

**East Fallowfield Township  
Planning Commission meeting  
Approved November 6, 2017 minutes  
6:35 pm**

**Attendees:**

Dennis Crook, Chairman  
John Schwab, Vice Chairman  
Michael Domboski  
Sue Monaghan  
John Nielsen  
Joe Perzan  
Adam Brower  
Ron Bronson  
Sarah Bronson

**Not Present:**

Stephanie Saxton

Dennis Crook called the meeting to order at 6:35 pm.

**Discussion on Order of Agenda Items.**

There was a discussion about the order of agenda items for the meeting. The Planning Commission decided to proceed with the meeting in the order below.

**Subdivision and Land Development Application – Bronson – 1365 South Bailey Road.**

Chris Della Penna's (Township Engineer) review letter dated November 3, 2017 was discussed. Dennis Crook stated the two biggest issues noted in Chris Della Penna's letter that need to be resolved are the proposed trail system in the Comprehensive Plan and the public sewer issue. The most current plans submitted by the Bronson's is dated October 2, 2017.

Adam Brower, Engineer with E.B. Walsh stated they are hoping to move on to the Board of Supervisors for consideration for approval. He said Chris Della Penna's review letter dated November 3<sup>rd</sup> is down to a handful of notes. Mr. Brower addressed the Sewage Facilities Planning Module and the property's history. He stated this property was most recently a 21-lot subdivision called the Harkins Farm. Prior to that subdivision plan, this property was on-lot septic. Under the Harkins subdivision plan, the property was changed to 21 lots with public sewer. Mr. Brower stated that anytime a Sewage Facilities Planning Module is submitted to DEP, it effectively updates the Township's Act 537 Plan. They are looking to reverse this back to 2 lots with on-lot septic. He explained the process of converting from public sewer back to on-lot septic. Dennis Crook stated the Township is currently working on re-updating its Act 537 Plan. The Township is considering a septic management system which would require, at a minimum, septic system inspections and pumping/cleaning every three years.

Mr. Brower discussed the Sewage Facilities Planning Module process. He said the Chester County Health Department returned their section, Component 4C, of the Sewage Facilities Planning Module to the Township. Mr. Brower reported they are still waiting on the Chester County Planning Commission to return their section, Component 4B. Once all components have been returned to the Township, the Sewage Facilities Planning Module will be submitted by the Township to DEP. Mr. Brower stated he doesn't anticipate any problems with the proposed on-lot septic.

Dennis Crook discussed completion of Component 4A which needs to be done by the Township Planning Commission. Mr. Crook stated they had problems with questions 13, 14, 15 and 16. Mr. Crook also spoke about the deed of sale and his call to the person who did the transfer. The Commission had interpreted the meaning of the clause in the agreement of sale about public sewer meant that public sewer was required on the property. The consensus was that the restriction clause in the deed meant that the Bronsons could not connect to public sewer and could not subdivide the lot into more than seven lots.

Dennis Crook asked what is considered to be a waiver on question 16 on Component 4A which needs to be completed by the municipal planning commission. Mr. Brower stated a waiver would be relief of not doing the planning at all and requesting to not complete planning.

Mr. Brower stated that Jamie MacCombie's review letter did state that PA American Water should acknowledge that the Bronson's are taking out the 21 EDU's with this application. Mr. Brower reported that they just received an acknowledgement letter back from PA American Water. There was a discussion about the wording on the restriction clause and what it actually meant. The consensus was that the restriction clause in the deed meant that the Bronsons could not connect to public sewer and could not subdivide the lot into more than seven lots. Mr. Crook commented that the 21 EDU's need to be removed from both PA American Water's and DEP's records.

Mr. Brower commented that Chris Della Penna's comment 2.5 – "Section 22-620.20 – Approval of Sewage Facilities Planning Module should be obtained prior to final plan approval" meant final approval from DEP.

There was a discussion about the issue regarding the trail noted in the Comprehensive Plan. John Schwab stated the way they ended this conversation at the previous meeting was that they needed to determine if the trail requirement transferred from the previous owner to the Bronsons. Mr. Brower stated there is nothing noted on the deed about a trail requirement. Mr. Brower stated the trail stopped short on the Ridgecrest Development which is the neighboring property. However there is an extension on the plan and a note that if the trail is added there would be a future easement provided. Mr. Brower stated the Bronsons don't wish to have a public trail on their property. John Schwab spoke about the history of the proposed trails as well as the path that was planned for the future trail.

There was a discussion about DEP requirements. The Planning Commission suggested building the home more than 150 feet from the public sewer line so that they are not in conflict with the ordinance on public sewer hook-up. Dennis Crook stated the trail comment was included with the fee in lieu of comment. Mr. Crook stated the office would know the amount of the fee in lieu of.

MOTION: John Schwab made a motion that we withdraw our original restriction for that property to provide for an easement for a recreational trail. John Nielsen seconded.

VOTE: 5-1 (Dennis Crook, John Schwab, John Nielsen, Michael Domboski and Sue Monaghan voted yea. Joe Perzan voted nae.)

The Planning commission felt that the Bronson's did not need to go to the Park & Recreation Committee.

Adam Brower addressed Jamie MacCombie's review letter. He said the letter gives a history of the property. It also has a comment to complete the Sewage Facilities Planning Module. It points out the need to reverse the sewage planning. There is a requirement to have the sewage flow reversed from PA American Water's system. This has been completed. Once everything is complete, submit a completed module to the Township.

MOTION: Dennis Crook made a motion to present this to the Board of Supervisors at their next meeting for approval at the applicant's request upon satisfaction of Chris Della Penna's comments in his review letter dated November 3, 2017. John Nielsen seconded.

QUESTIONS AND COMMENTS:

1. John Nielsen asked if the lieu in fee of is for one lot or two. Dennis Crook stated it would be for the entire subdivision and therefore two lots. Adam Brower stated that is handled at the time of building permit submission.

VOTE: 6-0

Dennis Crook discussed completion of the Component 4A of the Sewage Facilities Planning Module. John Schwab asked if the Planning Commission was required to complete this form to show the Planning Commission supports the application. Dennis Crook confirmed that was correct. The form also confirms that the Planning Commission has taken the applicant's proposal and ensured the township ordinances and Act 537 comply with the application. Mr. Crook briefly discussed the questions on Component 4A.

**Approval of October 2, 2017 Planning Commission Meeting Minutes.**

MOTION: Dennis Crook made a motion to approve the October 2, 2017 Planning Commission meeting minutes as presented. Joe Perzan seconded.

QUESTIONS AND COMMENTS:

1. John Schwab requested a correction on page 2 – change “the” to “it”.

VOTE: 6-0

**2017 Annual Report.**

Dennis Crook suggested the Planning Commission members start thinking about the upcoming 2017 Annual Report. There was a discussion on what systems they used to complete the 2016 Annual Report. Dennis Crook stated they used the agendas and meeting minutes to complete last year's annual report. The annual report was completed by several Planning Commission members. They also talked about what they need and how they would complete this year's report.

**Pennsylvania Right to Farm Act.**

The Planning Commission discussed the Pennsylvania Right to Farm Act because it had been referenced and discussed at the previous Planning Commission Workshop. There was a conversation about a local mushroom farm up for sale on Buck Run Road in the Township. Sue Monaghan asked if the property was not an active mushroom farm for ten years, can it be purchased and used as a mushroom farm. John Schwab stated the Solicitor had said it could be used as a mushroom farm if it is not an abandoned property. The property is considered abandoned if the taxes have not been paid and the property is in disrepair. There was also a conversation about whether or not mushroom sales would be allowed on the property. The Commission determined the property is zoned as Agricultural Preservation.

**Official Map.**

John Nielsen discussed the official map project. Mr. Nielsen stated he would like the Planning Commission to consider using Ray Ott as the consultant for this project. He also reported the current status of the official map. Lisa Valaitis wrote a letter to Susan Elks with the Chester County Planning Commission and also forwarded Mr.

Ott's proposal to her. Ray Ott's newest proposal had a cost increase of \$400. Mr. Nielsen stated he'd like to recommend using Ray Ott to the Board of Supervisors. Mr. Nielsen summarized the other proposals and presented why he was in favor of using Ray Ott as the consultant for the official map. John Nielsen reported they will need to form a task force for this project.

MOTION: John Nielsen made a motion to recommend to the Board of Supervisors that we chose Ray Ott and to go ahead with the project since we got the grant money. Sue Monaghan seconded.

QUESTIONS AND COMMENTS:

1. Dennis Crook commented that Ray Ott's proposal states "not to exceed \$5,400".

VOTE: 6-0

John Nielsen stated that Susan Elks will provide a formal contract for Steve Herzog (Chairman, Board of Supervisors) to sign. John Schwab stated the grant stipulates the County will reimburse the Township for 70% of the cost. Dennis Crook stated the Board may have already approved the contract with Ray Ott and authorized Steve Herzog to sign the grant papers. Mr. Crook suggested having Lisa Valaitis check the previous Board of Supervisor meeting minutes and verify this.

There was a discussion about the Master Planner course that Township employees and volunteers are currently participating in. There was also a conversation about the Vacancy Board and that person's role.

There was also a conversation about what the official map is. John Nielsen stated they will get input from the Park & Recreation Committee and Historical Commission. The map will be all inclusive and should be helpful to the office staff. Dennis Crook stated the official map, along with the Comprehensive Plan, will be the main tools for the Planning Commission. John Nielsen stated the map will not be crowded with information either. Dennis Crook explained the map will be computerized and overlays can be done. John Nielsen reported there will be an ordinance approved to go along with the official map.

The Commission briefly discussed the timeline for the official map project. John Nielsen reported Ray Ott estimated three months for the project and they will do the work at workshop meetings starting in February. John Nielsen summarized who the task force members would be. They need to have residents at large on the task force. There was a discussion on methods for expensing some of the cost through this year's budget.

Old Business / New Business.

1. Emergency Plan for school, church and municipality.

Dennis Crook stated that in light of what has happened in the news today in Texas, it made him think about local emergency plans for schools, churches and the municipality. Mr. Crook reported he discussed this with an East Fallowfield police officer. An officer did inform him that the schools have an emergency plan. Sue Monaghan stated all schools are mandated to have an emergency plan and they are practiced regularly. Mr. Crook also asked about emergency plans for churches and the municipal building. There was a discussion about options and increased awareness. Sue Monaghan stated this should be discussed more and facilities could have an awareness policy/emergency plan. There was also a discussion regarding office security options.

**Adjournment.**

MOTION: Dennis Crook made a motion for the November 6, 2017 Planning Commission meeting to adjourn at 8:25 pm. John Schwab seconded. VOTE: 6-0.

Respectfully submitted,

Lisa Valaitis  
Township Secretary