

Manager and Administrative Staff Monthly Report
June 18, 2008

This is the monthly report of activities of the Administrative Staff of the Township. The staff includes Jeff Eastburn, Duane Brady, Joan McVaugh, Sharon Norris, Steve Ross, John Hocking and Eileen Rembecki. The Staff works in direct support of the Board of Supervisors and the other meaningful boards and commissions of the Township. Here is the report for a portion of May and June, 2008.

I. Administration

- Finance – The Board received the monthly report from the Treasurer. This report is made available on the Township Web Page.
- Avon Grove Library Representative – The Board approved the appointment of Mr. Joseph Montgomery to serve as the Franklin representative to the Avon Grove Library Board.
- Networking Computers – Ms. McVaugh and Mr. Eastburn worked together with MySherpa toward implementing the networking program of Township computers. By July 15, 2008, the networking of the computers will be completed. It will be necessary to provide the Board with written instructions on how to access the network. If needed, MySherpa will have a person available here in the office to provide instruction.
- GIS – The Staff has been working closely with Michael Little of the County Department of Computing and Information Services to provide the initial steps of GIS to the Township. Ms. Latimer, Mr. Eastburn and Mr. Ross visited New Garden Township and discussed their experiences with the County GIS Program. The applications that could eventually be part of the Township GIS Program include hydrant location, MS4 surveys, grant applications, trail system identification, stream tributaries, street sign locations and conditions, 911 address system and on-lot sewage system program. The county program could be the first step to introduce GIS to the Township with subsequent steps to include ARC View purchase. It is possible that after the

Staff becomes comfortable with the program, we might eliminate the County program.

- Colonial Pipeline – Mr. Whipple and Mr. Eastburn attended a meeting with a representative from Colonial Pipeline.
- PSATS – Mr. Whipple, Mr. Eastburn and Mrs. Norris attended and participated in the Penna. State Assoc. of Township Supervisors annual meeting held in May at Hershey, Pa.
- Newsletter – Working closely with Carla Lucas, of Lucas Communications, the summer edition of the Township Newsletter was prepared and is in the process of being mailed to the residents. The newsletter includes a Message from the Chairman, Plant Diversity with 850 plant species, status on construction projects, general Township information, new fire station in London Britain Township, building and zoning permit requirements, County Commissioner Cozzone’s visit to Franklin and the assistance from parishioners from New London Presbyterian Church in planting at Crossan Park.
- Avon Grove Regional Emergency Management organization (AGREM) – The Township received a copy of the amended By-Laws from AGREM. The By-Laws will be placed on a future agenda of the Board for ratification. My understanding is that the By-Law change permits private schools (Charter and Parochial) to be part of the organization.
- Right to Know Law – The Solicitor provided an explanation of the new Right-to-Know Law that goes into effect on January 1, 2009. There are a few provisions that the Township is required to implement prior to the first of the year. Any information in a local agency’s control is a record regardless of form including electronic information. Each Township must appoint an official or employee as the Open Records Officer. This appointment must occur at the last meeting in December 2008 and the appointment must be placed on the reorganization meeting agenda. It requires an amendment of the Request for Information form to

include a designated place for the Officer to enter the receipt and expiration dates. The Solicitor has reviewed the Franklin Form and provided guidance for use. A resolution will be presented to the Board for their consideration that will amend Resolution 2002-10.

II. Planning, Open Space and Codes

- Open Space
 1. Brandywine Conservancy issued a contract to Crossan-Raimato Inc. to survey approximately 25 acres of a 39.8-acre property located off Church Hill Rd., under the Chester County Challenge grant program.
 2. The Goodwin Tract is scheduled for possible plan approval in July so that it can receive reimbursement from the County.
 3. The Township has approved the Brandywine Conservancy to conduct a Community Service Analysis which is a study that the BC produces and is beneficial in determining the true cost of development.
- Subdivision Plans – the Staff was busy handling the following developments:
 1. Insinga – Reviewed by PC on June 5, 2008; Extension to July 17, 2008.
 2. Downs Subdivision – Waivers reviewed by the PC on June 5, 2008.
 3. Ford Farm – Alternative use being discussed.
 4. Robino/Handler – Was scheduled for June 11, but removed at the request of Joe Riper, Esq.
 5. Ashby Hills – Extended to September 24, 2008.
 6. Logan Property – Extended to September 24, 2008.
 7. Sarana (Davis) – Extended to September 24, 2008 and waivers reviewed by the PC.
 8. Stonegate Lot 6 – Extended to September 24, 2006 and reviewed by the PC.
 9. Megill – Extended to September 30, 2008.
 10. Morris – Extended to January 22, 2009.

- Zoning Ordinance Amendment – The Solicitor reviewed the zoning ordinance amendments as prepared by Thomas Comitta Associates and Keystate Publishers. The ordinance will be reviewed by the County and Township Planning Commissions. Upon review and recommendation, an ordinance will be prepared and advertised.

III. Historical and Parks

- Historical Commission
 1. At the request of Wendy Toman, Chairman of the HARB, the Manager communicated with a PennDOT Representative to secure signs indicating Historic District when approaching the Kemblesville Historic Area. Information was received from PennDOT and is now in the hands of the HARB.
 2. The Township received a resignation letter from Mr. Kevin Hull, a member and Secretary of the HARB and HC since their inception. Two persons have expressed an interest in filling the vacancies left by Mr. Hull.
- Crossan Park activities:
 1. Chester County Crop Care completed the Preventative Grub Control Application for the Athletic Fields on June 9, 2008.
 2. Carter & Son Landscaping has informed the office that they have completed one cutting of the paths at the park. Mr. Eastburn is scheduled to inspect the trails with the owner of Carter & Son during the week of June 16, 2008.
 3. Mr. Siple repaired the Park Rules sign that had been vandalized at the park.

IV. Roads, Sewer and Property

- The following road issues were handled during the month:

1. 2008 Road Program – It is projected that the 2008 Road Program will be completed by June 20, 2008, barring bad weather and/or unforeseen circumstances. The Township Engineer, Inspector and staff have received compliments on the work that has been completed thus far.
2. Mt. Olivet Road – Mr. Eastburn spoke with Dan Miloser of the Chester County Conservation District and has been informed that Mr. Miloser is pleased with the progress of the project so far. Mr. Miloser stated that there are some minor cleanup issues that need to be taken care of which is not unusual with a project such as this.
3. Verizon Program – The Manager had a meeting with Verizon Representatives concerning their plan to replace existing materials and install fiber optics in various roads throughout the Township. Mr. John Theisen of LTL issued road permits for various locations and McCormick Taylor had to provide another review in conjunction with the 2008 road program. Since there isn't an agreement between the Township and Verizon for cable television, the fiber optic cable is for high speed internet service only.
4. MS4 Annual Report Year 5 – The Township Staff executed the information supplied by LTL Consultants and submitted it to Pa. DEP. For background information, the program requires the Township to participate in public education and public involvement activities, monitor erosion, sediment and stormwater runoff and screen outfalls for illicit discharges. The filing of the annual report is due to DEP no later than June 9th of each year. Other supporting information includes documents from the Brandywine Valley Association for the educational materials. Mr. Leo Scott of LTL will soon begin his inspections of outfall sources to determine if there are illegal substances

discharging into streams and the condition of pipes that carry stormwater. This information will be part of the 2009 report.

5. PECO Emergency Outages Communication – The Township has been notified by Greg Cary of PECO that a new text messaging system will be implemented to all municipalities within the county in June, 2008. The Township may register five individual contacts to receive local updates via cell phone, pager and/or e-mail. Please advise me if you are interested in being part of this system and we will register your name with us.
 6. Roadside Mowing Bids – The Township cancelled the contract with Mr. Gary Clanton and he signed a letter indicating that he was no longer interested in being part of the roadside mowing contract. Specifications were amended and advertised for summer roadside mowing for the Township.
 7. Act 209 – An ordinance was duly advertised for Board consideration at the June Workshop Meeting. The Board deferred action, directed the solicitor to amend the language of the proposed ordinance and have it advertised for a July Board Meeting.
- Sewer - Stan Corbett was available for the June Workshop Meeting and submitted his findings regarding the Kemblesville Sewer Survey. The report provided information that portrayed the severity of the sewer issues in Kemblesville to be different than previously reported by Wayne Grafton in the 90's. With several modifications, the report will be forwarded to the Pa. DEP.

This concludes the Monthly Report of the Manager and Staff.

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