

**MANAGER'S MONTHLY REPORT
FRANKLIN TOWNSHIP
FEBRUARY 20, 2008**

This is the Monthly Report of activities of the Administrative Staff for the period of mid-January to mid-February, 2008. This report provides information of significance so the Board is up-to-date on the current activities of the Township. The Staff includes Jeff Eastburn, Joan McVaugh, Sharon Norris, Eileen Rembecki, Duane Brady and John Hocking.

I. Administration

1. Finance

- a. Elected Auditors – The Township now has two newly elected Auditors. An Organization Meeting of the Auditors was held on January 23, 2008 and the following persons were present: Fred Scheing, Chairman and Carol Daly, Secretary. Mr.Korsak was absent.
 - b. Barbacane Thornton – The appointed auditors are due to begin their audit on February 18, 2008.
 - c. Treasurer's Report – Ms. McVaugh prepared the Monthly Treasurer's Report for the first month of 2008. There is nothing new to report that is significant in the first month of the year.
 - d. Civil Hearings – Hearings were scheduled by the local Magistrate for nonpayment of invoices owed the Township regarding development plans for the property owners including Sardo, Christens, Franklin Chase and Frankel. Mr. Frankel argued that delinquent invoices fell within the Stipulation as a means of collecting what is owed. The hearing was continued and the Manager has advised the Solicitor that he should pursue collection through the Stipulation discussion.
 - e. Code of Ethics – The Board approved the Code of Ethics that establishes an ethical standard of conduct for the people who are part of the Township organization. Letters have been sent to all the parties seeking signatures on the certification and everyone is familiar with the rules. There will be a record of all people that have completed the certification. The code was suggested in the 2007 Management Letter from Barbacane Thornton.
2. Organization Meeting – As per Township Code, the Board held the annual Reorganization Meeting on January 7, 2008. Through the efforts of the Administrative Staff, information was developed for the Board to consider and approve. This is always a time-consuming effort that begins in November and culminates at the meeting.
3. ISO – Is an independent organization that is charged by the insurance industry to evaluate fire suppression delivery systems in communities across the country and assign a Public Protection

Classification (PPC). The PPC rating system has a classification numbering system of 1 (good) to 10 (poor) and that equates to the amount of insurance premium paid by a property owner. The Township received a rating for the area of the Avondale Fire Company in the northeast quadrant of the Township. The rating is very high and I am trying to clarify the rating with ISO.

4. Cell Tower at Crossan Park – Mr. Donohue has been communicating with Crown Castle, the lease owner of the site. As I understand the chain of ownership, it started with Sprint, was sold to Global Signal, which in turn was taken over by Crown Castle. The agreement provides the Tower owners the right to manage a communication tower in exchange for a fee to the Township. There is an updated agreement being worked out between the current owner and Vince Donohue.
5. West Grove Volunteer Firefighters’ Relief Association – The Township received a report from the Auditor General on the findings of the audit for the Relief Association. There were four findings that including the following:
 - a. Unauthorized Expenditures
 - b. Undocumented Expenditures
 - c. Insufficient Officer’s Bond Coverage
 - d. Failure to Maintain a Federal Tax Identification Number.In addition, there was an observation concerning the diversification of investments. At request of the Board, copies can be made available.
6. Newsletter – The Staff met with Carla Lucas to review various articles that will appear in the Winter 2008 edition of the newsletter. The subjects that appear in the newsletter include: Accomplishments and Goals in Franklin, pictures of two new Supervisors, a thank you to departing Supervisors, the Township Organization, Road Rehabilitation Continues in 2008, and Highlights of the 2008 Budget.
7. Township Insurance – A meeting was held with Andrew DiProspero, H. A. Thomson, broker for the insurance coverage of the Township including liability and property. Mr. DiProspero has informed the Township that once the barn located on the township property is removed, we should have more flexibility with insurance carriers; however, at this time, Township insurance coverage will be through PIRMA.
8. Codification – Keystates Publishers Inc. is on hold pending completion of the proposed zoning ordinance. Once the ordinance has been finally adopted, it will be folded into the codification as a complete representation of all Township ordinances. In order for the Board and PC can better understand the proposed zoning ordinance amendments, Keystates is codifying the proposed

changes with the current ordinance provisions that will provide a clearer picture.

9. Sunoco Property – Two separate reports were received including a summary report from Tetrahedron Consultants, Inc. dated January 8, 2008 and a letter from Mulry and Cresswell Environmental dated January 21, 2008. The Tetrahedron report indicated that the system of operations is “settling down” to a consistent, yet lower amount of product being recovered. This means that the biggest pulse of MTBE has been collected and removed. The remainder of the ground water contamination will take a few years to complete cleanup, assuming no new spills. Regarding the Mulry letter, it advises that the laboratory analysis report for the water sample collected from the Franklin Township Municipal Building indicates that all chemicals analyzed for, including methyl tertiary butyl ether (MTBE), were reported as not detected. Just this week we discovered that Ms. Majma Khan is now handling cleanup work on behalf of Sunoco and that M&C will continue to work as their consultant on the project.

10. Intergovernmental

- a. The Manager attended the monthly meeting of the Chester County Consortium. The speaker for the month was Chris Gibbons of Concord Public Finance. Mr. Gibbons spoke about current issues in municipal finance. This included the bond market, funding large projects, and municipal reinvestment.
- b. The Manager sent a questionnaire to the Chester County Managers and received responses from 12 managers on how their municipality handles public participation at public meetings. Our Solicitor will soon be providing their opinion regarding this same subject.
- c. The Manager attended a winter meeting of the Association of Penna. Municipal Managers in Carlisle on January 25. Attendance and expenses were paid by KMS and not Franklin Township. The program included “Disaster Assistance for Communities,” “Public Health Preparedness” and “Developing a Disaster Recovery Plan.”
- d. Emergency Management Program – The Chester County Department of Emergency Services will be holding orientation events in February to familiarize Elected Officials, Managers and EMCs with the operation of the County Emergency Services. If anyone is interested in attending, please advise the office.

II. Planning Open Space and Codes

1. SALDO Amendment – This is an ordinance to amend the Subdivision and Land Development Ordinance that will require a property owner, when submitting a subdivision or land development plan, to file a title insurance certificate and copies of

all encumbrances, deed restrictions, and other filings listed on the Certificate to be submitted with the preliminary plan. The statement shall certify that no subdivision or land development plan shall violate any encumbrance, conservation easement, restrictive covenant, deed restriction or any other limitation otherwise applicable to a subject property. The Board approved the ordinance at the January meeting.

2. Landscapes 2 – The Chester County Planning Commission distributed an email covering various articles pertaining to Natural Resources which is the next topic in the Plan. The following was discussed: Chester County Biodiesel Coalition, Energy Cost impacting the Farm Community, Bicycle Programs in cities, Chester County Greenhouse Gas Committee, Master Planner training (3 night course) through West Chester University, Regional Cooperation under the RENEWPa program, and Sustainable Land Development Today. The information has been shared with the Board and Planning Commission.
3. Zoning Ordinance – A meeting was held with Mark Thompson, Tom Comitta and Steve Ross to discuss the proposed zoning ordinance and review the various provisions.
4. Open Space – Mr. Phil Geoghegan and the Open Space Committee continue to meet with property owners and consultants with the idea of achieving the maximum preservation of open space that is obtainable with the limited financial resources available to them. A meeting of the committee was held within the past two weeks.
5. Subdivision and Land Development Plans
 - a. Cornerstone Presbyterian Church – The Staff coordinated the final subdivision approval.
 - b. Woods Edge Subdivision – Staff is coordinating the final subdivision approval.
 - c. Vannoy - Township received notification from property owner concerning development.
 - d. Avon Grove Charter School – The attached spreadsheet was developed that provides a status report on issues to be resolved in both the short and long terms.
 - e. Insinga Property – The developer has requested to meet with the BOS to discuss waivers.
 - f. Lexington Point – Letter of Credit deferred to March 19, 2008 BOS meeting.
 - g. Matsen (Megill) Subdivision – To be reviewed at the March 6, 2008 Planning Commission Meeting.
 - h. Brothers Property – Sewage Facilities Planning Module
 - i. Marshall Plan – Applicant supplied withdrawal letter for said plan which has been reviewed by the Engineer, Solicitor and Township Manager.
 - j. Davis Property – DEP provided approval of the Planning Module for Land Development

- k. Baughman – DEP provided approval for a request for an exemption from planning requirements.
- l. 1051 Wickerton Rd. – Property owners demolished the building at the request of the Code Enforcement Officer.
- m. Fisher (101 Stonegate) lot line adjustment – Under review.
- n. Reiss/Schuster (Lots 6 and 8 Hess Mill) lot line adjustment – Under review.

III. Historical and Parks

- 1. Historic Sign – The Solicitor prepared an amended agreement between the Township and the property owner for locating signs by the HARB.

2. Crossan Park
 - a. Seeding and Fertilizing the Park – bids were opened on February 13, 2008. The apparent low bidder was Chester County Crop Care. The bidders were to supply information on seed content, fertilizer analysis and slow release N content. This information is being reviewed by Ms. Bosold of Penn State University. We are hoping to award the bid at the February 20, 2008 BOS meeting.
 - b. Township Mowing Services – bids were opened on February 13, 2008. The specifications included language that provided the Township with the option of splitting the bid between Crossan Park and the Township building if the bids were the lowest. It is recommended that Carter & Son be awarded the Crossan Park grass cutting and White Clay Lawn Service be awarded the Township building grass mowing. The lowest bidder for the Township building, Deerfield, did not want the contract if it was only a single contract.

IV. Roads, Sewer and Property

1. Roads
 - a. 10-Year Road Program – The document that was prepared by McCormick Taylor will serve as a budget tool for the years to come. They did a great job in presenting their report and advising the Board at the meeting on January 16, 2008. Franklin Township is one of the few municipalities in Chester County that has a 10-year program that provides this level of detail and accuracy.
 - b. Sign Inventory – This inventory is a living document in that once the Township has a GIS system, the information will be stored and changed in time. Again, this is a document to help develop a systematic approach to replace and/or add to our street sign inventory.
 - c. Mt. Olivet Road – the Board approved the contract between the Township and the Chester County Conservation District to accept the grant amount of \$12,894.10. Mr. Eastburn and Mr. Ross met with Dan Mosier of the Conservation District and a contract was executed to accept the grant.
 - d. 2008 Road Program – Scott Allen is putting the finishing touches on the 2008 Road Program Bid Packages. It is our “goal” to be able to award a bid for this program at the March 19, 2008 BOS Meeting.
 - e. Township Roadside Mowing Services – the bids were opened on February 13, 2008. The lowest responsible

bidder was Gary Clanton at a price of \$18,500. It is recommended that the bid be awarded to Mr. Clanton.

- f. Snow and Ice Removal – Since our last meeting, the Township dealt with a snow event which left us approximately 3 inches of snow. We have also dealt with two separate icing events as well as a few mornings with black ice. We continue to do our best to be vigilant during these winter storms.
 - g. Rt. 896 and 841 Intersection – the Township received completed survey plans from Crossan-Raimato, Inc. for the intersection survey. With the plans completed, McCormick Taylor can now provide detailed improvement plans at the intersection.
2. Sewer – URS has prepared a document dated January 30, 2008 that provides an excellent outline of outstanding issues including the Stipulation Agreement developments, Village of Kemblesville, PUC Ownership and Summary. A meeting was held with Mr. Pompo, Mr. Donohue, Ms. Morgan and the Manager to determine our recommended strategy for future discussions with the Board and DEP. A file memo will follow.
3. Property
- a. Eagle Scout Award – Mookie Reitch is a Boy Scout who is working toward obtaining the rank of Eagle Scout. The project that was selected by Mr. Reitch includes developing a planting area around the well pipe that is prominently located at the front of the Township Building. We hope to provide a decorative area and protect the well pipe from being hit by a vehicle.

This concludes the Monthly Report of the Manager and Staff of the Township. Please advise me if you have any questions.

Respectfully submitted,



Stephen J. Ross
Interim Township Manager

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