

EAST FALLOWFIELD TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
September 11, 2012  
Approved workshop minutes  
6:30 PM

IN ATTENDANCE: Chris Makely, Chairman; Mark Toth, Member; Ed Porter, Member; Joe Pomorski, Member; Denise Miller, Township Secretary; Rosemary Moore, Township Treasurer; Barry Gathercole, Public Works Director. Member Chris Amentas was absent. Dennis O'Neill, Herbert MacCombie Engineering, by request of the Board.

MS4 \$2,500.00 "notice of intent" submission review fee – Dennis O'Neill presented a five year renewal fee of \$2,500.00 to extend the township's current MS4 permit. This is a program for the removal of stormwater pollutants from streams. Mr. O'Neill stated that you get credit for planting trees in buffer areas, and recommended planting trees in the township park by Dennis Run. He stated that we will also have to pass a new stormwater ordinance. Mr. Porter stated that he heard that the township would have to get a stormwater testing center. Mr. O'Neill replied that right now you can take your testing elsewhere, but you will possibly have to get a stormwater testing center in the future. Mr. Porter also asked how the Department of Environmental Protection ("DEP") will handle enforcement. Mr. O'Neill replied that the "DEP" is looking to have more enforcement and voluntary participation. Mr. Porter stated that he is concerned about fines.

Tar and Chipping –Mr. Gathercole presented a CP125 quote for \$1,776.00 materials and a CP125 rental at \$1,500.00 per week. Mr. Gathercole stated to the Board that if this job takes more than seven days, the road crew members agreed to work Saturday and Sunday at comp time instead of overtime. Mr. Porter suggested giving Mr. Gathercole more time so the whole township can be done. Mr. Makely replied that if Mr. Gathercole needs more time, he needs to contact three Supervisors for permission, and he asked Mr. Porter if he wants to be the lead supervisor on this project. Mr. Porter replied 'yes.'

docStar – Representing docStar, Mary Dunbar presented a five year document imaging management program where the township could put all their documentation onto a hardware system. docStar can provide their personnel to provide scanning services if needed. There is also a monthly fee for this program, depending on what the township wants. Mrs. Moore asked if the data is stored off site. Ms. Dunbar replied that it is stored in house on a docStar server located at the township building. The scanning service can also be rolled into the monthly fee. Mr. Porter asked Ms. Dunbar about annual increases. Ms. Dunbar replied that the monthly cost is locked for five years, and can be cancelled year to year, without a cancellation fee. Mr. Porter asked Ms. Dunbar if someone from her office can come out and analyze the documents and give an approximate cost for scanning. Ms. Dunbar replied that she will have someone in her office schedule an appointment within the next week to determine the cost, usually based on the number of boxes.

Engineer bids – Mr. Makely stated that the Board will pick three engineering firms at the September 25 BOS meeting to further review. Boucher & James, Inc. – David Jones introduced his firm, and stated that 80% of their business is customized to working with municipalities. They also use the most cost effective staff member on a specific project. Mr. Porter asked Mr. Jones how much their firm charges for mileage, photo copies, and forms. Mr. Jones replied that they charge from their Morgantown location to the job site and back. Mr. Jones also stated that he will send in an addendum with the photo copy and form fees. Wilson Consulting Group, PC – Steven Todd introduced his firm as a small firm with low overhead and specializing in transportation improvements. Mr. Porter asked if it was correct that they offer the first fifty miles free. Mr. Todd replied "yes." Their firm is sixty miles away, so they would bill from his home in Dauphin County. Mr. Porter asked if he has a fee list. Mr. Todd replied that their fees are "at cost." Mr. Todd also stated "there is not overtime associated either." ARRO Engineering & Environmental Consultants – Fred Lutz introduced his firm which provides a wide variety of services, with 85% of their clients being municipalities.

The School of Government public meetings begin on Tuesday, September 25 from 7:00 AM to 8:30 PM, and will be held each Tuesday evening until October 30 in the Struble Room of the Chester County Library in Exton.

ADJOURNMENT: Mr. Amentas made a motion to adjourn the Board of Supervisors meeting at 7:20 PM. Mr. Toth seconded.  
Vote: Unanimous.

Respectfully Submitted,

Denise Miller  
Township Secretary