

**WEST GOSHEN TOWNSHIP  
COMPREHENSIVE PLAN TASK FORCE MEETING  
TASK FORCE MEETING #1  
OCTOBER 24, 2017**

Call to Order: 7:10 PM

Planning Commission

Monica Drewniany  
Bob Holland  
Carrie Martin  
Terry Wildrick

Resident Appointees

Bob Carter  
Mary LaSota  
Maxine Richter  
Bob Sheller  
Bob Stratton  
Dr. Douglas White

Township Supervisors / Staff

Chris Pielli, Esq., Supervisor  
Casey LaLonde, Township Manager  
Rick Craig, Township Engineer  
Ray Ott, Consultant  
Nanci Sarcinello, Consultant  
Jeannine Speirs, ChesCo PC

Casey made introductions and welcomed everyone. There were four members of the public, all Township residents, in attendance.

Casey turned the meeting over to Ray Ott. Ray introduced the concept of the Task Force and turned the meeting over to Jeannine Speirs, who introduced the Vision Partnership Program, in which the Township applied for and received a \$25K Vision Partnership grant from Chester County. Ms. Speirs will attend each Task Force meeting and act as a planning resource and grant monitor to ensure that the grant is utilized correctly and the project is completed efficiently and on-time. Ms. Speirs provided an overview of the grant contract, per the grant requirements. Ms. Speirs stated that this overview provides a scope of work for the contract so all involved know exactly what is expected from the Township, consultant and Chester County.

She stated that the contract calls for a tri-party agreement between Ray Ott Associates, the Township and Chester County. A scope of work dated September 2017, provided by Ray Ott as the Lead Planner, was submitted and approved by Chester County and is consistent with Landscapes2.

She stated that the grant agreement is consistent with the Chester County grant manual. Total project cost is \$70K, County Grant: \$25K, WGT: \$45K.

Reimbursable grant following project completion. Contract started 10/1/17 and goes through 9/30/19. Contract may be amended by agreement by all parties, but is discouraged, unless some serious new information comes to light. The County may terminate the contract if something goes terribly wrong, such as West Goshen does not approve the final work product.

Invoices must be very specific and show work completed and remaining on the contract amount. This acts as a check and balance for all parties. 10% of the final funds owed to the consultant is held back until final plan adoption and the Township and County are satisfied with the final product.

Ms. Speirs provided specifics on the Township's responsibilities under the agreement. She stated that the Chester County grant manual is available at [www.Chesco.org](http://www.Chesco.org). Mr. Pielli shall serve as the Chair of the Task Force. A publicly available schedule shall be made and the County kept updated to the schedule.

Consultant responsibilities include drafting of project materials, maps, and other materials to be made available to the Task Force members at least one week prior to each monthly meeting.

Ms. Speirs stated that she can make herself available at any time for additional meetings apart from the official Task Force meetings. She stated that Chester County has other staff experts available for water resources, planning, transportation, etc.

The final adoption process includes a public presentation at a Township Planning Commission meeting prior to their recommendation that the Board of Supervisors adopt the plan, County Planning Commission review and recommendation, submission to adjacent municipalities and the school district, and finally, to the Board of Supervisors for final approval and adoption.

Ms. Speirs turned the meeting over to Ray Ott who explained his consultant responsibilities. Mr. Ott reviewed the scope of work through various Tasks:

Task 1: Project Initiation

Task 2: Gather and analyze existing conditions

Task 3: Identify priority issues and community goals

Task 4: Analyze land use options and formulate future land use plan

Task 5: Prepare draft of the Comprehensive Plan document

- Executive Summary

- Purpose Statement

- Land Use Plan

- Housing Plan

- Natural Resources Plan

- Historic Resources Plan

- Transportation Plan

- Community Facilities and Utilities Plan

- Implementation Plan

- Statement of Plan Interrelationships

- State of Plan Compatibility

Task 6: Plan Adoption

Timeframe: 10 months

Mr. Ott stated that the Pennsylvania Municipalities Code Article III, Section 301 dictates that a Comprehensive Plan should include maps, tables and text regarding the following plan elements:

- A statement of community goals

- A plan for land use identifying various elements

- A plan to meet housing needs

- A transportation plan

- A statement of interrelationship of plan elements

- A community facilities plan

- A discussion of short and long-range implementation strategies

- A plan for natural and historic resource protections

- A water facilities plan

Mr. Ott then discussed the schedule with the 4<sup>th</sup> Tuesday of each month. He suggested we skip the month of December. Mr. LaLonde will advertise the next six meetings in The Daily Local News to include November 2017 and January through May 2018.

Mr. Ott suggested that a survey be mailed to all households in the Township and also through Survey Monkey online. Mr. Ott suggested that the Township newsletter could be used to issue the survey to households as a one-page insert to the newsletter for residents to mail in to the Township.

Ms. Martin asked that an example of the survey be provided prior to the next meeting.

Ms. Richter asked if she could see the current Comp Plan. Mr. LaLonde stated that the document is currently posted on the Township website, but may provide a copy if needed.

Mr. Ott turned the meeting over to Ms. Sarcinello. She began to overview the Issue Identification Survey for the Task Force members. The Survey will be used to gather information and satisfy the Municipalities Planning Code requirements.

Ms. Drewniany asked if the survey was to pique interest or if the consultant would like survey responses submitted by the Task Force members. Mr. Ott and Ms. Sarcinello stated that the information gathered will be instrumental in conducting the meetings and formulating the final document.

Mr. Ott then asked that each Task Force member provide some personal ideas of what they expect of the Comp Plan process.

The Task Force members provided some personal insight into their ideas about the Comp Plan process. Mr. Ott and Ms. Sarcinello captured those ideas for future discussions.

The next Task Force meeting is scheduled for 7:00 p.m., Tuesday, November 28<sup>th</sup>.

The meeting adjourned at 9:00 p.m on a motion by Mr. Pielli, seconded by Ms. Martin.

Respectfully submitted,

Casey LaLonde