



ORIENTATION MANUAL

November 20, 2017

TABLE OF CONTENTS

Section 1- Township Map

Section 2- Township History

Section 3- Township Role in the World

Section 4- What Townships are Responsible For

Section 5- Township Mission Statement

Section 6- Authorities', Boards' and Commissions' Snapshots, Roles and Responsibilities

Section 7- Meeting Schedule

Section 8- Officials List

Section 9- Attendance Standards

Section 10- Sunshine and Right to Know Law

Section 11- Ethics Act

Section 12- Comprehensive Plan

Section 13- Zoning Ordinance

Section 14- Subdivision and Land Development Process

Section 15- Sewer System and Refuse & Recycling

Section 16- Budget Process

Section 17- Annual Planning Session

SECTION 1- TOWNSHIP MAPS

The Township Zoning Map is attached as an appendix. Other Township maps are posted on the Township website (www.eastgoshen.org).

SECTION 2- TOWNSHIP HISTORY

East Goshen Township was part of the original grant to William Penn in 1681. The early settlers named the area Goshenville or “The Land of Goshen”. In the late 1600s, what is now called North Chester Road was laid out and constructed from the Lincoln Highway (Route 30) in Frazer to the city of Chester. In 1842 Paoli Pike was established and a stone base was placed on the road in 1892.

Goshen Township was formally organized in 1704 and it encompassed what are now the Borough of West Chester and East Goshen and West Goshen Townships. The 1715 assessment (property list) listed the names of fourteen family men, two free men and four non-resident landowners.

In 1788, West Chester was incorporated as a Borough and in 1817, the remainder of Goshen Township was divided into East and West Goshen Townships.

The following concerning the division of Goshen Township has been transcribed from the records available at the Chester County Archives & Records Services.

Division of Goshen Township

Upon the Petition of divers, Inhabitants of the township of Goshen in the County of Chester, praying for reasons therein set forth that the said township be divided into two townships, the East to be called East Goshen and to the West, and also praying to the court to appoint three impartial men agreeable to the act of assembly, in such case made and provided, to examine into the same and report accordingly.

Whereupon the Court appointed Richard Thomas, George Massey and John Jacobs to enquire into the propriety of granting the prayer of Petition and it shall be the duty of the said Richard Thomas George Massey and John Jacobs, or any two of them to make a plot or draught of the township proposed to be divided, and the division line proposed to be made therein, if the same cannot be fully designated by natural lines or boundaries, all which they or any two of them shall report to the next Court of Quarter Sessions together with their opinions of the same; who made Report in Writing, in these words, to wit.

In pursuance of the powers vested in the subscribers, we have (agreeably to public notice given) this day met a considerable number of the Inhabitants of Goshen, and having discovered a general voice in favour of a division of said township, coinciding with our own Judgment we propose the following as the dividing line. Beginning at a corner of the lands of John Fordythe and Benjamin Hickman, on the north

side of Westtown township, thence a Northerly course along the line dividing said lands, to a corner of John Rettew and Rebecca Hoopers's land, thence along the line dividing said lands, and of said Rettew, Jesse Matlack, Eli Thomas and John Marshall on the East Sides and William Rettew on the West side to the Street Road, thence along the same Westerly to a corner of Jesse McCall's lands on the West and Nathan Sharples, William Minster and Isaac Haines on the East side to the North West corners of said Haines's land, thence along the lines of said Hain's and land of John Temple an easterly course to the middle of old Chester Road, thence along the middle of the same Northwesterly about fifty seven perches and five tenths, thence a Northerly direction, on the line dividing the lands of John Morgan, Isaiah Fawkes and Benjamin Matlack on the West side and Enos Garrett and Eli Patterson on the East side to intersect West Whiteland township lines, which we propose as a line dividing said township; the East side thereof to be known by the name of East Goshen, and the West side to be known by the name of West Goshen for further illustration we refer to the annexed plot, and add that from our own knowledge and information received, we apprehend the division is nearly in equal parts as relates to taxable property.

Witness our hands and Seals this 12th of 6th month 1817. Richard Thomas (seal) George Massey (seal) John Jacobs (seal)

August 7, 1817 the foregoing return, read and Confirmed misi.

Chester County Archives & Records Services
601 Westtown Road, Suite 600
West Chester PA 19380

Road Dockets
Book D Page 451 and 452

In the 1960s, West Chester Pike was improved from its original two-lane configuration with a trolley track to its present four-lane configuration. In the 1970s, the new Route 202 was constructed from West Chester to King of Prussia. This road replaced the old Route 202, which is called Paoli Pike between West Chester and Paoli. Both of these road improvements dramatically changed the character of East Goshen Township.

The population grew from about 750 residents in 1900 to 1,039 residents in 1950. Between 1960 and 1970, East Goshen's population tripled and it doubled between 1970 and 1980. The populations increased by 50% between 1980 and 1990. The current population of the Township based on the 2010 Census is 18,026.

The first Township Building was erected at 1580 Paoli Pike in 1968 and it was razed in 1993 to make room for the present building. Prior to that, Township meetings were held in the home of one of the Supervisors or the Township Secretary, at the Goshenville Schoolhouse and at the East Goshen Elementary School.

The Township was governed by a three member Board of Supervisors (a six-year term) until in 1982 when a referendum was passed authorizing the current five-member Board of Supervisors.

SECTION 3- THE TOWNSHIP'S ROLE IN THE WORLD

East Goshen Township is a township of the second class. There are 1,454 Townships in Pennsylvania and they are home to more than 5.5 million people or 44 percent of the state's population live in a township.

Townships of the second class are not only subject to laws that are enacted by the state and federal Government, but they are also subject to the rules and regulations that are promulgated by various state and federal agencies, such as the PA Department of Environmental Protection, US Army Corp of Engineers and the US Environmental Protection Agency.

Townships can only regulate those functions or activities which they are specifically authorized to by the State. Most of these activities are set forth in a state law known as "The Second Class Township Code" that was originally enacted on May 1, 1933. Under this law Townships can create police departments, regulate stormwater, install street lights, open roads and create parks.

Another area that Townships regulate which has a major impact on the property owners is "land use". This is typically done through the adoption of a zoning ordinance, which regulates the type of land uses that are permitted in the various zoning district, the size of the lots and how far structures such as houses and sheds must be from the property line. While most people would think, that there should be a constitutional right for a property owner to do what they want with their property, in 1926 the U.S. Supreme Court held that zoning was constitutional in the case of the Village of Euclid, Ohio v. Ambler Realty Co.

SECTION 4- WHAT TOWNSHIPS ARE RESPONSIBLE FOR

William Penn established Pennsylvania's local government system which is divided into four types of political subdivisions; cities, counties, boroughs and townships. Townships are the oldest form of municipal government in the United States.

As noted in the previous section Goshen Township was formally organized in 1704. In 1817 the court approved the division of Goshen Township into East Goshen and West Goshen Townships. In the early days the Township Supervisors were primarily concerned with the maintenance of local roads.

Today, the Township Supervisors are responsible not only for the local roads, but also for such functions and activities as sewers, both public and on-lot, land use, recreation, stormwater management, recycling, fire protection and police.

SECTION 5- TOWNSHIP MISSION STATEMENT

In 1993, the East Goshen Township Board of Supervisors adopted the following Mission Statement:

VISION:

Endeavor to be one of the premiere communities in Chester County by continually improving the quality of life while, at the same time, managing growth and development in a manner consistent with the protection of our environment and preservation of our natural and historic resources.

VALUES:

Resident Satisfaction – Our residents are the reason we exist. We will continually strive to anticipate, understand and meet our residents’ needs and expectations so East Goshen remains the preferred community in Chester County.

Fiscal Responsibility – We will operate the Township in a manner that will minimize the financial impact on our residents.

Employee Value – We will provide every employee with the necessary support, training and opportunity to achieve their personal potential and realize job satisfaction. We will recognize commitment and excellent performance. We will seek and respect their opinions.

Health, Welfare and Safety – We will place high value on the health, welfare and safety of our employees and the public.

Integrity – We will act and conduct our activities in a manner that preserves the confidence of our residents and avoids the appearance of impropriety. We will treat the public with respect.

Environmental Commitment – We will plan for growth and development and conduct our business in a manner that protects our environment and preserves our natural resources, including wildlife.

Heritage – We will protect our historic trees, buildings and architecture, and recognize our rural and agricultural heritage.

MISSION:

East Goshen will provide the basic infrastructure and services to ensure the health, safety and welfare of our residents, to enhance the quality of life, protect the environment, as well as natural and historic resources and provide for a balanced tax base to support the services the residents’ desire.

SECTION 6- AUTHORITIES', BOARDS' and COMMISSIONS' (ABC'S) SNAPSHOTS, ROLES, AND RESPONSIBILITIES

CONSERVANCY BOARD

SNAPSHOT:

The Conservancy Board is an advisory board and is appointed by the Board of Supervisors. There are seven members that serve three-year terms. They review subdivision and land development plans to ensure that the adverse effect on natural resources is minimized. They also educate the Township residents on environmental issues.

ROLE: (from The Code of East Goshen Township)

The Board shall advise the Board of Supervisors, the Planning Commission, the Park and Recreation Commission and other agencies, officials and employees of East Goshen Township on matters dealing with conservation, management, protection and use of natural resources in the Township of East Goshen.

RESPONSIBILITIES: (from The Code of East Goshen Township)

To make recommendations on the use and management of open land areas within the township to ensure that sound conservation concepts and ecological values are considered in decision making. Particular emphasis shall be placed on the ecological evaluation of water and land resources (including meadowlands, woodlands and wetlands) in township parks and recreation areas and developing recommendations to the Park and Recreation Commission on ecological approaches to use and management plans for such areas.

To keep an index of all open areas, publicly or privately owned, including but not limited to flood-prone areas, lakes and ponds, wetlands, woodlands, unique geological features and other unique natural areas for the purpose of establishing open space preservation priorities, identifying appropriate land management and use plans and identifying existing or potential conflicts between such open areas and adjacent land uses, existing or proposed.

To identify methods by which priority open space areas or other property, real or personal, can be acquired (including by gift, purchase, grant, bequest, easement or lease) by the township or charitable conservation organizations and, as appropriate, provide such information to the owners of identified properties.

To identify important environmental or conservation issues requiring analysis or regulatory action and provide review and comment to the Board of Supervisors and the Planning Commission on any studies or regulations of such problems which may be initiated or developed by the township or other public or private entities.

To provide review and comment to the Board of Supervisors and the Planning Commission on the natural resources impact of subdivision and land development plans.

DEER MANAGEMENT COMMITTEE

On May 23, 2017, the Board of Supervisors disbanded the Deer Committee and migrated their tasks associated with the Deer Management Program to the Township Staff.

HISTORICAL COMMISSION

SNAPSHOT:

The Historical Commission is an advisory board that has seven members who serve five-year terms. They review subdivision and land development plans to ensure that adverse effect on historically significant structures is minimized. They also research and document the Township history.

ROLE:

Advise other ABCs in the preservation of the historical character of the Township by identifying and organizing the documentation of sites and areas of historical and/or architectural significance within the Township, providing educational and historical resources to residents and actively participating in the Township's planning and preservation processes.

RESPONSIBILITIES: (From Resolution 91-21)

To conduct a survey of historic resources for the purpose of determining those of historic and/or architectural significance and the pertinent facts about such resources; to act in collaboration with the Planning Commission of East Goshen Township and other groups with respect to such survey; to maintain and periodically revise a detailed inventory and map or maps of such historically and/or architecturally significant resources and the data collected concerning the said resources, appropriately classified.

To research and record the history of East Goshen Township.

To research significant historic objects, sites, structures, buildings and districts, and to recommend to the Board of Supervisors the nomination of same to the National Historic Register of Historic Places.

To propose from time to time to the Board of Supervisors the establishment of historic districts in accordance with the then applicable statutes and rules and regulations of the Commonwealth of Pennsylvania.

To formulate regulations for the establishment of an appropriate system of markers for selected historic and/or architectural resources, including proposals for the installation and care of such historic markers and to recommend adoption of the same to the Board of Supervisors.

To prepare and publish books, maps, brochures, and descriptive materials about the Township's history and historic and/or architectural resources.

To cooperate with and advise the Board of Supervisors via the Planning Commission in matters involving historically and/or architecturally significant resources, during the review of zoning and/or subdivision and land development proposals, and to determine the extent to which the same have the likelihood of impacting upon historic and/or architectural resources.

To cooperate with and enlist assistance from the National Park Service, the National Trust for Historic Preservation, the Pennsylvania Historical Museum Commission and other local, state and national historic societies, conservancies and other agencies, public and private, concerned with historic and/or architectural preservation.

To advise owners of historic and/or architectural buildings and resources on problems in connection therewith and methods of preservation thereof.

To keep abreast of technical literature reports and documents relevant to historic and/or architectural preservation in East Goshen Township.

To promote public interest in the work of the Commission, by carrying on a public relations program by other appropriate means.

To advise the Board of Supervisors on the acquisition, whether by gift, purchase, grant, bequest, easement, devise, lease, or otherwise, and/or restoration of historic and/or architecturally significant properties and other resources, historical records and other data and material within the purview of the commission.

To make plans for the establishment of a permanent archive of Township records and documents, and to make recommendations to the Board of Supervisors concerning the same.

To perform such other duties and undertake such other responsibilities as may be delegated to the Commission from time to time by the Board of Supervisors.

MUNICIPAL AUTHORITY

SNAPSHOT:

The Municipal Authority is a municipal corporation created pursuant to the Pennsylvania Municipal Authorities Act. The Municipal Authority owns the Township sewer system and is responsible for providing sewers to those areas of the Township deemed necessary by the Board of Supervisors. There are five members that serve five-year terms.

ROLE: (from the Articles of Incorporation filed with the Commonwealth of PA)

To acquire, hold, construct, improve, maintain, operate, own and lease, either in the capacity of lessor or lessee, sewers, sewer systems or parts thereof and sewage treatment works, including works for treating and disposing of industrial waste, for the Township of East Goshen and for such other territory as it may be authorized to serve.

RESPONSIBILITIES: (from the Fifth Supplemental Lease between the Township and Municipal Authority)

WHEREAS, the Township has agreed to lease the Sewer System from the Authority and to maintain and operate it, and has agreed in the Original Lease to fix, charge, impose and collect during the entire term of said Lease from the users of the Sewer System rents and charges which will be sufficient, together with other available funds (including tapping fees which are to be collected by it as agent of the Authority), to provide funds for the payment in each year of (i) the estimated expenses of operating, maintaining and repairing the Sewer System and the making of all ordinary improvements, additions and extensions which may be necessary or proper to provide or maintain adequate service, the costs of which are not otherwise provided for and the payment of all applicable taxes, (ii) the rentals payable under the Original Lease and under any and all supplemental or additional sewer leases, and (iii) the Administration Expenses of the Authority.

Note: Irrespective of the language in the Lease, the Municipal Authority takes an active role in overseeing the operation and maintenance of the sewer system.

PARK & RECREATION COMMISSION

SNAPSHOT:

Oversee the use, maintenance and improvements to the Township Parks, manage the existing recreation programs and develop new programs to ensure resident satisfaction.

ROLE: (from The Code of East Goshen Township)

To promote and encourage the use of the Township parks and open spaces by Township residents and visitors in a manner that will preserve the Township's natural and historic resources for the enjoyment of future generations; and to develop and provide educational and recreational activities, programs, partnerships and special events to further enhance the quality of life for Township residents, businesses, and visitors.

RESPONSIBILITIES: (from The Code of East Goshen Township)

Elect a Chairperson, Vice Chairperson, and Secretary from the Commission's members and establish a schedule of public meetings.

Recommend rules and regulations to the Supervisors for the governance and use of park and open space facilities and equipment.

Recommend and conduct approved educational and recreational programs and special events that are fun, safe, economical and generally accessible. These programs/events should promote individual and community growth, skills, and physical fitness while developing a sense of community belonging.

Promote activities/events within the parks and open spaces that do not damage the environment, preserve natural resources and wildlife.

Recommend additional facilities and uses for Township parks and open spaces.

Stay current with trends in recreation by reading appropriate journals, magazines, etc., and/or attending workshops.

Keep residents informed of Commission activities.

Investigate, apply for and follow up on grant opportunities.

Develop and sustain positive and cooperative relationships with other Township boards and commissions.

Develop and sustain mutual and beneficial collaborative relationships with community businesses, organizations, civic groups, school districts, colleges and universities and other municipalities.

Develop an ongoing plan to recruit and retain volunteers to help with recreation activities/events.

Staff Park and Recreation Commission committees as directed by the Board of Supervisors and as adopted by resolution.

Submit a suggested annual budget to the Supervisors by September 15th of each year.

Recommend to the Supervisors a fee schedule for the rental of park facilities and recreational programs.

Submit an annual report to the Supervisors indicating the progress toward current goals and formulation of future goals consistent with the Comprehensive Plan of the Township.

Submit an annual report to the Supervisors that includes an analysis of the adequacy and effectiveness of the community recreation areas, facilities and leadership.

PENSION COMMITTEE

SNAPSHOT:

The Pension Committee is comprised of two township employees, two residents and a Supervisor and is tasked with overseeing the various pension plans and trust agreements created by the Township.

ROLE: (from Resolution 10-61)

Establish and implement a funding policy consistent with the objective of the various plans.

RESPONSIBILITIES:

The Pension Committee is responsible for oversight of the following pension plans and trust agreements.

- East Goshen Township Non-Uniformed Defined Benefit Pension Plan
- East Goshen Township Non-Uniformed Employees Money Purchase Pension Plan (Defined Contribution Plan)
- Pension Plan for Goshen Fire Company Paid Fire Company Personnel
- East Goshen Township Other Post Employment Benefit Trust Agreement (WEGO Police)
- East Goshen Township Police Pension Trust Agreement (WEGO Police)

PLANNING COMMISSION

SNAPSHOT:

The East Goshen Township Planning Commission is an advisory board. There are seven members that serve four-year terms. They make recommendations on all subdivision and land development applications and either draft or comment on all Zoning ordinance Amendments. Each member is appointed by the Board of Supervisors.

ROLE: (from the Pennsylvania Municipalities Planning Code)

The qualifications of members of the Commission and its duties and powers shall be as prescribed in the Pennsylvania Municipalities Planning Code Act of July 31, 1966, 247, Article II, Sections 201 through 211, provided that the Board of Supervisors may assign to said Commission such other duties as it may deem appropriate which are not inconsistent with the powers and duties provided by said Code.

RESPONSIBILITIES: (from the Pennsylvania Municipalities Planning Code)

The planning agency (commission) shall at the request of the governing body (Board of Supervisors) have the power and shall be required to:

Prepare the comprehensive plan for the development of the municipality as set forth in this act, and present it for the consideration of the governing body.

Maintain and keep on file records of its action. All records and files of the planning agency shall be in the possession of the governing body.

The planning agency at the request of the governing body may:

Make recommendations to the governing body concerning the adoption or amendment of an official map.

Prepare and present to the governing body of the municipality a zoning ordinance, and make recommendations to the governing body on proposed amendments to it as set forth in this act.

Prepare, recommend and administer subdivision and land development and planned residential development regulations, as set forth in this act.

Prepare and present to the governing body of the municipality a building code and a housing code and make recommendations concerning proposed amendments thereto.

Do such other acts or make such studies as may be necessary to fulfill the duties and obligations imposed by this act.

Prepare and present to the governing body of the municipality an environmental study.

Submit to the governing body of a municipality a recommended capital improvements program.

Prepare and present to the governing body of the municipality a water survey, which shall consistent with the State Water Plan and any applicable water resources plan adopted by a river basin commission. The water survey shall be conducted in consultation with any public water supplier in the area to be surveyed.

Promote public interest in, and understanding of, the comprehensive plan and planning.

Make recommendations to governmental, civic and private agencies and individuals as to the effectiveness of the proposals of such agencies and individuals.

Hold public hearings and meetings.

Present testimony before any board.

Require from other departments and agencies of the municipality such available information as relates to the work of the planning agency.

In the performance of its functions, enter upon any land to make examinations and surveys with the consent of the owner.

Prepare and present to the governing body of the municipality a study regarding the feasibility and practicability of using renewable energy sources in specific areas within the municipality.

Review the zoning ordinance, subdivision and land development ordinance, official map, provisions for planned residential development, and such other ordinances and regulations governing the development of land no less frequently than it reviews the comprehensive plan.

ZONING HEARING BOARD

SNAPSHOT:

The Zoning Hearing Board is a “quasi” judicial branch of Township government with respect to the Zoning Ordinance. They hear and render decisions on variances, special exceptions, curative amendments, validity challenges and appeal of the decision of the Zoning Officer. There are three members that serve three-year terms.

ROLE: (from the Pennsylvania Municipalities Planning Code)

Every municipality which has enacted or enacts a zoning ordinance pursuant to this act or prior enabling laws, shall create a zoning hearing board. As used in this article, unless the context clearly indicates otherwise, the term “board” shall refer to such zoning hearing board.

RESPONSIBILITIES: (from the Pennsylvania Municipalities Planning Code)

The zoning hearing board shall have exclusive jurisdiction to hear and render final adjudications in the following matters:

Substantive challenges to the validity of any land use ordinance, except those brought before the governing body pursuant to sections 609.1 and 916.1(a)(2). *Note: All references are the PA Municipalities Planning Code*

Challenges to the validity of a land use ordinance raising procedural questions or alleged defects in the process of enactment or adoption which challenges shall be raised by an appeal taken within 30 days after the effective date of said ordinance. Where the ordinance appealed from is the initial zoning ordinance of the municipality and a zoning hearing board has not been previously established, the appeal raising procedural questions shall be taken directly to court.

Appeals from the determination of the zoning officer, including, but not limited to, the granting or denial of any permit, or failure to act on the application therefor, the issuance of any cease and desist order or the registration or refusal to register any nonconforming use, structure or lot.

Appeals from a determination by a municipal engineer or the zoning officer with reference to the administration of any flood plain or flood hazard ordinance or such provisions within a land use ordinance.

Applications for variances from the terms of the zoning ordinance and flood hazard ordinance or such provisions within a land use ordinance, pursuant to section 910.2.

Applications for special exceptions under the zoning ordinance or flood plain or flood hazard ordinance or such provisions within a land use ordinance, pursuant to section 912.1.

Appeals from the determination of any officer or agency charged with the administration of any transfers of development rights or performance density provisions of the zoning ordinance.

Appeals from the zoning officer's determination under section 916.2.

Appeals from the determination of the zoning officer or municipal engineer in the administration of any land use ordinance or provision thereof with reference to sedimentation and erosion control and storm water management insofar as the same relate to development not involving Article V or VII applications.

SECTION 7 - MEETING SCHEDULE

In December, the Township advertises the annual meeting schedule in the Daily Local News. This schedule is also posted on the Township website (www.eastgoshen.org). All meetings are normally held at the East Goshen Township Building, 1580 Paoli Pike, West Chester, PA unless advertised differently.

The date, time and location of special meetings will be advertised in the Daily Local News and posted on the Township website throughout the year, as they are scheduled. The public is welcome to attend all meetings with the exception of executive sessions.

The meeting schedule is attached as an appendix.

SECTION 8- OFFICIALS LIST

The Township Officials List is available at the Township Building. It is updated each time there is a change (resignation, new appointment, etc.)

SECTION 9- ATTENDANCE STANDARDS

In 1994, the Chairmen of the various Authorities, Boards and Commissions (ABCs) agreed to the following standards that would apply to all ABC Members:

- 1) It is the responsibility of each member to let either the Chairman or the staff liaison know if they are unable to attend a meeting,
- 2) If an ABC Member misses three (3) regular meetings in a row or more than twenty-five (25%) of the meetings over the course of a year, that Member will be expected to offer his or her resignation to the Board of Supervisors,
- 3) In the event a resignation is offered, the Chairman of the ABC will provide the Board of Supervisors with a recommendation regarding the resignation.

SECTION 10- SUNSHINE & RIGHT TO KNOW LAW

Under the PA Sunshine Law, all Board of Supervisors and Authority Boards and Commission meetings shall be open to the public.

All meetings must be advertised. In December the Township advertises all of the regular meetings for the upcoming year in the Daily Local News. Special meetings need to be advertised in the Daily Local News at least 24 hours in advance.

The law requires that minutes be taken, which include the date, time and place of the meetings; the names of the members present; the substance of all official actions; a record, by individual board members, of the roll call votes taken; and the names of all citizens who appear officially and the subject of their comments.

The law allows for non-public meeting called “executive sessions” to discuss personnel matters, collective bargaining issues, real estate transactions and litigation matters.

The PA Right to Know Law that took effect in 2009 dramatically changed the public’s right to access records in Pennsylvania. Under the new law the burden is on the government agency holding the record (and the term “record” is defined broadly) to demonstrate that the record is not a public document.

The Township is considered a government agency and it is subject to the law. A copy of our open records policy is posted on the Township website. The new law also created a new state agency called the Office of Open Records to implement and enforce the law.

Since e-mails permit a group of people to reach a consensus on a specific issue without actually meeting and since e-mails between Township officials are considered a public record the Board of Supervisors has adopted a policy governing e-mail communications by and among Supervisors, Township staff and ABC’s. A copy of this policy (Resolution 2011-43A) is attached as an appendix.

SECTION 11- ETHICS ACT

The Pennsylvania Public Officials and Employee Ethics Act applies to all elected officials, some of the ABC's and certain appointed officials. The Act provides that public office is a public trust and that any effort to realize personal financial gain is a violation of the trust.

The Act requires that the members of ABC's that are not "purely advisory boards" must file annually a statement of financial interest with the Township. Pursuant to a recent ruling by the State Ethics commission, the following ABC's must file the statement of financial interest: Board of Supervisors, Municipal Authority, Park and Rec Commission, Conservancy Board, and the Pension Committee.

To avoid the appearance of any impropriety, the Board of Supervisors believes that all ABC members should not accept gifts from any potential applicant(s), nor should they vote on any application in which they have an interest, financial or otherwise.

SECTION 12- THE COMPREHENSIVE PLAN

East Goshen Township prepared its first Comprehensive Plan in 1964. That initial plan and its subsequent revision in 1980 guided the Township through a period of substantial change- from an agricultural area with a population of about 1,700, to a suburban Township with a population of about 15,000.

In 1992, even though the majority of land in the Township was either developed or committed for development, the Comprehensive Plan was updated and maintained a two-fold fundamental purpose similar to that stated in the 1980 plan:

- To promote orderly growth within the Township.
- To preserve the quality of life in East Goshen Township.

In 2005 the Comprehensive Plan was updated again. The Plan identifies eight goals, as follows:

- Maintain East Goshen Township as a premier suburban residential community.
- Provide various housing opportunities for a diverse population.
- Preserve essential natural resources for the benefit of future generations.
- Preserve historic and cultural resources for the benefit of future generations.
- Provide recreation programs, activities and facilities to meet the needs of the residents.
- Provide Public Service and infrastructure to insure the health, welfare and safety of East Goshen's residents.
- Provide for a transportation and circulation system capability that optimizes mobility, insures safety, and minimizes congestion.
- Enhance communication between the Township and its residents.

The most recent update to the Comprehensive Plan was adopted in 2015. The latest Plan identifies eight overarching Goals.

- **Grow Gracefully**
 - Encourage Smart Growth that “Adds Value” to East Goshen Township as a Premier Suburban Community.
 - Discourage development/redevelopment that detracts from our Premier vision.
 - Maintain the current character of lower and medium intensity development.
- **Balance “Where to Build” and “Where Not to Build”**
 - Direct development and encourage redevelopment in the West Chester Pike Corridor and in the Town Center.
 - Protect the natural resources and historic resources of our community.
 - Maintain a pattern of Greenways that promote environmental health and sustainability.
 - Promote Green Infrastructure in existing development.
- **Enhance the Town Center**
 - Enhance the Town Center, with amenities such as Sidewalks, Crosswalks, Shade Trees, Street Lights, and Pedestrian Gathering Areas.
 - Re-purpose and expand the built environment to create additional locations for shops, stores, businesses, housing, and public spaces.
 - Promote walkability and opportunities for Pedestrian Gathering Areas along The Paoli Pike Promenade.
- **Enhance Recreation Opportunities**
 - Expand Recreational Facilities, Activities and Programs at East Goshen Park, for persons of all ages and abilities.
 - Enhance linkages to the Park through the Paoli Pike Trail.
 - Expand Farmers Market hours and vendors.
- **Enhance Commerce**
 - Promote new Uses, such as Hotels, Cafes, and Incubator Businesses, in appropriate locations.
 - Expand opportunities for Commerce in the Town Center.
 - Enhance Commerce in the West Chester Pike Corridor.
- **Enable Mixed-Use**
 - Promote opportunities for compact, mixed-use, walkable development in the Town Center.
 - Expand opportunities for mixed-use within the West Chester Pike Corridor.
 - Consider opportunities for mixed-use near West Chester Pike & Ellis Lane.
- **Improve Transportation & Circulation**
 - Maintain the quality of the road network.
 - Expand the efficiency of vehicular circulation.
 - Expand pedestrian circulation along Paoli Pike.
 - Expand pedestrian circulation along Greenways.

- Improve Community Facilities & Services
 - Expand municipal services in sync with community needs and budget limitations.
 - Pursue regional relationships in the provision of community facilities and services.
 - Nurture partnerships with existing businesses and institutions, in order to share facilities and programs.

The Plan enables the Board of Supervisors, the Planning Commission, other Township Boards and Commissions, as well as Township residents to review current issues and proposals against a clear picture for the most desirable plan for the remaining physical development and future character of the Township. Any proposal for change that impacts any one of these areas should be evaluated for conformance with the goals and objectives of the Comprehensive Plan.

SECTION 13- ZONING ORDINANCE

The Zoning Ordinance regulates the “how, what and where” of development within the Township.

The “how” part of the Zoning Ordinance specifies how the development of the land is to take place. Items such as the number of parking spaces that are required for an office building, the distance your house must be from the property line, how big a building lot must be, as well as how large a sign for a store can be erected are specified.

The “what” part of the Ordinance addresses what types of uses are allowed within the Township. The courts have ruled that if a municipality adopts a zoning ordinance it must allow for every type of use and/or housing type somewhere in the municipality. Similar uses are generally grouped together and permitted in a specific Zoning District.

Most zoning ordinances contain three types of uses. The first is a “use by right” under which an applicant can obtain a zoning permit simply by filing an application. These are typically innocuous use with known impacts on the Township. Agricultural uses and single family dwellings are typically permitted as a use by right.

The second is a “conditional use”. These uses would usually have more of an impact on the Township, because of either the intensity of the use or their size. Accordingly they require a hearing before the Board of Supervisors, who has the power to impose conditions provided they are supported by evidence on the record. Shopping centers, schools, warehouses and manufacturing facilities are typical conditional uses.

The third type is a “special exception” which is similar to a conditional use except the hearing is held by the Zoning Hearing Board.

The “where” part of the ordinance is the Zoning Map which depicts the Zoning District within which the various uses are permitted. The Zoning Map is part of the Zoning Ordinance, and like the Zoning Ordinance can be amended by the Board of Supervisors.

The Planning Commission generally prepares the Zoning Ordinance and amendments to it with input as needed from the other ABC’s. The draft ordinance is sent to the Chester County Planning Commission for their review and comment. Once these comments have been received, the Board of Supervisors must hold a public hearing, at which any person has an opportunity to voice his or her opinion on the Ordinance. At the conclusion of the hearing, the Board can vote to adopt the Ordinance if they chose to.

East Goshen Township adopted its first Zoning Ordinance in 1952. It adopted its most recent version of the Zoning Ordinance on June 9, 1997 and the Zoning Ordinance has been amended numerous times since that date.

SECTION 14- SUBDIVISION & LAND DEVELOPMENT PROCESS

Before a property owner can convey part of his property to another party: or before a non-residential building can be constructed or before two or more principal buildings can be constructed on a lot, the property owner must go through the subdivision and land development process. The Subdivision & Land Development Ordinance (SALDO) sets forth the standards that must be used when subdividing or developing a property. It requires that the plan, which must contain specific information such as property boundaries, water courses, contour lines, stormwater management, road, etc., be prepared by a licensed professional. This plan is reviewed by the Planning Commission, with input from some of the ABC’s, the Township Engineer and the Zoning Officer. After the review is completed, the Planning Commission issues a recommendation that is sent to the Board of Supervisors for formal action.

Since the preparation of a subdivision or land development plan is expensive, applicants are encouraged to submit a sketch plan. This is an informal submission, which depicts what the applicant would like to do with the property that is reviewed by the Planning Commission. This enables the applicant to obtain comments on his project before he does his engineering.

Once the applicant submits a preliminary plan, which is in conformance with the Zoning Ordinance and is prepared in accordance with the SALDO, the Township has 90 days from the first Planning Commission meeting following receipt of the plan to approve or disapprove it. During this time the Chester County Planning Commission, the Township Planning Commission, as well as other Authorities, Boards and Commissions review the plan. All comments are considered by the Planning Commission, who then makes a recommendation to the Board of Supervisors. The Board of Supervisors receives copies of all review letters on the plan. If a plan is denied, the Board must cite the specific section(s) of the various ordinances with which the plan does not comply.

It is very difficult to add new conditions to a final plan or turn down a final plan after the applicant has received preliminary approval. Consequently, the applicant usually agrees to an extension to the 90-day time clock so that all of the details can be worked out.

After the applicant receives preliminary approval, he then submits a final plan. The Township has another 90 days from the first Planning Commission meeting following receipt of the plan to approve or disapprove it. Generally, since the only change to the plan is replacing the label “Preliminary Plan” with a label that says “Final Plan”, approval is given the next month.

If “public improvements” are required, the applicant must post a bond insuring their completion before he can start work. Few, if any, subdivisions and land developments require approval from the Township only. It is the responsibility of the applicant to obtain all of the other permits that may be required to complete the project.

A land development is the construction of two or more principal buildings (a group of apartment buildings or townhouses) on a lot or the construction of a single non-residential building (a store or office building) on a lot. They must go through the same process as a subdivision.

When an application regarding a property, including any sketch plan, is made to the Township for any of the following: Subdivision, Land Development, Conditional Use, Special Exception, Variance or change of the Zoning Map the Township will notify all East Goshen Township property owners within 1,000 feet of the boundary of the property being proposed for development.

If subject property is within 1,000 feet of the Township boundary the adjoining municipality will be notified.

In the event the Township receives notification of a development project in an adjoining municipality the Township will notify East Goshen Township property owners within 1,000 feet of the subject property.

SECTION 15- SANITARY SEWER and REFUSE & RECYCLING

The East Goshen Municipal Authority owns the public sewer system which consists of over 80 miles of sewer line, four pump stations and the Ridley Creek Sewage Treatment Plant. The Ridley Creek Sewage Treatment Plant is permitted to treat 750,000 gallons per day. The Authority has an agreement with West Goshen Township for the treatment of 1,000,000 gallons per day at their treatment plant. The sewage from Summit House and Cider Knoll is treated at the Westtown Sewage Treatment Plant. The sewer system is maintained by the Township Public Works Department.

Hershey Mill Village has a spray irrigation sewer system that is owned and operated by the residents of that community. This system also treats the sewage from the Village Square Shopping Center and Wellington.

There are approximately 500 homes in the Township that utilize on-lot sewer systems. The Township has an on-lot management program under which homeowners must have their system pumped every three years.

The Township provides refuse and recycling collection service to all of the single family detached homes in the Township. Commingled recyclables are collected once a week and refuse is collected twice a week. The hauler also collects yard waste, leaves and bulk trash items on a regular basis.

Under the state law multi-family developments and apartment complexes may utilize private haulers for refuse and recycling services; however they must follow township requirements for recycling.

Commercial and business properties must contract for refuse and recycling services privately, but they are required to recycle specific materials.

The public sewer, the refuse & recycling program and on-lot management program are not utilized by all township residents. Accordingly, each of these programs is funded by user fees which cover all of the program's costs. Property owners are billed quarterly for sewer and refuse service. Homeowners on the on-lot program are invoiced when they have their system pumped.

SECTION 16 - BUDGET PROCESS

In accordance with Section 902 of the Second Class Township Code, the Board of Supervisors must adopt an annual budget.

In August, a budget request letter, as well as a printout of the current year status, is sent to the various ABCs and Department Heads for their input. This request is to be returned to the Chief Financial Officer in September. Upon receipt Chief Financial Officer with input from the Township Manager submits the first draft of the budget to the Board of Supervisors for their review in October.

After review by the Board, the Township advertises in the Daily Local News that the proposed budget is available for public inspection at the Township Building. The proposed budget is also posted on the Township website. The proposed budget must remain available for twenty days after notice has been published and before adoption on or before December 31st.

During the year, the Chief Financial Officer issues a monthly report on general fund and quarterly reports on all funds to the Supervisors and Department Heads.

SECTION 17- ANNUAL PLANNING SESSION

Annually, the Board of Supervisors holds a planning session for all of the ABC's. This session normally takes place on the second Saturday in January and all ABC members are invited to attend. At the planning session the Chairman of each Authority, Board and Commission (ABC) presents an outline of their ABC's accomplishments for the previous year and their goals for the current year. After the presentations, the Board of Supervisors select the three or four goals of each ABC that they believe are the most important and sets a target date for their completion. Each ABC's goals are listed on their respective monthly meeting agenda, and actions taken to achieve the goals are noted in the meeting minutes.

A side benefit of the annual planning session is that it serves as a vehicle to improve communications between the various ABC's. While the Board of Supervisors encourages each ABC to appoint a liaison to each of the other ABC's and to the Board of Supervisors, there is nothing like having each of the ABC's hearing what the other ABC's are doing. In addition the Board has found that the networking that occurs before and after the formal planning session is beneficial. Finally, each of the Supervisors is tasked with being the liaison to one of the ABC's.