

# EAST FALLOWFIELD TOWNSHIP

## BOARD OF SUPERVISORS MEETING

May 14, 2019 Approved minutes

6:34 p.m.

### Members Present

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

### Township Staff Present

Scott Swichar, Township Manager  
Pani Martin, Township Treasurer

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

Chairman Steve Herzog called the meeting to order at 6:34 p.m.

#### 2. DISCUSSION

##### A. Presentation.

##### 1) Coatesville Area Public Library - Penny Williams, Director/Youth Services Librarian.

Penny Williams, Director of Youth Services Librarian, discussed the Coatesville Area Public Library and presented what the Library has done in the past year and a half and what they will be doing in the future. Ms. Williams thanked the Board of Supervisors for East Fallowfield Township's \$8,000 annual contribution to the Coatesville Area Public Library. Ms. Williams said the Township's financial contribution pays for everything from electricity, payroll, books, and programming such as the Paws for Reading Program. Ms. Williams discussed her education and background experience. Ms. Williams stated she would like a Board of Supervisors member to consider joining the Coatesville Area Public Library Board of Trustees. Ms. Williams discussed the Library's background. She said there are 13 employees that work at the Coatesville Library. She is full-time and the remaining 12 employees are part-time employees. The library serves all ages from preschoolers to seniors.

Penny Williams discussed the various programs that the Coatesville Area Public Library offers. Last year the Library offered a total of 447 programs. She stated the Library offers story-time twice a week. Computer classes are starting in June for adults who do not have computer experience. The children's programs are done mostly inhouse. Over the summer, they bring in outside organizations to do special programs. The Library offers a summer reading program. Ms. Williams spoke about one of the Library's summer programs for children called "Racers to Rockets". All Library programs are all free of charge to participants. Paws for Reading is a program offered twice a month where children can read to a trained therapy dog. Starting in May one session per month is only for special needs children. Ms. Williams also discussed the Teens and Tweens Club, which is a program for children's volunteer program. The Library offers two book clubs. Ms. Williams discussed various Library statistics such as total visitors, age group programs, number of books, audiobooks, and magazines. The Library publishes a monthly calendar that lists all the Library's activities. At the library, people

have access to fax and scan documents. Children may work on reports. The Library is a safe place for kids to gather and do their programs.

Penny Williams stated that if elementary schools do have librarians, they are most likely not trained librarians. Most middle schools and high schools have eliminated the librarian position. She considers the Library the research source. The Library offers two apps for borrowing books. Libby allows you to download e-books and e-audio books. Flipster allows you to download magazines.

Supervisor DiRado said she is not sure that East Fallowfield residents are utilizing the Coatesville Library's services. She asked Ms. Williams how they can get more East Fallowfield residents to utilize the Coatesville Library's services. Penny Williams reported that 1,000 residents of East Fallowfield Township list the Coatesville Library as their home library which equates to only 7% of the Township's residents. Ms. Williams stated that the Library is more than just books. If you come into the Library, you will find it is warm, inviting, and professional. Supervisor DiRado asked Ms. Williams about doing a children's reading hour at the Township building to market the library. Ms. Williams stated they could do that however, there would be staffing issues. Township Manager Swichar stated the Township would be happy to help with the staffing issue. Penny Williams said that she would also like to offer satellite programs for adults. Township Manager Swichar asked Ms. Williams if the Library is interested in having a booth at Park Day to help spread awareness about what the Coatesville Library has to offer residents. Ms. Williams stated that she is interested. Ms. Williams said that word of mouth is a great way to spread awareness. Chairman Herzog said Ms. Williams may work with Township Manager Swichar to get satellite programs scheduled. Township Manager Swichar reported that he and Ms. Williams discussed doing a resident survey to determine what programs and services residents are interested in.

#### B. Township Manager's Report.

##### 1) Municibid Online Government Auction - Results of Sale of 1999 Ford F-350.

Township Manager Swichar reported that the 1999 Ford F-350 sold on Municibid. The winning bid was for \$5,711. A local resident purchased the truck. Township Manager Swichar said the sale proceeds will go into the General Fund.

##### 2) Resolution 2019-15 to Approve Master Lease Purchasing for Ford F-650.

Township Manager Swichar said the Board of Supervisors approved the purchase of the Ford F-650 and plow kit for the Public Works Department at the last meeting. The resolution will authorize a five-year lease purchase of the vehicle and authorize Township Manager Swichar to sign the lease paperwork. The total purchase price is \$105,798. The annual lease payments will be \$22,884.64 at a fixed interest rate of 3.99%.

MOTION: Chairman Herzog made a motion to approve Resolution No. 2019-15 authorizing lease purchase financing with Fulton Bank for the leasing of a Ford F-650. Supervisor Wilson Lambert seconded.

#### QUESTIONS AND COMMENTS:

- a. Supervisor DiRado asked how many vehicles the Township has replaced this year. Chairman Herzog stated this is the third vehicle to be replaced this year. Supervisor DiRado commented that the Township has replaced a lot of vehicles. Chairman Herzog commented that the Township has replaced a lot of equipment which was old. Supervisor DiRado asked if this leased vehicle will be replacing the vehicle that just sold. Township Manager Swichar reported that this leased vehicle will replace two Public Works Department vehicles: a 1999 Louisville and the 1999 Ford F-350 that was just sold on Municibid. Supervisor DiRado asked how long the vehicles will last. Chairman Herzog stated that vehicles are expected to last 15-20 years with proper maintenance. Supervisor DiRado commented that the Township has bought several vehicles recently. Chairman Herzog stated this is because the Township did not buy any new vehicles for years. Township Treasurer Martin stated that repair costs for vehicles and equipment have been escalating. Chairman Herzog said a vehicle replacement plan is needed. Supervisor DiRado

asked about possibly using electric vehicles Supervisor DiRado asked Township Manager Swichar to research the availability of electric vehicles. There as a discussion about electric vehicle options.

VOTE: 5-0

3) 2019 Road Paving Project.

MOTION: Chairman Herzog made a motion to approve the advertisement to request bids for the 2019 Road Paving Project to fix Lehigh Drive, Columbia Drive, Lyons Lane, West Chester Road (patch), Wagner Lane, and Mount Carmel Road. Supervisor Kulp seconded.

QUESTIONS AND COMMENTS:

- a. Chairman Herzog commented that this should be put out in March rather than May to ensure a better schedule. Township Manager Swichar agreed. Township Manager Swichar stated he and Public Works Road Foreman Tag Gathercole discussed being more proactive about road maintenance. He will be working with Public Works Road Foreman Tag Gathercole over the summer to develop a road maintenance plan.
- b. Supervisor DiRado said that residents have been telling her the Township roads are wonderful.
- c. Supervisor Kulp asked if any crack and seal work is planned this year. Township Treasurer Martin stated crack and seal was last done two years ago. Chairman Herzog said that they could investigate doing crack and seal.

VOTE: 5-0

4) Ordinance - Dumpsters and Temporary Storage Units.

MOTION: Chairman Herzog made a motion that the Township authorize the advertisement of a public hearing for June 25, 2019 for the Dumpster and Temporary Storage Units Ordinance amending the Township Code. Supervisor Joe Heffern seconded.

QUESTIONS AND COMMENTS:

- a. Supervisor Lambert asked if there is currently no time limit on dumpsters. Chairman Herzog said that is currently correct.
- b. Supervisor DiRado asked if this Ordinance came through the Planning Commission. Chairman Herzog said yes. Supervisor DiRado asked what the Township had in place prior to this Ordinance and what has changed? Chairman Herzog said the Township did not previously have anything in place to regulate dumpsters and temporary storage units. Planning Commission Chairman Dennis Crook discussed what the Planning Commission considered in drafting this Ordinance.
- c. Supervisor Lambert said that he is noticing dumpsters everywhere. There is a full dumpster on his street that has been there since last fall. This Ordinance will address this type of situation.
- d. Supervisor DiRado asked Township Manager Swichar if he will post a notice on the website that this Ordinance has been adopted to make those residents that already have dumpsters aware of the new Ordinance. Township Manager Swichar said that the Township should put the word out once the Ordinance passes.
- e. Supervisor Kulp commented that she has only seen two dumpsters in the Township, and she asked if the number of pods in the Township warrants the money spent on the Solicitor to develop this Ordinance. Planning Commission Crook said that the original intent was to ensure safety to

residents and having the Township be proactive in regulating dumpsters and temporary storage containers. He said if a permit is required, then people will be made aware of time limits. There was a discussion regarding the sales trailers that developers put up. Township Treasurer Martin stated a permit is required for sales trailers.

- f. Supervisor DiRado said that once the Ordinance is advertised, the Board of Supervisors will hear comments from residents. Chairman Herzog commented that this is the purpose of the hearing on June 25, 2019.

VOTE: 5-0

C. New Business.

1) Electronic Sign Purchase/Bid.

Chairman Herzog stated that if an electronic sign is purchased through the Co-Stars program, then the formal bid process is not necessary. If the sign is purchased outside of the Co-Stars program, then the Township must go through the formal bid process. Chairman Herzog said they need to pick a sign design and get cost quotes. Township Manager Swichar stated he has experience installing an electronic sign. He recommended Co-Stars because it gives vendors more flexibility. The issue with LED signs depends on placement because there are issues with what period of time a driver may be able to see the sign. Some vendors will come out and put a temporary sign on a trailer to test placement of the sign. This is a good way to test the location of the sign and get community feedback. Township Manager Swichar said he has a quote from Casey Signs for \$26,790 for a digital high-resolution sign. The price includes installation. Casey Signs is in the Co-Stars program. He will forward it to the Board of Supervisors. Township Manager Swichar said one issue is if the sign is installed in front of the Township building and the Township office later relocates. He said that the sign could be relocated for an additional installation cost. There was a discussion regarding placing a sign in the park or in front of the Township building. The amount of time to see a sign in front of the Township building is very short. The next step could be to have Casey Signs put a temporary sign on a trailer to get resident feedback. Supervisor Lambert said that if the sign is put in the park, the sign could be paid for out of the Park and Recreation Fund.

2) Fourth of July Parade.

Supervisor DiRado asked if the Township is going to be having a Fourth of July Parade this summer. Township Manager Swichar reported that he is currently talking to the fire companies. Both fire companies are on board and they are now in the planning phase. This event would be a children's parade in the park. Children can decorate their bikes and wagons and parade around the park. Township Manager Swichar reported he is meeting with Modena Fire Company for further discussion on the event this Thursday.

3. ADJOURNMENT

MOTION: Chairman Herzog made a motion to adjourn the Board of Supervisors meeting at 7:35 p.m. Supervisor Kulp seconded. VOTE: 5-0

Respectfully Submitted,



Lisa Valaitis,  
Township Secretary