

**AGENDA**  
**EAST GOSHEN TOWNSHIP**  
**BOARD OF SUPERVISORS**  
**1580 Paoli Pike, 2<sup>nd</sup> Floor**  
Tuesday, August 1, 2023  
7:00 PM

To Join Zoom Meeting:

**Link:** <https://us02web.zoom.us/j/86914489041>

**Dial In Number:** 1 929 205 6099

**Meeting ID:** 869 1448 9041

**During this *hybrid* BOS meeting, public comment will be handled as follows:**

- The Zoom public is asked to remain muted during the meeting when the Board is talking.
- If you do not wish to be seen on the Board Room TVs or the YouTube Recording, your camera must be turned off via Zoom.
- In-person public participants will be given the *first* opportunity to comment and ask questions on each agenda item that requires a Board vote.
- The Zoom public participants will be given the *second* opportunity to comment and ask questions on each agenda item that requires a Board vote.
  - Zoom participants wishing to comment must raise their hand icon, state their name, and must speak one at a time.

1. Call to Order (7:00 PM)
2. Pledge of Allegiance
3. Moment of Silence  
Announce that this meeting is being recorded via Zoom. A recording will be uploaded later to the Township's YouTube channel for viewing.
4. Chairman's Report (7:05 PM to 7:10 PM)
  - a. The rescheduled Community Day will be Saturday, August 26<sup>th</sup> starting at 5:00 PM. Fireworks will be held that night.
5. Emergency Services Reports (7:10 to 7:20 PM)
  - a. WEGO – None
  - b. Goshen Fire Co – None
  - c. Malvern Fire Co – None
  - d. Good Fellowship – None
6. Public Hearings - None
7. Financial Report – None
8. Approval of Minutes and Treasurer's Report (7:25 PM to 7:30 PM)
  - a. Minutes – None
  - b. [Treasurer's Report – July 13, 2023 to July 27, 2023](#)
9. Old Business - None
10. New Business
  - a. [Discussion and possible approval of the Matrix Police Study contract in conjunction with Westtown Township.](#)
  - b. [Dump truck replacement](#)
  - c. [Appointment to Conservancy Board](#)
11. Standing Issues/Projects (8:30 PM to 8:40 PM)
  - a. Milltown Dam Project
  - b. Milltown Pocket Park

- c. Bow Tree Pond
- 12. Any Other Matter
- 13. Public Comment (8:40 PM to 9:00 PM)
- 14. Liaison Reports
- 15. Correspondence, Reports of Interest.
- 16. Adjournment (9:00 PM)

### Meetings & Dates of Importance

<i>Date</i>	<i>Meeting</i>	<i>Time</i>
August 3	Park & Rec Commission	7:00pm
August 9	Conservancy Board	7:00pm
August 10	Pipeline Task Force	5:30pm
August 14	Municipal Authority	7:00pm
August 15	Board of Supervisors	7:00pm
August 17	Futurist	7:00pm
August 22	Planning Commission	7:00pm
August 26	Community Day	5:00pm
August 28	ESAC	6:30pm
September 4	Township Office Closed	
September 5	Board of Supervisors	7:00pm
September 7	Park & Rec Commission	7:00pm
September 11	Municipal Authority	7:00pm
September 13	Conservancy Board	7:00pm
September 14	Pipeline Task Force	5:30pm
September 19	Board of Supervisors	7:00pm
September 21	Futurist Committee	7:00pm
September 25	ESAC	6:30pm
September 26	Planning Commission	7:00pm
October 3	Board of Supervisors	7:00pm
October 5	Park & Rec Commission	7:00pm
October 9	Township Office Closed	
October 11	Conservancy Board	7:00pm
October 12	Pipeline Task Force	5:30pm
October 17	Board of Supervisors	7:00pm

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**EAST GOSHEN TOWNSHIP  
MEMORANDUM**

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**TO:** BOARD OF SUPERVISORS  
**FROM:** DAVE WARE  
**SUBJECT:** PROPOSED PAYMENTS OF BILLS  
**DATE:** JULY 27, 2023

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Attached please find the Treasurer's Report for the weeks of June 13, 2023 – July 27, 2023.

EIT, Real Estate Tax collections, permit fees, and SWIF recharges drove General Fund revenue during this period.

General Fund expenses include storm water materials, tree removal, P&R classes and summer program costs, insurance payments and other routine operational expenses.

The Capital Reserve Fund expenses include \$8K for a five-year extended warranty on our paving machine and the purchase/installation of a radio and microphone in a PW truck. We received \$44K for the sale of our old sewer/storm water Jetter.

**Recommended motion:** Mr. Chairman, I move that we accept the receipts and approve the expenditures as presented in the Expenditure Register and as summarized in the Treasurer's Report.

TREASURER'S REPORT  
RECEIPTS AND BILLS

June 13, 2023 - July 27, 2023

**GENERAL FUND**

Real Estate Tax	\$36,704.00
Earned Income Tax	\$64,100.00
Local Service Tax	\$3,700.00
Transfer Tax	\$0.00
General Fund Interest Earned	\$0.00
Total Other Revenue	\$49,527.19

Total General Fund Receipts: \$154,031.19

**STATE LIQUID FUELS FUND**

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

**CAPITAL RESERVE FUND**

Receipts	\$43,500.00
Interest Earned	\$0.00
Total Capital Reserve Fund Receipts:	<u>\$43,500.00</u>

**TRANSPORTATION FUND**

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

**SEWER OPERATING FUND**

Receipts	\$564,231.29
Interest Earned	\$0.00

Total Sewer Operating Fund Receipts: \$564,231.29

**REFUSE FUND**

Receipts	\$82,462.94
Interest Earned	\$0.00
Total Refuse Fund Receipts:	<u>\$82,462.94</u>

**BOND FUND**

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

**SEWER CAPITAL RESERVE FUND**

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

**OPERATING RESERVE FUND**

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

**INFRASTRUCTURE SUSTAINABILITY FUND**

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

**ARPA - COVID RELIEF FUND**

Receipts	\$0.00
Interest Earned	\$0.00
Total ARPA - COVID Relief Fund Receipts:	<u>\$0.00</u>

Accounts Payable	\$79,946.40
Electronic Pmts:	
Debt Service	\$1,389.98
Payroll	\$205,030.46

Total Expenditures: \$286,366.84

Accounts Payable \$0.00

Total Expenditures: \$0.00

Accounts Payable \$8,315.00

Total Expenditures: \$8,315.00

Accounts Payable \$0.00

Total Expenditures: \$0.00

Accounts Payable	\$367,482.65
Electronic Pmts:	
Debt Service	\$19,267.09

Total Expenditures: \$386,749.74

Accounts Payable \$14,721.08

Total Expenditures: \$14,721.08

Accounts Payable \$0.00

Total Expenditures: \$0.00

Accounts Payable \$0.00

Total Expenditures: \$0.00

Accounts Payable \$0.00

Total Expenditures: \$0.00

Accounts Payable \$0.00

Total Expenditures: \$0.00

Accounts Payable \$0.00

Total Expenditures: \$0.00

P.O. Type: All  
Format: Detail without Line Item Notes  
Range: 01-400-0000 to 19-999-9999  
Rcvd Batch Id Range: First to Last  
Prior Year Only: N  
Vendors: All  
DEPT Page Break: No

Print Perpetual, Revenue, & G/L Accounts: N  
Open: N Void: N Paid: Y  
Held: N Aprv: N Rcvd: N  
Bid: Y State: Y Other: Y Exempt: Y  
Paid Date Range: 07/13/23 to 07/26/23  
Include Non-Budgeted: Y  
\* Means Prior Year Line

Subtotal DEPT: No

Account	Description		Item Description	Amount	Stat/Chk	First	Rcvd	Chk/Void		PO
P.O. Id	Item	Vendor				Enc	Date	Date	Invoice	Type
01-401-2100		MATERIALS & SUPPLIES								
23-01896	1	ODPBU005	ODP BUSINESS SOLUTIONS LLC	HP TONER 206A, BLACK	68.99	P	24949	07/13/23	07/13/23	07/13/23 319908141001
23-01897	1	WBMAS005	W.B.MASON CO.,INC.	(4) AIR FRESHNERS	33.12	P	24956	07/13/23	07/13/23	07/13/23 239467567
23-01939	1	ODPBU005	ODP BUSINESS SOLUTIONS LLC	5TAB INDEX MAKER & RECEIVED ST	112.50	P	24977	07/18/23	07/18/23	07/18/23
23-01985	1	ODPBU005	ODP BUSINESS SOLUTIONS LLC	TYVEK ENVELOPES, 10X13	58.23	P	24999	07/25/23	07/25/23	07/25/23 322426814001
23-01986	1	ODPBU005	ODP BUSINESS SOLUTIONS LLC	TYVEK ENVELOPES, 10X15	52.35	P	24999	07/25/23	07/25/23	07/25/23 322427379001
				325.19						
01-401-3210		COMMUNICATION EXPENSE								
23-01877	1	COMCA025	COMCAST 8499-10-109-0111284	0111284 7/9/23-8/8/23 SPEC VID	42.28	P	24939	07/13/23	07/13/23	07/13/23 070423
23-01878	1	NETCA025	NETCARRIER TELECOM INC. 67846	07/01/2023-7/31/2023	500.99	P	24941	07/13/23	07/13/23	07/13/23 850969
23-01879	1	FIRST015	FIRSTNET - #287290606505	JUNE 2023	209.43	P	24940	07/13/23	07/13/23	07/13/23 07082023
23-01938	1	COMCA010	COMCAST 8499-10-109-0107472	0107472 7/17-8/16/23 PW TV	31.70	P	24962	07/18/23	07/18/23	07/18/23 071023
23-01945	1	BEENE005	BEE.NET INTERNET SERVICES	BEE MAIL ACCTS AUGUST 2023	830.00	P	24987	07/21/23	07/21/23	07/25/23 202308004
				1,614.40						
01-401-3400		ADVERTISING - PRINTING								
23-01918	2	21STC005	21ST CENT.MEDIA NEWS #884433	NOTICE- MUN AUTH & ZONING MEET	423.32	P	24960	07/17/23	07/17/23	07/18/23 2488665
01-401-3840		RENTAL OF EQUIP. -OFFICE								
23-01903	1	GREAT010	GREAT AMERICA FINANCIAL SERVIC	AUGUST 2023 LANIER MP C6004EX	160.00	P	24969	07/17/23	07/17/23	07/18/23 34456159
01-404-3140		LEGAL - ADMIN								
23-01898	1	PC000005	LAMB MCERLANE PC	LEGAL SERV JUNE 2023 ADMIN/GEN	815.72	P	24952	07/13/23	07/13/23	07/13/23 231978
23-01899	1	PC000005	LAMB MCERLANE PC	LEGAL SERV JUNE 2023 ORDINANCE	1,350.00	P	24952	07/13/23	07/13/23	07/13/23 231979
				2,165.72						
01-409-3600		TWP. BLDG. - FUEL, LIGHT, WATER								
23-01920	1	EASTG035	EAST GOSHEN TWP - SEWER	QTR 3 2023 SEWER TWP	584.26	P	24964	07/17/23	07/17/23	07/18/23 071723- TWP
23-01960	1	AQUAP010	AQUA PA 01	309828 0309828 6/16-7/19/23 TB	503.58	P	24986	07/24/23	07/24/23	07/25/23 072123 TB

July 26, 2023  
11:18 AM

East Goshen Township  
2023 Purchase Order Listing By Expenditure Account

Account		Description			First	Rcvd	Chk/Void		PO
P.O. Id	Item Vendor	Item Description	Amount	Stat/Chk	Enc Date	Date	Date	Invoice	Type
01-409-3600		TWP. BLDG. - FUEL, LIGHT, WATER	Continued						
23-01961	1 AQUAP010 AQUA PA 01	309820 0309820 6/16-7/19/23 FR	244.32	P	24986	07/24/23	07/24/23	07/25/23	
			1,332.16						
01-409-3605		PW BLDG - FUEL,LIGHT,SEWER & WATER							
23-01919	1 EASTG035 EAST GOSHEN TWP - SEWER	QTR 3 2023 SEWER PW	458.16	P	24964	07/17/23	07/17/23	07/18/23	071723- PW
23-01959	1 AQUAP010 AQUA PA 01	496917 0309798 6/16-7/19/23 PW	293.43	P	24986	07/24/23	07/24/23	07/25/23	
23-01974	1 VERIZ010 VERIZON - 0527	7/15-8/14/23 1570 PAOLI PIK PW	205.54	P	25005	07/24/23	07/24/23	07/25/23	071423
			957.13						
01-409-3740		TWP. BLDG. - MAINT & REPAIRS							
23-01888	1 YALEE005 YALE ELECTRIC SUPPLY CO	STL RECESSED TV BOX,GFCI PLATE	67.19	P	24957	07/13/23	07/13/23	07/13/23	S123466004.001
23-01922	10 ENVIR005 ECPC, LLC	PEST CONTROL JULY 2023	145.00	P	24965	07/17/23	07/17/23	07/18/23	23937
23-01930	1 ULINE005 ULINE	FANS AND OUTLET POWER STRIPS	329.93	P	24981	07/18/23	07/18/23	07/18/23	165599346
23-01934	1 FERRY010 FERRY PLUMBING INC., DAN	TWP BLDG-TOILET FOR MENS BATHR	425.00	P	24966	07/18/23	07/18/23	07/18/23	11147
23-01947	1 CINTA005 CINTAS CORPORATION #287	CLEAN MATS & UNIFORMS WE071923	46.56	P	24989	07/21/23	07/21/23	07/25/23	4162074358
23-01948	1 EXCEL005 EXCEL ELEVATOR & ESCALATOR	ELEVATOR MAINTENANCE AUG 2023	54.21	P	24991	07/21/23	07/21/23	07/25/23	
23-01958	1 YALEE005 YALE ELECTRIC SUPPLY CO	SS GFI RECEPT, MOUNTING BRACKE	344.06	P	25008	07/21/23	07/21/23	07/25/23	S123532866.001
23-01972	1 VAZQU005 VAZQUEZ, JUAN MARTINEZ	REPAIRED DRYWALL & PAINTED	350.00	P	25004	07/24/23	07/24/23	07/25/23	072223
			1,761.95						
01-409-3745		PW BUILDING - MAINT REPAIRS							
23-01922	8 ENVIR005 ECPC, LLC	PEST CONTROL JULY 2023	75.00	P	24965	07/17/23	07/17/23	07/18/23	23938
01-409-3840		DISTRICT COURT EXPENSES							
23-01916	1 WEIGA005 WEIGAND INC., H.A.	12"x18"STAFF ONLY & H.C. SIGNS	75.00	P	24982	07/17/23	07/17/23	07/18/23	122143
23-01922	9 ENVIR005 ECPC, LLC	PEST CONTROL JULY 2023	70.00	P	24965	07/17/23	07/17/23	07/18/23	23939
23-01931	1 LECLE005 LEC - LENNI ELECTRIC CORPORATI	DIST CT- REPLACE EXIT LIGHTS	2,711.51	P	24973	07/18/23	07/18/23	07/18/23	230715
23-01975	1 VERIZ025 VERIZON-1420	7/16-8/15/23 DC ALARM SYSTEM	83.02	P	25006	07/24/23	07/24/23	07/25/23	071523
23-01978	1 PROTE005 PROTECTION BUREAU, THE	CENTRAL STATION MONITORING DC	360.00	P	25001	07/24/23	07/24/23	07/25/23	297705
			3,299.53						
01-409-4300		WIRELESS TOWER TAX PAYMENTS							
23-01907	1 WESTC020 WEST CHESTER AREA SCHOOL DISTR	2023 SCHOOL REAL ESTATE TAX	4,763.85	P	24983	07/17/23	07/17/23	07/18/23	04221
01-411-3000		FIRE MARSHAL - EXPENSES							
23-01977	1 PAAIT005 PAAI- TRAINING	PA ASS. OF ARSON INVEST.TRAINI	225.00	P	25000	07/24/23	07/24/23	07/25/23	072423

Account		Description			First	Rcvd	Chk/Void	PO
P.O. Id	Item Vendor	Item Description	Amount	Stat/Chk	Enc Date	Date	Date Invoice	Type
01-413-3000 GENERAL EXPENSE								
23-01884	1 PADEP005	COMMONWEALTH OF PA - UCC CERT APPLICATION FOR UCC-P.BORAWSKI	117.60	P	24951	07/13/23	07/13/23 07/13/23	071323
23-01908	1 MONTG010	MONTGOMERY COUNTY PLANNING COM COURSE- ZONING D.BRADY	110.00	P	24976	07/17/23	07/17/23 07/18/23	051923-ZONING
23-01921	1 BRADY010	BRADY, DUANE REIMBURSE FOR CODES SUPPLIES	25.44	P	24961	07/17/23	07/17/23 07/18/23	071723
			253.04					
01-413-3130 ENGINEERING SERVICES								
23-01923	1 GANNE005	GANNETT FLEMING INC. 2023 GEOPLAN WEB LIC FEE 4USER	1,600.00	P	24967	07/18/23	07/18/23 07/18/23	1
23-01924	1 GANNE005	GANNETT FLEMING INC. PROF SERV THRU 70122 FIREALARM	172.50	P	24967	07/18/23	07/18/23 07/18/23	11522
23-01949	1 GANNE005	GANNETT FLEMING INC. GEOPLAN ACCT RESET E.HERMAN	32.13	P	24992	07/21/23	07/21/23 07/25/23	25056
			1,804.63					
01-430-2320 VEHICLE OPERATION - FUEL								
23-01942	1 REILL005	REILLY & SONS INC 58.70 GALS GASOLINE E10	174.63	P	250	07/19/23	07/19/23 07/19/23	15537897
23-01943	1 REILL005	REILLY & SONS INC 338.80 GALS DIESEL	984.21	P	250	07/19/23	07/19/23 07/19/23	15537927
23-01988	1 REILL005	REILLY & SONS INC 317 GALS GASOLINE E10	963.68	P	251	07/25/23	07/25/23 07/25/23	15591187
23-01989	1 REILL005	REILLY & SONS INC 393 GALS DIESEL	1,182.93	P	251	07/25/23	07/25/23 07/25/23	15591277
			3,305.45					
01-430-2330 VEHICLE MAINT AND REPAIR								
23-01885	1 TONY005	TONY'S EMERGENCY SERVICES REMOVE MOBILE RADIO W/ANTENNA	300.00	P	24954	07/13/23	07/13/23 07/13/23	1209
23-01900	1 EAGLE025	EAGLE POWER & EQUIPMENT AIR, HYDRAULIC, FUEL FILTERS	705.98	P	24943	07/13/23	07/13/23 07/13/23	P19575
23-01917	1 SENNR005	SENN REPAIRS CLY REBUILD WITH NEW ROD	1,563.31	P	24980	07/17/23	07/17/23 07/18/23	7301
23-01952	1 LITTL005	LITTLE INC., ROBERT E. JDC-OIL FILTER & FILTER ELEMNT	205.38	P	24995	07/21/23	07/21/23 07/25/23	03-1029460
23-01970	1 EAGLE005	EAGLE POWER TURF & TRACTOR SPOOL AND COVER	85.92	P	24990	07/24/23	07/24/23 07/25/23	P17861
23-01980	1 MODER005	MODERN GROUP LTD. (2) BANDED BELTS FOR CHIPPER	380.25	P	24997	07/24/23	07/24/23 07/25/23	PSI315594
			3,240.84					
01-433-2500 MAINT. REPAIRS.TRAFF.SIG.								
23-01893	1 HIGGI010	HIGGINS & SONS INC., CHARLES A TRAFFIC LGHT MAIN. STRASBURG	195.00	P	24945	07/13/23	07/13/23 07/13/23	58860
Tracking Id: LIQFUEL LIQUID FUEL PURCHASES								
01-436-2450 STORMWATER MATERIALS & SUPPLIES								
23-01891	1 MILLE045	MILLER CONCRETE LLC C TOPS WITH BIKE CRATES	6,360.00	P	24948	07/13/23	07/13/23 07/13/23	172499
Tracking Id: LIQFUEL LIQUID FUEL PURCHASES								
23-01971	1 MAINL010	MAIN LINE CONCRETE 10 YD CONCRETE 4000 PSI	1,850.00	P	24996	07/24/23	07/24/23 07/25/23	522722
Tracking Id: LIQFUEL LIQUID FUEL PURCHASES								
			8,210.00					

July 26, 2023  
11:18 AM

East Goshen Township  
2023 Purchase Order Listing By Expenditure Account

Account		Description				First	Rcvd	Chk/void		PO
P.O. Id	Item Vendor		Item Description	Amount	Stat/Chk	Enc Date	Date	Date	Invoice	Type
01-437-2460 GENERAL EXPENSE - SHOP										
23-01892	1 KEENC005	KEEN COMPRESSED GAS COMPANY	VARIOUS GAS CYLINDERS	85.80	P	24947	07/13/23	07/13/23	07/13/23	83429279
23-01905	1 MAXWE005	MAXWELL & SON INC, JW	SHOVEL, RAKES, WINDOW LOCKS	108.34	P	24975	07/17/23	07/17/23	07/18/23	70493
23-01950	1 KENTA005	KENT AUTOMOTIVE	STINGRAY BUTANE TORCH	215.68	P	24993	07/21/23	07/21/23	07/25/23	9310754040
23-01976	1 SAFET005	SAFETY SOLUTIONS INC.	MEDICAL/ FIRST AID SUPPLIES-PW	31.45	P	25002	07/24/23	07/24/23	07/25/23	56208
				541.27						
01-438-2450 MATERIALS & SUPPLIES-HIGHWAYS										
23-01889	1 HIGHW005	HIGHWAY MATERIALS INC.	5.48 TON 9.5MM 0.3<30,H,PG64S	364.42	P	24946	07/13/23	07/13/23	07/13/23	335607
23-01894	1 TRAFF010	TRAFFIC SAFETY STORE, THE	SIGNS- ROAD WORK, FLAGGER, ONE	1,194.00	P	24955	07/13/23	07/13/23	07/13/23	INV907709
					Tracking Id: LIQFUEL LIQUID FUEL PURCHASES					
23-01915	1 GAPPO005	GAP POWER RENTALS PLUS LLC	CARBIDE BIT&HIGH IMPACT CUTTER	158.29	P	24968	07/17/23	07/17/23	07/18/23	1850848
					Tracking Id: LIQFUEL LIQUID FUEL PURCHASES					
23-01915	2 GAPPO005	GAP POWER RENTALS PLUS LLC	CARBIDE BIT&HIGH IMPACT CUTTER	1.58-	P	24968	07/17/23	07/17/23	07/18/23	1850848
					Tracking Id: LIQFUEL LIQUID FUEL PURCHASES					
23-01926	1 MAINL010	MAIN LINE CONCRETE	(6) BELGIAN BLOCK	36.30	P	24974	07/18/23	07/18/23	07/18/23	522422
					Tracking Id: LIQFUEL LIQUID FUEL PURCHASES					
23-01928	1 KENTA005	KENT AUTOMOTIVE	WASP KILLER KIBOSH AEREOSPRAY	427.05	P	24971	07/18/23	07/18/23	07/18/23	9310753466
					Tracking Id: LIQFUEL LIQUID FUEL PURCHASES					
				2,178.48						
01-438-2460 TREE REMOVAL										
23-01927	1 ORNER005	ORNER,TRAVIS	REMOVE (3) SYCAMORE TREES	6,435.00	P	24978	07/18/23	07/18/23	07/18/23	1505
					Tracking Id: LIQFUEL LIQUID FUEL PURCHASES					
01-438-3840 EQUIPMENT RENTAL										
23-01951	1 KNOXE005	KNOX EQUIPMENT RENTALS INC.	18" WOOD CHIPPER RENTAL	803.00	P	24994	07/21/23	07/21/23	07/25/23	125473.1.2
					Tracking Id: LIQFUEL LIQUID FUEL PURCHASES					
01-452-2010 SUMMER PROGRAM FIELD TRIPS										
23-01904	1 KRAPP005	KRAPF JR. & SONS INC., GEORGE	SUMMER CAMP BUS FEE 6/28 &6/30	1,713.32	P	24972	07/17/23	07/17/23	07/18/23	21173
23-01955	1 OASIS005	OASIS FAMILY FUN CENTER, THE	SUMMER CAMP TRIP FOR133 71923	2,028.25	P	24998	07/21/23	07/21/23	07/25/23	2023072001
23-01982	1 BOUNC010	BOUNCE U	SUMMER CAMP FIELD TRIP 071423	494.95	P	24988	07/25/23	07/25/23	07/25/23	BUE07142023
				4,236.52						
01-452-3508 ART										
23-01906	1 COUNT005	COUNTY LINE MAGAZINE	ART WALK ADVERTISING	600.00	P	24963	07/17/23	07/17/23	07/18/23	12424334



Account	Description	Item Description	Amount	Stat/Chk	First	Rcvd	Chk/Void	PO
P.O. Id Item Vendor					Enc Date	Date	Date Invoice	Type
01-452-3701	LADIES & YOUTH TENNIS							
23-01925 1 JUSTT005 JUST TENNIS LLC.	TENNIS INSTR.-JULY 2023 MORNIN	7,055.00	P	24970	07/18/23	07/18/23	07/18/23	207
01-452-3730	PICKLEBALL COURT							
23-01909 1 PARIS005 PARISEAULT, BRYAN	REIMBURSE FOR EAGLE SCOUT PROJ	437.01	P	24979	07/17/23	07/17/23	07/18/23	071123
01-454-2460	TREE REMOVAL-PARK							
23-01887 1 ORNER005 ORNER,TRAVIS	REMOVE 4 ASH TREES MARYDELL	5,000.00	P	24950	07/13/23	07/13/23	07/13/23	1503
01-454-3100	PROFESSIONAL SERVICES							
23-01922 1 ENVIR005 ECPC, LLC	PEST CONTROL JULY 2023	40.00	P	24965	07/17/23	07/17/23	07/18/23	23940
01-454-3740	PARK MAINTENANCE & REPAIR							
23-01890 1 PORTA005 PORT A BOWL RESTROOM CO.	STANDARD RR 1X WEEKLY 7/11-8/7	150.00	P	24953	07/13/23	07/13/23	07/13/23	INV/2023/17434
23-01901 1 ARMBR010 ARM BRICKHOUSE	TESTING WATER AT PARK	1,387.69	P	24942	07/13/23	07/13/23	07/13/23	0009568
23-01928 2 KENTA005 KENT AUTOMOTIVE	WASP KILLER KIBOSH AEREOSPRAY	427.05	P	24971	07/18/23	07/18/23	07/18/23	9310753466
23-01965 1 YALEE005 YALE ELECTRIC SUPPLY CO	TORK PHOTO CTRL CELL CONDUIT	41.56	P	25008	07/24/23	07/24/23	07/25/23	
23-01968 1 WBMA5005 W.B.MASON CO.,INC.	PARK RR- GERMICIDAL WIPES	32.16	P	25007	07/24/23	07/24/23	07/25/23	239672208
		2,038.46						
01-462-3100	PROFESSIONAL SERVICES							
23-01922 3 ENVIR005 ECPC, LLC	PEST CONTROL JULY 2023	70.00	P	24965	07/17/23	07/17/23	07/18/23	23946
01-486-1560	HEALTH,ACCID. & LIFE							
23-01981 1 STAND005 STANDARD INSURANCE CO., THE	AUGUST 2023	4,263.12	P	25003	07/24/23	07/24/23	07/25/23	071723
01-487-1910	UNIFORMS							
23-01895 1 GRAPH005 GRAPHIC IMPRESSIONS OF AMERICA	EGT TSHIRTS FOR OFFICE STAFF	367.00	P	24944	07/13/23	07/13/23	07/13/23	23-4229
23-01947 2 CINTA005 CINTAS CORPORATION #287	CLEAN MATS & UNIFORMS WE071923	742.05	P	24989	07/21/23	07/21/23	07/25/23	4162074358
		1,109.05						
	Fund Total:	68,919.12						
03-430-7400	CAPITAL REPLACEMENT - HWY EQUIP							
23-01886 1 TONY5005 TONY'S EMERGENCY SERVICES	INSTALL KENWOOD RADIO W/ MIC	2,900.00	P	1588	07/13/23	07/13/23	07/13/23	1208
	Tracking Id: LIQFUEL LIQUID FUEL PURCHASES							

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East Goshen Township  
2023 Purchase Order Listing By Expenditure Account

Account		Description		Item Description		Amount	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	PO Type
P.O. Id	Item	Vendor										
03-430-7400 CAPITAL REPLACEMENT - HWY EQUIP Continued												
23-01935	1	FOLEY005	FOLEY INC.	EXTENDED WARRANTY PROG-	60MNTH	5,300.00	P	1589 07/18/23	07/18/23	07/18/23	SIN00088460	
						8,200.00						
			Fund Total:			8,200.00						
05-420-3602 C.C. COLLECTION -UTILITIES												
23-01962	1	AQUAP015	AQUA PA 05	300141 0300141	6/16-7/19/23 GH	20.58	P	5705 07/24/23	07/24/23	07/25/23	072123	GH
23-01963	1	AQUAP015	AQUA PA 05	363541 0357724	6/16-7/16/23 BK	20.58	P	5705 07/24/23	07/24/23	07/25/23	072123	BK
23-01979	1	COMCA045	COMCAST 8499-10-109-0166205	0166205 7/21-8/20/23	THORNCRFT	175.59	P	5707 07/24/23	07/24/23	07/25/23	071623	
						216.75						
05-420-3701 C.C. INTERCEPT.-MAINT.&REP												
23-01929	1	GAPP005	GAP POWER RENTALS PLUS LLC	TRACK LOADER & SKIDLOADER RENT		1,770.00	P	5701 07/18/23	07/18/23	07/18/23	1848797	
23-01929	2	GAPP005	GAP POWER RENTALS PLUS LLC	TRACK LOADER & SKIDLOADER RENT		17.70	P	5701 07/18/23	07/18/23	07/18/23	1848797	
23-01969	1	ORNER005	ORNER, TRAVIS	REMOVE ASHTREE INTERCEPTOR R/W		1,200.00	P	5711 07/24/23	07/24/23	07/25/23	1508	
						2,952.30						
05-420-3702 C.C. COLLEC.-MAINT.& REPR.												
23-01953	1	HIGHW005	HIGHWAY MATERIALS INC.	80.06T 25MM,0<30;40.02T 9.5MM		7,104.68	P	5709 07/21/23	07/21/23	07/25/23	337021	
05-420-3704 C.C. COLLECT.-MAINT & REP - I&I												
23-01914	1	FOLEY005	FOLEY INC.	SM HYDRAULIC EXCAVATOR RENTAL		4,931.00	P	5700 07/17/23	07/17/23	07/18/23	INV0090968	
05-420-3705 ASHBRIDGE-MAINT.&REPR												
23-01922	7	ENVIR005	ECPC, LLC	PEST CONTROL JULY 2023		25.00	P	5699 07/17/23	07/17/23	07/18/23	23941	
05-420-3706 BARKWAY -MAINT.& REPR.												
23-01922	2	ENVIR005	ECPC, LLC	PEST CONTROL JULY 2023		25.00	P	5699 07/17/23	07/17/23	07/18/23	23942	
05-420-3850 C.C. WEST GOSHEN OPER/MAINT												
23-01964	1	WESTG005	WEST GOSHEN TOWNSHIP	OPERATIONS & MGMT QTR 2 2023		212,486.75	P	5713 07/24/23	07/24/23	07/25/23	EG-2-23-O&M	
05-422-2440 R.C. STP- CHEMICALS												
23-01966	1	UNIVA005	UNIVAR USA INC.	1420 GALS ALMN SULFATE 48%		3,295.00	P	5712 07/24/23	07/24/23	07/25/23	51325328	
23-01967	1	UNIVA005	UNIVAR USA INC.	270 BAGS SODA ASH LITE		6,871.60	P	5712 07/24/23	07/24/23	07/25/23	51321711	
						10,166.60						

Account	Description				First	Rcvd	Chk/Void		PO
P.O. Id	Item	Vendor	Item Description	Amount	Stat/Chk	Enc Date	Date	Date Invoice	Type
05-422-3601 R.C. COLLEC.-UTILITIES									
23-01910	1	VERIZ050	VERIZON - 7043	117.61	P	5704	07/17/23	07/17/23 07/18/23	070623
23-01911	1	VERIZ020	VERIZON 652-480-501-00001-24	61.65	P	5703	07/17/23	07/17/23 07/18/23	070623
				179.26					
05-422-3700 R.C. STP-MAINT.& REPAIRS									
23-01913	1	COMMO030	COMMONWEALTH OF PENNSYLVANIA	100.00	P	5698	07/17/23	07/17/23 07/18/23	1310951
23-01922	4	ENVIR005	ECPC, LLC	25.00	P	5699	07/17/23	07/17/23 07/18/23	23943
23-01922	5	ENVIR005	ECPC, LLC	25.00	P	5699	07/17/23	07/17/23 07/18/23	23944
23-01922	6	ENVIR005	ECPC, LLC	90.00	P	5699	07/17/23	07/17/23 07/18/23	23945
23-01932	1	LECLE005	LEC - LENNI ELECTRIC CORPORATI	408.20	P	5702	07/18/23	07/18/23 07/18/23	230668
23-01933	1	LECLE005	LEC - LENNI ELECTRIC CORPORATI	513.00	P	5702	07/18/23	07/18/23 07/18/23	230718
23-01973	1	COMMO020	COMMONWEALTH OF PA	500.00	P	5708	07/24/23	07/24/23 07/25/23	1312897
				1,661.20					
05-422-4500 R.C. STP-CONTRACTED SERV.									
23-01902	1	BIGFI005	BIG FISH ENVIRONMENTAL SERVICE	16,146.72	P	535	07/14/23	07/14/23 07/14/23	23-0630
05-422-4502 R.C. SLUDGE-LAND CHESTER									
23-01912	1	BLOSE005	BLOSENSKI DISPOSAL CO, CHARLES	259.00	P	5697	07/17/23	07/17/23 07/18/23	187207
23-01944	1	CCSOL005	C.C. SOLID WASTE AUTHORITY	393.90	P	536	07/21/23	07/21/23 07/21/23	67807
23-01946	1	BLOSE005	BLOSENSKI DISPOSAL CO, CHARLES	259.00	P	5706	07/21/23	07/21/23 07/25/23	187255
23-01987	1	CCSOL005	C.C. SOLID WASTE AUTHORITY	460.98	P	537	07/25/23	07/25/23 07/25/23	67873
				1,372.88					
05-429-3000 ADMIN.-GENERAL EXPENSE									
23-01954	1	MGLPR005	MGL PRINTING SOLUTIONS	242.00	P	5710	07/21/23	07/21/23 07/25/23	198838
05-429-3250 ADMIN.- POSTAGE									
23-01876	1	USPOS005	US POSTMASTER	1,239.14	P	5695	07/13/23	07/13/23 07/13/23	071223
05-429-3400 ADMIN. - PRINTING									
23-01918	1	21STC005	21ST CENT.MEDIA NEWS #884433	501.02	P	5696	07/17/23	07/17/23 07/18/23	2490738
05-429-4500 CONTR. SERV. SUMMIT HOUSE									
23-01956	1	WESTT005	WESTTOWN TOWNSHIP	87,330.00	P	5714	07/21/23	07/21/23 07/25/23	070323-S

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East Goshen Township  
2023 Purchase Order Listing By Expenditure Account

Account		Description			First	Rcvd	chk/Void		PO
P.O. Id	Item Vendor		Item Description	Amount	Stat/Chk	Enc Date	Date	Date Invoice	Type
05-429-4510		CONTR. SERV. CIDER KNOLL							
23-01957	1 WESTT005 WESTTOWN TOWNSHIP		QTR 3 2023- CIDER	19,680.00	P	5714	07/21/23	07/21/23 07/25/23	070323-C
		Fund Total:		366,260.30					
06-427-3250		POSTAGE							
23-01876	2 USPOS005 US POSTMASTER		UTILITY BILLS 3RD QTR 2023	1,239.14	P	875	07/13/23	07/13/23 07/13/23	071223
06-427-4502		LANDFILL FEES							
23-01944	2 CCSOL005 C.C. SOLID WASTE AUTHORITY		WEEK 7/3/2023- 7/7/2023	3,995.64	P	633	07/21/23	07/21/23 07/21/23	67807
23-01987	2 CCSOL005 C.C. SOLID WASTE AUTHORITY		WEEK 7/8/2023- 7/14/2023	8,321.45	P	634	07/25/23	07/25/23 07/25/23	67873
				12,317.09					
		Fund Total:		13,556.23					
07-424-3130		ENGINEERING SERVICES							
23-01882	1 PENNO005 PENNONI ASSOCIATES INC.		SERV THRU 061823 2023 GEN SERV	651.50	P	3435	07/13/23	07/13/23 07/13/23	1177226
07-424-3140		LEGAL SERVICES							
23-01883	1 HALST005 GAWTHROP GREENWOOD & HALSTED		LEGAL SERV MAY 2023 GEN AUTH	389.50	P	3434	07/13/23	07/13/23 07/13/23	
07-429-1505		RCSTP CAPITAL							
23-01881	1 PENNO005 PENNONI ASSOCIATES INC.		SERV THRU 061823 RCSTP CAU SOD	824.50	P	3435	07/13/23	07/13/23 07/13/23	1177224
		Fund Total:		1,865.50					
Total Charged Lines:		124	Total List Amount:	458,801.15	Total Void Amount:	0.00			

Totals by Fund			
Fund Description	Fund	Expend Total	
GENERAL FUND	01	68,919.12	
CAPITAL FUND	03	8,200.00	
SEWER FUND	05	366,260.30	
REFUSE FUND	06	13,556.23	
MUNICIPAL AUTHORITY	07	1,865.50	EXCLUDED FROM BOARD APPROVAL
Total of All Funds:		458,801.15	
		-1,865.50	
TOTAL FOR BOARD APPROVAL		456,935.65	

EAST GOSHEN TOWNSHIP  
MONTHLY DEBT PAYMENT BREAKDOWN  
July 25, 2023

**GENERAL FUND:**

Interest payment	Principal payment	Year of Issuance	Loan Description	Original loan amount	Remaining Principal	Retirement Date
\$1,389.98	\$0.00	<b>2003</b>	Multi purpose 9 projects	\$5,500,000.00	\$ 387,000.00	2023
\$0.00	\$0.00	<b>2017</b>	G Playground , Dams, & Paoli Pike Trail	\$5,310,000.00	\$5,285,000.00	2037

**SEWER FUND:**

Interest payment	Principal payment		Loan Description	Original loan amount	Remaining Principal	Retirement Date
\$15,285.60	\$0.00	<b>2008</b>	RCSTP Expansion	9,500,000.00	\$4,632,000.00	2032
\$3,981.49	\$0.00	<b>2013</b>	Diversion Projects	2,500,000.00	\$1,567,000.00	2033
\$0.00	\$0.00	<b>2017</b>	S West Goshen STP	2,840,000.00	\$2,340,000.00	2037

## ACH DEBITS TO GENERAL FUNDS

## EXPENSE REPORT

Attachment 2 OF 2

Meeting Date

8/1/2023

06/01/2023- 06/30/2023

Fund	Fee Charged	Name	Month Covered	Description
01	38.00	AUTHNET FEES	June 2023	CRED.CARD BANK CHARGES
GENERAL	381.80	BANKCARD FEES	June 2023	CRED.CARD BANK CHARGES
FUND	287.50	M&T MONTHLY FEE	June 2023	POSITIVE PAY & ACH MONITOR
	\$707.30			
03	115.00	M&T MONTHLY FEE	June 2023	POSITIVE PAY & ACH MONITOR
CAPITAL				
RESERVE				
	\$115.00			
05	1107.35	REIMBURSEMENT of Credit Card Fee	June 2023	Paymentus
SEWER	115.00	M&T MONTHLY FEE	June 2023	POSITIVE PAY & ACH MONITOR
FUND				
	\$1,222.35			
06	1107.35	REIMBURSEMENT of Credit Card Fee	June 2023	Paymentus
REFUSE	57.50	M&T MONTHLY FEE	June 2023	POSITIVE PAY & ACH MONITOR
FUND				
	\$1,164.85			
TOTAL				
	\$3,209.50			

## 8/1/2023 ATTACHMENT 1 OF 2

PLGIT 1107.1010		
DATE	DESCRIPTION	TOTAL
	<b>DEREK DAVIS</b>	
5/30/2023	CC AMAZON- PUBLIC WORKS 3M PELTOR WS LITECOM PRO III HEADSET HEADBAND	1,182.88
5/30/2023	CC AMAZON- PUBLIC WRKS 3M PELTOR RECHARGEABLE BATTERY PACK	288.84
6/1/2023	CC GOTOMYPC - ONE MONTH AND LAST MONTH OF PYMT	44.00
6/2/2023	CC AMAZON- OFFICE SUPPLIES 1/3 TAB 100- PACK LEGAL FOLDERS	82.20
6/2/2023	CC B2B PRIME AMAZON.COM- YEARLY SUBS. BUSINESS PRIME ESSENTIAL UP TO 3 USE	179.00
6/6/2023	CC 2COCOM MALWAREBYTES.COM- 10 DEVICES 1 YR SUBS.- BURT	137.79
6/8/2023	CC AMAZON- CODES DEPT- YELLOW PAPER 100SHEETS/PACK	14.69
6/9/2023	CC INTL CODE COUNCIL- FOR PHIL 2018 IRC FLASHCARDS	31.80
6/9/2023	CC AMAZON- (3) FOLDABLE BLACK TABLES FOR P & R	131.01
6/9/2023	CC OTC BRANDS INC- GIVEAWAYS FOR DUANE FOR COMMUNITY DAY	174.87
6/9/2023	CC ALERT ALL CORP- GIVEAWAYS FOR DUANE FOR COMMUNITY DAY	84.80
6/13/2023	CC AMAZON- (4) ROL*DRI SEAMLESS SPONGE ROLLER FOR P & R	263.96
6/13/2023	CC AMAZON- PUBLIC WORKS- PELTOR RECHARGEABLE BATTERY	102.85
6/14/2023	CC AMAZON- PUBLIC WORKS 3M PELTOR WS LITECOM PRO III HEADSET HEADBAND	1,182.83
6/15/2023	CC GOTOMYPC - 4 PC'S YEARLY SUBSCRIPTION- BURT	420.00
6/18/2023	CC APPLE.COM- I CLOUD+ W/ 200 GB OF STORAGE	2.77
6/20/2023	CC AMAZON- ART SUPPLIES FOE SUMMER CAMP	307.74
6/20/2023	CC APPLE.COM- ICLOUD	0.99
6/20/2023	CC NFPA NATL FIRE PROTECT- CODE BOOKS- NFPA 70, NATIONAL ELECTRICAL CODE	271.85
6/21/2023	CC AMAZON- CODES DEPT- YELLOW PAPER 100SHEETS/PACK RETURNED TO AMAZON	-14.69
6/22/2023	CC SP JETTER DEPOT- PW-ROLLER SYSTEM THAT ALLOWS THE HOSE GOING INTO THE MANHOLE TO NOT GET DAMANGED	405.87
6/22/2023	CC PATELMOS PIZZERIA- JOINT WESTTOWN-EAST GOSHEN POLICE MEETING	175.97
6/23/2023	CC AMAZON- OFFICE AND LUNCHROOM CLOCKS	257.97
6/23/2023	CC PENTAIR AQUATIC- MARYDELL POND 5/8" X 50' & 5/8" X 100' TUBING	302.76
6/23/2023	CC IDVILLE.COM- ID MAKER PRINTER RIBBON	140.19
6/27/2023	CC AMAZON- PUBLIC WORKS HOTDOG ROLLER MACHINE	215.99



		\$6,388.93
	MARK MILLER	
5/30/2023	CC SQ JSR DETAILING- TINT (2) WINDOWS FOR CODES DEPT	200.00
6/1/2023	CC BESTBUY.COM- SPEAKER ASSY FOR TRUCK	211.99
6/13/2023	CC BESTBUY- COMPUTER BAG FOR KEVIN'S (PW) LAPTOP	52.99
6/21/2023	CC ROCCO'S PIZZA- LUNCH FOR PUBLIC WORKS	185.88
		\$650.86
	JASON LANG	
5/28/2023	CC RESTAURANTSTORE.COM- CAMPOUT- MARSHMALLOWS AND GRAHAM CRACKERS	145.34
5/30/2023	CC AMAZON- RED SATIN RIBBON FOR RIBBON CUTTING	12.71
5/30/2023	CC BJS.COM- BLUEBERRY MUFFINS FOR CAMPOUT	45.96
5/31/2023	CC AMAZON- PICKLEBALL PADDLES FOR SUMMER CAMP	35.58
5/31/2023	CC AMAZON- PICKELBALL PADDLES FOR SUMMER CAMP	37.38
5/31/2023	CC FACEBOOK ADS- COMMUNITY DAY AD	50.00
6/1/2023	CC BJS MEMBERSHIP- JASON ANNUAL MEMBERSHIP	55.00
6/1/2023	CC THE HOME DEPOT- BLACK CABLE TIES FOR CAMPOUT	34.94
6/3/2023	CC GIANT- SNACKS AND FOOD FOR CAMPOUT	189.70
6/3/2023	CC GIANT- SNACKS FOR CAMPOUT	52.11
6/4/2023	CC AMAZON- PICKLEBALL PROJECT CHAIN LINK FENCE HOOK TIES	29.63
6/5/2023	CC KRAPFS COACHES INC- TRANSPORTATION DEPOSIT FOR TALL SAIL TRIP	300.00
6/13/2023	CC BANNERBUZZ- COMMUNITY DAY BANNER	27.08
6/14/2023	CC BJS.COM- SNACKS AND DRINKS FOR SUMMER CAMP	1,459.13
6/15/2023	CC AMAZON- BULLETIN BOARD FOR TENNIS MAINTENANCE	42.39
6/15/2023	CC THE HOME DEPOT- PAINT SUPPLIES-PRIMER, ROLLERS, BATTERIES	83.66
6/19/2023	CC AMAZON- POP UP TENT W/ LARGE BASE	111.25
6/19/2023	CC AMAZON- BLACK CARDSTOCK AND GAMES FOR SUMMER CAMP	69.92

6/20/2023	CC GIANT- SUMMER CAMP SUPPLIES	25.24
6/20/2023	CC BJS WHOLESALE- GATORADE AND SNACKS FOR SUMMER CAMP	213.50
6/21/2023	CC AMAZON- WRISTBANDS FOR SUMMER CAMP	7.41
6/21/2023	CC AMAZON- CAR MAGNETS	33.90
6/21/2023	CC GIANT- SNACKS AND DRINKS FOR SUMMER CAMP	132.47
6/23/2023	CC AMAZON- SUMMER CAMP SUPPLIES- WATER COLOR PADS	18.54
6/23/2023	CC AMAZON- SUMMER CAMP SUPPLIES- INSIDE TABLE TENNIS NETS AND POST SET	67.35
		\$3,280.19
	DAVE WARE	
	NO TRANSACTIONS ONLY PO TRANSACTIONS	
		0.00
	GRAND TOTAL	10,319.98

J/E's made  
Add to Master Cred.Card List

X

# MEMO

Date: July 27, 2023  
From: Derek Davis, Township Manager  
To: Board of Supervisors  
Re: Matrix Police Study

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East Goshen and Westtown Townships put a Request for Qualifications (RFQ) earlier this year for consulting firms. The purpose was to garner RFQs for a possible study. The main focus will be to look more in-depth at staffing models. The RFQ along with the contract that would need to be signed is attached. This was a competitive bid process. Matrix was the only one of the firms to actually submit an RFQ. East Goshen would be responsible for 50% of the total project cost (approximately \$32,550).

In speaking with the Chief, she did request that implementation of the study be delayed until January as the department is going through a software change that makes immediate administrative cooperation difficult.

Westtown is anticipated to have this on one of their August meeting agendas. It is up to the board if this will just be a discussion item or if a motion will take place. If a motion is desired, the below language would be appropriate:

**DRAFT MOTION:** Mr. Chairman, I move we accept the proposal from *Matrix Consulting Group* to evaluate the Westtown-East Goshen Police Department and authorize the township manager to sign the contract for a cost not to exceed \$61,500.

# Proposal to Evaluate the Regional Police Department

WESTTOWN AND EAST GOSHEN TOWNSHIPS,  
PENNSYLVANIA

June 16, 2023

**matrix**   
consulting group

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2	Project Team	5
3	Project Work Plan and Schedule	17
4	Project Cost	28



June 16, 2023

Derek Davis and Jon Altshul  
Township Managers  
Townships of Westtown and East Goshen

Dear Messrs. Davis and Altshul:

The Matrix Consulting Group is pleased to provide our Proposal to Conduct a Regional Police Department Evaluation for the Townships of Westtown and East Goshen. This proposal is based on our review of the previously released request for qualifications, our discussion on the project three weeks ago, our background research on the Townships and their shared police department, and our experience conducting police service studies for over three decades in Pennsylvania and across the country.

The firm is comprised of highly experienced management and consultants who specialize in the analysis of law enforcement services. We have worked extensively to provide a wide range of services to police agencies around the country as well as in Canada, having conducted over 400 police studies in 42 states. Selected law enforcement studies we have completed within the last 10 years includes (with extensive experience in Pennsylvania, highlighted in **bold**):

Asheville, NC	Fort Worth, TX	Raleigh, NC
Austin, TX	Hallandale Beach, FL	Sacramento, CA
Berkeley, CA	<b>Lower Saucon, PA</b>	Salt Lake City, UT
Birmingham, AL	Mahwah, NJ	San Francisco, CA
Burleson, TX	Miami Beach, FL	San Jose, CA
<b>Carlisle, PA</b>	<b>Mt Lebanon, PA</b>	Santa Fe, NM
Columbus, OH	<b>Narberth, PA</b>	<b>Upper Macungie, PA</b>
<b>Conshohocken, PA</b>	Ossining, NY	West Milford, NJ
Denton, TX	<b>Perkasie, PA</b>	Winnipeg, MB

We just completed a study of the **Pittsburgh** Bureau of Police on a staffing study.

Our approach to conducting studies such as this one focuses on thorough research, detailed analysis, and interaction with our clients, including the following:

- A principal of the firm is directly involved in every study.

- We provide a fact-based approach with detailed analysis of alternatives available.
- We believe in high levels of stakeholder input and client interaction.

We appreciate this opportunity to work with the two Townships. If you have any questions, I can be reached at the address and phone number listed in the letterhead, or via email at [rbrady@matrixcg.net](mailto:rbrady@matrixcg.net).

A handwritten signature in blue ink, appearing to be 'R. Brady', written in a cursive style.

Richard Brady, President  
**Matrix Consulting Group, Ltd.**

## 1. Experience and References

This section of our proposal provides a brief description of the firm's background and experience in general as well as in conducting police studies.

### 1.1 Introduction to the Firm

Founded in 2002, the Matrix Consulting Group was formed by senior government consultants who are dedicated to solve client problems and assist them to prepare for the future. Our only business focus is the provision of organization and management analytical services to local government. Since being founded in 2002, our project team has conducted over 100 organization-wide studies of communities and over 1,600 individual departmental studies.

Our firm is incorporated in California and maintains offices in San Mateo and Irvine. As a national firm, we also have offices in Dallas, Portland (OR), Edwardsville (IL), Fort Myers (FL), and Charlotte (NC). We currently have 25 full-time and 5 part-time staff.

Recently, we created an international subsidiary, MCG Consulting Solutions, to better serve our international clientele. From there we have provided consulting services to municipalities in Canada. Our Canadian subsidiary is in Nova Scotia.

### 1.2 Summary of Our Police Consulting Experience

While we provide a wide range of services to local government, as later sections of this proposal demonstrate, our most extensive area of expertise is in law enforcement. We have worked extensively to provide a wide range of services to police agencies around the country as well as in Canada, having conducted over 400 police studies in 42 states.

Our services in police consulting are varied and include:

- Strategic, resource and management planning
- Community-centered policing
- Organization and management of services
- Staffing, deployment, and scheduling

Selected law enforcement studies we have completed within the last 10 years are shown in the table below. As is readily apparent, we have extensive experience in the Commonwealth of Pennsylvania. Our recent studies are highlighted below in **bold**:



Asheville, NC	Fort Worth, TX	Raleigh, NC
Austin, TX	Hallandale Beach, FL	Sacramento, CA
Berkeley, CA	<b>Lower Saucon, PA</b>	Salt Lake City, UT
Birmingham, AL	Mahwah, NJ	San Francisco, CA
Burleson, TX	Miami Beach, FL	San Jose, CA
<b>Carlisle, PA</b>	<b>Mt Lebanon, PA</b>	Santa Fe, NM
Columbus, OH	<b>Narberth, PA</b>	<b>Upper Macungie, PA</b>
<b>Conshohocken, PA</b>	Ossining, NY	West Milford, NJ
Denton, TX	<b>Perkasie, PA</b>	Winnipeg, MB

We just completed a study for **Pittsburgh's** Bureau of Police on a staffing study. We are also working with Cedar Park (TX), Cincinnati (OH), and Goodyear (AZ) on police staffing and operational studies.

### 1.3 References

The recent examples described below demonstrate our experience in several of the areas of interest to the Townships – specifically analysis of the types of services provided, for example, alternative response.

#### Tacoma, Washington

##### Staffing Study and Alternative Response Study

Tadd Wille  
Currently  
Deputy City Manager  
Chandler, Arizona  
(480) 782-2210  
[tadd.wille@chandleraz.gov](mailto:tadd.wille@chandleraz.gov)

Overall, the project team identified the need for new positions in the next fiscal year. In addition, the project team recommended significant changes to case management in investigations and in the deployment of resources to ensure that all areas were adequately served.

The following year, Matrix was asked to study alternative response, focusing on several key areas of analysis:

- Assess the department's approach and response to homelessness and mental health calls.
- Alternative response to calls involving mental health crisis.
- Diversion of non-emergency calls to other call handlers.

In response, the project team designed two programs to divert a total of 15% of calls for service handled by officers to other, more specialized means, including a civilian crisis response team and civilian community service officers (CSOs) to take cold reports and other non-emergency calls.

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**Everett, Washington**

**Police Department Assessment**

Lt. Kevin Fairchild

Special Projects

(425) 508-6018

[KFairchild@everettwa.gov](mailto:KFairchild@everettwa.gov)

Matrix developed a comprehensive evaluation of the Everett Police Department. While resource needs were a key objective, greater transparency, accountability and engagement to and with the community was central to the study effort.

In addition to extensive input from staff through interviews and a survey, the project team also conducted five (5) community group meetings – each district of the City, the business community, and Spanish speakers.

Key recommendations included creating new positions to sponsor community connectiveness (community liaison officers), expansion of the City's alternative response program for mental health crisis calls, increasing transparency for the complaint process, and continuing efforts to improve recruitment, policies and training to meet emerging needs.

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**Cedar Hill, Texas**

**Police and Fire Department Master Plans**

Melissa Valadez-Cummings

Deputy City Manager

(972) 291-5100

[melissa.valadez@cedarhilltx.com](mailto:melissa.valadez@cedarhilltx.com)

As part of police and fire department master plans the project team evaluated various regional strategies to share services to improve those services as well as to reduce costs. This analysis built upon historical success that the City and its neighbors have had sharing the costs and operations of a regional dispatch center and a jail.

Further opportunities included:

- Training facilities
- Firing range
- Animal shelter

Cost savings depend on which combination of the five regional entities participate and there may be different participants depending on the alternative.

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## 1.4 Sample Projects

We are providing links to two recent projects – Burleson (TX) which was completed earlier this year; and the Upper Macungie Township (PA) project completed just before Covid.

### **Upper Macungie Township (PA) Police Department**

[https://drive.google.com/file/d/1xXBHoCR4H1Ozgl-P\\_e7nd7JgkJvX-Fs-/view?usp=sharing](https://drive.google.com/file/d/1xXBHoCR4H1Ozgl-P_e7nd7JgkJvX-Fs-/view?usp=sharing)

### **Burleson (TX) Police Department**

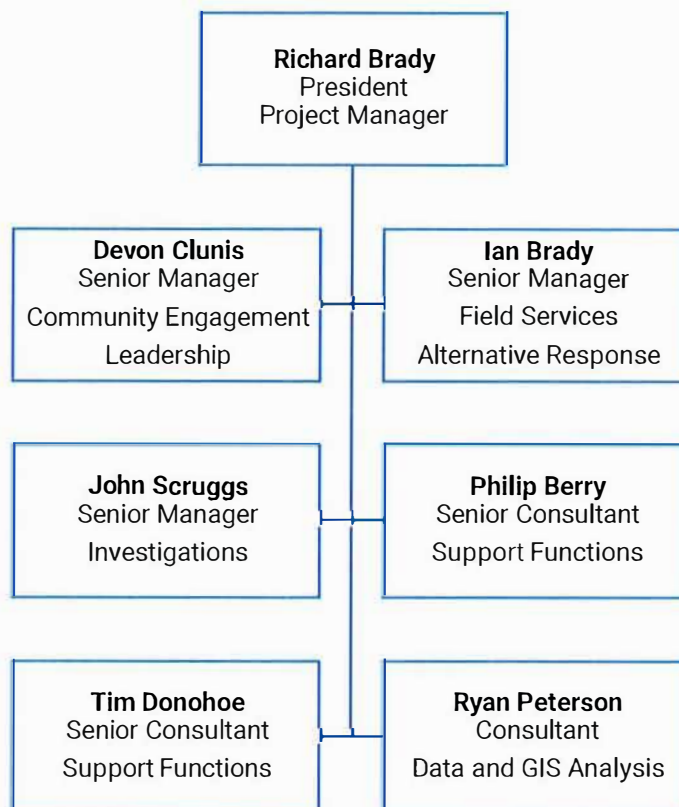
[https://drive.google.com/file/d/1MTXG-OSixyNtyw\\_IAnEr\\_j82sbdOaUe2/view?usp=sharing](https://drive.google.com/file/d/1MTXG-OSixyNtyw_IAnEr_j82sbdOaUe2/view?usp=sharing)

## 2. Project Team

We are providing the Township with a senior team of consultants including the leadership of the firm and its public safety practice.

### 2.1 Organization of the Project Team

We propose a team of dedicated law enforcement specialists. The organization and functional responsibility for our team is shown below, followed by professional summaries and resumes for each member.



### 2.2 Biographical Summaries

Biographical summaries for our proposed project manager and project team members are provided below.

**Richard Brady**

President

Project Manager

Mr. Brady has been providing management consulting services to municipalities for over 40 years across all governmental functions, including over 400 law enforcement department clients conducting costs and financial analysis, organizational and operational assessments, organizational structure reviews, feasibility studies, technology and equipment reviews, and performance audits.

His experience includes recent police department studies for many agencies throughout the country and in Canada, including Carlisle, Conshohocken, Lower Saucon, Mt. Lebanon, Narberth, Perkasie, Upper Macungie, and currently Pittsburgh (PA); Mahwah (NJ), Newburgh and Ossining (NY), Albuquerque (NM); Los Angeles, San Francisco, San Jose, and Sacramento (CA); Austin, Fort Worth, and San Antonio (TX); Portland (OR), Winnipeg (MB), Everett and Tacoma (WA), Wichita and Kansas City (KS), Kansas City (MO), DeKalb County (GA), Orange County and Jacksonville (FL); Raleigh (NC), Omaha (NE), and Birmingham (AL).

He has a Doctoral Degree from Oxford University and a BA from Cal State, Hayward.

**Ian Brady**

Vice President

Field Services and  
Alternative Response

Ian Brady is a Vice President with the Matrix Consulting Group in our Police Services Practice. He has over 9 years of consulting experience. He specializes in public safety and is dedicated to providing analytical support for all of our police, fire, emergency communications and criminal justice system studies.

Mr. Brady has developed the firm's staffing, scheduling, and statistical models, including GIS-based analytical tools for analyzing field workloads and redeveloping patrol deployment areas.

He recently was a lead consultant on a number of police management studies in the last five years, including Carlisle, Lower Saucon, and currently Pittsburgh (PA); Mahwah (NJ), Los Angeles, San Francisco, San Jose, Berkeley and Sacramento (CA); Austin, Denton, and Fort Worth (TX); Portland (OR), Winnipeg (MB); Tacoma (WA), Wichita (KS), Kansas City (MO), DeKalb County (GA), Rockford (IL); Orange County and Miami Beach (FL); Raleigh (NC); and Birmingham (AL).

He received his BA in Politics from Willamette University.

**Devon Clunis**

Senior Manager  
Community  
Engagement and  
Leadership

Devon Clunis is a highly regarded policing professional with 35 years of combined policing and consulting experience. Mr. Clunis is recognized internationally as a thought leader in advancing policing excellence through a collaborative, community-centered approach.

Mr. Clunis served 29 years with the Winnipeg Police Service in Manitoba, Canada, retiring as Chief of Police in 2016. Most recently, he undertook the role of Inspector General of Policing in Ontario, overseeing the establishment of The Inspectorate of Policing in Canada's largest province, overseeing 45 police agencies and their corresponding Civilian Police Boards.

His police consulting experience in North America in the past five (5) years is extensive in projects in which he led community engagement and leadership emphases. This includes projects in Canada for Edmonton (AB), Kawartha Lakes (ON), and Winkler and Morden (MB); in the United States he worked for Columbus (OH), Los Angeles (CA), and Kansas City (MO). He also consulting with the San Carlos Apache Tribe in Arizona.

He received his master's Certificate from York University.

**John Scruggs**

Senior Manager  
Investigations

John Scruggs is a Senior Manager with the Matrix Consulting Group. He has a strong background in law enforcement, including having previously served as a Captain for the Portland Police Bureau. He has served in all facets of law enforcement including patrol, investigations, training, and administration during his 26-year career.

He was a member of our police department study teams for Conshohocken, Lower Saucon, Narberth, Perkasié, Upper Macungie, and currently Pittsburgh (PA); West Milford (NJ), Kansas City and Wichita (KS), Kansas City (MO); Los Angeles, San Francisco, Riverside County, Sacramento, and San Jose (CA). Recently, he also was interim police chief to Lower Saucon Township and assisted them in a recruitment for a permanent one.

Mr. Scruggs has a Master of Public Administration from Portland State University. He received his bachelor's degree in political science from Portland State University. Mr. Scruggs has also received mid-management and executive management course certificates from the Oregon Department of Public Safety Standards and Training.



**Tim Donohoe**

Senior Consultant  
Support Functions

Tim Donohoe is a Senior Consultant with over 26 years of experience in both local and international law enforcement. He most recently served as Mission Advisor for the United States Department of Justice, International Criminal Investigative Training Assistance Program for the country of Armenia and as a Senior Law Enforcement Advisor for the country of Ukraine implementing police reform.

He is a retired Commander with the Reno, NV Police Department and has command level experience in both police operations and administration.

His police consulting experience includes management and staffing studies and strategic planning studies for Milwaukee (WI), Cedar Hill (TX), Signal Hill (CA), Virginia Beach (VA), and Boise (ID).

Mr. Donohoe holds a master's degree in criminology and criminal Justice from the University of Colorado at Denver and a Bachelor of Science degree in Criminology and Criminal Justice from Portland State University. He is an Adjunct Professor at the University of Nevada, Reno.

**Philip Berry**

Senior Consultant  
Data Analyst

Philip Berry is a Senior Consultant with the Matrix Consulting Group, specializing in the analysis of relevant topics, as well as providing theoretical background knowledge of criminological principles and spatiotemporal analytics. He has over six years of experience conducting analysis for local governments.

He was a member of our police department study teams for Pittsburgh (PA), Everett (WA), Madison (WI), Milwaukee (WI), Phoenix (AZ), Virginia Beach (VA), Cedar Hill (TX), Signal Hill (CA), and Hallandale Beach (FL).

He holds a BA in Sociology from Lebanon Valley College, as well as an MA in Criminology from Radford University and an ABD in Criminology from the University of South Carolina.

### Ryan Peterson

Consultant

Data and GIS Analyst

Ryan Peterson is a Consultant with the Matrix Consulting Group, specializing in GIS and data analytics. He has over five years of experience in conducting geospatial analysis for local and regional governments, having previously worked for the City of Portland and City of Beaverton, as well as the Tri-County Metropolitan Transportation District of Oregon (TriMet).

Mr. Peterson has recently worked on police analytical projects for Pittsburgh (PA), Tacoma (TX), Sacramento, West Sacramento, and Rancho Cordova (CA), Rockford (IL), Peoria and Buckeye (AZ), Mequon and Oshkosh (WI), Davenport (IA), Yarmouth (MA), Miami Beach and Orange County (FL), Howard County and Harford County (MD).

He holds a BS in Geography/GIS from University of Oregon, as well as a GIS Graduate Certificate from Portland State University, and a certificate in programming from the Epicodus School.

## 2.3 Resumes

In the following pages are provided resumes for the proposed project manager and members of the project team.



## RICHARD BRADY

PRESIDENT, MATRIX CONSULTING GROUP

**Richard Brady** founded Matrix Consulting Group in 2002 and leads our public safety practice, which includes law enforcement and justice studies. He has served as the project manager or lead analyst on hundreds of public safety studies in his 40-year career.

His subject matter expertise includes police staffing and deployment, management effectiveness, and governance and transparency. Prior to his founding of these two firms, he served for over 20 years as a practice leader in two other firms, including Maximus.

### Experience Highlights

**Columbus, OH:** Richard served as the project manager for this recently completed project that identified the need for new positions, but more importantly, identified a number of areas which would improve the quality of service and integrity, including:

- Steps to improve upon building trust in the community.
- Changes to use of force policies and biased policing.
- Increase training on de-escalation and procedural justice.
- Increase the use of civilians in the field and in administration.

A number of recommendations were made in the study in these areas in order to bridge the disconnect between the department's goals and policies, as well as how these are reinforced by management.

**Austin, TX:** Project manager on the study, which was designed to assist the APD recreate its approach to community policing to involve everyone, not just those with specialty assignments. While the study supported the addition of staff, the study also found that there were significant opportunities to support community policing in leadership, policies, recruitment, training, supervision, and use of data.

**Los Angeles, CA:** Project manager on a comprehensive study of LAPD field services, community policing programs, and patrol resource allocation strategies. The study recommended improved methods in order to better equalize service levels and prioritized a community-centered approach to field services.

### Relevant Clients:

CA	Los Angeles
NV	Las Vegas
CA	San Jose
CA	Sacramento
CA	San Francisco
TX	Austin
TX	Fort Worth
MO	Kansas City
OH	Columbus
NY	Newburgh
NY	Ossining
NC	Raleigh
NJ	Mahwah
AZ	Phoenix
WA	Tacoma
OR	Portland
MB	Winnipeg
FL	Miami Beach
KS	Wichita
AL	Birmingham

**Years of Consulting Experience:** 40

### Education:

BA, California State University, East Bay.

PhD, Oxford University, U.K.

### Notable Accomplishments:

Ohio Commission on Juvenile Justice

Massachusetts Governor's Committee on Local Government

### Professional Association:

Association of Local Government Auditors

International City-County Management Association

## IAN BRADY

### VICE PRESIDENT, MATRIX CONSULTING GROUP

**Ian Brady** is a Vice President with Matrix Consulting Group in our Police Services Practice. He leads our data analytics unit and has over 10 years of consulting experience. Specializing in public safety, he works on all of our police, fire, corrections, and emergency communications studies.

Mr. Brady is the lead developer on all of our statistical modeling and data analytics efforts, and has created standalone models in support of our studies' analytical efforts, including for:

- New agency formation feasibility, financial and service delivery modeling.
- Growth forecasting using GIS-based projections for population, service needs, and staffing requirements.
- Comprehensive workload and staffing analytics.
- Interactive scheduling configuration, forecasting effects on service levels and overtime usage.

### Experience Highlights

#### Los Angeles, CA: LAPD Basic Car Area Boundary Study

- Led a comprehensive staffing study of LAPD field services.
- Recreated the patrol geographic deployment structure from the granular level, resulting in 202 new patrol areas, up from the 168 that existed previously.
- Analyzed patrol resource allocation strategies, recommending improved methods in order to better equalize service levels.

#### San Francisco, CA: Police Department Staffing Analysis

- Lead analyst on a comprehensive staffing study of the department.
- The project was designed to create defensible methodologies for determining the staffing needs of all 600+ assignments in the department based on service needs and other factors. These methodologies were then used to recommend appropriate staffing levels in every position.
- Developed and designed an interactive analytical tool for SFPD to use in the future to recreate the analysis in its entirety.

### Relevant Clients:

AZ	Peoria
AL	Birmingham
CA	Berkeley
CA	Los Angeles
CA	Roseville
CA	Sacramento
CA	San Francisco
CA	San Jose
CO	Adams County
FL	Miami Beach
FL	Orange County
GA	DeKalb County
HI	Kauai County
IL	Lansing
IL	Rockford
KS	Wichita
MB	Winnipeg
MD	Harford County
MD	Howard County
MN	Hennepin County
MO	Columbia
MO	Kansas City
OK	Midwest City
NC	Raleigh
NJ	Mahwah
NM	Rio Rancho
NY	Newburgh
OH	Columbus
OR	Portland
PA	Carlisle
TX	Austin
TX	Fort Worth
TX	Travis County
VA	Suffolk
WA	Tacoma
WI	Oshkosh

**Years of Experience:** 10

### Education:

BS in Politics, Willamette University.

## DEVON CLUNIS

### SENIOR MANAGER, MATRIX CONSULTING GROUP

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**Devon Clunis** is a highly regarded policing professional with 35 years of combined policing and consulting experience. Mr. Clunis is recognized internationally as a thought leader in advancing policing excellence through a collaborative, community-centered approach. Mr. Clunis served 29 years with the Winnipeg Police Service in Manitoba, Canada, retiring as Chief of Police in 2016. Most recently, he undertook the role of Inspector General of Policing in Ontario, overseeing the establishment of The Inspectorate of Policing in Canada's largest province, overseeing 45 police agencies and their corresponding Civilian Police Boards.

#### Experience Highlights

**Province of Ontario:** Led the establishment of the Inspectorate of Policing. Oversaw all aspects of Vision, Mission, and Guiding Principles formation. Established policies, procedures, and SOP guidelines. Led hiring of staff and creation of a people-centered, community-focused, continuous pursuit of excellence operational framework. Led engagements with all police agencies and civilian boards in the province resulting in a unified approach to policing.

**City of Winnipeg:** Chief of Police leading overarching institutional change. Worked with police and the community to develop a collaborative approach to community safety and well-being resulting in a transformational shift in police and community relationships.

**Columbus, OH:** Devon was a key member in this project that identified many areas which would improve the quality of service and integrity, including:

- Steps to improve upon building trust in the community.
- Changes to use of force policies and biased policing.
- Increase training on de-escalation and procedural justice.
- Increase the use of civilians in the field and in administration.

Many recommendations were made to bridge the disconnect between the department and the community.

#### Relevant Clients:

CA	Los Angeles
OH	Columbus
MO	Kansas City
AZ	San Carlos Apache
PA	Macungie
AB	Edmonton (CAN)
ON	Kawartha Lakes (CA)
MB	Winkler (CAN)
MB	Morden (CAN)

**Years of Consulting Experience:** 5

**Years of Government Experience:** 29

#### Education:

Master's Certificate,  
Municipal Leadership, York  
University

# JOHN SCRUGGS

## SENIOR MANAGER, MATRIX CONSULTING GROUP

**John Scruggs** is a former Captain with the Portland Police Bureau, with 26 years of experience in law enforcement. He is now a manager and analyst on our law enforcement, public safety, and criminal justice engagements. His relevant experience include:

- Completed over 50 studies for law enforcement, public safety, and criminal justice clients.
- Analysis focuses on operational and staffing review, workload analysis, net annual work hour determination, and alternative scheduling analysis.
- Expertise also includes the evaluation of administrative, dispatch, investigations, patrol, records, and property and evidence.

### Experience Highlights

**Kansas City, MO:** This study evaluated the staffing needs of the Police Department. Key findings included:

- Opportunity for greater fiscal savings by transitioning 30 positions from sworn to civilian staff, primarily in administrative areas (e.g., finance, records, fleet maintenance, security, IT, and HR).
- Identified the need for additional positions related to open record requests, reviewing BWC footage, and packaging of officer videos for judicial proceedings.
- Provided insight into alternative organizational structures and span of control in administrative functions.
- Conducting workload analysis to determine staffing needs for non-patrol and investigative units.

**Kawartha Lakes, Ontario:** John served as the lead analyst of the on this engagement which reviewed the current staffing and developed staffing projections for a facilities study. Key recommendations included:

- Identified two patrol positions needed in the next 4 years and six positions over the next 20 years to better meet adopted proactive policing thresholds.
- Identified a shortage of detectives assigned to investigate crimes committed at the Central East Correctional Center.
- Reviewed space projections to meet desired operational approaches and service levels.

### Relevant Clients:

AL	Gulf Shores
AZ	Buckeye
CA	Los Angeles
CA	San Jose
CA	Santa Clara
FL	St. Cloud
KS	Kansas City
KS	Wichita
MA	Yarmouth
MN	Hennepin County
MO	Kansas City
NC	Raleigh
NJ	Mahwah
OR	Tigard
PA	Lower Saucon
PA	Narberth
PA	Upper Macungie
TX	Denton
TX	Fort Worth
TX	Glenn Heights
TX	Sunnyvale
WA	Monroe
WA	Tacoma
WI	Dodge County

**Years of Experience:** 32

**Education:** Master of Public Administration and B.S. in Political Science from Portland State University



## TIM DONOHOE

SENIOR CONSULTANT, MATRIX CONSULTING GROUP

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**Tim Donohoe** is a 26-year law enforcement veteran with 16 years of command leadership experience with the Reno, Nevada Police Department. Tim has served as the Mission Advisor for the United States Department of Justice's International Criminal Investigative Assistance Program in the Republic of Armenia and as a Senior Law Enforcement Advisor in Ukraine. He has extensive specialized experience in international police reform, police hiring practices, internal affairs, police use of force, and police training. He is an Adjunct Professor at the University of Nevada, Reno, and is a veteran of the United States Marine Corps.

### Experience Highlights

Tim most recently worked for the United States Department of Justice's International Criminal Investigative Assistance Program in the Republic of Armenia. As the Mission Advisor, he worked closely with officials in developing the country's new national patrol police force.

- Patrol police admission standards and hiring procedures
- Institutional procedures and instruction
- Training requirements and standards
- Police Training Officer (PTO) Program
- Civilian oversight.

Tim served with the Reno, Nevada Police Department for 25 years and has experience in both police operations and administration. He is a graduate of the Police Executive Research Forum's Senior Management Institute for Policing and is a National Institute of Justice, Law Enforcement Advancing Data and Science Scholar.

- Operations Division Commander
- Internal Affairs Section Lieutenant
- Training Section Lieutenant
- Recruitment, Hiring, and Backgrounds Section Lieutenant
- Patrol Lieutenant
- Regional Repeat Offender Program Sergeant
- Regional Street Crimes Unit Sergeant
- Regional Police Academy Sergeant
- Internal Affairs Investigator
- K9 Unit Sergeant
- Patrol Team Sergeant
- Regional Street Crimes Unit Detective
- Backgrounds Investigations Detective

### Relevant Clients:

CA	Richmond
CA	Signal Hill
ID	Boise
NY	Monroe County
TX	Cedar Hill
VA	Virginia Beach
WI	Milwaukee

### Education:

MA, University of Colorado, Denver

BS, Portland (OR) State University

### Professional Association:

International Association of Chiefs of Police (IACP)

Police Executive Research Forum (PERF)

American Society of Evidence Based Policing (ASEBP)

## PHILIP BERRY

SENIOR CONSULTANT, MATRIX CONSULTING GROUP

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**Philip Berry** serves in a senior consultant capacity alongside management to provide in depth analysis of relevant topics, as well as providing theoretical background knowledge of criminological principles and spatiotemporal analytics.

Prior to joining Matrix, Philip spent time as a research analyst with the Virginia Criminal Sentencing Commission in Richmond, VA. Philip has also spent time at academic institutions as an instructor throughout the east coast throughout the duration of his graduate-level coursework.

### Experience Highlights

**Virginia Criminal Sentencing Commission:** Led research analyses surrounding the sentencing practices of judges throughout the Commonwealth. Analyses surrounded the effect of changing legislation on prison bed capacity in the state.

**Cedar Hill, TX:** Led MCG project staff regarding patrol resource analysis, internal employee survey methodologies, and external community survey completion.

**Boise, ID:** Coordinated all survey methodologies with regards to both internal employee surveys and external comparative surveys, leading to gap analyses to strengthen practices of BPD.

**Madison, WI:** Philip served as a part of the Strategic Plan team to develop a holistic and bifurcated Strategic Plan for the Madison Police Department.

### Relevant Clients:

ID	Boise
WI	Madison
WI	Milwaukee
NY	Monroe County
AZ	Phoenix
VA	Virginia Beach
TX	Cedar Hill
FL	Hallandale Beach
CA	Signal Hill
PA	Pittsburgh

**Years of Experience:** 6

### Education:

B.A., Lebanon Valley  
College, Sociology

M.A., Radford University,  
Criminology

A.B.D., University of South  
Carolina, Criminology

### Professional Associations:

International Association  
of Crime Analysts

American Society of  
Criminology

American Criminal Justice  
Society

American Sociological  
Association

RYAN PETERSON

CONSULTANT, MATRIX CONSULTING GROUP

Ryan Peterson is a Consultant with the Matrix Consulting Group, specializing in GIS and data analytics.

He has over 5 years of experience conducting geospatial analysis for public safety agencies.

Experience Highlights

Los Angeles, CA: LAPD Basic Car Area Boundary Study

- Assisted in the recreation the patrol geographic deployment structure from the granular level, resulting in 202 new patrol areas, up from the 168 that existed previously.
- Analyzed patrol resource allocation strategies, recommending improved methods in order to better equalize service levels.

San Francisco, CA: Police Department Staffing Analysis

- Analyst on a comprehensive staffing study of the department.
- The project was designed to create defensible methodologies for determining the staffing needs of all 600+ assignments in the department based on service needs and other factors. These methodologies were then used to recommend appropriate staffing levels in every position.
- Developed and designed an interactive analytical tool for SFPD to use in the future to recreate the analysis in its entirety.

Relevant Experience:

CA	Los Angeles
CA	San Francisco
FL	Miami Beach
FL	Orange County
HI	Kauai County
IL	Rockford
MD	Harford County
MO	Kansas City
NC	Raleigh
OH	Columbus
TX	Fort Worth
TX	Travis County
WA	Tacoma
WI	Oshkosh

Years of Experience: 6

Education:

BS in Geography,  
University of Oregon

### 3. Project Approach and Schedule

In this section of our qualifications statement, we provide our approach, task plan, and schedule to conduct the project.

#### 3.1 Project Understanding and Scope of Work

For the past 42 years, the Townships of Westtown and East Goshen operate a joint police department through an inter-local agreement. A third community, Thornbury is provided services by the regional police department through a contract for service. The communities are seeking a third party review of the operations, services, staffing, and management of the regional police department to ensure that it functions efficiently and effectively to the benefit of the communities.

Special focus in this study needs to be paid to several potential issues and alternatives, including:

- How effectively police department personnel are engaged with the community?
- Does the currently staffing model deploy personnel consistent with needs?
- Are there opportunities to utilize different approaches to providing services?
- Do policies and training reflect emerging practices in the rapidly changing police industry?

This study will require not only extensive data collection to document facts pertaining to operations and services, but also extensive input of staff and the community. We have built our task plan around these twin approaches.

This study will provide a basis and a road map for the future.

#### 3.2 Task Plan

The following section provides a task plan provides the firm's approach to the study.

##### Task 1 | Project Kickoff and Interviews

In order to conduct the study of the Westtown and East Goshen Regional Police Department, the project team will first develop an initial understanding of the department and its service environment, as well as seek input on existing service levels and potential issues from department managers and key stakeholders. This task allows for an



opportunity to learn about the unique characteristics, policing programs, and services provided by the department. This process includes the following elements:

- Interviews with the Chief and command staff in order to obtain their views on police service issues and improvement opportunities, as well to confirm the goals and objectives of the study.
- Similarly, interview with the Boards of Supervisors in the two Townships and the Police Commission in order to obtain their views on police service issues and improvement opportunities. Discussion of the Townships' overall financial and service environment needs to be topics to discuss.
- The Township of Thornbury contracts with the Westtown and East Goshen for police services. We will reach out to the Township to understand how the service delivery system works for that community.
- Conduct one-on-one interviews with Regional Police Department personnel in order to develop our understanding of the agency's organization, unique characteristics, service levels, and issues.
- We will also reach out to the Police Association to understand issues from their perspective.
- Augment employee interviews with an anonymous employee survey in order for everyone to provide input to the study at its outset.
- Interview contacts within the department to start the data collection process in that area and identify other key contacts within the organization.

These initial interviews will focus on determining individual attitudes toward current law enforcement services and organizational considerations, including the following topics:

- Adequacy of existing service levels.
- Management systems and internal controls.
- Responsiveness to community priorities and other service needs, as well as relations with community groups and organizations.
- Resource constraints and contributing factors.

The project team will also begin to collect various documents, including departmental goals, vision, and objectives statements, as well as other organizational materials and budgetary documents.

## TASK RESULT

**Based on the results of these interviews and initial data collection, the project team will finalize the project work plan project deliverable schedule.**

### Task 2 | Descriptive Profile of the Police Department

The project team will document its initial understanding of the department, its service levels, staffing, and service environment in a descriptive profile of the Regional Police Department. The profile will also present workload data, preliminary analysis, organizational charts, salaries and compensation, deployment schedules, and a summary of key characteristics and dynamics of the community.

A primary aim of developing the descriptive is to provide a foundation for subsequent analysis by ensuring the accuracy of our assumptions and understanding of key details.

For each divisions and unit within the department, the descriptive profile will detail:

- Trends in crime and police services in the Townships now and in the immediate pre-Covid19 period.
- Current (filled) and authorized staffing levels by classification. Trends in staffing.
- Key responsibilities and duties for each unit, command staff, and unique role within the department, including all administrative and support units.
- Organizational structures and reporting relationships.
- Deployment structures of field services, including for patrol:
  - Detailed visualization and tables showing the current shift schedule, including personnel assigned to each, start times, and workday rotations.
  - Areas of geographic responsibility.
- For investigative units, total caseloads, a description of case management practices, and case assignment processes.
- For administrative and support functions, workloads and service levels, technology in use, allocation of collateral roles, and division of responsibility between the Townships and the Department.
- How the financial arrangement works between the two Townships as well as the contact services to Thornbury Township.

The draft document will be reviewed with the project team, with corrections and revisions being made thereafter. This meeting will also provide an opportunity to discuss initial

observations and findings, coordinate any remaining data collection needs, and discuss the next steps of the project.

#### **TASK RESULT**

**A descriptive profile will be created, detailing the staffing, workload levels, and deployment schedules of the department, as well as any key characteristics of the service environment.**

### **Task 3 || Receive Community Input on Policing in the Three Communities.**

The past three years have shown that the community wants its voice heard directly. This study is a critical component in providing a forum for the consultants to hear feedback from the public and develop constructive strategies around this feedback.

The project team will hold three (3) community meetings – one in each Township. Topics will include:

#### **Legitimacy and Trust:**

What does the community expect when calling the department for assistance? Do they expect the officer(s) to be courteous and respectful? Do they feel safe doing so?

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#### **Engagement and Communication**

Does the community feel that the Regional Police Department is transparent in investigations, including officer-involved shootings? Do sufficient avenues exist for the community to express its concerns?

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#### **Community Priorities**

What public safety priorities does the community want the department to focus on? Are the issues the Police Department focuses on aligned with the community's priorities?

The focus group meetings could either be in person or virtual, depending preferences for which approach would maximize. The Townships would promote these meetings on its social media platforms and website.

#### **TASK RESULT**

**The project team will gather community input to better understand their views on Police Department response and alternatives.**

## **Task 4** | **Analysis of Workload, Staffing, and Deployment**

The project team will develop a comprehensive analysis of staffing needs for every function of the Department, as well as strategies achieving the best use of existing resources. While different analytical factors and processes are used to determine staffing needs for each function, the project team will examine strategies for deploying, allocating, and managing the operations of personnel around a number of key considerations:

For every function, the analysis will focus on the ability of staffing levels to achieve targeted service levels and support effective operations management, such as:

- Key workload drivers and processes for administrative and support functions.
- Are spans of control within targeted ranges for individual functions?
- Are controls for overtime usage adequate, and what are the key drivers of overtime by type (e.g., to backfill, staff special events, etc.)?

The following subsections provide examples of how we look at several key functions within the Department.

### **(1) Patrol Workload, Proactivity, and Staffing**

Analysis of community-generated calls for service using computer aided dispatch data is central to this effort. project team will determine current service levels through:

- Analysis of patrol workload, including at the following levels:
  - Calls for service by hour and weekday, month, area, priority level.
  - Response and travel times by priority level and call classification.
  - Total spent handling calls by primary and backup units by time and area.
  - Factors and assumptions for other workload factors, such as report writing.
- Patrol self-initiated activities and community engagement strategies, including:
  - Self-Initiated activities by hour and weekday.
  - Trends in types and frequency in which these activities are generated.
  - Relationship between uncommitted time and officer-generated activity.
- Determine patrol staffing needs, both overall and at the level of each patrol division and shift, based on workloads and targets for proactivity.

- Analyze patrol supervisory staffing needs based on span of control and the impact of the administrative workloads handled by sergeants and ability to be in the field.
- The project team will evaluate the interactions with services related to patrol with investigations, specialized units, and regional assets.

## (2) Patrol Shift Schedules and Deployment

The project team will utilize the firm's patrol resource allocation model to determine the most optimal and effective deployment of personnel, including the development of alternative shift configurations. This incorporates:

- **Net availability factors**, including leave, training, vacation, FMLA, military, sick, and other categories that result in employees not being on duty on a particular day. This is tied to all staffing calculations and stratified into different functionality categories, such as patrol officers.
- **Unallocated (proactive) time capabilities**: The schedule must ensure that officers are optimally deployed in relation to times and days when workload is greatest, ensuring that proactive time capabilities are consistently and equitably distributed.
- **Current staffing constraints and future needs**: Shift schedules must not only incorporate current limitations, but also be designed to be scalable and reflect the changing service environment, as well as adaptability to future staffing scenarios.
- **Overtime usage**: Shift schedules and minimum staffing considerations are central to the question of overtime usage, as shift schedules guide the probability that overtime must be used to backfill needed positions.
- **Qualitative factors** are also critical to consider in developing new deployment schedules, such as employee quality of life factors, fatigue, and other concerns. These issues drive rates of retention and the ability to recruit quality candidates.

The analysis of shift schedules will examine opportunities to optimize the current configuration as well as the feasibility and effects of implementing alternative schedules.

*The following pages provide examples of the firm's approaches to analyzing crime, calls for service, and patrol proactivity/unallocated time:*



### Analysis of Patrol Proactive Capabilities at Specific Times

Analysis of patrol proactivity (or % of uncommitted time) at a detailed level is able to show whether the strategies for deploying resources are able to most efficiently provide resources against workload levels as they vary throughout the day and week:

Time	# Units	S	M	T	W	Th	F	Sa	Overall
2am-6am	31.4	15%	59%	55%	58%	57%	46%	26%	45%
6am-10am	37.0	57%	47%	46%	46%	49%	47%	52%	48%
10am-2pm	38.9	19%	-1%	3%	5%	5%	1%	8%	6%
2pm-6pm	73.6	46%	38%	36%	34%	33%	37%	41%	43%
6pm-10pm	52.3	15%	8%	14%	10%	14%	7%	17%	16%
10pm-2am	53.6	8%	35%	29%	37%	34%	28%	9%	35%
Overall	47.8	32%	33%	33%	34%	34%	30%	30%	32%

### Incident/Crime Occurrence Trends

Analysis of when specific incident types and crimes occur provides insight on whether the right types of resources are deployed at certain times of the day:

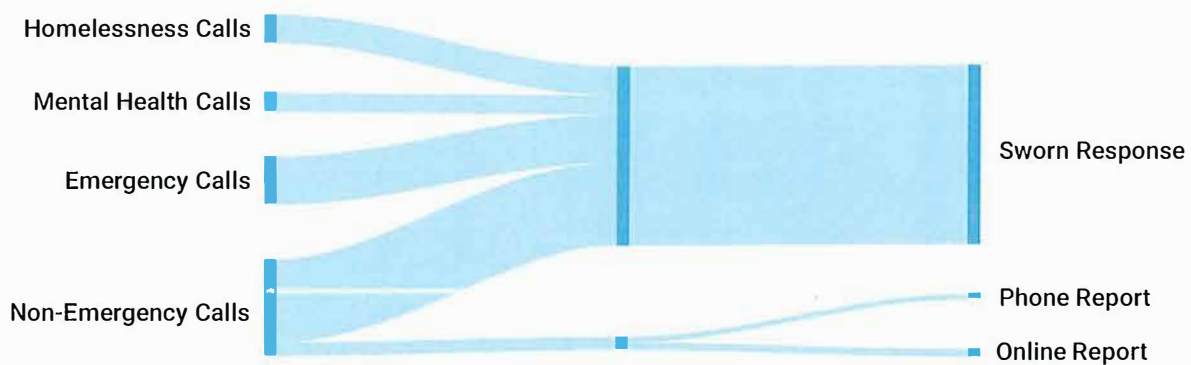
Incident Type	# CFS	Time	12a	4a	8a	12p	4p	8p
INFO/DETAIL	12,966	39.7						
DISTURBANCE	8,986	35.6						
SUSPICIOUS PERSON	5,620	34.8						
WATCHORDER	3,819	25.1						
ALARM/AUDIBLE	3,719	25.0						
PHONE REPORT CALL	3,297	20.2						
THEFT	3,132	55.6						
ACCIDENT	2,986	76.8						
ASSAULT/BATTERY	1,423	67.9						
ACCIDENT/INJURY	792	86.9						
All Other Types	9,901	69.3						
<b>Total</b>	<b>56,641</b>	<b>44.9</b>						

### (3) Alternative Response

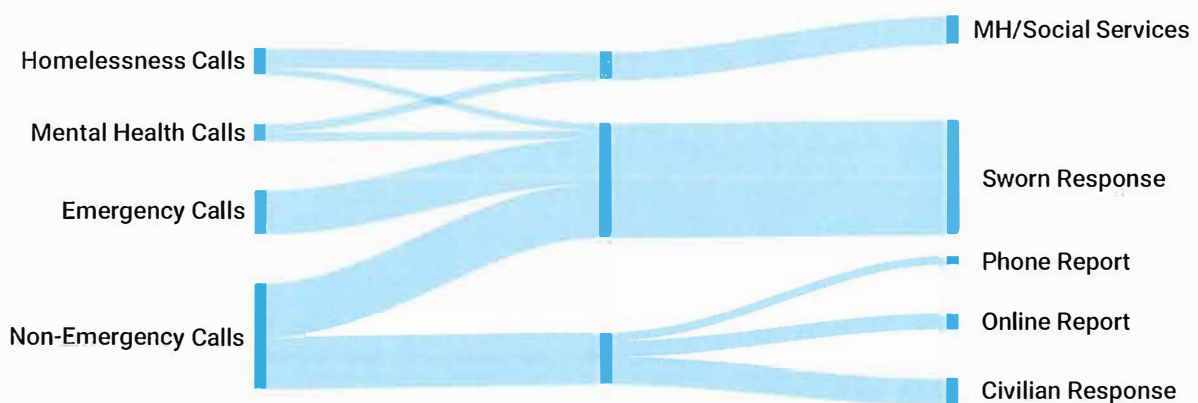
Over time, and particularly over the past decade, more and more has been asked of law enforcement personnel. They have been asked to function as social services staff in responding to issues of homelessness, intervene in situations involving persons experiencing mental health crisis, and serve numerous other roles beyond what was expected in the past. At the same time, service level expectations have not diminished. Perhaps more than ever, law enforcement personnel have been asked to respond to minor, non-emergency calls such as non-injury accidents, and calls that simply do not need to be law enforcement matters.

The following charts provide a visual illustration of the framework for call handling before and after implementing call diversion for certain types of calls:

#### Before Implementing Call Diversion Approaches



#### After Implementing Call Diversion Approaches



#### (4) Investigations

The analysis of investigations workload and staffing needs incorporates input received from the interviews conducted with supervisors and line level detectives, comprehensive collection of data to examine caseloads and associated workloads, as well as a review of participation in specialized regional task forces. Through this process, the project team will develop an analysis of staffing needs for all investigative functions, including:

- Case assignment and screening.
- Management of versus inactive cases.
- Workloads by detective in each investigative unit.
- Coordination with patrol and records.
- Average time from initial report, assignment of the case, and start of work.
- Solvability factors and work priority management.
- Call outs, associated overtime, and use of night time detectives.
- Opportunities for civilianization, for example in forensics and case support.
- Staffing needs at alternative levels of financial commitment.

#### (5) Other Functional Areas and Organizational Structure

Examples of other functions in the Department that would be evaluated include:

In **professional standards / internal affairs**, evaluation of the transparency of the process, how the investigations of complaints are expedited, the consistency of the decision-making process (e.g., use of disciplinary matrix).

In **records and support services**, the analysis will focus on hours of coverage, scheduling, and technology. Specific questions include the hours of service and access by the public.

In **recruitment and training**, how does the WOPD identify strong candidates to reflect not only technical abilities but also ethical and engagement needs with the community? How does training in the academy and annual in-service training reinforce this?

In **property and evidence**, are processes consistent with best practices (e.g., managing the chain of custody, audits, purging, etc.), are the facilities and access to them secure?

The staffing analysis for each of these functions needs thoroughly to evaluate alternative service delivery methods based on objective standards. Remaining opportunities for civilianization are part of this assessment.



**TASK RESULT**

**The project team will develop an interim deliverable report that provides a comprehensive analysis of the workload and staffing needs of each unit.**

**Task 5 | Review Departmental Organization and Management**

The project team would evaluate departmental organizational structure and management systems with special emphasis on the elements described below.

- The Department's organization would be evaluated in terms of:
  - Gaps and duplication in responsibility
  - Rank structure
  - Spans of control
  - Functional alignments
  - Opportunities to civilianize administrative functions or their supervision.
- The Department's management would be evaluated in terms of:
  - Policies and procedures
  - Strategic planning and direction
  - Performance measurement and management
  - Community engagement
  - Personnel management, including training, recruitment and retention.
  - Availability and use of technology.

In addition to these organizational considerations, are services and functionality considered from a shared service perspective wither internally (i.e., within the Township) or externally (i.e., other police departments in the region).

**TASK RESULT**

**The analysis of the Department's organizational structure and management systems would be developed and reviewed.**

**Task 6 | Development of the Draft and Final Reports**

Following the staffing and organizational analysis, the project team will develop the draft final report. The report includes a comprehensive analysis of all items in the scope of work, along with timelines, impacts, and targets for implementing changes. As the final

report will be a long range and living document. It will be important to make this document a plan for the future including specific commitments, a schedule, and projected impacts. It will be comprised of the following elements:

- An **executive summary**, which includes an overview of the process used to conduct the study, key results, and a comprehensive list of all recommendations made in the report. The executive summary will also contain the implementation.
- Analysis of **current staffing resources, deployment and operations** for all police department functions. This analysis will include an assessment of alternatives for response, areas to shift or eliminate responsibilities.
- **Evaluation of management systems** to be utilized by the Department to ensure that strategic priorities are being met and that the Department's internal management systems are sound.

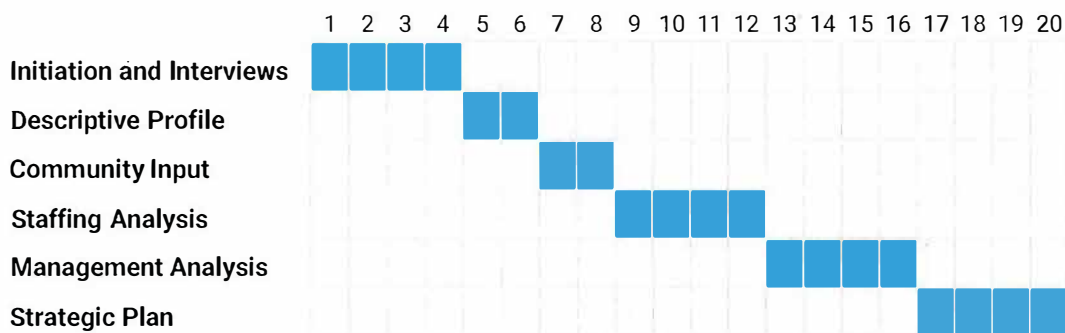
Following completion of the draft final report, the document will be reviewed internally with the Regional Police Department management team and factual revisions will be made thereafter. Upon finalization of the report, the project team will be available to present the results of the study to the two Boards of Supervisors – either virtually or in person, depending on health guidelines and preferences.

#### TASK RESULT

**The project team will complete a draft strategic plan. After revisions have been made, we will be available as to present it to the Police Department, Townships' Boards.**

### 3.3 Project Schedule

The schedule to complete the study would be 20 weeks. This schedule is shown below:



## 4. Project Cost

The following chart provides a breakdown of project staff hours by team member, as well as the related costs for each task area for the Regional Police Department Evaluation. As shown, we commit to conduct this project for an all-inclusive price of **\$65,100**.

Task	Project Manager	VP / Sr Mgr / Manager	Consultant	Total Hours	Total Fee
1. Initiation and Interviews	8	24	24	56	\$10,400
2. Profile	4	20	16	40	\$7,400
3. Community Input	4	20	0	24	\$5,000
4. Staffing Analysis	8	32	40	80	\$14,400
5. Management Analysis	8	56	16	80	\$15,600
6. Draft / Final Report	8	16	16	40	\$7,600
Total Hours	40	168	112	320	
Hourly Rate	\$250	\$200	\$150		
Total Professional Fees	\$10,000	\$33,600	\$16,800		\$60,400
Travel Expenses					\$4,700
<b>Total Project Cost</b>					<b>\$65,100</b>

Our usual practice is to invoice our clients monthly for time and materials up to the total project amount. We are also amenable to invoicing on a deliverable basis.

# AGREEMENT TO PROVIDE PROFESSIONAL CONSULTING SERVICES TO THE TOWNSHIPS OF WESTTOWN AND EAST GOSHEN, PENNSYLVANIA

## Matrix Consulting Group

**THIS AGREEMENT**, entered into this [ ] day of [ ] and effective immediately by and between Matrix Consulting Group (hereinafter called the "CONSULTANT" and the Townships of Westtown and East Goshen (hereinafter called "TOWNSHIPS"), WITNESSETH THAT,

**WHEREAS**, TOWNSHIPS desire to engage the CONSULTANT to Evaluate and Analyze Police and Law Enforcement Human Capital Matters.

**NOW, THEREFORE**, the parties hereto mutually agree as follows:

- (1) **Employment of Consultant.** TOWNSHIPS agree to engage the CONSULTANT and the CONSULTANT hereby agrees to perform the services described in TOWNSHIPS Request for Qualifications dated March 14, 2023, and incorporated into this Agreement as Attachment A **and** CONSULTANT'S Proposal dated June 16, 2023, and incorporated into this Agreement as Attachment B.
- (2) **Time of Performance.** All services to be performed hereunder by the CONSULTANT shall be completed within one hundred and fifty (150) days of the project start date unless this Agreement is extended or terminated earlier as provided for herein.
- (3) **Compensation.** The TOWNSHIPS agree to pay the CONSULTANT a sum not to exceed sixty-five thousand and one hundred dollars (\$65,100). CONSULTANT agrees to complete the project and all services provided herein for said sum.
- (4) **Method of Payment.** The CONSULTANT shall bill monthly for hours completed to date as described in CONSULTANT'S Price Proposal. Total payments shall not exceed the amount shown in (3), Compensation, above. TOWNSHIPS shall pay invoices within thirty (30) days of receipt.
- (5) **Changes.** TOWNSHIPS may, from time to time require changes in the scope of services of the CONSULTANT to be performed hereunder. Such changes, which are mutually agreed upon by and between TOWNSHIPS and the CONSULTANT, shall be incorporated in a written amendment to this Agreement that is signed by both parties.

- (6) **Services and Materials to be Furnished by TOWNSHIPS.** TOWNSHIPS shall furnish the CONSULTANT with all available necessary, non-confidential information, data, and material pertinent to the execution of this Agreement. TOWNSHIPS shall cooperate with the CONSULTANT in carrying out the work herein and shall provide adequate staff for liaison with the CONSULTANT.
- (7) **Termination of Agreement.** If, for any cause, the CONSULTANT shall fail to fulfill in timely and proper manner his obligation under this agreement, TOWNSHIPS shall thereupon have the right to terminate this Agreement by giving written notice to the CONSULTANT of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination.
- (8) **Records and Inspections.** CONSULTANT shall maintain full and accurate records with respect to all matters covered under this Agreement for a period of one (1) year after the completion of the project. TOWNSHIPS shall have free access at all proper times to such records, and the right to examine and audit the same and to make transcripts there from, and to inspect all program data, documents, proceedings, and activities.
- (9) **Completeness of Contract.** This Agreement to Provide Professional Consulting Services to TOWNSHIPS contains all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this contract or any part thereof shall have any validity or bind any of the parties hereto.
- (10) **Insurance.** Consultant agrees to maintain insurance during the term of this Agreement: for comprehensive general liability in the amount of \$2,000,000 per occurrence and \$4,000,000 in aggregate; automobile liability insurance in the amount of \$1,000,000; workers' compensation insurance in the amount of \$1,000,000 and professional liability in the amount of \$1,000,000 per occurrence and \$3,000,000 in aggregate. CONSULTANT shall provide TOWNSHIPS with an insurance certificate which names the TOWNSHIPS as additionally insured under the foregoing coverages.
- (11) **Assignability.** The parties hereby agree that Consultant may not assign, convey, or transfer its interest, rights and duties in this Agreement without the prior written consent of TOWNSHIPS.
- (12) **Notices.** Any notices, bills, invoices, or reports required by this Agreement shall be sufficient if sent by the parties by private courier (e.g., FedEx, UPS, etc.) or in the United States mail, postage paid to the addresses noted below:

Name Title  
Westtown Township

Name Title  
East Goshen Township

Richard P. Brady, President  
Matrix Consulting Group

Address  
Westtown, PA

Address  
East Goshen, PA

1650 S Amphlett Blvd., #213  
San Mateo, CA 94402

**IN WITNESS WHEREOF**, TOWNSHIPS and the CONSULTANT have executed this agreement as of the date first written above.

**WESTTOWN TOWNSHIP, PENNSYLVANIA**

By: \_\_\_\_\_

Date:

**EAST GOSHEN TOWNSHIP, PENNSYLVANIA**

By: \_\_\_\_\_

Date:

**MATRIX CONSULTING GROUP**

By: \_\_\_\_\_

Richard P. Brady, President

Date:

BOARD OF SUPERVISORS  
EAST GOSHEN TOWNSHIP

CHESTER COUNTY  
1580 PAOLI PIKE, WEST CHESTER, PA 19380-6199

Date: July 27, 2023

To: Board of Supervisors

From: Mark Miller

RE: Dump Truck Replacement

We are scheduled to replace a 2011 dump truck in 2024. I would like the Board's approval to place the order now since delivery is anywhere from 18 to 24 months. I reached out to two vendors for pricing, and below are their costs for the completed unit:

- Hunter Peterbilt \$166,242.00 (COSTARS)
- Kenworth \$168,000.00 (Sourcewell)
  - Does not meet specs

Intercon Truck Equipment will supply the following equipment for \$98,542.00:

- Steel dump body
  - Monroe snow plow & hitch
  - Warren stainless steel salt spreader
  - All hydraulics and lighting
  - 30-ton pintle hook braking controls
- I recommend that the purchase be awarded to Hunter Peterbilt and Intercon Truck Equipment for a total of \$264,784.00.

# MEMO

Date: July 27, 2023  
From: Derek Davis, Township Manager  
To: Board of Supervisors  
Re: Conservancy Board Appointment

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We have had an open position on the Conservancy Board (CB) for quite some time. I received an inquiry from Matthew McGeehan, an East Goshen resident, about the position in the spring. Matt has attended a Conservancy Board meeting at this point and has interacted with them.

His resume is attached and Chair of the Conservancy Board, Sandra Snyder, has made it clear to me the CB is supportive of this appointment.

The term for the vacant position ends this year. He will have to be reappointment at the reorganizational meeting in January for a new term.

**DRAFT MOTION:** Mr. Chairman, I move we appointment resident Matthew McGeehan to the East Goshen Conservancy Board for the term ending in December of 2023.



## MATTHEW R. MCGEEHAN



### EMPLOYMENT

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**Director of Education Technology   Achievement House Cyber Charter School   January 2021 – Present**

- Creates curriculum for students in Computer Science, Technology, and Cyber Security
- Leads professional development sessions for both administrative faculty as well as teaching staff
- Designs lessons for both faculty and students focused on project based learning
- Informs students and colleagues about the latest technology developments and project management methodologies available

**Computer Science Professor   Delaware County Community College   June 2017 – Present**

- Designs curriculum for undergraduate courses in Programming, Networking, and Cyber Security
- Conducts undergraduate lectures for students at various stages in their education
- Provides students with guidance and direct supervision in laboratory work and course work
- Teaches students and colleagues about the latest technology developments and project management methodologies available

**Senior Web and App Developer   Boiron USA and Canada   June 2018 – December 2020**

- Creates and manages websites ranging from educational to ecommerce for both Boiron U.S. and Canada
- Administers Boiron's Google Analytics, Google Ad Words, Facebook Analytics, Apple Developer Analytics, and Google Play Console Analytics to effectively market websites and applications
- Developed and supports a cross-platform mobile application, Boiron Medicine Finder, available on iOS and Android
- Codes and manages Boiron's Store Finder application and the supporting database

**Associate Application Developer   QVC   January 2018 – June 2018**

- Interfaced with various teams including Application Development, QA, Infrastructure, and Production Readiness
- Applied knowledge of the latest trends in the DevOps industry and implements DevOps practices
- Wrote applications and services utilizing the Spring Framework, Rest APIs, and various continuous deployment tools such as Jenkins and Mountebank
- Collaborated with DevOps team using the Agile methodology, Jira for project management, and Confluence for documentation

**Computer Science Teacher   Padua Academy   August 2013 – December 2017**

- Taught courses in Web Design, Video Game Design, and Mobile Application Development
- Collaborated with students to make web applications, websites, games, and software
- Structured lessons into unit plans to ensure continuity of development objectives

<b>Cyber Patriot Coach</b>	<b>Padua Academy</b>	<b>August 2016 – December 2017</b>
<ul style="list-style-type: none"> <li>• Inspired students towards careers in cybersecurity, technology, engineering, and mathematics disciplines</li> <li>• Provided experiences for students to manage networks, virtual images, and find cybersecurity vulnerabilities</li> <li>• Equipped students to better protect themselves on the Internet</li> </ul>		

## EDUCATION

<b>Wilmington, DE</b>	<b>Wilmington University</b>	<b>September 2016 – December 2017</b>
<ul style="list-style-type: none"> <li>• M.S. in Information Assurance &amp; Cybersecurity, December 2017. GPA: 3.61</li> <li>• Graduate Coursework: Penetration Testing; Software Foundations; Networking; IT Policy and Strategy; Web and Data Security; Database Analysis, Modeling, and Design; Computational Theory</li> </ul>		
<b>Philadelphia, PA</b>	<b>Temple University</b>	<b>September 2009 – May 2013</b>
<ul style="list-style-type: none"> <li>• B.S. in Secondary Education with Teaching Certifications in Math and English, January 2014. GPA: 3.5</li> <li>• Undergraduate Coursework: Instructional Technology in Education; Classroom and Conflict Management Teaching Oral and Written Communication; Foundation of Language Teaching</li> </ul>		

## TECHNICAL EXPERIENCE

### Projects

- **Boiron Medicine Finder** (June 2018 - Present). iOS and Android mobile application written in Angular JavaScript that allows consumers to find a Boiron medicine based upon their symptoms.
- **Boiron Store Finder Application** (June 2018 - Present). Geographic mapping application that allows customers to find the nearest retailer to purchase Boiron products from based on product query and their current zip code.
- **Integrated Lifecycle Self-Service Portal** (January 2018 - Present). Self-Service Portal for Developers and Architects to automate the creation of JVMs and Git Repositories.
- **Oscillo.com | Arnicare.com | Hcped.boiron.cloud** (June 2018 - Present). Product and educational websites for BoironUSA created using PHP, MySQL, and various content management systems.
- **Fridgi** (2016 - Present). Smart Refrigerator software utilizing Raspberry Pi, sensors, Databases, and the ability to share data about what resides in a user's fridge.
- **Commercial Websites** (2014 - Present). Websites projects created for small and medium size business clients with a focus on elegant and responsive design.

## LANGUAGES, FRAMEWORKS, AND TECHNOLOGIES

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- Java; Rest APIs; Spring Framework; Spring Web; Spring Boot; Spring Integration; Angular; C++; Objective C; PHP; SQL; JavaScript; Node.js; HTML; CSS; Swift; Python
- Continuous Deployments: Jenkins; Mountebank
- Jira; Confluence; Sourcetree; Git; Atom; Github; Unity; Visual Studio; Various SQL Servers; Eclipse; XCode; MonoDevelop; NetBeans; VMware Fusion