

**EAST GOSHEN TOWNSHIP  
BUSINESS PARK TASK FORCE**

**Meeting Agenda**

**Monday, April 5, 2021**

**7:00 PM**

**VIA Telephone / ZOOM Video Conference**

**Dial In Number: (929) 205 6099**

**Access Code: 870 6900 2380 # #**

**During this tele-conference meeting, public comment will be handled as follows:**

- **Participants are asked to call in by 6:55 pm.**
- **The public will be muted during the meeting when the Task Force is conducting business.**
- **The Chairman will ask for any public comment on agenda items. Audience members who wish to make comments, may do so, one person at time. Participants making public comments must unmute themselves when called on and state their name and address for the record.**

**A. Call to Order / Pledge of Allegiance / Moment of Silence**

**B. Approval of Minutes – March 1, 2021**

**C. Task Force Objectives**

**1. Update on the distribution of Survey**

**2. Discuss Next Steps**

**D. Any Other Matter**

**E. Liaison Reports - Mike Lynch / John Hertzog**

**F. Public Comment**

**G. Adjournment**

**Bold Items indicate new information to review or discuss.**

**DRAFT**  
**EAST GOSHEN BUSINESS PARK TASK FORCE**  
**MEETING MINUTES**  
**March 1, 2021**

The East Goshen Township Business Park Task Force held their regular meeting on Monday March 1, 2021 at 7:00 pm. Due to restrictions caused by the COVID-19 virus, the meeting was held via electronic conferencing Zoom. Members in attendance are indicated in bold:

**Jeff O'Donnell, Chairman**  
**John Stipe, Vice Chairman**  
**Ed Decker**  
**John Hertzog**  
**Mike Koza**  
**Mike Lynch**  
**Brian Sweet**

Others in attendance:

**Mark Gordon, Township Zoning Officer**  
**Gordon Davis, resident**

**Call to Order & Pledge of Allegiance**

Jeff called the meeting to order at 7:00 pm and led those present in the Pledge of Allegiance. There was a moment of silence to remember our first responders.

**Approval of Minutes**

The minutes of the February 1, 2021 meeting were approved as amended.

**Task Force Objectives**

Mark Gordon commented that they received information from Keystone showing the business parks and total for all non-resident EIT. Mike Lynch mentioned that he was checking the information for any trends. It appears that EITs are down. There is not much variance in property taxes. The Business Parks are 7% of the township's property tax revenue. The revenue they are generating is important. They reviewed the chart showing real estate taxes.

They discussed companies with no employees on site right now. QVC is remote. CTDI is busy.

Mike Lynch mentioned that the county vacancy rates are 9-10%. East Goshen's is 2%.

John Stipe pointed out that Wellington and the bank pad site at the Giant are included. They should be removed because they will impact the numbers a lot. Mark Gordon will ask Mary Frances to make changes to her report.

Jeff mentioned that Brian sent out a revised survey. Jeff feels the survey will act as a point of conversation. It will be a manual process.

Brian reviewed the survey and pointed out what was from Mary Frances.

There was discussion and some changes.

1. 4i – proximity to trails - add parks

2. 4k – building appearance. Jeff commented that there is not a lot that can be done since the buildings have to be brick.

1 Ed mentioned that last month one suggestion from Brian O’Leary was to be a little more specific to  
2 get consistent feedback to determine what they are looking for.  
3 Brian commented that rankings should be added for questions 5, 6, 7, and 8. Jeff suggested for #6  
4 use workforce size and #7 use square footage. Numbers 7 & 8 should use percentages. Mike Lynch  
5 suggested asking if any change is temporary because of the pandemic or permanent. Mike Lynch  
6 commented that Vanguard has 90% of employees working remotely. They aren’t sure how it will  
7 affect their building.  
8 It was agreed to remove #10.  
9 Ed made a motion to adopt the questionnaire as the survey. John Stipe seconded the motion. The  
10 motion passed unanimously.  
11 Brian started discussion about the process to contact the companies. Jeff suggested including a letter  
12 with the survey asking them for three dates and times they can meet. When that is received, assign a  
13 Task Force member and note this in a column on the spreadsheet. Mike Lynch suggested that if any  
14 members have certain contacts to let Mark Gordon know. He would like to get the letters and  
15 surveys out in the next two weeks. Mark will email the letter and survey to the Task Force members.

16  
17 **Liaison Reports**

18 Futurist Committee – Brian mentioned that there will be a notice in the next newsletter about the  
19 Community Survey they are doing. It will be digital and take about 15 minutes to complete.  
20 Board of Supervisors – Mike Lynch reported that they are working on interviews for the Township  
21 Manager and Financial Officer positions. Hoping for a selection soon. John Stipe asked about the  
22 unexpected costs in sewer service. Mike Lynch explained that there are two items that have come up.  
23 One is the renovation of the Westtown Pump Station owned by West Goshen with an agreement for  
24 East Goshen to use it. The original estimates have doubled so they are meeting with West Goshen to  
25 look into this. Two is a serious failure of a long sewer line in Hershey Mill Estates. The estimate for  
26 repairs is \$600,000 to \$900,000. This problem was found through televising the lines, which is a  
27 very important part of maintaining the sewer lines.

28  
29 **Adjournment**

30 There being no further business Mike Koza moved to adjourn the meeting. Ed seconded the motion.  
31 The motion passed unanimously. The meeting was adjourned at 8:30 pm. The next meeting will be  
32 held on Monday, April 5, 2021 at 7:00 pm.

33  
34 Respectfully submitted

35  
36  
37 Ruth Kiefer, Recording Secretary

# Memorandum

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

Voice: 610-692-7171

Fax: 610-692-8950

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

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Date: 3/30/2021

To: Business Park Task Force

From: Mark Gordon, Township Zoning Officer *mlg*

Re: Survey and Letter to Businesses

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Dear Task Force Members,

Attached, please find the survey, letter and updated business contact list that was sent to property owners on Tuesday March 30<sup>th</sup>.

The contact list is as up to date as I could get it, there are a few specific contact names that are missing or have changed and we have not been able to update as of today. The biggest change is that the QVC facility at 1365 enterprise Drive has been sold to CTDI, so that change has been noted on the most recent update.

The TF just needs to finalize the point person for each business and you should be ready to begin reaching out.

March 30, 2021

**Advanced Staging Productions**  
**Steve Wildemann, President**  
**1330 Enterprise Dr**  
**West Chester, PA 19380**

**Re:** East Goshen Township Business Park Task Force / Business Park Survey

Dear Steve Wildemann, President,

The purpose of this letter is to inform you that the East Goshen Township Board of Supervisors has formed a new Business Park Task Force (BPTF) to assess the three business parks, and the Industrial and Business Park Zoning ordinances, in an effort to develop recommendations that support our business community.

Vibrant and prosperous businesses are essential to a vibrant community. East Goshen Township is eager to know more about your business and your workforce so that we can plan appropriately to support your needs. To that end, the Task Force has created a short survey, enclosed herein, to help them understand the business community as they move forward in developing recommendations for the Board of Supervisors to consider.

A member of the Task Force will be contacting you in the near future to discuss the survey questions with you. No need for you to complete it now; it's provided for you so that you have some time to think about the questions.

Thank you for your cooperation in this very important matter.

Sincerely,

A handwritten signature in blue ink, appearing to read 'M.A. Gordon', is positioned above the typed name.

Mark A. Gordon  
Township Zoning Officer

March 30, 2021

**PA Leadership Charter School  
Dr James Hanak, CEO  
1332 Enterprise Dr  
West Chester, PA 19380**

**Re:** East Goshen Township Business Park Task Force / Business Park Survey

Dear Dr James Hanak, CEO,

The purpose of this letter is to inform you that the East Goshen Township Board of Supervisors has formed a new Business Park Task Force (BPTF) to assess the three business parks, and the Industrial and Business Park Zoning ordinances, in an effort to develop recommendations that support our business community.

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Mark A. Gordon  
Township Zoning Officer

March 30, 2021

**CTDI**  
**Courtney Lofgren, Director, Culture & Communications**  
**1373 Enterprise Dr**  
**West Chester, PA 19380**

**Re: East Goshen Township Business Park Task Force / Business Park Survey**

Dear Courtney Lofgren, Director, Culture & Communications,

The purpose of this letter is to inform you that the East Goshen Township Board of Supervisors has formed a new Business Park Task Force (BPTF) to assess the three business parks, and the Industrial and Business Park Zoning ordinances, in an effort to develop recommendations that support our business community.

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Mark A. Gordon  
Township Zoning Officer

March 30, 2021

**Acero Precision, Inc**  
**Michael Fitzgerald, President**  
**1340 Enterprise Dr**  
**West Chester, PA 19380**

**Re:** East Goshen Township Business Park Task Force / Business Park Survey

Dear Michael Fitzgerald, President,

The purpose of this letter is to inform you that the East Goshen Township Board of Supervisors has formed a new Business Park Task Force (BPTF) to assess the three business parks, and the Industrial and Business Park Zoning ordinances, in an effort to develop recommendations that support our business community.

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Mark A. Gordon  
Township Zoning Officer

March 30, 2021

**Tecniplast North America**  
**Marco Carrara, President & CEO**  
**1345 Enterprise Dr**  
**West Chester, PA 19380**

**Re:** East Goshen Township Business Park Task Force / Business Park Survey

Dear Marco Carrara, President & CEO,

The purpose of this letter is to inform you that the East Goshen Township Board of Supervisors has formed a new Business Park Task Force (BPTF) to assess the three business parks, and the Industrial and Business Park Zoning ordinances, in an effort to develop recommendations that support our business community.

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Mark A. Gordon  
Township Zoning Officer

March 30, 2021

**Theraplay Inc**  
**Steve Mackell, COO**  
**1345 Enterprise Dr**  
**West Chester, PA 19380**

**Re:** East Goshen Township Business Park Task Force / Business Park Survey

Dear Steve Mackell, COO,

The purpose of this letter is to inform you that the East Goshen Township Board of Supervisors has formed a new Business Park Task Force (BPTF) to assess the three business parks, and the Industrial and Business Park Zoning ordinances, in an effort to develop recommendations that support our business community.

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Mark A. Gordon  
Township Zoning Officer

March 30, 2021

**CTDI**  
**Business Owner**  
**1365 Enterprise Dr**  
**West Chester, PA 19380**

**Re: East Goshen Township Business Park Task Force / Business Park Survey**

Dear Business Owner,

The purpose of this letter is to inform you that the East Goshen Township Board of Supervisors has formed a new Business Park Task Force (BPTF) to assess the three business parks, and the Industrial and Business Park Zoning ordinances, in an effort to develop recommendations that support our business community.

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Mark A. Gordon  
Township Zoning Officer

March 30, 2021

**Star Printing**  
**Allan Swanson, Jr**  
**1372 Enterprise Dr**  
**West Chester, PA 19380**

**Re: East Goshen Township Business Park Task Force / Business Park Survey**

Dear Allan Swanson, Jr,

The purpose of this letter is to inform you that the East Goshen Township Board of Supervisors has formed a new Business Park Task Force (BPTF) to assess the three business parks, and the Industrial and Business Park Zoning ordinances, in an effort to develop recommendations that support our business community.

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Mark A. Gordon  
Township Zoning Officer

March 30, 2021

**RedGo Development**  
**Business Owner**  
**600 Willowbrook Ln, Ste 102**  
**West Chester, PA 19382**

**Re:** East Goshen Township Business Park Task Force / Business Park Survey

Dear Business Owner,

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Mark A. Gordon  
Township Zoning Officer

March 30, 2021

**USI Insurance Services  
Business Owner  
3805 West Chester Pk  
Newtown Square, PA 19073**

**Re:** East Goshen Township Business Park Task Force / Business Park Survey

Dear Business Owner,

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Mark A. Gordon  
Township Zoning Officer

March 30, 2021

**Fresenius Kidney Care  
Business Owner  
1380 Enterprise Dr, Ste 300  
West Chester, PA 19380**

**Re:** East Goshen Township Business Park Task Force / Business Park Survey

Dear Business Owner,

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Mark A. Gordon  
Township Zoning Officer

March 30, 2021

**Kantar Media**  
**Peter Andrel, Branch Manager**  
**1385 Enterprise Dr**  
**West Chester, PA 19380**

**Re:** East Goshen Township Business Park Task Force / Business Park Survey

Dear Peter Andrel, Branch Manager,

The purpose of this letter is to inform you that the East Goshen Township Board of Supervisors has formed a new Business Park Task Force (BPTF) to assess the three business parks, and the Industrial and Business Park Zoning ordinances, in an effort to develop recommendations that support our business community.

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Mark A. Gordon  
Township Zoning Officer

March 30, 2021

**Venture Insurance Programs**  
**Phil Harvey, President**  
**1301 Wrights Ln East**  
**West Chester, PA 19380**

**Re:** East Goshen Township Business Park Task Force / Business Park Survey

Dear Phil Harvey, President,

The purpose of this letter is to inform you that the East Goshen Township Board of Supervisors has formed a new Business Park Task Force (BPTF) to assess the three business parks, and the Industrial and Business Park Zoning ordinances, in an effort to develop recommendations that support our business community.

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Mark A. Gordon  
Township Zoning Officer

March 30, 2021

**Lubker Distribution**  
**Rick Lubker, President**  
**1304 Goshen Pkwy, Ste 100**  
**West Chester, PA 19380**

**Re:** East Goshen Township Business Park Task Force / Business Park Survey

Dear Rick Lubker, President,

The purpose of this letter is to inform you that the East Goshen Township Board of Supervisors has formed a new Business Park Task Force (BPTF) to assess the three business parks, and the Industrial and Business Park Zoning ordinances, in an effort to develop recommendations that support our business community.

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Mark A. Gordon  
Township Zoning Officer

March 30, 2021

**North American Window & Door**  
**John Hanrahan, President**  
**1304 Goshen Pkwy, Ste 200**  
**West Chester, PA 19380**

**Re:** East Goshen Township Business Park Task Force / Business Park Survey

Dear John Hanrahan, President,

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Mark A. Gordon  
Township Zoning Officer

March 30, 2021

**NexClean**  
**Mike Quinn**  
**1304 Goshen Pkwy, Ste 300**  
**West Chester, PA 19380**

**Re:** East Goshen Township Business Park Task Force / Business Park Survey

Dear Mike Quinn,

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Mark A. Gordon  
Township Zoning Officer

March 30, 2021

**905 Airport Rd Realty II LLC**  
**Business Owner**  
**575 Pierce St, Ste 507**  
**Kingston, PA 18704**

**Re:** East Goshen Township Business Park Task Force / Business Park Survey

Dear Business Owner,

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Mark A. Gordon  
Township Zoning Officer

March 30, 2021

**905 Airport Rd Realty II LLC**  
**Mark Judge, Director of Accounting**  
**905 Airport Rd, Ste 400**  
**West Chester, PA 19380**

**Re: East Goshen Township Business Park Task Force / Business Park Survey**

Dear Mark Judge, Director of Accounting,

The purpose of this letter is to inform you that the East Goshen Township Board of Supervisors has formed a new Business Park Task Force (BPTF) to assess the three business parks, and the Industrial and Business Park Zoning ordinances, in an effort to develop recommendations that support our business community.

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Mark A. Gordon  
Township Zoning Officer

March 30, 2021

**COMCAST**  
**William Osbourne**  
**1354 Boot Rd**  
**West Chester, PA 19380**

**Re:** East Goshen Township Business Park Task Force / Business Park Survey

Dear William Osbourne,

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Mark A. Gordon  
Township Zoning Officer

March 30, 2021

**CALECO**

**Brent Winig, Director of Sales  
1300 Wilson Dr  
West Chester, PA 19380**

**Re:** East Goshen Township Business Park Task Force / Business Park Survey

Dear Brent Winig, Director of Sales,

The purpose of this letter is to inform you that the East Goshen Township Board of Supervisors has formed a new Business Park Task Force (BPTF) to assess the three business parks, and the Industrial and Business Park Zoning ordinances, in an effort to develop recommendations that support our business community.

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A member of the Task Force will be contacting you in the near future to discuss the survey questions with you. No need for you to complete it now; it's provided for you so that you have some time to think about the questions.

Thank you for your cooperation in this very important matter.

Sincerely,

A handwritten signature in blue ink, appearing to read 'M.A. Gordon', is positioned above the typed name.

Mark A. Gordon  
Township Zoning Officer

March 30, 2021

**Lavazza Professional**  
**Alessandro Bianco, Chief Public Relations Officer**  
**1301 Wilson Dr**  
**West Chester, PA 19380**

**Re:** East Goshen Township Business Park Task Force / Business Park Survey

Dear Alessandro Bianco, Chief Public Relations Officer,

The purpose of this letter is to inform you that the East Goshen Township Board of Supervisors has formed a new Business Park Task Force (BPTF) to assess the three business parks, and the Industrial and Business Park Zoning ordinances, in an effort to develop recommendations that support our business community.

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Mark A. Gordon  
Township Zoning Officer

March 30, 2021

**Zek's Compressed Air Solutions**  
**Mark Xu**  
**1302 Goshen Pkwy**  
**West Chester, PA 19380**

**Re:** East Goshen Township Business Park Task Force / Business Park Survey

Dear Mark Xu,

The purpose of this letter is to inform you that the East Goshen Township Board of Supervisors has formed a new Business Park Task Force (BPTF) to assess the three business parks, and the Industrial and Business Park Zoning ordinances, in an effort to develop recommendations that support our business community.

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Mark A. Gordon  
Township Zoning Officer

March 30, 2021

**IMX Medical Management Services**  
**Duvid Dugery, President**  
**1700 Paoli Pk**  
**Malvern, PA 19355**

**Re: East Goshen Township Business Park Task Force / Business Park Survey**

Dear Duvid Dugery, President,

The purpose of this letter is to inform you that the East Goshen Township Board of Supervisors has formed a new Business Park Task Force (BPTF) to assess the three business parks, and the Industrial and Business Park Zoning ordinances, in an effort to develop recommendations that support our business community.

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Mark A. Gordon  
Township Zoning Officer

March 30, 2021

**DePy Synthes  
Patti Angellini  
1302 E Wrights Ln  
West Chester, PA 19380**

**Re:** East Goshen Township Business Park Task Force / Business Park Survey

Dear Patti Angellini,

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Mark A. Gordon  
Township Zoning Officer

March 30, 2021

**WSFS Learning Center  
Business Owner  
1301 Paoli Pk  
West Chester, PA 19380**

**Re: East Goshen Township Business Park Task Force / Business Park Survey**

Dear Business Owner,

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Mark A. Gordon  
Township Zoning Officer

March 30, 2021

**Ducklings Early Learning Center**  
**Business Owner**  
**1302 Wilson Dr**  
**West Chester, PA 19380**

**Re:** East Goshen Township Business Park Task Force / Business Park Survey

Dear Business Owner,

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Mark A. Gordon  
Township Zoning Officer



## East Goshen Township Business Park Task Force Business Owner / Tennant Questionnaire

1. Contact name
2. What business park locations are you associated with?
3. What industry is your business in?
  - a. Professional Services
  - b. Other
  - c. Hospitality (restaurant, catering, hotels)
  - d. Construction
  - e. Retail
  - f. Healthcare
  - g. Personal Services (salon, dry cleaner)
  - h. Manufacturing
  - i. Education or Childcare
  - j. Non-Profit
  - k. Information Technology/Communications
  - l. Agriculture
  - m. Distribution/Warehouse/Logistics
4. Please rank the 5 most important criteria when you originally decided to move to a business park in East Goshen?
  - a. Rent price
  - b. Proximity to employee base
  - c. Proximity to customers
  - d. Property taxes
  - e. Real-estate costs
  - f. Proximity to restaurants
  - g. Business park amenities (TBD what are these?)
  - h. Prior association with East Goshen Township
  - i. Proximity to trails
  - j. Proximity to major highways for commuters
  - k. Building appearance
  - l. Traffic management
  - m. Public transit
  - n. Other
5. Please rank the 5 most important criteria to you if you were selecting a business location now (these are a copy from question 4)
6. How has COVID changed size of your workforce?
  - a. Reduced \_\_\_\_%
  - b. Increased \_\_\_\_%
  - c. No Change \_\_\_\_\_
  - d. How long do you anticipate this change to impact your business? \_\_\_\_\_
7. Do you anticipate your business square footage changing permanently as a result of COVID?
  - a. Reduced \_\_\_\_%
  - b. Increased \_\_\_\_%
  - c. No Change \_\_\_\_\_
  - d. How long do you anticipate this change to impact your business? \_\_\_\_\_



## East Goshen Township Business Park Task Force Business Owner / Tennant Questionnaire

8. Has your business shifted to more remote work as a result of COVID?
- a. Reduced \_\_\_\_%
  - b. Increased \_\_\_\_%
  - c. No Change \_\_\_\_\_
  - d. How long do you anticipate this change to impact your business? \_\_\_\_\_
9. Do you currently have any issues of concern with your business park location? If yes, please explain. \_\_\_\_\_

### Open Questions

Q. Has the pandemic, its impact, altered the short-term (1-3 year) and / or long-term (5-10 year) business plan; in particular its location or operation?

Please comment / explain: \_\_\_\_\_

Q. When our company considers changes to our facility, including operations, use or location, East Goshen Township is (check applicable):

- A resource
- An obstacle
- A partner
- A minor consideration
- An important consideration
- A non-factor

Please comment / explain: \_\_\_\_\_

Q. What are the reasons your company located in East Goshen Township?

- Location
- Transportation Access
- Work Force
- Amenities for Employees (housing, services, recreation, healthcare, education)
- Local Government Services & Relations

Please comment / explain: \_\_\_\_\_

Q. Are the reasons your company originally located in East Goshen Township? (check applicable):

- Somewhat important
- Very important
- No longer important

Please comment / explain: \_\_\_\_\_

Q. Are there services and resources East Goshen Township, as your local government, can provide to help support, sustain or improve your company?

Please comment / explain: \_\_\_\_\_

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

BPTF  
FYI

RECEIVED AFTER  
AGENDA  
WAS PRINTED

April 1, 2021

Dear Property Owner:

The purpose of this letter is to inform you that the Township has received a Zoning Hearing Board Application from CTDI, owner of 1365 Enterprise Drive. CTDI is requesting zoning variances for two proposed wall signs for their property at 1365 Enterprise Drive, West Chester, 19380.

CTDI is seeking relief from §240-22 Q.(5) of the Zoning Ordinance, specifically, relief is being requested for:

- (1) the maximum number of signs permitted on a building
  - a. The applicant is seeking relief to install 2 wall signs (the ordinance permits one wall sign per building)
- (2) the maximum area of wall signs
  - a. The applicant is seeking a variance to install wall signs that are approximately 166.8 square feet each, in area. (the zoning ordinance permits a maximum sign area of 100 square feet)

Additionally the applicant is requesting the Zoning Hearing Board grant such other relief as may be necessary in the judgement of the Board to allow each of the proposed wall signs.

All property owners within 1000 feet of the property seeking zoning relief are notified of the meeting dates when the application will be discussed. **The scheduled public meetings for review and potential approval of this application are as follows, AND ARE SUBJECT TO CHANGE WITHOUT ADDITIONAL WRITTEN NOTICE:**

**April 7, 2021** - Planning Commission meeting (7:00 pm, virtually via ZOOM)

**April 20, 2021** - Board of Supervisors meeting (7:00 pm, virtually via ZOOM)

**Zoning Hearing Board (Zoning Variance Hearing) – DATE TO BE DETERMINED**

Due to COVID 19 protocols all meetings and hearings will be held virtually. The ZOOM meeting information is available on the Township website, [www.eastgoshen.org](http://www.eastgoshen.org). **The application materials are available for review during normal business hours.** Call the Township if you have questions on how to observe or participate in the meetings and or hearing.

Sincerely,

*Mark A. Gordon*

Mark A. Gordon  
Township Zoning Officer