

Franklin Township
Manager's Monthly Report
July 18, 2007

I am pleased to present this report to the Franklin Board of Supervisors representing the various activities of the Administrative Staff from the period of June 21 to July 18. The Staff is composed of Jeff Eastburn, Joan McVaugh, Sharon Norris, Duane Brady, John Hocking and Eileen Rembecki. As a team, the Staff is ever vigilant in providing top notch service to the Board of Supervisors and residents of Franklin Township.

The following outline is provided that describes the various activities for the report period:

I. Administration

- Finance
 1. Purchasing Policy – the Board approved the purchasing policy at the June 2007 meeting.
 2. Mid-year budget evaluation – the attached report is provided to the Board for information and discussion.
 3. Audit of Berkheimer EIT 2006 – the Township received an audit report from Michael Nardone, CPA on the collection of earned income taxes for the year ending December 31, 2006. There are no reportable findings contained in the audit report.

- Crown Castle – the Township received notice from Crown Castle regarding the cell tower agreement between Franklin and Crown Castle advising that the sublease agreement will terminate on June 30, 2007. The Solicitor is attempting to work out the issues to the satisfaction of the Township.

- Intergovernmental
 1. Chester County Consortium – Jeff Eastburn and Steve Ross attended the monthly luncheon meeting of the Chester County Consortium held at the West Chester Country Club. The key speakers were the County Commissioners and their Senior Staff.
 2. Secretary Training – Sharon Norris attended a training session sponsored by PSATS at the West Chester Holiday Inn. The one-day program entitled “Managing your Municipality” provided sample checklists on filing procedures, ordinance and resolution processing, petty cash controls, minute taking and much more. The program focused on using “best management practices” to help ensure compliance with the 2nd Class Township Code and enhance the Township paperwork processing efficiency. It was a good opportunity to network with other municipal employees.

- Township Newsletter – the newsletter was printed and mailed to all property owners in the Township. The target date of July 3 for release was hit. The Township has already received a number of calls from residents appreciative of the information contained in the newsletter and reporting they were making immediate plans to get their septic tanks serviced.
- Codification – the Township received a preliminary draft which has been circulated to the Board of Supervisors, Solicitor, Planning Commission and Engineers. The Solicitor and Engineers responded with comments to Keystates Publishers. Keystates is prepared to submit the final draft if everyone has completed their review and there are no other comments. The Manager requested that the Township consultants provide a further review to be certain there is nothing missing or inconsistent with the ordinances.
- Vision 2007 – attached is an updated copy of the report.
- Solicitor’s Report – attached is a copy of the report.
- Chester County Major Incident Response Team (MIRT) – the Board received information from the Manager including a letter from the District Attorney’s Office seeking a \$250 assessment for services. As noted in the recommendation from the Manager, because the Township is covered by the State Police, the payment of funds is redundant.

II. Planning, Open Space and Codes

- Zoning Ordinance Amendment – the Board discussed a proposed ordinance at the June Meeting and the Manager was provided authorization to proceed with advertising the ordinance. The ordinance provides stipulated penalties for any developer’s failure to comply with the provisions of an approved plan regarding erosion and sedimentation control and stormwater management. The ordinance must be reviewed by both the County and Township Planning Commissions.
- Howard Property – the Township received two checks for open space grant reimbursement toward the purchase of the Howard Property. The amount of the County grant is \$207,900 and the DCNR amount is \$238,446.
- D’Andrea Project – the Chester County Commissioners provided a letter indicating that the Township will receive a grant in the amount of \$425,000 toward the purchase of the D’Andrea Property.

- Kemblesville TND Ordinance – Mr. Comitta presented a proposed ordinance for discussion at the June meeting that provided for an underlying TND located within the Kemblesville Village. The ordinance will be advertised for future consideration of the Board. The ordinance follows the TND definition of the MPC and includes a definition section, location of the district and graphic design guidelines.
- Community Development Activity – the Avon Grove School District has retained the Pennsylvania Economy League to complete a study of various pending developments that will occur within the municipalities of the school district. The study was last done in 2004 and so the PEL is providing the school district with an update. Jeff Eastburn and Steve Ross are working together to provide information to the PEL.
- Trail Study – this committee has been very active working with Ray Ott in the development of a trail plan for the Township. Phil Geoghegan has been very active in providing background information, as well as orientation to the Township. The consultant will appear in front of the Township on July 18 to solicit input from the Board. A public hearing is scheduled for September 10, 2007.
- Zoning Ordinance Update – Tom Comitta was retained to begin working on the zoning ordinance update. The County will be funding $\frac{3}{4}$ of the cost of the ordinance. As a condition of the grant, the Manager met with Mr. Comitta and Mr. Mark Gallant, Chester County Planning Commission, for an initial briefing and review of the project.
- Developments – the following developments were handled by the Staff during this reporting period:
 1. Cornerstone Presbyterian Church – extension and planning module info from URS.
 2. Woods Edge – extension.
 3. Dolores Morris – extension.
 4. Abel Subdivision – extension and plan revision.
 5. Christens – extension.
 6. Logan Tract – extension.
 7. Ford Farm – soil testing for sewage beds and placing field markers where wells are located.
 8. McMaster/Echo Hill – submission of a revised sketch plan.
 9. Gallo – the Manager continues to work with the property owner’s attorney regarding future use of the property.
 10. Marshall – planning module withdrawn by developer.
 11. Baughman (School House Rd.) – request for building 2 houses on a single lot.

12. Kemblesville United Methodist Church – received a letter from the Chester County Conservation District that the plan they reviewed from the church was inadequate.
13. McMaster 2-lot subdivision plan – waiting for the Solicitor to advise the Staff if the McMaster Boulevard legal description is correct.

III. Historical and Parks

- The Chester County Conservation District has reported that the plans and narrative that was submitted to them by URS regarding the new field at the Elwood L. Crossan Park are inadequate. Mr. Eastburn advised Mr. Horenburger of the importance of URS working together with the CCCD to be sure that the Township does not receive additional project setbacks.

IV. Roads, Sewer and Property

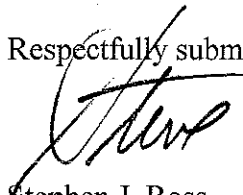
- Avon Grove School District – the Township received a letter sent to the members of the Board regarding a committee to discuss possible construction of sidewalks for students that walk along roads in the vicinity of the Middle School and the Avon Grove High School. Mr. Whipple has volunteered to participate on this committee.
- Impact Fee Advisory Committee – the Manager, Assistant Manager and Mr. Whipple were in attendance at the June 25, 2007, meeting. The Committee was guided by representatives from McCormick Taylor on the “Land Use Assumptions” report. It was decided that a public hearing will be held on July 30, 2007, to explain the “Land Use Assumptions” report to the public.
- 2007 Road Project
 1. The preconstruction meeting was held on June 22, 2007, between the Township, McCormick Taylor and Allan Myers to discuss issues related to the project. A field view of all work associated with the project occurred.
 2. Allan Myers is planning to commence construction on July 16, 2007. All drainage work will be performed first, with milling, base repair and paving to follow. Attached is a copy of the 3-week schedule.
 3. Terry Hersh (PennDOT) has approved our project for Liquid Fuels monies and the paperwork is in order. During construction, we will be collecting all necessary information and at the completion

of the project, submitting to Terry for approval of these expenditures.

4. There are tentative meetings scheduled for the week of July 9, 2007, for Scott Allen to meet with guardrail contractors and receive quotes on Laurel Bridge Road and the damaged portion of guardrail on Church Hill Road. Once quotes are received, we can decide how we would like to proceed.
- West Bradford/Sodium Chloride Cooperative Bid – The Township has submitted our estimated quantities for the 2007 winter season. West Bradford will advertise the bid for the Consortium on July 18th and July 22nd.

This concludes the Monthly Report of the Township Manager and Staff. We all appreciate the support and guidance that is received from the Board; this goes a long way in helping us complete our mission.

Respectfully submitted,



Stephen J. Ross
Interim Township Manager

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