

Manager and Administrative Staff Monthly Report September 17, 2008

This report summarizes the activities of the Interim Township Manager and Administrative Staff Personnel for Franklin Township covering the period from August 20 to September 17, 2008. The following staff people are retained to provide support to both the Board and general public: Sharon Norris, Eileen Rembecki, Jeff Eastburn, John Hocking, Joan McVaugh, 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. 09 Budget – The Staff has been working closely with Ms. McVaugh in providing budget information so the 2009 Budget can be completed in a timely manner. Preliminary budget workbooks are being distributed to start the process. They include 6 months actual figures and year-end projections.
2. Meeting with Banks and Investment Bankers– A meeting was arranged with three separate firms including representatives from National Penn Bank, R. W. Baird and Company and Delaware Valley Regional Finance Authority. so the Township is prepared to explore what effort is necessary to borrow needed funds for acquiring Open Space.
3. Treasurer's Report – Ms. McVaugh provided the monthly report and it is part of the Board's packet.
4. Developers Escrow Account – Ms. McVaugh provided a separate report that list amounts owed the Township.

b. *GIS* – A meeting was held with Michael Little from the Chester County Offices of GIS. Mr. Little explained the County program and assisted the Township Staff in determining priority programs that the Township should consider in using the GIS system.

c. *Major Projects* – At the request of the Board a list of pending projects was prepared and provided to the Board at the tail end of the August agenda supplement.

d. *Sunoco Progress Memo* – Received a copy of a letter from Mulry and Cresswell Environmental to DEP regarding water samples for local properties within 1,500' radius of the Sunoco A-Plus Mini Market. The request is to seek property owner permission

to voluntarily participate in collecting samples on September 25, 2008.

- e. *Document Management* – The Township Staff has been studying alternative methods for providing a document management system. The staff recommendation was for the selection of Techbldrs to provide for the purchase and installation of the Flow File Document Management System. It was recently decided by the Board to defer this purchase until 2009.
- f. *Intergovernmental* – The following programs were attended by the Staff during the past month:
 - 1. Chester County Consortium – The Manager attended a meeting where the 2008-2009 program for the organization was planned.
 - 2. Chester County Justice Center – The Manager made an appearance at the ribbon cutting ceremony held on Sunday, September 6, 2008.
- g. *Legal Issues* – Attached to this report is a listing of outstanding legal issues (confidential) and the status of projects being handled through the offices of Lamb McErlane.

II. Planning, Open Space and Codes

a. Planning

- 1. Zoning Ordinance – The proposed zoning ordinance is in the process of being legally advertised as per the MPC. The goal is to conclude the adoption process by November 12, 2008. The Manager participated in several meetings with Tom Comitta, Jen Leister and Mark Thompson where the final details were worked out in order to satisfy the Chester County Planning Commission Act 247 review process.
- 2. Developments – the following developments were handled during the past month:
 - Brothers Subdivision – A preliminary plan was approved.
 - Insinga Subdivision – a final plan was submitted and is now being reviewed for consideration by the Planning Commission.
 - Robert Baughman – The Manager and Mr. Duane Brady and Mr. Baughman and his attorney, Mr. McCormick, met to discuss the issue of placing two houses on a single lot. Mr. Thompson provided a follow-up letter to Mr. McCormick providing his legal interpretation where he advised that two properties

on a single lot is not in conformity with the ordinance.

- Avon Grove Charter School – This was a major project that was handled by a number of people including Scott Allen, John Theisen, Duane Brady, Mark Thompson and the Manager. The opening of the newly renovated school occurred without major disruption. Township personnel were on site monitoring the situation and providing the Board with status reports. There is still additional follow-up required as all items aren't complete.
- Franklin Chase – The Township received notice from D.L. Howell, engineer for Ruggiero Development renewing a General National Pollutant Discharge Elimination System Permit (NPDES) and seeking Township input if applicable. This was reviewed by Grant Hitchens and he found the application to be acceptable.
- Davis – Notice was received from the applicant's engineer advising that the applicant will be applying for an NPDES permit and seeking Township input. This form was forwarded to the engineer to verify the completeness of the document. According to John Theisen, with exception of the applicant signing in one place, he recommends to accept the completeness of the application.
- Christens – The Manager participated in a meeting with the applicant and Walt Leis to discuss whether the water ordinance is applicable.
- Miller Property – Extension granted to the end of 2008.
- Fisher Property (Stonegate) – The Manager received a phone call from the HOA President seeking information on the future of the plan for subdivision.

b. *Open Space* – At the August meeting of the Board, the following items were handled:

1. Walker Road Property – A letter was forwarded to Natural Lands Trust advising of action taken by the Board.
2. Goodwin – Authorized to update and increase the amount of expenditure by \$7,000 for the open space purchase.
3. Pierson – Authorized the expenditure of an additional \$4,830 for the acquisition of conservation oriented easements.
4. Chesterville Road Property – Authorization to expend \$6,400 for a second appraisal of an 82 acre property.

5. Parsons Road Project – the Board authorized Brandywine Conservancy to prepare the grant applications for the acquisition of a property on Parsons Road. Copies of the application were returned from BC and approval granted by the Board at the September 10 meeting.
- c. *Codes* – Mr. Brady has been active with enforcement of the Township Codes including the following cases:
1. Action against Mr. Ken Weaverling for violation of the building code. This was subsequently withdrawn as both parties reached a settlement.
 2. Paradox Vineyards was cited for signs plus a notice was mailed advising that certain uses required Township approval.
 3. 3141 Appleton Road – property owner was advised of a need for compliance with building code.

III. Historical and Parks

a. Historical Commission

1. Signs in Kemblesville – The signs for Kemblesville have been completed by PennDOT. They are waiting for a member of the Historical Commission to provide direction on where to locate the signs.

b. Park

1. D&D Security provided a demonstration showing their infrared camera to the Staff for budget purposes. The infrared camera will be able to track undesirable people lurking in the park and possibly damaging park property.
2. Nancy Bosold of Penn State: Nancy Bosold met with Mr. Eastburn and Mr. Whipple on September 3, 2008, to evaluate our athletic fields. Ms. Bosold was pleased with the athletic fields and saw an improvement since her visit this time last year. It was felt that the remaining turf management program for 2008 should be tweaked slightly and the turf management program will be revised for 2009. Ms. Bosold will be speaking to the owner of Chester County Crop care regarding her suggestions based on her evaluation. The Township will be asking Chester County Crop Care for revised pricing if Ms. Bosold's suggestions fall outside of the scope of work for the 2008 turf maintenance program. Once Ms.

Bosold is done revising the 2009 turf management program, Mr. Eastburn will ask Chester County Crop Care for a budget number. It is Ms. Bosold's recommendation that our new field remains idle for the remainder of this year and that we not schedule any more than 60 events for 2009.

3. Water / Franklin Township Park – Brandywine Science Center, Inc. tested the water at the park on August 20, 2008, and found that the water had Coliform bacteria. Messrs. Hocking and Eastburn shocked the well with Clorox and ran the water through the system until they could smell Clorox from each spigot. The water was shut off to the public, to allow the Clorox to sit in the system for several days. On September 2, 2008, Mr. Eastburn hooked a hose to one of the spigots and allowed the Clorox to run out of the system. Brandywine Science Center re-tested the water at the park on September 8, 2008. Five additional samples were taken from our system to test for Coliform bacteria. The Township was notified verbally on September 9, 2008, that the water is now considered potable bacterially at this time.
4. Water Fountain – Mr. Eastburn is working with Oxford Plumbing and Heating and Eastern Machine for the repair of the water fountain near the upper pavilion. An estimate from both companies is forthcoming.
5. Pine Trees Surrounding Cell Towers: Mr. Eastburn noticed what appears to be some sort of blight on some of the pine trees that surround each of the cell towers. TruGreen Chemlawn evaluated the trees and it seems to be a disease called "Needle Cast". From what we are told, it starts near the trunk and spreads outwards, turning the needles a yellow, orange, and red to black. Mr. Eastburn and Ms. McVaugh pulled the contracts for each of the cell towers. It looks as though the responsibility of the pine trees falls to the cell tower companies; at this point there are no 100 % guarantees. Mr. Eastburn was in contact with American Tower and Crown Castle regarding this issue. The Township was told that the cell tower companies need to look into the wording of their contracts and to have one of their experts assess the situation. The Township was told that we would hear back from each cell tower company the week of September 8, 2008.

6. Eagle Scout Project – Supervisor Latimer and Mr. Eastburn met with Boy Scout, Joe Pitts on September 8, 2008, regarding an Eagle Scout Project that he would like to perform for the Township. This would involve the replanting of the gardens near the tennis courts. The Board of Supervisors will receive a concept sketch and a basic outline regarding his project. Supervisor Latimer and Mr. Eastburn will continue to work with Mr. Pitts.

IV. Roads, Sewer and Property

a. Roads

1. Act 209 – A meeting was held with the Act 209 Committee to discuss the proposed Capital Improvement Plan. The Committee approved the plan and recommended to the Board of Supervisors that an ordinance should be developed and approved for September 17, 2008.
2. Storm remnants from Hanna – The Township received approximately 4.2 inches of rain on September 6, 2008. It seems as though the Township fared pretty well during the storm. We only experienced minor problems with fallen branches and stone being washed out onto the road in places. At this point, we are not aware of any major problems.
3. Franklin Road – Yardworks and Scott Allen are working on a budget number in hopes that the Township can submit a grant to the Dirt and Gravel Road Program for 2009. The grant has to be submitted by the end of this month.
4. Mt. Olivet Road – Yardworks has submitted an estimate regarding the culvert. This is currently under review by McCormick Taylor.
5. Scotts Glen Road – Yardworks has finished the repairs to one inlet box in the center of the cul-de-sac. While doing this work, a second inlet box was discovered that the Township was not aware of. Unfortunately, this box needs repairs as well. Messrs. Allen, D’Orazio and Eastburn discussed the work to be done and everyone is comfortable with the estimate that Yardworks supplied the Township. Yardworks has been given authorization to perform this work.
6. Auburn Road – Staff asked Yardworks to supply an estimate for the repair of the large patch on Auburn Road at the intersection of Clay Creek Road. Staff has authorized Yardworks to perform this work.
7. Liquid Brine – Mr. Sam Gregory, an employee of PennDOT and PSATS with the title of Transportation

Specialist, provided information on the use of anti-icing liquid. The power point presentation included statistics on the use of liquid sprays versus dry de-icing. The liquid material costs less to remove the ice from the road surfaces than traditional application of anti skid material. It is necessary for the Staff to evaluate the various cost centers to determine the feasibility of using the liquid brine.

8. Walker Road Bridge – The Township received word from the Chester County Planning Commission that PennDOT has placed the Walker Road bridge replacement on their list to be included on the Bridge Bill. Franklin is one of eleven municipalities in Chester County to be included in this initial step for future funding. It doesn't represent a commitment by PennDOT, but it does move the project into a better position for future consideration.
9. Rt. 896 Improvements – The 896 Corridor upgrades received approval for improvements in the range of \$3 to \$5 million. The next step is for the 896 Corridor Task Force to meet and discuss alternative approaches in the use of PennDOT funds. The original study identified estimated costs to be in a range of \$10 to \$12 million.
10. Traffic Calming Studies – The Township received a phone call from Natasha Goguts of the CCPC advising of Rt. 896 in Kemblesville being a candidate for a study. The study would occur in the center of Kemblesville to try and identify traffic calming options. This location is one of three that is under consideration by the Delaware Valley Regional Planning Commission.
11. PennDOT / Various Issues – Mr. Eastburn has been working with Roger Palmer of PennDOT to see if they are willing to perform the following work. 1.) Road bank and elevated cut on the southbound lane of Route 896, from Kimbelot Lane to Peacedale Road. Mr. Eastburn was informed that this should be completed within a three week period. 2.) To re-establish the inverted speed bumps on Route 896, between Den Road and Route 841. When the state "tar and chipped" the road, portions of the speed bumps were filled in. This is currently being worked on by PennDOT. 3.) To re-establish the painted lines on Strickersville Road. We are informed that this should be done by the end of this year.

b. Sewer

1. Monthly Report – Attached is a copy of the URS activities for the past month.

2. Lexington Point – URS reviewed the shop drawings for the Pump and Haul System. Several comments were noted and corrections required by the applicant.
3. On-lot Sewage Management System – Mr. Corbett is preparing a updated proposal for the proper maintenance of on-lot sewage systems.

This concludes the monthly report of the Manager and Staff of Franklin Township. Please advise me if you have any questions regarding the information contained in this report.

Respectfully submitted,

Stephen J. Ross
Interim Township Manager
v4