

**MINUTES OF THE  
EAST COVENTRY TOWNSHIP  
BOARD OF SUPERVISORS  
MEETING HELD SEPTEMBER 14, 2020**  
*(Approved October 12, 2020)*

The Board of Supervisors held its regular monthly meeting on Monday, September 14, 2020. The following Supervisors were in attendance for the meeting: Anthony Duffy, Ray Kolb, W. Atlee Rinehart, Karen Nocella, and Michael Albert Moyer. Also, in attendance were David G. Kraynik, Township Manager, Mark Hosterman, Township Solicitor and Brady Flaharty, Township Engineer.

Mr. Anthony Duffy called the meeting to order at 7:03 p.m. The pledge of allegiance was recited.

Mr. Hosterman stated an executive session was held at 6:00 pm to discuss a personnel matter, obtain legal opinion from council on a matter and the potential acquisitions of real estate.

**1. ORDINANCES**

Ordinance 2020-245 – Horse Boarding

Mr. Hosterman stated the Board of Supervisors will hold a public hearing and reviewed the proposed Ordinance Amending the Code of Ordinances of East Coventry Township, Chapter 27 (Zoning), Part 13 (General and Supplemental Regulations and Design Standards), Section 27-1319 (Accessory Uses and Accessory Buildings), By Adding a New Subparagraph H to Permit Horse Boarding as an Accessory Use in the FR, R-1 and R-2 Zoning Districts.

Mr. Kolb asked if anyone who boards horses now, would they be allowed to continue boarding and Mr. Hosterman confirmed they would be allowed.

Frank McLaughlin, 416 Schoolhouse Road, asked what happens if a horse dies. Mr. Hosterman stated the Ordinance does not address what happens if a horse dies, that is between the person boarding the horse and the owner of the horse. Mr. McLaughlin stated he's not clear about the grandfather phase. Mr. Hosterman said if someone is already boarding horses whether they have horses that die or not depending on when they started boarding, they could be grandfathered if they have more than four horses. It all depends on the individual facts and circumstances.

Mr. Moyer made a motion to adopt Ordinance 2020-245. Mrs. Nocella seconded the motion. Mr. Duffy called for a vote and the motion carried 5-0-0.

Ordinance 2020-246 – Amendments to Public Sanitary Sewage System Ordinance

Consideration to Authorize Advertising an Ordinance Amending the Code of Ordinances of East Coventry Township, Chester County, Pennsylvania, Chapter 18 (Sewers and Sewage Disposal), Part 3 (Public Sanitary Sewage Systems), Section 18-302 (Interpretation; Definitions), Subsection 2 (Specific Definitions) to Amend the Definition of "Township Technical Specifications" to Include Future Amendments; to Amend Section 18-303 (Connection with and Use of Public Sewers), Subsection 3 (Notice), Paragraph A to Expand the Methods for Service of Notice to Include First Class or Certified Mail; to Amend Paragraph B to Permit the Township to Impose Six Percent Interest and a Five Percent Penalty for Nonpayment; to Amend Section 18-306 (Building Sewers and Connections with Public Sewers), Subsection 1 (Sanitary Sewer Permit), Paragraph B to Require Application Be Supplemented by Any Information Required by the Township and to Add New Paragraphs "D," "E" and "F" Establishing Sewer Permit Expires After One Year and Requiring Permit Be Displayed at Site and Insurance Certificate be Provided Naming Township as Additional Insured; to Amend Subsection 2 (Prerequisites for Connection to Public Sewers), to Require Satisfactory Evidence Fees Paid and to Add

New Paragraphs “E” and “F” Requiring Compliance with Township Technical Specifications and Applicable Requirements of Section 18-307; to Amend Subsection 8 (Maintenance, Repair and Replacement of Building Sewers), to Require Owner Make Repairs Upon Receiving Notice From Township; to Amend Subsection 9 (Building Sewer Excavations), to Prohibit Excavation From Remaining Open to Water Inflow for More Than 10 Hours; to Amend and Restate Subsection 10 (Unsatisfactory Condition of Building Sewers) in its Entirety to Identify Township Remedies When Owner Fails to Make Required Repairs; to Add New Subsection 11 Titled “Construction, Inspection and Maintenance of Laterals” and New Subsection 12 Titled “Acceptance of Laterals Previously Constructed”; to Amend and Restate Section 18-307 (Extensions of Public Sewer) in its Entirety and to Contain the Following Subsections: Compliance with Township Technical Specifications; Compliance with Other Applicable Requirements; Submission of Plans; Permit for Surface Opening; Restoration of Surface; Development Agreement; Financial Security; Establishment of Escrow; Supervision and Inspection by Township Engineer; Requirements for Dedication and Acceptance by Township; As-Built Plans; Maintenance Period; Maintenance of Sewer Extensions; and Reimbursement for Sewer Extensions; and Miscellaneous Minor Technical Amendments. Mr. Hosterman reviewed.

Mr. Kolb asked if on page six, number 10, where it says enter the property, does this also mean the building and Mr. Hosterman replied yes. On Page 11, number 11, regarding the maintenance period, is the homeowner who connects into the public sewer in the center of the street responsible if the road settles during that 18-month maintenance period and Mr. Hosterman stated yes.

Mr. Moyer made a motion to authorize advertising Ordinance 2020-246 Amendments to Public Sanitary Sewage System Ordinance. Mr. Kolb seconded the motion. Mr. Duffy called for a vote and the motion carried 5-0-0.

Ordinance 2020-247 – Miscellaneous Amendments to Driveway, Subdivision and Land Development and Zoning Ordinances

Consideration to Authorize Advertising an Ordinance Amending the Code of Ordinances of the Township of East Coventry, Chester County, Pennsylvania, to Amend Chapter 21 (Streets and Sidewalks), Part 1 (Driveways), Section 21-106 (Standards for Driveways), Subsection 7 (Dimensional Requirements), Paragraphs A and D to Clarify Dimensional Requirements for Driveways on Lots with Attached Dwelling Units and Attached Garages; to Amend Subsection 16 (Turnaround Requirements), to Require a Turnaround Area for All Lots Abutting Roads Not Classified Local or Private; to Amend Chapter 22 (Subdivision and Land Development), Part 2 (Definitions), Section 22-202 (Definitions), to Update the Definition of “Comprehensive Plan”; to Amend Part 3 (Plan Processing and Content), Section 22-301 (Plan Classification and Public Notification), Subsection 3, Paragraph A (Minor Subdivision Plan), Subparagraph (1), Clause (a), to Allow Minor Subdivision Classifications Notwithstanding Dedication of Sewer Laterals; to Amend Section 22-405 (Streets), Subsection 9, and Section 22-406 (Street Right-of-Way Widths), Subsection 7, to Not Require Street Widening Improvements or an Improvement Escrow for a Minor Subdivision Provided No Street Widening Improvements Exist on Adjacent Properties; to Amend Section 22-418 (Sidewalks), Subsection 1, to Eliminate the 10-Lot Minimum and Require All Major Subdivisions and Land Developments Provide Sidewalks; to Amend Section 22-418 (Sidewalks), Subsection 2, to Not Require Sidewalks in a Minor Subdivision that Abuts a Collector Street Provided No Sidewalks Exist on Adjacent Properties; to Amend Section 22-428 (Landscaping, Screening and Buffering), Subsection 1, to Clarify that Landscaping is Required for Land Developments; to Amend Chapter 27 (Zoning), Part 2 (Definitions), Section 27-202 (Definitions), to Update the Definitions for “Comprehensive Plan” and “Garage”; to Amend Part 13 (General and Supplemental Regulations and Design Standards), Section 27-1319 (Accessory Uses and Accessory Buildings), Subsection 1, Paragraph B (Uses Accessory to Dwellings), Subparagraph (3), to Clarify Garage Requirements, to Amend Paragraph D (Sheds, Leans-To, Storage Buildings Accessory to All Residential Dwellings) to Permit Sheds to the Rear of the Principal

Structure on a Corner Lot, and to Amend Paragraph E (Uses Accessory to Commercial Activities) to Restrict Sheds, Leans-To and Storage Buildings to the Rear Yard of the Principal Structure; and to Amend Part 20 (Wireless Communications Facilities), Section 27-2004 (Requirements for Tower-Based Wireless Communications Facilities Located Outside the Right-of-Way), Subsection 1, Paragraph E (Development Regulations), Subparagraph (7), to Update the Applicable ANSI Standards. Mr. Hosterman reviewed.

Mr. Hosterman suggested eliminating some sections pertaining to minor subdivisions and curbs, sidewalks and road widening. A discussion ensued.

Mr. Kolb made a motion to authorize advertising with the changes discussed so that minor subdivisions pertaining to curbing, sidewalk and widening are still at the discretion of the board. Mr. Rinehart seconded the motion. Mr. Duffy called for a vote and the motion carried 5-0-0.

## **2. SOLICITOR'S REPORT**

Mr. Hosterman stated the Planning Commission has been working on the growing greener ordinance amendments and they are making a lot of progress.

Mr. Kolb made a motion to accept the Solicitor's Report. Mrs. Nocella seconded the motion. Mr. Duffy called for a vote and the motion carried 5-0-0.

## **3. MINUTES**

### August 10, 2020, Meeting Minutes

Mr. Kolb wanted to clarify that in the minutes it states that Mrs. Nocella had wanted to send a letter to East Vincent Township regarding them wanting to change the zoning to permit 200-250 houses on the Ruth Tract and Mr. Moyer stated he would not want another Township telling us what to do and that we should stay out of it but in the next paragraph Mr. Moyer was asking for the Township to send a letter to South Coventry Township regarding target shooting noise that is going on during dinner time. Mr. Moyer stated that the minutes are correct, he saw them as two different types of issues.

Mr. Rinehart made a motion to accept the August 10, 2020 meeting minutes. Mr. Moyer seconded the motion. Mr. Duffy called for a vote and the motion carried 5-0-0.

## **4. PUBLIC COMMENT**

George Colette, 80 Country Lane, asked what is conceived as a fire pit. Mr. Kolb stated a 3 x 3 x 3 fire is allowed and it doesn't have to have a lid. Also, no burning of trash or leaves is allowed.

Mrs. Nocella stated she met with CMC Design last week about the Towpath Park Master Plan and she wanted the Supervisors to have an update on the Towpath Park Plan which is in their packets. A few of the possible improvements they are hoping to accomplish are having athletic fields, moving the boat launch to another area, a walking trail along the river front, moving the parking lot closer to Route 724 and trimming trees, and a new playground. Mrs. Nocella asked Mr. Kolb about a five (5) acre parcel next to Towpath Park and he stated that was sold to North Coventry Township, it is all fenced in and doubts they would sell it back. Mr. Flaharty stated he believes North Coventry Township wanted it for future sewage treatment plant expansion. Mr. Kolb would like to meet with the gentleman from CMC Design as some of the information is incorrect. Mrs. Nocella stated CMC Design will be coming to a Board of Supervisors meeting to give a presentation soon.

Mrs. Nocella wanted to remind everyone they are having the Grand Reopening of Ellis Woods Park on Saturday, September 26, 2020 from 12:00 to 4:00 pm. Hope to see you there!

Mr. Moyer stated that in regards to the upcoming election, they are holding the election at Ridge Fire Company for the 1<sup>st</sup> Precinct and the Church for the 2<sup>nd</sup> Precinct as they normally do. Anyone who voted in the primary by mail, if you had marked the box to vote by mail for future elections you will receive the ballot by mail in late September or by October 10<sup>th</sup> at the latest. If you do not receive your mail in vote, call Chester County Voter Services immediately. Anyone who marked the box to vote by mail and decide they want to vote in person should bring the mail-in ballot with them to vote in person (DO NOT THROW IT AWAY).

## 5. **REPORTS**

### **Township Manager's Reports**

#### **Demolition Permit Application for 1574 New Schuylkill Road.**

Mr. Kraynik stated the Township is in receipt of a demolition permit for 1574 New Schuylkill Road (Pizza World property) from the owner, Mr. Singer. This application has been reviewed by the Historical Commission. The Historical Commission does not support the approval of the demolition permit and instead wants the property owner to maintain the property in a safe secure sanitary condition. The application at this point is for consideration by the Board. Mr. Rinehart asked Gail Brown of the Historical Commission if she is restricting demolition of all of the buildings or some of the buildings because the Pizza World building has virtually no value. Ms. Brown stated they did not address the Pizza World building as it is not on the Historical Resources Map. Mr. Kolb stated this has been an eyesore for years. Mr. Moyer stated while he greatly appreciates everything the Historical Commission does on every level, this building is way beyond saving and now that Mr. Singer is finally willing to clean up the property, he would like to give him the ability to do so. Mrs. Nocella asked what the intentions of the Historical Commission are for the house that is on the property. Ms. Brown stated they would like him to abide by the court order to maintain the buildings in a safe manner or fill out the demolition order correctly. Mr. Kraynik wanted to clarify that the demolition permit is for demolition of the Pizza World building, farm storage building and farmhouse. A discussion ensued.

Mr. Rinehart asked what the timeframe is once the permit is granted to complete the demolition. Mr. Hosterman will look into what the timeframe is in the Ordinance. Mr. Kraynik suggests that if the Board chooses to grant the demolition permit, for Mr. Hosterman send a letter to Mr. Singer indicating the application has been approved and that he is to proceed according to the appropriate Ordinance which should indicate the timeframe.

Mr. Moyer made a motion to grant Mr. Singer the demolition permit and let him proceed to prepare it for Commercial use or dispose of the property by selling it for Commercial purposes including having Mr. Hosterman send Mr. Singer a letter indicating the approval of the permit application and that he is to proceed according to the appropriate Ordinance. Mr. Kolb seconded the motion. Mr. Duffy called for a vote and the motion carried 5-0-0.

#### **Disposition of Bids for the Exterior Rehabilitation to Building 19 (James Ellis House), Fricks Lock Village Trailhead – Schuylkill River Trail. Bids Opened September 3, 2020.**

Mr. Kraynik stated back at the June meeting the Board discussed bids that were open for the James Ellis House (Building 19) and at that time the bids were approximately \$600,000 over budget. The Board asked our project architect, Frens and Frens to scale down the project significantly and rebid it. Most of the reduction in scope was for the elimination of work for the inside of the building. This was rebid in July and the low bids represent a 43% reduction from three months ago. There are three types of bids for this project; general construction, plumbing & heating ventilation and AC, and Electrical. The lowest bidder recommendation by Frens and Frens is the following:

General Construction: L.J. Paolella, Inc. for \$547,840

Plumbing & Heating, Ventilation & AC: Hirschberg Mechanical for \$72,480

Electrical: Kite & Key Electric, Inc. for \$37,980

Project Total is \$658,300

Gail Brown, 500 Sanatoga Road, stated that she wanted to clarify that they had scaled down more than the interior of the house. Mr. Kraynik stated the total costs of this project including the sitework is being funded by a County Grant \$400,000, PA DCNR Grant \$376,200 and the Open Space Fund \$327,347.

Mr. Kolb made a motion to award the three contracts for the Exterior Rehabilitation to Building 19 (James Ellis House), Fricks Lock Village Trailhead-Schuylkill River Trail to the three contractors mentioned L.J. Paoletta, Inc. \$547,840, Hirschberg Mechanical \$72,480, and Kite & Key Electric, Inc. \$37,980. Mr. Moyer seconded the motion. Mr. Duffy called for a vote and the motion carried 5-0-0.

Approval of Additional Architectural Services for the Exterior Rehabilitation to Building 19 in the amount of \$11,900 to Frens & Frens Studio, Pattern Ives LLC.

Mr. Kraynik stated the additional architectural services are for Frens & Frens having to rebid the project. Mr. Moyer made a motion to approve the Additional Architectural Services for the Exterior Rehabilitation to Building 19 in the amount of \$11,900 to Frens & Frens Studio, Pattern Ives LLC. Mr. Duffy seconded the motion. Mr. Duffy called for a vote and the motion carried 5-0-0.

Approval of Change Order for Additional Engineering Services for the Fricks Lock Village Site Work in the Amount of \$8,000 to ARRO Consulting, Inc.

Mr. Rinehart made a motion to approve the Change Order for Additional Engineering Services for the Fricks Lock Village Site Work in the amount of \$8,000 to ARRO Consulting, Inc. Mrs. Nocella seconded the motion. Mr. Duffy called for a vote and the motion carried 5-0-0.

Approval of Purchasing Benches (\$18,368) and a Gaga Pit (\$2,262) for Ellis Woods Park from General Recreation, Inc. Said Purchase is on State Bid and Offset by a State Grant.

Mr. Kolb stated Public Works is putting the benches together. Mr. Kolb made a motion to approve the purchase of the benches and gaga pit for Ellis Woods Park. Mr. Duffy seconded the motion. Mr. Duffy called for a vote and the motion carried 5-0-0.

Approval of a 5-Year Winter Services Agreement and Resolution 2020-16 with the Pennsylvania Department of Transportation.

Mr. Kraynik stated we are in receipt of the 5-year Winter Services Agreement with PennDOT along with Resolution 2020-16. Mr. Kolb stated he would like a letter to go along with the agreement stating that PennDOT needs to trim the trees on the state roads. Mr. Rinehart made a motion to approve the Winter Services Agreement and Resolution 2020-16 along with a letter to PennDOT indicating they need to trim the trees on the state roads. Mr. Moyer seconded the motion. Mr. Duffy called for a vote the motion carried 5-0-0.

Consideration of Citizen Committee Appointments.

Mr. Kraynik stated the Historical Commission received two (2) membership applications from Peter Price and Catherine Subick. Mr. Kolb made a motion to approve Peter Price and Catherine Subick as members of the Historical Commission. Mr. Moyer seconded the motion. Mr. Duffy called for a vote and the motion carried 5-0-0.

Mr. Kraynik stated we received a news bulletin from PSATS stating that there is an opportunity to defer the employee portion of social security taxes from September 1, 2020 through December 31, 2020 but then must be repaid by April, 2021. Both Mr. Kraynik and Jill Barbera the Financial Accountant feel this is not feasible and are looking for a motion to reject the deferment. Mr. Moyer made a motion to

not participate in the deferment of the employee portion of social security tax. Mr. Kolb seconded the motion. Mr. Duffy called for a vote the motion carried 5-0-0.

#### Township Engineer's Report

Mr. Flaharty read the following concerning East Coventry Township Stormwater Update:

##### Annual Report and Comments

The Township will be submitting its annual stormwater report for the 2019-2020 reporting year by September 30, 2020 to PA DEP. All questions and comments from the public regarding stormwater should be sent to the Township office via e-mail, letter, or in the form of a public meeting comment. Comments can also be submitted by calling the Township office at 610-495-5443. Please include your name and address when submitting comments.

##### Public Education and Involvement

In order to comply with its Municipal Separate Storm Sewer System (MS4) permit, we recommend that the Township post a stormwater survey on the Township's website around November 1, 2020. The distribution of this survey will fulfill the Township's 2020-2021 Stormwater (MS4) Public Involvement Requirement, and would be in lieu of a stream cleanup. The goal of this survey is to raise stormwater awareness, involve the public in the stormwater program, and gather feedback from participants. Attached is a .pdf of the recommended survey. If approved by the Board of Supervisors, ARRO will provide a link to the survey to be posted on the Township's website as well as a link to the results.

Mr. Rinehart made a motion to approve putting the stormwater survey on the Township's website. Mrs. Nocella seconded the motion. Mr. Duffy called for a vote and the motion carried 5-0-0.

##### Illicit Discharge Reporting and Pollution Prevention

Federal regulations define an illicit discharge as "...any discharge to an MS4 that is not composed entirely of stormwater." This can include household cleaners, lawn products, trash, and organic debris. We ask the public to not contaminate our stormwater system with items such as these. As fall approaches, please do not dispose of loose leaves in the street as they could inadvertently clog our stormwater inlets.

The Township has an illicit discharge reporting form on the Township's Stormwater (MS4) page. If you witness an illicit discharge, please submit a form entry or call the Township's phone number 610-495-5443.

##### Structural BMPs

Please do not dispose of any trash or household items in stormwater infrastructure. Please do not store any personal property in stormwater infrastructure. Please avoid disposing of pet waste in or around stormwater infrastructure.

Mr. Rinehart made a motion to accept the Engineer's Report. Mr. Kolb seconded the motion. Mr. Duffy called for a vote the motion carried 5-0-0.

Mr. Kolb made a motion to accept the various departments and committee reports. Mr. Moyer seconded the motion. Mr. Duffy called for a vote and the motion carried 5-0-0.

#### **6. SUBDIVISIONS AND LAND DEVELOPMENT**

There were no Subdivision and Land Development applications brought before the board.

**7. ZONING HEARING BOARD APPLICATIONS**

Application No. 276 – 125 Buckwalter Road, Pottstown, PA 19465 – Nancy Hatfield

Application for a variance from the terms of the Zoning Ordinance to build a house on the property although it does not meet the minimum net lot area, minimum lot width and minimum side yard setbacks. Mr. Kolb made a motion to take no action and let it go to the Zoning Hearing Board. Mr. Moyer seconded the motion. Mr. Duffy called for a vote and the motion carried 5-0-0.

**8. OTHER BUSINESS**

George Carter and Nancy Elliott-Carter will Provide a Status Report on Converting their Property at 583 Old Schuylkill Road into a Wedding Venue.

Mr. Kraynik stated Nancy Elliott-Carter called and said they were not ready and would not be at the meeting tonight and hope to be ready for the October meeting.

Consideration to Award the 2001 International Dump Truck to Ken Sperring for his bid of \$21,001.

Mr. Rinehart made a motion to award the 2001 International Dump Truck to Ken Sperring for his bid of \$21,001. Mr. Kolb seconded the motion. Mr. Duffy called for a vote and the motion carried 5-0-0.

Representatives from FM Development Concerning 804 Vaughn Road.

Both Chuck Frantz from C2C Design Group, and Jill Nagy, Esquire, were present to represent FM Development concerning 804 Vaughn Road. Ms. Nagy stated that FM Development owns the apartments at 804 Vaughn Road and is looking to expand by adding two additional buildings and a clubhouse. They submitted a sketch plan which was reviewed by the Township Consultants. Ms. Nagy stated they need some interpretation on the zoning ordinance. A discussion ensued.

Mr. Hosterman gave some background information on this situation of which the Township met with Mr. McLaughlin two (2) years ago. Mr. McLaughlin had said then he wanted to improve the existing apartment complex and also propose two additional buildings and a clubhouse. At that time, Mr. McLaughlin was informed there are some zoning issues he needed to overcome, the first being the existing complex is not on the minimum required lot and it is already over the maximum density permitted. The advice at that time, in order to do any expansion whatsoever, is that they would need to either go to the Zoning Hearing Board or ask for a text amendment. Nothing happened subsequent to that. He stated the existing complex is over the maximum density (dwelling units per acre) permitted as it is but it was grandfathered in as they were built back in the 1960's. The expansion of the proposed two (2) new buildings would be governed by the Ordinance. Mr. Hosterman stated in order to move forward they would either need to get relief from the Zoning Hearing Board or work with him on changing the Ordinance.

At this time, Mr. Hosterman suggests Ms. Nagy and Mr. Frantz submit a text amendment for review although there is no guarantee it will be approved.

Mr. Moyer made a motion that the representatives for FM Development will submit a text amendment to the Township for review and that this text amendment will have parameters to only affect the FM Development property or a substantially similar property and which amendment will not permit more than 22 additional units on the FM Development property. Mr. Rinehart seconded the motion. Mr. Duffy called for a vote and the motion carried 5-0-0.

Resolution 2020-15 – A Resolution Authorizing Application to the 2020 PECO Green Region Open Space Program for the Park Signage Project.

Mrs. Nocella made a motion to approve Resolution 2020-15. Mr. Moyer seconded the motion. Mr. Duffy called for a vote and the motion carried 5-0-0.

**9. EXONERATIONS**

Mr. Moyer made a motion to accept the exonerations. Mr. Kolb seconded the motion. Mr. Duffy called for a vote and the motion carried 5-0-0.

**10. PAYMENT OF BILLS**

Mr. Duffy made a motion to approve the payment of bills as presented.

<u>Fund Name</u>		<u>Amount to Pay</u>
General Fund	\$	260,468.72
Benefit Escrow		-
Open Space		21,847.22
Sewer Operating Fund		17,466.35
Sewer Capital Fund		2,987.04
Traffic Impact Fee Fund		2,103.40
Capital Reserve		14,060.00
Highway State Aid Fund		196,644.26
TD Escrow		-
<b>Totals</b>	<b>\$</b>	<b><u>515,576.99</u></b>

Mrs. Nocella seconded the motion. Mr. Duffy called for a vote and the motion carried 5-0-0.

**11. ADJOURNMENT**

Mr. Kolb made a motion to adjourn the monthly meeting at 8:54 pm. Mrs. Nocella seconded the motion. Mr. Duffy called for the vote and the motion carried 5-0-0.

Respectfully submitted,

David G. Kraynik  
Township Manager