

**FRANKLIN TOWNSHIP
MONTHLY MANAGER'S REPORT**

NOVEMBER 14, 2007

The following information is presented to the Board of Supervisors that represents a series of activities conducted by the Administrative Staff during the period of mid October to mid November. Staff personnel includes Steve Ross, Jeff Eastburn, Joan McVaugh, Sharon Norris, Duane Brady, John Hocking and Eileen Rembecki.

The Staff receives information from the Board that is reviewed by the Manager and direction is provided for completing the various tasks. The follow-up tasks then include developing the assignments and reporting to the Board or Commissions by way of phone call, e-mail, memo, letter or direct contact.

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

I. Administration

• ***Finance***

1. 2008 Budget – Through the efforts of Joan McVaugh, working with other Staff, the initial budget was finished and distributed on November 1, 2007 to the Board for their review and consideration. The initial budget discussion is to be held on November 14 and with any luck, will receive preliminary approval by the Board. Final approval is scheduled for December 12, 2007. During the past month, there were Staff meetings held in order to complete various budget components including the following:
 - a. A meeting with President Wohl of the West Grove Fire Company.
 - b. Several meetings with Scott Allen of McCormick Taylor to receive budget estimates for roads.
 - c. Meetings with Phil Geoghegan to complete a satisfactory funding scheme for property acquisition and potential grants.
 - d. Providing information to the Solicitor for preparing the EIT Ordinance.
 - e. Doing research and obtaining lighting estimates at Crossan Park.
 - f. Doing research and obtaining quotes for restoring kitchen facility at the park.
2. Treasurer's Report - Ms. McVaugh presented the monthly report of all funds showing balances, receipts, expenditures and adjustments.
3. Developers Escrow Account – Ms. McVaugh has provided a report that shows a delinquency amount of \$45,155.36. With exception of the two pending legal matters on the listing, Miller

and Robino, the Treasurer recently provided a Notice of Final Payment Due on December 1, 2007 or legal action will be taken.

4. Tax Claim Bureau – The Township received a request from the Tax Claim Bureau requesting the Township to approval removal of 8 liens from the Tax Lien List. The County is unable to collect the back taxes because the mobile home properties have been removed or abandoned.
- Township Newsletter - The Fall edition of the newsletter included information regarding the conceptual trail network, Historical Commission Local Underground Railroad Bus Tour, new Chester County Technical College, Open Space update, Recycling, and winter snowplowing. Because of a delay in receiving responses from the Board, it wasn't mailed until early November.
 - Codification – the Manager is continuing to work with Keystate Publishers to complete this outstanding task. Since the pending TND ordinance is nearing completion and the zoning ordinance is close to public hearing, it might be wise to defer the final publication until these two ordinances are completed.
 - Intergovernmental – The Manager and Staff participated in the following activities since the last reporting period:
 1. ICMA Pittsburgh – The Manager attended a four-day session of the International City Management Association in Pittsburgh. The cost for attendance was underwritten by Keystone Municipal Services.
 2. Chester County Consortium – The Manager continues to serve as the Secretary for the County consortium of Managers. This networking is of great benefit to Franklin since the Staff is comfortable with communicating with other communities. The speaker for the October meeting was Dean Fernsler of the PA DCED who spoke on managing the volunteer fire services.
 3. Chester County Association of Township Supervisors – The annual fall get-together was held in November and the Manager attended the affair representing Franklin Township, but paid the cost of registration and meal on his own.
 4. Association of Pennsylvania Municipal Managers – The Manager attended a half-day meeting of the Association at the Lancaster Host Resort on October 26, 2007. The educational program covered Ethics in Local Government and Labor Relations.
 5. 2010 Census Program – The Secretary attended a Census seminar held by the US Department of the Census and attended by various Chester County government departments as well as by many Chester County municipalities. The program outlined what the

census process involved and the 3 ways the Township could participate. The Chester County GIS Department will determine how or if they will be able to assist in this time consuming, yet important process. For every person missed, the Township would miss out on a portion of liquid fuels monies.

II. Planning, Open Space and Codes

- **Zoning Ordinance**

1. Amended Zoning Ordinance – Jennifer Leister was available and discussed the proposed changes with Mark Gallant of the Chester County Planning Commission. The Planning Commission recommended that TCA provide a final zoning amendment once they have met with Mr. Gallant and the Township Solicitor. The Township is very close to holding public hearings and considering the final document.
2. 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. The proposed ordinance was duly advertised in the newspaper and public notices were posted at strategic locations on the circumference of the properties. Both the County and Township Planning Commissions recommended approval of the ordinance.

- **Developments**

1. KES – the AGCS is seeking to receive approval for constructing the renovations at the old elementary school. They appeared at the November meeting of the PC.
2. Abel Plan – a minor subdivision waiting for the applicant to satisfy the financial security for the property. An extension for plan consideration until April 2008 was provided by the applicant.
3. Marshall Plan – the Township received comments from the New London Township Engineer regarding their review of this subdivision plan.
4. Robino/Handler – Communicated with the applicant's Attorney regarding money owed the Township.
5. Davis – continuous discussion regarding the conservation easement on the property.
6. Gallo – received communication from the applicant's attorney regarding withdrawal of the ZHB appeal.
7. Weir Property – a meeting was held between the Zoning Officer, Mr. Weir and Manager regarding the need for a permit

to operate an antique shop. Further direction is required from the Solicitor.

8. Woods Edge – extension contemplated.
9. Chisel Creek Golf Club – received a request to close out the escrow account.

III. Roads, Sewer and Property

- Roadway Sufficiency Analysis – The Traffic Impact Advisory Committee met and approved the Roadway Sufficiency Analysis Study prepared by McCormick Taylor and forwarded it to the Board of Supervisors for approval. Two resolutions were prepared and submitted including acceptance of the Analysis and adopting the preferred levels of service.
- Traffic Ordinance – at the October meeting of the Board, a resident requested that the Township consider posting a lower speed limit on Parsons Road. In order to comply with this request, it is necessary for the Township to have a qualified traffic engineer prepare a study to determine if a speed limit of less than 45 mph is warranted. If warranted, an ordinance must be crafted with the new speed limit and approved by the Board. The Staff is reviewing this issue with McCormick Taylor including a model traffic ordinance that was received from Keystate Publishers.
- Road Improvements in 2008 – Jeff Eastburn worked closely with Scott Allen of McCormick Taylor, to determine the roads that should be considered for rehabilitation in 2008. The overall evaluation for Township roads is due to be provided in a report within the next several weeks. It is unfortunate that such a large amount of Township funds must be dedicated to repair so many roads, but believe me, the condition of these roads is quite extreme.
- Meeting with PennDOT – Jeff Eastburn met briefly with Valerie Temino, Director of PennDOT and Terry Hirsch, Inspector at PennDOT. Mr. Eastburn was informed that Colonial Meadows will be part of this year's liquid fuel monies. Also discussed was the 2008 Road Program and what the Township would like to accomplish.
- Rt. 896 and 841 Improvements – The Board authorized the Staff and McCormick Taylor to begin improvements at this dangerous intersection. The first step is to have a survey of the property limits at this intersection. Ken Crossan provided McCormick Taylor with a \$4,000 estimate to complete this task. They were advised to proceed.
- Act 537 – The Township Staff is attempting to obtain funding from DEP on all the consultant money that was spent by the Township in developing an approved Act 537 Plan. A previous consultant, Wayne Grafton, was

contacted in order to obtain copies of invoices that were billed to the Township a number of years ago.

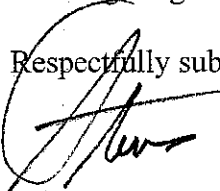
- Roof of the Township Building – Quotes were obtained from several vendors to replace the roof of the Township Building. Approval for labor and material is scheduled for Board approval on November 14, 2007.
- Salt Storage Shed – Hillcrest & Associates recently completed the topographical survey at the location of the new Township salt storage shed. A soils test will be performed on November 12, 2007 at 8:30 a.m. LTL Consultants and McCormick Taylor have been asked to provide proposals that include the development of building plans and construction inspection services.

IV. Historical and Parks

- Crossan Park - The final grass surfaces at the Park look very green with few open spots. Jeff Eastburn is coordinating a meeting with Nancy Bosold of the Penn State Agricultural Extension to review the progress of the field and receive her recommendations for the Spring of 2008.
- HARB and Historical Commission - With approval of the two ordinances to permit a non-resident property owner to serve as a member of both commissions, Mrs. Toman continues her services.

This concludes the Monthly Report of the Manager and Staff Employees that includes many of the larger tasks that are handled on a day-by-day basis. We strive to continue to provide vital services to the residents of Franklin Township with a smile. Have a Happy Thanksgiving Holiday.

Respectfully submitted,



Stephen J. Ross
Interim Township Manager

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