

East Pikeland Township

**TOWNSHIP ADMINISTRATION
2021 ANNUAL REPORT**

Fund Balances as of 12/31/21:

General Fund (01)	\$ 386,800
Open Space Fund Balance (04)	\$ 3,992,408
Park & Recreation (05)	\$ 27,600
Capital Reserve (18)	\$ 4,280,063
Highway Aid (35)	\$ 40,145
Developer's Escrow (40)	\$ 973,744
Police Pension Fund (60)	\$ 3,937,067
TOTAL	\$ 13,637,827

As compared to 2020 total fund balance of \$11,470,122

2021 Personnel Status

- Administration – 4 FT, 1 PT
- Public Works – 3 FT
- Police Department – 10 FT Officers; 1PT; 1 PT admin
 - 2 retirements in 2021

Safety Committee Includes representation from Administration, Police, Public Works and Kimberton Fire Co. Participation results in a 5% reduction in Worker's Comp insurance premium. The Committee meets monthly for training and discussion on various safety topics. Annual training provided by a Certified Risk Manager is conducted every September and facilities inspections are held each October. An annual renewal report is filed with PA Dept of Labor & Industry.

Status of Land Use Appeals:

- Electronic Billboard appeal continues. Managed by Mike Crotty, Siana Law.

Training and Professional Development for Admin Staff (mostly virtual):

- Kim Moretti
 - PIRMA Third Thursday Webinars
 - Best Practices in Municipal Police Dept Management
 - Hot Topics in municipal government
 - Municipal Employee Disciplinary Issues
 - Legal & Medical Implications of Mental & Physical Fitness
 - Hiring & Discipline of Municipal Employees
 - Municipal Fiscal Planning
 - Social Media Issues Impacting Municipal Government
 - Avoiding Stormwater Management and Land Use Disputes
 - Cyber Liability & Best Practices
 - Bullet Proof Defense: Police Risk Management
 - Aging Workforce Webinar
 - Chester Co. Planning Commission Housing Forum

- Chester County Water Resources Stormwater Symposium
- Ford Fleet E-Vehicle Webinar
- PA Heritage Conference sessions on historic preservation
- Stormwater Maintenance for HOAs
- PennState Extension series on Solar Energy
- PennDOT – Annual Municipal outreach workshop
- PSATS Webinars:
 - Solar Ordinance Webinar
 - Community Revitalization
 - What the American Rescue Plan Act Means for your Municipality
 - New regulations on posting meeting agendas
 - Fall Forum covering various topics
 - Practical Ideas for ARPA implementation.
- Michelle Rubin
 - Basics of the Sunshine Act
 - Zero Waste Webinar
 - DCNR Grant Workshop
 - PA Recreation & Park Society Roundtable
 - PSATS Budgeting Webinar
 - Trail Building Workshop – We Conserve PA
- Matt Gisondi
 - Master Watershed Steward Training & Certification – PennState Extension
 - MS4 Workshops
 - Stormwater Mapping Done Easy and With Purpose
 - 2021 PSATS Stormwater Conference
 - MS4Tracking and ArcMap Usage
 - Green Infrastructure & MS4 Tracking
 - 2021 Tree Tenders Certification with PA Horticultural Society
 - Playground Inspection Workshop
 - Backyard Stream Repair Series – PennState Extension
 - Riparian Buffers & Stream Health
 - Trail Building Workshop – We Conserve PA
 - Classwork for Pesticide Applicator Certification – on-going

Grant Administration in 2021:

Applied for 8 grants; awarded 6 totaling over \$1.4M in 2021.

PA DEP - Recycling Performance Grant

- Submitted 2020 application and received grant funds in the amount of \$8,985.
- Electric Vehicle Charging Station –. Approved and installed. 90% reimbursement grant Awaiting \$9,000 reimbursement.

DCED/Commonwealth Funding Authority - Multi-Modal Fund

- Route 724/23 Sidewalk project – Phases 1 and 2 awarded
 - Phase 1 complete and funds received (\$315,000)
 - Phase 2 approved (\$395,028). Construction in 2022

PA DCNR (currently managing):

- Ridge Road Park project. Awarded \$192,000.
- Hidden River Park & Preserve – Still waiting for the \$1.5M for open space acquisition.
- Hidden River Park & Preserve - \$607,400 awarded for Phase 1 park development

Riparian Buffer Restoration Project at Hidden River Park & Preserve

- PECO Green Region Grant (\$10,000)
- TreeVitalize (\$12,800)
- Schuylkill River Greenways (\$30,000)

CHESTER COUNTY (currently managing)

- Ridge Road Park - \$92,390 for park development
- Hidden River Park & Preserve - \$250,000 for Phase 1 park development
- Vision Partnership Program – Clean Energy Transition Plan. Township serves as grant administrator.

US Dept. of Justice

- Bullet Proof Vest Grant program. Submit application every year for replacement vests. Awaiting transfer of funds for both 2020 (\$1,481) and 2021 (\$800).

Misc. Accomplishments in 2021:

- Management of various grants.
- 23/724 Corridor Sidewalk Project – grants obtained; contracts awarded. Construction completed on Phase 1. Phase 2 construction in 2022.
- Pickering Road streambank restoration project completed.
- MS4 / Stormwater Activities:
 - Year 18 annual requirements: inspections, monitoring, education, reporting.
 - Worked with LTL on Pollution Reduction Plan requirements.
 - Obtained approval to conduct a Stormwater Comprehensive Plan in 2022.
- Historic Projects:
 - Summer Kitchen on Mowere Road – site design and architectural plans in process
- Ordinances enacted:
 - Kimberton Low Impact Development Ordinance – enacted 12/2021
 - Verizon Cable Franchise Agreement – project completed with Cohen Law Group
- Personnel:
 - New Hires – Zoning Officer, Land Steward and Police Chief
- Audits conducted:
 - All funds for DCED Annual Financial Report by Barbacane Thornton
 - Liquid Fuels by Auditor General’s Office
 - Worker’s Compensation by EMC Insurance
- Park & Recreation
 - Despite COVID, 12 successful events were safely held in 2021
 - Record year for renting Kimberton Park pavilion (37) and amphitheater (51)
 - Park development projects well underway for Ridge Road Park and Hidden River
 - French Creek Trail extension into Woodbridge property planning took place
- Open Space
 - Obtain appraisals for Coccia, Steimer and Cromby properties.
 - Planning for the “Year of Open Space” to commemorate the 15th anniversary of passage of the open space referendum

Projects Planned for 2022:

- Transportation Projects
 - Phase 2 Sidewalk construction project on Schuylkill Road
 - Rapps Dam Covered Bridge – protection plan
- Township Building
 - Create 10-year plan for building maintenance
 - Repair and repave parking lot utilizing sustainable parking lot provisions, including stormwater management

- MS4 program
 - Comprehensive Stormwater Plan – working with Gannett Fleming to complete.
 - Implement Pollution Reduction Plan projects
 - Apply for grants for proposed PRP projects
 - Funding options – DCED WRPP grant, Act 13 Environmental Grant
 - Outfall inspections by Public Works crew
 - Create BMP Maintenance Manual for homeowners
 - Update Stormwater Ordinance based on Chester County Act 167 plan
 - Stormwater repair projects (tent)
 - French Creek Drive
 - Galacia at Midway
 - E. Seven Stars at S. Rapps Dam
 - Kimbel Drive
- Historic Projects
 - Summer Kitchen Mini-Interpretive park – determine funding source; prepare bid specs
 - Interpretive sign project in Kimberton Village. Seek grants to fund plan
 - Archaeological Survey - Phase 2 of Continental Powder Works. Seeking American Battlefield Protection Plan grant to fund project.
- Kimberton Village
 - Implement aspects of Walkable Kimberton Plan based on private land development projects in the Village.
- Police Contract Negotiations
- Act 537//Sewage Planning
 - Continue to interact with VFSA to resolve sewer capacity issues
- Land Stewardship Plan
 - Matt to work with Natural Lands to create a township-owned land maintenance plan. Apply for grants to fund plan.
- Park Development
 - Ridge Road Park
 - Park development plans, permits and bid specs to be completed.
 - Park construction to start by year-end.
 - Hidden River Park & Preserve
 - Riparian Buffer Restoration project completed in Spring.
 - Phase 1 Park Development plans, permits and bid specs completed by URDC.
 - Kimberton Park
 - Re-paving walking paths
 - Re-surface hockey court and tennis court
 - Install new landscaping
 - French Creek Trail
 - Expand trailheads at Rapps Dam Road and Hares Hill Road
 - Continue to address low lying wet areas along trail
 - Expansion of trail on Woodbridge property with mountain biking course

***East Pikeland Township
Public Works Department
2021 Annual Report***

Hours of Operation: Monday - Friday, 7:00 a.m. to 3:00p.m.

*Recycling Yard open on Saturdays 9 a.m.to 1 p.m.
April through November*

Personnel:

Alex Cushman – Hired 8/31/2009 Director

Gene Bechtel– Hired 12/22/2003

Jay Pollinger – Hired 11/1/2016

The Public Works Department has stayed healthy and performed very well. Below you will see our productivity for this year

Road Crew Projects:

- Mill and Overlay French Creek Estates, Camp Council Rd, Rapps Dam Rd (northside) segment, Kimberton Rd and Prizer Rd intersection along with the Kimberton Bridge resurfacing.
- Flood Damage Road Repair on Hollingworth Dr and Rapps Dam Rd (South) segment bridge approach
- Pickering Rd. Stream Bank Restoration Road repair
- Asphalt swale replacement on Kimbel Dr.
- Assisting Contractors in Paving, Base Repairs, Manhole Risers, and Inlet Risers where needed.
- Tree removal in problem areas such as Spring City Rd
- Crack sealing on various roads to keep them from further damage by water and ice.
- Oil and Filter maintenance on all Police Cars, PW Vehicles and Equipment
- Maintaining recycling yard: Grind debris, Turn and move piles, Scrap and Oil recycling
- Mulch and Compost deliveries to residents. Loading mulch and compost into resident vehicles
- Re-Facing and upgrading all signage in the Township to comply w/Penn Dot Regulations
- Sub-Contracting the mowing of administration complex- bridge areas and sight lines.
- Trimming of low hanging trees and/or branch removal along roadways
- Roadside and Area Mowing, Hidden River, Crossover Blvd. and Trails– April thru October
- Road Line Painting- Crosswalks, Stop Bars, Police speed lines and intersections.
- Inlet Clean Out in Developments and Roads
- Inlet repairs and piping- this includes rebuilding inside walls, new M or C-tops and curb repairs.
- MS-4 outfall inspections- annual inspection of outfalls to comply w/DEP Regulations.

Snow Removal- 2020/21 Season

- *Road Crew responded to SIX snow and icing events*
- *Days Worked- 9*
- *Miles Logged- 6,974*
- *Hours Worked- 890*
- *Trucks Used- 8*
- *Salt tons used- 620*
- *Snow Amount- Approx. 45 inches*

Trucks, Equipment and Annual Repair Costs

Trucks

- 2017 Ford F550 (\$1,183.00)
- 2018 Ford F550 (\$902.00)
- 2015 Ford F350 (\$784.00)
- 2002 GMC 7500 (\$5,528.00)

Heavy Equipment

- 2014 Vermeer Horizontal Grinder (\$5,830.00)
- 2001 Volvo Loader (\$6,762.00)
- 2004 Case Backhoe (\$5,406.00)

Local Training and Assistance Program (LTAP)

This is a Professional Certification achieved by completing ten different training sessions and passing each test. All three East Pikeland Public Works Employees have been certified by the LTAP Board of Directors as Road Scholars.

Municipal Sales 2021

1986 Garage Air Compressor- \$210.00

Kimberton Park

- *General maintenance of the park has been handed over to the Land Steward. We only assist when called upon*

Open Space and Trails- Same status as Kimberton Park

Contractors we worked with this year:

- Long's Asphalt, Inc.- Equipment Rental (advertised Bid)
- Alpha Space Control Line Painting (three written quotes contract)
- Shainline Construction - Snow Removal (single quote contract)
- Jastrem landscaping - Snow Removal (single quote contract)
- Bauer Landscaping - Snow Removal (single quote contract)
- Highway Materials - Asphalt through (CoStars contract)
- Allen Myers Quarries- Asphalt, Misc. Stone and Rip Rap (CoStars contract)
- Haines and Kibbelhouse- Misc. Stone Only (Three Written quotes)
- Kistler O'Brian- Sprinkler Service Maintenance and Inspection (single quote contract)
- Cooks Service- HVAC Maintenance (single quote)
- Pro-Asys- Heater System Clean Out and Lubrication (single quote contract)
- Hallman Landscaping- Park Mowing, Admin. Mowing and Roadside Corners (Three written quotes)
- Eastern Salt Company- Bulk Salt Supplier (West Bradford Consortium contract)
- Yeager's- Tower Property Mowing (single quote)

Vendors we worked with this year:

- Reilly and Sons- Off Road Diesel Fuel (State Pricing)
- Twilight Supply- Janitorial Service
- Cedar Hollow- Recycled Concrete base stone or 2AC
- Total Rental- Misc. Equipment and Tool Rentals
- Jaydoor- Garage Door Repairs
- Trotter Electrical Contractors- Misc. Electrical Repair
- Tom Slaymaker- Fire Extinguishers
- Sam Trotter- Welding
- TP Equipment- Truck Repairs and Parts
- Hoffmans Equipment Services- Volvo Loader Repair
- Vermeer North Atlantic- Horizontal Grinder Repairs
- Wensel's Garage- Inspections, Truck and Equipment Repairs
- Georges Ultimate Auto- Inspections and misc. truck repairs
- Seal Master- Crack Sealer Rental
- Farris Enterprises- Backflow Prevention Inspections
- Kistler O'Brian- Sprinkler and Fire Alarm Inspections
- Eagle Power and Equipment- Case Backhoe repairs and parts
- Littles- John Deere and Stihl small equipment repairs and parts.
- Week's Tree Service- Large Tree Removal

PA ONE CALL- 2021 PA One Call Responses = 778

Explanation – The Township is a member of the State PA One Call system. We receive notices of all projects where underground utilities may be affected by digging projects. Our priority is to mark all stormwater systems and traffic signal underground wiring. We also check the notifications against the building permit log to determine if the property owner on the notification has a permit for the specific project. Public Works employees are trained to do a visual inspection and mark with paint the areas where digging could cause harm to our systems. We then respond back via phone to PA One Call and confirm whether we marked or did not mark area.

RECYCLING YARD

The recycling program has many components - leaf and grass drop-off only in Location A. Brush, limbs, and yard debris drop-off in Location B. You can also recycle scrap metal, used motor oil, vehicle batteries at this location. Tire recycling requires a DEP permit and disposal at a DEP designated tire recycling center.

Tons Recycled- 2021

- Mulch- **920 tons** or 3678 cy (1cy of mulch= 500 lbs)
- Compost- **120 tons** or 240 cy (1 cy of compost= 1,000 lbs)
- Scrap Metal- **34.81 tons**
- Batteries- **0.45 tons**
- Oil- **2.52 tons** or 720 Gallons (1 gallon of oil= 7 lbs)
- Tires- **3.11 tons** (Recycling Tires cost the Twp. Approx. \$0.11 per pound)
- Holiday Trees- **5.80 tons** or 387 trees (1 tree= 30 lbs)

Income (\$) From Recycling Yard

Mulch & Compost Deliveries (162 @ \$40 per)	\$ 6,480
Scrap Metal	\$ 4,109
Batteries	\$ 171
Dump/Loading Fees	\$ 5,590
Permit Fees	<u>\$12,000</u>
INCOME TOTAL-	\$28,350 (26% increase from 2020)

Note of Achievement! Since May of 2010, the Public Works Department has brought back into the Township over \$129,000 through our recycling program.

**EAST PIKELAND TOWNSHIP
PUBLIC WORKS DEPARTMENT REPORT
JANUARY 2022**

PUBLIC WORKS ACTIVITY

- *HOLLIDAY TREE PICK UP- 322*
- *CUT DOWN DEAD TREES AT HIDDEN RIVER PARK*
- *REMOVE WOOD FROM FRENCH CREEK TRAIL*
- *RECEIVED 300 TONS OF SALT AND MOVE INTO SALT SHED*
- *HELP POLICE WITH SHUTTING DOWN MOWERE RD*
- *HELP POLICE DEPT. WITH MOVING FURNITURE*
- *PA ONE CALLS RESPONDED TO IN JANUARY: 55*

WEATHER- RELATED & NON-WEATHER-RELATED INCIDENTS

- *TREE DOWN- MILLER RD- CALL IN AT 7AM OUT BY 11AM*
- *SNOW- CALL IN AT 12AM ON 1/7 OUT AT 9:30AM*
- *TREE DOWN- SPRING HOLLOW RD- CALL IN AT 5PM OUT AT 7PM*
- *ICE/SNOW- CALL IN AT 10PM ON 1/9 OUT AT 12AM ON 1/8*
- *SNOW/SLEET/FREEZING RAIN- CALL IN AT 5PM ON 1/16 OUT AT 2AM ON 1/17*
- *RAIN/SNOW/LOW TEMPS- CALL IN AT 5AM ON 1/20 OUT AT 11:30AM*
- *SNOW- CALL IN AT 7PM ON 1/28 OUT AT 1:30PM ON 1/29*

BUILDING, FACILITY AND EQUIPMENT MAINTENANCE

- *TRUCK #9 HYDRAULIC SPREADER REPAIR (WENSELS)*
- *TRUCK #6 BATTERY REPLACEMENT-CHECK BRAKES (GEORGES)*
- *INSTALL NEW RECEPTACLES IN NEW SERGANT OFFICE (TROTTER ELECTRICAL)*
- *FIRE EXTINGUISHER INSPECTIONS (SLAYMAKER)*
- *BACKFLOW VALVE INSPECTIONS (FARRIS ENTERPRISES)*

ROAD CREW ROUTINE MAINTENANCE AND TASKS; SUMMER SCHEDULE

- *RECYCLING YARD WORK- GRIND- TURN PILES- LOAD SCRAP- EMPTY OIL*
- *DOCUMENTATION: WORK DETAIL, TRUCK/EQUIPMENT MAINTENANCE*
- *REPLACE/REPAIR DOWNED SIGNS*
- *TREE INSPECTIONS- REMOVE IF NECESSARY*
- *STORMWATER: INLET REPAIRS AND PIPEING*

TRAINING

- *SAFETY MEETING- 2ND TUESDAY OF EVERY MONTH*
- *STORMWATER COMPREHENSION PLAN MEETING 1/18/2022*

Respectfully,

Alex D Cushman

Public Works Director

