

Township Manager Report

For the Period Ending
February 24, 2014

1. Township and Other Meetings Held:

- The Board of Supervisors held a meeting on Monday February 10, 2014 at 7:30 P.M.
- The Northern Federation of Chester County Communities held its monthly meeting on Tuesday, February 11, 2014 at the Warwick Township Building at 7:00 P.M.
- The Township Offices were closed on February 17, 2014 for the Presidents' Day holiday.
- The Sustainability Committee held its monthly meeting on Tuesday February 18, 2014 at 7:30 P.M.
- The Multi Modal Task Force met on Wednesday February 19, 2014 to discuss the draft report.
- The monthly Planning Commission meeting was held on Thursday February 20, 2014 at 7:30 P.M.

2. Action Items for Board of Supervisors Meetings:

-I reviewed the audit reports for Charlestown Township and Upper Uwchlan Township. The latter is prepared by the same firm which does the audit of West Vincent Township's books. The report is virtually identical in form. The Charlestown Township report is on the DCED form and is very similar to that of West Vincent. I do not see the explanatory language that the resident has referred to. An email was sent to Mr. Curry to that effect.

3. Pending Subdivisions/Land Development/Applications:

- Toll/Eagle Farms: The Township has begun the process to abandon a portion of Eagle Farms Road pursuant to the agreement which was signed late last year.
- Wilkinson Associates/Birchrun Village: The applicant has withdrawn its request for land development. The Township has an agreement of sale to purchase the 2.1 acre property from a new owner, which is purchasing that property and a 0.8 acre property on which the old schoolhouse sits. The Township believes that the sale of the property to the new owner occurred in very late 2013. Easements have been prepared and sent to the new owner for review. The language has now been approved and plans showing the easements have been prepared. Closing has been set for early March.
- West Vincent Associates/Brunner: Development agreements are being prepared.
- Kanavy Land Development: The Township has received an engineering review letter. The Planning Commission recommended conditional approval of the application.
- Markle Subdivision Plan: The Township issued a decision approving the application. The applicant has appealed that decision. The Township is

prepared to issue an amended decision. The applicant has granted a further extension.

- Batchelor: Plan received November 21, 2013. Engineering review letter has been received. A further extension will likely be necessary.

- **NEWLY RECEIVED:**

-**Royal Crowne Stables**: Application to the Zoning Hearing Board has been received.

4. **Miscellaneous:**

-Zoning Hearing Board Hearing Schedule:

-Flather: Appeal filed. The applicants have filed for a new Zoning hearing. First hearing scheduled for 1/10/13 was continued at the applicants' request.

-Greiner: Appeal of Cease and Desist Order filed with ZHB. A decision has been issued which supports the Township's position. No appeal has been filed.

-Since mid January of 2013, the Township has received over 234 Right-to-Know requests, 199 of which were sent in by Brian Curry. To date, the cost for the assistant to help in responding to such requests has been \$1,190 through 12/20/13. The cost of staff time exceeds \$5,000.

-A draft of the storm water ordinance has been prepared with input from the Township Engineer and the Solicitor. This needs to be advertised so that it can be adopted by the Board.

5. **Financial:**

-The external auditors completed their field work and have prepared a draft report.

-The Township has submitted claims to its insurers for the damage done by the storm to the one Township truck and the signal light at Lexington Boulevard. The Township has also tracked expenditures related to the State of Emergency following the ice storm and has submitted them to Chester County. If the aggregate costs for the municipalities in Chester County reach a certain level, PEMA money may be available to reimburse a portion of the expenses.

-The Township has prepared an invoice for PECO related to the costs incurred for the closing of Route 100. This invoice and one from the Ludwigs Corner Fire Department will be submitted to PECO for reimbursement.

-Staff has prepared the annual report on the 457 Plan. It is currently being reviewed by the Plan Administrator before it will be submitted to the State.

6. **Township Construction/Maintenance:**

-The Road Department has been busy with numerous snow and ice events.

7. **Township Meetings Scheduled for the Near Future:**

- The Board of Supervisors will meet on Monday, February 24, 2014 at 7:30 P.M.
- The Regional Planning Group will meet on Wednesday, February 26, 2014 at the Schuylkill Township Building at 7:30 P.M.
- The Trash Task Force will hold its monthly meeting on Thursday February 27, 2014 at 7:00 P.M.
- The Board of Supervisors will hold an Executive Session on Monday, March 3, 2014 at 7:30 P.M.
- The Sustainability Committee will hold a workshop to prepare for the Sustainability Fair on Tuesday March 4, 2014 at 7:30 P.M.
- The EAC will hold its monthly meeting on Wednesday, March 5, 2014 at 5:30 P.M.
- The Park and Recreation Commission will hold its monthly meeting on Wednesday March 5, 2014 at 7:30 P.M.
- The Board of Supervisors will meet on Monday March 10, 2014 at 7:30 P.M.

Treasurer's Report
For the Month Ended 01/31/2014

Revenues

<u>Type</u>	<u>Monthly Receipts</u>
EIT	\$
RET	\$
Transfer	\$
Open Space	\$
Other	<u>\$</u>
Total	\$

Expenditures

Bills Paid:

<u>Bills List Date</u>	<u>Total Bills Approved</u>
01/13/2014	\$ 108,938.52
01/23/2013	<u>\$ 50,777.25</u>
Total:	\$ 159,715.77

Payroll: \$

Debt:

General Obligation: Original Issue 2012 Bond: \$8,965,000

December Payment:

12/01/13	Open Space	\$338,447.50
12/01/13	General	<u>\$114,587.50</u>
	Total	\$453,035.00

Tax Anticipation Note:

<u>Issuing Bank</u>	<u>Amount Committed</u>	<u>Expires</u>	<u>Balance</u>
<u>Outstanding</u>			
DNB First Bank	\$350,000	12/31/2013	\$0

Equipment:

<u>Payee</u>	<u>Amount</u>	<u>Due</u>	<u>For</u>
John Deere	18,634.91	2014	Mower and Tractor

Fund Balances

General Fund Balances: \$1,614,828.44

Open Space Tax Receipts Balance: \$1,341,079.72

Liquid Fuel Funds: \$ 63,167.32

2012 Bond Proceeds: \$ 392.35

ROAD MASTER REPORT

January 2014

Conducted ongoing maintenance and repair on Township equipment

Replaced road signs and traffic control signs at various locations

Worked with Contractor removing timing trees on several roads in Township

Graded various roads in the Township

Filled in potholes on various roads in the Township

Salted and plowed snow

Assisted contractor installing heat in maintenance building

Worked with contractor repairing Jaine Lane