

AGENDA
EAST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS

Tuesday, October 6, 2015
7:00 PM

Board will meet in Executive Session from 5:30 PM – 7:00 PM after which the formal meeting will commence

1. Call to Order
2. Pledge of Allegiance
3. Moment of Silence – Supervisor Carmen Battavio
4. Ask if anyone is recording the meeting
5. Chairman’s Report
 - a. Announce Special BOS meeting on Tuesday, October 13th at 7pm to finalize Paoli Pike Trail Concept Plan and discuss Draft Implementation Plan. Immediately afterwards, staff will present the 2016 preliminary proposed budget. The public is encouraged to attend.
6. Public Hearings
 - a. Public Hearing to consider Adoption of an Ordinance Regulating Dogs and Owners of Dogs in the Township
7. Police Report – none
 - Malvern Fire Co – none
 - Fire Marshal – September 25, September 27, September 30, 2015
 - Goshen Fire Co. - none
8. Financial Report – none
9. Old Business
 - a. Consider Memorandum of Understanding with the Westtown-East Goshen Police Association regarding starting salaries for full-time officers
10. New Business
 - a. Consider ABC Goals
 - b. Consider a resolution concerning the future development of the Milltown Reservoir and Dam
 - c. Consider Mr. Mullray’s proposed recommendations for the replanting of trees at 1641 Manley Road
11. Any Other Matter - none
12. Approval of Minutes
 - a. September 15, 2015
13. Treasurer’s Report
 - a. October 1, 2015
14. Correspondence, Reports of Interest
 - a. Acknowledge Boyer & Rotter LLC’s operating controls audit of Keystone Collections Group for July 1, 2014 to June 30, 2015
 - b. Acknowledge Intersection Safety Improvement Plan for East Goshen Route 352 at Forest Lane
 - c. Acknowledge Right-To-Know Quarterly Report
15. Public Comment – Hearing of Residents

16. 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.

Dates of Importance


Oct 07, 2015	Planning Commission	7:00 pm
Oct 08, 2015	Historical Commission	7:00 pm
Oct 08, 2015	Local Traffic Advisory Committee Special Meeting Hershey Mill Estates	7:00 pm
Oct 12, 2015	Municipal Authority	7:00 pm
Oct 13, 2015	Paoli Pike Trail Meeting #3 Work on Final Draft Special BOS 2016 Budget Meeting	7:00 pm
Oct 14, 2015	Pension Committee	10:30 am
Oct 14, 2015	Conservancy Board	7:00 pm
Oct 15, 2015	Commerce Commission	7:00 pm
Oct 17, 2015	Pumpkin Festival East Goshen Park	10:00 am

Newsletter Deadlines for 2015:

Winter: October 30

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

Voice (610) 692-7171
Fax (610) 425-8950
E-mail mgordon@eastgoshen.org

Date: September 2, 2015
To: Board of Supervisors
From: Mark Gordon, Township Zoning Officer 
Re: Dog Ordinance

The attached ordinance has been revised with a provision prohibiting dogs from running at large on private property.

The confinement restrictions outlined in Section 2 are from the state dog law.

The language in the Section 4 about "Noise disturbances prohibited" is from the existing noise ordinance.

The solicitor and the staff believe this amendment addresses the concerns raised during the review of the prior version of this ordinance.

Draft Motion:

Mr. Chairman, I move that we approve the Dog ordinance as drafted.

EAST GOSHEN TOWNSHIP

CHESTER COUNTY, PENNSYLVANIA

ORDINANCE NO. ____-2015

**AN ORDINANCE OF EAST GOSHEN TOWNSHIP
REGULATING DOGS IN THE TOWNSHIP.**

WHEREAS, the Board of Supervisors of the Township of East Goshen has deemed it to be in the best interest and general welfare of the residents of the Township to regulate dogs.

NOW THEREFORE BE IT ENACTED AND ORDAINED, and it is hereby enacted and ordained by the authority of the Board of Supervisors of the Township of East Goshen (the "Board") as follows:

SECTION 1. Definitions. When used in this Chapter, the following words, terms and phrases shall have the following meanings, unless expressly stated otherwise or unless the context clearly indicates otherwise:

DOG – A highly variable domestic mammal (*Canis familiaris*) closely related to the gray wolf.

NOISE DISTURBANCE- any sound which endangers or injures the safety or health of humans or animals; annoys or disturbs a reasonable person of normal sensitivities; or endangers or injures personal or real property.

OWNER – Includes every person having a right of proprietorship or ownership in a dog and every person who keeps or harbors a dog or has it in his care and any person who permits a dog to remain on or about any premises occupied by him.

RUNNING AT LARGE – shall be defined as being upon any 1) public highway, street, alley, park or other public land; or 2) private property not owned or controlled by the dog owner; or 3) private property for which the dog owner does not have permission to be on;, and not being on a leash and accompanied by or under the control of the owner or any other person having custody of said dog.

SECTION 2. Restrictions on dogs.

A. Confinement and control. It shall be unlawful for the owner or keeper of any dog to fail to keep at all times the dog in any of the following manners:

- (1) confined within the premises of the owner;

- (2) firmly secured by means of a collar and chain or other device so that it cannot stray beyond the premises on which it is secured; or
- (3) under the reasonable control of some person, or when engaged in lawful hunting exhibition, performance events or field training.

B. Housing. It shall be unlawful for the owner or keeper of a dog to house the dog for any period of time in a drum, barrel, refrigerator or freezer regardless of the material of which the drum, barrel, refrigerator or freezer is constructed.

C. All owners and people having custody of a dog shall immediately clean up and properly dispose of dog feces which are deposited on public property or private property which is not owned by the owner of the dog or person having custody of the dog.

SECTION 3. Running at large.

It shall be unlawful for the owner or keeper of any dog to permit such dog to run at large in East Goshen Township. Any such dog found to be running at large, whether licensed or unlicensed, shall be subject to seizure, detention and disposition by the Police Department or agency employed by the Township to carry out such seizure, detention or disposition in accordance with the provisions of the Pennsylvania Dog Law, as amended from time to time.

SECTION 4. Noise disturbances prohibited.

No person shall own, possess, harbor or control any dog which howls or barks continuously and/or incessantly such that it creates a noise disturbance as defined herein.

SECTION 5. Issuance of warnings.

Upon notification that a person is violating Section 4 of this Chapter, the Police Department, Township Zoning Officer, and/or or agency employed by the Township to enforce the applicable provisions of the Pennsylvania Dog Law may issue a warning to the owner of the dog. The warning shall be hand-delivered or sent by certified mail, return receipt requested, and shall include a copy of Section 4 and a notice that a fine will be imposed for the second and all subsequent violations in accordance with Section 6.C of this Chapter.

SECTION 6. Violations and penalties.

A. Any person who violates or permits the violation of any provision of this chapter, except Section 4, shall, upon being found liable therefor in a civil enforcement proceeding commenced by the Township before a District Justice, pay a fine for each such violation in an amount not less than \$50 and not more than \$200, plus all court

costs, including reasonable attorney fees, incurred by the Township. No judgment shall be imposed until the date of the determination of a violation by the District Justice. If the defendant neither pays nor timely appeals the judgment, the Township may enforce the judgment pursuant to the applicable rules of Pennsylvania Civil Procedure.

B. Any person who is found liable for any second or subsequent offense for a violation of any provision of this chapter, except Section 4, shall, upon being found liable therefor in a civil enforcement proceeding commenced by the Township before a District Justice, pay a fine for each such violation in an amount not less than \$200 and not more than \$600, plus all court costs, including reasonable attorney fees, incurred by the Township. No judgment shall be imposed until the date of the determination of a violation by the District Justice. If the defendant neither pays nor timely appeals the judgment, the Township may enforce the judgment pursuant to the applicable rules of Pennsylvania Civil Procedure.

C. Violation of Section 4

1. Any person who violates or permits the violation of Section 4 of this chapter shall, upon being found liable therefor in a civil enforcement proceeding commenced by the Township before a District Justice, pay a fine in the following amounts, plus all court costs, including reasonable attorneys fees, incurred by the Township:
 - (a) First violation: Warning issued.
 - (b) Second violation in any calendar year: fine of \$100.
 - (c) Third violation in any calendar year: fine of \$200.
 - (d) Fourth and subsequent violations in any calendar year: fine of no less than \$300 and no more than \$600.
2. No judgment shall be imposed until the date of the determination of a violation by the District Justice. If the defendant neither pays nor timely appeals the judgment, the Township may enforce the judgment pursuant to the applicable rules of Pennsylvania Civil Procedure.

SECTION 7. Severability. If any sentence, clause, section or part of this Ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections, or parts hereof. It is hereby declared as the intent of the Board of Supervisors that this Ordinance would have been adopted had such unconstitutional, illegal or invalid sentence, clause, section or part thereof not been included herein.

SECTION 8. Repealer. All ordinances or parts of ordinances conflicting with any provision of this Ordinance are hereby repealed insofar as the same affects this Ordinance.

SECTION 9. Effective Date. This Ordinance shall become effective in five (5) days from the date of adoption.

ENACTED AND ORDAINED this _____ day of _____, 2015.

ATTEST:

**EAST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS**

Louis F. Smith, Secretary

E. Martin Shane, Chairman

Senya D. Isayeff, Vice-Chairman

Carmen Battavio, Member

Charles W. Proctor, III, Esquire, Member

Janet L. Emanuel, Member

BOARD OF SUPERVISORS

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

Date: September 25, 2015
To: Board of Supervisors
Cc: Mark Gordon, Mark Miller, Gary Althouse, Vince DiMartini
From: Carmen Battavio
Re: CTDI 1334 Enterprise Drive

11:20-12:59 hrs.

- Respond to sprinkler activation in new lower kitchen area.
- Met FD on scene.
- Pan of grease was left on a burner, overheating and catching fire. Both the Ansel and sprinkler head in cooking area were activated.
- Met with Keith Montone (CTDI Director of Risk Management) to go over incident. I was not aware cooking was a permitted use so I called EG Codes to respond. Vince and Gary arrived on scene and were made aware of the situation.
- Sprinkler and clean-up company were called and on scene. Building had an active fire patrol until sprinkler was repaired and system put back into operation.
- Gave permission for upper floor employee areas to go back into operation.

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www.eastgoshen.org

Date: September 27, 2015
To: Board of Supervisors
Cc: Mark Gordon, Mark Miller, Gary Althouse, Vince DiMartini
From: Carmen Battavio
Re: Hershey's Mill Pool 1541 Tanglewood

17:45-18:50 hrs.

- Respond from County call, resident on Sleepy Hollow Lane saw two males at swing set at pool, heard a large pop then fire.
- Resident went to area of fire, put fire out.
- Once on scene I dispatched WEGO to do a formal arson report. Copies will be submitted to this office when completed.

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Date: September 30, 2015
To: Board of Supervisors
Cc: Mark Gordon, Mark Miller, Gary Althouse, Vince DiMartini
From: Carmen Battavio
Re: RE Med 934 North Chester Rd

9/29/15 phone correspondence only

- Received phone call from County Dispatch regarding GFC dispatched two times for an intermittent power problem on the alarm system.
- FC put alarm on 24 hr. officer call.
- I contacted the Code Department asking to follow up on PECO progress on repairs.

Rick Smith

From: Rick Smith <rsmith@eastgoshen.org>
Sent: Friday, September 11, 2015 11:41 AM
To: 'EMShane@aol.com'; senya Isayeff (senya@aesfirst.com); Carmen Battavio (carmenbattavio@aol.com); Chuck Proctor (cproctor@eastgoshen.org); Janet Emanuel (jmanuel@eastgoshen.org)
Cc: 'Jon Altshul'
Subject: FW: SALARY ADJUSTMENT MOU
Attachments: 2016 ADJUSTED SALARY PROPOSAL - with Pat Harvey's revisions.docx

Marty

Attached is the MOU about the starting salaries.

Hard copies will be in your packet.

Suggest you do this under Any Other matter on Tuesday, since the agenda is already done.

Rick .

From: Brenda Bernot [<mailto:BBernot@westtownpolice.org>]
Sent: Friday, September 11, 2015 11:25 AM
To: Rick Smith (rsmith@eastgoshen.org); Robert Pingar (rpingar@westtown.org)
Subject: SALARY ADJUSTMENT MOU

Pat Harvey has made some minor revisions to the MOU that I sent to him. The attached is the final revision (that includes his revisions). Please distribute review and if you approve of this proposed MOU, please forward to your Boards. Thank you and have a great weekend. Rick – enjoy your vacation!!!

Brenda

Brenda M. Bernot, Chief of Police
Westtown-East Goshen Regional Police Department
1041 Wilmington Pike
West Chester, PA 19382
610-701-9348, ext. 206 - direct
610-692-9600 – main



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MEMORANDUM OF UNDERSTANDING

The purpose of this document is to revise the current collective bargaining agreement on the sole issue of base salary for full-time officers during their first 5 (five) years of employment. This revision is being made to ensure that the Westtown-East Goshen Regional Police Department attracts and retains the most qualified candidates and that it maintains the excellent professional standards of the current department.

Under the current collective bargaining agreement, the base salary for full-time officers for the first 5 (five) years is as indicated below. The total amount of base salary for the 5 years is \$250,500.

<u>Current Salary Scale</u>	<u>% Increase</u>
1st year \$38,500	
2nd year \$44,250	14.94%
3rd year \$49,500	11.86%
4th year \$55,750	12.63%
5th year <u>\$62,500</u>	12.11%
\$250,500 total	

Revised pay scale for newly hired full-time officers:

<u>OFFICERS HIRED IN 2016</u>	
<u>Revised Salary Scale</u>	<u>% Increase</u>
1st year \$48,597	
2nd year \$49,349	1.55%
3rd year \$50,100	1.52%
4th year \$50,852	1.50%
5th year <u>\$51,602</u>	1.48%
\$250,500 total	

Due to the fact that several full-time officers are currently in their first five years of employment with the Department, it is important to establish that this Memorandum of Understanding will not negatively impact any officers employed by the Department. To demonstrate, their revised salary scales are listed below:

OFFICERS HIRED IN 2013

Revised Salary Scale – Unchanged from current agreement

1st year	\$38,500 (2013)
2nd year	\$44,250 (2014)
3rd year	\$49,500 (2015)
4th year	\$55,750 (2016)
5th year	\$62,500 (2017)
	\$250,500 total

OFFICERS HIRED IN 2015

Revised Salary Scale –

1st year	\$38,500 (2015)
2nd year	\$51,000 (2016)
3rd year	\$52,800 (2017)
4th year	\$53,800 (2018)
5th year	\$54,400 (2019)
	\$250,500 total

This Memorandum of Understanding shall pertain only to the establishment of base pay for full-time officers during their first five (5) years of employment; any other provisions contained in the current collective bargaining agreement pertaining to pay (i.e., shift differential, holiday pay, etc.) shall remain unchanged. Additionally, the base salary for a full-time officer in his/her sixth (6th) year of employment with the department shall remain unchanged from what is contained in the current collective bargaining agreement.

The revised salary scale would take effect January 1, 2016, and will remain in effect until revised by any subsequent collective bargaining agreement.

Robert R. Pingar, Westtown Township Manager

Date

Louis F. Smith, Jr., East Goshen Township Manager

Date

Edmund R. Lewis, President – Westtown-East Goshen Police Association

Date

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

Voice (610) 692-7171

Fax (610) 425-8950

E-mail rsmith@eastgoshen.org

Date: September 10, 2015
To: Board of Supervisors
From: Rick Smith, Township Manager
Re: ABC Goals

We are on schedule for the Board to adopt the New Comprehensive Plan and New Township Parks, Recreation and Open Space Plan at your meeting on October 20, 2015.

Each of the Plans has a Chapter on Implementation. One of the major changes from the previous plans is the recommendation that the Board should review these Chapters annually, in order to establish goals for the upcoming year.

Since the Annual Planning Session will be on Saturday, January 9, 2016, I would suggest that the Board review the implementation chapters and establish the goals for 2016 in October, under the assumption that both plans will be adopted as written. This would also allow for the inclusion of funding, if needed in the 2016 Budget.

My suggestions are as noted in the attached implementation chapters.

9/10/15

East Goshen Township Comprehensive Plan

16. Implementation Strategies:

Our implementation strategies are consistent with our overarching view of: protecting the health, safety, and welfare of our residents; maintaining East Goshen's overall economic prosperity; enhancing the Township's built environment; protecting natural and historic environments; sustaining successful recreational programs; and protecting and improving the quality of life that we all enjoy.

Priority: Implementation steps include one of three levels of priority, as follows:

- 1 - Higher Priority Initiatives include those that the Task Force feels are the most urgent and achievable;
- 2 - Medium Priority Initiatives do not rise to the level of being a top priority, but are recognized as being important; and
- 3 - Lower Priority Initiatives include actions that are considered to be useful, but are not as critical as #1 and #2.

Completion Time Frame: is meant as an estimate of the time frame in which a specific Initiative can be completed.

Responsibility: identifies which of the East Goshen Township ABC's are most responsible for overseeing the Implementation of each Initiative.

Implementation Method: identifies whether the Initiative will require such actions as an ordinance amendment, physical improvement, special study, meetings, workshops, plan review, or development.

Potential Funding Source: addresses potential funding sources that could be used to supplement Township funds. These include state funding sources - the Department of Conservation and Natural Resources (DCNR), the Department of Community & Economic Development (DCED), the Department of Environmental Protection (DEP), grants from federal Community Development funds, and grants from the Chester County Board of Commissioners.

The Board of Supervisors should use this Implementation Matrix as a guide to monitor progress on the various Initiatives. Therefore, the Board of Supervisors should periodically review and update the Implementation Matrix to reflect current Township priorities.

Notes:

1. The Initiatives listed in this Section are supplemented by expanded lists in the Appendices.
2. Whenever there is an "On-Going" initiative, an asterisk (*) is indicated as these items are constant.

Implementation Matrix

Objective	Priority	Completion Time Frame (1)	Responsibility (2)		Method of Implementation (3)	Potential Funding Sources (2)
			Primary	Other		
5. Housing Plan						
5.1. Encouraging the maintenance and improvement of the existing housing stock	*	on-going	PS		Development, Plan Review	PS
5.2. Continuing to provide opportunities for a variety of housing types.	*	on-going	BOS	PC	ZO	PS
5.3. Encouraging infill opportunities by providing for additional dwelling units, without adversely impacting the character of existing neighborhoods.	*	on-going	PC	BOS, FC	ZO, SLDO, Plan Review	PS
5.4. Redeveloping selected properties along West Chester Pike in order to provide for new housing opportunities.	3	2 to 10 years	PS		Development, Plan Review	PS
5.5. Encouraging mixed uses and mixed housing types where appropriate.	*	on-going	BOS	PC	ZO	PS
5.6. Encouraging the Redevelopment of vacant and/or underperforming lots to create new housing opportunities.	3	5 to 10 years	PC	PS	Development, Plan Review	PS
5.7. Fostering opportunities for aging in place.	2	2 to 10 years	BOS	PC	ZO	PS, CCC
6. Land Use Plan						
6.1. Transforming the Town Center into a viable, walkable, visitable Place.	1	1 to 10 years	PS	BOS, PC	Plan Review, Development	PS, PT
6.2. Transforming the Paoli Pike Corridor into a walkable, connected, artery.	1	1 to 10 years	BOS	PC, PT, CCC	Special Study	PT, DVRPC
6.3. Transforming the West Chester Pike Corridor into a more functional and attractive artery.	2	2 to 20 years	PS	BOS, PC, PT	Special Study	PT, PS, DVRPC
6.4. Continuing to receive guidance from the Authorities, Boards and Commissions (ABC's).	*	on-going	BOS	PC, ABC's	Meetings, Workshops	GF
6.5. Continuing effective governance by the East Goshen Township Board of Supervisors.	*	on-going	BOS		Meetings, Hearings	GF
6.6. Continuing to accommodate a diverse mix of residential, commercial, institutional, light industrial, and recreational uses.	*	on-going	BOS	PC, FC	ZO, Plan Review	PS

PC
#1

BOS
#2

Notes:

(1) The Township can use this Implementation Matrix as a guide to monitor progress on various Initiatives. Therefore, this Implementation Matrix should be periodically reviewed and updated to reflect current Township priorities.

(2) BOS = Board of Supervisors; PC = Planning Commission; PR = Parks & Recreation Commission; MA = Municipal Authority; CB = Conservancy Board; HC = Historic Commission; CC = Commerce Commission; FC = Futurist Committee; PS = Private Sector; PT = Penn DOT; DCNR: PA Department of Conservation and Natural Resources; DCED = PA Department of Community & Economic Development; DEP = Department of Environmental Protection; CCC = Chester County Commissioners; DVRPC = Delaware Valley Regional Planning Commission.

(3) ZO = Zoning Ordinance; SLDO = Subdivision and Land Development Ordinance; GF = General Fund

East Goshen Township Comprehensive Plan

16. Implementation Strategies:

Objective	Priority	Completion Time Frame (1)	Responsibility (2)		Method of Implementation (3)	Potential Funding Sources (2)
			Primary	Other		
7. Economic Development Strategy						
7.1.	Promoting the enhancement of business opportunities in the Town Center.	*	on-going	BOS	PC, CC, FC	ZO, SLDO, Plan Review PS, GF
7.2.	Promoting the enhancement of business opportunities along the West Chester Pike Corridor.	*	on-going	BOS	PC, CC, FC	ZO, SLDO, Plan Review PS, GF
7.3.	Allowing for new uses and smaller incubator businesses in the corporate parks and the industrial park.	1	1 to 10 years	BOS	PC, CC, FC	ZO, Plan Review, Development PS
7.4.	Continuing the use of East Goshen Park for the Farmers Market and other context-sensitive enterprises and activities.	*	on-going	BOS	PR	Programs, Development GF
7.5.	Utilizing the Commerce Commission with the business community, in order to identify and address needs pertaining to business growth and expansion.	*	on-going	CC	BOS	Workshops, Newsletter, Website PS
7.6.	Providing opportunities for shared parking opportunities for smaller commercial establishments.	2	2 years	BOC	PC	ZO, SLDO PS
7.7.	Continuing No-Impact Home-Based Businesses, Home Occupations, and Home-Related Businesses.	*	on-going	BOS	PC, PS	ZO, SLDO PS
8. Transportation & Circulation Systems Plan						
8.1.	Continuing to provide safe, well-maintained roads throughout the Township.	*	on-going	BOS	PT	Maintenance GF, PT
8.2.	Identifying and implementing regional highway improvement projects that enhance mobility, safety, and reduce congestion.	1	1 to 10 years	BOS	PT, DVRPC	Special Study PT, DVRPC
8.3.	Minimizing speeding vehicular traffic on the local roadways and minimizing cut-through vehicular traffic within neighborhoods.	*	on-going	BOS	PT	Maintenance, Development PT, PS
8.4.	Implementing vehicular traffic flow and traffic calming improvements for select roads and intersections.	2	2 to 10 years	BOS	PT	Plan Review, Maintenance PT, GF
8.5.	Reducing vehicular traffic by supporting public transportation opportunities and travel demand management techniques.	*	on-going	BOS	DVRPC	Special Study DVRPC, PT

BOS #1
CC #1

Objective	Priority	Completion Time Frame (1)	Responsibility (2)		Method of Implementation (3)	Potential Funding Sources (2)
			Primary	Other		
8. Transportation & Circulation Systems Plan (continued)						
8.6. Increasing pedestrian circulation along Paoli Pike, especially in the form of a "Paoli Pike Promenade" with Sidewalks and Crosswalks, as well as increasing pedestrian circulation and pedestrian safety along Greenway, with Trails, Walkways, and Crosswalks.	1	1 to 10 years	BOS	PC, PR	Special Study, ZO, SLDO	GF, CCC, DVRPC, DCNR
8.7. Implementing the East Goshen Township Act 209 Transportation Plan	*	on-going	BOS	PC	Plan Review	PS
9. Community Facilities and Services Plan						
9.1. Maintaining and expanding the Open Space, Recreation, and Trails Network.	2	2 to 20 years	BOS	PC, PR, CB	Special Study	GF, CCC, DCNR
9.2. Developing the Paoli Pike Trail to create the linkage between West Chester and Malvern, through East Goshen, from West Goshen to Willistown.	1	1 to 10 years	BOS	PC, PR, PT, CCC	Special Study	GF, PT, CCC, DCNR
9.3. Maintaining and upgrading East Goshen Park.	*	on-going	BOS	PR	Maintenance, Rec Fee in Lieu	GF, DCNR
9.4. Continuing to provide high quality Recreation Services.	*	on-going	BOS	PR	Programs	GF, DCNR
9.5. Continuing to provide high quality Police, Fire and EMS services.	*	on-going	BOS		Maintenance	GF, DCED
9.6. Continuing the provisions of effective administrative, public works, and related services.	*	on-going	BOS	MA	Maintenance	GF
9.7. Continuing to support important and viable Community Facilities.	*	on-going	BOS	PR	Maintenance	GF
10. Utilities Plan						
10.1. Continuing to provide effective sewage disposal and wastewater treatment with oversight of the Municipal Authority.	*	on-going	BOS	MA	Development	PS
10.2. Continuing to provide effective solid waste disposal, and recycling services.	*	on-going	BOS	MA	Maintenance	GF
10.3. Maintaining the role of the East Goshen Township Municipal Authority for evaluating sewered and unsewered areas.	*	on-going	BOS	MA	Special Study, Plan Review	PS

PR #2

PR #1

East Goshen Township Comprehensive Plan

16. Implementation Strategies:

Objective	Priority	Completion Time Frame (1)	Responsibility (2)		Method of Implementation (3)	Potential Funding Sources (2)
			Primary	Other		
10. Utilities Plan (continued)						
10.4.	Cooperating with Aqua on Public Water Supply	*	on-going	PS		Development PS
10.5.	Maintaining effective Stormwater Management	*	on-going	BOS	DEP	Plan Review PS
10.6.	Regulating pipelines to protect land uses and the environment.	*	on-going	BOS	DEP	Plan Review CCC, PS
11. Natural Resource Protection Plan						
11.1.	Protecting the Riparian Areas along Ridley and Chester Creeks and their tributaries.	*	on-going	BOS	PC, DEP, DCNR	CB, DCNR, DEP PS, DCNR, DEP
11.2.	Considering opportunities for a Greenway Network along Chester and Ridley Creeks.	*	on-going	BOS	PC, PR, DCNR	Special Study, Plan Review DCNR, GF
11.3.	Preserving and enhancing Street Trees.	*	on-going	BOS	PC, CB	Plan Review PS
11.4.	Continuing the advocacy role of the Conservancy Board.	*	on-going	CB	BOS	Website, Plan Review GF
11.5.	Continuing riparian buffer plantings throughout the Township.	1	1 to 20 years	CB	DCNR	Planting GF, DCNR
11.6.	Continuing to control invasive species.	*	on-going	CB	DCNR	DEP, Plan Review PS
11.7.	Improving woodland protection standards.	2	2 to 5 years	BOS	PC, CB	ZO, SLDO GF, CCC
11.8.	Reviewing and updating tree replacement standards as needed.	2	2 to 5 years	BOS	PC, CB	ZO, SLDO, Plan Review GF, CCC
11.9.	Reviewing and updating criteria for non-buildable areas.	2	2 to 5 years	BOS	PC, CB	ZO, SLDO, Plan Review GF, CCC
11.10.	Improving and enhancing Green Infrastructure	*	on-going	BOS	PC, PS	ZO, SLDO, Plan Review GF, DCNR
12. Energy Conservation Strategy						
12.1.	Creating more compact, mixed-use, walkable places.	*	on-going	PS	BOS, PC, FC	Plan Review, Development PS, DCED
12.2.	Advocating energy conservation for residents, businesses, and institutions.	*	on-going	BOS	PC, CB, FC	Website, Newsletter GF, DEP
12.3.	Advocating green building and site development practices.	*	on-going	BOS	PC, CB, FC	ZO, SLDO, Special Study GF, DEP, DVRPC
12.4.	Promoting and enhancing the protection of Woodlands.	*	on-going	BOS	PC, CB, DCNR	ZO, SLDO, Plan Review PS, DCNR

CB
#1

CB
#2

Objective	Priority	Completion Time Frame (1)	Responsibility (2)		Method of Implementation (3)	Potential Funding Sources (2)
			Primary	Other		
12. Energy Conservation Strategy (continued)						
12.5.	Designating areas for compact car parking, in order to reduce the size of off-street parking lots.	2	2 to 5 years	BOS	PC	ZO, SLDO, Plan Review PS
12.6.	Encouraging park and ride facilities, shared parking, and increased public transportation.	*	on-going	BOS	PT, CCC, DVRPC	BOS, DVRPC, CCC, PT PT, DVRPC, BOS
12.7.	Providing conservation tips on the Township website.	*	on-going	BOS	CB	Website GF
13. Historic Resources Protection Plan						
13.1.	Continuing the East Goshen Historical Commission (EGHC) programs at the Blacksmith Shop and Plank House, and refinement of the Township Historic Property Inventory.	*	on-going	HC	BOS	HC Programs, Special Study GF
13.2.	Continuing to have the EGHC comment on applications for subdivision and land development involving and adjacent to Historic properties.	*	on-going	HC	PC	SLDO PS
13.3.	Continuing to have the EGHC provide educational information for the Township website and Newsletter.	*	on-going	HC		Website, Newsletter GF
13.4.	Utilizing the characteristics of Goshenville and Rocky Hill to guide the character of nearby development.	3	5 years	HC	PC, BOS	ZO, SLDO CCC, GF
13.5.	Reviewing Historic Preservation requirements.	1	1 to 5 years	HC	PC	ZO, SLDO CCC, GF
13.6.	Considering simplified Historic Preservation Standards.	2	2 to 5 years	HC	PC	ZO, SLDO CCC, GF

HC #1
HC #2



9/10/15

Chapter
6

Implementation Matrix

The **East Goshen Township Parks, Recreation, and Open Space Plan Update** sets forth a vision that advances the Township's success in parks, recreation, and open space conservation. It provides the framework for improving the public parks and recreation system as well as preserving the community's scenic beauty and natural resources. Recreation and conservation efforts that integrate East Goshen Township's values for community, health, natural beauty, and sustainability are the hallmark of this plan.

The Implementation Matrix featured in this chapter is based on improving the parks, recreation, and open space system over time using a mix of public and private funding and generating support for operations and maintenance through partnerships, volunteerism, and Township support.

The **Plan Update** includes a recommendation to transition the Recreation Department, currently managed by the Recreation Director, into the Park and Recreation Department, managed by the Park and Recreation Director. The Recommendations, Actions, Description, Priority, and Responsible Party in the Matrix reflect the recommended organizational configuration for the Park and Recreation Department.

Every incremental success, no matter how small, will advance East Goshen Township's vision for the future. The intent of this Implementation Matrix is to chart a course of action that is pragmatic and achievable and that also allows for larger scale projects should the opportunities emerge. Priorities and the responsible party for each recommended action provide guidance for the implementation of this **Plan Update**.

The annual review of the Implementation Matrix will enable the Township to see its progress in the implementation of the **Plan Update**, determine the actions to carry out in the next fiscal year, and budget accordingly.

Parks and Recreation Facilities			
Objective 1: Take Care of and Improve Our Parks and Recreation System			
Recommendation 1.1 – Ensure that East Goshen Township has sufficient parkland to meet the needs of citizens now and in the future.			
Action #	Description	Priority	Responsible Party
1.1A	Adopt the parkland standard to 28.20 acres per 1,000 residents.	High	Board of Supervisors
1.1B	Adopt a Mandatory Dedication of Parkland Ordinance.	High	Board of Supervisors
Recommendation 1.2 – Establish Park Planning as an official Township function.			
Action #	Description	Priority	Responsible Party
1.2A	Ensure that improvements to parks, recreation facilities, and trails undergo a park planning design process to be managed by the Park and Recreation Department in consultation with the Public Works Department.	Ongoing	Park and Recreation Director
Recommendation 1.3 – Plan, direct, and evaluate park maintenance.			
Action #	Description	Priority	Responsible Party
1.3A	Continue to maintain the parks and recreation facilities as safe, clean, ready-to-use, and attractive.	Ongoing	Public Works Director
1.3B	Develop a formal written maintenance management plan.	Medium	Public Works Director
1.3C	Consider the use of park maintenance software.	Low	Public Works Director
Recommendation 1.4– Plan for the systematic improvement of Township parks.			
Action #	Description	Priority	Responsible Party
1.4A	Develop a Master Plan for East Goshen Township Park.	High	Park and Recreation Director
1.4B	Consider adding restrooms to Applebrook Park.	Medium	Park and Recreation Commission
1.4C	Continue to monitor use of other Township parks and regularly undertake public opinion assessments of them in order to plan for their maintenance, programming if appropriate, and improvements in the future.	Ongoing	Park and Recreation Director
1.4D	Modify the Capital Improvement Program for parks and recreation in accordance with park conditions and improvements, master plans, and community needs and interests.	High	Park and Recreation Director
1.4E	Develop a master plan for Mill Creek Ballfield.	Low	Park and Recreation Director

BOS
1
2

Recommendation 1.5 – Establish areas in the parks for environmental education, interpretation, and park stewardship.			
Action #	Description	Priority	Responsible Party
1.5A	Work with the Conservancy Board to identify appropriate park areas for environmental education, interpretation, and stewardship.	High	Park and Recreation Director
1.5B	Develop a public education program to increase public awareness, appreciation, and engagement in managing natural resources and park features.	High	Conservancy Board
Recommendation 1.6 – Establish public art in the parks.			
Action #	Description	Priority	Responsible Party
1.6A	Develop a relationship with a volunteer group to plan and develop a means to establish public art in the parks.	Low	Park and Recreation Director
Recommendation 1.7 – Provide for community connections by planning and establishing safe places to walk and bicycle.			
Action #	Description	Priority	Responsible Party
1.7A	Develop a master plan and construction documents for the Paoli Pike Multi-Use Trail. Establish an action plan to follow the development of the Paoli Pike Multi-Purpose Trail.	High	Zoning Officer
1.7B	Provide connections from neighborhoods to the Paoli Pike Trail.	Medium	Park and Recreation Director
1.7C	Undertake development of a Township bicycle and pedestrian plan based on Central Chester County Bicycle & Pedestrian Circulation Plan.	Low	Park and Recreation Director

CB
#1

Open Space			
Objective 2: Protect our Township's open space, scenic beauty, and natural resources.			
Recommendation 2.1 – Strive to preserve the large undeveloped open spaces remaining in East Goshen Township.			
Action #	Description	Priority	Responsible Party
2.1A	Work with the Natural Lands Trust to develop and implement a strategy to reach out to willing landowners regarding the preservation of large undeveloped properties.	Medium	Township Manager
2.1B	Determine sources of funding for open space conservation.	Ongoing	Natural Lands Trust
Recommendation 2.2 – Continue to provide for and enhance the stewardship of natural areas and resources.			
Action #	Description	Priority	Responsible Party
2.2A	Implement the Natural Land Trust's stewardship plan developed for Applebrook Park.	High	Public Works Director
2.2B	Develop a Township wide natural areas and resources stewardship plan including developing model stewardship plans for specific aspects of natural such as ponds, meadows, and trees.	Medium	Conservancy Board
2.2C	Undertake a survey of the serpentine rock formations in East Goshen Township and develop a restoration, management, and interpretive program for the formations.	Medium	Conservancy Board
2.2D	Develop and implement an educational program to promote public awareness that "every landowner is a land steward".	Medium	Consultant
Recommendation 2.3 – Implement the recommendations of the East Goshen Comprehensive Plan regarding natural resource, preservation of scenic beauty, and open space conservation.			
Action #	Description	Priority	Responsible Party
2.3A	Coordinate the implementation of recommendations for natural resource conservation identified in the Comprehensive Plan as they apply to parks and publicly owned open space.	Medium	Township Manager
2.3B	Base all decisions with potential impact on the township's character, scenic beauty, community character and natural resources in the values and goals of this Plan Update and the Comprehensive Plan.	Ongoing	Board of Supervisors

Recreation Programs and Services**Objective 3: Engage citizens in active healthy living and lifelong learning through recreation programs and services.****Recommendation 3.1 – Continue to obtain public input about parks, recreation, and open space.**

Action #	Description	Priority	Responsible Party
3.1A	Solicit input from the Park and Recreation Commission.	Ongoing	Park and Recreation Director
3.1B	Use social media to address timely matters.	Ongoing	Park and Recreation Director
3.1C	Conduct onsite interviews with park visitors and program participants.	Ongoing	Park and Recreation Director

Recommendation 3.2 – Encourage citizens to use Township parks, recreation facilities and trails.

Action #	Description	Priority	Responsible Party
3.2A	Establish events and programs specifically to encourage people, especially those living in isolation to come out to walk, enjoy the parks, and socialize.	Ongoing	Park and Recreation Director

Recommendation 3.3 – Continue to support partnerships with other recreation providers, environmental organizations, schools, businesses, and others.

Action #	Description	Priority	Responsible Party
3.3A	Continue to facilitate the use of Township parks by community recreation providers such as sports leagues, scouts, and schools.	Ongoing	Park and Recreation Director

Recommendation 3.4 – Establish a strategic plan to sustain, enhance, and grow recreation programs and services into the future.

Action #	Description	Priority	Responsible Party
3.4A	Develop programs based upon service to identified customer groups targeting Youth, Families, and Active Adults.	Ongoing	Park and Recreation Director
3.4B	Collaborate with the Conservancy Board in the development of nature based program opportunities.	Ongoing	Park and Recreation Director
3.4C	Develop and promote self-directed recreation opportunities.	Ongoing	Park and Recreation Director
3.4D	Plan and implement a systematic approach to evaluate.	High	Park and Recreation Director
3.4E	Develop and implement a cost recovery plan to sustain recreation programs and services.	Medium	Park and Recreation Director

Recommendation 3.5 – Make program registration easy and convenient for the residents.

Action #	Description	Priority	Responsible Party
3.5A	Develop an on-line registration system that will accept credit card payments.	High	Chief Financial Officer

Management and Financing**Objective 4: Continue to provide operational excellence and financial sustainability for the parks, recreation, and open space system through a mix of public and private support****Recommendation 4.1 – Transition from the existing Recreation Department into the Park & Recreation Department.**

Action #	Description	Priority	Responsible Party
4.1A	Designate park planning as an official function of the newly formed Park & Recreation Department.	High	Township Manager
4.1B	Coordinate park planning with Public Works to include park maintenance as an element of park planning.	Ongoing	Park and Recreation Director
4.1C	Revise the job description of the Recreation Director to that of Park and Recreation Director.	High	Township Manager
4.1D	Develop a policies and procedures manual for parks and recreation management and operations.	Medium	Park and Recreation Director
4.1E	Recruit interns to undertake specific projects in parks and recreation.	Ongoing	Park and Recreation Director

Recommendation 4.2 – Strive to generate revenue from a mix of public and private sources.

Action #	Description	Priority	Responsible Party
4.2A	Develop a revenue policy that includes goals for financial sustainability and policies on fees and charges, gifts, and donations.	Medium	Park and Recreation Director
4.2B	Work with the Friends of East Goshen on fundraising for projects and events.	Ongoing	Park and Recreation Director

Recommendation 4.3 – Develop a brand for the parks, recreation, and open space system followed by a promotional program to increase public awareness of the benefits of parks and recreation.

Action #	Description	Priority	Responsible Party
4.3A	Secure the services of a marketing professional to assist the Township in the development of a branding and targeted promotional program.	Medium	Park and Recreation Director
4.3B	Develop and implement a program to increase public awareness of the benefits of parks and recreation.	Low	Park and Recreation Director

Recommendation 4.4 – Monitor parks, recreation and open space responsibilities to assess staff, volunteer, and partnership needs.

Action #	Description	Priority	Responsible Party
4.4A	Develop a formal volunteer program.	Low	Park and Recreation Director
4.4B	Monitor the information produced through the maintenance management system to plan for staffing, fees, and volunteerism.	Ongoing	Public Works Director
4.4C	As programs increase and revenues are generated, consider the addition of a dedicated program specialist(s).	Low	Township Manager

Recommendation 4.5 – Consider a bond and grants for the preservation of open space, improvement of Township parks, and trail development.			
Action #	Description	Priority	Responsible Party
4.5A	Determine the level of support for a bond or loan for park and trail improvements and open space.	Low	Township Manager
4.5B	Provide designated staff assistance to write grants or secure outside services in order to track and pursue grants.	Ongoing	Township Manager
4.5C	Determine sources of funding for open space conservation.	Ongoing	Township Manager
Recommendation 4.6 – Continue to ensure adequate financial support for the maintenance and operation of Township parks, recreation facilities, and open space.			
Action #	Description	Priority	Responsible Party
4.6A	Continue to fund parks & recreation at about six percent of the Township's operating budget.	Ongoing	Board of Supervisors
4.6B	Strive to increase cost recovery for programs.	Ongoing	Park and Recreation Director
4.6C	As part of all park master plans, include an element that addresses maintenance requirements as well as revenue sources and costs.	High	Park and Recreation Director
4.6D	Continue to preserve open space via creative land use planning to avert acquisition and maintenance costs.	Ongoing	Township Manager
Recommendation 4.7 – Monitor progress on implementation of the Plan Update.			
Action #	Description	Priority	Responsible Party
4.7A	Review the Implementation Matrix every year prior to budget discussions. Use the review to help develop the budget and establish goals for upcoming year.	Ongoing	Park and Recreation Director

Memo

To: Board of Supervisors
From: Jon Altshul
Re: Consider resolution on Milltown Dam and Reservoir development
Date: September 29, 2015

Following up on a request made by Paul Knox, 40 Lochwood Lane, at the June 2, 2015 BOS meeting, I have attached a resolution on the future development of the Milltown Reservoir and Dam parcel in the event that the dam is breached.

As you know, the Reservoir is in a floodplain and therefore cannot be built on under our current zoning ordinance. If, hypothetically, a future Board were ever to amend the zoning ordinance to allow construction in floodplains, this action could lead to considerable scrutiny by the state (DCED) and the federal government (FEMA). Specifically, this type of amendment could result in, among other things, East Goshen homeowners no longer being eligible for participation in FEMA's National Flood Insurance Program, and possibly threaten East Goshen's eligibility for flood-related assistance in the event of a future national disaster. Therefore, as a practical matter, the parcel likely has no value to developers.

Kristin and I also discussed a resolution committing the Township to executing a restrictive covenant on the parcel in the event of a future breach, but she raised concerns that this would improperly bind the actions of a future Board of Supervisors.

Suggested motion: I move that we adopt Resolution 2015-135 and hereby resolve that if the East Goshen Board of Supervisors decides to breach the Milltown Dam that we have no intention to develop the property or allow the development of the property by others.

**EAST GOSHEN TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

RESOLUTION 2015-135

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF
EAST GOSHEN TOWNSHIP CONCERNING FUTURE
DEVELOPMENT OF A CERTAIN PARCEL OF
TOWNSHIP PROPERTY (CHESTER COUNTY TAX
PARCEL NO. 53-6-87.1E) LOCATED SOUTH OF EAST
STRASBURG ROAD AND EAST OF RESERVOIR ROAD
WHICH IS THE SITE OF THE MILLTOWN DAM.**

WHEREAS, East Goshen Township (the "Township") is the legal owner of a 19.48 acre parcel of property located south of East Strasburg Road and east of Reservoir Road that contains the Milltown Reservoir and the Milltown Dam (the "Dam"); and

WHEREAS, the Township was notified in June 2014 by the Pennsylvania Department of Environmental Protection ("PaDEP") that the Dam had an inadequate spillway design and therefore must be either substantially repaired or breached to be in compliance with PaDEP standards and regulations; and

WHEREAS, the Township retained Gannett Fleming, Inc. to conduct an evaluation of the Township's options with respect to repairs and/or breach of the Dam; and

WHEREAS, a number of residents who live near the Dam have expressed concern that the Township intends to breach the Dam in order to develop and/or sell the Property to a developer; and

WHEREAS, the current Board of Supervisors of the Township has stated its intentions that it does not intend to sell the Property or allow future development of same;

NOW THEREFORE BE IT RESOLVED THAT the East Goshen Township Board of Supervisors hereby resolves that if they decide to breach the Milltown Dam they have no intention to develop the Property or allow the development of the Property by others.

RESOLVED AND ADOPTED, this 6th day of October 2015.

ATTEST:

**EAST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS**

Secretary



Mullray Builders, Corporation

176 West King Street, Suite 403
Malvern, PA 19355

610.722.0525 office
610.722.0371 fax
www.mullraybuilders.com

To: East Goshen Township
Board of Supervisors
1580 Paoli Pike
West Chester, PA 19380

From: William Mullray, Mullray Builders, Corporation

Subject: 1641 Manley Road

Date: September 30, 2015

Supervisors,

As of the last meeting, the Board graciously recommended relief on the amount of trees to be replaced on the lot known as 1641 Manley Road. My understanding is the ordinance requires replacement of trees is on an inch by basis and was created when the YMCA was approved.

At the approval of the Land Development plan, it was agreed to re-plant 62 trees on the property. At the Board meeting in September it was suggested that 62 trees to be replanted were too punitive and I should be given relief. I cannot agree more to this and appreciate the consideration as this has created an immense hardship to this project which is under water at the closing due to unexpected improvements to the property. That said, I am proposing I replant Forty (40) trees, at a 2" caliber, which I will choose from the township approved Resolution NO. 2011-20. I intend to plant Twenty (20) trees at 200 Pheasant Run Road, West Chester, PA 19380 also known as Mr. and Mrs. Ed Last's property to create a buffer from Manley Road. Secondly, I am proposing to offer and plant twenty (20) trees to the township, ten (10) at the Applebrook Park and ten (10) at the East Goshen Municipal Park. This will also include the initial watering of the trees. The location of trees to be planted will be directed by the Township except for the trees which will be planted at the Last residence. I will consult with Mr. Last on the location of trees to be planted on his property.

Thank you,

William Mullray
Mullray Builders, Corporation

●Please note that my new address is: PO Box 934, Newtown Square, PA 19073

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**EAST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS MEETING
1580 PAOLI PIKE
SEPTEMBER 15, 2015 – 7:00 pm
DRAFT MINUTES**

Present: Chairman Marty Shane, Vice-Chairman Senya D. Isayeff, and Supervisors Janet Emanuel, Chuck Proctor, Carmen Battavio, Township CFO Jon Altshul, Township Solicitor Kristin Camp, Township Director of Code Enforcement/Zoning Officer Mark Gordon, ABC Member Erich Meyer (Conservancy Board).

Call to order & Pledge of Allegiance:

Marty called the meeting to order at 7:02 pm and led the assembly in the Pledge of Allegiance.

Moment of Silence:

Carmen called for a moment of silence to honor the members of the military who keep us safe and send Godspeed to all those who have lost their lives in the line of duty.

Recording of Meeting:

Candace Mulholland, reporter for the *Daily Local News*, indicated that she would be recording the meeting.

Chairman's Report:

Marty announced that there would be a Special Board of Supervisors meeting on Tuesday, October 13th at 7:00 pm for the purpose of presenting the 2016 proposed budget. Marty asked Janet to give brief overview on the progress of the Paoli Pike Trail (PPT) feasibility study. Janet introduced Natasha Manbeck, P.E. of McMahon Associates who highlighted the following:

- The PPT would cover a 2.7 mile distance, with the preferred alignment running from Airport Road to Boot Road, on the northside of Paoli Pike, and from Boot Road to Line Road on the southside of Paoli Pike.
- A “promenade” treatment for the center lane usage of Paoli Pike is proposed in the area spanning between Route 352 and Boot Road, thus signaling the Town Center, and acting as a traffic calming measure.
- One of the most challenging areas of the PPT would be in the area in front of the Wawa as there is a large crossing area. Narrowing the Wawa entrance and adding stop signs and curbing to enhance safety for trail users in this area is proposed.
- Natasha was not sure if the creation of the PPT would make it easier to get a full traffic light at the Park entrance, but she would look into this.
- Wetland areas along the PPT would be remedied with a boardwalk or a pervious pavement treatment.
- Natasha was not sure at this point how to connect into the Patriots or Chester Valley Trail systems, but thought that Malvern and Willistown Townships were looking at the Swedesford Road corridor as the connector.

- 1 • Informational kiosks and benches could be placed along the PPT for further
2 enhancements.
- 3 • Natasha commented that depending on funding, she would expect a 10-year timeline for
4 this project. In October, she will present cost estimates of segments of the PPT, the first
5 being the segment between Airport to Ellis Roads.
- 6 • October 13, 2015 is the next meeting of the PPT. She expects the draft report to be
7 complete in November or December.
- 8 • Marty and Senya commented that the PPT Committee should involve the local
9 businesses, the YMCA and East High School and Fugett Middle School, all of which are
10 adjacent to the PPT as ways of increasing public interest and funding to the PPT.
- 11 • *Ron Woodworth, 1550 Colonial Lane*, expressed concern about bikers on the trail who do
12 not follow the rules of the road. Marty commented that the “maze” effect at crosswalks,
13 similar to those used on the Chester Valley Trail, are excellent ways of increasing safety
14 at crosswalks.
- 15 • *Mike Broennle, 1641 Hunter Circle*, commented that there would be a period of
16 adjustment for all Trail users when the PPT opens, but that the PPT would be a great
17 enhancement to East Goshen Township.
- 18 • *Ginny Newlin, 299 Devon Lane*, expressed that she has waited for such a long time to see
19 the PPT developed and she is so happy to see this come to fruition.

20
21 **Police Report:** Police Chief Bernot presented the August 2015 Police Report. She encouraged
22 everyone to visit the Police website and commented on the following:

- 23 • Scamming activity continues to grow, but the public is becoming more educated about
24 scams.
- 25 • The Chief encouraged everyone to sign up through the ReadyChesco.org for updates on
26 weather, road and travel updates.
- 27 • The Citizens Police Academy has enjoyed a great turnout.
- 28 • The Police department has completed 97% of its accreditation process. She hopes to
29 complete this process by December 2015.
- 30 • The Police building is also a medication drop-off site for old and unused medications.

31
32 **Public Hearings:**

33 The Board held a public hearing on the Conditional Use application of Abjibapa Enterprises,
34 LLC., to operate a Beverage Café at 1500 Paoli Pike. Patrick McKenna Esq, Gawthrop
35 Greenwood, PC, was present to represent the applicant. Chuck made a motion to approve the
36 application as outlined in the Zoning Ordinance and in accordance with the plans, exhibits and
37 testimony during the conditional use hearing with the following conditions:

- 38 1. The Applicant shall provide the Township with a draft parking agreement which
39 addresses the 5 parking spaces eliminated for the drive thru in the event the Township
40 determines in the future that they are needed.
- 41 2. The drive-thru menu board shall automatically turn off when the store is closed.
- 42 3. The trash enclosure shall be closed at all times except when being serviced.
- 43 4. The kitchen shall include a serviceable grease trap for all food waste sewage as may be
44 determined necessary by the Township.
- 45 5. The drive thru landscape screening shall be installed as described in the Conservancy
46 Board Review letter dated August 13, 2015, on or before June 1, 2016.

6. All new rooftop structures shall be painted to be aesthetically compatible with the roof façade.
7. There shall be no outside storage of any kind. This condition shall not prohibit outdoor seating.
8. A stop sign and stop bar shall be added at the drive-thru exit.
9. The Applicant shall add effective traffic calming measures within the shopping center as may be determined necessary by the Township.
10. The applicant shall add low landscape plantings around the menu board base.
11. The applicant shall add wheel stops for the 10 parking spaces adjacent to the drive-thru lane.
12. The employee parking area is to remain unstriped and unmarked.
13. The new parking lot exit and associated signage shown on the plan shall be installed prior to issuance of a building permit for the beverage café.
14. The Applicant and owner of the shopping center shall clean up trash that may be deposited at the shopping center from the operation of the beverage café.

Senya seconded. The motion passed unanimously with a vote of 5-0. A court stenographer was present and will provide a full transcript of the hearing.

New Business:

Consider Goshen Village Shopping Center's Application to the Zoning Hearing Board Requesting Amendments to the ZHB Decision From 1988 to Permit Freestanding Signs:

Senya motioned to support the applicant and their application to the Zoning Hearing Board requesting to eliminate condition e. of the ZHB Decision from 1988, to permit two freestanding signs on the Goshen Village Shopping Center property as permitted in the zoning ordinance, with the following conditions:

1. The property owner agrees to meet with the Township and its consultants in order to orient the sign locations so as to best accommodate the alignment of the proposed Paoli Pike Trail.
2. Modify condition F of the 1988 Decision to require the Applicant to appear before the Planning Commission for review and recommendation of the proposed freestanding signs. All other signs at the shopping center may be removed and or replaced by the owner in accordance with the zoning ordinance upon issuance of a zoning permit.

Carmen seconded. The Board unanimously passed the motion.

Old Business:

Consider Recommendation for 1641 Manley Road: The Board met with Mr. Mullray regarding the proposed recommendations for the replanting of trees. The Board agreed to allow Mr. Mullray to present his recommendations for the replanting of trees at a later date.

Public Comment ~ Hearing of Residents:

Robert Woodworth, 1550 Colonial Lane, complained to the Board about contractor activity and construction taking place in his neighborhood and specifically about damage to his property as a result. Mr. Woodworth claims that contractors are driving their trucks on his property, damaging his grass that he has had to repair on his own. Mr. Woodworth also stated that the contractors

1 have physically threatened him. Mr. Woodworth further claims that the contractors have told
2 him that Township staff has made disparaging statements about him. Mr. Woodworth expressed
3 his frustration in not receiving any support from Township staff in this matter. Senya told Mr.
4 Woodworth that he was sorry for what he was going through, but that this sounds like a civil
5 matter directly between him and the contractor. Mark Gordon denied making disparaging
6 comments about Mr. Woodworth.

7
8 **Old Business (Continued)**

9 **Consider House Lateral Inspections:** Senya motioned, as per Rick's suggestion, to continue
10 with the House Lateral Inspections Program with one modification that the Township's building
11 inspectors check the sewer caps and look for evidence of infiltration and inflow. If they observe
12 evidence of I&I, they will notify the Public Works Department who will TV the lateral. Janet
13 seconded. The Board voted unanimously in favor of this motion.

14
15 **Financial Report:** Jon presented the August 2015 Financial Report, which showed a positive
16 General Fund variance of \$389,011. He is currently projecting that the general fund will finish
17 the year with a surplus of \$243,171 and a positive budget variance of \$542,839.

18
19 **Treasurer's Report:**

20 *See attached Treasurer's Report for September 10, 2015.* The Board reviewed the Treasurer's
21 Report and the current invoices. Chuck asked for clarification on the Pond Treatment expenses.
22 Jon clarified the invoice was from treatments in August and that the Board agreed upon this
23 treatment program at the September 1st meeting. Marty moved to graciously accept the
24 Treasurer's Report and the Expenditure Register Report as recommended by the Treasurer, to
25 accept the receipts and to authorize payment of the invoices just reviewed. Senya seconded the
26 motion. The Board voted unanimously to approve the motion.

27
28 **Approval of Minutes:** The Board reviewed and corrected the minutes from the September 1,
29 2015 meeting. Marty said the minutes would stand approved as corrected.

30
31 **Correspondence, Reports of Interest:** The Board acknowledged receipt of the following
32 reports of interest:

- 33 • Malvern Fire Companies Informational Release
- 34 • Milltown Dam – 2015 Annual Dam Inspection
- 35 • The Rebecca Greenhow's letter and Rick Smith's response

36
37 **Adjournment:**

38 There being no further business, Marty adjourned the meeting at 10:15 pm.

39
40 Respectfully submitted,
41 *Christina Rossetti Hartnett*
42 *Recording Secretary*

43
44 Attachment: *Treasurer's Report for August 10, 2015*
45

September 10, 2015

**TREASURER'S REPORT
2015 RECEIPTS AND BILLS**

GENERAL FUND

Real Estate Tax	\$1,136.36	Accounts Payable	\$382,625.96
Earned Income Tax	\$106,359.29	Electronic Pmts:	
Local Service Tax	\$7,862.27	Health Insurance	\$0.00
Transfer Tax	\$0.00	Credit Card	\$0.00
<i>General Fund Interest Earned</i>	\$558.11	Postage	\$0.00
Total Other Revenue	\$43,041.84	Debt Service	\$14,831.76
Total Receipts:	\$158,957.87	Payroll	\$94,095.79
		Total Expenditures:	\$491,553.51

STATE LIQUID FUELS FUND

Receipts	\$0.00		
<i>Interest Earned</i>	\$54.93		
Total State Liquid Fuels:	\$54.93	Expenditures:	\$0.00

SINKING FUND

Receipts	\$0.00		
<i>Interest Earned</i>	\$423.15		
Total Sinking Fund:	\$423.15	Total Expenditures:	\$2,970.00

TRANSPORTATION FUND

Receipts	\$0.00		
<i>Interest Earned</i>	\$206.09		
Total Sinking Fund:	\$206.09	Expenditures:	\$0.00

SEWER OPERATING FUND

Receipts	\$64,579.12	Accounts Payable	\$34,826.87
<i>Interest Earned</i>	\$49.94	Debt Service	\$126,424.54
Total Sewer:	\$64,629.06	Credit Card	\$0.00
		Total Expenditures:	\$161,251.41

REFUSE FUND

Receipts	\$16,218.44		
<i>Interest Earned</i>	\$23.48		
Total Refuse:	\$16,241.92	Expenditures:	\$71,317.43

SEWER SINKING FUND

Receipts	\$0.00		
<i>Interest Earned</i>	\$230.59		
Total Sewer Sinking Fund:	\$230.59	Expenditures:	\$0.00

OPERATING RESERVE FUND

Receipts	\$0.00		
<i>Interest Earned</i>	\$267.09		
Total Operating Reserve Fund:	\$267.09	Expenditures:	\$0.00

Events Fund

Receipts	\$0.00		
<i>Interest Earned</i>	\$0.69		
Total Events Fund:	\$0.69	Expenditures:	\$0.00

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October 1, 2015

**TREASURER'S REPORT
2015 RECEIPTS AND BILLS**

GENERAL FUND

Real Estate Tax	\$2,574.05
Earned Income Tax	\$114,700.00
Local Service Tax	\$0.00
Transfer Tax	\$37,590.98
General Fund Interest Earned	\$0.00
Total Other Revenue	\$810,821.85
Total Receipts:	\$965,686.88

Accounts Payable	\$721,484.24
Electronic Pmts:	
Health Insurance	\$45,225.34
Credit Card	\$5,846.37
Postage	\$1,000.00
Debt Service	\$0.00
Payroll	\$130,022.28
Total Expenditures:	\$903,578.23

STATE LIQUID FUELS FUND

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

Expenditures:	\$0.00
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SINKING FUND

Receipts	\$0.00
Interest Earned	\$0.00
Total Sinking Fund:	\$0.00

Total Expenditures:	\$12,355.00
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TRANSPORTATION FUND

Receipts	\$396.25
Interest Earned	\$0.00
Total Sinking Fund:	\$396.25

Expenditures:	\$8,275.30
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SEWER OPERATING FUND

Receipts	\$128,399.11
Interest Earned	\$0.00
Total Sewer:	\$128,399.11

Accounts Payable	\$68,361.08
Debt Service	\$0.00
Credit Card	\$0.00
Total Expenditures:	\$68,361.08

REFUSE FUND

Receipts	\$30,016.45
Interest Earned	\$0.00
Total Refuse:	\$30,016.45

Expenditures:	\$30,598.66
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SEWER SINKING FUND

Receipts	\$0.00
Interest Earned	\$0.00
Total Sewer Sinking Fund:	\$0.00

Expenditures:	\$0.00
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OPERATING RESERVE FUND

Receipts	\$0.00
Interest Earned	\$0.00
Total Operating Reserve Fund:	\$0.00

Expenditures:	\$0.00
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Events Fund

Receipts	\$0.00
Interest Earned	\$0.00
Total Events Fund:	\$0.00

Expenditures:	\$0.00
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**EAST GOSHEN TOWNSHIP
MEMORANDUM**

TO: BOARD OF SUPERVISORS
FROM: BRIAN MCCOOL
SUBJECT: PROPOSED PAYMENTS OF BILLS
DATE: 10-01-15

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.

Please note the attached Treasurer's Report includes three weeks of receipts and expenses.

The General Fund includes a number of large pass through expenses and revenues which are listed below:

- \$159,304 – State Aid for Goshen Volunteer Fireman's Relief Association
- \$8,384 – State Aid for Malvern Fire Relief Association
- \$63,462 – State Aid for Firefighter's Pension Plan
- \$92,537 – State Aid for 2015 Non-Uniform DC Plan
- 101,145 – State Aid for WEGO Police Pension Plan

General Fund expenses include \$225,508 for the October contribution to WEGO. General Fund revenue also includes the following reimbursements; \$57,046 from the Sewer Fund, \$16,567 from the Refuse Fund and \$7,667 from the Municipal Authority.

The Transportation Fund includes \$8,275 for a traffic camera at the Boot Road and Wilson Lane intersection.

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



**REGULAR
INVOICE SUMMARY**

EAST GOSHEN TOWNSHIP
EAST GOSHEN TWP
1580 PAOLI PIKE
West Chester, PA 19380

BILL ACCOUNT NUMBER: 1500030003	INVOICE NUMBER: 150911429723
BILL ACCOUNT NAME: EAST GOSHEN TOWNSHIP	INVOICE MONTH(S): October 2015
CLIENT NUMBER: 150003	PREPARED DATE: 9/11/2015
CLIENT NAME: EAST GOSHEN TOWNSHIP	PAYMENT DUE DATE: 10/1/2015

PRIOR BILLING INFORMATION

Last Bill Amount	\$16,335.69
Payments Received Through 09/10/2015	(\$16,335.69)

BALANCE FORWARD

\$0.00

CURRENT CHARGES

<u>Premium Summary</u>	\$16,335.69
<u>Member Rate Detail</u>	

TOTAL CURRENT CHARGES

\$16,335.69

TOTAL DUE

\$16,335.69

[Click Here for Paper Payment](#)

[close this window](#)



**REGULAR
INVOICE SUMMARY**

EAST GOSHEN TOWNSHIP
EAST GOSHEN TWP
1580 PAOLI PIKE
West Chester, PA 19380

BILL ACCOUNT NUMBER: 1500030002	INVOICE NUMBER: 150911429684
BILL ACCOUNT NAME: EAST GOSHEN TOWNSHIP	INVOICE MONTH(S): October 2015
CLIENT NUMBER: 150003	PREPARED DATE: 9/11/2015
CLIENT NAME: EAST GOSHEN TOWNSHIP	PAYMENT DUE DATE: 10/1/2015

PRIOR BILLING INFORMATION

Last Bill Amount	\$15,666.21
Payments Received Through 09/10/2015	(\$15,666.21)

BALANCE FORWARD

\$0.00

CURRENT CHARGES

<u>Premium Summary</u>	\$16,749.60
<u>Member Rate Detail</u>	

TOTAL CURRENT CHARGES

\$16,749.60

TOTAL DUE

\$16,749.60

[Click Here for Paper Payment](#)

[close this window](#)



**REGULAR
INVOICE SUMMARY**

EAST GOSHEN TOWNSHIP
EAST GOSHEN TWP
1580 PAOLI PIKE
West Chester, PA 19380

BILL ACCOUNT NUMBER: 1500030001	INVOICE NUMBER: 150911451682
BILL ACCOUNT NAME: EAST GOSHEN TOWNSHIP	INVOICE MONTH(S): October 2015
CLIENT NUMBER: 150003	PREPARED DATE: 9/11/2015
CLIENT NAME: EAST GOSHEN TOWNSHIP	PAYMENT DUE DATE: 10/1/2015

PRIOR BILLING INFORMATION

Last Bill Amount	\$12,140.05	
Payments Received Through 09/10/2015	(\$12,140.05)	
BALANCE FORWARD		\$0.00

CURRENT CHARGES

<u>Premium Summary</u>	\$12,140.05	
<u>Member Rate Detail</u>		
TOTAL CURRENT CHARGES		\$12,140.05

TOTAL DUE		\$12,140.05
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[Click Here for Paper Payment](#)

[close this window](#)

October 1, 2015

**TREASURER'S REPORT
2015 RECEIPTS AND BILLS**

GENERAL FUND

Real Estate Tax	\$2,574.05
Eamed Income Tax	\$114,700.00
Local Service Tax	\$0.00
Transfer Tax	\$37,590.98
General Fund Interest Earned	\$0.00
Total Other Revenue	\$810,821.85
Total Receipts:	<u>\$965,686.88</u>

Accounts Payable	\$721,484.24
<u>Electronic Pmts:</u>	
Health Insurance	\$45,225.34
Credit Card	\$5,846.37
Postage	\$1,000.00
Debt Service	\$0.00
Payroll	\$130,022.28
Total Expenditures:	<u>\$903,578.23</u>

STATE LIQUID FUELS FUND

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

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

Receipts	\$0.00
Interest Earned	\$0.00
Total Sinking Fund:	<u>\$0.00</u>

Total Expenditures:	<u>\$12,355.00</u>
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TRANSPORTATION FUND

Receipts	\$396.25
Interest Earned	\$0.00
Total Sinking Fund:	<u>\$396.25</u>

Expenditures:	<u>\$8,275.30</u>
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SEWER OPERATING FUND

Receipts	\$128,399.11
Interest Earned	\$0.00
Total Sewer:	<u>\$128,399.11</u>

Accounts Payable	\$68,361.08
Debt Service	\$0.00
Credit Card	\$0.00
Total Expenditures:	<u>\$68,361.08</u>

REFUSE FUND

Receipts	\$30,016.45
Interest Earned	\$0.00
Total Refuse:	<u>\$30,016.45</u>

Expenditures:	<u>\$30,598.66</u>
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SEWER SINKING FUND

Receipts	\$0.00
Interest Earned	\$0.00
Total Sewer Sinking Fund:	<u>\$0.00</u>

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

Receipts	\$0.00
Interest Earned	\$0.00
Total Operating Reserve Fund:	<u>\$0.00</u>

Expenditures:	<u>\$0.00</u>
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Events Fund

Receipts	\$0.00
Interest Earned	\$0.00
Total Events Fund:	<u>\$0.00</u>

Expenditures:	<u>\$0.00</u>
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Report Date 09/18/15

Expenditures Register
GL-1509-49426

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PARP05 run by BARBARA 1 : 51 PM

Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Req Date	Check Dte	Recpt Dte	Check#	Amount
679				INTERCON TRUCK EQUIPMENT						
	44952	1	01430 2330	VEHICLE MAINT AND REPAIR TARP MOTOR	1048087-IN	09/18/15		09/18/15		270.00
	44953	1	01430 2330	VEHICLE MAINT AND REPAIR JACKS	1048114-IN	09/18/15		09/18/15		91.76
										361.76
2442				KENT AUTOMOTIVE						
	44956	1	01438 2450	MATERIALS & SUPPLIES-HIGHWAYS AERO WASH KILLER	9303524097	09/18/15		09/18/15		592.06
	44957	1	01430 2330	VEHICLE MAINT AND REPAIR FLAT WASHERS	9303526919	09/18/15		09/18/15		56.49
										648.55
739				KNOX EQUIPMENT RENTALS INC.						
	44958	1	01438 3840	EQUIPMENT RENTAL SCISSOR LIFT RENTAL 9/2-9/4/15 GLEN BROOK LANE BRIDGE	01-345932-02	09/18/15		09/18/15		275.00
										275.00
829				MASTER'S TOUCH						
	44961	1	01454 3740	EQUIPMENT MAINT. & REPAIR EXTERM.SERVICE SEPT.2015 EG PARK	18083	09/18/15		09/18/15		84.00
	44962	1	01409 3740	TWP. BLDG. - MAINT & REPAIRS EXTERM.SERVICE SEPT.2015 TWP.&PW	17994	09/18/15		09/18/15		104.00
	44963	1	01409 3840	DISTRICT COURT EXPENSES EXTERM.SERVICE SEPT.2015 DC & POL	17993	09/18/15		09/18/15		58.00
										246.00
2622				MIDDLETON, CHRISTIAN						
	44964	1	01487 4600	TRAINING & SEMINARS-EMPTY REIMBURSEMENT - DCED TRAINING	091415	09/18/15		09/18/15		35.00
										35.00
2693				MULCH & MORE						
	44965	1	01454 2000	MAINTENANCE SUPPLIES 1 CU YD. BROWN DYED MULCH	46760	09/18/15		09/18/15		30.00
										30.00

Report Date 09/18/15

Expenditures Register
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PARP05 run by BARBARA

12 : 08 PM

Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Req Date	Check Dte	Recpt Dte	Check#	Amount
1641				NAPA AUTO PARTS						
	44966	1	01430 2330	VEHICLE MAINT AND REPAIR 9 ANTENNAS	2-638387	09/18/15		09/18/15		67.41
	44967	1	01430 2330	VEHICLE MAINT AND REPAIR BATTERIES	2-637295	09/18/15		09/18/15		28.16
	44968	1	01430 2330	VEHICLE MAINT AND REPAIR OIL & FUEL FILTERS	2-637695	09/18/15		09/18/15		26.47
	44969	1	01430 2330	VEHICLE MAINT AND REPAIR BRAKLEEN	2-637725	09/18/15		09/18/15		46.49
										168.53
1540				NELSON, PAMELA						
	44970	1	01452 3710	ZUMBA ZUMBA INSTRUCTION 6/3-8/31/15	090415	09/18/15		09/18/15		544.85
										544.85
2759				NEW HOLLAND GROUP						
	44971	1	01430 2330	VEHICLE MAINT AND REPAIR ALTERNATOR ASSEMBLY	1082106	09/18/15		09/18/15		315.24
	44972	1	01430 2330	VEHICLE MAINT AND REPAIR BRAKE KIT- PADS & ROTORS #9	1084450	09/18/15		09/18/15		321.92
	44973	1	01430 2330	VEHICLE MAINT AND REPAIR BRAKE KIT- PADS & ROTORS #14	1084452	09/18/15		09/18/15		275.92
	44974	1	01430 2330	VEHICLE MAINT AND REPAIR CREDIT FOR CORE RETURN	CM1082106	09/18/15		09/18/15		-75.00
										838.08
1554				OFFICE DEPOT						
	44975	1	01401 2100	MATERIALS & SUPPLIES POST-IT NOTES, WIPES & INK	79116811200	09/18/15		09/18/15		34.10
	44976	1	01401 2100	MATERIALS & SUPPLIES DUSTING GAS	791168348001	09/18/15		09/18/15		19.00
										53.10
1022				PATTERSON, MICHAEL J.						
	44977	1	01454 3740	EQUIPMENT MAINT. & REPAIR NEW ROOF -APPLEBROOK SPRINGHOUSE 8/31-9/3/15	015C022	09/18/15		09/18/15		2,000.00
										2,000.00

Report Date 09/18/15

Expenditures Register
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PARP05 run by BARBARA 12 : 08 PM

Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Req Date	Check Dte	Receipt Dte	Check#	Amount
2593	44978	1	01454 3600	PECO - 18510-39089 UTILITIES 18510-39089 8/3-9/1/15 BOW TREE PMP	090815	09/18/15		09/18/15		69.63
										69.63
1080	44980	1	01414 3100	PIMER, COLLEEN M. COURT REPORTERS TRANSCRIPT - BOS MTG. 8/11/15	082415	09/18/15		09/18/15		297.00
										297.00
2342	44981	1	01454 2000	POWERPRO EQUIPMENT MAINTENANCE SUPPLIES BRUSH, BERN BRISLES & ACRYLIC	P02279	09/18/15		09/18/15		37.05
										37.05
2445	44982	1	01409 3840	PROTECTION BUREAU, THE DISTRICT COURT EXPENSES REPAIR SECURITY SYSTEM DIST.COURT	173944	09/18/15		09/18/15		171.15
										171.15
1876	44983	1	01430 2330	RANSOME RENTAL COMPANY LP VEHICLE MAINT AND REPAIR LATCH, CABLE & LOCK	PC040020688	09/18/15		09/18/15		222.80
	44984	1	01430 2330	VEHICLE MAINT AND REPAIR LATCH ASSEMBLY RETURN	PC040020799	09/18/15		09/18/15		-21.20
										201.60
1161	44986	1	01430 2320	REILLY & SONS INC VEHICLE OPERATION - FUEL 435.4 GALLONS DIESEL	89742	09/18/15		09/18/15		722.33
	44987	1	01430 2320	VEHICLE OPERATION - FUEL 174.3 GALLONS GASOLINE	89358	09/18/15		09/18/15		300.67
	44988	1	01430 2320	VEHICLE OPERATION - FUEL 276.7 GALLONS DIESEL	89359	09/18/15		09/18/15		483.95
										1,506.95
1203	44989	1	01430 2330	SAFETY-KLEEN CORPORATION VEHICLE MAINT AND REPAIR CYCLONIC PARTS WASHER	67817828	09/18/15		09/18/15		363.64
										363.64

Report Date 09/18/15

Expenditures Register
GL-1509-49424

PARP05 run by BARBARA 12 : 08 PM

Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Req Date	Check Dte	Recpt Dte	Check#	Amount
3120				STTC SERVICE TIRE TRUCK CTRS INC.						
	44990	1	01430 2330	VEHICLE MAINT AND REPAIR 2 WHEELS #43	Q28245-17	09/18/15		09/18/15		1,223.64
	44991	1	01430 2330	VEHICLE MAINT AND REPAIR 2 TIRES - FORD ESCAPE	Q28255-17	09/18/15		09/18/15		390.42
										1,614.06

Report Date 09/18/15

Expenditures Register
GL-1509-49426

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MRP05 run by BARBARA 1 : 51 PM

Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Req Date	Check Dte	Recpt Dte	Check#	Amount
03				SINKING FUND						
679				INTERCON TRUCK EQUIPMENT						
	44992	1	03430 7400	CAPITAL REPLACEMENT - HWY EQUIP SNOW PLOW -NEW PICK-UP FORD D29995	1048069-IN	09/18/15		09/18/15		5,895.00
	44993	1	03430 7400	CAPITAL REPLACEMENT - HWY EQUIP SNOWPLOW - NEW PICKUP FORD D18093	1048070-IN2	09/18/15		09/18/15		5,895.00
										11,790.00
2889				MARSH CREEK SIGNS						
	44959	1	03430 7400	CAPITAL REPLACEMENT - HWY EQUIP LETTERING FOR NEW TRUCK #47	10292	09/18/15		09/18/15		565.00
										565.00

Report Date 09/18/15

Expenditures Register
GL-1509-49424

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PARP05 run by BARBARA 12 : 08 PM

Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Req Date	Check Dte	Recpt Dte	Check#	Amount
05		SEWER OPERATING								
2918	44936	1	05422 4500	ALS ENVIRONMENTAL R.C. STP-CONTRACTED SERV. LAB TESTING RCSTP 8/25-9/1/15	40-179857	09/18/15		09/18/15		309.00
										309.00
151	44937	1	05422 4502	BLOSENSKI DISPOSAL CO, CHARLES R.C. SLUDGE-LAND CHESTER SWITCH 20 YDS WITH LINER 9/8	7503	09/18/15		09/18/15		181.00
										181.00
3468	44950	1	05429 3000	HD SUPPLY WATERWORKS ADMIN.-GENERAL EXPENSE 6 METERS	E394469	09/18/15		09/18/15		720.00
										720.00
829	44960	1	05422 3700	MASTER'S TOUCH R.C. STP-MAINT. & REPAIRS EXTERM.SERVICE SEPT.2015 RCSTP	17995	09/18/15		09/18/15		33.00
										33.00
2827	44979	1	05420 3602	PECO - 04725-43025 C.C. COLLECTION -UTILITIES 04725-43025 8/6-9/4/15 WYLPN PUMP	090815	09/18/15		09/18/15		385.10
										385.10
1876	44985	1	05420 3704	RANSOME RENTAL COMPANY LP C.C. COLLECT.-MAINT & REP - I&I TRENCH ROLLER RENTAL 8/31-9/1/15	K17253-01	09/18/15		09/18/15		285.00
										285.00
										31,815.80
										0 Printed, totalling 31,815.80

FUND SUMMARY

Fund	Bank Account	Amount	Description
01	01	17,547.70	GENERAL FUND
03	03	12,355.00	SINKING FUND
05	05	1,913.10	SEWER OPERATING
		31,815.80	

PERIOD SUMMARY

Period	Amount
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Report Date 09/18/15

Expenditures Register
GL-1509-49437

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PARP05 run by BARBARA 3 : 15 PM

Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Req Date	Check Dte	Recpt Dte	Check#	Amount
01		GENERAL FUND								
67	44994	1	01452 3505	APPLEBROOK GOLF CLUB GOLF DAY - APPLEBROOK SEPT. 22, 2015 GOLF OUTING	091815	09/18/15	09/18/15	09/18/15	9870	5,385.00
										5,385.00

1 Printed, totalling 5,385.00

FUND SUMMARY

Fund	Bank Account	Amount	Description
01	01	5,385.00	GENERAL FUND
		5,385.00	

PERIOD SUMMARY

Period	Amount
1509	5,385.00
	5,385.00

Report Date 09/18/15

Expenditures Register
GL-1509-49441

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PARP05 run by BARBARA 4 : 08 PM

Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Req Date	Check Dte	Recpt Dte	Check#	Amount
04				ROAD IMPROVEMENTS						
2717				HIGGINS & SONS INC., CHARLES A.						
44995	1	04439	6066	TRAFFIC VIDEO	40191	09/18/15	09/18/15	09/18/15	1006 p	8,275.30
				INSTALL TRAFFIC CAM - BOOT & WILSON						
										8,275.30
										8,275.30
										8,275.30
										8,275.30
										0.00
										0.00

FUND SUMMARY

Fund	Bank Account	Amount	Description
04	04	8,275.30	ROAD IMPROVEMENTS
		8,275.30	

PERIOD SUMMARY

Period	Amount
1509	8,275.30
	8,275.30

Report Date 09/24/15

Expenditures Register
GL-1509-49509

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MARP05 run by BARBARA 2 : 58 PM

Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Req Date	Check Dte	Recpt Dte	Check#	Amount
3000				GARNET FORD						
	45013	1	01430 2330	VEHICLE MAINT AND REPAIR PARTS & LABOR TRUCK #9	C78292	09/24/15		09/24/15		674.99
										674.99
569				GREAT VALLEY LOCKSHOP						
	45014	1	01454 3740	EQUIPMENT MAINT. & REPAIR 12 MASTER PADLOCKS	1201501317	09/24/15		09/24/15		124.68
	45016	1	01437 2460	GENERAL EXPENSE - SHOP SUPPLY DOOR & FRAME FROM BASEMENT STAIRWELL	0000107439	09/24/15		09/24/15		1,280.20
										1,404.88
594				HAMMOND & MCCLOSKEY INC.						
	45015	1	01409 3740	TWP. BLDG. - MAINT & REPAIRS CONNECT ICEMAKER TO WATER & DRAIN PUBLIC WORKS LUNCHROOM	7384	09/24/15		09/24/15		329.44
	45017	1	01454 3740	EQUIPMENT MAINT. & REPAIR REPAIR WATER FOUNTAIN PARK RESTROOM	7390	09/24/15		09/24/15		115.00
										444.44
638				HOME DEPOT CREDIT SERVICES						
	45018	1	01437 2460	GENERAL EXPENSE - SHOP CREDIT FOR RETURNED SANDBELTS	091315	09/24/15		09/24/15		-11.94
	45018	2	01437 2460	GENERAL EXPENSE - SHOP ROUNDUP, PICTURE & WINDOW HOOKS	091315	09/24/15		09/24/15		258.57
	45018	3	01401 2100	MATERIALS & SUPPLIES SPONGES & PAPER TOWELS - KITCHEN	091315	09/24/15		09/24/15		18.93
	45018	4	01433 2450	MATERIALS & SUPPLIES - SIGNS LOCTITE & WASHERS FOR WELCOME SIGNS	091315	09/24/15		09/24/15		10.94
	45018	5	01454 2000	MAINTENANCE SUPPLIES PAINT & SCREWS APPLBRK SIGN, LUMBER SPRINHOUSE ROOF+	091315	09/24/15		09/24/15		41.96
										318.46
3252				HUNTER KEYSTONE PETERBILT L.P.						
	45019	1	01430 2330	VEHICLE MAINT AND REPAIR SEAT COVERS #47	1-252580115	09/24/15		09/24/15		87.75
	45020	1	01430 2330	VEHICLE MAINT AND REPAIR 2 LIGHTS	1-252580046	09/24/15		09/24/15		31.32
										119.07

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Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Req Date	Check Dte	Recpt Dte	Check#	Amount
719	45021	1	01430 2330	KEEN COMPRESSED GAS COMPANY VEHICLE MAINT AND REPAIR ZIP WHEELS	30160884	09/24/15		09/24/15		105.00
										105.00
2442	45022	1	01430 2330	KENT AUTOMOTIVE VEHICLE MAINT AND REPAIR GRINDING WHEELS	9303533692	09/24/15		09/24/15		402.91
										402.91
765	45023	1	01434 3610	LENNI ELECTRIC CORPORATION STREET LIGHTING	150916	09/24/15		09/24/15		1,256.00
	45024	1	01409 3745	LIGHT FIXTURE REPLACEMENTS PW BUILDING - MAINT REPAIRS LIGHTS FOR BIG SHOP	150877	09/24/15		09/24/15		329.00
										1,585.00
3580	45025	1	01367 3504	LEPARD, KEITH GOLF APPLEBROOK/HMV REFUND FOR GOLF TOURN.-4 PLAYERS UNABLE TO ATTEND	091815	09/24/15		09/24/15		500.00
										500.00
1030	45026	1	01401 3210	LEVEL 3 COMMUNICATION EXPENSE SEPTEMBER 20 - OCTOBER 19, 2015	106142214	09/24/15		09/24/15		483.32
										483.32
787	45027	1	01409 3740	LOW-RISE ELEVATOR CO. INC TWP. BLDG. - MAINT & REPAIRS BASIC MAINTENANCE - SEPTEMBER 2015	63809	09/24/15		09/24/15		40.00
										40.00
3470	45029	1	01409 3745	NASK DOOR INC. PW BUILDING - MAINT REPAIRS REPAIR PW GENERAL SERVICE DOOR	22342	09/24/15		09/24/15		420.00
										420.00

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Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Req Date	Check Dte	Recpt Dte	Check#	Amount
2759	45030	1	01430 2330	NEW HOLLAND GROUP VEHICLE MAINT AND REPAIR END SPINDLE	1085679	09/24/15		09/24/15		126.41
										126.41
1865	45031	1	01452 3204	POTTY QUEEN COMMUNITY DAY PORTABLE TOILETS - COMMUNITY DAY	114-3270618	09/24/15		09/24/15		1,228.45
										1,228.45
2342	45032	1	01438 2450	POWERPRO EQUIPMENT MATERIALS & SUPPLIES-HIGHWAYS 42 CASES PREMIX TYP S MORTAR	P02509	09/24/15		09/24/15		289.00
										289.00
3181	45034	1	01401 3840	ROTHWELL DOCUMENT SOLUTIONS RENTAL OF EQUIP. -OFFICE LANIER/SP8300DN - CONTACT BASE RATE 9/18-12/17/15	INV81608	09/24/15		09/24/15		75.00
45034	2	01401 3840		RENTAL OF EQUIP. -OFFICE LANIER/MPC5503 & SP8300DN CONTRACT TOTAL CHARGE 6/18-9/17/15 & FREIGHT	INV81608	09/24/15		09/24/15		1,424.42
										1,499.42
1280	45036	1	01437 2460	TAYLOR, BRAD GENERAL EXPENSE - SHOP DISC BRAKE CALIPER BRUSH	09141521102	09/24/15		09/24/15		10.85
										10.85
2279	45038	1	01461 3720	WEEDS INC. LANDSCAPING WEED CONTROL-RESERVOIR RD. & BLACK SMITH SHOP	0043820	09/24/15		09/24/15		336.00
										336.00
1470	45040	1	01410 5310	WESTTOWN TOWNSHIP REGIONAL POLICE BLDG INTEREST SEPTEMBER 2015 - INTEREST	092415	09/24/15		09/24/15		1,555.63
45040	2	01410 5320		REGIONAL POLICE BLDG PRINCIPAL SEPTEMBER 2015 - PRICIPAL	092415	09/24/15		09/24/15		8,750.00
										10,305.63

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1471				WESTTOWN-EAST GOSHEN POLICE						
	45039 1	01452	3204	COMMUNITY DAY	917	09/24/15		09/24/15		2,880.00
				SPECIAL POLICE DETAIL - COMM.DAY						
										2,880.00

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Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Req Date	Check Dte	Recpt Dte	Check#	Amount
06				REFUSE						
241				C.C. SOLID WASTE AUTHORITY						
	45009 1	06427	4502	LANDFILL FEES	41467	09/24/15		09/24/15		6,552.63
				WEEK 9/8/15 - 9/15/15						
										6,552.63

35 Printed, totalling 40,047.09

FUND SUMMARY

Fund	Bank Account	Amount	Description
01	01	25,533.64	GENERAL FUND
05	05	7,960.82	SEWER OPERATING
06	06	6,552.63	REFUSE
		40,047.09	

PERIOD SUMMARY

Period	Amount
1509	40,047.09
	40,047.09

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Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Req Date	Check Dte	Recpt Dte	Check#	Amount
05				SEWER OPERATING						
425				EAST GOSHEN TOWNSHIP - GENERAL						
45047	1	05420	1400	C.C. METERS -WAGES 3RD QTR.2015 REIMBURSEMNT FR:SEWER	092515-S2	09/25/15	09/25/15	09/25/15	2119	3,808.15
45047	2	05420	2510	C.C. METERS -VEHICLE OPER. 3RD QTR.2015 REIMBURSEMNT FR:SEWER	092515-S2	09/25/15	09/25/15	09/25/15	2119	3,587.25
45047	3	05420	1402	C.C. COLLECTION - WAGES 3RD QTR.2015 REIMBURSEMNT FR:SEWER	092515-S2	09/25/15	09/25/15	09/25/15	2119	13,190.17
45047	4	05420	2512	C.C. COLLEC.-VEHICLE OPER. 3RD QTR.2015 REIMBURSEMNT FR:SEWER	092515-S2	09/25/15	09/25/15	09/25/15	2119	8,301.82
45047	5	05420	1401	C.C. INTERCEPTOR - WAGES 3RD QTR.2015 REIMBURSEMNT FR:SEWER	092515-S2	09/25/15	09/25/15	09/25/15	2119	570.40
45047	6	05420	2511	C.C. INTERCPT-VEHICLE OPER 3RD QTR.2015 REIMBURSEMNT FR:SEWER	092515-S2	09/25/15	09/25/15	09/25/15	2119	540.04
45047	7	05420	1405	ASHBRIDGE WAGES 3RD QTR.2015 REIMBURSEMNT FR:SEWER	092515-S2	09/25/15	09/25/15	09/25/15	2119	1,842.66
45047	8	05420	2515	ASHBRIDGE - VEHICLE OPER 3RD QTR.2015 REIMBURSEMNT FR:SEWER	092515-S2	09/25/15	09/25/15	09/25/15	2119	1,195.75
45047	9	05420	1406	MILL VALLEY - WAGES 3RD QTR.2015 REIMBURSEMNT FR:SEWER	092515-S2	09/25/15	09/25/15	09/25/15	2119	1,838.77
45047	10	05420	2516	MILL VALLEY - VEHICLE OPER 3RD QTR.2015 REIMBURSEMNT FR:SEWER	092515-S2	09/25/15	09/25/15	09/25/15	2119	1,147.92
45047	11	05422	1401	R.C. COLLEC.- WAGES 3RD QTR.2015 REIMBURSEMNT FR:SEWER	092515-S2	09/25/15	09/25/15	09/25/15	2119	4,967.56
45047	12	05422	2511	R.C. COLLEC-VEHICLE OPER. 3RD QTR.2015 REIMBURSEMNT FR:SEWER	092515-S2	09/25/15	09/25/15	09/25/15	2119	2,479.02
45047	13	05422	1400	R.C. STP- WAGES 3RD QTR.2015 REIMBURSEMNT FR:SEWER	092515-S2	09/25/15	09/25/15	09/25/15	2119	671.68
45047	14	05422	2510	R.C. STP-VEHICLE OPER. 3RD QTR.2015 REIMBURSEMNT FR:SEWER	092515-S2	09/25/15	09/25/15	09/25/15	2119	517.25
45047	15	05429	1401	PA ONE CALL - WAGES 3RD QTR.2015 REIMBURSEMNT FR:SEWER	092515-S2	09/25/15	09/25/15	09/25/15	2119	813.31
45047	16	05429	1400	ADMIN.- WAGES 3RD QTR.2015 REIMBURSEMNT FR:SEWER	092515-S2	09/25/15	09/25/15	09/25/15	2119	17,378.20
45047	17	05429	3730	ADMIN.-BLDG.OVERHEAD 3RD QTR.2015 REIMBURSEMNT FR:SEWER	092515-S2	09/25/15	09/25/15	09/25/15	2119	-5,804.19
										57,045.76

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Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Req Date	Check Dte	Recpt Dte	Check#	Amount
06				REFUSE						
425				EAST GOSHEN TOWNSHIP - GENERAL						
45048	1	06427	1400	REFUSE - WAGES	092515R2	09/25/15	09/25/15	09/25/15	390	12,870.00
				3RD QTR.2015 REIMBURSEMNT FR:REFUSE						
45048	2	06427	3730	ADMIN. BLDG.OVERHEAD	092515R2	09/25/15	09/25/15	09/25/15	390	3,697.00
				3RD QTR.2015 REIMBURSEMNT FR:REFUSE						
										16,567.00

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Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Req Date	Check Dte	Recpt Dte	Check#	Amount
07				MUNICIPAL AUTHORITY						
425				EAST GOSHEN TOWNSHIP - GENERAL						
45049	1	07424	1400	ADMINISTRATIVE WAGES	092515M2	09/25/15	09/25/15	09/25/15	2281	7,666.80
				3RD QTR.2015 REIMBURSEMNT FR: MA						
										7,666.80
										81,279.56
3 Printed, totalling										81,279.56

FUND SUMMARY

Fund	Bank Account	Amount	Description
05	05	57,045.76	SEWER OPERATING
06	06	16,567.00	REFUSE
07	07	7,666.80	MUNICIPAL AUTHORITY
		81,279.56	

PERIOD SUMMARY

Period	Amount
1509	81,279.56
	81,279.56

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MARP05 run by BARBARA 9 : 11 AM

Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Req Date	Check Dte	Recpt Dte	Check#	Amount
01		GENERAL FUND								
558		GOSHEN VOL FIREMAN'S RELIEF ASSOCIATION								
45052	1	01411	5250	VOL.FIRE RELIEF ASSOC.- EXPENSE	092815	09/29/15	09/29/15	09/29/15	9903	159,303.68
				95% OF 2015 VRA STATE AID						
										159,303.68
3581		MALVERN FIRE RELIEF ASSOCIATION								
45056	1	01411	5250	VOL.FIRE RELIEF ASSOC.- EXPENSE	092815	09/29/15	09/29/15	09/29/15	9907	8,384.40
				5% - 2015 VOLUNTEER FIRE RELIEF AID						
										8,384.40
1229		SCHWAB & CO. INC., CHARLES								
45053	1	01483	5320	FF PENSION - EXPENSE	092815	09/29/15	09/29/15	09/29/15	9904	63,461.50
				E.GOSHEN FIREFIGHTER'S PENSION PLAN						
				STATE AID 2015						
										63,461.50
2878		TD AMERITRADE FBO 913-022866								
45055	1	01483	5315	PENSION - DC NON-UNIFORM	092815	09/29/15	09/29/15	09/29/15	9906	92,537.00
				EAST GOSHEN NON-UNIFORM DC PLAN						
				STATE AID 2015						
										92,537.00
2727		WESTTOWN EAST GOSHEN POLICE PENSION PLAN								
45054	1	01410	5250	WEGO POLICE PENSION PLAN EXPENSE	092815	09/29/15	09/29/15	09/29/15	9905	101,144.99
				2015 PA TREASURY CONTRIBUTION						
										101,144.99
										424,831.57
5 Printed, totalling										424,831.57

FUND SUMMARY

Fund	Bank Account	Amount	Description
01	01	424,831.57	GENERAL FUND
		424,831.57	

PERIOD SUMMARY

Period	Amount	
1509	424,831.57	
		424,831.57

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PARP05 run by BARBARA

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Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Req Date	Check Dte	Recpt Dte	Check#	Amount
01		GENERAL FUND								
1471	45060	1	01410 5300	WESTTOWN-EAST GOSHEN POLICE POLICE GEN.EXPENSE OCTOBER 2015 CONTRIBUTION	100115	10/01/15	10/01/15	10/01/15	9908 p	225,508.48
										225,508.48
										225,508.48
										1 Prepays, totalling 225,508.48
										0 Printed, totalling 0.00

FUND SUMMARY

Fund	Bank Account	Amount	Description
01	01	225,508.48	GENERAL FUND
		225,508.48	

PERIOD SUMMARY

Period	Amount
1510	225,508.48
	225,508.48

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Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Req Date	Check Dte	Recpt Dte	Check#	Amount
01		GENERAL FUND								
2226				21ST CENT.MEDIA-PHILLY #884433						
45061	1	01401	3400	ADVERTISING - PRINTING	747764	10/01/15		10/01/15		63.31
				NOTICE - TRAFFIC ADVISORY MTG.						
45061	2	01401	3400	ADVERTISING - PRINTING	747765	10/01/15		10/01/15		63.31
				NOTICE - BUDGET						
										126.62
6				ABC PAPER & CHEMICAL INC						
45062	1	01437	2460	GENERAL EXPENSE - SHOP	065363	10/01/15		10/01/15		372.74
				FLOOR FINISH/SEALER & MOP HEADS						
										372.74
1657				AQUA PA						
45063	1	01409	3605	PW BLDG - FUEL,LIGHT,SEWER & WATER	091815 PW	10/01/15		10/01/15		129.90
				000496917 0309798 8/17-9/16/15 PW						
45064	1	01409	3600	TWP. BLDG. - FUEL, LIGHT, WATER	091815 FR	10/01/15		10/01/15		192.00
				000309820 0309820 8/17-9/16/15 FR						
45065	1	01409	3600	TWP. BLDG. - FUEL, LIGHT, WATER	091815 TB	10/01/15		10/01/15		129.90
				000309828 0309828 8/17-9/16/15 TB						
										451.80
1998				BARCO PRODUCTS COMPANY						
45068	1	01116	1000	CLEARING ACCOUNT	081501115	10/01/15		10/01/15		837.05
				MEMORIAL BENCH - DELMONTE						
										837.05
119				BEE.NET INTERNET SERVICES						
45069	1	01401	3210	COMMUNICATION EXPENSE	201510004	10/01/15		10/01/15		315.00
				OCTOBER 2015 BEEMAIL ACCOUNTS						
										315.00
197				BUCKLEY-BRION MCGUIRE & MORRIS						
45072	1	01404	3140	LEGAL - ADMIN	7543	10/01/15		10/01/15		72.05
				LEGAL SERVICE 8/11-9/9/15						
45072	2	01413	3140	LEGAL - TWP CODE	7543	10/01/15		10/01/15		887.30
				LEGAL SERVICE 8/11-9/9/15						
45072	3	01414	3110	LEGAL - CODES	7543	10/01/15		10/01/15		368.60
				LEGAL SERVICE 8/11-9/9/15						
45072	4	01414	3142	LEGAL - CONDITIONAL USE	7543	10/01/15		10/01/15		19.00
				LEGAL SERVICE 8/11-9/9/15						
										1,346.95

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Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Req Date	Check Dte	Recpt Dte	Check#	Amount
01		GENERAL FUND								
3488				CINTAS CORPORATION #287						
	45074	1	01409 3740	TWP. BLDG. - MAINT & REPAIRS	287445206	10/01/15		10/01/15		52.50
				WEEK END 9/23/15 CLEAN MATS						
	45074	2	01487 1910	UNIFORMS	287445206	10/01/15		10/01/15		297.86
				WEEK END 9/23/15 CLEAN UNIFORMS						
										350.36
296				COMCAST 8499-10-109-0028306						
	45075	1	01401 3210	COMMUNICATION EXPENSE	092015	10/01/15		10/01/15		68.00
				0028306 OCTOBER 2015						
										68.00
2075				ELVERSON SUPPLY COMPANY						
	45076	1	01454 3740	EQUIPMENT MAINT. & REPAIR	265107	10/01/15		10/01/15		433.68
				LUMBER - SPRING HOUSE GABLE ENDS						
										433.68
3131				GREAT AMERICA FINANCIAL SERVICES						
	45077	1	01401 3840	RENTAL OF EQUIP. -OFFICE	17599190	10/01/15		10/01/15		305.00
				OCTOBER 2015 LANIER MP C5503						
										305.00
569				GREAT VALLEY LOCKSHOP						
	45078	1	01409 3745	PW BUILDING - MAINT REPAIRS	0000107648	10/01/15		10/01/15		296.36
				LOCK KITS FOR PW KITCHEN CABINETS						
										296.36
627				HIGHWAY MATERIALS INC.						
	45079	1	01438 2450	MATERIALS & SUPPLIES-HIGHWAYS	1637818MB	10/01/15		10/01/15		365.93
				6.99 TONS 9.5H .3<3 ASPHALT (NOTE-						
				MYERS DID NOT HAVE 9.5)						
										365.93
679				INTERCON TRUCK EQUIPMENT						
	45080	1	01430 2330	VEHICLE MAINT AND REPAIR	1048276-IN	10/01/15		10/01/15		255.55
				SET OF TIMBRENS TRUCK #14						
										255.55

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PARP05 run by BARBARA 12 : 08 PM

Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Req Date	Check Dte	Recpt Dte	Check#	Amount
694	45081	1	01454 3740	J&L BUILDING MATERIALS INC EQUIPMENT MAINT. & REPAIR ROYALS & HIP/RIDGES -SPRINGHOUSE #2	03597937	10/01/15		10/01/15		1,390.50
										1,390.50
1817	45082	1	01454 2000	LOWES BUSINESS ACCOUNT/GECF MAINTENANCE SUPPLIES BALANCE DUE FOR ROUND-UP	091715	10/01/15		10/01/15		6.90
										6.90
864	45083	1	01430 2330	METROPOLITAN COMMUNICATIO VEHICLE MAINT AND REPAIR INSTALLATION COBRA RADIO, ANTENNA & VULCAN LIGHT LED #47	IN000102025	10/01/15		10/01/15		1,650.00
										1,650.00
36	45084	1	01438 2450	MYERS INC., ALLAN A. MATERIALS & SUPPLIES-HIGHWAYS 10.18 TONS 15-C28 25MM 64-22 3-30	30-00085484	10/01/15		10/01/15		406.08
	45085	1	01438 2450	MATERIALS & SUPPLIES-HIGHWAYS 2.99 TONS 15-H51 9.5MM 64-22 3-30	30-00085763	10/01/15		10/01/15		145.76
	45086	1	01438 2450	MATERIALS & SUPPLIES-HIGHWAYS 7.08 TONS 15-C28 25MM 64-22 3-30	30-00085613	10/01/15		10/01/15		282.42
	45087	1	01438 2450	MATERIALS & SUPPLIES-HIGHWAYS 49.99 TONS 15-H51 9.5MM 64-22 3-30 PATCHING	30-00085915	10/01/15		10/01/15		2,437.02
	45088	1	01438 2455	MATER. & SUPPLY-RESURFAC. 179.96 TONS 15-H51 9.5MM 64-22 3-30 FINISH PAVING PARK AVE.	30-00085957	10/01/15		10/01/15		8,773.08
										12,044.36
1641	45089	1	01430 2330	NAPA AUTO PARTS VEHICLE MAINT AND REPAIR 2 BATTERIES	2-639058	10/01/15		10/01/15		203.44
	45090	1	01430 2330	VEHICLE MAINT AND REPAIR ANTENNA	2-638388	10/01/15		10/01/15		10.99
										214.43
1554	45091	1	01401 2100	OFFICE DEPOT MATERIALS & SUPPLIES PLANNERS, WALL CALENDAR, FRAME & LITHIUM BATTERY	794341964001	10/01/15		10/01/15		189.83
	45092	1	01401 2100	MATERIALS & SUPPLIES ENVELOPES W/CLASPS	794378704001	10/01/15		10/01/15		17.75
	45093	1	01401 2100	MATERIALS & SUPPLIES LITHIUM COIN CELL BATTERIES	794656730001	10/01/15		10/01/15		37.55

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Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Req Date	Check Dte	Recpt Dte	Check#	Amount
01		GENERAL FUND								
1554				OFFICE DEPOT						
45094	1	01401	2100	MATERIALS & SUPPLIES	794657045001	10/01/15		10/01/15		204.82
				WEEKLY PLANNER, WRITE-ON DIVIDERS, POST-IT STICKERS & NOTES, CORRECTION TAPE, PENS & HIGHLIGHTERS						
45095	1	01401	2100	MATERIALS & SUPPLIES	794657046001	10/01/15		10/01/15		5.24
				BUSINESS NOTEBOOK						
										455.19
2592				PECO - 45951-30004						
45096	1	01454	3600	UTILITIES	092115	10/01/15		10/01/15		46.71
				45951-30004 8/19-9/18/15 RESTROOMS						
										46.71
1193				RUBINSTEIN'S						
45098	1	01401	2100	MATERIALS & SUPPLIES	3178452-0	10/01/15		10/01/15		110.25
				WHITEBOARD FOR JON						
										110.25
3582				VASU, SREEDHAR						
45099	1	01367	3240	PARK FEES	091815	10/01/15		10/01/15		100.00
				REFUND-CANCELLATION DUE TO WEATHER						
										100.00
2273				VERIZON - 0527						
45101	1	01409	3605	PW BLDG - FUEL, LIGHT, SEWER & WATER	091515-0527	10/01/15		10/01/15		181.94
				SEPTEMBER 15-OCTOBER 14, 2015						
										181.94
2942				VERIZON WIRELESS						
45103	1	01401	3210	COMMUNICATION EXPENSE	9752596001	10/01/15		10/01/15		873.66
				AUGUST 21 -- SEPTEMBER 20, 2015						
										873.66
2868				VERIZON-1420						
45102	1	01409	3840	DISTRICT COURT EXPENSES	091615-1420	10/01/15		10/01/15		78.87
				SEPTEMBER 16-OCTOBER 15, 2015						
										78.87

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Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Req Date	Check Dte	Recpt Dte	Check#	Amount
05				SEWER OPERATING						
1658				AQUA PA						
45066	1	05420	3602	C.C. COLLECTION -UTILITIES 000300141 0300141 8/17-9/16/15 GH	091815 GH	10/01/15		10/01/15		16.00
45067	1	05420	3602	C.C. COLLECTION -UTILITIES 000363541 0357724 8/17-9/16/15 BK	091815 BK	10/01/15		10/01/15		16.00
										32.00
151				BLOENSKI DISPOSAL CO, CHARLES						
45070	1	05422	4502	R.C. SLUDGE-LAND CHESTER SWITCH 20 YDS WITH LINER 9/21	7505	10/01/15		10/01/15		181.00
										181.00
197				BUCKLEY BRION MCGUIRE & MORRIS						
45071	1	05429	3140	ADMIN - LEGAL LEGAL SERVICE 8/24 - 9/4/15	7544	10/01/15		10/01/15		858.14
										858.14
241				C.C. SOLID WASTE AUTHORITY						
45073	2	05422	4502	R.C. SLUDGE-LAND CHESTER WEEK 9/16/15 - 9/22/15	41540	10/01/15		10/01/15		337.01
										337.01
1397				UTILITY & MUNICIPAL SERVICES						
45100	1	05429	3100	ADMIN.- PROFESSIONAL SERV 3RD QTR.2015 SEWER CONSUMPTION RECORDS	092415	10/01/15		10/01/15		33.25
										33.25

Report Date 10/01/15

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PARP05 run by BARBARA 12 : 08 PM

Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Req Date	Check Dte	Recpt Dte	Check#	Amount
06				REFUSE						
197	45071	2	06427 3140	BUCKLEY BRION MCGUIRE & MORRIS LEGAL SERVICES LEGAL SERVICE 8/24 - 9/4/15	7544	10/01/15		10/01/15		858.13
										858.13
241	45073	1	06427 4502	C.C. SOLID WASTE AUTHORITY LANDFILL FEES WEEK 9/16/15 - 9/22/15	41540	10/01/15		10/01/15		6,620.90
										6,620.90
										31,598.28
										32 Printed, totalling 31,598.28

FUND SUMMARY

Fund	Bank Account	Amount	Description
01	01	22,677.85	GENERAL FUND
05	05	1,441.40	SEWER OPERATING
06	06	7,479.03	REFUSE
		31,598.28	

PERIOD SUMMARY

Period	Amount
1510	31,598.28
	31,598.28

PLGIT 1107.1010

DATE	DESCRIPTION	TOTAL	1401.2100	1401.3210	1407.2130	1413.3000	1430.2320	1452.2000	1452.2010	1452.3204	1452.3717	1452.3719	1454.2000	1487.4600
	RICK SMITH													
7/27/2015	WP ENGINE	29.00			29.00									
7/29/2015	VP RACING FUELS - non-ethanol fuel - PW	748.15				748.15								
8/6/2015	AT&T DATA - IPAD	14.99			14.99									
8/14/2015	National Fire Sprinkle - Membership - G.Althouse	85.00				85.00								
8/14/2015	National Fire Sprinkle - Courses - Althouse & DiMartini	750.00												750.00
8/14/2015	National Fire Sprinkle - Membership - V. DiMartini	85.00				85.00								
8/14/2015	AT&T DATA - IPAD	14.99			14.99									
8/24/2015	PROVANTAGE - External & Hard Drives	671.62			671.62									
8/24/2015	J&R WIRELESS - phone chargers	52.48		52.48										
8/25/2015	PROVANTAGE - Server	653.27			653.27									
	MARK MILLER													
		\$3,104.50												
8/7/2015	AT&T DATA - IPAD	30.00			30.00									
8/10/2015	HOME DEPOT - Bottled Water	307.38			307.38									
8/12/2015	HOME DEPOT - Credit for above	-15.90			-15.90									
8/14/2015	WEBSTAIRANT - Wet floor signs-park bathrooms	68.39											68.39	
		\$389.87												
	JASON LANG													
7/30/2015	MICHAELS - Entre Academy Supplies	22.47									22.47			
7/30/2015	HOME DEPOT - Rocketry & Summer Camp Supplies	91.75					59.98					31.77		
7/29/2015	ARNOLDS - Yth. Camp field trip	2,034.65						2,034.65						
8/13/2015	HOBBY TOWN - Rocketry Camp Supplies	108.06										108.06		
8/21/2015	PARTY CITY - Inflatable Marshmallow Man Comm.Day	61.46							61.46					
8/25/2015	WALMART - Community Day Supplies	33.61							33.61					
		\$2,352.00												
	GRAND TOTAL	5,846.37	291.48	52.48	1,413.87	170.00	748.15	59.98	2,034.65	95.07	22.47	139.83	68.39	750.00

/E's made

Ad to Master Cred.Card List

**KRATZENBERG & ASSOCIATES, INC.,
d/b/a KEYSTONE COLLECTIONS GROUP**

**Report on Keystone Collection Group's Description of its Tax Collection
System, the Suitability of the Design and
Operating Effectiveness of its Controls**

Service Organization Controls ("SOC") Report – SOC 1

FOR THE PERIOD JULY 1, 2014 to JUNE 30, 2015



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INDEPENDENT SERVICE AUDITOR'S REPORT

Board of Directors
Kratzenberg & Associates, Inc.
d/b/a Keystone Collections Group
Irwin, Pennsylvania

Scope

We have examined Kratzenberg & Associates, Inc.'s, d/b/a Keystone Collections Group, description of its tax collection system throughout the period July 1, 2014 through June 30, 2015, the suitability of the design and operating effectiveness of controls to achieve the related control objectives stated in the description. The description indicates that certain control objectives, specified in the description, can be achieved only if complementary user entity controls contemplated in the design of Keystone Collections Group's controls are suitably designed and operating effectively, along with related controls at the service organization. We have not evaluated the suitability of the design or operating effectiveness of such complementary user entity controls.

Service Organization's Responsibilities

In Section II of this report, Keystone Collections Group has provided an assertion about the fairness of the presentation of the description and suitability of the design and operating effectiveness of the controls to achieve the related control objectives stated in the description. Keystone Collections Group is responsible for preparing the description and for the assertion, including the completeness, accuracy and method of presentation of the description and the assertion, providing the services covered by the description, specifying the control objectives and stating them in the description, identifying the risks that threaten the achievement of the control objectives, selecting the criteria, and designing, implementing and documenting controls to achieve the related control objectives stated in the description.

Service Auditor's Responsibilities

Our responsibility is to express an opinion on the fairness of the presentation of the description and on the suitability of the design and operating effectiveness of the controls to achieve the related control objectives stated in the description, based on our examination. We conducted our examination in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform our examination to obtain reasonable assurance about whether, in all material respects, the description is fairly presented and the controls were suitably designed and operating effectively to achieve the related control objectives stated in the description throughout the period July 1, 2014 through June 30, 2015.

An examination of a description of a service organization's system and the suitability of the design and operating effectiveness of the service organization's controls to achieve the related control objectives stated in the description involves performing procedures to obtain evidence about the fairness of the presentation of the description and the suitability of the design and operating effectiveness of those controls to achieve the related control objectives stated in the description. Our procedures included assessing the risks that the description is not fairly presented and that the controls were not suitably designed or operating effectively to achieve the related control objectives stated in the description. Our procedures also included testing the operating effectiveness of those controls that we consider necessary to provide reasonable assurance that the related control objectives stated in the description were achieved. An examination engagement of this type also includes evaluating the overall presentation of the description and the suitability of the control objectives stated therein, and the suitability of the criteria specified by the service organization and described in Section III of this report. We believe the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Inherent Limitations

Because of their nature, controls at a service organization may not prevent, or detect and correct, all errors or omissions in processing or reporting transactions. Also, the projection to the future of any evaluation of the fairness of the presentation of the description, or conclusions about the suitability of the design or operating effectiveness of the controls to achieve the related control objectives, is subject to the risk that controls at a service organization may become inadequate or fail.

Opinion

In our opinion, in all material respects, based on the criteria described in Keystone Collections Group's assertion in Section II of this report:

- a. The description fairly presents the tax collection system that was designed and implemented throughout the period July 1, 2014 through June 30, 2015.
- b. The controls related to the control objectives stated in the description were suitably designed to provide reasonable assurance that the control objectives would be achieved if the controls operated effectively throughout the period July 1, 2014 through June 30, 2015, and user entities applied the complementary user entity controls contemplated in the design of Keystone Collections Group's controls throughout the period July 1, 2014 through June 30, 2015.
- c. The controls tested, which together with the complementary user entity controls referred to in the scope paragraph of this report, if operating effectively, were those necessary to provide reasonable assurance that the control objectives stated in the description were achieved, operated effectively throughout the period July 1, 2014 through June 30, 2015.

Description of Tests of Controls

The specific controls tested and the nature, timing and results of those tests are listed in Section IV of this report.

Other Information

The information in Section V of management's description of the service organization's system, "Other Information Provided by Keystone Collections Group," that describes Keystone Collections Group's business continuity and disaster recovery plans, is presented by the management of Keystone Collections Group to provide additional information and is not part of Keystone Collections Group's description of its tax collection system made available to user entities during the period July 1, 2014 to June 30, 2015. Information about Keystone Collections Group's business continuity and disaster recovery plans has not been subjected to the procedures applied in the examination of the description of the tax collection system and of the suitability of the design and operating effectiveness of controls to achieve the related control objectives stated in the description of the system and accordingly, we express no opinion on it.

Restricted Use

This report, including the description of tests of controls and results thereof in Section IV of this report are intended solely for the information and use of Keystone Collections Group, user entities of Keystone Collections Group's tax collection system during some or all of the period July 1, 2014 through June 30, 2015, and the independent auditors of such user entities, who have a sufficient understanding to consider it, along with other information including information about controls implemented by user entities themselves, when assessing the risks of material misstatements of user entities' financial statements. This report is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in cursive script that reads "Boyer & Ritter". The signature is written in black ink and is centered on the page.

Camp Hill, Pennsylvania
August 13, 2015



546 Wendel Road • Irwin, PA 15642 • keystonecollects.com • Phone: 724.978.0300 • Fax: 724.978.0339

Keystone Collections Group's Assertion

We have prepared the description of Keystone Collections Group's tax collection system for processing transactions for user entities of the system during some or all of the period July 1, 2014 through June 30, 2015, and their user auditors who have a sufficient understanding to consider it, along with other information, including information about controls implemented by user entities of the system themselves, when assessing the risks of material misstatements of user entities' financial statements. We confirm, to the best of our knowledge and belief, that:

1. The description fairly presents the tax collection system made available to user entities of the system during some or all of the period July 1, 2014 through June 30, 2015, for processing their transactions. The criteria we used in making assertions were based on the description:
 - a) Presents how the system made available to user entities of the system was designed and implemented to process relevant transactions, including:
 - i. The classes of transactions processed.
 - ii. The procedures, within both automated and manual systems, by which those transactions are initiated, authorized, recorded, processed, corrected as necessary, and transferred to the reports presented to user entities of the system.
 - iii. The related accounting records, supporting information, and specific accounts that are used to initiate, authorize, record, process and report transactions; this includes the correction of incorrect information and how information is transferred to the reports presented to user entities of the system.
 - iv. How the system captures and addresses significant events and conditions, other than transactions.
 - v. The process used to prepare reports or other information provided to user entities' of the system.
 - vi. The specified control objectives and controls designed to achieve those objectives.

- vii. Other aspects of our control environment, risk assessment process, information and communication systems (including the related business processes), control activities, and monitoring controls that are relevant to processing and reporting transactions of user entities of the system.
 - b) Does not omit or distort information relevant to the scope of the tax collection system, while acknowledging that the description is prepared to meet the common needs of a broad range of user entities of the system and the independent auditors of those user entities, and may not, therefore, include every aspect of the tax collection system that each individual user entity of the system and its auditor may consider important in its own particular environment.
 - c) The description includes relevant details of changes to the service organization's system during the period covered by the description when the description covers a period of time.
2. The controls related to the control objectives stated in the description were suitably designed and operated effectively throughout the period July 1, 2014, through June 30, 2015 to achieve those control objectives. The criteria we used in making this assertion were that:
- a) The risks that threaten the achievement of the control objectives stated in the description have been identified by the service organization.
 - b) The controls identified in the description would, if operating as described, provide reasonable assurance that those risks would not prevent the control objectives stated in the description from being achieved.
 - c) The controls were consistently applied as designed, including whether manual controls were applied by individuals who have the appropriate competence and authority.



Thomas J. Kratzenberg, President
Keystone Collections Group

Keystone Collections Group's Description of Its Tax Collection System

Organization

Keystone Collections Group ("Keystone" or "the Company") is a tax billing and collection agency serving municipal governments and public school districts throughout Pennsylvania. The Company has grown consistently during each year of its 29-year history. The Company's management has maintained controlled growth during recent periods of business expansion, with its expressed intent of ensuring that the Company sustains its quality standards as it increases its client base and support personnel.

Keystone has 12 offices and a separate mail facility in Pennsylvania, with its headquarter facility located at 546 Wendel Road in Irwin, Pennsylvania. The headquarter's complex and nearby Banco facility houses multiple key components of printing, payment processing, digital scanning, tax accounting, customer service center, senior legal division, core department supervisors, as well as the firm's executive management. The information technology ("IT") center is part of the corporate center.

Approximately, 170 professionals and trained support staff cover multiple disciplines in accounting, law, technology and customer communication. Keystone administers current collection and delinquent recovery in the following taxes and governmental fees: earned income, local services, business privilege and mercantile, occupational, real estate, per-capita and amusement taxes; and water, sewage and refuse collection fees. Keystone's business structure contains separate divisions covering payment processing technologies, legal enforcement and customer service. These various divisions are each designed to integrate with—and support—the other divisions as well as compliment each of their separate component services towards reaching an overall higher level of combined service performance.

Overview of Services Provided

The Company operates with proprietary technology for tax payment processing, automation and accountability. In addition, Keystone operates an online tax filing system on its website at www.keystonecollects.com. Its secure online system for individual taxpayers uses the trade name "e-File." Taxpayers may file as individuals or create a combined return with primary and secondary taxpayer status, adding the necessary supporting document information from W-2 forms and tax schedules. Taxpayers may pay taxes online via electronic check, ACH Debit/Credit card and credit cards. Paid tax preparers regularly use Keystone's system to file and pay taxes on behalf of their tax clients.

Similarly, businesses may report and pay employee withheld local income taxes online via Keystone's Web-based Business Portal system. This system allows filers the ability to pay online with ACH credit, ACH debit, paper check and credit card options.

KNET is Keystone's integrated office productivity suite developed in a SharePoint model to track the assignment and resolution of Internet and online inquiries from taxpayers, employers, payroll companies, and municipal and school district officials, as well as internal staff inquiries and internally targeted education addressing points of Company interest and operation.

The legal division at Keystone is structured with two objectives: (1) Company compliance under federal, state and local tax laws and regulations, and (2) taxpayer/employer taxation compliance, audit and delinquent recovery enforcement. The Company's legal division attorneys actively pursue delinquent earned income tax ("EIT") via auditing, coupled with legal enforcement (court) actions, including civil, bankruptcy, and judgment execution, and wage attachment proceedings.

Keystone provides toll-free telephone access to customer service representatives, who are trained and monitored in addressing taxpayer, employer, and municipal and school district officials' inquiries. Oversight of customer service includes real-time monitoring of taxpayer calls in progress, monitoring of telephone call statistics during the business day and recording of specified caller detail information.

Keystone has secured bonding coverage in excess of its statutory and contractual needs from an A.M. Best Company-rated provider (Excellent—A).

Scope of Report

The scope of the report includes certain control objectives related to the tax collection process and the supporting applications, including the Tax and Collections System ("TaCS"), which is used for tax return processing, and the online services suite of applications, which includes the following:

- eFile – Used for filing individual tax returns and quarterly estimates.
- Business Portal – For employers to file employee withholdings.
- e-Pay – For payment of tax invoices.
- KeyTRAC – For school districts, municipalities and clients to review collection reports and to securely upload information to Keystone.
- Keystone Secure Link ("KSL") – For employers to transmit tax information securely to Keystone.

Relevant Aspects of the Control Environment, Risk Assessment Process, Information and Communication Systems, and Monitoring Controls

Control Environment

Organization

Keystone's Executive Management Team provides the strategic direction for the Company and is responsible for managing areas of operations within the Company. Members of the board of directors are also part of the Executive Management Team, including the president, general counsel and vice president of operations. The Senior Management Team of the Company includes the vice president of client relations, manager of IT infrastructure, community liaison, processing supervisor and associate general counsel. The Executive and Senior Management Teams handle direct management of daily operations and supervise the employees of the Company.

<u>Individual</u>	<u>Position</u>
Thomas J. Kratzenberg	President
Joseph W. Lazarro	Vice President and General Counsel
David Kratzenberg	Vice President of Operations
Rose Harr	Vice President of Client Relations
Matt Berkebile	IT Infrastructure Manager
Deanne Rymarowicz	Processing Supervisor
Jayson Lawson	Associate General Counsel
Grace Popovich	Client Services Supervisor
Sondra Trout	H.R. Coordinator

The Company is separated into the following functional departments for operational purposes:

Processing Department—Mailing systems, payment processing, document scanning/imaging, return verification, form design and banking;

Information Technology—Networking, software development, data conversion, communication systems, data security, data backup and Web management;

Legal Division—Delinquent collections; TaCS audit; judgment execution; wage attachment; rent attachment; special counsel case coordination; and Act 20 delinquent real estate tax, Act 192 delinquent EIT compliance and Act 32 (current EIT compliance);

Customer Service—Taxpayer phone assistance, call monitoring, call wait-time control, branch office operations, manual data entry, lien filing and credit card payment acceptance; and

Client Services—Addresses inquiries and requests of political subdivision (“PSD”) officials and tax collections committee (“TCC”) delegates, including but not limited to, development of special reports and projects.

Human Resources—Management makes every effort to hire qualified candidates and has policies and procedures in place to vet employees prior to hiring. Credit and background checks are completed for new employees, and employees are required to sign a nondisclosure and confidentiality agreement. Additionally, employees are required to sign a statement of compliance with the employee handbook, which includes policies concerning Internet usage, email usage, and acceptable uses of the technology systems.

An organizational chart and job descriptions, which describe the job functions and responsibilities for employees, have been designed and placed in operation. Job descriptions, which include a position summary and describe major duties and responsibilities, are developed by the department managers and approved by executive management. Employees are cross-trained to ensure sufficient backup personnel are trained in the event of unexpected illness, termination, resignation or promotion at the firm.

Risk Assessment Process

The Executive Management Team meets weekly to discuss risks to the Company. Management identifies and evaluates risks to the business and prioritizes the responses to these risks based on legal, environmental and technology changes. This process is documented in the Executive Management Team meeting minutes.

Information and Communication Systems

Tax and Collections System (“TaCS”)

TaCS is the in-house application utilized by Keystone for processing EIT on behalf of municipalities and school districts in the Commonwealth of Pennsylvania. It is designed and compiled in-house by Keystone. The application is written in VB and C#, with Microsoft Visual Studio and Team Foundation Server for the development environment and source repository. The application operates on Microsoft Windows Server with Microsoft SQL Server as the database software. The servers are operated from the headquarters facility located in Irwin, Pennsylvania.

eFile

eFile and Business Portal are the respective Web applications that allow taxpayers and businesses in Pennsylvania to report and pay their taxes online. It is designed and compiled in-house by Keystone. The application is written in C# and .NET, with Microsoft Visual Studio and Team Foundation Server for the development environment and source repository. Keystone uses First Data for the credit card processing section of the website. The input of credit card data is passed directly to First Data. No credit card information is stored by the application. Customers can file and pay their taxes using credit cards, ACH debit/credit cards, or an electronic debit from their checking account. In addition, businesses may opt to mail a paper check for income taxes withheld from their employees.

Monitoring Controls

Management obtains an annual external financial statement audit by an independent certified public accounting firm. Executive management regularly monitors the performance of the Company through weekly executive and staff meetings. Management interacts with user entities on a regular basis and provides regular reporting of system activity to these user entities. Detailed minutes and agendas are maintained for all executive and senior management meetings to document management's decision making process and the monitoring of the Company. Executive management comprises members of the board of directors; therefore, the owners of the Company are directly involved in oversight monitoring and day-to-day operations.

Tax Collection Controls

Keystone's primary business is to collect taxes, process tax returns, pay tax refunds and remit the collected taxes to the municipalities and public school districts that are member tax collection districts ("TCD"), as well as to non-member tax collection districts. The tax collections process begins with the input of tax withholdings and payments, proceeds to processing of quarterly and annual tax returns (e.g. W-2 data and other required tax filing data either in electronic or paper format) and completes the process with the distribution of funds and reports to user entities.

Earned Income Tax Return Processing

Individual taxpayers have the ability to choose one of two alternatives for submitting Earned Income Tax Returns to Keystone: electronic filing ("eFile") or manually filing a paper return.

The eFile system allows a taxpayer to file electronically, via Keystone's online tax filing system, once an account is created and approved through Keystone's website. The eFile system requires a taxpayer to input their last name and social security number in order to file and pay their taxes. Payment must be provided at time of efile; this prevents the filing of invalid returns in the system. Once electronic returns are submitted, the eFile software automatically flags returns for manual review, based upon refund thresholds and estimated quarterly payment overrides by the taxpayer.

Business Portal allows businesses to file their employee quarterly returns online. The initial authentication to the system requires a business to validate their business name, address, Federal Employer Identification Number (“FEIN”), and email address. A business portal account starts with the creation of a login. Upon completion, the individual businesses are registered to the account. To register a business to the account, the business name, FEIN, PSD, and address are required. The Pay system is used as the payment “shopping cart” for all of Keystone’s online tax collection applications.

Manually prepared and submitted tax returns are scanned through the image scanning system by an operator. Once scanned, two levels of review are performed on the data; the first level of review identifies the form being scanned and the second level of review is performed to ensure the data on the identified form has been read and scanned correctly by the image scanning system. The system validates the form was completed and that the data input into the form was accurate. These reviews are integral to the quality assurance process at Keystone.

After the data is input and processed through the automated review process for both filing alternatives, the data is transferred to the Tax and Collection System (“TaCS”). TaCS validates each return input of the scanning system using a proprietary algorithm and verifies the tax return is calculated correctly. Exceptions identified by the application are manually reviewed. Additionally, TaCS automatically flags and halts processing of duplicate tax returns.

Payment Processing

All payments received by mail are assigned unique batch and control numbers, stamped with a receipt date and scanned into the remittance processing system. Written quality control procedures require operators to inspect check images; confirming the dollar amount of the check agrees to the amount indicated on the payment voucher. Once the batch is manually verified, the process is completed, and monies are sent to the bank for deposit.

A check processing operator converts the previous day’s batch to a Check 21 ICL file, which is electronically remitted to the bank. The check processing operator compares the previous day’s batch totals to the Check 21 ICL totals to ensure complete and accurate processing. All inbound ACH payments, check payments (ICL files) and cash deposits are reconciled on a daily basis before approval of posting by Keystone’s banking coordinator.

ACH credit transactions submitted from online tax payments, tracked by Positive Pay, are manually reconciled to the online transaction system.

Online credit card transactions submitted for tax payments are automatically reconciled by the banking coordinator and deposited into Keystone’s bank account by a third-party software utility.

Geocoding and Revenue Distribution

Geocoding is a system-generated process that uses a taxpayer's physical address to determine the geographic coordinates (using longitude and latitude). The TaCS software has the capability to automatically determine, verify and validate the appropriate political subdivision ("PSD") for an individual taxpayer based on the geographic coordinates of their physical address. The Pennsylvania Department of Community & Economic Development ("DCED") maintains the geocode location of each PSD through the municipal statistics website. The PSD code is legislatively mandated by Pennsylvania Act 32 of 2008. Taxpayers are encouraged to utilize the municipal statistics website to determine their appropriate PSD codes based upon their physical address.

Once determined, verified and validated, the completion of the geocode process systematically updates the taxpayer's account in TaCS with the appropriate PSD code.

Commissions Earned

Keystone enters into a contract with each of the member TCDs whose Tax Collection Committee ("TCC") has selected Keystone as their Act 32 Tax Officer. During the contractual negotiations, Keystone proposes and negotiates a commission rate with each TCC. The commission rate is earned on resident tax collections within the TCD.

Designated administrators are informed of the applicable commission rates for each TCD from a member of the Executive Management Team. The database administrators maintain restricted access to the commission change module within TaCS. Commission rate change logs are monitored by the IT Infrastructure Manager.

Quarterly Tax Return and Payment Processing

Keystone collects quarterly estimated tax payments from individual taxpayers as well as employer quarterly withholding returns. Individual taxpayers have the ability to choose one of two alternatives for submitting earned income tax data to Keystone: electronic filing (eFile) or manually filing a quarterly estimated tax voucher. Electronic filing requires the taxpayer to submit their Social Security number along with their last name. Individual filers using the eFile system can submit payment utilizing an electronic check, ACH debit/credit, or credit card. Taxpayers mailing paper-based quarterly tax estimates are required to submit an earned income tax estimated voucher along with their tax payment (e.g. check). Keystone scans paper-based individual tax estimates in batches, which are reviewed manually by check processors who verify that data fields are accurately input and processed.

Businesses have two options available for their use: Business Portal or manually filing paper-based returns. Employers utilizing the Business Portal may submit their data in the following manners:

- Comma separated value ("CSV") upload
- Pennsylvania standard file format upload (.txt file)
- Manual input of data through an electronic portal

Returns cannot be submitted electronically unless the employer submits the following criteria:

- Employer PSD
- Federal Employer Identification Number (“FEIN”)
- Employee name
- Employee PSD
- Employee Social Security number
- Employee address
- Gross wages
- Local tax withheld

Employers filing through the Business Portal are permitted to submit withholding payments utilizing credit card, voucher and paper check, or ACH credit/debit. Employers manually filing quarterly returns are assigned control numbers that link the tax payment to the appropriate employer return, as checks and returns are scanned in separately. Once the check has been processed, a processing specialist will input the employee information and withholdings to ensure the tax withholdings are credited to the proper taxpayers’ account. TaCS has built in automated controls which ensures withholding amounts are properly applied and the applicable PSD code has been used.

Mandatory Reporting in Accordance With Pennsylvania Act 32 of 2008

The DCED mandates the use of required reports (CLGS-32-7 and CLGS-32-7A) for Act 32 Tax Officers. These reports must be issued to the appropriate TCD members by the 20th day of the subsequent month following the tax collection activity. These reports provide a summary of collection and disbursement activity performed by Keystone on behalf of the TCC and each individual member of the TCC.

Using automated controls in the TaCS application, Keystone prepares CLGS-32-7 and CLGS-32-7A reports to be used for reporting to TCDs and the respective members of the TCDs. These reports were reviewed and approved by DCED for compliance reporting purposes.

Taxpayer Reconciliation and Delinquent Taxes

On an annual basis, Keystone reconciles the data in TaCS to the Pennsylvania Department of Revenue’s (“PA DOR”) taxpayer-submitted data. Keystone requests the electronic data from the PA DOR, which includes the taxpayer’s name, spouse’s name, Social Security numbers, state filing status, address and data from Lines 1 and 4 of the PA-40 income tax return form. This information is imported directly into TaCS.

Keystone initiates a geocode query on the addresses received from PA DOR to determine the taxpayers' local tax rates. Using the local tax rate and the income data, Keystone recalculates each taxpayer's earned income tax liability. An automatic process compares discrepancies between the PA DOR calculation and the tax liability originally processed by Keystone. An automated exceptions report is generated indicating discrepancies.

Keystone's audit and legal department work together to review the discrepancy report and determine further actions to be taken to resolve the delinquent liability. Typically, step one is to send a delinquency notice. If the delinquency is not resolved within a timely manner, a final notice is sent. Legal proceedings incur when the final notice does not produce acceptable resolution of tax liability.

Tax Disbursements to Member and Nonmember Tax Collection Districts

Keystone remits payment to member and nonmember tax collection districts based upon data obtained from TaCS automated output reports. Using IT logic and data maintained in TaCS, Keystone has constructed in-house reports using PSD codes. Reports for nonmember tax collecting districts are generated on a monthly basis and uploaded to a secure portal for the nonmember TCD. Keystone generates a paper-based check monthly to the nonmember TCD after the month-end reconciliation process is complete.

Member TCCs receive payment from Keystone on at least a weekly basis via ACH distribution. Each member of the TCC receives a monthly report explaining the monthly receipts and disbursements activity of the member TCC.

Information Technology General Computer Controls

Computer Operations

System Monitoring

Automated software utilities are in place to monitor TaCS, eFile applications, and underlying network and infrastructure supporting the applications. Monitoring is performed at the network, server, and database levels for the systems. eFile is monitored from the Internet to verify the Web server is available. IT department personnel monitor the systems using their mobile devices and are notified of processing interruptions during and after normal business hours.

Quarterly vulnerability assessments are performed by management who monitor the network and verify the network is protected from unauthorized access. Scans are performed on the external network and at the application layer for the eFile system. Management performs ad hoc internal scanning to verify patch management on the internal network is effective.

Backup and Recovery

Keystone has a backup policy in place that identifies the processes and actions required to back up organizational and user entities data. The backup policy is reviewed and approved by the executive management team on an annual basis. The policy encompasses internal data on the network and the TaCS and eFile applications. Incremental (differential) backups are performed on a daily basis to tape and are stored in a secure computer room at the headquarter's facility in Irwin, Pennsylvania. Full backups are conducted weekly, and tapes are rotated off-site weekly for storage at a third-party service provider, Iron Mountain. Daily differential backups are performed for TaCS and eFile and are retained locally. A tape inventory is maintained showing the location of all tapes on a SharePoint portal. Weekly tapes are rotated back into the cycle after a period of 12 weeks, and month-end backups are retained for a period of at least one year.

The IT department performs quarterly restoration tests to verify the efficacy of backup media and the integrity of data backups. Both file-level and database backups are performed as part of the restoration testing. Restoration testing is performed at a separate location to verify that site-level redundancy is in place.

Environmental controls are in place to protect the computer room at Keystone's primary processing facility. Critical systems within the facility, including IT infrastructure and key processing work areas have uninterruptible power supply ("UPS") systems. The facility is equipped with a natural gas-based generator to power the systems during an extended power loss. The generator is tested on a weekly basis to verify it is functioning properly. The data center has a raised floor and temperature sensors to alert management in the event of a malfunction with the cooling systems. Handheld dry chemical fire extinguishers are in place throughout the computer room.

Data Transmissions and Remote Access

Keystone uses various methods to secure data transmissions with user entities, business partners and taxpayers in the Commonwealth of Pennsylvania. The Data Access Policy specifies that transmission of confidential information must be protected using encryption when transmitted over public networks. Business partners are required to use KeyTRAC, which is protected using Secure Sockets Layer ("SSL") encryption to transmit records to Keystone. Employees of the Company are able to access the Company's systems remotely using Citrix ICA sessions. Citrix sessions are protected using 256-bit encryption, and the encryption is required to activate the session. Individual taxpayers must log on to the Secure Sockets Layer ("SSL") secured website when connecting to the eFile application to pay their taxes. Management has current SSL certificates for the public website.

Information Security

Logical Access

User administration policies are documented in the Data Access Policy, which has been reviewed and approved by Executive Management. Keystone tracks access control requests, including new access requests, access changes and access terminations using a help desk ticketing system. Changes in user access are logged into the help desk system. Human resources submits access requests. Department supervisors determine the level of access required for a new employee and the request is fulfilled by the IT department. Termination requests are submitted initially by human resources and fulfilled by the IT department. Termination for personnel in sensitive positions are followed up with a phone call or direct communication with the IT department in order to ensure the individual's access and physical proximity badge is revoked in a timely manner.

The primary method of access control at Keystone is Microsoft's Active Directory which operates on Microsoft Windows Server. Database security and access to the TaCS application is controlled through Active Directory group memberships. This is the primary method of access control for most business applications at the Company. Citrix-based thin clients are used at remote locations to reduce the storage of confidential data at Keystone's branch locations.

Automated authentication requirements are enforced by group policy for user accounts. Access requires a password with a minimum length of eight characters. Password complexity is enabled, passwords are set to expire every 45 days and a password history of 24 iterations is retained. Accounts are locked out after 10 invalid access attempts for a period of 60 minutes.

Group policies within Active Directory are used to enforce other security controls, including a screen saver timeout of 15 minutes, after which a desktop locks and requires a username and password for access. In addition, employees are restricted by group policy from local administrative rights to reduce the risk that malware or unauthorized software can be installed on the local systems.

Access to TaCS, the document imaging system, and the MS SQL server database are integrated and controlled by Active Directory network login authentications. A check scanning system is in place and only authorized users are given access to the application. Privileged access (e.g., payment process, adjustment to accounts in TaCS, key configuration table update, etc.) to systems and applications is limited and controlled inside these applications. User and administrative accounts are not shared between users. Keystone uses internal IT resources for maintenance and support of the eFile systems.

Network Security

Management has a detailed network diagram in place that identifies the locations of key servers, firewalls, routers, switches and other network infrastructure. Keystone separates their internal network from the Internet and other untrusted networks, such as vendor networks. High-risk inbound connections from the Internet terminate in the demilitarized zone (“DMZ”) and are filtered through a reverse proxy. In addition, the firewalls have intrusion prevention system (“IPS”) features enabled to reduce the risk of attacks from the Internet, and an inline IPS appliance is connected to the firewall. The system has the ability to detect attacks from the network through the application layer of the OSI reference model to reduce the risk of attacks on the eFile system and other Internet-facing resources managed by the Company.

Physical Access

A management approved physical security policy is in place. Access to the building’s front door is monitored by a receptionist, and escorts are provided for visitors within the facility. Access through other doors is controlled by proximity badge readers. Access to the computer room and the check processing area is limited to authorized personnel via key reader badges. Keystone limits access to certain operation areas via a badge access control system. Terminated employees are required to return their magnetic keycard, and the card’s access areas are immediately removed. Processing personnel operate around-the-clock shifts, and access to data input and processing areas is restricted to the processing and IT groups.

Keystone has cameras strategically located throughout the check processing area, data center and entrances and exits to the facility. Cameras are enabled to record each stage of the check processing area. Designated individuals have access to view live and historical video footage.

Change Management

Software Development Life Cycle

The Software Development Policy and Procedures serve as Keystone's Software Development Life Cycle ("SDLC"). The policy is reviewed and approved by executive management on an annual basis and outlines the process for introducing new software and modifying existing operating software within Keystone's processing environment. The "Agile" or iterative approach to software development is used by Keystone. Projects are implemented and designed on a small scale to ensure that changes can be planned and deployed quickly to respond to different business needs that occur. This methodology provides structured design process for larger changes to applications. Both TaCS and eFile fall under the requirements of Keystone Software Development Policy and Procedures.

Management has four different separate database and application environments for the software development process. The development environment is where the initial code is tested and checked in for review. The quality assurance ("QA") environment is where code is moved after it is initially reviewed by developers. The user acceptance testing ("UAT") environment provides business operations personnel and management with the testing platform. Keystone has supervisors and other personnel involved in operations that will test various components and dependencies of the application to verify that changes do not negatively impact the stability and functionality of the application.

Source Repository

Microsoft Team Foundation Server is used as the source repository. Versions of TaCS and eFile are given build labels in the source repository. Software developers do not have access to the production servers for TaCS and eFile. Access is controlled using Active Directory group membership. Software developers are not domain administrators and cannot grant themselves access to production. Production support personnel do not write software code or check code into the repository. Access to the production database is restricted for developers to prevent access to production data and stored procedures. Active Directory is used for database access and mixed-mode authentication is not enabled at the database level.

Change Control

A change management tracking system is in place using SharePoint. Management approves the deployment of new software releases. Dedicated environments exist for software development, QA, UAT and production. New builds are tested in QA and UAT prior to their deployment to production. Documentation of QA testing activities is informal; however, management's approval to deploy applications to production is documented in the change control records, and ad hoc details of testing activities may be included in the records.

Changes to network infrastructure, servers and database platforms are tracked using the change controls system. Changes to these platforms are coordinated with customer service and application development personnel, and approved by management prior to their deployment in the production environment.

Complementary User Entity Controls

Keystone's processing of transactions and the controls over the processing were designed with the assumption that certain controls would be placed in operation by user entities. This section describes some of the controls that should be in operation at user entities to complement the controls at Keystone. User auditors should determine whether user entities have established controls to provide reasonable assurance that:

User entities are responsible for notifying Keystone of any changes in employee roles or terminations of employees with logical access to Keystone resources.

Keystone may grant user entities' personnel access to transfer files or perform other actions to facilitate processing of municipal and school district tax collections. User entities must notify Keystone when an employee no longer requires such access or when an employee is terminated and access needs to be revoked.

User entities are responsible for reconciling funds received to reports produced by Keystone.

Keystone provides standard reports to both member and nonmember tax collection districts. User entities must reconcile these reports to the actual payments received from Keystone to verify all funds were completely distributed.

User entities must notify Keystone of changes in their tax rate structures and validate that they have been properly implemented by the system.

Keystone's systems have the ability to automatically calculate tax rates, but the rates must be communicated to Keystone by user entities accurately and in a timely manner. Users should review all tax rates being used by Keystone are accurate and applicable.

**Keystone Collections Group's Control Objectives and Related Controls and
Boyer & Ritter, LLC's Tests of Controls and Results of Tests**

Keystone control objectives and related controls are an integral part of management's description and are included in this section for presentation purposes. Boyer & Ritter, LLC included the description of the tests performed to determine whether the controls were operating with sufficient effectiveness to achieve the specified control objectives and the results of tests of controls, as specified below.

Tests of the control environment, risk assessment, information and communication, and monitoring included inquiries of appropriate management, supervisory and staff personnel, observation of Keystone's activities and operations, and inspection of Keystone documents and records. The results of those tests were considered in planning the nature, timing and extent of Boyer & Ritter's testing of the controls designed to achieve the control objectives. As inquiries were performed for substantially all of Keystone's controls, the tests were not listed individually for every control in the tables below.



**Keystone Collections Group's Control Objectives and
Related Controls and Boyer & Ritter, LLCs
Tests of Controls and Results of Tests**

Tax Collection Controls

Control Objective 1: Controls provide reasonable assurance that tax returns and payments are entered, processed and recorded completely and accurately.		
<i>Provided by Keystone Collections Group</i>	<i>Procedures Performed by Boyer & Ritter, LLC</i>	
Control	Test performed	Test Results
<p>1.1 Automated input controls are built into the eFile (Individual) and Business Portal systems to validate the identity of taxpayers and businesses enrolled to use the system and submit taxes.</p> <p>Automated system-level reviews are built into the eFile and business portal systems, which flags tax returns for manual reviews based upon the system-level criteria.</p>	<p>Inspected the eFile Individual system and verified input controls were in place for the Last Name and Social Security number criteria logins.</p> <p>Inspected the Business Portal System and verified input controls were in place for the following criteria login:</p> <ul style="list-style-type: none"> • Username • Password • 3 questions with 3 answers <p>Inspected the eFile Business Portal system and verified input controls were in place for the Social Security number criteria login.</p> <p>Inspected the system output after entering a test transaction and verified automated system-level reviews are generated based upon system-level criteria (e.g. refund thresholds, estimated quarterly payment overrides by the taxpayer, employee wages and earned income tax withholding, PSDs, etc).</p>	No exceptions noted.
<p>1.2 The eFile Individual and Business Portal Systems have password requirements in place to control authentication.</p>	<p>The eFile Individual and Business Portal systems have the following password requirements in place:</p> <ul style="list-style-type: none"> • Eight character minimum • Complexity, requiring numeric, alpha and symbols 	No exceptions noted.



**Keystone Collections Group's Control Objectives and
Related Controls and Boyer & Ritter, LLCs
Tests of Controls and Results of Tests**

Control Objective 1 (Continued): Controls provide reasonable assurance that tax returns and payments are entered, processed and recorded completely and accurately.		
<i>Provided by Keystone Collections Group</i>	<i>Procedures Performed by Boyer & Ritter, LLC</i>	
Control	Test Performed	Test Results
1.3 The eFile Individual and Business Portal Systems have automated input controls which verify correct character formats for the input fields used.	<p>Inspected the eFile Individual and Business Portal Systems' output and validated input controls were in place for the following functions:</p> <ul style="list-style-type: none"> • Last name • Social Security Number • Jurisdiction (PSD) 	No exceptions noted.
1.4 The image scanning system, for paper based tax returns, automatically evaluates that tax return data agrees to the proper taxpayer account. Missing data or invalid data is manually reviewed by an operator for quality control.	<p>Inspected the automatic evaluation and match process for filed tax return data to the taxpayer account identification in TaCS. Verified automatic check occurred properly.</p> <p>Observed quality control operators as they reviewed scanned images for missing and/or invalid data prior to submission to TaCS.</p> <p>Inspected report generated by the image scanning system after a return is input into the system. Verified the system properly identified errors with the scanned return prepared by taxpayer.</p> <p>Observed operators reviewing images as they were scanned by the system and transferred to TaCS for further processing.</p>	No exceptions noted.
<p>1.5 Automated edit checks are built into the Tax and Collections System ("TACS") system which verifies population of proper data fields; automated exceptions are triggered by criteria established by executive management.</p> <p>TaCS validates each return input into the system using a proprietary algorithm. The System verifies the tax return is calculated correctly. Exceptions identified by the application are reviewed by Advanced Tax Operators.</p>	<p>Inspected an example final return submitted into TaCS that included intentionally generated exceptions. Verified TaCS detected sample exceptions, including mismatched data, invalid data, incorrectly added tax information and other exceptions.</p>	No exceptions noted.



**Keystone Collections Group's Control Objectives and
Related Controls and Boyer & Ritter, LLCs
Tests of Controls and Results of Tests**

Control Objective 2: Controls provide reasonable assurance that tax returns and payments are entered, processed, recorded and reconciled timely in the TaCS and bank accounts.		
<i>Provided by Keystone Collections Group</i>	<i>Procedures Performed by Boyer & Ritter, LLC</i>	
Control	Test Performed	Test Results
2.1 Checks scanned into the remittance processing system are assigned a unique batch number, control number and receipt date, ensuring complete and accurate recording in TaCS.	Inspected a sample of scanned batch of checks through the remittance processing system and validated the system-assigned unique batch number, control number and receipt date.	No exceptions noted.
2.2 During the image verification, process operators inspect check images to confirm that the dollar amount on the check matches the amount indicated on the payment vouchers.	Observed that the operators verify that the image amounts on the check agree to the amounts on the payment voucher. Observed the operators compare the check and the voucher to the data input in the business portal of the eFile system.	No exceptions noted.
2.3 Batch totals from the previous day are reviewed by the check processing operator and automatically converted into a Check 21 ICL file to be remitted to the bank. The check processing manager compares the batch totals to Check 21 ICL totals to ensure complete processing.	Observed the check processing operator convert the remittance batch file to a Check 21 ICL file to be remitted to the bank and compare the batch totals to the Check 21 ICL file and manual deposit totals to verify that the operator reviewed the files for completeness and accuracy. Inspected a sample of daily check batch control reports and verified that the totals of the check batches matched the file transmitted to the bank for deposit.	No exceptions noted.
2.4 Inbound ACH payments, check payments and cash deposits are reconciled by the banking coordinator and reviewed by management on a daily basis.	Inspected a sample of daily reconciliations and verified that ACH payments, credit card payments and cash deposits were reconciled by the banking coordinator and reviewed by management on a daily basis.	No exceptions noted.



**Keystone Collections Group's Control Objectives and
Related Controls and Boyer & Ritter, LLCs
Tests of Controls and Results of Tests**

Control Objective 2 (Continued): Controls provide reasonable assurance that tax returns and payments are entered, processed and recorded accurately.		
<i>Provided by Keystone Collections Group</i>	<i>Procedures Performed by Boyer & Ritter, LLC</i>	
Control	Test Performed	Test Results
2.5 Credit card transactions submitted for tax payments are automatically reconciled and deposited by a software utility that utilizes an authorization code and amount on a daily basis. Exceptions are investigated and resolved by management immediately.	Observed a log of credit card transactions as they were input in the software utility and verified that the software automatically reconciled the cash transfer using the authorization code and amount in the Customer Service Portal.	No exceptions noted.
2.6 ACH credit transactions submitted for tax payments are tracked by positive pay and manually reconciled to the online transaction system on a daily basis. Exceptions are investigated and resolved by management immediately. Businesses can send ACH payment files to Keystone for processing. Received ACH files must match TaCS's tax amount. The system matches inbound payments to tax owed, and ACH payments that do not match the tax owed are returned.	Observed a log of ACH positive pay transactions sent from the financial institution and verified the reconciliation of cash transfer to the transaction within the Customer Service Portal.	No exceptions noted.



**Keystone Collections Group's Control Objectives and
Related Controls and Boyer & Ritter, LLCs
Tests of Controls and Results of Tests**

Control Objective 3: Controls provide reasonable assurance that commissions earned for tax collection services rendered are complete and accurate.		
<i>Provided by Keystone Collections Group</i>	<i>Procedures Performed by Boyer & Ritter, LLC</i>	
Control	Test Performed	Test Results
3.1 Tax Commission rates between the TCDs and Keystone are documented in the contract with the TCDs. TaCS is configured with the correct commission rates for each TCD.	<p>Inspected contractual agreement between the Tax Collector and selected Tax Collection Committee, and verified that an authorized commission rate was documented.</p> <p>Inspected the commission rate in TaCS and verified it agrees with the authorized commission rate stated in the contractual agreement with the Tax Collection Committee.</p> <p>Inspected the configuration of TaCS and verified that access to make changes to commission rates was restricted to authorized personnel and logged by the system.</p>	No exceptions noted.
3.2 Automated controls in TaCS calculate commissions earned for tax collection services rendered completely and accurately.	Reperformed the commissions calculation for the TCD using raw data from the TaCS system and verified it matched the output reports provided to clients.	No exceptions noted.
3.3 Commission rate changes are restricted to authorized personnel.	Inspected access permissions in TaCS and verified only designated administrators have access to the commission change module.	No exceptions noted.



**Keystone Collections Group's Control Objectives and
Related Controls and Boyer & Ritter, LLCs
Tests of Controls and Results of Tests**

Control Objective 4: Controls provide reasonable assurance that individual quarterly tax estimates and employer quarterly withholdings are entered, processed and recorded completely and accurately.		
<i>Provided by Keystone Collections Group</i>	<i>Procedures Performed by Boyer & Ritter, LLC</i>	
Control	Test Performed	Test Results
4.1 Automated input controls in the eFile system prevent the input of incorrectly formatted or invalid information into the system. The system requires the Social Security Number, last name, jurisdiction (PSD) and estimate tax amounts are input in the correct format.	Inspected the system and verified that input controls were in place for the criteria identified to prevent the input of invalid or incorrectly formatted data into the system.	No exceptions noted.
4.2 Automated input controls in the Business Portal system prevent the input of incorrectly formatted or invalid information into the system. The following fields have input controls in place: <ul style="list-style-type: none"> • Collection Area = Keystone Collections Group • Employer PSD • Employer FEIN • Employee PSD • Employee Social Security Number • Employee Street Address (physical address) • Agreement of dollar amounts 	Inspected the Business Portal system and verified input controls were in place for the criteria identified to prevent the input of invalid or incorrectly formatted data into the system. Inspected the system and verified the system-generated output and "failed" validations when invalid characters/data was input into the Business Portal.	No exceptions noted.
4.3 The image scanning system automatically reviews individual quarterly tax estimates and employer quarterly withholdings that are scanned into the system. Operators perform QA reviews of images.	Inspected the report generated by the image scanning system after a return is input into the system and verified that the system could identify errors with the scanned returns. Observed operators reviewing images as they were scanned by the system and transferred into TaCS for further processing.	No exceptions noted.
4.4 TaCS automatically validates that individual quarterly tax estimates and employer quarterly withholdings are processed accurately, the payment amount matches the tax return and the amount was credited to the correct taxpayer's account.	Inspected a sample of tax payments and corresponding transactional data and verified the following: <ul style="list-style-type: none"> • The payment received matched the invoice calculated by TaCS. • The payment was credited to the correct taxpayer's account, as indicated on the return. 	No exceptions noted.
4.5 The Business Portal Systems permit employers to upload files to the TaCS through a website interface or through a secure SSH server. Employer files that do not comply with Keystone Collections Group definitions are rejected. The rejected user is notified via web console or email.	Observed Business Portal Upload features and functions. Inspected file upload, verifying validation messages generated during a failed upload due to errors in definition fields. Observed a successful upload of data using proper definitions fields defined by Keystone.	No exceptions noted.



**Keystone Collections Group's Control Objectives and
Related Controls and Boyer & Ritter, LLCs
Tests of Controls and Results of Tests**

Control Objective 5: Controls provide reasonable assurance that distributions to member and non-member tax collection districts are processed completely, accurately, and in a timely manner.		
<i>Provided by Keystone Collections Group</i>	<i>Procedures Performed by Boyer & Ritter, LLC</i>	
Control	Test Performed	Test Results
<p>5.1 Taxpayer addresses are geocoded using the Geocode software.</p> <p>Tax Collection District (TCD) member collections are routed to appropriate Political Subdivision (PSD).</p> <p>Non-member Tax Collection District collections are routed appropriately to the non-member TCD's Tax Officer.</p>	<p>Inspected a sample of taxpayer records from the system and verified that the political subdivision (PSD) code was assigned by TaCS.</p> <p>Inspected a sample of taxpayer records and compared the results from TaCS to the PA DCED's municipal statistics website and verified that TaCS accurately assigned PSD codes to taxpayers.</p>	No exceptions noted.
<p>5.2 Member tax collection districts are provided reports (based off of geocoding software) detailing distributions due to them from Keystone.</p> <p>Checks distributed to member TCD's agree to system generated distribution reports.</p>	<p>Inspected a member tax collection district report and compared it to manual queries against the TaCS database and verified that the reports accurately reflected the tax revenue collected for the month and the revenue was disbursed on a weekly basis for the member tax collection districts.</p> <p>Inspected a member tax collection district report and compared it to manual queries against the TaCS database and verified that the tax revenue collected was disbursed on a weekly basis for the member tax collection districts.</p>	No exceptions noted.
<p>5.3 Tax Officers of Non-member tax collection districts are provided system generated reports (based off of geocoding software) indicating distributions due to them from Keystone.</p> <p>Checks distributed to non-member TCD's agree to system generated distribution reports.</p>	<p>Inspected a nonmember tax collection district report and compared it to manual queries against the TACS database and verified the reports accurately reflected the tax revenue collected for the month and the revenue was disbursed to the nonmember tax collection district at the end of the month.</p> <p>Inspected a nonmember tax collection district report and compared it to manual queries against the EIT Manager database and verified that the tax revenue collected was disbursed to the nonmember tax collection district at the end of the month.</p>	No exceptions noted.



**Keystone Collections Group's Control Objectives and
Related Controls and Boyer & Ritter, LLCs
Tests of Controls and Results of Tests**

Control Objective 6: Controls provide reasonable assurance that tax collections and remittance reports, generated from TaCS, are issued completely and accurately.		
<i>Provided by Keystone Collections Group</i>	<i>Procedures Performed by Boyer & Ritter, LLC</i>	
Control	Test Performed	Test Results
6.1 Using IT logic and data from TaCS, Keystone has constructed in-house CLGS 32-7 and CLGS-32-7A reports to be used for external reporting purposes.	Inspected TaCS generated reports of tax activity. Verified reports are complete and formatted to meet the PA Department of Community and Economic Development's (DCED's) report standards, CLGS-32-7, CLGS 32-7A, CLGS 32-7B and CLGS 32-7C.	No Exceptions Noted
6.2 Automated output controls in TaCS generate reports for member and nonmember tax collection districts and include the following information: <ul style="list-style-type: none"> • The type of tax collected and processed, denoted by description and amount • The type of nontax-related receipt collected, earned and processed, denoted by description and amount • The type of tax distribution processed, denoted by description and amount • The type of nontax-related disbursement processed, denoted by description and amount 	Inspected an automated report prepared by TaCS. Queried the TaCS database manually for each of the criteria identified and verified that the data matched the reports produced by TaCS.	No Exceptions Noted



**Keystone Collections Group's Control Objectives and
Related Controls and Boyer & Ritter, LLCs
Tests of Controls and Results of Tests**

Control Objective 7: Controls provide reasonable assurance that delinquent taxpayer accounts are accurately identified during the PA Department of Revenue ("PA DOR") reconciliation process.		
<i>Provided by Keystone Collections Group</i>	<i>Procedures Performed by Boyer & Ritter, LLC</i>	
Control	Test Performed	Test Results
7.1 PA DOR data is imported into EIT Manager. Automated IT logic and controls in TaCS verify geocoding.	<p>Observed the retrieval of archived data files received from the PA DOR used for reconciliation of the PA DOR census information to the TaCS system.</p> <p>Selected a test taxpayer record and verified the PA DOR taxpayer information was properly imported into TaCS.</p> <p>Selected a test taxpayer record and viewed the taxpayer's TCD using the PA DOR website, and compared the result to the TaCS system to verify proper geocoding of PSD code.</p>	No exceptions noted.
7.2 The TaCS system flags delinquent accounts automatically upon completion of the PA DOR reconciliation process.	Inspected delinquent taxpayer information in TaCS and verified system identifies delinquent taxpayers automatically upon completion of the PA DOR reconciliation process.	No exceptions noted.
7.3 The audit department reviews system-flagged delinquent accounts and forwards the appropriate information to the legal department, which determines the process for legal filings.	Inspected TaCS Audit Module which indicates delinquent taxpayer and resolution actions and verified taxpayer was notified of delinquency and pending legal proceedings.	No exceptions noted.



**Keystone Collections Group's Control Objectives and
Related Controls and Boyer & Ritter, LLCs
Tests of Controls and Results of Tests**

Control Environment Controls

Control Objective 8: Controls provide reasonable assurance that personnel practices are in place to govern the hiring of new personnel.		
<i>Provided by Keystone Collections Group</i>	<i>Procedures Performed by Boyer & Ritter, LLC</i>	
Control	Test Performed	Test Results
8.1 Background checks are completed for new employees.	Inspected a sample of new hire records and verified that background checks were completed.	No exceptions noted.
8.2 Employees are required to sign a confidentiality agreement.	Inspected a sample of new hire records and verified that confidentiality agreements were signed.	No exceptions noted.
8.3 Employees are required to sign an agreement stating that they read and understood the Employee Handbook, which includes acceptable use policies.	Inspected a sample of new hire records and verified that signed handbook agreements were on file. Inspected the Employee Handbook and verified that it includes acceptable use details for email and Internet.	No exceptions noted.

Information Technology General Controls

Control Objective 9: Controls provide reasonable assurance that systems are monitored and issues are identified and resolved.		
<i>Provided by Keystone Collections Group</i>	<i>Procedures Performed by Boyer & Ritter, LLC</i>	
Control	Test Performed	Test Results
9.1 Automated software utilities are in place to monitor the TaCS and eFile systems, and the underlying network and infrastructure. Monitoring is performed at the network, server and database level for the systems. The IT department is notified of issues detected via email or text message, based on the severity of the issue.	<p>Inspected the monitoring systems for the network, database, servers, TaCS and eFile applications and verified they were proactively monitored using automated software tools.</p> <p>Inspected the configuration of the three primary monitoring systems used by Keystone, and verified they were configured to automatically send alerts to the IT department via email and text message, based on the severity of the issue.</p>	No exceptions noted.
9.2 Quarterly vulnerability assessments are performed by management to verify the network is protected from unauthorized access. Any critical, high risk, or medium risk issues are investigated by management and resolved.	Inspected a sample of quarterly vulnerability assessments, and verified they were completed and that medium, high-risk, and critical issues detected by the software were addressed by management, a timeline for correction was established, and issues were resolved.	No exceptions noted.

Control Objective 10: Controls provide reasonable assurance that data is backed up regularly and is available for restoration in the event of processing errors or unexpected processing interruptions.		
<i>Provided by Keystone Collections Group</i>	<i>Procedures Performed by Boyer & Ritter, LLC</i>	
Control	Test Performed	Test Results
10.1 A backup policy is in place that identifies the requirements for the types of backups to be performed, the frequency of backups and the rotation of backup tapes. The policy is approved by the Vice President of Operations and the IT Infrastructure Manager.	<p>Inspected the backup policy and verified it detailed the following:</p> <ul style="list-style-type: none"> • Types of backups performed • Frequency of backups • Rotation of backup tapes <p>Inspected the backup policy and verified it was approved by management.</p>	No exceptions noted.
10.2 Critical systems, including the servers and databases for TaCS and online systems are backed up on a daily basis to disk and tape.	Inspected the configuration of the backup software and verified the servers and databases for TaCS and online systems were configured to back up to tape on a daily basis.	No exceptions noted.
10.3 Backup tapes are rotated off-site on a weekly basis. Monthly tapes are retained for a period of three years.	Inspected a sample of weekly backup tapes and verified they were rotated to the off-site storage facility. Inspected the backup inventory and verified monthly tapes were retained for a period of three years.	No exceptions noted.
10.4 Environmental controls are in place to protect the computer room at the processing facilities, including the following: <ul style="list-style-type: none"> • Uninterruptible power supply ("UPS") systems with generator backup • Temperature sensors • Handheld dry chemical fire extinguishers • Raised floors 	<p>Observed the following environmental controls in the computer room:</p> <ul style="list-style-type: none"> • UPS systems and generator backup • Temperature sensors • Handheld dry chemical fire extinguishers • Raised floor 	No exceptions noted.



**Keystone Collections Group's Control Objectives and
Related Controls and Boyer & Ritter, LLCs
Tests of Controls and Results of Tests**

Control Objective11: Controls provide reasonable assurance that data transmissions between the service organization and its user entities, and other outside entities are eing received from secure, and authorized sources.		
<i>Provided byKeystone Collections Group</i>	<i>Procedures Performed by Boyer & Ritter, LLC</i>	
Control	Test Performed	Test Results
11.1 The Data Access Policy requires that data transmissions from taxpayers and business partners are encrypted.	Inspected the Data Access Policy and verified the Data Access Policy requires data transmissions from taxpayers and business partners are encrypted to reduce the risk of unauthorized access to the system.	No exceptions noted.
11.2 Remote access for employees requires an encrypted connection.	Inspected the configuration of the remote access system and verified it required encryption for user sessions and that it would not permit unencrypted access to the system.	No exceptions noted.
11.3 Access to payment applications requires the use of a secure connection. Taxpayers are redirected to a secured connection when they access the eFile, Business Portal, e-Pay, or KeyTRAC web interfaces. A current SSL certificate is maintained by Keystone.	Observed the eFile, Business Portal, e-Pay, and KeyTRAC applications and verified that when connecting to the applications, an SSL-secured connection was required. Inspected the SSL certificate configurations and verified they were current, from an established certificate provider, and not a self-signed certificate.	No exceptions noted.

Control Objective 12: Controls provide reasonable assurance that logical access to programs, data and computer resources is restricted to authorized and appropriate users.		
<i>Provided by Keystone Collections Group</i>	<i>Procedures Performed by Boyer & Ritter, LLC</i>	
Control	Test Performed	Test Results
<p>12.1 The Security and Data Access Policy's document management's directives for information security management and includes the following topic areas:</p> <ul style="list-style-type: none"> • Access control • User provisioning • Network security • System monitoring <p>The policy is reviewed and approved by management on an annual basis.</p>	<p>Inspected the Security and Data Access Policy and verified the policies cover the following information security topic areas:</p> <ul style="list-style-type: none"> • Access control the network • User provisioning • Network security • System monitoring <p>Inspected the Security and Data Access Policy and verified it is approved by management annually.</p>	No exceptions noted.
<p>12.2 Access to TaCS uses a single sign-on mechanism and is based on Active Directory group membership.</p>	<p>Inspected TaCS and verified the system used a single sign on mechanism for access control, authentication is dependent upon Active Directory, and required membership in a specific Active Directory group.</p>	No exceptions noted.
<p>12.3 Firewalls, intrusion prevention system and spam filters are in place at the perimeter of the network to reduce the risk of unauthorized access.</p>	<p>Observed the firewall and IPS system physically installed in the data center.</p> <p>Observed management log on to the management consoles for the firewall and IPS systems.</p> <p>Inspected the signature file for the spam filter system. Verified spam filter system was up to date and licensed.</p> <p>Inspected the signature file for the IPS system. Verified IPS system was up to date and licensed.</p> <p>Inspected a network diagram. Verified the firewall was placed on the perimeter of the network and filtering all traffic.</p>	No exceptions noted
<p>12.4 Access to Active Directory is restricted to authorized personnel. Access authorization forms are used to document the approval for new system accounts.</p>	<p>Inspected a sample of Active Directory users and verified user accounts were assigned to authorized personnel and the purpose of service accounts was identified by management.</p> <p>Inspected a sample of new hires and requested a copy of their access authorization form. Verified access authorization forms were completed and approved prior to access being provisioned.</p>	No exceptions noted
<p>12.5 Terminated employees' access to Active Directory is revoked when they leave the organization. Termination forms are used to document the revocation of access upon employee termination.</p>	<p>Inspected a sample of Active Directory users and compared it to a list of terminated users. Verified terminated users did not have access to the network.</p> <p>Inspected a sample of terminated users. Verified completed user termination forms were on file.</p>	No exceptions noted.
<p>12.6 Administrative access to Active Directory is restricted to authorized and appropriate personnel.</p>	<p>Inspected a list of users with domain administrator privileges. Verified listing was restricted to authorized and appropriate IT department personnel.</p>	No exceptions noted.
<p>12.7 Privileged access to the TaCs system is restricted to authorized and appropriate personnel.</p>	<p>Inspected a list of users assigned the 'Supervisor' role in TaCs. Verified listing was restricted to authorized and appropriate personnel.</p>	No exceptions noted.



**Keystone Collections Group's Control Objectives and
Related Controls and Boyer & Ritter, LLCs
Tests of Controls and Results of Tests**

Control Objective 12 (Continued): Controls provide reasonable assurance that logical access to programs, data and computer resources is restricted to authorized and appropriate users.		
<i>Provided by Keystone Collections Group</i>	<i>Procedures Performed by Boyer & Ritter, LLC</i>	
Control	Test Performed	Test Results
12.8 Users are identified in Active Directory through the use of unique access credentials and shared accounts for user access are not used in the production environment. The purpose of service and application accounts are identified by management.	Inspected a sample of Active Directory accounts and verified users were assigned unique accounts. Verified management could identify and justify the purpose of service and application accounts.	No exceptions noted.
12.9 Automated authentication controls are in place for Active Directory, including the following requirements: <ul style="list-style-type: none"> • Passwords have a minimum length of eight characters. • Password complexity is enforced. • Password rotation is required every 45 days. • A password history of 24 iterations is retained. • Accounts are locked out after 10 invalid access attempts for a period of 60 minutes. • Screensaver lockout occurs after 15 minutes. 	Inspected the configuration of the domain and verified the following password requirements were enforced for user accounts: <ul style="list-style-type: none"> • Passwords have a minimum length of eight characters. • Password complexity is enforced. • Password rotation is required every 45 days. • A password history of 24 iterations is retained. • Accounts are locked out after 10 invalid access attempts for a period of 60 minutes. • Screensaver lockout occurs after 15 minutes. 	No exceptions noted.
12.10 Local administrative access to workstations and access to removable devices, including USB devices, is restricted to authorized IT department and senior management personnel.	Inspected the configuration of the Active Directory domain. Verified a group policy was in place that restricted access to removable devices. Verified group policy restricted local administrator access to authorized IT department personnel.	No exceptions noted.
12.11 Access to the database is restricted to authorized personnel.	Inspected a list of SQL database groups and users. Verified user accounts were assigned to authorized personnel.	No exceptions noted.
12.12 The Active Directory user listing and physical access listing are reconciled quarterly to the current employee listing to ensure terminated employees temps/contractors have had access removed. Further, a listing of users with remote access is reconciled to ensure each remote access user has signed the Remote Access Policy.	Obtained and inspected evidence of the quarterly reconciliation.	No exceptions noted.

Control Objective 13: Controls provide reasonable assurance that physical access to computer and other resources is restricted to authorized and appropriate personnel.		
<i>Provided by Keystone Collections Group</i>	<i>Procedures Performed by Boyer & Ritter, LLC</i>	
Control	Test Performed	Test Results
13.1 A physical security policy is in place that sets forth rules for establishing, controlling and monitoring physical access to Information Resource facilities. The policy is approved by the Vice President of Operations and the IT Infrastructure Manager.	Inspected the Physical Security Policy and verified it sets forth rules for establishing, controlling and monitoring physical access to Information Resource facilities. Verified the policy is approved by the Vice President of Operations and the IT Infrastructure Manager.	No exceptions noted.
13.2 Physical access to the office facilities is restricted to authorized personnel using proximity key cards. Terminated employees' proximity key cards are revoked when their employment is ended.	Inspected a sample of badges from the physical access system and verified that they were assigned to authorized personnel. Inspected a sample of terminated employees and verified that they did not have active access badges for the facilities.	No exceptions noted.
13.3 Physical access to the computer room is limited to authorized personnel.	Inspected the list of badges with access to the computer room and verified that it was restricted to authorized employees.	No exceptions noted.
13.4 Proximity badge readers and cameras are in place throughout the main facility including at the entrances to the main facility and processing department. Entrances to the facilities are either locked at all times or monitored by a receptionist during business hours and locked after hours.	Observed the placement of security cameras at entrances to the main facility and processing department (at Irwin location). Observed proximity badge readers at all entrances to both facilities. At the Irwin location, observed that the main entrance is monitored by a receptionist during business hours, and is locked after hours. Observed that the Banco location is locked at all times.	No exceptions noted.
13.5 Cameras are placed throughout the main facility, including the mailroom and check processing department to record activity within the facility.	Observed that cameras are in place at the main facility in the mailroom/processing area and at the entrances and exits to the mailroom/processing area. Observed the camera system and verified that live footage is being transmitted to management's DVR computer.	No exceptions noted.
13.6 Access to the check processing department is restricted using a proximity card system.	Inspected a sample of proximity cards that had permissions to access the check processing area and verified that the cards were assigned to authorized and appropriate personnel based on a review of the individual's title and job description.	No exceptions noted.

Control Objective 14: Controls provide reasonable assurance that changes to application programs and related data management systems are authorized, documented, approved and implemented.		
<i>Provided by Keystone Collections Group</i>	<i>Procedures Performed by Boyer & Ritter, LLC</i>	
Control	Test Performed	Test Results
14.1 The SDLC Policy details the SDLC and change management procedures for the infrastructure and applications. The SDLC Policy is reviewed and approved by management annually.	Inspected the SDLC Policy and verified that it defined the procedures for software development and change management for the organization. Inspected the SDLC Policy and verified the policy is reviewed and approved by management annually.	No exceptions noted.
14.2 A separate test environment is in place for QA testing and user acceptance testing.	Inspected a hardware inventory and the SDLC Policy and verified separate environments were in place for the following: <ul style="list-style-type: none"> • Development testing • QA testing • User acceptance testing • Production 	No exceptions noted.
14.3 A change control system is used to track changes to business applications and network infrastructure. System changes: <ul style="list-style-type: none"> • Are documented appropriately, and include details of the change plan. • Include implementation and back out plans. • Are rated by risk based on the potential impact to other systems. • Approved by management prior to deployment. 	Inspected a sample of system changes and verified they were: <ul style="list-style-type: none"> • Documented appropriately. Included implementation and backout plans. • Risk rated, based on the potential impact to other systems. • Approved by management prior to deployment. 	No exceptions noted.
14.4 Developers are not permitted access to the production environment. Access to this server is restricted to authorized and appropriate personnel, and is prohibited for development personnel.	Inspected the users with access to the production application server and verified that it was restricted to authorized and appropriate personnel.	No exceptions noted.
14.5 Access to the source repository is restricted to authorized and appropriate personnel.	Inspected a listing of users with access to the source code repository and verified that the users' access was authorized and appropriate.	No exceptions noted.
14.6 Access to make changes to network infrastructure is restricted to authorized personnel.	Inspected the Domain Admins user group in Active Directory and verified that they were appropriate, based upon job responsibilities.	No exceptions noted.

Other Information Provided by Keystone Collections Group

Business Continuity and Disaster Recovery

Keystone has developed a Disaster Recovery Plan to be implemented in the event of an emergency, disaster or prolonged interruption of service to user entities. The purpose of the plan is to ensure information system uptime, data integrity and availability, and business continuity. The Disaster Recovery Plan provides directions, contact information and other steps to facilitate the recovery from different types of organizational interruptions and disasters. Keystone's Disaster Recovery Plan exercises reasonable measures to protect employees and safeguard assets and client data.

In the event of an extreme disaster that negatively affects the location of the primary applications, servers and infrastructure servicing user entities, the Disaster Recovery Plan provides for the ability to utilize a recovery site. The recovery site is a sufficient distance from the main processing facility and data center to provide reasonable assurance that an environmental disaster would not affect the secondary backup location. Backup copies of data needed for the tax collection system are retained at the secondary site so that both electronic and manual processing activities can continue at this location and other Keystone facilities.

The Disaster Recovery Plan was developed based on a risk assessment that determined the requirements for the disaster recovery plan. The Disaster Recovery Plan identified essential and critical infrastructure elements, systems and networks in accordance with key business activities. The Disaster Recovery Plan is periodically tested in a simulated environment to ensure it can be implemented in an emergency situation and that management and staff understand how it is to be executed. Keystone's staff are trained on the Disaster Recovery Plan and understand their own respective roles in the recovery process. The Disaster Recovery Plan is continually updated to account for changing circumstances and risks that could affect Keystone's processing environment.

Jon Altshul

Subject: FW: ISIP location for East Goshen Township Route 352 at Forest Lane (T350)
Attachments: ISIP location for East Goshen Twp (Forest Lane) at Rte 352.pdf

From: Cerbone, Vincent J
Sent: Tuesday, September 15, 2015 10:57 AM
To: 'rsmith@eastgoshen.org' <rsmith@eastgoshen.org>
Subject: ISIP location for East Goshen Township Route 352 at Forest Lane (T350)

Rick,
The Department of Transportation is about to start a work order in our Intersection Safety Improvement Project (ISIP). The project involves intersection improvement to crash problems at data driven intersections. The intersections were picked by crash data of all state road intersections. We are planning some low cost safety improvements to the following location in your township. The plan is attached.

- 1) SR 0352 North Chester Road at Forest Lane (T350). Work Order #8 Project #6 (sheet 8). We are planning on installing dual stop ahead signs, dual stop signs, 32' of 4" double yellow centerline, 24" white stop bar pavement markings. The sheeting for the signs is Type II, the highest visibility sheeting available for signs. The sign posts will also get Retro-reflective stripes on them.

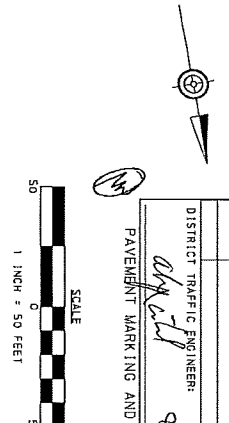
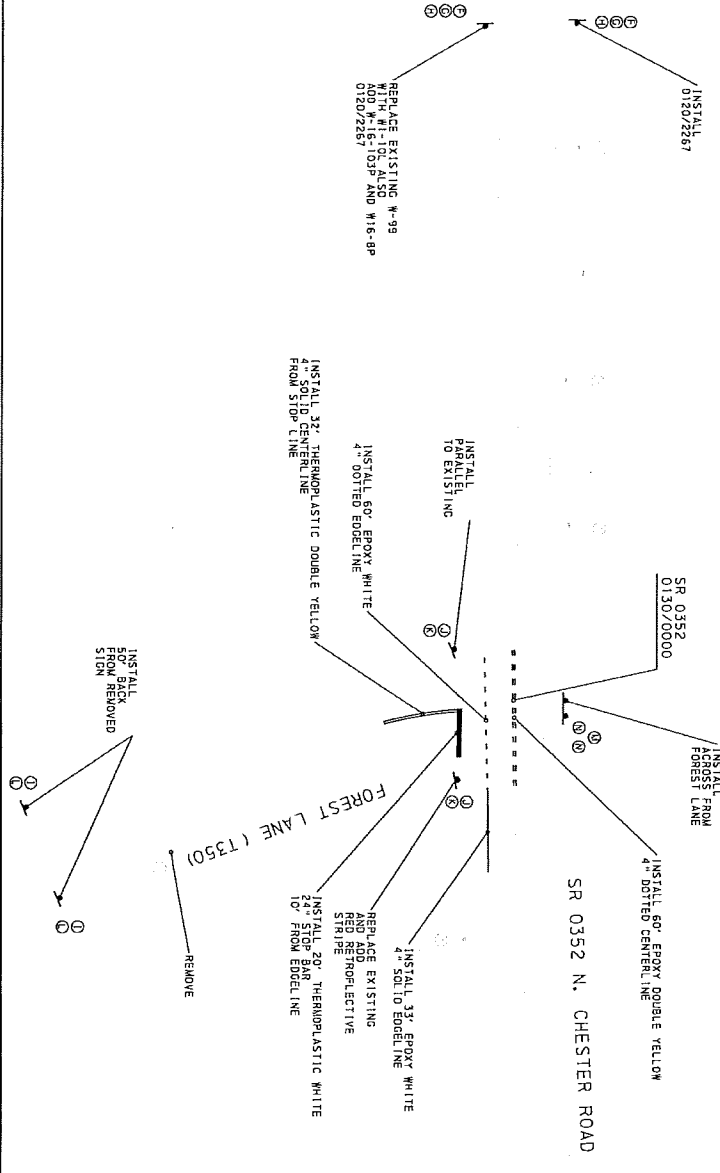
This work is being completed at no cost to the township for the installation, just a request that the township maintain the low cost improvements in the future.
We are looking to have permission to do this work on your township roads.
Please feel free to contact me with any questions or concerns.
Thank You for your traffic safety concerns,

Vince Cerbone | Traffic Safety & Mobility Supervisor
PA Department of Transportation
Engineering District 6-0
7000 Geerdes Boulevard | King of Prussia, PA 19406
Phone: 610.205.6778 | Fax: 610.205.6598
vcerbone@pa.gov

TABULATION OF QUANTITIES			REMARKS	SEGMENTS/ OFFSETS
ITEM	UNIT	SR 0352		
0964 0001	LF	52	4" WHITE EPOXY PAVEMENT MARKINGS	
0964 0002	LF	38	4" YELLOW EPOXY PAVEMENT MARKINGS	
0931 0001	SF	96	POST MOUNTED SIGNS, TYPE B	
0960 0021	LF	20	24" WHITE HOT THERMOPLASTIC PAVEMENT MARKINGS	
0960 0002	LF	64	4" YELLOW HOT THERMOPLASTIC PAVEMENT MARKINGS	

PLAN SYMBOL	SERIES NUMBER	SIZE	QTY	REMARKS
ⓐ	R2-1	-	2	SPEED LIMIT 40MPH
ⓑ	W1-2L	-	1	LEFT CURVE SIGN
ⓒ	140-1	-	1	LEFT CURVE AHEAD
ⓓ	W-99	-	1	STOP AHEAD
ⓔ	W3-1	-	1	STOP AHEAD

PLAN SYMBOL	SERIES NUMBER	SIZE	QTY	REMARKS
ⓐ	R1-1	36"x36"	2	RIGHT CURVE LEFT SIDE ROAD
ⓑ	W1-1DR	36"x36"	2	LEFT CURVE RIGHT SIDE ROAD
ⓒ	W1-1DL	36"x36"	2	LEFT CURVE LEFT SIDE ROAD
ⓓ	W16-102P	24"x18"	2	DISTANCE PLAQUE - 250 FEET AHEAD
ⓔ	W16-9P	VAR X8"	4	SINGLE LINE STREET NAME "FOREST LANE"
ⓕ	W3-1	36"x36"	2	STOP AHEAD
ⓖ	R1-1	36"x36"	2	STOP AHEAD
ⓗ	B5P	-	2	RETROREFLECTIVE STRIPE "RED"
ⓘ	B5P	-	2	RETROREFLECTIVE STRIPE "YELLOW"
ⓙ	W1-7	48"x24"	1	LARGE DOUBLE ARROW
ⓚ	W4-3	18"x18"	2	OBJECT MARKER



DISTRICT	COUNTY	ROUTE	SECTION	SHEET
6-0	CHESTER	0352	151P	9 OF 22
PROJECT NUMBER	EAST COSHEN TOWNSHIP		REVISIONS	DATE
				BY
DISTRICT TRAFFIC ENGINEER: <i>AKC</i> 8/19/15				

WORK ORDER # 8
PROJECT # 6

UTILITY POLE

INSTALL 0130/0460

Memo

To: Board of Supervisors
From: Nancy Scheiderman
Re: Right-To-Know Quarterly Report
Date: September 2015

Jul Aug Sept 2015

The following requests were received this quarter:

Stump's Quality Decks, 2458 Division Hwy, Ephrata, PA 17522
Plot Plan for 3 Willow Pond Rd, Malvern PA 19355

Jenn Reynolds, 930 Bedford Road, York, PA 17404
In ground pool permits for June 2015

Smart Procure, 700 W. Hillsboro Blvd, Suite 2-100, Deerfield Beach, FL 33441
Purchase orders dated April 22, 2015 – July 24, 2015

Craig Moran, 700 Abbott Dr, Broomall, PA 19008
Commercial building permits for June 2015

Jenn Reynolds, 930 Bedford Road, York, PA 17404
In ground pool permits for July 2015

Trisha Frassetto, Signature Information Solutions, PO Box 8488, Trenton, NJ 08650
Agency Tax Records for 2015 (year to date)

Lisa Dyer, 555 Lancaster Ave, Berwyn, PA 19312
Building permits for July 2015

Nicole Lopez, 1012 Industrial Dr, West Berlin, NJ 08091 (Acer Associates)
Philadelphia Suburban Water Co, UPI# 53-6-152.2, Acer Project# 2105695 -
Information regarding underground storage tank releases, etc., permits on record
for site.

Diego Wedgewood (Environmental Risk Analyst), 6901 Kingsessing Ave, Suite
201 Philadelphia, PA 19142,
Bentley Homes, 1595 Paoli Pike, East Goshen, Tax Parcel ID 53-4-48.2

Permits, storage tanks, code inspection docs, violations, emergency response docs, public sewer and water status, current or historic potable wells or septic systems.etc.

Kelly Heller, 1612A Highland Ave, West Chester, PA 19380
Site survey map of back yard for address 1612A Highland Ave.

Steven Snierczen, 656 Marydell Ln, West Chester, PA 19380
Plot plans for 656 Marydell Ln.

Jenn Reynolds,931 Bedford Rd, York, PA 19380
Inground pool permits for August 2015

Scott Field, 1431 Heather Ln, West Chester, PA 19380
Plot plan for possible additions. Requesting map to show underground water drainage line that goes through side yard. Also requesting easement rules for building relative to front, back and side of property lines.

Gus Zarelli – from Marc Zarelli Landscaping, 922 Marie Rochelle Dr, West Chester, PA 19380
Permits, site plans, Tax ID &/or lot deed for:
Ruth & Gregory Baskerville, 1348 Mark Dr, West Chester, PA 19382

Tom Casey, 1113 Windsor Dr, West Chester, PA 19380
Information regarding Joint Resolution dated 9/25/90 (Deed Bk 2238 pg 134) involving East & West Goshen Bi-Township Traffic Commission. Specifically what it is and is it still enacted by township