

EAST FALLOWFIELD TOWNSHIP
BOARD OF SUPERVISORS WORKSHOP MEETING
September 8, 2015 Approved minutes
6:36 PM

Members Present

Joe Pomorski, Chairman
Steve Herzog, Vice Chairman
Charles Kilgore, Member
Ed Porter, Member

Township Staff Present

Lisa Valaitis, Township Secretary
Pani Martin, Township Treasurer

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

Chairman Joe Pomorski called the meeting to order at 6:36 pm.

2. Discussion

A. Manchester Farms Update

Ronald Agulnick reported that DEP had determined the basins were not conforming to requirements. DEP required these basins to be completed as soon as possible and there was a threat of daily fines if they weren't completed. Mr. Agulnick stated this issue has now been resolved.

Joe Pomorski reported that the Board received an email from a resident asking what work has been completed in Manchester Farms. In this email, the resident stated he had not seen any work done since the agreement was signed. Ronald Agulnick spoke about the work delays. He reported the first contractor that was scheduled to finish the basins backed out. Eric Shrock found another contractor who completed the work for \$5,000. Mr. Agulnick also said that part of the agreement was that all funds would be paid right from the escrow agent to the contractors. He reported that J.P. Sanchez, with Lamb McErlane, has held up payments to the contractor who did the basins, to Eric Schrock, to Ronald Agulnick and to the engineer. The ability to make payments from the bank was impaired because J.P. Sanchez is trying to change the agreement between Vince and himself in regard to the amount reserves. He said the payments are being held up. Ronald Agulnick said that he had requested to be placed on the agenda because both he and Eric Schrock are extremely upset. He said he wants the payments released so the contractors can be paid. Ed Porter requested Eric Schrock forward his email communications to the Board. Mr. Porter commented that contractors require 50% payment up front. If the contractors aren't going to be paid, they won't do the work. If something is wrong internally on our side, and money is being held up, no contractor will agree to do this job. Then we won't get the roads paved and dedicated this year and the Township won't get Liquid Fuels money.

Joe Pomorski asked what the holdup is on getting work done. The agreement was signed in June and no work has been done yet other than the basins. Eric Schrock said he had a problem getting bids. He reported they put the bid package out to seven paving companies and only received three bids back. There was a discussion about the status of specific contractors. Eric Schrock stated the lowest bidder would be able to finish the work before year end. Eric Schrock said we are now ready to go on the road work.

Mr. Agulnick explained that the way escrow release works under the agreement is that when work is done, the contractor submits his bill to the two engineers. When the two engineers sign off on the work, there is a draft sent to the bank to issue checks (escrow release). The bank sends checks directly to the contractor.

Eric Schrock said he had not been paid anything yet. There was a discussion about why Eric Schrock and the Township have not received any money yet. The money has not been released for the first draw. Exhibit A is

a schedule of values for paying everyone. It has all work costs including all the bids, Mr. Schrock's monthly fee, a new estimate for Lamb McErlane's costs, and Chris Della Penna's costs. It even has \$7,000 extra to go to the Township. Chris Della Penna is not signing off on the escrow release because no work has been done. Eric Schrock stated he has done a lot of work to get bids and has been out to the site 18 times with contractors and DEP. Per the agreement, Mr. Schrock should be paid monthly. There was a discussion about contractors getting paid in full at the end. Mr. Schrock said the contractor is willing to be paid in full at completion of the work.

The Board will discuss these payment issues with Vince Pompo and J.P. Sanchez. The Board will also talk to Chris Della Penna if needed. Steve Herzog said that nothing should be going through the Township under this agreement. Mr. Schrock said that their engineer, Dan Daley has signed off on Exhibit A and it has been submitted to Chris Della Penna.

Timeline of work: Eric Schrock presented the probable timeline for completing the work in Manchester Farms. He said the base repair could be done in the next couple of weeks. Top coat could be done in the beginning of October. He said they could get the landscaping done in October as well.

Liquid Fuels: There was a discussion about the Liquid Fuels deadline for submitting newly dedicated roads. The consensus was October 31, 2015.

B. Fire Departments Budget Presentation

- 1) Westwood Fire Company – Chief Sly – Chief Sly gave a presentation to the Board regarding the Westwood Fire Company's future budgetary needs. Chief Sly presented Westwood's year to date profit and loss statement through the third quarter. Westwood's year-to-date net income is \$44,000. He commented that there have been less and less volunteers over the years at Westwood Fire Company. This has been the trend throughout the country. In 2010, there were no paid staff at Westwood. There are currently 45 paid staff (6 full time employees) at Westwood. Payroll is 79% of expenses. Chief Sly presented a summary of Westwood's current equipment/apparatuses and the associated costs. Chief Sly also presented a breakdown of how what other local municipalities are contributing to Westwood. Chief Sly said Westwood's income is made up of the following sources: Valley Township – 10%, service revenue – 39%, fund drive – 12%, fundraisers and bingo – 6%, cell tower - \$40,000, East Fallowfield Township – 2.5%, and donations are the remainder. Chief Sly's biggest concern is maintaining a steady income for Westwood. Fundraising income is sporadic and can't be counted on. Public donations have been steadily decreasing. Westwood is current receiving \$28,000 from East Fallowfield to cover the Township. This breaks down to a cost of \$9.66 per resident.

Chief Sly spoke about the Insurance Service Office (ISO) which does a survey of fire companies every five years. The ISO assigns a rating to a fire company based on the number of volunteers, training records, hydrants, and type and age of equipment. A higher ISO rating equates to lower insurance costs and therefore cost savings to residents.

Chief Sly reported Westwood had \$1.4 million in Medicare/Medicaid billing. \$632,000 of that was restricted and could not be collected.

Chief Sly distributed year-to-date financial reports to the Board.

- 2) Modena Fire Company – Chief Dowlin – Chief Dowlin gave a presentation to the Board regarding the Modena Fire Company future budgetary needs. Modena Fire Company provides the following services to residents in East Fallowfield Township: fire services, emergency management services, traffic control, hazmat, and vehicle rescue. Chief Dowlin gave a summary of all the equipment/apparatuses the Modena Fire Company owns. The fire company has 30 personnel. Chief Dowlin gave a summary of personnel qualifications. He spoke about the various fundraisers the Modena Fire Company has been doing to bring in additional income. He also said they have received grants from both PEMA and FEMA. With PEMA grants they were able to do various renovation projects to the fire house. In the last ten years, Modena Fire Company has had to move to 24 hour/7 days a week paid EMS personnel. They supplement with one volunteer driver for the ambulance. He also spoke about contributions they receive from other local municipalities.

Ed Porter stated Valley Township made the news last year regarding Westwood's Treasurer and he asked Chief Sly if that money was bonded. Chief Sly stated that the Treasurer was bonded. In January of 2012, the financial discrepancy was found and the Treasurer was turned in to authorities. This case has still not gone to trial. Chief Sly said the Treasurer was bonded up to a certain amount through 2007 when they raised the bond to a million dollars. The problem is that anything misappropriated prior to when the bond was raised could not be recouped. It was capped at \$100,000. Chief Sly stated Westwood got back \$170,000 and used it to pay down debt that was incurred due to the alleged misappropriation of funds. Ed Porter asked Chief Sly if they had outside auditors and why didn't they catch this. Chief Sly said he does not know why they didn't catch it and they are not Westwood's auditors anymore. Chief Sly stated they used to do a financial review and now do a full audit.

Chief Sly commented that Westwood Fire Company has also received grants which are very helpful. However, grant money can't be counted on. He also commented that Westwood and Modena coordinate equipment and provide mutual aid to other local fire companies. Chief Sly said they hold annual dinner meetings with municipalities to explain upcoming projects and financial status. He has also held banquets for board members to attend to learn more about the volunteers and what they do for their communities.

There was a discussion about the recent fire in Manchester Farms. Chief Dowlin said this fire was an eye opener for local residents regarding the construction of their homes. New construction goes up in flames very quickly. Chief Dowlin will be holding a fire prevention demonstration on October 4, 2015 for Manchester Farms residents.

Chief Sly discussed ambulance transport costs and said that 44% of Medicare/Medicaid transport costs are written off. This is standard among fire companies. Chief Sly says the number of Medicare/Medicaid transports depends on township demographics. The fire departments are required by law to bill everyone the same. There was a discussion about local hospitals and procedures for how it is determined which hospital ambulances transport people to.

C. Public Works

- 1) Tar and Chip Mount Carmel Road – Tag Gathercole presented prices for the tar and chip job to be done on Mount Carmel Road from Valley Township to Strasburg Road. Double coverage will be done half way up to Shore Drive. Single coverage will be done on the rest of Mount Carmel Road. The cost will be \$17,420. Tag Gathercole said with this cost, the job will not have to be bid out. However he will need to get another quote. Tag Gathercole discussed the price calculation and said the price is a good price. The Board gave Tag Gathercole approval to move forward. The work should be done before year end.
- 2) Road Striking – Tag Gathercole reported the SealMaster that we got will cost \$3,325 for a week. If it rains, the time we have the Sealmaster will be extended. We will be given one full skid which will last all week. The Road Crew will go around the Township and fill in all the road cracks with the sealant. Tag Gathercole commented he needs to do some of the roads in Providence Hill. He also said that some of the developments may need to be done next year.
- 3) PennDot Patching Agreement – Tag Gathercole reported he reviewed the PennDot Patching Agreement. He said it is for emergency purposes. Ed Porter asked Tag Gathercole when he puts the salt order in. Mr. Gathercole said he'd like to order salt in October.
- 4) Road Lines - Tag Gathercole reported he got quotes for painting road lines. He said the Township received complaints about not putting lines down on roads. He wants to put lines on 9.5 miles of road which will cost \$7,724.64. Mr. Gathercole said the following roads need to be done: Mount Carmel Road, Park Avenue, Newlinville Road, Misty Patch Road, South Caln Road, Seventeenth Avenue, West Chester Road, (Misty Patch to our Township line), South Bailey Road, Oaklyn Road, Goosetown Road, and if possible Hephzibah Hill Road. Mr. Gathercole also commented Liquid

Fuels will only allow double lines now. A double line is \$0.14 a foot, a single line is \$0.07 a foot. The Board approved the line striking.

D. Office/Treasurer

- 1) PMRS – Township / PMRS Contract – Pani Martin reported she pulled Rosemary Moore's (prior Township Treasurer) notes on this from last year. Ms. Martin said this was discussed last year at several Board of Supervisor meetings and there was no resolution. Therefore, the questions are still outstanding. Ms. Martin said she needs to send this to Vince Pompo or J.P. Sanchez for assistance.
- 2) Update on Server/Alternative Options – Pani Martin asked Steve Herzog if he'd had a chance to look into server options. He said he did not have an update.
- 3) Credit Card Purchases/Security Cameras – Ed Porter spoke about security camera options. He said he will come into the office and check the current security system to determine if it is broken or was shut down.
- 4) Multimodal Program – Pani Martin reported that Chester County Planning Commission learned that PennDot will be having a call for projects with multimodal fund program this fall. The initial announcement will be around Halloween. The Chester County Planning Commission passed this along to us to allow more time to prepare. She said this is something to look into regarding Mortonville Road. Ms. Martin said it will be a grant and asked for suggestions on who could write the grant. She asked if this is something we could put out to someone with a background in grant writing to write the grant. If we receive the grant, then the writer would be compensated with a portion of it on the backend. Joe Pomorski said he had some contacts and will get those contacts to Pani Martin so she can reach out to them. Pani Martin said the grant is a matching funds requirement with funds not less than 30% of the project costs. John Sly commented that grant writers who ask for a fee up front tend to be more reputable.
- 5) Park Day – Pani Martin reported to the Board that she sent them an email about helping secure sponsors for Park Day and asked if anyone had secured additional sponsors. There was a discussion about the status of banks that were reached out to for sponsorship. Ms. Martin said there hasn't been much response from banks. Pani Martin reported that Triple Fresh will be a food vendor and are supplying tables and chairs. Pani Martin talked about the sponsorship levels.
Next Park Day Meeting – Wednesday, September 9, 2015 at 6:30 pm at the East Fallowfield Park Pavilion.
- 6) Township Intern – Pani Martin said Katherine Archibald had inquired about her son doing an internship with the Township. She is looking for a way for him to get work experience. This would be an unpaid internship. Ms. Martin said he could help with tasks such as office filing, scanning, and helping with projects. The Board is going to look into this further.
- 7) Priority Based Budgeting Webinar – Pani Martin requested doing a Priority Based Budgeting Webinar for \$30. The Board approved the webinar.
- 8) Police Station Generator – Pani Martin asked what code to process the police generator purchase of roughly \$3,400. Joe Pomorski said to code it to Operating Supplies.
- 9) Stormwater Summit – Pani Martin reported that Mark Toth recommended Lisa Valaitis and/or herself attend the Stormwater Summit on September 18th. She asked the Board if both should attend. The Board approved both Pani Martin and Lisa Valaitis to attend.
- 10) Coatesville Area School District – Pani Martin reported she received a call from the Caln Township manager in regard to Coatesville Area School District (CASD) potentially getting rid of police and hiring private security for their schools. The CASD Superintendent wants each local municipality to dedicate one police officer. The Caln Township Manager is concerned this would put pressure on the Caln Township Police Department. He asked if an East Fallowfield Board member or Police Chief would go speak to Coatesville about this in attempt to change the school district's decision. Joe Pomorski and Ed Porter said they would go. The Board will also ask Chief Porter to attend.

3. ADJOURNMENT

MOTION: Joe Pomorski made a motion to adjourn the Board of Supervisors meeting at 8:58 pm. Steve Herzog seconded. VOTE: 4-0

Respectfully Submitted,

Lisa Valaitis,
Township Secretary