations.

FINDING OF FACT NO. 25:

25. PECO has made reasonable efforts to reduce environmental incursions to a minimum.

Essentially, the Protestants rehash prior arguments that the ALJ in not adopting the Protestants proposed alternative cite, somehow committed an error of law. The Protestants fail to cite any authority for this position. We find that the ALJ's Findings of Fact on this issue are supported by substantial record evidence. The Protestants Exceptions are, therefore, denied.

The ALJ made these Conclusions of Law. The Protestants excepted to all three of them. We shall discuss each in sequence.

CONCLUSION OF LAW NO. 1:

1. The Commission has jurisdiction over the parties and the subject matter of this Application.

The Protestants restate their prior arguments that the Commission does not have subject matter jurisdiction over this application. For the reasons discussed infra, we shall deny this Exception.

CONCLUSION OF LAW NO. 2:

2. Construction of the control building on the proposed site is reasonably necessary for the convenience or welfare of the public.

The Protestants reargue that the ALJ's recommendation of the proposed site is somehow erroneous "since alternate sites exist..." (Protestants Exceptions at p. 12). In addition, the Protestants again argue that the Commission is without jurisdiction in this case. For the reasons discussed previously, this Exception is denied.

CONCLUSION OF LAW NO. 3:

3. PECO has met the three-prong test of Payne v. Kassab, supra, and the intensified burden arising therefrom, and it has not violated Article I, Section 27 of the Pennsylvania Constitution.

Payne v. Kassab, 312 A.2d 86 (Cmwlth. Ct. 1973) requires compliance with all applicable statutes and regulations relevant to the protection of the commonwealth's public natural resources. In this regard, the Protestants again raise the arguments that the Pennsylvania Historical and Museum Commission



somehow has jurisdiction over this application and that somehow a reasonable effort to reduce environmental incursion to a minimum has not been demonstrated because the Protestants' proposed alternate site was not chosen. For the reasons discussed previously, this Exception is denied; **THEREFORE,**

**IT IS ORDERED:**

1. That the Exceptions to the Initial Decision of Administrative Law Judge Wendell F. Holland be, and hereby are, denied.

2. That the Initial Decision of Administrative Law Judge Wendell F. Holland be, and hereby is, adopted.

3. That the Application of Philadelphia Electric Company, docketed at A-110550, F.022, be and is hereby approved subject to the following conditions:

- a. Applicant shall landscape the site in accordance with the landscape plans submitted by the Township of East Goshen.
- b. The noise level at the property line shall not exceed those levels set forth in the Township Ordinance.

**BY THE COMMISSION,**

  
Jerry Rich  
Secretary

(SEAL)

ORDER ADOPTED: August 31, 1989

ORDER ENTERED: SEP 06 1989

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

January 27, 2014

To: Board of Supervisors  
From: Mark Miller  
Re: Rental Equipment With Operators 2014

We have solicited bids for rental equipment with operators. On January 27, 2014 at 10:00am bids were opened.

The results are as follows:

<b>Group 5 – Rental Equip. w/Operators</b>	<b>Total Price</b>
S.A. Macanga Inc.	\$184,900.00
Reid Paving Contractors Inc.	\$239,500.00
Innovative Construction Services, Inc.	\$302,625.00

We recommend, to award the contract to S.A. Macanga Inc in the amount of \$184,900.00.

## Rental Equipment With Operators 2014 Bid Results

		Estimated Hours	Hourly Rate	Estimated Total
S.A. Macanga Inc.	Paver 18 feet	100	250	\$25,000.00
919 Camoro Run Road	Vibratory Roller 10 to 14 ton	200	110	\$22,000.00
West Chester, PA 19380	Milling Machine 6.5 foot drum	100	475	\$47,500.00
	Tri Axle Dump Truck 80,000 GVWR	800	82	\$65,600.00
	Laborers	200	75	\$15,000.00
	Tack Coat Truck (gallons)	3500	2.8	\$9,800.00
			Total Bid	\$184,900.00
Reid Paving Contractors Inc.	Paver 18 feet	100	425	\$42,500.00
1850 Swamp Pike,	Vibratory Roller 10 to 14 ton	200	125	\$25,000.00
Gilbertsville, PA 19525	Milling Machine 6.5 foot drum	100	700	\$70,000.00
	Tri Axle Dump Truck 80,000 GVWR	800	90	\$72,000.00
	Laborers	200	80	\$16,000.00
	Tack Coat Truck (gallons)	3500	4	\$14,000.00
			Total Bid	\$239,500.00
Innovative Construction Services, Inc.	Paver 18 feet	100	760	\$76,000.00
P.O. Box 262	Vibratory Roller 10 to 14 ton	200	230	\$46,000.00
Folcroft, PA 19032	Milling Machine 6.5 foot drum	100	810	\$81,000.00
	Tri Axle Dump Truck 80,000 GVWR	800	85	\$68,000.00
	Laborers	200	75	\$15,000.00
	Tack Coat Truck (gallons)	3500	4.75	\$16,625.00
			Total Bid	\$302,625.00

# Memo

RESOLUTION 2014-44

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To: Board of Supervisors  
From: Jon Altshul  
Re: Consider amendment to utilities collection resolution  
Date: January 31, 2014

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At its January 28 meeting, the BOS directed staff to revisit whether BOS approval is needed prior to filing a district justice complaint against property owners with delinquent utility balances over \$3,000. To that end, we have amended the attached resolution establishing the procedure for the collection of sewer and refuse account fees, making clear that staff is empowered to file such complaints without the Board's formal approval every quarter (see paragraph 7). In addition, the proposed amendment would also increase the minimum balance necessary to transfer a judgment to the Court of Common Pleas from \$8,000 to \$12,000, consistent with current state law (see paragraphs 7 & 8). That said, I will continue to publicly report on our receivables in the quarterly report to the Board.

**EAST GOSHEN TOWNSHIP  
CHESTER COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2014- 44**

**A RESOLUTION ESTABLISHING THE PROCEDURE FOR  
THE COLLECTION OF SEWER & REFUSE ACCOUNT FEES**

**BE IT RESOLVED THAT** the East Goshen Township Board of Supervisors hereby establishes the following collection procedures for delinquent sewer and refuse accounts.

1. Pursuant to the East Goshen Township Code (specifically Chapter 188 titled "Sewers" and Chapter 194 titled "Solid Waste") all bills are due within 45 days of the date of the bill. If the quarterly bill is not paid by the 45<sup>th</sup> day after the date of the bill, the Township will send the property owner(s) a late notice and impose a penalty of 10% of the amount owed. When the 45<sup>th</sup> day falls on either a weekend or holiday on which the Township building is closed, payments that are received before the close of the business the next business day immediately following the 45<sup>th</sup> day shall be deemed to have been paid on time and no penalty shall be applied.

2. If the quarterly bill is not paid by the 60<sup>th</sup> day after the date of the bill, the Township will impose interest at the rate of  $\frac{3}{4}$  of 1% or a fraction thereof of the amount owed per month (9% per year).

3. If the property owner(s) fails to pay the quarterly bill for two consecutive quarters, the Township will send the property owner(s) a letter that outlines the collection process, when payment is expected and the options available to the property owner(s). The property owner(s) shall have 30 days from the date of the letter to pay the balance due or establish a payment agreement.

4. If the property owner(s) fails to pay the balance due or enter into a payment agreement with the Township, within 30 days of step 3 above the account will be turned over to the Township Solicitor who will send the property owner(s) a letter by regular and certified mail return receipt advising them that the account is past due and that they have 30 days from the date that they received the letter to bring the account current or a municipal lien will be filed with the Prothonotary's Office of the Court of Common Pleas of Chester County against the property for the amount that is currently past due including any interest, penalties, attorney's fees, administrative fees and filing costs.

5. If the property owner(s) refuses to accept the certified mail, the Solicitor will send the property owner(s) another letter by regular mail advising them that the account is past due and that they have 10 days from the date of the mailing of the aforementioned letter to bring the account current or a municipal lien will be filed for the amount that is currently past due including any interest, penalties, attorney's fees, administrative fees and filing costs.

6. If payment is not received within 30 days of the property owner(s)'s receipt of the letter sent pursuant to step 4 above, or within 10 days of the date of the mailing of the letter sent pursuant to step 5 above, the Solicitor will file a municipal lien for the amount that is currently past due including any interest, penalties, attorney's fees, administrative fees and filing costs. The municipal lien will continue to accrue interest as stated above on any past due amount and any additional past due amounts will be added to the municipal lien. Any account that is liened and which the property owner(s) has made no attempt at payment will be re-liened on an annual basis.

7. When a delinquent account exceeds \$3,000.00, but is less than \$12,000.00, Township staff may file a civil complaint with the District Court seeking a judgment against the property owner(s) for the amount that is currently past due including any interest, penalties, attorneys fees, administrative fees and filing fees incurred in the collection of the account. If a judgment is obtained against the property owner(s), the Township may seek to collect said judgment first by filing a Writ of Execution with the District Court which would in turn be executed against the personal property of the property owner(s).

8. The Township will transfer the District Court judgment to the Court of Common Pleas of Chester County when the balance of the delinquent account exceeds \$12,000 so that the judgment can then be enforced against the property owner(s) real property.

9. If the Township is able to collect the judgment, the Township will satisfy the municipal lien.

10. In the event that the Township is notified by the Court of Common Pleas of an impending Sheriff Sale of Real Property in the Township, the Township will immediately request that the Township Solicitor take the necessary steps to protect the Township's exposure.

**RESOLVED AND ADOPTED**, this 11th day of February, 2014.

ATTEST:

**EAST GOSHEN TOWNSHIP  
BOARD OF SUPERVISORS**

\_\_\_\_\_  
Secretary

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\_\_\_\_\_  
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# Memo

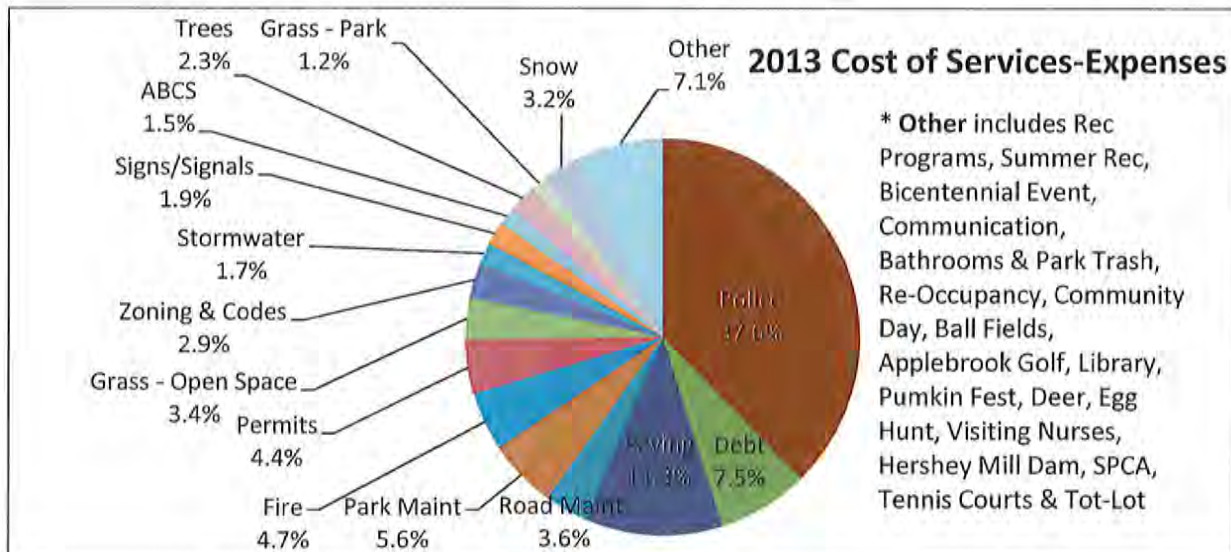
To: Board of Supervisors  
From: Jon Altshul  
Re: 2013 Cost of Services Report  
Date: January 30, 2014

I have attached a copy of the cost of services report for 2013. This report reflects both the township's direct and indirect overhead costs allocated across the township's 34 activities or "lines of business," based on the unaudited 2013 financials and the general methodology that was agreed to by the Board of Supervisors last year (note that "Bicentennial Event" was added as a new line of business this year).

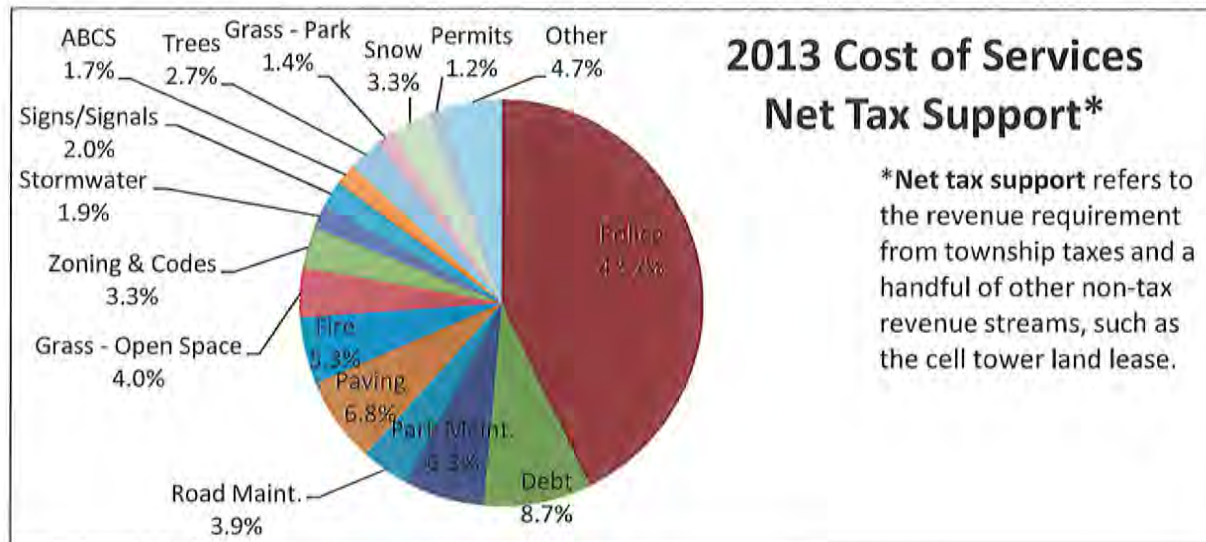
This report distinguishes between "total expenses" and "net tax support," or expenses minus dedicated non-tax revenues (e.g. permits, parks and recreation fees, and state liquid fuel funds). Note that there are a handful of "pass-through like" revenues included in the total expense category (e.g. insurance claims, state pension aid and engineering recharge revenue) that reduce expenses.

## Key findings

- Police services represent the township's largest expenditure (37.6% or \$3.23 million) and, after netting out dedicated revenues, account for 42.7% of the township's tax dollars. Note that no township overhead costs are allocated to Police.
- Debt service has the second highest net tax support at 8.7%.
- Public Works functions, including Road Maintenance, Mowing, Paving and Parks Maintenance, represent large costs. However, as a percentage of net tax support, paving costs fall due to state liquid fuel funding.
- Fire services represent 4.7% of the township's total expenses and 5.3% of the township's net tax support.







### Cost of Service Methodology

The cost of services report reflects costs borne by the general fund.

- The year-end labor detail report is reviewed to determine the number of hours spent on each of the 34 township activities. Assumptions are also made about how the Zoning Officer and Recreation Director allocate their time.
- Labor costs by exempt employees—with the exception of the Zoning Officer and the Park and Recreation Director—as well as labor costs of nonexempt employees performing administrative functions, e.g. finance, payroll, vehicle maintenance and unclassified work are considered overhead costs.
- Nonpersonnel costs that cannot be allocated to a specific township activity—utilities, property and casualty insurance, office expenses, etc—are also considered overhead.
- Those overhead costs are then further classified as public works overhead and non-public works overhead.
- Public works overhead costs are allocated across different activities based on the number of labor hours public works employees spent on each activity; non-Public Works overhead costs are allocated across different activities based on the number of labor hours of all township employees, including public works, spent on each activity.
- A handful of “pass-through like” revenues are included in the total expense category (e.g. insurance claims, state pension aid and engineering recharge revenue) that reduce expenses.
- Some non-tax revenues that cannot reasonably be attributed to any Township activity (e.g. cell tower land lease and interest income) are not netted out to calculate “Net Tax Support”.
- Notably, Debt and Police (the two largest expenses) are not allocated any overhead.
- For 2013 only, the year-end transfer of \$500,000 to the operating reserve fund and the \$337,400 additional transfer to fully fund the Sinking Fund are not included as expenses.

### Reconciliation with the General Ledger

After adjusting for a handful of expenses that are not included in the formula and a handful of revenues that net out expenses, the expenses reported herein reconcile to the 2013 unaudited General Ledger, although it was necessary to increase the overhead cost by approximately \$70,000 in order to ensure that the figures matched exactly. This \$70,000 figure likely represents differences between actual personnel costs and the calculation of those costs through recharge rates.

# Cost of Services Report

East Goshen Township  
FY 2013

Total Township Indirect Costs	1,426,775
PW share of these costs	798,955
Non-PW share of costs	627,820

Total Public Works Indirect Costs **740,768**

Activity	Direct Costs	Non-Public Works Personnel Costs	Public Works Personnel Costs	Non-Public Works Indirect Costs	Public Works Indirect Costs	Total Expense	Total Revenue	Net Tax Support	Total expense as % of all expenses	Net tax support as % of all net tax support
Police	3,228,975	-	-	-	-	3,228,975	58,574	3,170,402	37.6%	42.7%
Debt	644,182	-	-	-	-	644,182	-	644,182	7.5%	8.7%
Paving	654,585	-	59,165	132,072	122,454	968,276	460,751	507,525	11.3%	6.8%
Park Maintenance	89,288	-	67,598	167,490	155,292	479,668	8,600	471,068	5.6%	6.3%
Fire	393,561	4,966	-	8,930	-	407,456	15,112	392,344	4.7%	5.3%
Grass - Open Space	-	-	42,456	130,567	121,058	294,081	-	294,081	3.4%	4.0%
Road Maintenance	145,387	-	30,298	70,300	65,180	311,166	19,848	291,318	3.6%	3.9%
Zoning & Codes	65,555	78,753	-	104,347	-	248,655	4,041	244,615	2.9%	3.3%
Snow	113,946	-	37,159	65,886	61,087	278,077	35,860	242,217	3.2%	3.3%
Trees	35,212	-	31,733	69,932	64,839	201,716	-	201,716	2.3%	2.7%
Signs/Signals	119,757	-	7,857	20,000	18,543	166,157	16,509	149,648	1.9%	2.0%
Stormwater & MS4	4,185	6,006	17,802	63,009	51,970	142,973	-	142,973	1.7%	1.9%
ABCS	19,746	40,504	189	65,665	372	126,476	-	126,476	1.5%	1.7%
Grass - Park	-	-	12,458	235,048	44,188	104,304	-	104,304	1.2%	1.4%
Permits	14,983	129,509	-	44,996	-	379,540	290,700	88,840	4.4%	1.2%
Rec Programs	16,920	31,282	-	44,996	-	93,198	17,758	75,440	1.1%	1.0%
Summer Rec	32,134	26,212	-	37,090	-	95,436	29,106	66,330	1.1%	0.9%
Bathrooms & Park Trash Service	469	-	12,709	22,408	20,776	56,361	-	56,361	0.7%	0.8%
Communications	4,807	11,686	1,724	30,133	3,039	51,389	72	51,317	0.8%	0.7%
Ball Fields	3,862	9,970	2,265	18,829	4,558	39,484	10,180	29,304	0.5%	0.4%
Re-Occupancy	-	23,654	-	53,678	-	77,333	55,050	22,283	0.9%	0.3%
Pumpkin Fest	3,874	3,988	2,296	9,177	3,349	22,685	600	22,085	0.3%	0.3%
Library	18,000	-	-	-	-	18,000	-	18,000	0.2%	0.2%
Bicentennial Event	15,000	-	-	-	-	15,000	-	15,000	0.2%	0.2%
Deer	1,641	6,066	15	7,157	62	14,941	-	14,941	0.2%	0.2%
HM Dam	13,951	-	-	-	-	13,951	-	13,951	0.2%	0.2%
Community Day	22,630	3,988	2,045	8,408	2,636	39,707	26,916	12,791	0.5%	0.2%
Egg Hunt	1,527	3,988	266	6,167	558	12,507	175	12,332	0.1%	0.2%
Applebrook	13,650	3,988	-	5,565	-	23,203	13,620	9,583	0.3%	0.1%
Visiting Nurses	6,000	-	-	-	-	6,000	-	6,000	0.1%	0.1%
SPCA	3,785	-	-	-	-	3,785	-	3,785	0.0%	0.1%
Tot-Lot	1,054	-	281	669	620	2,624	-	2,624	0.0%	0.0%
Tennis Courts	2,031	997	114	1,592	186	4,921	2,756	2,165	0.1%	0.0%
District Court	15,184	-	-	-	-	15,184	101,559	(86,375)	0.2%	-1.2%
<b>General Fund Totals</b>	<b>\$5,705,881</b>	<b>\$385,557</b>	<b>\$328,430</b>	<b>\$1,426,775</b>	<b>\$740,768</b>	<b>\$8,587,411</b>	<b>\$1,167,786</b>	<b>\$7,419,626</b>	<b>100%</b>	<b>100%</b>

# Memo

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To: Board of Supervisors  
From: Jon Altshul  
Re: Consider creation of senior staff accountant position  
Date: February 5, 2014

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As part of the goal setting process for 2014, the staff accountant in the Finance Department who currently coordinates payroll, benefits and general HR issues (among other responsibilities) is interested in obtaining a Certificate in Human Resources Management through Delaware County Community College. This 18-credit program includes six classes in topics ranging from organization and behavior to compensation and benefits to labor relations. Rick and I believe that it is important that the Township have formal expertise in this area and strongly support her interest in obtaining this certificate.

Upon completion of this certificate, we also believe that this employee's job description should be changed to "senior staff accountant" to reflect the additional coursework. I have attached a proposed job description for this new position. This training would increase the "Education" factor in the position's job score from 27 (Associates Degree) for regular staff accountants to 45 (Associates Degree plus some additional courses), which would result in a "75<sup>th</sup> percentile salary" (i.e. maximum salary) for this position of \$56,100, or \$2,300 higher than maximum salary for the existing staff accountant position (\$53,800). Note also that the incumbent already has a Bachelors Degree.

**Draft motion:**

**Mr. Chairman, I move that we approve a new position of "senior staff accountant" as outlined in the attached proposed job description to recognize the successful completion of a Certificate of Human Resources Management program.**

**TITLE: SENIOR STAFF ACCOUNTANT**

**FLSA STATUS: NON-EXEMPT**

**POSITION SUMMARY:**

This is a skilled accounting position with the Township. The employee performs various bookkeeping and accounting tasks, as well as other assigned duties.

**REPORTS TO:**

- Finance Director/CFO

**SUPERVISES:**

- None

**PRINCIPAL ACCOUNTABILITIES AND/OR TASKS:**

- Processes payroll for all Township employees on a weekly basis, files quarterly tax returns and tracks attendance for vacation, sick and personal time
- Manages utility billing collections, including tracking receivables, sending attorney letters, managing payment plan program and coordinating with Township Solicitor
- Prepares quarterly internal fund bills to charge Refuse, Municipal Authority and Sewer for payroll costs and administrative charges. Prepares external quarterly bills to Fire Co and other townships
- Bills monthly engineering charges and farmers market rental fees and manages the collection process
- Processes electronic utility and farmers market rental fee payments
- Sorts and enters real estate transfer taxes, franchise fees, license and permit fees, recharge revenues, and other miscellaneous receipts into accounting system and bank accounts on a daily basis. Enters EIT and LST tax receipts into accounting system
- Assists with annual township, pension & workers compensation audits
- Serves as backup to utility billing, accounts payable and other key accounting functions
- Responsible for opening office safe each morning
- Maintains financial records and coordinates annual shredding processes.
- Special projects as requested
- Programs security system (Mark/Tia/Backup Sue)
- Administers employee benefit programs by answering employee questions about benefits, filing workers compensation and disability claims, and liaising with insurance carriers and brokers as needed

## **INTERPERSONAL CONTACT REQUIRED:**

### **Internal Contacts:**

- Township Manager
- Finance Director/CFO
- Finance staff members
- Other Township Employees
- Paid Firefighters

### **External Contact:**

- Residents
- Developers
- Goshen Fire Company Officers
- Insurance Broker/Insurance Carriers
- Auditors

## **PHYSICAL DEMANDS:**

The employee must be able to see, hear, speak, use a phone, typewriter, computer, copier, and postage machine, and move 15 pounds from one location to another. The employee must be able to file, type, and use an adding machine.

## **REQUIRED EDUCATION, TRAINING, EXPERIENCE, AND KNOWLEDGE:**

- Associates degree and 3 years experience of accounting experience
- Certificate in Human Resources Management
- Working knowledge of Microsoft Office

## **REQUIRED SKILLS:**

The employee must be able to read and write at a college level. In addition, the employee must be able to reason, solve problems while being interrupted, and provide oral and written communication to Township personnel and residents involving potentially sensitive issues while maintaining composure. The employee must be able to use office equipment, and have an intermediate skill level with word processing, spreadsheet, and data entry applications.

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

- Valid PA Drivers License
- Certificate in Human Resources Management



**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: February 7, 2014

To: Board of Supervisors

From: Rick Smith, Township Manager

Re: 2014 ABC Goals

The following is excerpted from the minutes of the Annual Planning Session held on January 25, 2014. The Board needs to set the 3-5 most important goals for each ABC. My suggestions for each ABC are as follows.

**Conservancy Board**

Stream impairment is a new and very important goal since the Ridley Creek has been designated as impaired by the DEP.

**Goal 1 - Review and make recommendation on what Township can do to retrofit existing basins to improve water quality**

Keep East Goshen Beautiful Day – In the past, Kathryn and Jack Yahraes have coordinated this very successful cleanup day. Last year Sandy approached them about the Conservancy Board being more involved. They would like to see it become a township committee or a responsibility of the Conservancy Board.

Rain Barrel – The Conservancy Board expects to complete this project this year. A location has been selected to install the rain barrel at the township building.

**Goal 2 - Develop educational signage and information for rain barrel at Township Building**

Recycling – The Board has received complaints that the recycle bins are too small and the stickers for large trash cans do not stay on the cans. The Conservancy Board will investigate alternatives. Also, the Board wants to put more trash and recycling cans in the parks and open space.

**Goal 3 - CB to make recommendation on alternative for recycling containers and develop recommendation on how to increase recycling.**

Signs – There will be a new “Welcome to East Goshen” sign installed on Paoli Pike at Line Road. Also, a new sign will be installed on Line Road describing the new Clymer’s Woods.

**Historical Commission**

**Goal 1 - Begin a comprehensive review of all properties on the Historic Inventory List to determine which ones meet all the criteria to be on the list.**



County Events – Each year there are many historic events held throughout Chester County. Chris will work on a Facebook page to link to the Township website to make this list of events available to everyone.

**Goal 2 – Utilize social media to make residents aware of historic events**

Reevaluate events at the Historic Area. The HC will hold a few, smaller events instead of being open every Saturday all summer. They hope to draw greater attendance and make better use of volunteer hours.

**Goal 3 - Reevaluate events at the Historic Area.**

The Plank House will be redecorated to reflect 1800 and what the township looked like at that time.

**Municipal Authority**

**Goal 1 - Develop the (Act 537) plan for the Reservoir Road Pump Station to go to Ridley Creek instead of West Goshen.**

**Goal 2 - Smoke testing will be done this year. It is used to detect extraneous flows and illegal connections to the sewer system.**

**Park and Recreation**

**Goal 1 -Complete the amphitheater**

**Goal 2 - Install a pedestrian walk from Line Road to the park**

**Goal 3 -Make improvements to the Tot Lot.**

**Goal 4 - Evaluate the trees in the parks for safety**

**Planning Commission**

**Goal 1 - Review the solar/wind ordinance**

**Goal 2 - Complete the Comprehensive Plan Update**

**Goal 3 - Complete the Zoning Ordinance review and recommendations to the Board of Supervisors.**

**Commerce Commission**

1. Continue to work on the Comp Plan Update.
2. Continue to work with the landlords and businesses.

**Goal 1 – Hold annual breakfast and lunch meetings**

3. Make contact with Bellingham and Wellington.

**Goal 2 – Make contact with representatives Bellingham and Wellington to determine what their needs are**

**Board of Supervisors**

1. Start planning for the 2017 event – need lots of volunteers.

**Goal 1- Develop outline for Bi-Centennial**

2. Will have the permit to start construction on the dam.

**Goal 2 – Construct improvement at Hershey Mill Dam**

3. Continuing the investigation of the possibility of a merger of the West Goshen Police Dept. and WEGO.

**Goal 3 – Review analysis and make decision on possible merger**

4. Install a geothermal system at the Township Building.
5. Continue work on the Comp Plan update.

# 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: February 6, 2014

To: Board of Supervisors

From: Rick Smith, Township Manager

Re: Applebrook – Hibberd Way

The Preserve at Applebrook HOA is responsible for the maintenance and repair of Hibberd Way (the access from Paoli Pike). They intend to energize the existing light fixtures that are located along Hibberd Way.

The would also like to install two new light fixtures on Hibberd Way along the section by the access drive to the Applebrook Golf Course Maintenance Facility. As I read the Master Easement Agreement, they would need the Board's approval to install the additional light fixtures.

I would add that the new fixture will also benefit visitors to the Chamber of Commerce.

**Recommendation** – I move that we approve the Preserve at Applebrook HOA's request to install and maintain, at their expense, two additional light fixtures, on the section of Hibberd Way south of the Applebrook Golf Club Maintenance Facility. The new fixture shall be identical to the existing fixtures.

**draft**  
**EAST GOSHEN TOWNSHIP**  
**ANNUAL PLANNING MEETING**  
**January 25, 2014**

The East Goshen Township Board of Supervisors and members of the ABCs met on Saturday, January 25, 2014 at 9:00 am at the East Goshen Township Building for the Annual Planning Meeting. Those in attendance were:

**Board of Supervisors**

Senya Isayeff  
Janet Emanuel  
E Martin Shane

**Conservancy Board**

Sandra Snyder, Chairman  
Erich Meyer  
Walter Wujcik  
Ginnie Newlin

**Historical Commission**

Chris Reardon, Chairman  
Judy Schafer  
Sue Ciorletti  
Monica Close  
Dolores Higgins

**Township Staff**

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

**Municipal Authority**

Dana Pizarro, Vice Chairman

**Planning Commission**

Adam Knox  
Al Zuccarello

**Commerce Commission**

Al Zuccarello, Chairman  
John Stipe

**Park & Recreation Commission**

Heidi Karpa, Chairman  
Ann Marie Fletcher-Moore  
Betsy Williams  
Joe Zulli

The meeting started at 9:00 am. Al Zuccarello led the Pledge of Allegiance. Senya asked for a moment of silence to remember our troops and Art Polishuk, who was a township resident active for many years on several Boards and passed away in December.

**Conservancy Board**

Sandra Snyder spoke about the many tasks that Mark Miller and the Public Works Department have done for the Conservancy Board. They always do a great job and it saves the Board and Township money.

Stream impairment is a new and very important goal since the Ridley Creek has been designated as impaired by the DEP.

Keep East Goshen Beautiful Day – In the past, Kathryn and Jack Yahraes have coordinated this very successful cleanup day. Last year Sandy approached them about the Conservancy Board being more involved. They would like to see it become a township committee or a responsibility of the Conservancy Board.

Rain Barrel – The Conservancy Board expects to complete this project this year. A location has been selected to install the rain barrel at the township building.

Recycling – The Board has received complaints that the recycle bins are too small and the stickers for large trash cans do not stay on the cans. The Conservancy Board will investigate alternatives. Also, the Board wants to put more trash and recycling cans in the parks and open space.

Signs – There will be a new “Welcome to East Goshen” sign installed on Paoli Pike at Line Road. Also, a new sign will be installed on Line Road describing the new Clymers Woods.

1 **Historical Commission**

2  
3 Chris Reardon presented the Historical Commission’s accomplishments for 2013 and goals for 2014.

4 **Accomplishments**

- 5 1. A very successful Living History Day Event was held in June.
- 6 2. They worked with Chester County and other local townships to complete the stated funded “Battle of the
- 7 Clouds” project. The meeting room at the Blacksmith Shop has new maps on the walls about this battle.
- 8 Later this year there will be an opportunity for the residents to see the video.
- 9 3. The inventory of items at the Blacksmith Shop and Plank House has been completed.
- 10 4. The owners of two historic resources requested removal from the Township Historic Inventory list. A
- 11 hearing was held and for the first time, houses were removed from the list.

12 **Goals for 2014**

- 13 1. Begin a comprehensive review of all properties on the Historic Inventory List to determine which ones
- 14 meet all the criteria to be on the list.
- 15 2. County Events – Each year there are many historic events held throughout Chester County. Chris will
- 16 work on a Facebook page to link to the Township website to make this list of events available to everyone.
- 17 3. Reevaluate events at the Historic Area. The HC will hold a few, smaller events instead of being open
- 18 every Saturday all summer. They hope to draw greater attendance and make better use of volunteer hours.
- 19 4. The Plank House will be redecorated to reflect 1800 and what the township looked like at that time.

20 **Comments:** Ginnie Newlin suggested that the Historical Commission send letters to everyone on the Historic list to let

21 them know that they are considered an historic resource.

22

23 **Municipal Authority**

24 Dana Pizarro presented the Municipal Authority’s accomplishments for 2013 and goals for 2014.

25 **Accomplishments for 2013:**

- 26 1. Several projects closing pumping stations were done on time and on budget.
- 27 a. Hershey Mill Pump Station was closed in July.
- 28 b. The Reserve Pump Station elimination is completed.
- 29 c. Marydell Pump Station had a lot of conflict with PECO and Sunoco. Mark Miller and Public
- 30 Works did a great job.

31 **Comments:** Dana complemented Mark Miller and Public Works on the great job they do checking and repairing the

32 township infrastructure.

33 **Goals for 2014:**

- 34 1. Develop a plan for the Reservoir Road Pump Station to go to Ridley Creek instead of West Goshen.
- 35 2. Smoke testing will be done this year. It is used to detect extraneous flows and illegal connections to the
- 36 sewer system.

37 **Comments:** Ginnie asked if they are addressing the Ridley Creek impairment. Dana responded that the plant met all

38 required permits last year.

39 Rick explained that DEP had to assess all streams. They used a quick method and Ridley Creek was okay. They just

40 did a new assessment which was more detailed and the Ridley Creek is impaired due to storm water runoff. The

41 Township will try to do its own testing on sediment and send the results to DEP.

42 Jon Altshul reported that the Municipal Authority borrowed \$2.5 million and the township received an excellent

43 credit rating of AAA.

44 Marty explained what the Municipal Authority does.

45

46

47 **Park and Recreation**

48 Heidi Karpa introduced Jason Lang, Director of Park and Recreation. She explained how the Park Commission

49 works closely with Mark Miller and Public Works too.

50 **Accomplishments for 2013:**

- 51 1. The Farmers Market Committee consisting of Heidi, Ann Marie Fletcher-Moore and John Jam worked
- 52 very hard to rebuild the market. They had 500+ people come to the market each week, they had 2 articles in the
- 53 business section of the Daily Local, and the local radio station did some broadcasts from the park. Heidi thanked the
- 54 Board of Supervisors for their support in giving the Market the funds needed for advertising.

1           2. Community Day – This year was the first time ever that the Park Commission sold products at  
2 Community Day to raise funds. After expenses they made \$800.

3  
4 **Goals for 2014:**

- 5           1. Complete the amphitheater  
6           2. Install a pedestrian walk from Line Road to the park  
7           3. Make improvements to the Tot Lot.  
8           4. Evaluate the trees in the parks for safety  
9

10 Jason explained that he has a 100-day plan. He spends a lot of time at the park and everyone he meets loves East  
11 Goshen and the services that they receive as residents. He will look at all of the events/programs to see how to get  
12 more sponsors and volunteers.

13 The Summer Camp will not change. He has been a YMCA camp counselor since he was 16 and those camps do not  
14 compare to what Frank developed here in East Goshen. It is very special. Jason will investigate expanding the  
15 things that are offered at the camp.  
16

17 **Comments:** Joe Zulli recognized Heidi, Ann Marie and John for the many volunteer hours and all the effort they put  
18 into bringing the Farmers Market to the success that it is. Marty agreed and knows that the Farmers Market is an  
19 asset to East Goshen. The Board of Supervisors appreciates all that those 3 did and the support they received from  
20 the Park Commission.  
21

22 **Planning Commission**

23 Adam Knox reported the **accomplishments for 2013**. It was a busier year than they thought it would be since East  
24 Goshen is pretty much built out. Some of the plans they reviewed were:

- 25           1. New Kent Apartments – 1 new building  
26           2. Goshen Meadows Apartments – 5 new buildings  
27           3. Manley Road subdivision  
28           4. Colonial Lane subdivision  
29           5. Mars Drinks

30 **Goals for 2014:**

- 31           1. Review the solar/wind ordinance  
32           2. Complete the Comprehensive Plan Update  
33           3. Complete the Zoning Ordinance review and recommendations to the Board of Supervisors.

34 **Comments:** Mark Gordon commented that he hears from developers and residents that they like to work with East  
35 Goshen. Adam complimented Mark Gordon on all the work that he does for the Planning Commission.  
36

37 **Commerce Commission**

38 Al Zucerello presented the **accomplishments for 2013:**

- 39           1. Developed a retail business directory on the Township website. It is categorized and contains all  
40 commercial retailers and service companies in East Goshen.  
41           2. Interviewed Landlords and discovered that the landlord controls the business.  
42           3. Held forums for the Commercial and Business Park owners. They are planning to have at least 1 forum  
43 each year.  
44           4. Installed a walking and bike path in Goshen Corporate Park and Goshen Corporate Park West. Al  
45 thanked Public Works for this.

46 **Comments:** CTDI did not leave East Goshen. They purchased another building in the Goshen Corporate Park so  
47 that business park is 100% occupied.

- 48           5. Formed a Work Force Subcommittee. Some of the businesses feel they can expand their business if  
49 they can hire especially skilled employees. The committee will find out where training for these positions is  
50 being done and if needed, see if the training can be done in a more local facility.

51 **Goals for 2014:**

- 52           1. Continue to work on the Comp Plan Update.  
53           2. Continue to work with the landlords and businesses.  
54           3. Make contact with Bellingham and Wellington.

1 Comments: Marty spoke about East Goshen compared to Westtown and Thornbury when it comes to commercial  
2 and retail businesses. He explained that it was Senya's idea to start the Commerce Commission since Business and  
3 Industry are important to our tax base.

4  
5 **2017 Event**

6 Senya announced that there will be a monumental event in 2017 to celebrate the establishment of East and West  
7 Goshen. He will be asking residents to volunteer to be on this committee.

8  
9 **Closing Comments:**

10 Senya Isayeff pointed out that a Township is the form of government closest to the people. He spoke about property  
11 values and how the Board of Supervisors and the ABCs are following the mantra – “Preserving the Past, Serving the  
12 Present, and Protecting the Future”. At the current tax rate in East Goshen, the average taxpayer pays about  
13 \$250/year. He mentioned the assets and services that East Goshen provides. He explained that at the end of the year  
14 the Township budget has a surplus, which is the amount remaining after all current and known future expenses are  
15 considered.

16  
17 Marty Shane announced that he will be the Chairman of the Board of Supervisors for 2014. He spoke to the ABC  
18 volunteers and told them how important their work and recommendations are to the Board of Supervisors. The BOS  
19 is very appreciative of the hours of time they volunteer. He thanked Rick and Jon for their help. He gave special  
20 thanks to Mark Miller and Public works. Mark always looks for ways to do what needs to be done for less cost. He  
21 also thanked the Township employees. This year the BOS recognized all that the staff did to cut costs and be more  
22 efficient by giving the Township employees a bonus. He mentioned that from 1968 to 2004 there was no township  
23 tax. Since 2004, the tax that was implemented then has not been increased.

24 Marty mentioned the following projects for 2014:

- 25 1. Start planning for the 2017 event – need lots of volunteers.
- 26 2. Will have the permit to start construction on the dam.
- 27 3. Continuing the investigation of the possibility of a merger of the West Goshen Police Dept. and WEGO.
- 28 4. Install a geothermal system at the Township Building.
- 29 5. Continue work on the Comp Plan update.
- 30 6. Implement a new system for the ABCs to report the progress on their 2014 goals. The BOS will set 3-5  
31 most important goals for each ABC. Those goals will be included on the monthly meeting agenda. The comments in  
32 the minutes for those items will be put into a quarterly report for the BOS to review.

33  
34 Marty thanked everyone for coming. The meeting ended at 11:15 am.

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36  
37 Respectfully submitted,

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40 Ruth Kiefer, Recording Secretary  
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**EAST GOSHEN TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
1580 PAOLI PIKE  
January 28, 2014 – 7:00pm  
Draft Minutes**

**Present:** Chairman Marty Shane, Vice-Chairman Senya D. Isayeff, and Supervisors Carmen Battavio, Chuck Proctor and Janet Emanuel. Also present were Township Manager Rick Smith, CFO Jon Altshul, and ABC members Ginnie Newlin, Sandra Snyder and Erich Meyer (Conservancy Board).

**Call to Order & Pledge of Allegiance**

Marty called the meeting to order at 7:00pm. Senya Isayeff led everyone in the Pledge of Allegiance.

**Moment of Silence**

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

**Recording of Meeting**

No one indicated they would be recording the meeting.

**Public Comment on Non-Agenda Items**

None.

**Chairman's Report**

Marty announced the Board met in Executive Session on January 6 to discuss a personnel matter.

**Comprehensive Plan Update**

Janet reported that the Task Force met January 27. They discussed the impairment status of the Chester and Ridley Creeks, and reviewed draft chapters on economic development and land use. They have instituted a new procedure with the Brandywine Conservancy; the Conservancy will provide the Task Force with copies of the second drafts of the chapters as they are completed.

**Friends of East Goshen 501(c)3**

Chuck reported that he officially resigned from the Board of the Friends effective December 31, but will still attend the meetings and help complete the legal work. The group has still not heard back from the IRS but has received no "pushback" either, which is a positive sign.

Sandra Snyder, a Board member of the Friends, said the group is still seeking volunteers. It's not necessary to be an East Goshen resident to apply. The Friends are planning to meet with all ABCs except the Municipal Authority to advise them on the process for requesting funding and accepting donations, etc. The Friends plan to list all 2013 donors (who do not wish to remain anonymous) in an upcoming Township newsletter.

1 Chuck was asked if the group is a valid 501(c)3 yet, and he said technically the group was  
2 considered valid on the day it filed with the IRS, although it's not official yet.

3  
4 Sandy added that those interested in donating to certain events or purchases can rest assured their  
5 donations will not be used for other purposes.

#### 6 7 **Bicentennial Committee**

8 Marty announced that Senya is currently serving as the Chairman of the Bicentennial Committee,  
9 and is seeking volunteers to serve with him. Anyone who is interested in volunteering with  
10 Senya or donating to the event should contact Senya or Rick Smith. Marty directed Rick to  
11 request that West Goshen appoint Ray Halverson the Chairman of the West Goshen Bicentennial  
12 Committee. The rest of the Supervisors concurred with this request.

#### 13 14 **Subdivision Plan, Patricia O'Neill, 1637 Manley Road**

15 Senya moved to approve the Subdivision Plan for the property at 1637 Manley Road as depicted  
16 in the plans dated March 25, 2013 and last revised November 11, 2013 with the following  
17 condition:

18  
19 No improvements or site work of any kind shall be permitted until a Land  
20 Development Plan and application has been reviewed and approved by the  
21 Township and all items outlined in the Township Engineer's letter dated  
22 December 31, 2013 have been satisfactorily addressed.

23  
24 Carmen seconded the motion. Mrs. O'Neill said she accepted this condition. There was no  
25 discussion or public comment. The Board voted unanimously to approve the motion.

#### 26 27 **Police Report**

28 Chief Bernot gave a report on recent police activities. She also noted that 10 medication  
29 collection boxes have been obtained by the Chester County District Attorney's Office through a  
30 grant from the Pennsylvania District Attorneys Association, the State Commission on Crime and  
31 Delinquency, and the State Department of Drug and Alcohol Programs. Residents can use the  
32 collection boxes to safely dispose of expired and unwanted prescription and OTC medications.  
33 One of the boxes is located in the lobby of the WEGO building at 1041 Wilmington Pike.

34  
35 Marty asked Chief Bernot to thank Lt. Cahill for the daily police reports he provides to the  
36 Supervisors, as they are much appreciated.

#### 37 38 **Malvern Fire Company Report**

39 Malvern Fire Company's 2013 year-end report shows that they responded to 18 calls for service  
40 in East Goshen and assisted the Goshen Fire Company with 21 calls in 2013.

#### 41 42 **Fire Marshal Report**

43 Carmen reported that a positive roundtable discussion was held with the Director of Bellingham  
44 and the Bellingham maintenance staff on January 10. They discussed present and future SOPs  
45 and protocol documentation to include adequate training of all staff on a routine basis.

1 **2013 Year-End Financial Report (Unaudited)**

2 Jon Altshul reported the General Fund ended 2013 under budget by \$1,212,810 and with a  
3 surplus of \$760,739. Excluding pass-through accounts (which were balanced), the \$500,000  
4 year-end transfer to the Operating Reserve Fund, the additional \$337,400 transfer to fully fund  
5 the Sinking Fund, and outstanding clearing account balances, revenues were \$10,037,220  
6 compared to expenditures of \$9,276,841. The fund balance was \$6,354,203 as of December 31.  
7

8 Marty complimented Jon and Rick for doing such an excellent job.  
9

10 Jon reported that Tia has recommended the Township file District Court complaints against six  
11 utility account holders with outstanding balances of over \$3,000 who are not on a payment plan  
12 or are in the process of foreclosure. Carmen moved to approve this request. Janet seconded the  
13 motion. Marty requested that staff prepare a resolution to automate this process in the future.  
14 There was no further discussion and no public comment. The Board voted unanimously to  
15 approve the motion.  
16

17 **Wireless Ordinance**

18 Rick summarized his January 24 memo on this topic. Carmen moved to authorize East Goshen  
19 to participate in a WCACOG project to prepare a model ordinance to update the Wireless  
20 Communication section of the Zoning Ordinance at a cost not to exceed \$900. Janet seconded  
21 the motion. There was no discussion or public comment. The Board voted unanimously to  
22 approve the motion.  
23

24 **STEM Recreation Program**

25 Rick summarized a January 9 memo from Director of Recreation Jason Lang, who is seeking  
26 authorization to incorporate a STEM (Science, Technology, Engineering and Math) program into  
27 the Township's recreation program for the summer of 2014. The program would use LEGO®  
28 robotics.  
29

30 Carmen moved that \$6,000 in revenue and \$6,000 in expenses be appropriated in the 2014  
31 budget for a STEM program utilizing LEGO® robotics and that staff be authorized to implement  
32 this program in the summer of 2014. Chuck seconded the motion.  
33

34 Both Carmen and Chuck have personal knowledge of this program and highly praised it.  
35

36 There was no further discussion and no public comment. The Board voted unanimously to  
37 approve the motion.  
38

39 **CCATO Resolutions**

40 CCATO is seeking resolutions for consideration at the Spring County Association Convention.  
41 Senya suggested a resolution on pension reform. Carmen says he is working on an idea for  
42 another resolution and will share his idea with the Board once it's ready.  
43  
44  
45  
46

1 **Thornbury Police Commissioner**

2 Carmen moved to confirm the appointment of Jim Benoit as the Police Commissioner for  
3 Thornbury Township. Chuck seconded the motion. There was no discussion or public  
4 comment. The Board voted unanimously to approve the motion.  
5

6 **Recommendation from Deer Committee**

7 Rick summarized a January 17 memo from Mark Gordon regarding recommendations of the  
8 Deer Committee in response to a request from resident John Linton, who wants changes in the  
9 Township's Deer Management Program. Carmen noted that the deer hunting clubs have  
10 insurance, whereas an individual would not. The Supervisors concurred with the  
11 recommendations of the Deer Committee, and Rick Smith was directed to respond back to Mr.  
12 Linton. Rick will advise Mr. Linton that he has the option to apply to join one of the deer clubs  
13 that is authorized to hunt on East Goshen property.  
14

15 **Police Merger Study**

16 Rick summarized his January 16 memo on this topic.  
17

18 Carmen moved to accept the recommendation of the Police Merger Committee to accept the  
19 proposal from CGR/LaBerge to serve as the consultant to study the feasibility of and logistics  
20 involved in merging the WEGO and West Goshen Police Departments at the fee of \$97,000  
21 which includes one public presentation and \$3,000 for each additional public presentation.  
22 Chuck seconded the motion. It was noted that this proposal must be accepted by all three  
23 Townships to be validated. There was no further discussion and no public comment. The Board  
24 voted unanimously to approve the motion.  
25

26 Senya suggested the Committee make a trip to Princeton, NJ where CGR/LaBerge was involved  
27 in a merger between the police departments of the Township and Borough of Princeton.  
28

29 **Goshen Meadows Investors L.P. Land Development Agreements and Final Plans**

30 Senya moved to authorize the land development and financial security agreements and sign the  
31 final plans for the approved land development plan of Goshen Meadows Investors L.P. The  
32 amount of financial security shall be \$3,600. Carmen seconded the motion. There was no  
33 discussion or public comment. The Board voted unanimously to approve the motion.  
34

35 **Operation & Maintenance Agreement – Goshen Meadows Investors, EGT and PennDOT**

36 Senya recommended approval of a maintenance agreement with Goshen Meadows Investors L.P.  
37 for a stormwater pipe within the PennDOT right-of-way. Janet seconded the motion. There was  
38 no discussion or public comment. The Board voted unanimously to approve the motion.  
39

40 **Mowing Agreement Between East Goshen and PennDOT**

41 Carmen moved to adopt Resolution 2014-58 authorizing a mowing agreement between the  
42 Township and PennDOT. Senya seconded the motion. There was no discussion or public  
43 comment. The Board voted unanimously to approve the motion.  
44

1 **Removal from Historic Resources Inventory – 1331 E. Strasburg Road**

2 Chuck moved to have attorney Ross Unruh of Unruh, Turner, Burke & Frees, P.C. represent the  
3 Township in this matter to avoid any perception of a conflict of interest. (The owner of the  
4 property is being represented by Township Solicitor Buckley, Brion, McGuire & Morris LLP.)  
5 Senya seconded the motion. There was no public comment. The Board voted unanimously to  
6 approve the motion.  
7

8 **Any Other Matter**

9 **ABC Appointment** - Senya moved to appoint Monica Close to fill the vacancy on the Planning  
10 Commission. Ms. Close has expressed interest in serving on the Planning Commission for some  
11 time. She works as a paralegal for Riley Riper Hollin & Colagreco. Her legal experience and  
12 knowledge will be an asset to the Planning Commission. She will need to recuse herself from  
13 voting on matters where an applicant is represented by her employer, however. Chuck seconded  
14 the motion. There was no discussion or public comment. The Board voted unanimously to  
15 approve the motion.  
16

17 **Meeting Schedule** - Senya asked that the Board consider rescheduling the February 4 meeting so  
18 that the Supervisors can attend an event at the Desmond Hotel where Dick Yoder (Mayor of  
19 West Chester) will be honored as the 2013 Citizen of the Year by the Chamber of Commerce of  
20 Greater West Chester. The Board members agreed to reschedule the February 4 meeting to  
21 February 11.  
22

23 **Neighborhood University** – Senya reported that COG is resurrecting Neighborhood University.  
24 The next session starts on September 11.

25 **Traffic Congestion at Boot Road and Route 202** – Marty reported that West Goshen is interested  
26 in revisiting the road restriping issue on Boot Road (discussed several years ago) to  
27 accommodate employers in their Township who are extremely frustrated with the traffic  
28 situation. Rick has suggested looking into the possibility of extending the second traffic lane that  
29 currently merges into the existing lane, and reaching out to PennDOT. Senya recommended that  
30 MaryFrances McGarrity of the Chester County Economic Development Council be contact  
31 before PennDOT.

32 **Review of Minutes**

33 The Board reviewed and corrected the draft minutes of January 6, 2014. Marty said the minutes  
34 would stand approved as corrected.  
35

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

37 *See attached Treasurer's Report for January 23, 2014.* The Board reviewed the Treasurer's  
38 Report and the current invoices. Carmen moved to accept the Treasurer's Report and the  
39 Expenditure Register Report as recommended by the Treasurer, to accept the receipts and to  
40 authorize payment of the invoices just reviewed. Senya seconded the motion.  
41

42 The Board discussed Req #38733 (Invoice #012214) from the West Chester Area School District  
43 for \$60.00 for a half-page ad in the school play program. Rick was directed to authorize any  
44 similar items going forward.

1  
2 There was no further discussion and no public comment. The Board voted unanimously to  
3 approve the motion.  
4

5 **Action List**

6 Comcast Franchise Renewal – Awaiting on a response from Kevin Broadhurst.

7 Futurist Committee – BOS to review resumes.

8 Bicentennial Committee – Senya has been appointed Chairman.

9 Workforce Development Committee – The members have met to outline a process.

10 Quarterly Report on Comprehensive Plan Goals for ABCs – Rick to provide a recommendation  
11 to the BOS.

12 Quarterly Report on Municipal Authority Projects – Lockwood has been completed except for  
13 removal of the fence. The Reserve Pump Station pipe work has been completed. Reservoir  
14 Road Pump Station plans have been submitted to PMHC and PACNR.

15 Quarterly Financial Reports – Provided to the Board in their packets. There was no discussion.

16 Quarterly Report on I&I – Rick said this information was not available yet.

17 Quarterly Review of Right-To-Know Requests – There was no discussion on this.

18 Tobacco Cessation Committee – No activity yet.  
19

20 **Correspondence & Reports of Interest:**

21 Marty acknowledged receipt of a resignation letters from ABC members Nathan Cline (Planning  
22 Commission) and Tara Dougherty (Deer Committee).  
23

24 **Meetings & Dates of Importance**

25 Marty noted the upcoming meetings as listed in the agenda. The Board will not meet on  
26 February 4.  
27

28 **Public Comment Period**

29 Ed Davidson of Malvern, who owns the property at 1603 East Strasburg Road, briefly discussed  
30 his desire for the Township to do something about the aesthetics at the substation across from his  
31 property. Mr. Davidson said he would come prepared to discuss this in detail at the next Board  
32 meeting. Marty requested that he speak to Rick to get added to the agenda.  
33

34 **Adjournment**

35 There being no further business, the regular meeting was adjourned at 9:02pm.  
36

37 **Executive Session**

38 The Board met in Executive Session after the regular meeting to discuss a personnel matter.  
39  
40

41 Anne Meddings

42 Recording Secretary

43 *Attachments:*

44 *Treasurer's Report*

January 23, 2014

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

**GENERAL FUND**

Real Estate Tax (2013)	\$445.99
Real Estate Tax (2014)	\$35.00
Earned Income Tax	\$57,616.05
Local Service Tax	\$4,960.88
Transfer Tax	\$43,717.89
General Fund Interest Earned (2013)	\$987.28
Total Other Revenue	\$42,006.57
<b>Total Receipts:</b>	<b>\$149,769.66</b>

Accounts Payable	\$248,984.74
<u>Electronic Pmts:</u>	
Health Insurance	\$0.00
Credit Card	\$4,020.36
Postage	\$0.00
Debt Service	\$16,552.98
Payroll	\$153,782.75
<b>Total Expenditures:</b>	<b>\$423,340.83</b>

**STATE LIQUID FUELS FUND**

Receipts	\$0.00
Interest Earned (2013)	\$135.16
<b>Total State Liquid Fuels:</b>	<b>\$135.16</b>

Expenditures:	<b>\$0.00</b>
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**SINKING FUND**

Interest Earned (2013)	\$632.32
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Expenditures:	<b>\$0.00</b>
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**TRANSPORTATION FUND**

Interest Earned (2013)	\$261.68
------------------------	----------

Expenditures:	<b>\$3,120.00</b>
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**SEWER OPERATING FUND**

Receipts (2013)	\$4,475.72
Receipts (2014)	\$30,140.73
Interest Earned (2013)	\$94.54
<b>Total Sewer:</b>	<b>\$34,710.99</b>

Accounts Payable	\$86,119.87
Debt Service	\$34,928.09
Credit Card	\$0.00
<b>Total Expenditures:</b>	<b>\$121,047.96</b>

**REFUSE FUND**

Receipts (2013)	\$929.77
Receipts (2014)	\$15,179.07
Interest Earned (2013)	\$38.36
<b>Total Refuse:</b>	<b>\$16,147.20</b>

Expenditures	<b>\$24,739.80</b>
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**SEWER SINKING FUND**

Interest Earned (2013)	\$212.38
------------------------	----------

Expenditures	<b>\$19,456.19</b>
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**OPERATING RESERVE FUND**

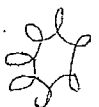
Receipts (2013)	\$8.01
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Expenditures	<b>\$0.00</b>
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**Events Fund**

Receipts (2013)	\$0.24
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Expenditures	<b>\$0.00</b>
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February 6, 2014

**TREASURER'S REPORT**  
**2014 RECEIPTS AND BILLS**

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**GENERAL FUND**

Real Estate Tax	\$111,198.61
Earned Income Tax	\$154,200.00
Local Service Tax	\$3,100.00
Transfer Tax	\$0.00
<i>General Fund Interest Earned</i>	\$731.63
Total Other Revenue	\$85,713.88
Total Receipts:	<u>\$354,944.12</u>

Accounts Payable	\$370,978.43
<u>Electronic Pmts:</u>	
Health Insurance	\$0.00
Credit Card	\$0.00
Postage	\$0.00
Debt Service	\$0.00
Payroll	\$106,678.46
Total Expenditures:	<u>\$477,656.89</u>

**STATE LIQUID FUELS FUND**

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

Expenditures:	<u>\$0.00</u>
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**SINKING FUND**

<i>Interest Earned</i>	<u>\$556.23</u>
------------------------	-----------------

Expenditures:	<u>\$16,046.68</u>
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**TRANSPORTATION FUND**

<i>Interest Earned</i>	<u>\$254.35</u>
------------------------	-----------------

Expenditures:	<u>\$0.00</u>
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**SEWER OPERATING FUND**

Receipts	\$249,618.23
<i>Interest Earned</i>	\$45.67
Total Sewer:	<u>\$249,663.90</u>

Accounts Payable	\$176,220.59
<i>Debt Service</i>	\$0.00
<i>Credit Card</i>	\$0.00
Total Expenditures:	<u>\$176,220.59</u>

**REFUSE FUND**

Receipts	\$69,689.64
<i>Interest Earned</i>	\$23.86
Total Refuse:	<u>\$69,713.50</u>

Expenditures	<u>\$105,428.18</u>
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**SEWER SINKING FUND**

<i>Interest Earned</i>	<u>\$220.25</u>
------------------------	-----------------

Expenditures	<u>\$0.00</u>
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**OPERATING RESERVE FUND**

Receipts	<u>\$19.11</u>
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Expenditures	<u>\$0.00</u>
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**Events Fund**

Receipts	<u>\$0.57</u>
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Expenditures	<u>\$0.00</u>
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**EAST GOSHEN TOWNSHIP  
MEMORANDUM**

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**TO:** BOARD OF SUPERVISORS  
**FROM:** BRIAN MCCOOL  
**SUBJECT:** PROPOSED PAYMENTS OF BILLS  
**DATE:** 02-06-14

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Please accept the attached Treasurer's Report and Expenditure Register Report for consideration by the Board of Supervisors. I recommend the Treasurer's Report and each register item be approved for payment.

The January health insurance payment was made via check, due to problems with IBX's website. Therefore, the payment is included in the total for General Fund expenses and will not be reported on the health insurance line. General Fund expenses also include the monthly police contribution (\$314,316.70) net of the credit from 2013 (\$56,199.68), for a total of \$258,117.02. Sewer expenses include the fourth quarter reimbursement to West Goshen for operations and maintenance of their sewage treatment plant.

Please advise if the Board decides to make any changes or if the reports are acceptable as drafted.

## EAST GOSHEN TOWNSHIP ACTION LIST

New additions are in <b>bold</b>	February 11, 2014
<b>Item</b>	<b>Date</b>
Hershey's Mill Dam	February 11, 2014
Comp Plan	February 11, 2014
Open Space Plan	February 11, 2014
Comcast Franchise Renewal	February 18, 2014
Futurist Committee	February 18, 2014
Bicentennial Committee	February 18, 2014
Workforce Development Committee	February 18, 2014
Tobacco Cessation Committee	February 18, 2014
Quarterly Report on Comp Plan Goals for ABCs	April 15, 2014
Quarterly Report Municipal Authority Projects	April 15, 2014
Quarterly Financial Reports	April 15, 2014
Quarterly Report on I&I	April 15, 2014
Quarterly Review of Right to Know Requests	April 15, 2014

**EAST GOSHEN TOWNSHIP  
ACTION ITEM**

Item:	<b>Hershey's Mill Dam</b>					No:	1
List Date:	5/22/2007		Completed Date:				
Description:	Bring Dam into compliance with DEP requirements or dispose of dam						
Date	Action						
<b>Note I have hidden the 2010 and 2011 comments to save space</b>							
1/3/2012	contacted PADEP about meeting						
2/7/2012	Conference call with DEP scheduled for 2/2/12						
3/7/2012	Contract with Walsh executed on 2/7. Status report attached						
4/3/2012	Status report attached						
5/1/2012	Status report attached						
6/5/2012	Status report attached						
7/3/2012	Status report attached						
8/7/2012	Presentation to BoS. BoS agreed to send 1,000 foot letter and invite residents once rendering is done						
10/2/2012	Presentation - Ok to send plans to DEP						
11/13/2012	Plans sent to DEP						
12/4/2012	Status Report attached						
1/7/2013	Per DEP we should have comments on plans by mid January						
2/5/2013	DEP advised that we need to submit for an NPDES permit and provide them with an O&M Manual. The engineer has submitted the NPDES Application and is preparing the O&M Manual						
3/5/2013	Revised plans sent to DEP on 2/18						
5/7/2013	Comment letter received. Engineer will re-submit next week.						
6/4/2013	Verbal Report at Meeting -Engineer waiting on info from structural engineer						
7/2/2013	Verbal Report at Meeting						
8/6/2013	Revised plan sent to DEP on 7/1						
9/3/2013	Waiting on a response from DEP						
10/1/2013	Review letter received 9/23 and the engineer is making revisions						
11/12/2013	Verbal report at meeting						
12/3/2013	Revised plans sent to DEP on 11/11/13						
1/6/2014	DEP called engineer with two minor comments. Revised plans to be sent to DEP						
2/11/2014	<b>Waiting on a response from DEP</b>						

## EAST GOSHEN TOWNSHIP ACTION ITEM

Item:	<b>Comp Plan</b>	No:	
	List Date: <span style="border: 1px solid black; padding: 2px;">2/7/2011</span>	Completed Date:	<span style="border: 1px solid black; padding: 2px;"></span>
Description:	Update Com Plan		

Date	Action
2/7/2012	Consider applying for Vission Partnership Grant. At 2/7 meeting BoS requested Staff develop RFP for Consultant
3/20/2012	Working on RFP
4/17/2012	Working on RFP
5/15/2012	RFP Issued
6/19/2012	Contracted with Brandywine Conservancy on 6/5
7/17/2012	Working on grant application which is due 8/15/12
8/21/2012	VP Grant Application submitted 8/15/12
10/16/2012	CCPC recommended grant for approval
11/13/2012	Contract executed and sent to CCPC
1/15/2013	Contract executed. Memeo on task force
2/19/2013	task force created .kick off meeting set for 2/25
3/5/2013	Verbal update at meeting
5/7/2013	Public visioning session set for 6/3/13
6/4/2013	Verbal update on visioning session
7/2/2013	Board to review "sustainability" section on 7/2
8/6/2013	BoS met with John t to confirm goals
9/3/2013	Verbal update on 8/26/13 mtg
10/1/2013	Verbal Update at meeting
11/12/2013	Verbal Update at meeting
12/3/2013	CPTF intends to discuss two sections at future meeting to accelerate schedule
1/6/2014	Project is on schedule
<b>2/11/2014</b>	<b>Verbal Update at meeting</b>

## EAST GOSHEN TOWNSHIP ACTION ITEM

Item:

**Open Space Plan**

No:

List Date:

**6/18/2013**

Completed Date:

Description:

Consider updating the Open Space Plan

Date	Action
8/6/2013	RFP Issued in July. BoS to consider proposals on 8/6. Tabled pending additional info
9/3/2013	On 9/3 agenda for action by Board
10/1/2013	Kick off Meeting on October 17, 2013
11/12/2013	Working on setting up focus groups and conducting interviews
12/3/2013	Setting up focus groups and conducting interviews
1/6/2014	Interviews are in progress
<b>2/11/2014</b>	<b>Open House conducted on January 30. About 20 residents attended.</b>

**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: February 6, 2014  
To: Board of Supervisors  
From: Rick Smith, Township Manager  
Re: Sunoco Remediation Report

We received the 2013 fourth quarter report from Sunoco and of the 24 test wells only 2 have a MTBE reading above the State Limit (20 ug/l).

The executive summary is attached and a complete copy of the report is available for review at the Township Building.

# Remedial Action Progress Report Fourth Quarter 2013

Sunoco Station # 0004-7969  
1425 Paoli Pike  
West Chester, PA

## General Information

Sunoco Remediation Associate:	Bill Brochu
Consultant:	Environmental Alliance, Inc. (Alliance) 5341 Limestone Road Wilmington, DE 19808
Alliance Program Manager:	Joe Rossi
Alliance Project Manager:	Chris Thoeny
PADEP Case Manager:	Lauren Mapleton – PADEP Southeast Regional Office
PADEP Facility ID#:	15-20353
County:	Chester
Municipality:	East Goshen Township

## SITE OVERVIEW

- ◆ The site is an active retail gasoline station and A-Plus convenience store.

## SITE HISTORY

- ◆ In July of 1989, Sunoco retained Groundwater and Environmental Services, Inc. (GES) to conduct a hydrogeologic investigation upon the acquisition of the Site. GES installed 4 monitoring wells along with collecting soil samples and an initial groundwater sampling event. Analytical results indicated the presence of total BTEX and total petroleum hydrocarbons (TPH) in the two samples that were located nearest the underground storage tank (UST) field.
- ◆ In the fall of 1989, Sunoco upgraded the UST system onsite. Upgrade activities included: the removal of four 4,000 gallon steel USTs which were replaced with three 10,000 gallon fiberglass USTs and the removal of two 550 gallon heating and waste oil tanks that were replaced with two 275 gallon aboveground storage tanks (ASTs).
- ◆ In December 1992 and January 1993, Sunoco completed service station upgrades, which included the abandonment of the on-site water supply well.
- ◆ In January 1995, the Pennsylvania Department of Environmental Resources (PADER) issued a letter in which no further investigative activities were deemed necessary. Subsequently, all monitoring wells were abandoned by B. L. Myers on January 27, 1995.
- ◆ In October 2006, Sunoco upgraded the dispensers and product piping at the Site. During upgrade activities contamination was detected beneath one of the dispensers and was confirmed through a grab soil sample. Benzene was detected above Pennsylvania

Department of Environmental Protection (PADEP) statewide health standard (SHS) and a notice of release (NOR) was submitted to the PADEP by Alliance on October 16, 2006.

- ◆ On January 17<sup>th</sup> and 18<sup>th</sup>, 2007, Alliance conducted soil borings and the installation of four monitoring wells. The monitoring wells were sampled on February 6<sup>th</sup> and April 25<sup>th</sup>, 2007.
- ◆ In August 2007, Alliance submitted a Site Characterization Report (SCR) to the PADEP. The SCR was disapproved based on further site characterization being needed.
- ◆ On September 19<sup>th</sup> and 20<sup>th</sup>, 2007, Alliance installed an additional four monitoring wells to help further delineate any potential migration of contaminants of concern.
- ◆ In accordance with a letter from the PADEP dated March 3, 2008 Alliance conducted an extensive well search, in which no drinking wells were identified between the Site and the closest down-gradient sensitive receptor, Ridley Creek.
- ◆ On September 3, 2008, Alliance installed two offsite monitoring wells and one onsite monitoring well. The offsite wells (MW-9 and MW-10) were installed for further horizontal delineation of potential contaminants of concern. The onsite well (MW-7B) was installed for vertical delineation of potential contaminants of concern.
- ◆ In December 2008, a slug test was performed on monitoring well MW-7B to calculate the hydraulic conductivity of the bedrock aquifer beneath the site.
- ◆ On May 27<sup>th</sup> and 28<sup>th</sup>, 2009 Alliance installed additional overburden and shallow bedrock wells at off site (MW-9 and 9B, MW-10 and 10B, and MW-11 and MW-11B) and onsite locations (MW-2B and MW-8B).
- ◆ On November 3<sup>rd</sup> through 5<sup>th</sup>, 2009 Alliance installed additional monitoring wells onsite (MW-12, MW-12B and MW-5B) and off site (MW-13 and 13B and MW-14 and 14B).
- ◆ On November 9, 2009, Alliance submitted a Status Report for Site Characterization to the PADEP.
- ◆ On February 1, 2010, Alliance submitted a Site Characterization Report (SCR) to the PADEP selecting the Site Specific Standard (SSS) as the clean up standard for the site. The SCR was approved by the PADEP in a letter dated April 21, 2010.
- ◆ On June 10, 2010, Alliance submitted a Remedial Action Plan (RAP) to the PADEP in which a groundwater pump and treat remediation system was selected as the remedial strategy for the site. The RAP was approved by the PADEP in a letter dated July 21, 2010.
- ◆ Start up/shake down procedures for the groundwater remediation system were initiated on June 15, 2010. The permanent operation date for the groundwater remediation system is June 28, 2010.
- ◆ Operation and Maintenance (O&M) of the remediation system has been ongoing since June 28, 2010.
- ◆ On August 28, 2012, Alliance submitted a request to PADEP by e-mail on behalf of Sunoco, to modify the groundwater sampling plan during active remediation to a reduced list of wells. PADEP agreed to a reduced groundwater sampling plan per an August 28, 2012 e-mail. The following wells were removed from the quarterly groundwater sampling scope MW-2 & 2B; MW-5 & 5B; MW-9 & 9B; MW-10 & 10B; MW-13 & 13B. All the wells will remain in place, secured with a water tight manhole and locking well plug (wells will not be abandoned). Once active pumping is ceased, the wells will be returned to the sampling plan, or a modified sampling plan to meet post remediation monitoring needs will be developed in participation with PADEP.



- ◆ A Notice of Intent (NOI) was submitted to PADEP on September 6, 2012, for renewal of the NPDES Permit, to continue operation of the remediation system. Coverage under the statewide permit was extended in a letter from PADEP dated October 24, 2012.
- ◆ On September 27 2012, Alliance installed a regenerative air blower at the Site to aid in sub-surface remediation. The blower was installed in the remediation shed, and tied into piping runs connected to MW-7B. The purpose of the blower is to provide additional hydraulic influence at well MW-7B and possibly extract hydrocarbon vapors from the de-watered bedrock surrounding MW-7B. All extracted vapors are passed through activated vapor-phase granular carbon prior to discharge to the atmosphere.

## SITE INFORMATION

Well Specifications:	Fourteen 2-inch diameter overburden monitoring wells (MW-1 through MW-14); Eight 2-inch diameter shallow bedrock wells (MW-2B, MW-5B, MW-9B, MW-10B, MW-11B, MW-12B, MW-13B, & MW-14B); Two 6-inch diameter deep wells (MW-7B, & MW-8B)
Geology:	Soils consist of greenish gray and orange clay and micaceous silt underlain by Precambrian age, medium grained felsic gneiss. Depth to bedrock reported during drilling ranged from 20-feet (MW-14B) to 48-feet (MW-8B). Bedrock is gradationally overlain by a thick mantle of saprolite identified in most borings.
Groundwater Elevation:	Overburden – 82.30 feet (MW-12) to 74.38 feet (MW-14) Shallow Bedrock (excluding pumping well MW-7B) – 82.31 feet (MW-12B) to 74.37 feet (MW-14B)
Hydraulic Gradient:	From April 10, 2012 (last sampling event under non-pumping conditions) Shallow - 0.013 feet per foot to the northeast Deep - 0.014 feet per foot to the northeast
Hydraulic Conductivity:	4.75 feet per day (shallow); 1.75 feet per day (deep)
Groundwater Sampling Frequency:	Quarterly
Analytical Method:	Benzene, Toluene, Ethylbenzene, Total Xylenes (BTEX), Methyl tertiary-butyl ether (MTBE), Isopropylbenzene, Naphthalene via Environmental Protection Agency (EPA) Method 8260B.
Soil Quality:	Soil quality data from October 2006 dispenser sampling indicated Benzene above SHS at sample <i>Disp/Line 2</i> . Soil quality data from well installation in January 2007, indicated MTBE above SHS at MW-3 (11-12 feet).
Separate-Phase Hydrocarbons:	Separate-phase hydrocarbons (SPH) have never been detected in the site monitoring wells.

## RISK ASSESSMENT

Potentially Sensitive Receptors: There are 34 known wells identified by the Environmental Data Resources, Inc. radius report (utilizing the Federal and Pennsylvania well databases) within a 0.5-mile radius. The East Branch of Ridley Creek lies approximately 900 feet northeast of the site.

Closest Known Well: One Federal Public Supply well was identified within a one-half mile radius to the east of the site.

Municipal Water Supply: Aqua Pennsylvania, Inc.

## SITE ACTIVITIES THIS REPORTING PERIOD

- ◆ Liquid-level data was collected from thirteen shallow monitoring wells (MW- 1 through MW-14) and nine deep monitoring wells (MW-2B, MW-5B, and MW-8B through MW-14B) on October 1, 2013.
- ◆ Additionally, on October 1, 2013 groundwater quality samples were collected from MW-1, MW-3, MW-4, MW-7, MW-7B, MW-11, MW-11B, MW-12, MW-12B, MW-14, and MW-14B (per reduced scope).
- ◆ Maps depicting groundwater elevation and analytical data for the shallow (overburden) and deep (shallow bedrock) monitoring wells are included as Figures 1 and 2, respectively. Historical groundwater elevation and analytical data are summarized in Table 1. A copy of the laboratory results is included in Appendix A.
- ◆ System operations and maintenance (O&M) visits were performed throughout the reporting period. Historical dissolved-phase hydrocarbon recovery data are summarized in Table 2. Groundwater system performance graphs are included in Appendix B.
- ◆ System sampling was conducted in accordance with the National Pollutant Discharge Elimination System (NPDES) Permit for the Site. The system sampling analytical data are summarized in Table 3. Laboratory analytical reports from the system sampling are included in Appendix C.
- ◆ Per the November 26, 2013 letter submitted to PADEP (Notification of Suspension of Remedial Actions) The remediation system was temporarily shutdown on December 31, 2013. Per the notification, the system will remain off for one quarter while the aquifer response is evaluated.

## REMEDIATION SYSTEM INFORMATION

- ◆ Type of System: Vacuum Enhanced Groundwater Extraction (VEGE)
- ◆ Permanent Operation Dates:
  - Groundwater June 28, 2010 to present
  - SVE : September 27, 2012 to December 23, 2012; March 19, 2013 to present
- ◆ Extraction Points: MW-1, MW-2, and MW-7B.
- ◆ Extraction Points Utilized: MW-7B.
- ◆ Recovery Equipment: Grundfos ES-7 Electric Submersible Pump & Gast R4 SVE blower

- ◆ Liquid-Phase Treatment Equipment: GeoTech Lo-Profile Air Stripper, (2) 200 lb. liquid granular activated carbon (LGAC) vessels
- ◆ Vapor-Phase Treatment Equipment: vapor-phase granular activated carbon
- ◆ Groundwater Discharge Location: Storm Sewer
- ◆ Approximate gallons pumped and treated this Reporting Period: 372,596
- ◆ Average Groundwater Recovery Rate this Reporting Period: 2.78 GPM
- ◆ Total Groundwater Recovered through December 31, 2013: 3,077,592 gallons
  - Totalizer replaced 12/5/12 at 1,714,261 gallons
- ◆ Total Dissolved-Phase MTBE Recovered through December 31, 2013: 127.17 pounds

### FUTURE SITE ACTIVITIES

- ◆ Quarterly groundwater monitoring and sampling will continue using the August 28, 2012 revised sampling plan. The next sampling event is scheduled in January 2014.
- ◆ Submit monthly Discharge Monitoring Reports (DMR) in accordance with the NPDES Permit.

### ATTACHMENTS

- Figure 1 Groundwater Analytical and Gradient Map - Overburden (Shallow) Wells  
October 1, 2013
- Figure 2 Groundwater Analytical and Gradient Map - Shallow Bedrock (Deep) Wells  
October 1, 2013
- Table 1 Groundwater Elevation Data and Analytical Summary
- Table 2 Dissolved Phase Hydrocarbon Recovery Data
- Table 3 System Analytical Summary
- Appendix A Groundwater Sampling Laboratory Analytical Reports
- Appendix B Groundwater System Performance Graphs
- Appendix C System Sampling Laboratory Analytical Reports