

EAST FALLOWFIELD TOWNSHIP

BOARD OF SUPERVISORS MEETING
February 12, 2019 Unapproved minutes
6:31 p.m.

Members Present

Wilson Lambert, Vice Chairman
Joe Heffern, Member
Katja DiRado, Member
Carol Kulp, Member

Township Staff Present

Scott Swichar, Township Manager
Pani Martin, Township Treasurer
Lisa Valaitis, Township Secretary

1. CALL TO ORDER, SILENT MEDITATION AND PLEDGE OF ALLEGIANCE

Vice Chairman Wilson Lambert called the meeting to order at 6:31 p.m.

2. DISCUSSION

A. Approval of Minutes.

1) January 7, 2019 Board of Supervisors Reorganizational Meeting Minutes.

MOTION: Supervisor Katja DiRado made a motion to approve the January 7, 2019 Board of Supervisors Reorganizational meeting minutes as presented. Supervisor Joe Heffern seconded.

VOTE: 3-0 (Supervisor Carol Kulp abstained.)

B. Treasurer's Report.

1) Revised December 31, 2018 Treasurer's Report.

MOTION: Vice Chairman Lambert made a motion to approve the revised December 31, 2018 Treasurer's Report as presented. Supervisor Heffern seconded.

VOTE: 4-0

2) Payment Authorizations.

a. Approval of Payment of The Standard Invoice for the Billing Period of February 1, 2019 through February 28, 2019 for \$885.70.

MOTION: Supervisor DiRado made a motion to approve payment of the Standard invoice for the billing period of February 1, 2019 through February 28, 2019 for \$885.70, as presented. Supervisor Heffern seconded.

VOTE: 4-0

- b. Approval of Payment of the Teamsters Health & Welfare Invoice for February 2019 for \$7,799.05.

MOTION: Supervisor Heffern made a motion to approve payment of the Health & Welfare invoice for February 2019 for \$7,799.05, as presented. Supervisor Kulp seconded.

VOTE: 4-0

C. Township Manager's Report.

1) Act 101 Section 902 Grant.

Township Manager Scott Swichar presented a list of Township owned vehicles as a follow-up to a previous Board of Supervisor request for an inventory list of Township vehicles and equipment. He stated the 1998 International Truck needs to be replaced. Township Manager Swichar stated there is a DEP Municipal Recycling Program Grant that provides up to 90% funding. The Township match would be 10%. The grant application deadline is March 22, 2019. This truck is currently being used to transport yard waste to the compost site. Therefore, the truck is being used for recycling and would qualify for the DEP Grant. They received two quotes from Co-Stars for a new Ford F650 Cab. The cost for the new truck would be \$90,197.98 and the Township match would be \$9,019.00. Township Manager Swichar stated he would like to apply for the DEP Municipal Recycling Program Grant to replace this truck before it breaks down.

MOTION: Supervisor DiRado made a motion to approve the submission of a grant application to DEP's Section 902 Act 101 Municipal Recycling Program Grant for the purchase of a new long-body stake dump truck for yard waste collection. Supervisor Heffern seconded.

QUESTIONS AND COMMENTS:

- a. Planning Commission Member John Nielsen asked if this new truck could be used for other tasks in addition to moving compost materials from the Township building to the compost site. Township Manager Swichar stated the vehicle could potentially be used for other purposes such as snow plowing. However, the official purpose of the truck would be moving yard waste from the Township to the compost site.
- b. Supervisor DiRado asked if the Township could rent the truck out to residents. Township Manager Swichar stated there could potentially be liability issues with renting the truck. She also asked if the old vehicle would be sold. Township Manager Swichar stated the old truck could be sold or retained as a backup vehicle.
- c. Vice Chairman Lambert stated he thought that the Township owns more than two weed eaters. He thanked Township Manager Swichar for providing the Township vehicle list.

VOTE: 4-0

2) Approval of Resolution 2019-08 – A Resolution Approving the Adoption of Revisions to the Employee Handbook/Personnel Manual for East Fallowfield Township.

Township Manager Swichar stated the Board of Supervisors approved the Employee Handbook on January 7, 2019. He said that he is always looking for improvements and he reported the Employee Handbook does not state when office employees should take lunch breaks. Township Manager Swichar recommended the Employee Handbook state that employee lunch breaks be taken between 12:00 p.m. and 1:00 p.m. in a staggered schedule to ensure the office is always appropriately staffed. Approving Resolution 2019-08 will add this clause to the Employee Handbook.

MOTION: Supervisor Kulp made a motion to approve Resolution No. 2019-08 approving the adoption of revisions to the employee handbook/personnel manual for East Fallowfield Township. Supervisor DiRado seconded.

VOTE: 4-0

3) Performance Evaluations for Non-Bargaining Unit Staff

Township Manager Swichar stated that based on employee performance evaluations, he recommends a 3% wage increase for the Township Secretary, Office Administrative Assistant, and Police Secretary retroactive to January 1, 2019. The 3% wage increase was approved in the 2019 budget.

MOTION: Supervisor Heffern made a motion to approve the following wage increases for the following non-bargaining unit staff retroactive to January 1, 2019:

<u>Employee</u>	<u>Current Wage</u>	<u>Proposed Increase</u>	<u>Recommended Wage</u>
Katherine Archibald	\$16.39/hour	\$0.49/hour	\$16.88/hour
Lisa Valaitis	\$18.00/hour	\$0.54/hour	\$18.54/hour
Nancy Baker	\$19.18/hour	\$0.58/hour	\$19.76/hour

Supervisor DiRado seconded.

COMMENTS AND QUESTIONS:

- a. Supervisor DiRado asked if there is a bonus or incentive program to award employees that go above and beyond by giving them an additional raise above the 3% cost of living increase. Township Manager Swichar stated he would like to consider offering an incentive program in the future.
- b. Vice Chairman Lambert asked why the Treasurer is not on the list of employees receiving raises. Township Manager Swichar stated the Treasurer just returned from leave and her performance evaluation is not complete. There was a discussion about whether the Board should give all non-union employees their raises at the same time or whether the Board should give raises as performance evaluations are completed.
- c. Township Resident Ralph Bonoumo asked who evaluates the employees. Supervisor Heffern stated that Township Manager Swichar does the employee performance reviews. The Board will evaluate Township Manager Swichar.
- d. Planning Commission Member John Nielsen asked if the positions are part-time or full-time. Township Manager Swichar stated all three employees are part-time.
- e. Planning Commission Chairman Crook asked what the criteria is on the performance evaluations. Vice Chairman Lambert stated this is a question he had as well.
- f. Vice Chairman Lambert asked who developed the evaluation form. Township Manager Swichar stated that he created the form. Vice Chairman Lambert stated that the evaluation form should drive conversation and the objectives should be measurable. This evaluation instrument needs to provide means to improve our employees. How does the employee work with the manager to make performance improvements? For example, how do you measure an employee's relationship with the community? Attendance is a measurable category. We need to ensure the evaluation is not subjective. Township Manager Swichar stated he agreed with Vice Chairman Lambert. This is a great first step for employees that have not had a formal evaluation prior to this. There needs to be an ongoing improvement plan.
- g. Vice Chairman Lambert asked if the wage increases correlate with the performance evaluations. He said they have an outstanding Secretary/Treasurer and he asked if her raise is tied to her evaluation. Township Manager Swichar stated her raise is tied to her evaluation.

- h. Township Treasurer Pani Martin asked if the performance evaluations are based on the old job descriptions, the new job descriptions, or a combination of both. She stated the new job descriptions have only been available since January 7, 2019. Township Manager Swichar stated he considered the fact that the new job descriptions were approved on January 7, 2019. The current evaluations addressed general core competencies that are applicable to working in local government. Future evaluations will be tailored more to job descriptions.
- i. Supervisor Heffern asked what past raises have historically been. Township Treasurer Martin stated past raises have been 3% across all departments.
- j. Township Treasurer Martin said that there is flexibility with the wages in the 2019 budget because the budget is based on 35 hours per week for both employees.

VOTE: 4-0

4) Ridgecrest Escrow Release No. 5.

MOTION: Supervisor DiRado made a motion that the Township approve Escrow Release No. 5 for the Ridgecrest Residential Subdivision, in the amount of \$137,910.67. Supervisor Kulp seconded.

VOTE: 4-0

5) 2019 Trash & Recycling Waiver of Bill Request – 2215 Strasburg Road – Paula Davis.

Township Manager Swichar presented a letter that Township resident Paula Davis sent to the Township, requesting a waiver of the 2019 trash fee for 2215 Strasburg Road. The house at 2215 Strasburg Road is currently vacant. Township Manager Swichar also presented the relevant section of the Township's Trash and Recycling Ordinance. Township Manager Swichar stated the Township's Ordinance does not list vacancy as a valid reason to waive the trash and recycling fee. Now that the Township is billing annually as opposed to quarterly, the Township will have more difficulty managing waivers. The Township does not inspect vacant properties therefore, it would be challenging to determine if a property's status changes from vacant to occupied. There was a discussion about waiving trash fees. Vice Chairman Lambert stated he would like to discuss this further at the next Board of Supervisors meeting when Township Solicitor Mike Crotty is present.

MOTION: Vice Chairman Lambert moved to table this discussion until February 26, 2019. Supervisor Heffern seconded.

VOTE: 4-0

D. New Business/Public Participation.

1) Health & Wellness Committee.

Supervisor DiRado said that she would like the Board of Supervisors to create a health and wellness committee. She would like to discuss this further at the February 26 Board of Supervisors meeting when Township Solicitor Crotty is present.

2) South Caln Road near South Bailey Road and Goosetown Road.

Supervisor Kulp stated South Caln Road is in bad condition because the road has recently been opened to install sewer lines for the new Ridgecrest Development. Vice Chairman Lambert stated this might not be the final wearing-course. Township Manager Swichar stated he will investigate this and follow-up with Road Foreman Tag Gathercole.

3) Recycling.

Supervisor Kulp asked if the trash collection company routinely puts recycling in with trash. She stated a resident asked her this question. Township Manager Swichar stated this should not be done and is illegal. He asked Supervisor Kulp to send him the applicable address and he will investigate this further.

4) Electronic Billboards and Signs Ordinance.

Supervisor DiRado asked what the status is on the Electronic Billboards and Signs Ordinance. Township Secretary Lisa Valaitis stated the Board of Supervisors approved advertising the proposed ordinance and the ordinance will be considered for approval at the February 26 Board of Supervisors meeting.

5) Blighted Property.

Township Resident Ralph Buonomo discussed a complaint he submitted to the Township about the poor condition of his neighbor's property. Mr. Buonomo stated he has not heard from the Codes Officer regarding his complaint. Township Manager Swichar stated he will follow-up with the Codes Officer.

6) Strategic Planning Steering Committee & Culvert in Newlinville Area.

Planning Commission Chairman Crook reported that he asked the owner of Extra Mile Auto Repair to be on the new Strategic Planning Steering Committee. He is an East Fallowfield Township business owner but does not live in the Township. Solicitor Crotty wrote the ordinance for business owners as well as residents to be on the committee. Planning Commission Chairman Crook also discussed a conversation he had with the owner of Extra Mile Auto Repair about a culvert problem on his property. He said that when the bridge on Route 82 was redone, they put in a bigger culvert and now both his property and the one next to his is developing a sink hole. There was a discussion about the culvert between the Board of Supervisors and Planning Commission Chairman Crook.

7) Planning Commission Update.

Planning Commission Chairman Crook reported the Planning Commission created a list of properties in the Multi-Use Zoning District and there are 100 properties on the list. Out of the 100 properties in the Multi-Use Zoning District, 62 are non-conforming uses. Planning Commission Chairman Crook discussed the Newlinville area of the Township. He reported that the Planning Commission is looking into potentially changing the Multi-Use Zoning District to Village Commercial. Planning Commission Chairman Crook also discussed the Newlinville area of East Fallowfield Township and a discrepancy in property assessments. Planning Commission Chairman Crook also discussed rental units in the Newlinville area of the Township.

8) Insurance Coverage/Personal Injury.

Planning Commission Chairman Crook reported that he fell on his right hip on the front steps of the Township building after the last Planning Commission meeting. There was no ice on the steps before the meeting but there was ice on the steps when they left. He reported the incident to the Township office staff and they handled the paperwork quickly. The insurance company stated he is not covered. He said he is concerned about all the volunteers that come into the building and asked that this be researched further. Township Manager Swichar stated he filed the initial claim and it was his understanding that the medical claims would be covered. He will investigate this situation further.

9) Digital Sign in Coatesville.

Planning Commission member John Nielsen discussed a digital sign going up in Coatesville. He reported the company, called Thaddeus Barkowski, is putting up a digital sign and a roof-covered

amphitheater in Coatesville on First Avenue. Mr. Nielsen commented that he is fine with the Weaver's Mulch digital sign because it is on a state road and not near many residences. He said that the Planning Commission worked on the Electronic Billboards and Signs Ordinance with the idea of restricting these signs to the Multi-Use and Office-Industrial Zoning Districts. Supervisor DiRado stated that passing the Electronic Billboards and Signs Ordinance will give the Township more control over these signs in the future.

3. ADJOURNMENT

MOTION: Vice Chairman Lambert made a motion to adjourn the Board of Supervisors meeting at 8:01 p.m. Supervisor Heffern seconded.

VOTE: 4-0

Respectfully Submitted,



Lisa Valaitis,
Township Secretary