

EAST FALLOWFIELD TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
January 3, 2012 Approved minutes  
BOS Meeting

1. 2012 Budget - Mr. Makely made a motion to reopen the 2012 budget. Mr. Toth seconded. Buddy Rhoades stated that all departments need to be reviewed. Mr. Rhoades also stated that the trash discount amount needs to be on the front of the invoice and the township should look into doing their own trash pickup. Mr. Amentas stated that if the budget is going to be reopened then the discussion should be in a workshop. Siti Crook asked the board to put the fee for an amended comp plan in the budget. Mr. Makely asked Ms. Crook if the board committed to the comp plan grant for Mr. Ray Ott to write the grant. Ms. Crook replied that Mr. Ott was going to write up the grant proposal. Sharon Scott recommended a wage freeze. The board scheduled an 8:00 AM January 21 budget meeting where residents will have five minutes to speak. Mr. Porter asked Mr. Makely what the board is looking for the two new supervisors to do with the budget. Mr. Makely replied that the board is looking for any suggestions that they may have. The board scheduled a January 23, 2012 budget meeting only if there are still open items to discuss. Mr. Makely asked Mrs. Miller to check on the advertising rules and then email the board. Bob King asked if all the updated figures for the end of the year will be at the meeting. Rosemary Moore replied that she will have the financial package completed by then. Sharon Scott asked if the money that was borrowed was announced in a meeting. Mr. Makely replied that the transfer was put in the 2011 budget. Sharon Scott stated that all borrowed money should have a motion in the minutes. Mr. Pomorski stated that the monthly financials will show the money transferred. Sharon Scott asked the board if the township gets a report for the half of percent sent to the township and also requested the tax collector contract. Mr. Makely asked Rosemary Moore to let the board know what substantiates the next payment received. Bob King asked if the township was thinking about not hiring a township manager for one year and stated that the office staff is doing a good job without a manager. Mr. Makely replied that this has not been discussed yet but if the board asked the current employees to do more work than they would need to be compensated. Mr. King then suggested that the township part time employees should get paid holidays and paid vacation time based on twenty hours per week. Vote: Unanimous.
2. Revised Fee Schedule - Mr. Makely made a motion to approve the updated fee schedule. Resolution 2012-01 last revised November 8, 2011. Mr. Toth seconded. Mr. Porter asked Mr. Makely if the "false alarm" fee is being collected by the police and if the "burn permit" can be issued to farm owners only. Jim Reagan, Fire Marshal, replied that burning in the township was obsolete when the township received recycling money. There are only certain circumstances where you can burn now. Buddy Rhoades commented on other township burn permits. Vote: Unanimous. Mr. Amentas asked if the fee schedule can be reopened. Mr. Makely said "yes." Mr. Amentas suggested raising all fees paid to the township by five dollars. Mr. Amentas made a motion to approve the updated fee schedule. Resolution 2012.01 with a revision date of November 8, 2011. Mr. Makely seconded. Vote: Unanimous.
3. New Township credit card - Mr. Makely asked Mrs. Miller what happened to the previous credit card. Mrs. Miller replied that it was in Jill Bukata's name so it was cancelled and in order to get a new one the board has to decide who's name is going on the card. The board tabled this matter to the January 10, 2012 workshop for further discussion.
4. Coatesville Area School District extension - Mr. Makely made a motion to approve the Coatesville Area School District extension until April 19, 2012 to allow ample time for review of the Preliminary Land Development for the South Brandywine Middle School. Sharon Scott asked the board who is reviewing this plan. Mr. Makely replied that the plan is going through land development and being review by the township. Siti Crook asked the board if an elementary school is also going onto the property. Mr. Makely replied that nothing has come before the board. Vote: Unanimous.
5. Unfinished Business - Mr. Makely asked Tag Gathercole, Public Works Director, if all the proper backgrounds checks were completed on Mr. Scibek. Mr. Gathercole replied "yes."

a. Hiring of Frank Scibek

MOTION; Mr. Makely made a motion to hire Frank Scibek on an "as needed" basis as a snow plower at the rate of \$15.00 per hour. Mr. Amentas seconded. Vote: Unanimous.

## 6. Treasurer's report

- a. September 2011 Treasurer's report - Rosemary Moore, bookkeeper, explained that the differences on page 4 and 5 were reconciled on the revenue side by \$53.00.

MOTION; Mr. Makely made a motion to approve the September 20, 2011 Treasurer's report as presented. Mr. Toth seconded. Mr. Porter and Mr. Pomorski abstained. Vote: Unanimous. Sharon Scott commented on the report not being approved in a timely manner. Mr. Makely replied that there were numbers that were incorrectly explained. The board asked Mrs. Moore to explain why. Mrs. Moore replied that she reconciles every bank statement and it always balances. What Jill Bukata did not finish is explaining the differences between revenues and receipts and expenses and expenditures.

- b. October 2011 Treasurer's report

MOTION: Mr. Makely made a motion to approve the October 31, 2011 Treasurer's report as presented. Mr. Amentas seconded. Mr. Porter and Mr. Pomorski abstained. Vote: Unanimous.

Mr. Board would like Mrs. Moore to do a comparison and present the old report and the modified report at the next meeting. Mr. Amentas asked if the trash money received in December was trash fees for 2012 trash. Mrs. Moore replied that she spoke with auditor, Dave Barrett and he said to take all the trash money coming in now and put it in a balance sheet account called "deferred income." In January it will be taken out of "deferred income" and put into a revenue account. Mrs. Moore also stated that she asked Mr. Barrett if it is ok to "use" the money now and he said yes. Mr. Amentas asked how much money was budgeted to borrow from the Capital Projects Fund. Mrs. Moore replied that \$100,000.00 was projected and \$25,000.00 was borrowed as of September. Mrs. Moore also stated that she doesn't think that she will have to borrow more. Mr. Amentas asked if the money received was paid back to the fund. Mrs. Moore replied that she will check. Sharon Scott stated that the term "loan" should not be used because it is a "transfer." Sharon Scott asked the board what month the transfer of \$25,000.00 was in and when the money physically received in December should be accounted for. Mrs. Moore also replied that the \$25,000.00 was transferred in between September and October.

Mr. Makely stated that the board put out "feelers" for a township manager. Mr. Amentas stated that there are three supervisors that want a manager and if Mr. Porter and Mr. Pomorski do not want a manager then he will be happy to reconsider. Mr. Porter stated that the position of a township manager needs to be redefined.

Mr. Makely stated that Jill Bukata did employee reviews before she left her position and he doesn't feel that you can do a review on employee's just before you leave the position and make negative comments and not be present to justify your comments. Mr. Porter stated that he received those reviews and if there is a problem the board can talk to the employees. Mr. Porter also stated that he is forming his own opinion.

## 7. Public Participation

Buddy Rhoades of 2176 Strasburg stated that the board should always do an evaluation on all employees.

Sharon Scott of 325 Hephzibah Hill Road asked if the reviews were signed by the employee and were they given the opportunity to state their comments. Mr. Makely replied that they have not been signed by the employees. Mr. Porter stated that the board should address what a township supervisor can say or do in his position at a workshop meeting.

Mr. Makely made a motion to adjourn at 11:13 PM. Mr. Amentas seconded. Vote: Unanimous.

Respectfully submitted,

Denise Miller  
Township Secretary