

# Franklin Township

## Board of Supervisors

### MANAGER'S MONTHLY REPORT FRANKLIN TOWNSHIP MARCH 19, 2008

This is the monthly report of the Interim Township Manager and the Administrative Staff of the Township. The Staff includes Jeffrey Eastburn, Sharon Norris, Joan McVaugh, Eileen Rembecki, Duane Brady and John Hocking. The report represents a summary of activities of the Staff for the period of mid-February through mid-March, 2008.

#### **I. Administration**

1. *Finance* – Ms. McVaugh, Township Treasurer, directs the various financial functions of the Township.
  - a. The monthly Treasurer's Report is presented.
  - b. Audit of the financial records - Information was sent to appropriate vendors and professionals seeking confirmation on amounts billed and paid throughout 2007. We received a draft copy of the condensed Financial Report for the year ended December 31, 2007. I am happy to report that no material findings were noted in the report. The report advises that the Township, in the past year, implemented the Code of Conduct, Conflict-of-Interest, and Purchase Order Policies that were recommended in the previous audit.
  - c. Barbacane Thornton provided a letter and report regarding the Statement of Borrowing Base as defined in Section 8002 of the Local Government Unit Debt Act as of December 31, 2007. This report is attached.
2. *Intergovernmental* – various interfaces occur during the month with other governmental organizations. For this reporting period, the following is applicable:
  - PSATS provides a monthly newsletter that is copied to the Board. This month, information included the status of Senate Bill 1063 regarding EIT Legislation; advertisement on the upcoming educational conference in May; recap of the 2008-09 State Budget of \$28.3 billion; and a summary of several bills that would affect land use planning and zoning.

- Chester County Association of Township Officials – The annual spring meeting of Township Supervisors was held at the Inn at Chester Springs on February 13, 2008. The subjects that were discussed included Leeds Certification (Green Buildings) and code enforcement, State Ethics Commission, Stormwater Best Management Practices and Overview of Emergency Services.
3. Solicitor Report – Attached is a copy of the most recent report regarding the open items that are being handled by the Solicitor.

## II. Planning, Open Space and Codes

1. *Trail Feasibility Study* – an application was sent to DCNR requesting partial payment of \$9,766.56 regarding the Trail Feasibility Study.
2. *CC Municipal Grant Program* – a letter was received from Kim Merritt advising that the Township must send a written response by March 12, 2008, regarding grants for the Goodwin Property and D’Andrea Property. The Staff worked with Mr. Geoghegan to meet this timeframe.
3. *Davis Family Conservation Area* – the Township received a copy of the Baseline Documentation for Conservation Easement from the North American Land Trust. The Baseline Document is designed to accurately depict the physical condition of the Conservation Easement Area at the time of the donation. The book is quite comprehensive and includes chapters that describe the property, pictures, maps and other pertinent information. It is available in the Township office for anyone interested in reviewing it.
4. *Zoning Ordinance* – Thomas Comitta continues to make changes to the proposed ordinance. It was necessary for Keystate Publishers to prepare a zoning ordinance version that integrates the existing ordinance with the proposed amended ordinance. Otherwise, the Planning Commission and Board of Supervisors would be forced to review two separate documents in order to make sense of the ordinance being considered for approval. It is contemplated that the joint Planning Commission and Board of Supervisors meeting might be held in May.
5. *Escrow Agreement* – The Solicitor’s Office prepared an amended escrow agreement that affects plan review for Subdivision and Land Development. Whenever an owner conveys a part or entire tract to another owner, an amended agreement must be put in place. There have been

occasions when review/inspection expenses occurred and the new owner didn't recognize the previous consultant expense as their obligation.

6. *Changes in Chester County Conservation District Fees* – The Township received notice from the CC Conservation District that effective April 15, 2008, the review fees will increase by 15%. Payments of fees are made directly from the Developer to the Conservation District. It is noted in the new regulations that a 25% reduction is offered to an applicant for using certain BMP practices.
7. *Developments* – The staff continues to coordinate various developments regarding plan review, escrow accounts and periodic extensions. The following developments were handled during this reporting period:
  - Megill Subdivision – was reviewed by the PC.
  - Fox Hunt Farm – discussions with the Solicitor regarding future plan processing.
  - Brothers Subdivision – reviewed by PC; deferred to April meeting.
  - Goodwin Tract – Sketch Plan approval by PC.
  - McCleary Property – extension to June 11, 2008.
  - Breschia Plan – a land development plan for constructing storage facilities on Rt. 896.
  - Echo Hill/McMaster – request to be placed on the Board agenda was withdrawn by the applicant.
  - Lexington Point – letter of credit release.
  - Hess Mill Run Lots 6 & 8 – extension to June 18, 2008, and revised plan being submitted.
  - Logan Property – extension to June 25, 2008.
  - Fisher Property – extension to June 25, 2008 and revised plan being submitted.
  - Ashby Hills – extension to June 25, 2008.
  - Wyndemere – HOA document revision.
  - Dolores Morris – discussions regarding her property.
  - Avon Grove Charter School – received an approval from the CCHD on the public food service facilities.
  - Paradox Vineyards – Building Code Official request for clarification.

### **III. Historical and Parks**

1. *Leagues* - The Leagues have started to return their agreements, checks and insurance policies to the Township for our review and approval.

2. *Township Office Mowing/Weed & Feed* - Those companies who were awarded the contracts for the park and the Township office are starting to gather their insurance certificates and performance bonds together so the Township can execute their contracts.

#### **IV. Roads, Sewer and Property**

1. *Bridge Inspection* - The Township received a proposal from McCormick Taylor that included inspection and reporting of the seven bridges located in Franklin.
2. *Road Maintenance Bids* – Mr. Eastburn worked closely with Scott Allen of McCormick Taylor regarding the bid package. The bids will be opened on March 13 with the award of bids contemplated for March 19, 2008. The 2008 Road Maintenance Program was advertised in the Daily Local News, the Cecil Whig of Elkton, Maryland and the Delaware News Journal. A number of companies have shown an interest and we are hopeful to receive a number of competitive bids.
3. *Gravel Road Program* - On March 10, 2008, a meeting took place at the request of Dan Miloser of the Chester County Conservation District regarding Mt. Olivet Road. Those in attendance were: Richard Whipple, Chairman, Stephen J. Ross, Interim Township Manager, Assistant Township Manager, Jeff Eastburn, Scott Allen, of McCormick Taylor, Jim D’Orazio of Yardworks, and Dan Miloser, Gaye Lynn Criswell, and Matt Miller from the Chester County Conservation District . The purpose of the meeting was to discuss the sequence of the maintenance repairs, and to make sure that everyone was on the same page as to what is expected during this project. Dan Miloser will be our main contact throughout the project. Scott Allen will be available for support if we need assistance.
4. *Transportation Capital Improvements Plan* – the Impact Fee Advisory Committee met to discuss the latest information provided by the consultants from McCormick Taylor. The recommended fees for the East District are going to be set at \$2,329.24 and the West District at \$505.58. A public meeting to discuss the final report will be scheduled in April or May. Once the Board receives the final report, an amended ordinance should be prepared for future consideration.
5. *Traffic Calming Measures* – The Township received a request from a resident of the Township that Traffic Calming Measures be considered on Peacedale Road because of speeding vehicles. A recommendation was provided by Scott Allen of McCormick Taylor. This matter is still under review.

6. *Snow Removal* – Since our last Board of Supervisors meeting, the Township received approximately 2.75 inches of snow. Yardworks and Mr. Eastburn did a great job in making sure that our roads were safe for public travel.
7. *Dumping* – On March 4, 2008, a resident of Creek Road, notified the Township that a number of paint cans, drywall material, speakers, radios and other debris had been dumped along a portion of Creed Road. Mr. Eastburn notified the State Police so they could investigate. The resident and Mr. Eastburn dug through some of the debris and found several receipts which they turned over to the State Police. The State Police informed Mr. Eastburn that the Township would be promptly notified if any leads developed. Ms. McVaugh will keep track of our expenses related to this incident if the perpetrators are caught and charges are brought against them.
8. *2008 Roadside Mowing* - Mr. Eastburn has been trying to work with Mr. Clanton to resolve a couple of outstanding issues regarding his certificate of insurance as it relates to his bid.
9. *Septic System* - The Township received a proposal from URS Corporation that includes establishment of a septic tank inspection, maintenance and record keeping system. The proposal was discussed with Staff and Board members and suggestions made to amend the proposal. It is anticipated that URS will submit a revised proposal for the Board to consider at a future public meeting.
10. *DEP Meeting* – The Board of Supervisors, Sanitary Engineer and Solicitor will be attending a meeting with DEP in Norristown at the end of March. The purpose of the meeting is to discuss future plans for providing a sewage system in Kemblesville.

This concludes the monthly report of the Township Manager and Staff. Please advise me if anyone has any questions concerning the contents of this report.

Respectfully Submitted,

Stephen J. Ross  
Interim Township Manager