

**Manager and Administrative Staff Monthly Report
August 20, 2008**

This report summarizes the activities of the Interim Township Manager and Administrative Staff Personnel for Franklin Township covering the period of July 16 to August 20, 2008. The Staff includes the following people: Sharon Norris, Eileen Rembecki, Joan McVaugh, Jeff Eastburn, John Hocking, Duane Brady and Steve Ross. The Staff personnel work at the direction of the Manager and Board of Supervisors providing services to the residents of the Township. The following activities and accomplishments were handled by the Staff since the last reporting period:

I. Administration

a. Finance

1. EIT – at the request of resident Mr. Weidenmuller, we investigated his request to consider exempting income from taxpayers making less than \$5,000 per year. The response from Mr. Hunt of Berkheimer advised that the benefit of having the exemption is applicable to people who work and live within Franklin. I believe if the Board would approve the \$5,000 exemption it would affect a small number of people and Franklin would lose money while other municipalities would gain.
2. Treasurer's Report – the monthly Treasurer's Report is available on our website after August 15, 2008.
3. 2009 Budget-Work has begun on the 2009 budget. Request letters have been sent to the fire companies and library. Berkheimer and H.A. Thompson are preparing projections for 2009. Workbooks with 6 months figures and year-end projections will be provided for the Board and various individuals for their input.

b. GIS

1. ChescoView is activated and accessible by Township officials and staff. Supervisor Latimer and Staff will be meeting with Michael Little of the Chester County Consortium on August 19, 2008 at 8:00 AM to prioritize the GIS projects that we would like to accomplish.

c. Sunoco Progress Memo

1. Water Samples in Kemblesville – in a report from Mulry and Cresswell dated July 21, 2008, they advised that water samples were drawn from thirty three private wells, including the Sunoco Station supply well. DEP provided oversight on the chemicals that should be tested including MTBE being present at a concentration of 11 ug/l down to 0.6. The Pa. DEP health standard maximum is 20 ug/l MTBE.
2. Water Sample at Township Building – Mulry and Cresswell advised in a letter dated July 21, 2008 that a water sample was drawn from the Township Building on June 26, 2008. The

report presented that MTBE was reported as not detected in the sample.

3. Second Quarter 2008 Remedial Action Progress Report – The Township received a copy of the report from Mulry and Cresswell Environmental, Inc. The extensive report provides background information including history, work completed during report period, and extensive analytical data. The report has been forwarded to Walt Leis for his review.
- d. Document Management – The Staff received information from a company called TechBldrs that markets document management systems. Previously, DocStar and Hilyard's (Fortis) provided information on their system, but the Staff never presented the Board with a proposal or recommended the purchase of a system. We now recommend that TechBldrs is a superior system with the lowest price tag. Document imaging would assist the Township by having the files systematically scanned and information can be retrieved easily.
- e. Right to Know Policy – waiting for Mr. McClintock to provide information.
- f. Intergovernmental – The Manager attended a meeting of the Executive Board of the Chester County Consortium to plan the monthly programs.
- g. Legal Issues – a monthly report regarding the issues being handled by the Township Solicitor.

II. Planning Open Space and Codes

- a. Planning – activities included the following:
 1. Zoning Ordinance – Mr. Comitta provided the Planning Commission with his report on the changes to the zoning ordinance. The Commission recommended to the Board of Supervisors to consider advertising the ordinance at the next public meeting.
 2. Developments – the following developments were handled during the month:
 - Woods Edge – The developer received an extension to August for filing the improvement security document. Received a letter objecting to the legal work of the Solicitor. This was handled by letter back to the developer.
 - Downs – The Board approved the final subdivision plan and the Staff assisted the Solicitor in preparing the approval letter that was sent to the developer.
 - Insinga – The Board approved the preliminary subdivision plan and the Staff assisted the Solicitor in preparing the approval letter that was sent to the developer. Subsequently, the developer requested a revision on the sidewalk plan facing Appleton Road and further consideration with the silver maple tree that would be in the way of the sidewalk.

- Brothers Subdivision – The plan was reviewed by the Township Planning Commission and a conditional approval recommendation was made to the Board.
 - Avon Grove Charter School – The Manager was involved in working with the Township's Consultants to bring the former KES to a point where it will be able to receive a use and occupancy permit and open by September 2. This included working with the school and resolving the final issues including sewage, financial security and traffic.
 - Marshall Subdivision – A plan was recorded showing a subdivision in New London Township. According to the Township Solicitor, the Franklin lot shown on the plan didn't require the developer to have the plan executed by Franklin Officials.
 - Davis Subdivision – The Planning Commission reviewed the plan and did not recommend it for approval until many of the details contained in the engineer's letter are resolved.
 - Lexington Point – The Board denied the request from the developer to use a temporary sewage facility for the model home.
 - Echo Hill/McMaster – The Manager was involved in a meeting with Mr. Whipple, Mr. Eastburn, Mr. Leis and Mr. Peter Demicco of Artesian Resources. The point of the discussion was for the Township Consultant to provide guidance to Artesian for locating a well on the site.
 - McCleary – The owner is disputing various consultant review costs including the Township Engineer and Township Traffic Consultant. The Manager is attempting to resolve the issue with Mr. McCleary.
- b. Open Space – The Manager has frequent discussions with Mr. Geoghegan concerning the various projects.
- Mr. Pompo was reminded on several occasions to complete his assignment with Mr. D'Andrea.
 - The Keen ASA application for placing the 102 acre property into the ASA Program is being processed for consideration.
- c. Codes – Mr. Eastburn has been seeking volunteers who might consider being appointed to the UCC Board as a member or alternate. A report is being prepared for the Board to consider.

III. Historical and Parks

- a. Historical Commission/HARB – nothing to report.
- b. Elwood L. Crossan Park
1. New Athletic Field – This area has started to respond to the rain and the grass has turned green again. The next application for our athletic fields will be September 1st – September 15th.
 2. Nancy Bosold of Penn State – Ms. Bosold will be visiting our park the first or second week of September to evaluate our athletic fields. Based on her evaluation and the results of the soils test, a new turf management program will be developed for the 2009 season. Once the new turf management program

is developed, Mr. Eastburn will work with Chester County Crop Care and Ms. Bosold to develop a "2009 budget number."

3. Trails – Mr. Eastburn has asked Carter and Son to proceed mowing the trails at the park.
4. John Johns, the Loss Control Manager for H.A. Thomson, inspected the tot lot on July 28, 2008. Mr. Johns had the following comments:

"The installation of the merry-go-round looks great. While there, I did look at the other equipment and the condition of the playground area. It is obvious to me that a great deal of concern is taken to keep the park and playground equipment in very good and safe condition."
5. Memorial Tree – Ms. Lane Simpkins Pollack contacted Mr. Eastburn about planting a tree and installing a plaque in memory of her father at the park. Mr. Eastburn suggested planting a tree in the east meadow. Based on the landscape plan for the park, Mr. Eastburn suggested a Marshall's Seedless Ash or a Red Maple. Mr. Eastburn did explain to Ms. Pollack that if a plaque was to be installed, it would have to be flush to the ground and the Township would not be held responsible for replacing the plaque if it is stolen and for repairs if it is vandalized.
6. A community service candidate (an employee of Yardworks) is working at the park, cutting back the trails within the woods on the weekends. He has already performed approximately 10 to 12 hours worth of work. This is work above and beyond what Carter and Son would normally perform. I met the young man and he seems deserving of a second chance.
7. Mr. Eastburn is investigating the possibility of having a new security system installed at the park in 2009. D&D Security will give a short demonstration on August 18, 2008, at 8:15 AM at the park to show the differences between their inferred 6 mm and 12 mm cameras.
8. Mr. Eastburn and Mr. Allen will be inspecting the asphalt surfaces of the park during the afternoon of August 19, 2008, to determine if the Township should plan for any items during the 2009 budget process and to develop a schedule for the proceeding years.

IV. Roads, Sewer and Property

a. Roads

1. Mt. Olivet Road – McCormick Taylor provided a letter on July 21, 2008 advising of advanced deterioration of the primary structural elements of the masonry arch culvert. The Staff immediately closed the road so that vehicular traffic wouldn't be affected by the conditions of the culvert. In the interim,

McCormick Taylor was requested to provide alternative methods for mitigating the damages including cost estimates.

2. The Township received funding from the 2008 Dirt and Gravel Road Program in the amount of \$13,064.10 for the Mt. Olivet Road Project. Dan Miloser of the Chester County Conservation District, has scheduled a meeting on August 19, 2008 at 1:00 PM with Jim D'Orazio, Scott Allen and Mr. Eastburn to complete the Project Performance Report for this project. We will also be looking at Franklin Road to determine its eligibility for the 2009 Dirt and Gravel Road Grant Round.
3. Creek Road – Yardworks has scraped portions of Creek Road and has filled the pot holes and low areas with 2A modified. Two of the “No Dumping” signs have been vandalized. Replacements have been ordered.
4. Roadside Mowing – Mt. Rocky Trucking provided the Township the required insurance and performance bond. The firm has continued to mow the embankments and shoulders of Township Roads.
5. Interim Road Program – Yardworks provided the Township the required insurance and performance bond. Yardworks continues to do work for the Township.
6. Act 209 – The Committee is planning to meet at a public meeting at 6 p.m. on August 18 to consider the Township Transportation Capital Improvements Plan. Once approved, it will be forwarded to the Board for ordinance preparation and approval.
7. Staff has started to investigate the possibility of using brine as part of our winter maintenance program. Mr. Eastburn has contacted Mr. Gregory of LTAP and has scheduled a time for him to visit our facility on August 26, 2008, at 10:00 AM. Mr. Gregory will be showing some short films and will be answering our questions. Mr. Eastburn has attended several seminars that Mr. Gregory has had regarding roads, bridges and snow plowing and has found him to be very knowledgeable.
8. Sale of Diesel Fuel – A recommendation from Mr. Eastburn to the Board in consideration of selling fuel to Mr. D'Orazio. This is on the August 20, 2008 BOS agenda.

b. Sewer

1. Act 537 Plan of Study – The Township received a notice from DEP advising that they completed their review of the proposed Plan of Study and found it to be acceptable. URS has provided a recommendation that the Township should adopt the Official Sewage Facilities Plan Special Study, Kemblesville Study Area Sewage Needs Analysis and forward it to DEP for approval.

2. Lexington Pt. Oversight Agreement – a teleconference was held on July 7 and August 5, 2008 between the Solicitor, URS personnel and the Interim Township Manager. A revised copy of the agreement is being forwarded to the Township for consideration.

c. Property

1. Mookie Reich, Township Eagle Scout, completed his Eagle Scout project of installing a garden in front of the Township building. The final touch was the installation of a uniquely designed bird bath made by Mookie himself to mask the well cap. The garden is growing nicely! Thanks to Mookie for a job well done!

