

**FRANKLIN TOWNSHIP
MONTHLY MANAGER'S REPORT**

OCTOBER 17, 2007

The following information is presented to the Board of Supervisors representing the activities and work performed by the Administrative Staff during the period of September 19, 2007 to October 17, 2007. The Staff includes Steve Ross, Jeff Eastburn, Joan McVaugh, Sharon Norris, Duane Brady, John Hocking and Eileen Rembecki, The Manager and Staff receives direct information from the Board of Supervisors, residents and members of the various Boards and Commissions. Working as a team, the Staff assimilate the information and determine the best way to handle the issue as presented either in the form of an email, telephone call, memo or personal contact.

Here is a summary of Staff activities that is provided in an outline format by major subjects of the Township operation:

I. Administration

- *Finance*
 1. *2008 Budget* – the Manager and Treasurer have been busy working on various details of the budget. The Board will soon receive their copy of the proposed budget for the next year. Following review at the November workshop meeting, we hope to have a final document available for approval in December.
 2. *Treasurer's Report* – the monthly report contains information including fund balances, year-to-date expenditures and revenues, deposit detail, and disbursement detail. More financial information will be made available in conjunction with discussing the proposed budget for 2008.
 3. *Open Space Funds* – working with the Treasurer and Chairman of the Open Space Committee, a schedule was prepared to show the sequencing of projected funds received and spent over the next 12-18 month period.
 4. *PSATs Workshop* - The Treasurer and Assistant Township Manager attended a budgeting workshop sponsored by PSATs. Many other municipalities were represented at this one-day workshop.
- *Codification* – Keystate Publishers is planning to conclude the final revision and provide the Township with a version for review and authorization to advertise for final adoption.

- *Avon Grove Charter School* – as reported in an email from Dick Whipple, the AGSC went to settlement with the AGSD regarding the acquisition of the Kemblesville Elementary School.
- *Senator Pileggi Grant Workshop* – Mr. Whipple, Mr. Eastburn, Mr. Geoghegan and Mr. Ross participated in the grant workshop held at the Red Clay Room in Kennett Square. The program consisted of state agency representatives from DCED, DEP, Department of General Services, PennVEST, and Department of Conservation and Natural Resources. The representatives provided an overview of each department and what they can offer local government.
- *File Removal* – last year the Board approved a resolution to dispose of old Township files. The discarded files have been stored in the garage since the records were earmarked for disposal. Through the firm All Star Shredding, the records were shredded and recycled. Mrs. Norris coordinated the activity.
- *Electronic Document Storage* – the Staff met with a representative from Hillyard's to discuss an electronic document storage and retrieval system as an alternative to the system the Township currently has in place.
- *Vision 2007*- attached is a copy of the latest report.
- *Solicitor's Report* – attached is a copy of the confidential report on the status of various legal issues. The report has been updated since the last reporting period.
- *Sewage Report* –Attached is a report outlining the current status of Township projects with regard to sewage concerns

II. Planning, Open Space and Codes

- *Open Space Committee* – Mr. Geoghegan met privately with the Board following the September 19 meeting to discuss private purchase of open space parcels. The Botanical Survey was discussed at the public portion of the meeting,
- *TND Ordinance* – this is an ordinance that will establish a new zoning district for development of a traditional neighborhood zoning district. The establishment of the district was a requirement of the provisions of the stipulated settlement. It was originally planned for consideration earlier, but on the advice of Counsel, it was deferred to the November Workshop meeting because not all of the advertising requirements were met.
- *Zoning Ordinance Review* – the Planning Commission remains in the process of reviewing various new sections of the zoning ordinance. The

Planning Commission met with Jennifer Leister and Tom Comitta on October 4 and discussed the next steps in the process.

- *Developments* – in the past month the Staff handled the following development issues:
 1. Davis Property – two separate issues are contemplated for Board consideration including the Land Planning Module and establishment of funding for the conservation easement.
 2. Louise Vannoy – a sketch plan was reviewed by the PC at their September meeting.
 3. Godfrey Subdivision – two lot subdivision plan will be considered for final approval by the Board on October 17, 2007
 4. Bernie Abel Subdivision – a two lot subdivision plan was discussed at the October 10, 2007 meeting of the Board.
 5. Cochran Plan – a 3 lot sketch plan was reviewed by the PC at their September meeting.
 6. Colonial Meadows – the deed of dedication for this development was accepted by the Board at the September meeting. Subsequently, the approval documents were submitted to the Solicitor for recording at the Court House. We can expect to have the roads added to the PennDot Liquid Fuels road listing. There were several unresolved issues and that are now completed including road repair on Borden Way, removal of concrete on Walnut Glen Road and installation of guide rail on Constitution Circle.
 7. Vaughn Charlton Property, Appleton Road – a lot of time was spent by the Manager and Zoning Officer reviewing information for a proposed hairdressing establishment. The applicant originally submitted a conditional use application, later changed to a Home Occupation, and now has withdrawn any interest in the property.
 8. Marshall Subdivision – the minor subdivision plan is principally located in New London Township with a lot in Franklin that will not be built upon. Appeared at the recent PC meeting.
 9. Weir Property – the proposed antique shop opened without a use and occupancy permit. Mr. Brady is taking enforcement action against the owner. The owner received approval for a sign but that is the extent of the approval process.
 10. Woods Edge – subdivision plan extension.
 11. Miller – subdivision plan extension.
 12. Ashby Hills – subdivision plan extension.
 13. Cornerstone Presbyterian – review of a plan in front of the Planning Commission and extension for consideration of the plan.
 14. Logan – subdivision plan extension.
 15. Dolores Morris – subdivision plan extension.

- *Penna. Uniform Construction Code* – the Township is required to remit quarterly payments to Pa. DCED for collection of building, electrical, mechanical, or demolition fees. For the 3rd quarter of 2007 the Act 157 fee amounted to \$96.00.

III. Historical and Parks

- *Crossan Park Improvement* – the contractor completed the work on the site including final grading and hydro seeding. Working with the Township Consultant, URS, water is being transported from off site with irrigation being applied on the newly sewn grass.
- *Banner at Crossan Park* – Chester County Parks and Recreation, as well as DCNR, were contacted to establish if there were any prohibitions against banners being displayed in the park. Staff was informed that this is a policy issue to be decided by the Township Board of Supervisors.
- *PIRMA Playground Inspection* – The Township received an inspection letter from John Johns of HA Thompson. His letter states, “I did not find any additional areas that I feel need to be addressed. From my experience, (conditions found at the time of my survey) the playground equipment met the guidelines established by the US Consumer Product Safety Commission.”
- *Historical Commission and HARB Membership* – the Board authorized the Solicitor to prepare an amendment to the two ordinances that control membership of the HARB and Historical Commission. When the ordinance is completed a person that owns property in Franklin but lives outside of the Township could be eligible to serve on the two Boards. The Solicitor advises that the ordinance will be available for the October 17 meeting.
- *Certificate of Appropriateness* – the Board approved two separate applications as recommended by the HARB. The one application was for a sign submitted by Cindy Smith and the other was for a barn at the rear of the Matthew Rector property.
- *Ford Farm Demolition* - the Board approved a recommendation from the Ford Farm Committee that will preserve the main house, tenant house and a small garage/shed. The developer group was notified of this position.

IV. Roads, Sewer and Property

- *2007 Road Program* – as reported and approved by the Board of Supervisors in September, the final check was issued in the amount of

\$674,328. Overall, everyone was satisfied with the final product by Alan Myers and handling of the project by McCormick Taylor.

- *Dirt and Gravel Road Program – Mt. Olivet Road* - it is our understanding that we will receive word from the Chester County Conservation District by October 22nd if we were successful with our most recent grant application.
- *Salt Storage Shed* – the Board approved the proposed location for building a salt storage shed on Township property adjacent to the south side of the barn. The next step is for Hillcrest to perform a topographic survey of the location. This is in the process of being scheduled.
- *Purchase of Sodium Chloride* – Staff is taking a proactive approach and ordered 100 tons of salt and 75 tons of anti-skid for the upcoming winter. We should take delivery on October 25th. Our contractor has been alerted to be available to mix and store the product shortly after delivery.
- *DCED Grant Rts. 896 and 841* – the Township was notified by New London Township that a check for \$20,000 was sent to them but it will soon be forwarded to Franklin Township. The grant was submitted by New London Township in conjunction with the Route 896 Task Force and with the assistance of Representative Art Hershey. DCED states that the funding approval amount will be used toward the evaluation and improvement alternatives for this intersection. I requested that Al Federico provide the Township with suggested uses of the grant so the Board can make an informed decision on the best possible uses of the grant.
- *Traffic Impact Fee Advisory Committee* – the committee met in early October and Al Federico provided information regarding the roadway sufficiency analysis, existing counts, pass-through conditions, build conditions, and operating conditions. The next steps include preferred LOS, finalize the analysis, RSA resolution and the capital improvements plan. The next meeting is scheduled for October 29, 2007.

This concludes the monthly report of the various activities of the Manager and Staff. We all appreciate the support that we receive from the Board of Supervisors on the many issues that we face during the working month.

Respectfully submitted,

Stephen J. Ross
Interim Township Manager
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