

EAST GOSHEN MUNICIPAL AUTHORITY

February 9, 2026

7:00

- **7:00pm CALL TO ORDER/PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE**
 - Ask if anyone will be taping the meeting.
- **CHAIRMAN'S REPORT/OTHER MEMBERS' REPORTS**
- **LIAISON REPORTS**
- **SEWER REPORTS**
 - Director of Public Works' Report
 - West Goshen Report
 - Pennoni Engineer's Report
 - Big Fish Environmental Report
- **APPROVAL OF MINUTES**
 - January 12, 2026
- **APPROVAL OF INVOICES**

Company	Invoice #	Note	Amount	Paid?
Pennoni	1311436		\$4,835.25	
Pennoni	1311437		\$14,225.50	
Kappe Associates	25-640-M	Total invoice is \$8,503 and cost is split 50/50 with developer	\$4,251.50	yes
Gawthrop Greenwood	222087284		\$273.00	

- **FINANCIAL REPORTS**
 - January 2026
- **OLD BUSINESS**

- **2026 Goals:**

Goal	Status
Ridley Creek Plant compliance	January 2026 was in compliance with PADEP permit requirements.
Continue to implement infiltration and inflow for the sewer system	Ongoing.
Municipal Authority representative to attend West Goshen MA meetings. West Goshen MA meets 1 st Wed of each month at 6pm at the West Goshen Township Building.	Attend meetings on quarterly basis.
Long-term sustainability	Ongoing: (1) Sewer rate increase implemented July 2024. (2) Development of 20-year+ Capital Improvement Plan underway. (3) Continue to study sewer rates.

- **NEW BUSINESS**
 - Discuss old motor control center (Mark Miller & Mike Ellis)
 - Hunt Country Pump Station Engineering Proposal (Mike Ellis)
 - Hunt Country Pump Station Construction Cost Opinion (Mike Ellis)
- **CAPACITY REQUESTS**
 - 1354 Paoli Pk, Homeowner: Joe Francis: proposal is for a grinder pump system and will require an easement from 642 Meadow Dr
- **ANY OTHER MATTER**
 - Biennial Planning Session, Tuesday, March 10, 2026, 6:30pm at the township building
 - Prepare summary of Municipal Authority's 2024-25 accomplishments and goals for 2026-27. **Deadline: Monday, March 2, 2026.**
 - Code of Ethics
 - All board members to sign and return the East Goshen Township Code of Ethics Form
- **CORRESPONDENCE AND REPORTS OF INTEREST**
- **PUBLIC COMMENT**
- **ADJOURNMENT**

EAST GOSHEN MUNICIPAL AUTHORITY
EAST GOSHEN TOWNSHIP
1680 PAOLI PIKE, WEST CHESTER, PA 19380-6199
610-692-7171

Date: February 9, 2026

To: Municipal Authority

From: Mark Miller

Re: Monthly Report

Monthly Flows: The average daily flow to West Goshen was 558,781 gallons per day.

Monthly Rainfall: 2.55"

Meters: Read on a daily basis. No problems to report.

C.C. Collection:

- Pump stations were visited daily and regular maintenance was performed.

Ridley Creek Collection:

- Pump stations were visited daily and regular maintenance was performed.

Ridley Creek Plant:

- Lenni started their annual inspection of breakers and fuses.

Alarms: 6

PA One Calls: 73

Lateral Repairs/Caps: 0

West Goshen January 2026 Sewer Report

General Notes:

- For the month of January, the plant operated in compliance with its NPDES permit.
- WWTP monthly average daily flow - 3.23 mgd.
- WWPS monthly average daily flow - 1.098 mgd.
- Monthly estimated average total phosphorus discharge concentration was <0.04 mg/L.
- Sludge to landfill – 274 wet tons.

Grant Projects:

- 2024 LSA-Statewide Grant: WWTP Pump Replacements. The WGSA has been awarded a grant of \$250,000 for this project.

Ongoing Projects:

- WWTP Transformer Replacement - Transformer and Gear have been ordered. Submittals were received and have been approved. Anticipated equipment delivery – 4th qtr, 2026.
- Primary Clarifier No. 2 Rehab – The mechanism has been ordered and is under fabrication. 95% of order has been delivered. Installation expected during 2nd qtr, 2026.
- Return Activated Sludge (RAS) line project. The project involves installing an insertion valve on the force main and replacing several existing sludge valves – Anticipated completion, 1st qtr, 2026.

Michael Moffa
Director of Wastewater
West Goshen Township
848 S. Concord Road
West Chester, PA 19382
610-696-0900





EAST GOSHEN MUNICIPAL AUTHORITY ENGINEER'S REPORT

February 4, 2026

Ridley Creek Sewage Treatment Plant (RCSTP)

- **Surge Suppression Inventory** – The surge suppression inventory report identifying the protected downstream equipment in the plant is being finalized.
- **SBR Tank Inspections** – No updates since our last report. Inspections of SBRs #1 and #2 were performed in 2025. Inspections of SBRs #3 and #4 are tentatively planned to occur in spring 2026. Based on the projected costs for the repairs identified in the first two tanks, the repair work will need to be publicly bid. We expect the most cost-effective approach will be to inspect the other two tanks and then conduct one public bid solicitation in late 2026 for repairs to all four tanks. That approach will be determined with more certainty after we inspect the remaining two tanks.

Sanitary Sewer Pipe Rehab

- **Supplee Valley Pipe Lining** – No updates since our last report. As previously reported, the contractor, Vortex Services, completed all pipe lining work, but one 370 LF pipe run has small "bubbles" throughout the liner. The contractor proposed to remove a sample of the blistered liner with a robotic cutter to evaluate the condition of the underlying resin/felt cured wall. In follow-up to the August MA meeting, we notified the contractor to proceed with the evaluation. They responded that they were meeting internally the week of August 26 to review the next steps. We have followed up with them several times since then, most recently on November 3, but have not received a response. Final payment will not be processed until this matter is resolved.
- **Waterview** – We performed visual interior condition assessments of a portion of manholes in the neighborhood. Most of the manholes are brick and did not have any observed deficiencies; a few manholes have already been interior lined. Several manhole lids were unable to be opened, and one manhole appears to be buried in a residential yard. We will perform another site visit with Public Works after the snow melts to open and assess the remainder of the manholes. We had intended to request authority to advertise the project at the February MA meeting, but we recommend the remaining manholes be inspected and any needed repairs identified before doing so. Weather permitting, we expect to request authority to advertise at the March MA meeting.

We also field measured distances between manholes to resolve discrepancies between sewer system mapping and the pipe lengths from the sewer videos.

Pump Stations

- **Hunt Country Pump Station** – The PA Department of Community and Economic Development (DCED) Small Water and Sewer Grant application for the pump station upgrade was awarded in the amount of \$205,000 on January 20, 2026. The budgetary project cost is approximately \$630,000, including engineering and construction administration. The application had been for \$479,952 with the remainder as a match.

We submitted a proposal for survey, engineering, permitting, and bid assistance services for the project.

Sewer Extensions

- **Morstein Road and Great Oak Circle** – We continued preparation of the concept design and plan for the sewer extensions. We will provide a list of locations for Public Works to perform soft dig test pits for rock depths based upon the conceptually designed sewer depths. After we complete the concept design, we will develop an updated construction cost opinion.
- **Charter Chase and Goshen Downs** – No updates since our last report. The results of the sewer extension interest survey in 2025 were that 58 properties are definitely interested, 23 properties are interested depending on costs, 42 properties are not interested, and 31 properties did not respond.

Chapter 94 Reports

- We are continuing preparation of the 2025 Chapter 94 Annual Reports. We are on track to submit before the March 31 submission due date.

New Connections

- **1344 Morstein Road** – One new home is proposed with a grinder pump and low pressure sewer lateral through an easement across an existing residential property to the existing sewer main in Eastwick Circle. We reviewed a revised plan submission, issued a comment letter, and discussed the approach to resolve outstanding comments with the design engineer.

Other

- **GIS Mapping** – We are initiating a limited update of the sewer system mapping in GIS to correct the Waterview manhole and pipe discrepancies noted above and to make it a functional asset management tool for the Public Works Department. Once updated, we will present it to Public Works to discuss additional features and enhancements that can be added, options for web hosting so that it can be available in the field for use by Public Works on repairs and PA One Call locating amongst other things, and the capability for Township staff to update manhole and pipe information themselves.
- **Sewer Specifications** – We updated the Township sewer lateral standard detail regarding cleanout fittings as requested by Mark Miller.

END OF REPORT



Executive Summary

The Ridley Creek sewage treatment plant outfall 001 met all effluent limitations regarding water quality for January 2026. All supplemental reports were submitted for December 2025. Caustic usage decreased to 47.99 gallons per day from 62.46 gallons per day last month. This was due to less being required to maintain alkalinity in the sludge holding tanks. Aluminum sulfate solution volumes daily average decreased to 68.61 gallons per day from 71.25 gallons per day. No significant mechanical or operational issues were observed during the SBR treatment process. Sludge dewatering did not encounter any significant mechanical or operational issues. There were no odor complaints during the month.

TABLES

CERTIFIED LAB RESULTS- FINAL EFFLUENT January 2026

Permit Limit (Weekly Average)	FLOW	Ammonia as N	CBOD	Total Phosphorus	Total Suspended Solids	Fecal Coliform
	Gallons	2.5mg/L	15mg/L	0.5mg/L	15mg/L	200 coliforms/100mL
DATE	Final EFF/Applebrook					
1/6/2026	265,000/39,368	<0.10	2	0.11	5.5	<1
1/13/2026	317,000/43,690	<0.10	2.8	0.12	5.8	1
1/20/2026	304,000/41,597	0.11	2.5	0.15	5.6	<1

CERTIFIED LAB RESULTS- FINAL EFFLUENT January 2026 Non-Report tests

DATE	FLOW	NO2-NO3 (mg/L)	TKN (mg/L)	TN (mg/L)
	Final EFF/Applebrook			
1/6/2026	265,000/39,368	2.93	1.52	4.45
1/13/2026	317,000/43,690	4.24	1.89	6.13
1/20/26	304,000/41,597	3.92	1.05	4.97

CERTIFIED LAB RESULTS- INFLUENT January 2026

DATE	FLOW	Ammonia as N	BOD	CBOD	TKN	Total Phosphorus	Total Suspended Solids
1/6/2026	298,300	43.3	252	188	51.2	5.52	258
1/13/2026	335,450	39.8	195	172	49.9	5.84	122
1/20/2026	329,440	38	165	163	44.8	5.04	77

TKN = Total Kleidahl Nitrogen

TN= Total Nitrogen

NO2-NO3= Nitrogen, Nitrate-Nitrite

The Tables above show the certified lab results from samples collected once a week by Suburban Testing Labs as required by our DEP permit. The influent samples are collected by a composite sampler located at the doghouse manhole where the influent enters the plant. The final effluent data is from a combination of a composite sampling and grab sampling, both performed at the end of the UV channel weirs. We remained well below all of the weekly average discharge limits for the month of January.

PA DEP

Nothing to report

Pennoni Associates

Nothing to report

Significant Rainfall

During January, there were eight (8) days where precipitation occurred. There were 6 days where precipitation accumulation was greater than 0.50".

1/11 0.77" rain

1/17 1" snow

1/18 1" snow

1/19 1" snow

1/25 3" snow

1/26 6" snow

Total precipitation for the month was 0.96" rain and 15" snow

*dates shown are the dates that the rain gauge was observed, not necessarily the day the rain occurred

Chemical Data

Chemical	January 2026	
	Daily Average	Total Monthly
Caustic Soda, gal	47.99	1487.73
Aluminum Sulfate solution, gal	68.61	2127.06
Sludge Dewatering, gal*	23,153	439,910

*19 days of sludge dewatering

There was an increase of 888 gallons of sludge dewatering during the month of January compared to December.

Minor Preventative Maintenance

Flushed chemical feed lines to the SBRs.

Cleaned final effluent weir trough daily.

Skimmed surface of disc filters daily

Drained and cleaned disc filters bi-weekly.

Cleaned buildings and laboratory.

q

Major Repairs or Upgrades

Nothing to report

Upcoming Repairs or Upgrades

Nothing to report

Flow Data

January 2026			
Flow Meter Location	Total Volume for Month, MG	Average Daily Flow, gpd	Daily Maximum Flow, gpd
Influent Wastewater to Screening Building	9.390	302,916	532,250
Influent Wastewater to SBRs	12.178	392,846	673,472
Internal Recycle	2.788	89,930	141,222
Treated Effluent to Disc Filters	11.686	376,974	635,232
Final Effluent Discharge	8.919	288,000	534,000
Applebrook Golf Course	1.149	37,075	48,635

The plant hydraulic design loading is 745,000 gpd.

There were no high flow events during the month of January 2026

1 **Chairman's Report/Other Members Report**

2 None

3 **Liaison Reports**

4 **1. Conservancy Board** - Walter that the Board has two new members. They will apply for the Tree
5 City designation.

6 **SEWER REPORTS**

7 **1. Director of Public Works, Mark Miller's report for January 12, 2026.**

8 **Monthly Flows** – The average daily flow to West Goshen was 571,594 gallons per day.

9 **Monthly Rainfall** - 3.60"

10 **Meters**: Read on a daily basis. No problems to report.

11 **C.C.Collection**

12 • All Pump stations were visited daily.
13 • The wells were pumped down.
14 • We utilized the vac truck to remove grit and grease from all wet wells.
15 • A resident from Supplee Valley called and reported that her toilets were slow to drain. I went out to
16 check it out and advised her to call her plumber.

17 **Ridley Creek Collection:**

18 • Pump stations wet wells were vacuumed out and all grit and grease removed.
19 • The upgrades to Hershey Mill Station have been completed. The developer will be invoiced for his
20 portion of the work.
21 • We had to repair two manholes' castings after being hit by plows. One resulted in a vehicle being
22 damaged. I have spoken to the owner and advised the gentleman to gather his receipts and submit
23 them to me for reimbursement.
24 • Both stations were on emergency power for several hours during the storm.

25 **Ridley Creek Plant:**

26 • We shut the influent line down to the plant so we could clean the pipe between the metering
27 manhole and the screen room. We will need to put this cleaning on a more frequent schedule since
28 the pipe was over halfway full of debris.
29 • We are currently in the process of painting the plant. Routine maintenance was performed inside
30 the plant.
31 • The plant was on generator for several hours during the storm until power was restored.
32 • We had a DEP inspection on January 6, 2026 and no violations were noted.

33 **Alarms**: 28. All weather related.

34 **PA One Calls:**

35 • 88 for December
36 • 1,826 for 2025

1 **Lateral Repairs/Caps:** 0

2 **West Goshen Report**

3 1. Kevin spoke about how we are charged for our share. Kelly was asked to bring the next bill to the
4 meeting so the members can see what the calculations are.

5 **2. Pennoni Engineer's Report dated January 12, 2026**

6 ***Ridley Creek Sewage Treatment Plant (RCSTP)***

7 • **Surge Suppression Inventory** – The surge suppression inventory report identifying the
8 protected downstream equipment in the plant is being finalized.

9 • **SBR Tank Inspections** – Inspections of SBRs #1 and #2 were performed in 2025.
10 Inspections of SBRs #3 and #4 are tentatively planned to occur in spring 2026. Based on the
11 projected costs for the repairs identified in the first two tanks, the repair work will need to be
12 publicly bid. We expect the most cost-effective approach will be to inspect the other two
13 tanks and then conduct one public bid solicitation in late 2026 for repairs to all four tanks.
14 That approach will be determined with more certainty after we inspect the remaining two
15 tanks.

16 ***Sanitary Sewer Pipe Rehab***

17 • **Supplee Valley Pipe Lining** – No updates since our last report. As previously reported, the
18 contractor, Vortex Services, completed all pipe lining work, but one 370 LF pipe run has
19 small “bubbles” throughout the liner. The contractor proposed to remove a sample of the
20 blistered liner with a robotic cutter to evaluate the condition of the underlying resin/felt cured
21 wall. In follow-up to the August MA meeting, we notified the contractor to proceed with the
22 evaluation. They responded that they were meeting internally the week of August 26 to
23 review the next steps. We have followed up with them several times since then, most recently
24 on November 3, but have not received a response. Final payment will not be processed until
25 this matter is resolved.

26 • **Waterview** – Waterview is planned for pipe lining in 2026. Pipe Data View finished
27 televising the pipes on November 3. We reviewed the videos of the asbestos cement pipes and
28 found very limited infiltration (approx 5 gpm total), one pipe with severe root intrusion, a few
29 pipes with sags (50% or less water buildup), and some sporadic limited small holes and
30 cracks. Many of the pipes are in satisfactory condition with little to no deficiencies. We are
31 currently prioritizing the pipes for re-lining. Based on current budget availability, it is
32 expected that the pipes with notable deficiencies can be lined in 2026, and the remaining
33 pipes would need to be lined over the following two years if the annual pipe lining budget
34 remains the same. We will also be performing visual inspections of manhole conditions to
35 evaluate if manhole repairs and/or manhole lining is needed. Additionally, we will measure
36 distances in the field between manholes to resolve discrepancies between sewer system
37 mapping and the pipe lengths from the sewer videos. We will then prepare a bid package with
38 the intent to request authority to advertise from the MA in February. Construction would then
39 be projected to occur in spring 2026.

40 • **2024 LSA Grant Application for Pipe Lining** – It is our understanding that a Local Share

1 Account grant application was submitted to PA DCED in November 2024 for Chester Creek
2 sewer rehab and pipe lining. The CFA announced awards on December 18, 2025, and the
3 project was not awarded.

4 ***Pump Stations***

5 • **Hunt Country Pump Station** – We submitted the PA Department of Community and
6 Economic Development (DCED) Small Water and Sewer Grant application on April 30 for
7 the pump station upgrade. We anticipate that the CFA will make awards at their next meeting
8 on January 20, 2026.

9 We are preparing a proposal for engineering and permitting services for the project. The
10 proposal will be submitted for consideration at the February MA meeting.

11 ***Sewer Extensions***

12 • **Morstein Road and Great Oak Circle** – We completed survey work in December, including
13 representative data in roads, soft dig test pit locations, and sewer cleanouts/septic tanks on
14 residential properties. We have begun to prepare a concept design and plan for the sewer
15 extensions. After we complete a concept design, we will develop an updated construction cost
16 opinion.

17 • **Charter Chase and Goshen Downs** – The deadline for property owner responses to the
18 interest survey has passed, and we are not aware of any new responses since our December 4,
19 2025 Engineer's Report. As of that date, there are 58 properties that are definitely interested,
20 23 properties are interested depending on costs, 42 properties are not interested, and 31
21 properties did not respond.

22 ***Chapter 94 Reports***

23 • We have begun to assemble information for preparation of the 2025 Chapter 94 Annual
24 Reports.

25 ***New Connections***

26 • **14 Reservoir Road** – No activity by Pennoni since our last report.

27 • **1338 Morstein Road (WCU Foundation)** – No activity by Pennoni since our last report.
28 Three new homes are proposed in East Goshen with additional homes in West Whiteland.

29 • **1344 Morstein Road** – Pennoni provided a comment review letter on December 12. One new
30 home is proposed with a grinder pump. As previously reported, after exploring various
31 alternatives, we notified the Design Engineer that the only viable option to connect to public
32 sewer is through an easement across an existing residential property to the existing sewer in
33 Eastwick Circle. The Design Engineer provided the existing easement for review by the
34 Township to evaluate if it can be used to install the new pipe. However, the easement is a
35 private property matter, so we deferred to the property owners to confirm the easement can be
36 used in writing. We previously spoke with the property owner/applicant and advised her of
37 the need to have the adjacent property owners confirm the use of the existing easement for
38 new piping in writing.

1 **3. Big Fish Environmental Services –**

2 The Ridley Creek sewage treatment plant outfall 001 met all effluent limitations regarding water
3 quality for December 2025. All supplemental reports were submitted for November 2025. Caustic
4 usage increased to 62.46 gallons per day from 59.09 gallons per day last month. Aluminum sulfate
5 solution volumes daily average increased to 71.25 gallons per day from 70.40 gallons per day. No
6 significant mechanical or operational issues were observed during the SBR treatment process.
7 Sludge dewatering did not encounter any significant mechanical or operational issues. There were no
8 odor complaints during the month.

9 John asked how the flows to Applebrook work.

10 **Approval of Minutes**

11 The minutes of the December 8, 2025 meeting were approved as amended.

12 **Approval of Invoices**

13 1. Dana approved payment of Philadelphia Bearing Drive Solutions Invoice #6817066 in the amount
14 of \$12,596.56. John seconded the motion. The motion passed unanimously.
15 2. Walter moved to approved payment of The Authorities invoice #300002221 in the amount of
16 \$1,272.84. Dana seconded the motion. The motion passed unanimously.
17 3. John moved to approve payment of the Gawthrop Greenwood invoice #222085872 in the amount
18 of \$612.50. Walter seconded the motion. The motion passed unanimously.

19 **Financial Reports**

20 Kelly reviewed the following report: YTD December 2025, the Municipal Authority recorded
21 \$658,291.11 in revenues (primarily from Sewer Capital Reserve and Sewer Operating transfers) and
22 \$645,649.45 in expenses (RCSTP UV replacement capital costs, Decanter controls repair, installation
23 of new generator, Hershey Mill pump station replacement Hydromatic pump, sewer pipe camera,
24 explosion proof heaters for RCSTP, Supplee Valley sanitary sewer pipe lining work, VFD's for
25 RCSTP, West Goshen capital sewer tapping fees, RCSTP arc flash study, Ridley Creek submersible
26 grinder pump replacement, (2) Replacement Flygt Submersible sludge pumps, Flygt pump repair, PA
27 Municipal Authorities membership dues and engineering expenses). We also received 2024 revenue
28 for recharges to Aqua to offset 07-424-3130 engineering expenses in 2025. The net result of
29 operations is \$12,641.66. As of December 31, 2025, the fund balance was \$28,367.22.

30 **Old Business –**

31 None

32 **Goals**

33 1. After discussion, it was decided to add "Municipal Authority representative to attend on as needed
34 basis.....

35 **New Business –**

36 1. Auditors – Maillie will do the audit again. Their fee is about \$12,000.00. Dana moved to approve
37 the Maillie proposal for 2025 contract. Walter seconded the motion. The motion passed
38 unanimously.

1 **Any Other Matter - None**

2

3 **Correspondence- None**

4

5 **Public Comment - None**

6

7 **Adjournment**

8 There being no further business Walter moved to adjourn the meeting. John seconded the motion.

9 The motion passed unanimously. The meeting was adjourned at 7:50 pm.

10 The next regular meeting will be held on Monday, February 9, 2026 at 7:00 p.m.

11

12 Respectfully submitted,

13

14

15 Ruth Kiefer, Recording Secretary



INVOICE

Remit Payment To:
Pennoni Associates Inc.
P.O. Box 827328
Philadelphia, PA 19182-7328

APPROVED BY: KK
DATE PAID: _____

Mark Miller
East Goshen Municipal Authority
1580 Paoli Pike
West Chester, PA 19380-6199

CHECK #: _____
CHARGED TO: 07-424-3130

Invoice No : 1311436
Invoice Date : 02/04/2026
Project : EGMAU25001
Project Name : 2025 General Services

For Professional Services Rendered Through 12/31/2025

Attended November and December MA meetings. Issued December Engineer's Report. Reviewed December RCSTP Operator's Report.

RCSTP SBR Tanks - Obtained and reviewed repair quote for all tanks from contractor after Tank #2 inspection.

Sewer Extensions - Reviewed additional property owner survey responses from Charter Chase and Goshen Downs regarding public sewer and updated exhibits summarizing responses.

Waterview Sewer Rehab - Initiated review of sewer CCTV videos, development of pipe lining and repair scoping, and cost estimating.

Phase Code	Phase Name	Fee Type	Contract Amount	Previously Billed	Current Billing	Total Billing	Remaining	% Cmpl
01	General Engineering Services	NTE \$	39,357.50 \$	34,516.00 \$	4,835.25 \$	39,351.25 \$	6.25	99.99%
02	Grants	NTE \$	4,642.50 \$	4,642.50 \$	0.00 \$	4,642.50 \$	0.00	100.00%
	Subtotal:		44,000.00 \$	39,158.50 \$	4,835.25 \$	43,993.75	6.25	99.99%
	Total:		44,000.00 \$	39,158.50 \$	4,835.25 \$	43,993.75		
					Total Amount Due		\$	4,835.25

Phase	01	General Engineering Services	
Rate Schedule Labor			
Class		Hours	Rate
Authority Engineer		8.25	158.00
Staff Professional		5.75	125.00
Associate Professional		24.25	116.00
			4,835.25
		Total this Phase	\$4,835.25
Billing Limits		Current	Prior
Total Billings		4,835.25	39,158.50
Limit			43,993.75
Remaining			44,000.00
			6.25

Continued on next page...

INVOICES DUE ON RECEIPT. Invoices outstanding over 30 days will have a Service Charge of 1 1/2% per month.

Project	EGMAU25001	2025 General Services	Invoice	1311436
Total this Project				\$4,835.25

INVOICES DUE ON RECEIPT. Invoices outstanding over 30 days will have a Service Charge of 1 1/2% per month.

Project: EGMAU25001
Pennoni Job No.: 2025 General Services

Invoice No:

Invoice Period:	11/10/2025	to	12/31/2025
Initial Authorization:	\$ 44,000.00	Date:	2/4/2026
Contract Amount:	\$ 44,000.00		
Previously Invoiced:	\$ 39,158.50		
Current Invoice:	\$ 4,835.25		
Invoiced to Date (\$):	\$ 43,993.75		
Invoiced to Date (%):	99.99%		
Remaining Budget (\$):	\$ 6.25		
Remaining Budget (%):	0.01%		

Budget by Phase:

Phase Name:	2025 General Services
Phase Budget:	\$ 44,000.00
Previously Invoiced:	\$ 39,158.50
Current Invoice:	\$ 4,835.25
Invoiced to Date (\$):	\$ 43,993.75
Invoiced to Date (%):	99.99%
Remaining Budget (\$):	\$ 6.25
Remaining Budget (%):	0.01%

Comments: Attended November and December MA meetings. Issued December Engineer's Report. Reviewed December RCSTP Operator's Report.

RCSTP SBR Tanks - Obtained and reviewed repair quote for all tanks from contractor after Tank #2 inspection.

Sewer Extensions - Reviewed additional property owner survey responses from Charter Chase and Goshen Downs regarding public sewer and updated exhibits summarizing responses.

Waterview Sewer Rehab - Initiated review of sewer CCTV videos, development of pipe lining and repair scoping, and cost estimating.



INVOICE

Remit Payment To:
Pennoni Associates Inc.
P.O. Box 827328
Philadelphia, PA 19182-7328

Mark Miller
East Goshen Municipal Authority
1580 Paoli Pike
West Chester, PA 19380-6199

Invoice No : 1311437
Invoice Date : 02/04/2026
Project : EGMAU25006
Project Name : Morstein Rd Sewer
Design and
Permitting

For Services Rendered Through 12/31/2025

Performed field survey of topography, existing utility markouts, and Public Works' test pits within roads ROW and of existing private property septic system tanks/cleanouts. Prepared existing conditions plans, and initiated preparation of proposed conditions plans. Reviewed soft dig test pit results of existing underground utilities sizes and depths from Public Works. Responded to Township about potential timeline for sewer extension in response to resident inquiry.

Meeting with PW Director and Finance Director to review concept plans, schedule, and cost projections.

Billing Limits	Current	Prior	To-Date
Total Billings	14,225.50	2,110.75	16,336.25
Limit			25,000.00
Remaining			8,663.75

Labor

	Hours	Rate	Amount
Authority Engineer	1.50	158.00	237.00
Senior Professional	13.50	150.00	2,025.00
Staff Professional	28.00	125.00	3,500.00
Engineering Tech	32.50	95.00	3,087.50
Sr. Eng Tech	48.00	112.00	5,376.00
Totals	123.50		14,225.50
Total Labor			14,225.50
Total this Invoice			\$14,225.50

APPROVED BY: KLB

DATE PAID: _____

CHECK #: _____

CHARGED TO: 07-924-3130

Project: EGMAU25006
Pennoni Job No.: Morstein Rd Sewer Design and Permitting
Invoice No.:
Invoice Period: 11/10/2025 to 12/31/2025
 Initial Authorization: \$ 25,000.00 Date: 2/4/2026
 Contract Amount: \$ 25,000.00
 Previously Invoiced: \$ 2,110.75
 Current Invoice: \$ 14,225.50
 Invoiced to Date (\$): \$ 16,336.25
 Invoiced to Date (%): 65%
 Remaining Budget (\$): \$ 8,663.75
 Remaining Budget (%): 35%

Budget by Phase:

Phase Name: Morstein Rd Sewer Design and Permitting
Phase Budget: \$ 25,000.00
Previously Invoiced: \$ 2,110.75
Current Invoice: \$ 14,225.50
Invoiced to Date (\$): \$ 16,336.25
Invoiced to Date (%): 65%
Remaining Budget (\$): \$ 8,663.75
Remaining Budget (%): 35%

Comments: Performed field survey of topography, existing utility markouts, and Public Works' test pits within roads ROW and of existing private property septic system tanks/cleanouts. Prepared existing conditions plans, and initiated preparation of proposed conditions plans. Reviewed soft dig test pit results of existing underground utilities sizes and depths from Public Works. Responded to Township about potential timeline for sewer extension in response to resident inquiry.

Meeting with PW Director and Finance Director to review concept plans, schedule, and cost projections.



Kappe Associates, Inc.
100 Wormans Mill Court
Frederick, Md. 21701
Tele# 301-846-0200
Fax# 301-846-0808
www.kappe-inc.com

Invoice

Date	Invoice #
12/16/25	25-640-M

Bill To
East Goshen Township 1580 Paoli Pike West Chester, PA. 19380

P.O. No.	Project
Mark Miller	25-640-M West Chester, PA

Description	Quantity	Rate	Amount
Project estimated total 48,503.00 & PS Installations to be invoiced as installed Hershey Mills Pump Station Mission Alarm Panel 3 Year Monitoring Service Website setup fee Labor / Day Installation and Commission Complete 12/03/25	.1	3,693.00	3,693.00
	1	2,053.00	2,053.00
	1	357.00	357.00
	2	1,200.00	2,400.00

APPROVED BY: MH/KL

DATE PAID: _____

CHECK #: _____

CHARGED TO: 01-116-1000-4251.50

Split 50/50 \$1,251.50
Between Developers 07-420-103-4251.50
MA

Terms: Net 30 Days - 1.5% per month interest on unpaid balance over 30 days.	Total	\$8,503.00
--	-------	------------

MA paid \$ 4,251.50



Gawthrop Greenwood, PC
Attorneys at Law

17 East Gay Street, Suite 100 | (p) 610-696-8225
West Chester, PA 19381-0562 | (f) 610-344-0922
gglaw@gawthrop.com | www.gawthrop.com

GAWTHROP GREENWOOD CLIENT INVOICE

Please Mail checks to: P.O. Box 562
West Chester, PA 19381-0562

To Make a Payment with a Credit Card, please visit:
<https://secure.lawpay.com/pages/gawthrop/operating>
Effective February 1, 2025 there will be
a 3% convenience fee on all credit card payments.

East Goshen Municipal Authority
1580 Paoli Pike
West Chester PA 19380

Page: 1
02/05/2026
Client No: 6604-001M
Invoice No. 222087284

General Authority Services

		<u>Fees</u>	Hours	
01/09/2026	TTS	Receipt and Review Authority Board meeting agenda.	0.20	39.00
01/12/2026	TTS	Preparation for and attendance at Authority Board meeting.	1.20	234.00
		For Current Services Rendered	1.40	273.00

<u>Timekeeper</u>	Recapitulation		
		<u>Hours</u>	<u>Hourly Rate</u>
Theodore Speedy	1.40	\$195.00	\$273.00

	Previous Balance	\$612.50
	Total Current Charges	273.00
01/28/2026	Payment	612.50
	Balance Due	\$273.00

APPROVED BY: KLS
DATE PAID: _____
CHECK #: _____
CHARGED TO: 07-424-3140

To ensure proper credit, please write your client number on
your check when returning payment.

A finance charge of 1.25% per month (15% annually) may be
charged on balances not paid 60 days after the invoice date.



Gawthrop Greenwood, PC
Attorneys at Law

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East Goshen Municipal Authority
1580 Paoli Pike
West Chester PA 19380

Page: 1
02/05/2026
Client No: 6604M

Previous Balance	Fees	Expenses	Payments	Balance
6604-001 General Authority Services 612.50	273.00	0.00	-612.50	<u>\$273.00</u>

To ensure proper credit, please write your client number on
your check when returning payment.
A finance charge of 1.25% per month (15% annually) may be
charged on balances not paid 60 days after the invoice date.

Memo

To: Municipal Authority
From: Dana Gieder
Re: MA January 2026 YTD Financial Report
Date: February 4, 2026

YTD January 2026, the Municipal Authority recorded \$4,876.81 in revenues (primarily from Sewer Capital Reserve and Sewer Operating transfers) and \$4,864.00 in expenses (Hershey Mill pump station mission alarm panel installation, and engineering expenses). The net result of operations is \$12.81. As of January 31, 2026, the fund balance was \$28,380.03.

Attached is a complete list of 2026 YTD detailed MA revenues and expenses.

EAST GOSHEN TOWNSHIP
Municipal Authority Fund
YTD JANUARY 2026

<u>Account Id</u>	<u>Account Description</u>	<u>Annual Budget</u>	<u>Current YTD</u>	<u>Prior YTD</u>
<u>REVENUE</u>				
07-341-1000	INTEREST EARNINGS	0.00	12.81	14.23
07-364-1100	C.C. TAPPING FEES	2,300.00	0	0
07-364-1110	R.C.TAPPING FEES	4,332.72	0	0
07-364-1130	CONNECTION FEES - SEWER	563.76	0	0
07-380-1000	MISCELLANEOUS REVENUE	282.24	0	0
07-392-0500	TRANSFER FROM SEWER OPERATING	319,438.19	612.50	3,387.75
07-392-0900	TRANSFER FROM SEWER CAP RESERVE	1,033,650.00	4,251.50	25,555.02
Total Revenue		1,360,566.91	4,876.81	28,957.00
<u>EXPENSES</u>				
07-424-1400	ADMINISTRATIVE WAGES	47,871.20	0	0
07-424-3000	MISCELLANEOUS EXPENSE	1,645.71	0	0
07-424-3110	MUNIC.AUTH.-AUDITING	12,000.00	0	0
07-424-3130	ENGINEERING SERVICES	61,000.00	0	-7,155.25
07-424-3140	LEGAL SERVICES	6,500.00	612.50	928.00
07-424-3700	CHESTER CREEK ENGINEERING	42,000.00	0	0
07-424-3705	HUNT COUNTY ENGINEERING	95,000.00	0	0
07-424-7431	CAPITAL PROJ.-ENGINEERING	60,000.00	0	0
07-424-7490	CAP REPLACEMENT R.C.	126,000.00	0	0
07-429-1503	HERSHEYS MILL PUMP STATION CAPITAL	0.00	4,251.50	0.00
07-429-1504	HUNT CO PUMP STATION CAPITAL	515,550.00	0	0
07-429-1505	RCSTP CAPITAL	50,000.00	0.00	25,555.02
07-429-3700	CHESTER CREEK CAPITAL	343,000.00	0	0
Total Expenses		1,360,566.91	4,864.00	12.81
Net Result From Operations				
		0.00	12.81	9,629.23
19,327.77				



February 4, 2026

EGMAU25004P

East Goshen Municipal Authority

Attn: Mark Miller, Public Works Director
1580 Paoli Pike
West Chester, PA 19380

RE: Proposal for Hunt Country Pump Station Upgrade Design Phase Services

Dear Mr. Miller:

Pennoni Associates Inc. (Pennoni) is pleased to submit the following proposal to the East Goshen Municipal Authority for the design, permitting, and bid phase services for the Hunt Country Pump Station Upgrade project. A separate proposal will be provided for construction phase services.

Background

East Goshen Municipal Authority owns and operates the existing Hunt Country Pump Station located within an easement at 598 Thorncroft Drive, in East Goshen Township, Chester County, Pennsylvania. The existing pump station was built circa 1980 to serve the Hunt Country Estates residential neighborhood located within the Township. It conveys an average flow of approximately 14,000 gallons/day. The flow from Hunt Country Estates enters the pump station from a gravity collection system within an easement and conveys flow through a 3-inch diameter, ±350 linear foot long force main to a manhole located adjacent to the driveway of 1739 Towne Drive. The gravity collection system then conveys the flow to the Authority's Ridley Creek Sewage Treatment Plant located at 1751 Towne Drive.

The pump station is approximately 45 years old and has only undergone limited upgrades. Most recently, in 2013, the pumps and generator were replaced with used pumps and a used generator from another decommissioned pump station in the Township. Those pumps are now approaching the end of their useful lives. The pump station also has outdated electrical and controls equipment. The station is not connected to SCADA and does not have a flow meter or emergency bypass pump capability. As a result, emergency situations require flow from the pump station to be pumped and hauled from the wet well, which is a costly endeavor and is not immediately implementable as an emergency occurs. The pump station also requires excessive and costly maintenance to remove and clean the trash rack numerous times per week due to wipes and other items in the influent flow since there is no automatic influent grinder nor grinder pumps. Additionally, the wet well has to be pumped and hauled approximately once a week due to the debris that bypasses the trash rack. Lastly, the force main is original to the pump station (approximately 45 years old) and is considered to be nearing the end of its useful life.

The following upgrades and improvements are proposed to create a more efficient pump station, to mitigate the risk of overflows, reduce maintenance requirements, allow for real-time monitoring and control of the pump station, and provide a means of timely and effective bypassing flow during emergencies:

- Installation of new submersible pumps
- Installation of new controls and SCADA system
- Removal and replacement of the existing valve vault
- Installation of a new flow meter and valves in the new valve vault
- Installation of a new Muffin Monster/influent grinder
- Installation of a bypass connection

- Replacement of the entire force main

Scope of Services

Our scope of services consists of the following:

1. Survey

- Pennoni will contract a utility locating company to mark out the location of the existing sanitary sewer force main. We recommend the Authority budget \$2,500 for the force main utility locating work.
- Pennoni will perform an existing conditions and topographic survey for the locations of the existing Hunt Country Pump Station and corresponding pump station and sanitary sewer easements. The survey will also include the elevations and locations of existing manholes, inlets, valve vault, and meter pit, existing conditions 15 feet on either side of the force main, and the existing conditions 15 feet on either side of the gravity conveyance and collection system of the nearest upstream and downstream manhole of the pump station and force main. The locations of other existing utilities that are marked out by utility companies within the extents of the aforementioned survey area will also be surveyed.

2. Design Services

- Coordinate with pump vendors to select new submersible pumps and an influent grinder based on existing site conditions and client needs.
- Perform hydraulic calculations to size submersible pumps and an influent grinder based on flow requirements and calculated pressure head.
- It is assumed that there are no plans of the pump station interior. A site visit will be conducted to document the existing conditions of the pump station interior and associated equipment.
- Design layout for submersible pumps, an influent grinder in a prefabricated manhole, a replacement valve vault with a new flow meter and valves, an emergency bypass connection, and a new force main.
- Design layout for new electrical and controls panels. Power to new submersible pumps, influent grinder, and new flow meter will be provided. It is assumed that the existing electric service and pump station generator have adequate capacity for any upgrades.
- Provide pump controls scheme summary (including conditions that call for pumps to turn on and off and conditions that activate alarms) via plan notes for use by a separate SCADA integrator in their control system design. We will attend two meetings with the SCADA integrator after submission of plans to them as part of the scope. These meetings are in addition to the four meetings included in Item 2.J hereafter.
- Prepare a plan set consisting of a cover sheet, existing conditions plans, proposed conditions plans and profiles, electrical plans, controls scheme summary notes, erosion and sediment (E&S) control plans, E&S notes and details, and construction notes and details. A piping and instrumentation diagram (P&ID) plan is not required.
- Develop an Engineer's Opinion of Probable Construction Costs.
- Prepare a bid document with construction specifications.
- Facilitate four meetings with the Township during the design process to review the deliverables. One meeting is expected to occur after survey services are performed. The remaining three meetings are expected to occur after the 30%, 60%, and 90% submissions.

3. PADEP Water Quality Management (WQM) Permit Amendment

- A. It is assumed that no permits or sewage facilities planning will be required for this project. Pennoni will attend one pre-application meeting with Pennsylvania Department of Environmental Protection (PADEP) to confirm no permits are required.
- B. However, we recommend the Authority budget \$12,800 as an allowance for preparation and submission of an amendment application to the existing WQM permit if determined to be necessary by PADEP. The Township will pay all permit application fees.

4. Bid Services

- A. Prepare bid advertisement, conduct an on-site pre-bid meeting, respond to bidder questions, and prepare addenda.
- B. Review bid results, review bidder qualifications, and make an award recommendation.

Assumptions

1. Construction services will be provided under a separate proposal.
2. No other permitting is required beyond that explicitly included in the above scope. However, PADEP will be notified of the project accordingly. Should additional permitting or sewage facilities planning outside of a WQM permit amendment become necessary during the course of the project, we will submit a separate proposal for such supplemental work.
3. The PNDI search review will not require any wetland delineations, bog turtle habitat or other species investigations, or other follow-ups or submissions to regulatory agencies.
4. There are no downstream capacity limitations in the existing sanitary sewer system or at the wastewater treatment plant, so no upgrade or rehabilitation planning or design for the existing sanitary sewer system is required.
5. East Goshen Township will provide available sewer system maps, easement documentation, and conveyance system, pump station, and sewer flow information.
6. No structural upgrades or modifications to the Hunt Country Pump Station building exterior or interior will be required.
7. No new easements or property boundary research will be required.
8. No existing utility relocations will be required.
9. No geotechnical investigation will be required.
10. Sufficient electrical power is available on site for the new pumps, panels, meters, etc. No design or utility coordination will be required to upgrade the electrical services or existing generator to provide an additional or different phase power supply, transformers, etc.
11. SCADA design and integration for the controls and SCADA communications (i.e. cellular, radio, or landline utility) will be provided by others and will not be contracted through Pennoni. This includes coordination to provide communications to the site if they presently do not exist.

Deliverables

Pennoni will provide four submissions – a 30% plan submission, 60% plan submission, 90% plan submission, and Final plan submission. The 30% through Final submissions will include the Engineer's Opinion of Probable Construction Cost and all plan sheets. The 90% and Final submissions will also include bid documents and specifications.

Schedule

Performance of services will commence upon receipt of Notice to Proceed (NTP).

We anticipate the utility locating and survey will be performed within approximately six weeks of NTP. The 30% submission will be provided approximately four weeks after completion of the survey. A 30% design review meeting will be conducted thereafter.

The 60% design submission will be provided approximately three weeks after the 30% design review meeting. A 60% design review meeting will be conducted thereafter.

The 90% design submission will be provided approximately three weeks after the 60% design review meeting. A subsequent 90% review meeting will be conducted. The Final submission, bid documents, and permit applications (if required) will be submitted approximately two weeks thereafter.

Fee

We will perform tasks on a Time and Materials (T&M) basis at our hourly rates approved by the Authority for an estimated fee of **Eighty Thousand Six Hundred Dollars (\$80,600.00)** as shown below.

Task	Description	Fee
1	Survey	\$11,400.00
2	Design Services	\$50,100.00
3	ALLOWANCE – PADEP WQM Permit Amendment	\$12,800.00
4	Bid Services	\$6,300.00
TOTAL FEE		\$80,600.00

We have proposed a Scope of Services that satisfies our current understanding of the project. Should additional services be requested that are not included or listed in the above Scope of Services, we will provide a supplemental proposal.

Billing and Payment

Invoices will be submitted monthly. Payment is due within 30 days of invoicing.

Thank you for the opportunity to provide our professional services to East Goshen Municipal Authority. If you wish to discuss any of the above, please do not hesitate to contact Mike Ellis at 302-351-5236 or mellis@pennoni.com.

If this proposal is acceptable, please execute by signing and returning a copy to this office to serve as our Notice to Proceed.

Sincerely,

PENNONI ASSOCIATES INC.


Michael J. Ellis, PE
Associate Vice President

ACCEPTED BY:

Written Name:

East Goshen Municipal Authority

DATE:



EAST GOSHEN MUNICIPAL AUTHORITY

HUNT COUNTRY

PUMP STATION UPGRADES

BUDGETARY OPINION OF PROBABLE CONSTRUCTION COSTS

4/30/2025

Description	Quantity	Units	Unit Price	Total
GENERAL				
Mobilization & Demobilization	1	LS	\$37,000.00	\$37,000
Tree Removal & Site Preparation	1	LS	\$15,000.00	\$15,000
Installation, Maintenance, & Removal of Erosion & Sediment Controls	1	LS	\$4,000.00	\$4,000
Miscellaneous Excavation & Backfill	25	CY	\$180.00	\$4,500
SUBTOTAL				\$60,500
SANITARY SEWER				
Remove & Replace Existing Valve Vault	1	LS	\$105,000.00	\$105,000
Furnish & Install New Muffin Monster	1	EA	\$65,000.00	\$65,000
Furnish & Install New Flow Meter	1	EA	\$12,000.00	\$12,000
Furnish & Install New Valves	2	EA	\$4,000.00	\$8,000
Furnish & Install New PVC/HDPE Force Main	350	LF	\$200.00	\$70,000
Remove & Replace 8-inch Gravity Sewer	20	LF	\$300.00	\$6,000
Remove & Replace Existing Pumps	1	LS	\$45,000.00	\$45,000
Furnish & Install Bypass Connection	1	LS	\$8,000.00	\$8,000
Temporary Bypass Pumping	1	LS	\$10,000.00	\$10,000
Connection to Existing Manhole	1	EA	\$5,000.00	\$5,000
SUBTOTAL				\$334,000
ELECTRICAL				
Install Controls & SCADA Integration	1	LS	\$52,000.00	\$52,000
SUBTOTAL				\$52,000
RESTORATION				
Grading/Lawn/Site Restoration	1	LS	\$30,000.00	\$30,000
Concrete Curb Replacement	20	LF	\$150.00	\$3,000
Driveway Restoration	50	SY	\$110.00	\$5,500
Asphalt Road Restoration	30	SY	\$200.00	\$6,000
SUBTOTAL				\$44,500
		CONSTRUCTION SUBTOTAL		\$491,000
		5% CONTINGENCY		\$24,550
		10% ENGINEERING		\$49,100
		TOTAL		\$564,650



Lynn Werkheiser

From: Ashley Nowak
Sent: Wednesday, January 14, 2026 10:10 AM
To: Ashley Nowak
Cc: Ashley Nowak
Subject: ABC Biennial Planning Session - March 10th

Good morning,

The Biennial Planning Session will be held on Tuesday, March 10, at 6:30 p.m.

During the meeting, each ABC will have the opportunity to present a summary of their 2024–2025 accomplishments, as well as their goals for 2026–2027. In preparation for this meeting, please submit your summaries to me by Monday, March 2.

If you have any questions, please feel free to reach out.

Thanks,

Ashley Nowak
Office Administrator
East Goshen Township
anowak@eastgoshen.org
610-692-7171

CODE OF ETHICS EAST GOSHEN TOWNSHIP

All Supervisors, appointed officials, ABC members and employees of East Goshen Township, Chester County, Pennsylvania, shall be guided in their actions by the following:

Conflicts of Interest

- A. No Supervisor, appointed official, ABC member or employee of the Township shall:**
 - 1) Use their official capacity with the Township to benefit financially, other than, as applicable, drawing their duly approved salary and any benefits to which they would normally be permitted under the Township's Personnel Manual or the Second Class Township Code.
 - 2) Solicit or accept, directly or indirectly, any gift, favor, service, commission or other consideration that might reasonably tend to influence that official in the discharge of the duties of office or appointment.
 - 3) Seek to influence, directly or indirectly, the awarding of any contract, plan or document where such official or employee is interested or would benefit directly or indirectly, financially or otherwise, from said contract. Such action is not intended to apply to actions of a Supervisor on behalf of a group or class of citizens of the Township who would benefit from the contract and such benefit and relationship is generally known and acknowledged and acting under the authority of the Second Class Township Code.
- B. Appointed officials, ABC members and Township employees shall disclose to the Board of Supervisors, in writing, any time there is knowledge of a circumstance where either their employer or members of their family may be seeking to do business with the Township or where their proximity and/or relationship to another property owner or resident in the Township may unduly influence, directly or indirectly, their official action. Upon such disclosure, the Board of Supervisors may determine that such appointed official, ABC member, or Township employee shall be precluded from and discussions or decision making in such business. Willful failure of an appointed official, ABC member or Township employee to make such disclosure is cause for the Board of Supervisors to seek the resignation and/or removal of such person from the Township appointment, ABC or employment.**
- C. Any appointed official, ABC member or Township employee thereof having any direct or indirect financial interest as a partner or a stockholder of a corporation or an employee of a business entity which proposes to contract with the Township for the purchase or sale of land, materials, supplies or services of any kind shall fully disclose said interest. Holdings in a privately-held company or partnership of less than \$1,000 or 0.1% of a**

publicly traded corporation are exempt, as are any indirect ownership of any publicly traded company via ownership in a diversified mutual fund. Violation of this section shall render the contract void at the discretion of the Board of Supervisors.

D. The Supervisors, appointed officials, ABC members, and Township employees shall, file with the Office Coordinator a statement of direct, indirect or beneficial ownership of real property in East Goshen Township or direct, indirect or beneficial interest in any corporation, partnership or joint venture owning real property in East Goshen Township. This statement shall be revised promptly as required by any change in ownership. No disclosure shall be required for a primary residence.

Guidelines for Ethical Performance

A. Supervisors, appointed officials, ABC members and Township employees shall:

- 1) To the best of their ability, learn and observe the laws governing the conduct of officials and employees of the municipalities of Pennsylvania.
- 2) Serve first the advancement of the public interest before the interest of any persons, factions or parties.
- 3) Abide by policies duly established by the Board of Supervisors and adhere to the standard rules and procedures relating to the performance of East Goshen Township governmental functions.
- 4) Strive at all times for civil conduct in keeping with the trust and dignity vested in public service.
- 5) Strive to increase their knowledge and understanding of municipal government and improve their competence in the performance of the functions necessary to the operation of local government.
- 6) Respect all Township equipment, books, records and information.
- 7) Not use confidential information, to which they have access by virtue of their public office or position, to their personal advantage nor to the advantage or disadvantage of others.
- 8) Not make available to anyone any services, tangible or intangible, that are not equally available under the law to others.
- 9) Except as outlined in the "Events Policy" outlined below, refuse personal gifts, favors, loans, services, payments and other inducements, made either directly to the official or employee or to a family member of the official or employee where there is reason to believe such gifts, favors or inducements are offered to influence their official actions in favor of the donor. Nominal token gifts, including holiday food baskets, calendars,

and similar items may be accepted, provided they are broadly shared with or made available to other Township staff, appointed officials, ABC members or Supervisors.

- 10) Not convey to any person any information or advice not generally available to the public in any transaction, negotiation or litigation to which the Township is a party.
- 11) Not use, or permit others to use, the power of public office or employment to solicit contributions from employees on behalf of any candidate for political office or any demand or infer that any Township employee should solicit contributions on behalf of any candidate for political office.
- 12) Disclose any potential conflict in the discourse of legislative action, which would serve to bring some special benefit by the particular vote/action being rendered. Appointed officials, ABC members and Township employees should conduct their official and personal affairs in such a manner as to give the clear impression that they cannot be improperly influenced in the performance of their official duties.
- 13) When using social media, refrain from presenting personal opinions in ways that imply endorsement by East Goshen Township. If posted material may reasonably be construed as implying the support, endorsement, or opposition of the Township with regard to any personal statements, including opinions or views on any issue, the material should be accompanied by an explicit statement that the individual is speaking for oneself and not as a representative of the Township. East Goshen Township maintains its own official sites, (e.g. website, social media), which are monitored by at least one Township employee to ensure accuracy of content. Use or establishment of Township-hosted sites must be approved by the Township. Establishing and/or representing a site as an official Township site without the express permission of the Township is prohibited.

Policy on Events

- 1) The Township recognizes that from time to time professional service providers may invite Township staff and Supervisors to events, including meals. The Township further recognizes that networking and informal discussions with professional service providers can be educational and ultimately beneficial to Township affairs. In general, Supervisors and Township staff shall be permitted to eat meals paid for by professional services providers during recognized state conferences, such as PSATS, GFOA and PRPS, provided that Township officials remain cognizant of the potential for undue influence and perceived conflicts of interest. In addition, Supervisors and Township staff may attend events hosted by professional services providers, provided that there is a reasonable expectation that representatives of other municipal organizations and/or similarly-focused organizations have also been invited, such as annual holiday parties or special one-time events, such as the opening of a new building. Absent these conditions, Supervisors and Township staff shall pay from their personal funds their share of the costs incurred or decline the invitation.

I have read the policy adopted by the Board of Supervisors of the Township of East Goshen entitled "Code of Ethics".

I accept the Code of Ethics and agree to comply with the Code of Ethics.

I understand that it is my responsibility to disclose in writing a full description of any activity, interest, or relationship on my part that could create or create the appearance of a conflict of interest or otherwise violate the provisions of the Code of Ethics or applicable state law as soon as practical after the inception of the activity, interest or relationship.

To the best of my knowledge and belief, I am not now engaged in any activity, interest or relationship that would create or appear to create a conflict of interest or violation of the Code of Ethics except as indicated below.

I therefore expressly agree to act in accordance with this Code of Ethics.

The only situations that could possibly give rise to the appearance of a conflict of interest or violation of the Code of Ethics is/are as follows:

Date: _____

Signature: _____

Submitted for the year: _____

Print Name: _____