

EAST FALLOWFIELD TOWNSHIP
BOARD OF SUPERVISORS MEETING
January 7, 2013
Re-Organizational Meeting Agenda

1. Call to Order, Silent Meditation, and Pledge of Allegiance

2. Elect Temporary Chairman to start the meeting

MOTION; I make a motion to appoint _____ as temporary Chairman to start the January 7, 2013 Re-Organizational meeting.

3. Election of Chairman

MOTION; I make a motion to appoint Mr. _____ as the 2013 Board of Supervisors Chairman.

4. Election of Vice Chairman

MOTION; I make a motion to appoint Mr. _____ as the 2013 Vice Chairman of the Board of Supervisors.

5. Appointment of Township Solicitor

MOTION; I make a motion to appoint the Firm of Lamb McErlane, PC for the 2013 year at the rate of \$190.00 per hour for general municipal legal services and paralegal services at \$120.00 per hour.

6. Appointment of Township Secretary

MOTION; I make a motion to appoint Denise Miller as Township Secretary.

7. Appointment of Township Treasurer

MOTION; I make a motion to appoint Rosemary Moore as Township Treasurer.

8. December 21, 2012 budget adoption minutes

MOTION; I make a motion to approve the December 21, 2012 budget adoption minutes as presented.

9. Creating of Senior Mechanic position

MOTION; I make a motion to create the new position of senior mechanic at the hourly wage of \$21.41.

10. John Weaver promotion

MOTION; I make a motion to promote, other public works assistant, John Weaver to senior mechanic with an hourly wage of \$21.41.

11. Appointment of Township Employees

MOTION; I make a motion to appoint the following township employees as presented with the revision of John Weaver's job title.

<u>Position</u>	<u>Employee Name</u>
Township Secretary and Township Right-to-Know Officer	Denise Miller
Treasurer and Office Administrator	Rosemary Moore

Public Works Superintendent	Barry "Tag" Gathercole
Assistant Public Works Superintendent	Tim Gathercole
Other Public Works Assistant	Greg Leonard
Other Public Works Assistant	Justin Gathercole
Other Public Works Assistant	John Weaver
Fire Marshal, Asst. Emergency Management Coordinator and Snow Plower	Jim Reagan
Asst. Fire Marshal, Emergency Management Coordinator, and Snow Plower	Anthony Sirna
Snow Plower	Joe Mammarella
Snow Plower	Jim Sisk
Snow Plower	Joseph Prekup
Snow Plower	Alexander Zdankowski
Snow Plower road crew member as needed	Mark Toth
Snow Plower	Everett Rice
Snow Plower	Fields Porter
Snow Plower	Frank Scibek
Chief of Police	Christopher Porter
Full Time Police Officer	Edward Masterstefone
Full Time Police Officer	Samantha Harper
Full Time Police Officer	Brian Simmons
Full Time Police Officer	Kevin Simmons
Full Time Police Officer	Richard McAllister
Full Time Police Officer	Gina Malarick
Part Time Police Officer	Alan Haldeman
Part Time Police Officer	Justin Fonock
Part Time Police Officer	Mark McKinney
Part Time Police Officer	William "Bill" Smith
Part Time Police Officer	Geoffrey "Todd" Burkhart
Part Time Police Administrative Assistant and Police Right-to-Officer	Nancy Baker
Building Inspection Company	Keystone Municipal Services, Inc.
Building Inspector, Zoning & Code Official	Rob McLarnon
Earned Income Tax Collector	Keystone Collections Group

12. Establish monthly meeting dates and times

MOTION; I make a motion to approve the Board of Supervisor's meetings at 6:30 PM on the 4th Tuesday and their workshop the 2nd Tuesday, the Park and Recreation Commission meetings at 6:30 PM on the 1st Tuesday and their workshop on the 3rd Tuesday, the Planning Commission meetings at 7:30 PM the 1st Monday and their workshop on the 3rd Monday, the Historical Commission at 6:30 PM on the 1st Wednesday and their workshop on the 3rd Wednesday, and the Friends of the Park at 7:00 PM on the 4th Thursday of the month as needed.

13. Supervisor Liaison appointments

MOTION; I make a motion to appoint the following Board liaisons as presented.

Planning Commission –
 Zoning Hearing Board –
 Library –
 Historical Commission –
 Emergency Services and Fire Marshal –
 Financial Administration –
 Trash and Recycling –
 Website –

Newsletter –
Park and Recreation –
Police –
Public Works –
Township Office –

14. 2013 State Supervisor's Association Convention Voting Delegate

MOTION; I make a motion to appoint Mr. _____ as the 2013 State Supervisor's Association Convention Voting Delegate.

15. Vacancy Board – Applicant Bob King

MOTION; I make a motion to appoint _____ as the 2013 vacancy board member.

16. Law Offices of John Carnes Jr.

MOTION; I make a motion to appoint The Law Offices of John Carnes Jr. as the 2013 township zoning solicitor at the rate of \$135.00 per hour and \$100.00 for other firm attorneys.

17. Herbert E. MacCombie Jr. P.E.

MOTION; I make a motion to appoint Herbert E. MacCombie Jr. P.E. as the 2013 township sewer consultant and approve their 2013 fee schedule as presented.

18. Traffic Planning and Design

MOTION; I make a motion to appoint Traffic Planning and Design as the 2013 township traffic consultants and approve their 2013 fee schedule as presented.

19. Township Engineer

MOTION; I make a motion to approve _____ as the 2013 Township Engineer at the rate of \$ _____ per hour.

20. Revised Fee Schedule Resolution 2013-01

MOTION; I make a motion to approve Resolution 2013-01 approving the revisions to the township fee schedule, Secretary's draft 12/19/2012.

21. Resolution 2013-02 Township Auditor for fiscal year 2012 and 2013

MOTION; I make a motion to approve Resolution 2013-02 appointing Mingis, Gutowski & Company, LLP as the East Fallowfield Township auditors, replacing the elected auditors for the fiscal year of 2012 and 2013.

22. 2012-2013 Mingis, Gutowski & Company, LLP engagement letter

MOTION; I make a motion to approve the 2012 -2013 engagement letter from Mingis, Gutowski & Company, LLP, not to exceed \$14,700.00 for 2012 and not to exceed \$15,500.00 for 2013 and up to \$1,500.00 in consulting services, for both years, at no additional cost to the Township.

23. Agricultural Security Commission

MOTION; I make a motion to appoint Mr. _____ as the 2013 Agricultural Security Commission Chairman.

Board Member – Chairman 2012 to 2013
Charles Kilgore – Resident 2012 to 2013
William Elkins – Farmer 2012 to 2014
Garth Monaghan – Farmer 2012 to 2015
Arthur DeLeo – Farmer 2012 to 2016

Recognition of Boards and Commissions:

24. Zoning Hearing Board – MOTION; I make a motion recognizing the Zoning Hearing Board members as presented.

Dennis O’Neill – Member 2011 to 2013
Chris Rechenberg – Member 2012 to 2014
Vacant – Member 2013 to 2015

25. Planning Commission – MOTION; I make a motion recognizing the Planning Commission members as presented.

John Schwab – Member 2010 to 2013
Vince Lyons – Member 2010 to 2013
Fran Digian – Member 2011 to 2014
Joe Perzan – Member 2011 to 2014
Jim Durborow – Member 2011 to 2014
Garth Monaghan – Member 2012 to 2015
Jim Weeks – Member 2012 to 2015

26. Park and Recreation Voting Members – MOTION; I make a motion recognizing the Park and Recreation voting members as presented, and the reappointment of Dan Johns for the 2013-2016 term.

Michael McClintock – Chairman 2010 to 2014
Brian Carling – Vice Chairman 2012 to 2016
Dan Johns – Member 2013 to 2016
Jan Bowers – Member 2010 to 2014
Jeanne Berlin – Secretary 2012 to 2016
Vacant – Member 2010 to 2014
Vacant – Member 2010 to 2014

27. Friends of the Park – MOTION; I make a motion recognizing the Friends of the Park member as presented.

Barb Ragni – Member 2009 to 2013
Vacant – Member 2012 to 2016
Vacant – Member 2012 to 2016
Vacant – Member 2012 to 2016
Vacant – Member 2012 to 2016

28. Historical Commission – MOTION; I make a motion recognizing the Historical Commission members as presented.

Joe McCormick – Chairman 2010 to 2014
Sue Monaghan – Secretary 2012 to 2016
Garth Monaghan – Member 2010 to 2014
Arthur DeLeo – Member 2012 to 2016
Lee Schlingman – Member 2009 to 2013
Fred Bissinger – Member 2009 to 2013
Vacant – Member 2012 to 2016

29. Elected Auditors – MOTION; I make a motion recognizing the elected auditors as presented.

Sharon Scott – 6 year term 2010 to 2015
Jim Sisk – 6 year term 2008 to 2013
Bob King – 2012 to 2013

30. Tax Collector 4 year term 2010-2013 – MOTION; I make a motion recognizing the township tax collector as presented.

Dan Johns

31. Designated Banks – MOTION; I make a motion recognizing the township designated banks as presented.

First Niagara Bank
TD Bank
First National Bank

32. Chester County SPCA – MOTION; I make a motion recognizing the Chester County SPCA as the township animal control for dogs and cats.

33. Citizens by request

a. Wes Maughan – Township financials

34. Unfinished Business

a. 2013 discussion of fire coverage – Mark Toth

35. New Business

a. Township cameras – Ed Porter

36. Public Comment

37. Adjournment

EAST FALLOWFIELD TOWNSHIP
2013 BUDGET ADOPTION MEETING
December 21, 2012
Unapproved minutes
5:30 PM

Call to order, silent meditation, and pledge of allegiance.

IN ATTENDANCE: Chris Makely, Chairman; Chris Amentas, Vice Chairman; Mark Toth, Member; Ed Porter, Member; Joe Pomorski, Member; Denise Miller, Township Secretary; Rosemary Moore, Township Treasurer. Mr. Amentas arrived at 5:42 PM.

2013 Budget adoption – Mr. Makely made a motion to adopt the 2013 budget as presented. Mr. Toth seconded. Mrs. Moore informed the Board that the Historical Commission (“HC”) would like their budget changed from zero to \$750.00. Mrs. Miller explained, to the Board, that the “HC” feels that they need money in order to follow the Township Ordinance 2004-08 Article 2400 “Historic Preservation.” Mr. Porter stated that he will abstain from this part of the motion. Mr. Makely directed Mrs. Moore to use the allocated budget for the township dumpster since the Brandywine Division trash hauler has agreed to empty the township dumpster free of charge for a year. Clarence Rhoades commented that a motion should be made regarding the “HC” before the budget motion is made. Mr. Makely withdrew his motion to adopt the 2013 budget. Mr. Makely made a motion to adopt the 2013 budget with the addition of \$750.00 being allocated to the Historical Commission with the funds being used from the township dumpster fees which are no longer a cost to the township. Mr. Toth seconded. Bob King asked Mr. Makely if he is referring to the “Dumpster Use Fee.” Mrs. Moore replied that the motion is referring to 1445.50 “Solid Waste Dumpster Costs.” Mrs. Moore asked the Board to clarify that she is changing 1445.50 “Solid Waste Dumpster Costs” from \$1,000.00 to zero and 1446.30 “Historical Commission” from zero to \$750.00. Mr. Makely replied “correct.” Mrs. Moore also stated that with these changes the expenses will be lowered by \$250.00. Mr. Makely directed Mrs. Moore to put the \$250.00 into the General Fund. Clarence Rhoades commented on the number of “HC” meetings held and suggested taking money out of the General Fund if the “HC” ever has a need for it. Sharon Scott stated that she has problems with the entire budget and recommended the elimination of the Chief of Police position. Mrs. Scott also objected to the secretary’s salary increase of \$9,000.00. Mr. Toth replied that the secretary’s salary is an aggregation of the secretary’s benefits and salary. Mr. Porter asked Mrs. Moore why she chose to aggregate under “administration” and not the “road department.” Mrs. Moore replied because the secretary time was the only one being singled out and the road department payroll sheet makes it easy to get the figures she needs. Mr. Makely restated his motion and called for a vote. Mr. Makely, Mr. Amentas, and Mr. Toth voted yea. Mr. Pomorski and Mr. Porter voted nae. Vote: passed.

Adjournment – Mr. Makely made a motion to adjourn the December 21, 2012 budget adoption meeting at 5:55 PM. Mr. Toth seconded. Vote: Unanimous.

Respectfully Submitted,



Denise Miller
Township Secretary

East Fallowfield Township
 Budget for the year January 1, 2013 to December 31, 2013

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 version

G/L acct #	2011 Actual	2012 Budget	Oct 31, 2012 Actual	2012 Projection	2013 Budget
<i>General Fund Revenue</i>					
1310.10 · Real Estate Transfer Tax	105,575.20	110,000.00	80,205.00	108,484.00	110,000.00
1310.20 · Earned Income Tax-Current Year	1,047,058.11	975,000.00	906,405.67	1,050,000.00	1,050,000.00
1310.25 · Earned Income Tax-CY comm paid	(8,297.04)	(13,163.00)	(12,644.73)	(14,175.00)	(14,175.00)
1310.50 · Local Services Tax-current year	14,699.30	17,000.00	16,311.72	18,500.00	18,000.00
1310.55 · Local Services Tax-CY comm paid	(49.18)	(230.00)	(205.35)	(249.75)	(230.00)
1320.10 · Road Opening Permit	1,805.00	10,000.00	8,235.00	9,500.00	10,000.00
1320.15 · Commercial Permits	0.00	0.00	75.00	75.00	100.00
1320.20 · Building Permits	74,801.08	60,000.00	46,729.06	50,000.00	50,000.00
1320.25 · Refund of Building Permit Fees	(174.00)	0.00	0.00	0.00	0.00
1320.35 · Sanitation-water/sewer connectn	6,104.00	0.00	0.00	0.00	0.00
1320.40 · Zoning Permit	150.00	0.00	0.00	0.00	0.00
1320.45 · Burning Permit	25.00	0.00	30.00	30.00	0.00
1320.50 · Miscellaneous Permits	189.00	1,000.00	95.00	95.00	100.00
1320.55 · Contractors Registration	150.00	0.00	75.00	75.00	100.00
1320.60 · Cable TV Franchise Fees-Comcast	61,810.64	63,000.00	92,854.51	62,000.00	63,000.00
1320.65 · Cable TV Franchise Fees-Verizon	70,243.36	70,000.00	57,916.40	78,000.00	78,000.00
1331.10 · Vehicle Code Violations	15,055.86	18,000.00	13,787.60	15,500.00	15,500.00
1331.20 · Violations of Ord./Statutes	250.00	2,000.00	2,733.90	3,000.00	3,000.00
1331.30 · State Police Fines	7,098.48	8,000.00	3,696.07	8,000.00	8,000.00
1331.40 · Court Fines	463.31	1,000.00	0.00	0.00	0.00
1331.50 · Hidden Valley MHP Civil Penalty	0.00	0.00	12,000.00	12,000.00	0.00
1341.10 · Interest Earned	448.15	1,000.00	331.10	410.00	400.00
1350.10 · Property Taxes (PURTA)	1,472.33	2,000.00	1,588.75	2,000.00	2,000.00
1350.15 · Volunteer Fire Relief Funds	90,762.72	50,000.00	51,273.96	51,273.96	50,000.00
1350.20 · State Supplemental Pension Asst	79,516.54	87,140.00	71,137.20	71,137.20	70,000.00
1350.25 · Winter Traffic Services Agrmt	24,821.20	25,200.00	25,689.84	25,689.84	25,000.00
1350.30 · Winter Traffic-Severe Winter Aj	6,201.51	0.00	0.00	0.00	0.00
1350.40 · Recycling - 904 Grant	0.00	1,000.00	795.73	795.73	1,000.00
1350.45 · Chester Cty Police Trng Reimb	676.38	0.00	0.00	0.00	0.00
1350.55 · Public Safety-SRO/COPS	0.00	900.00	1,287.72	1,287.72	1,000.00
1361.10 · Lease Income	29,863.73	31,000.00	25,610.29	30,761.77	31,000.00
1361.20 · Sale of Maps & Publications	150.00	0.00	150.00	150.00	150.00
1361.12 · Cable Tower Registration	0.00	10,000.00	0.00	1,800.00	1,800.00
1362.10 · Police Reports-Copies	630.00	800.00	900.00	1,000.00	1,000.00
1362.20 · Security Alarm Fee - fines	0.00	500.00	0.00	75.00	150.00
1362.30 · Special Police Services	0.00	1,000.00	700.00	700.00	500.00
1362.40 · Buckle Up reimb funding	1,100.00	0.00	0.00	0.00	0.00
1364.05 · Trash Removal Fee 2005	150.00	0.00	550.00	550.00	0.00
1364.06 · Trash Removal Fee 2006	260.00	2,242.00	1,065.00	1,065.00	500.00

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 Budget for the year January 1, 2013 to December 31, 2013

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G/L acct #	2011 Actual	2012 Budget	Oct 31, 2012 Actual	2012 Projection	2013 Budget
1364.07 · Trash Removal Fee 2007	755.05	2,247.00	1,635.26	2,000.00	2,000.00
1364.08 · Trash Removal Fee 2008	811.72	8,846.00	2,943.88	3,000.00	3,000.00
1364.09 · Trash Removal Fee 2009	2,776.78	11,772.00	4,450.37	5,000.00	5,000.00
1364.10 · Trash Removal Fee 2010	22,296.92	22,452.00	7,603.78	10,000.00	10,000.00
1364.11 · Trash Removal Fee 2011	762,715.63	40,000.00	57,393.65	60,000.00	20,000.00
1364.12 · Trash Removal Fee 2012	0.00	848,510.00	741,049.77	775,000.00	55,000.00
1364.13 · Trash Removal Fee 2013	0.00	0.00	0.00	0.00	854,915.00
1364.26 · Allowance for Doubtful Ac 2012	0.00	(50,000.00)	0.00	(50,000.00)	0.00
1364.27 · Allowance for Doubtful Ac 2013	0.00	0.00	0.00	0.00	(50,000.00)
1364.30 · Trash Discounts Taken 2011	(48,983.00)	0.00	0.00	0.00	0.00
1364.31 · Trash Discounts Taken 2012	0.00	(47,275.00)	(39,772.00)	(39,772.00)	0.00
1364.32 · Trash Discounts Taken 2013	0.00	0.00	0.00	0.00	(40,000.00)
1364.35 · Trash Overpayment Refunds	(400.00)	0.00	(5,997.75)	(5,997.75)	0.00
1364.40 · Trash Certification Fee	3,929.00	4,000.00	5,010.60	5,200.00	4,500.00
1364.45 · Trash Penalties	5,833.94	0.00	197.65	197.65	0.00
1364.47 · Collections Specialists Fee	(125.06)	0.00	(79.93)	(79.93)	0.00
1364.50 · Trash Service Charges (\$5)	11,994.25	6,000.00	10,306.00	10,306.00	8,500.00
1364.55 · Dumpster Use Fee	567.00	1,200.00	505.00	505.00	500.00
1364.60 · Recyclable Sales	2,118.00	2,000.00	711.00	711.00	600.00
1364.65 · Road Dept chipping, grass cuttg	300.00	1,000.00	80.00	80.00	100.00
1364.70 · Scrap Disposal	2,300.00	3,000.00	1,357.70	1,500.00	1,500.00
1364.75 · Sales of Trash Bags	3,348.00	3,500.00	1,721.75	1,800.00	1,800.00
1364.80 · Sales of Leaf Bags	33.00	100.00	21.00	30.00	30.00
1364.85 · Hazardous Waste Municip Rebate	1,182.30	1,500.00	379.49	1,000.00	1,000.00
1389.10 · Insurance Refund	0.00	0.00	5,689.95	5,689.95	0.00
1389.20 · Reimbursements	10.63	1,000.00	387.47	387.47	0.00
1389.50 · Park & Rec Patriotic Lndmk Fnds	0.00	0.00	100.00	100.00	0.00
1389.60 · Misc Revenue	1,302.62	1,000.00	784.78	800.00	300.00
1390.10 · Sale of Fixed Assets	3,126.00	0.00	945.00	945.00	0.00
Total Revenue	2,408,903.46	2,395,241.00	2,206,803.86	2,377,932.86	2,454,640.00
2012 (estimated) projected surplus					40,000.00
Total Revenue	2,408,903.46	2,395,241.00	2,206,803.86	2,377,932.86	2,494,640.00

East Fallowfield Township
 Budget for the year January 1, 2013 to December 31, 2013

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G/L acct #	2011 Actual	2012 Budget	Oct 31, 2012 Actual	2012 Projection	2013 Budget
<i>General Fund Expense</i>					
<i>Administration</i>					
1400.10 · Supervisor - salary	12,500.00	12,500.00	9,375.00	12,500.00	12,500.00
1400.20 · Supervisor - social security	1,338.71	956.00	717.15	956.25	956.25
1401.10 · Treasurer - salary & wages	70,672.94	75,000.00	32,692.19	42,307.54	51,000.00
1401.11 · Twp Manager - salary & wages	0.00	0.00	0.00	0.00	40,000.00
1401.20 · Secretary - salary & benefits	37,290.11	37,260.00	31,346.52	37,260.00	46,030.40
1401.21 · Secretary - overtime	2,397.87	2,604.00	2,824.05	3,400.00	3,000.00
1401.23 · Secretary - holiday	2,191.28	1,854.00	1,041.60	1,909.60	0.00
1401.24 · Secretary - vacation	3,034.08	2,528.00	2,652.83	3,002.83	0.00
1401.25 · Secretary - personal	674.24	337.00	260.40	260.40	0.00
1401.26 · Secretary - sick	2,317.29	3,161.00	1,154.66	1,200.00	0.00
1401.30 · Part Time - salary & wages	44,451.84	42,209.00	10,799.36	10,799.36	0.00
1401.35 · Personnel Costs Alloc-trash/rec	(37,882.17)	(54,303.00)	(14,858.87)	(18,082.00)	0.00
1401.40 · Social Security	12,471.92	12,618.00	6,331.92	7,645.39	7,652.33
1401.45 · Pension Plan	8,995.71	8,223.00	4,950.75	4,950.75	4,851.60
1401.45 · Pension Plan (credit for forfeiture)	0.00	(8,000.00)	0.00	(8,000.00)	0.00
1401.47 · P/Y State Aid Overpmt adjustmnt	6,790.39	0.00	0.00	0.00	0.00
1401.50 · Unemployment Comp Insur	1,716.40	2,560.00	885.25	885.25	850.00
1401.55 · Workman's Comp Insur	7,926.39	9,187.00	9,979.86	9,979.86	7,452.98
1401.60 · Medical Insurance	44,079.60	47,307.00	20,480.03	24,898.95	28,077.84
1401.65 · Med Insur - employee contrib	(4,637.06)	(4,731.00)	(2,146.70)	(2,489.90)	(2,807.78)
1401.70 · Dental Insurance	2,085.84	2,253.00	851.69	1,039.41	1,126.32
1401.75 · Life Insurance	264.00	312.00	234.00	292.00	336.00
1401.80 · Disability Insur - short term	662.54	686.00	468.91	567.75	593.04
1401.85 · Disability Insur - long term	520.98	540.00	368.62	446.32	466.20
1401.86 · Aflac Employee pmt	(664.20)	0.00	(561.00)	(648.12)	(755.04)
1401.87 · Aflac insurance	639.60	0.00	576.72	639.09	755.04
1401.90 · Insurance - bonding	831.00	410.00	(52.00)	383.00	400.00
1401.95 · Meetings, Conferences, Training	185.61	1,000.00	1,103.11	1,103.11	1,000.00
1401.96 · Dues & Memberships	3,708.00	3,380.00	2,373.00	2,373.00	2,000.00
1402.10 · Auditing Fee	14,000.00	14,500.00	0.00	14,500.00	15,080.00
1403.10 · Chester Cty Tax Collec Comm	0.00	500.00	0.00	0.00	0.00
1404.10 · Legal Services - Solicitor	55,517.08	75,000.00	27,378.49	35,000.00	45,000.00
1404.28 · Prior Year Legal Expenses	0.00	0.00	4,235.94	4,235.94	0.00
1406.10 · Advertising - Ordinances/Mtgs	2,389.39	4,000.00	3,278.98	4,000.00	4,000.00
1406.15 · Payroll Service	5,833.30	5,800.00	6,024.92	6,500.00	6,500.00
1406.18 · Outside Consultant Fees	0.00	0.00	8,775.00	10,312.00	0.00
1406.20 · Outside Bookkeeping Svc	0.00	0.00	6,559.36	7,200.00	0.00

East Fallowfield Township
 Budget for the year January 1, 2013 to December 31, 2013

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G/L acct #	2011 Actual	2012 Budget	Oct 31, 2012 Actual	2012 Projection	2013 Budget
1406.22 · Temp cost alloc-trash/recycling	0.00	0.00	(6,559.36)	(7,200.00)	0.00
1406.25 · Bank Service Fee	61.90	0.00	30.00	30.00	0.00
1406.27 · Late Fees	14.84	0.00	375.25	375.25	0.00
1406.30 · Office Supplies	4,459.39	4,500.00	4,549.27	5,000.00	4,000.00
1406.35 · Postage	499.74	3,400.00	1,950.49	2,000.00	300.00
1406.37 · Township Newsletters	3,230.22	6,500.00	0.00	0.00	3,000.00
1406.40 · Printing	163.89	600.00	237.00	237.00	250.00
1406.45 · Subscriptions	262.74	0.00	0.00	0.00	0.00
1406.50 · Telephone	3,428.77	3,800.00	4,104.42	4,777.77	4,500.00
1406.55 · Cellular Telephone	1,071.62	1,300.00	596.40	659.40	252.00
1406.60 · Insurance - Liability	6,749.50	7,058.00	6,882.74	6,882.74	3,193.57
1406.65 · Rent - Copier	3,450.87	3,540.00	2,961.84	3,846.84	3,540.00
1406.70 · Rent - Postage Meter	800.98	840.00	381.13	425.00	240.00
1406.75 · Other Services & Charges	1,013.08	1,000.00	687.69	687.69	500.00
1406.76 · Contributions/Donations	50.00	0.00	0.00	0.00	7,000.00
1406.80 · Prior Year Adjustments	0.00	0.00	291.10	291.10	0.00
1406.90 · MS4 NOI submission review fee	0.00	0.00	2,500.00	2,500.00	0.00
1407.10 · DSL Internet Service	648.30	650.00	130.84	130.84	0.00
1407.20 · Computer Repairs/Maint	2,171.25	1,000.00	1,781.25	1,900.00	1,000.00
1407.30 · Computer Network Expense	1,984.50	2,030.00	346.50	346.50	140.00
1407.40 · Website	2,652.93	500.00	834.15	900.00	500.00
1408.10 · Engineering Services	12,003.13	20,000.00	9,143.74	10,000.00	15,000.00
1408.20 · Storm Sewer Mapping	1,250.00	8,000.00	0.00	0.00	0.00
1409.10 · Electric	5,737.14	9,000.00	4,506.24	5,781.24	5,750.00
1409.20 · Gas	3,758.82	5,000.00	2,625.17	3,325.17	3,500.00
1409.30 · Materials & Supplies	213.89	500.00	963.48	1,000.00	500.00
1409.40 · Insurance - Property	517.55	865.00	771.30	771.30	721.00
1409.50 · Repairs & Maintenance	1,541.55	5,000.00	6,994.62	6,444.62	4,000.00
1409.75 · Real Estate Taxes	0.00	0.00	1,639.10	1,639.10	1,640.00
1409.80 · Other	0.00	1,200.00	215.85	215.85	216.00
	360,039.28	385,934.00	229,041.95	274,295.19	335,807.75
<i>Police</i>					
1410.10 · Chief - Salary & Wages	77,884.47	78,702.00	63,107.47	78,242.52	80,276.31
1410.15 · Chief P/Y retro salary adjstmt	0.00	0.00	4,148.40	4,148.40	0.00
1410.20 · Full Time Officers Salary/Wages	220,334.12	298,778.00	146,848.89	180,161.27	305,500.15
1410.21 · Full Time Officers Contract OT	21,092.38	28,387.00	12,067.02	14,986.14	29,300.96
1410.22 · Full Time Officers Other OT	25,067.96	17,254.00	7,237.05	8,437.05	15,000.00
1410.23 · Full Time Officers Holiday	10,535.34	24,020.00	13,743.01	17,570.77	22,270.80
1410.24 · Full Time Officers Vacation	22,072.56	24,031.00	15,342.48	20,732.28	24,890.40
1410.25 · Full Time Officers Personal	6,622.81	9,832.00	3,534.10	5,634.10	11,135.40

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1410.26 · Full Time Officers Sick	13,272.37	21,836.00	8,187.70	12,771.36	22,270.80
1410.27 · Officer Workers Comp Reg Pay	64,519.20	0.00	50,685.60	62,753.60	0.00
1410.28 · Officer Workers Comp O/T Pay	4,838.94	0.00	3,801.42	4,706.52	0.00
1410.29 · Officer Workers Comp reimb ck	(41,441.72)	0.00	(38,456.00)	(45,144.00)	0.00
1410.30 · Part Time Officers Salary/Wages	78,391.62	45,000.00	106,958.40	131,320.80	60,000.00
1410.31 · Part Time Admin Salary/Wages	15,778.20	16,222.00	14,168.22	16,655.88	17,341.13
1410.32 · Officer Workers Comp Pay	13,941.53	0.00	0.00	0.00	0.00
1410.33 · Officer Workers Comp OT Pay	924.30	0.00	0.00	0.00	0.00
1410.34 · Officer Workers Comp reimb	(9,683.14)	0.00	0.00	0.00	0.00
1410.35 · Officer Workers Comp Pay	23,537.56	0.00	50,685.60	62,753.60	0.00
1410.36 · Officer WorkersComp OT Pay	1,792.20	0.00	3,801.42	4,706.52	0.00
1410.37 · Officer Workers Comp reimb	(16,547.13)	0.00	(36,036.00)	(44,616.00)	0.00
1410.40 · Social Security	37,424.71	43,115.00	30,642.91	31,827.76	34,926.37
1410.45 · Pension Plan	64,440.45	65,937.00	65,799.35	65,799.35	66,000.00
1410.50 · Unemployment Comp Insur	3,858.77	7,680.00	4,016.28	4,103.22	5,100.00
1410.55 · Workmans Comp Insur	25,373.28	29,398.00	34,126.43	34,126.44	46,468.44
1410.60 · Medical Insurance	102,920.48	118,408.00	101,056.40	121,744.36	137,151.36
1410.65 · Medical Insur Employee Contrib	(2,747.19)	(3,209.00)	(2,542.06)	(3,190.56)	(3,847.25)
1410.66 · Med Insur Police Opt Out 50% rb	4,582.81	4,518.00	3,564.33	4,412.98	5,017.22
1410.67 · Reimb of CoPay Differential	1,748.27	2,000.00	1,966.25	2,000.00	1,500.00
1410.70 · Dental Insurance	4,665.12	5,382.00	4,485.20	5,382.24	5,382.24
1410.75 · Life Insurance	3,057.60	2,772.00	2,611.00	3,225.60	3,561.60
1410.80 · Disability Insurance-Short Term	2,763.60	2,400.00	2,380.88	2,855.64	2,848.56
1410.81 · Aflac - Employee Paid	(9,930.40)	0.00	(9,470.16)	(11,724.96)	(10,823.04)
1410.82 · Aflac insurance	9,305.92	0.00	9,853.92	11,657.76	10,823.04
1410.85 · Disability Insurance-Long Term	2,173.44	1,890.00	1,872.25	2,245.59	2,240.04
1410.95 · Meetings, Conferences, Training	606.20	1,000.00	929.00	929.00	2,000.00
1410.96 · Dues & Memberships	220.00	200.00	370.00	370.00	370.00
1411.00 · Office Supplies	1,875.67	1,500.00	2,522.84	2,700.00	2,000.00
1411.05 · Operating Supplies	2,529.41	3,000.00	7,109.26	7,300.00	3,500.00
1411.10 · Medical Supplies	197.56	100.00	123.61	123.61	100.00
1411.15 · Laboratory Services	0.00	200.00	0.00	0.00	200.00
1411.20 · Clothing & Uniforms	1,835.81	1,500.00	2,768.67	2,918.67	3,000.00
1411.25 · Ammunition	1,815.45	1,000.00	30.49	30.49	2,000.00
1411.30 · Professional Services-ERT	3,155.00	0.00	3,000.00	3,000.00	3,000.00
1411.35 · Postage	13.25	0.00	23.96	23.96	0.00
1411.40 · Subscriptions	37.50	100.00	0.00	0.00	200.00
1411.45 · Telephone	2,065.22	2,000.00	2,959.64	3,572.67	4,000.00
1411.50 · Cellular Telephone	4,071.92	3,500.00	4,394.69	5,894.69	4,700.00
1411.55 · Radio Equipment Maint.	0.00	0.00	75.00	75.00	0.00
1411.60 · Insurance - Liability	12,798.99	14,117.00	13,065.50	13,065.50	17,729.32

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1411.65 · Rent - Copier	1,791.92	2,220.00	1,369.80	1,642.20	1,650.00
1411.70 · Other Services & Charges	7,696.33	2,500.00	3,298.20	3,538.34	3,000.00
1411.75 · Other	0.00	0.00	731.93	800.00	2,950.00
1412.00 · Vehicles - Fuel	30,008.47	30,000.00	25,617.84	31,867.84	35,000.00
1412.05 · Vehicle - Repairs & Maintenance	11,185.57	10,000.00	10,742.78	12,151.60	10,000.00
1412.15 · Parking - Court House	0.00	100.00	0.00	0.00	100.00
1413.00 · Electric	2,935.15	2,800.00	2,299.68	2,759.68	2,900.00
1413.05 · Gas	1,107.69	1,500.00	935.81	1,285.81	1,500.00
1413.10 · Water	415.28	750.00	0.00	117.21	527.28
1413.15 · Materials & Supplies	200.80	0.00	134.48	150.00	5,500.00
1413.20 · Insurance - Property	4,468.46	6,358.00	6,253.78	6,253.78	6,500.00
1413.25 · Repairs & Maintenance	832.97	1,600.00	1,150.00	1,400.00	1,400.00
1414.00 · Computer Repairs & Maint	218.75	750.00	2,956.25	2,956.25	2,000.00
1414.05 · Computer Network Expense	304.95	0.00	205.00	205.00	1,000.00
1414.10 · Contracted Svcs - Cody System	2,267.72	2,400.00	2,267.72	2,267.72	2,267.72
	877,226.47	933,548.00	775,523.69	917,685.25	1,013,428.85

Public Works

1430.10 · Road Foreman Salary/Wages	52,064.83	59,023.00	42,686.65	52,009.48	50,865.15
1430.11 · Road Foreman - Overtime	10,075.54	10,002.00	2,588.67	2,982.44	5,000.00
1430.20 · Road Crew - Salary & Wages	150,438.19	149,717.00	120,003.40	152,845.43	151,387.18
1430.21 · Road Crew - Overtime	19,016.53	16,352.00	5,018.94	6,569.34	10,000.00
1430.23 · Road Crew - Holiday	10,793.12	7,322.00	5,474.40	7,664.16	10,237.04
1430.24 · Road Crew - Vacation	20,464.67	11,792.00	15,477.86	20,430.35	18,894.55
1430.25 · Road Crew - Personal	1,017.86	830.00	619.42	1,166.86	1,335.68
1430.26 · Road Crew - Sick	10,058.79	8,589.00	7,335.41	10,054.77	9,156.80
1430.30 · Personnel Costs Alloc-Trash/Rec	(10,184.92)	(26,741.00)	(9,734.36)	(14,215.26)	(14,220.00)
1430.35 · Personnel Costs Alloc to Liq Fuels	0.00	(50,000.00)	(45,160.54)	(50,000.00)	(50,000.00)
1430.40 · Social Security	20,897.98	19,558.00	15,092.49	19,409.80	19,651.04
1430.45 · Pension Plan	12,176.02	12,981.00	9,262.52	9,262.52	12,098.32
1430.50 · Unemployment Comp Insurance	1,792.04	3,200.00	1,600.95	1,600.95	2,125.00
1430.55 · Workman's Comp Insurance	11,533.27	13,037.00	15,949.74	15,949.74	17,990.78
1430.60 · Medical Insurance	102,204.12	109,687.00	91,405.80	109,686.96	116,158.53
1430.65 · Medical Insur Employee Contrib	(11,155.05)	(10,969.00)	(9,284.15)	(10,968.70)	(11,615.85)
1430.70 · Dental Insurance	5,214.60	5,632.00	4,693.00	5,631.60	5,631.60
1430.75 · Life Insurance	720.00	780.00	615.00	760.00	840.00
1430.80 · Disability Insurance-Short Term	1,435.56	1,714.00	1,235.24	1,481.58	1,478.04
1430.81 · Aflac - Employee Paid	(746.94)	0.00	(1,920.24)	(2,377.44)	(2,377.44)
1430.82 · Aflac insurance	615.46	0.00	2,011.68	2,194.56	2,377.44
1430.85 · Disability Insurance-Long Term	1,128.72	1,350.00	971.40	1,165.12	1,162.32
1430.95 · Meetings, Conferences, Training	0.00	0.00	250.00	250.00	500.00

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1430.96 · Dues & Memberships	0.00	0.00	0.00	0.00	200.00
1431.05 · Operating Supplies	2,756.72	1,500.00	997.68	1,047.68	3,000.00
1431.10 · Medical Supplies	87.00	50.00	126.12	126.12	200.00
1431.20 · Clothing & Uniforms	2,958.75	200.00	871.45	871.45	1,800.00
1431.25 · Uniform Reimbursement	(981.43)	0.00	(37.01)	(37.01)	0.00
1431.30 · Small Tools & Minor Equip	205.89	1,000.00	14.03	14.03	1,500.00
1431.35 · Repairs & Maintenance	279.89	500.00	797.08	797.08	600.00
1431.40 · Street Signs - Supplies	83.75	0.00	74.40	74.40	100.00
1431.41 · Highway/Bridge Maint Materials	2,608.13	0.00	0.00	0.00	3,000.00
1431.50 · Cellular Telephone	2,144.63	3,000.00	1,563.34	1,998.34	1,800.00
1431.55 · PA One Calls	353.71	600.00	268.57	318.57	500.00
1431.60 · Insurance - Liability	6,399.50	7,058.00	6,532.74	6,532.74	6,864.11
1431.70 · Other Services & Charges	477.50	500.00	785.00	785.00	500.00
1431.75 · Other Expenses	87.42	500.00	270.00	270.00	0.00
1432.00 · Vehicle - fuel	0.00	0.00	0.00	0.00	0.00
1432.05 · Vehicle - fuel diesel	0.00	4,000.00	0.00	0.00	0.00
1432.10 · Vehicle - repairs & maintenance	133.04	500.00	10.10	10.10	100.00
1433.00 · Insurance - property	3,434.99	4,777.00	4,996.92	4,996.92	5,402.00
	430,589.88	368,041.00	293,463.70	361,359.68	384,242.29
<u>Fire & EMT</u>					
1441.10 · Fire Marshall - Salary & Wages	2,146.00	4,016.00	971.50	1,271.50	1,500.00
1441.15 · Social Security	164.21	307.00	74.35	97.27	114.75
1441.20 · Unemployment Comp Insurance	73.98	321.00	50.57	61.54	60.00
1441.25 · Workmans Comp Insurance	9,670.76	7,890.00	9,539.87	9,539.87	10,000.00
1441.30 · Meetings, Conferences, Training	139.79	2,000.00	2,945.98	2,945.98	2,500.00
1441.35 · Dues & Memberships	150.00	250.00	440.00	440.00	500.00
1441.40 · Subsidy to Fire Companies	62,000.00	62,000.00	46,500.00	62,000.00	62,000.00
1441.45 · Subsidy to Relief Association	90,762.73	46,000.00	51,273.97	51,273.97	50,000.00
1441.50 · Hydrants	15,954.93	15,000.00	16,250.79	19,496.01	19,471.32
1441.55 · Clothing & Uniforms	420.97	300.00	0.00	0.00	300.00
1441.60 · Supplies	527.63	600.00	1,696.86	1,696.86	600.00
1441.65 · Cellular Telephone	712.63	1,000.00	527.48	658.94	525.84
1441.70 · Vehicle Repair & Maint	708.34	1,000.00	578.65	578.65	500.00
1441.75 · Other	620.00	0.00	481.95	481.95	500.00
	184,051.97	140,684.00	131,331.97	150,542.54	148,571.91
<u>Code Enforcement</u>					
1442.10 · Contracted Svcs-Code Enforcemnt	21,721.26	21,000.00	20,891.70	25,000.00	25,000.00
1442.20 · Supplies	122.00	1,350.00	1,686.97	1,686.97	1,500.00

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1442.30 · PA UCC permit fee	432.00	0.00	128.00	128.00	150.00
	22,275.26	22,350.00	22,706.67	26,814.97	26,650.00
<u>Planning & Zoning</u>					
1443.40 · Zoning Hrng Bd - Social Secur	0.00	150.00	0.00	0.00	0.00
1443.50 · Legal Services - Zoning	2,407.98	15,000.00	293.50	293.50	1,000.00
1443.60 · Legal Services - Court Reporter	0.00	2,500.00	0.00	0.00	0.00
1443.70 · Advertising - Zoning	103.76	600.00	0.00	0.00	500.00
1443.75 · Dues & Memberships	200.00	0.00	100.00	100.00	0.00
1443.80 · Planning Commission Supplies	0.00	150.00	125.93	125.93	150.00
	2,711.74	18,400.00	519.43	519.43	1,650.00
<u>Animal Control</u>					
1444.10 · Contracted Services - SPCA	5,565.00	4,545.00	3,915.00	4,015.00	3,540.00
1444.15 · Contracted Services - Other	0.00	1,000.00	0.00	0.00	0.00
	5,565.00	5,545.00	3,915.00	4,015.00	3,540.00
<u>Solid Waste Collection</u>					
1445.10 · Contracted Svcs-Trash/Recycling	547,559.90	548,000.00	456,300.10	547,560.10	547,560.00
1445.12 · Trash Bags Sold to Residents	4,800.00	3,000.00	0.00	0.00	3,000.00
1445.25 · Allocated Personnel Costs	48,244.28	81,044.00	31,152.59	31,420.97	0.00
1445.30 · Trash Invoicing Expenses	925.00	0.00	352.29	352.29	13,000.00
1445.35 · Credit Card Processing Fees	2,692.07	2,500.00	1,975.57	2,060.57	0.00
1445.40 · Bulk Rate Postage	0.00	2,000.00	0.00	0.00	0.00
1445.45 · Hazardous Waste Collectn Event	1,590.07	1,000.00	641.22	641.22	1,000.00
1445.50 · Solid Waste Dumpster Costs	1,329.53	1,000.00	561.54	1,000.00	0.00
1445.53 · Recycling Authority shared cost	0.00	0.00	3,290.00	0.00	1,500.00
1445.55 · Supplies (recycle cans)	9,134.99	4,000.00	0.00	0.00	0.00
1445.65 · Recycling truck maint/repairs	N/A	0.00	196.51	196.51	200.00
	616,275.84	642,544.00	494,469.82	583,231.66	566,260.00
<u>Culture & Recreation</u>					
1446.10 · Parks & Recreation	3,777.67	15,000.00	3,693.03	4,000.00	10,000.00
1446.15 · Park & Rec Pavilion expenses	1,019.67	0.00	0.00	0.00	0.00
1446.30 · Historical Commission	323.49	3,500.00	0.00	0.00	750.00
	5,120.83	18,500.00	3,693.03	4,000.00	10,750.00
Total Expenses	2,503,856.27	2,535,546.00	1,954,665.26	2,322,463.72	2,490,900.80
Excess of Revenues over Expenditures	\$ (94,952.81)	\$ (140,305.00)	\$ 252,138.60	\$ 55,469.14	\$ 3,739.20

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<i>Liquid Fuels Revenue</i>					
1355.10 · Annual Liquid Fuels Allocation	161,063.43	167,000.00	193,809.49	193,809.49	185,118.68
1355.20 · State Turnback Allocation	58,960.00	29,480.00	29,480.00	29,480.00	29,480.00
1355.40 · Interest on Liquid Fuels Funds	477.44	500.00	267.14	310.52	300.00
<i>Total Revenue</i>	220,500.87	196,980.00	223,556.63	223,600.01	214,898.68

Liquid Fuels Expense

1430.00 · Salt Supplies	37,296.60	35,000.00	11,889.36	11,889.36	25,000.00
1430.05 · Asphalt, Stone, Other	19,192.91	45,000.00	8,578.58	8,578.58	20,000.00
1430.10 · Vehicle Fuel - Diesel	19,200.64	14,000.00	12,577.69	14,500.00	16,000.00
1430.20 · 2010 Freightliner-annual instmt	0.00	36,432.00	35,784.88	35,784.88	35,785.00
1430.25 · Fuel Pump Repair	0.00	1,500.00	0.00	0.00	0.00
1430.30 · Highway Maint-shop supplies	3,668.88	2,100.00	2,864.45	3,375.00	4,000.00
1430.35 · Purchase Hand Tools	141.96	200.00	637.02	750.00	500.00
1430.40 · Mowing	2,096.57	4,500.00	4,591.90	4,591.90	1,500.00
1430.45 · Highway - Shoulder	4,326.00	4,500.00	4,070.48	4,070.48	4,000.00
1430.50 · Vehicle - Repairs & Maintenance	31,346.49	25,000.00	10,218.89	16,220.89	15,000.00
1430.51 · Insurance Claim Receipts	(2,222.38)	0.00	0.00	0.00	0.00
1430.55 · Supplies - Signs/Markers	2,860.67	0.00	1,635.05	1,750.00	1,500.00
1430.60 · Electric - Street Lights	1,161.42	1,400.00	957.77	1,149.17	1,200.00
1430.65 · Storm Drain Repair	303.00	0.00	1,958.85	1,958.85	8,000.00
1430.70 · Truck Towing	85.00	0.00	0.00	0.00	0.00
1430.72 paving work (2013)	0.00	0.00	0.00	0.00	100,000.00
1430.73 · Mortonville Rd paving (2012)	0.00	0.00	965.13	107,425.25	0.00
1430.74 · Old Wilmington Rd paving (2012)	300.00	0.00	746.06	49,895.70	0.00
1430.76 · Hephzibah Hill paving (2011)	53,339.50	0.00	(909.60)	(909.60)	0.00
1430.77 · Machinery & Equip - new	750.88	0.00	9,409.00	9,409.00	50,000.00
1430.78 · Engineering Studies	0.00	5,000.00	1,002.20	1,002.20	0.00
1430.80 · Other	1,310.15	1,000.00	326.30	644.00	500.00
1460.00 · Other Expenses	214.83	0.00	0.00	0.00	0.00
1465.00 · Alloc PW employees salaries	0.00	50,000.00	45,160.54	50,000.00	50,000.00
<i>Total Expenses</i>	175,373.12	225,632.00	152,464.55	322,085.66	332,985.00

Excess of Revenues over Expenditures \$ 45,127.75 \$ (28,652.00) \$ 71,092.08 \$ (98,485.65) \$ (118,086.32)

LAMB | M c E R L A N E ^{PC}

ATTORNEYS AT LAW

1001 9 2012
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October 15, 2012

Board of Supervisors
East Fallowfield Township
2264 Strasburg Road
East Fallowfield, PA 19320

Dear Chairman Makely and Members of the Board:

I am pleased to advise that our firm does not intend to increase its hourly municipal attorney and paralegal rates for calendar year 2013 for general municipal legal services to East Fallowfield Township. We trust this will be of comfort to the Township given current budgetary constraints. Our rate for partners and associates will remain \$190 per hour for our general municipal legal services. Our rate for paralegals will remain \$120 per hour. We reserve the right to request alternate rates for specialized legal services as they may arise from time to time, such as certain types of litigation and bond counsel services.

We greatly value the opportunity to be of service to East Fallowfield Township, and to serve the public interest, and also appreciate your continued confidence in this firm.

If you have any questions, please do not hesitate to call.

Very truly yours,

LAMB MCERLANE PC

By: 

Vincent M. Pompo



EAST FALLOWFIELD TOWNSHIP

2264 Strasburg Road
East Fallowfield, PA 19320-4437
Phone (610) 384-7144 • Fax (610) 384-7143

BOARD OF SUPERVISORS

Mr. Chris Makely, Chairman
Mr. Chris Amentas, Vice Chairman
Mr. Mark Toth, Member
Mr. Joseph Pomorski, Member
Mr. Edward Porter, Member

TOWNSHIP SECRETARY
Denise Miller

TOWNSHIP TREASURER
Rosemary Moore

To: Board of Supervisors

Date: December 18, 2012

From: Barry Gathercole
Public Works Director

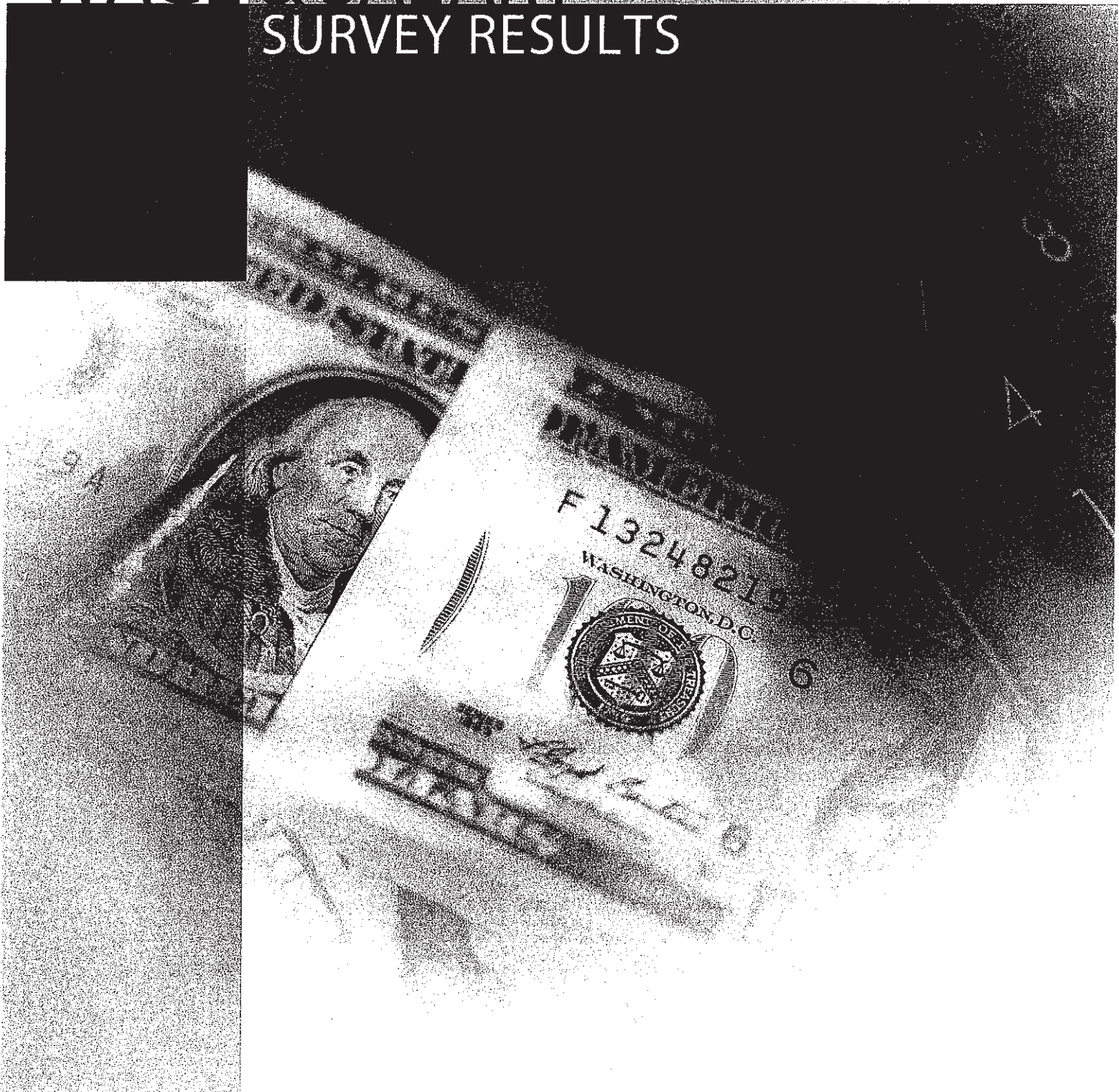
I Barry Gathercole Public Works Director, respectfully request that John Weaver be promoted from road crew member at \$18.91 per hour to a certified senior mechanic at the hourly rate of \$21.41.

Respectfully Submitted,

Barry Gathercole
Public Works Director



2012 WAGE & SALARY SURVEY RESULTS



Townships with Populations from 4,001 to 8,000

Hourly Positions

Employee Position	Full-Time Hourly Positions					Part-Time Hourly Positions				
	# of Twps	Low	Avg.	Med.	High	# of Twps	Low	Avg.	Med.	High
Administrative Assistant	35	10.68	16.58	16.15	24.57	13	9.83	13.77	14.00	20.50
Asst. Code Enforcement Officer	3	12.50	17.37	16.50	23.10	3	14.00	14.67	15.00	15.00
Asst. Manager										
Asst. Public Works Director	5	15.55	21.37	22.55	26.39					
Bookkeeper	15	14.00	17.58	15.52	26.50					
Building Code Official	12	18.00	23.69	22.38	40.00	4	18.90	38.23	33.50	67.00
Code Enforcement Director										
Code Enforcement Officer	19	11.25	20.02	18.51	34.71	12	10.50	24.86	19.45	67.00
Finance Director										
Heavy Equipment Operator	54	13.58	19.16	18.98	28.98	7	12.73	15.62	14.18	20.00
Laborer, Skilled	104	10.73	18.40	18.49	25.85	18	10.25	16.10	15.37	23.00
Laborer, Unskilled	35	7.25	14.75	15.00	20.75	39	8.25	11.68	11.40	16.76
Light Equipment Operator	23	12.00	19.39	18.57	28.61	8	10.00	14.29	14.13	18.50
Manager	8	23.10	33.23	32.05	49.93					
Mechanic	19	12.75	18.88	18.68	27.02					
Parks/Recreation Director	6	9.00	16.90	18.57	21.85	7	10.50	13.75	13.89	17.00
Patrol Officer	49	13.00	24.28	24.05	40.22	33	11.00	15.38	14.42	21.53
Planning Director										
Police Captain										
Police Chief	35	19.15	29.27	27.63	48.46	3	13.50	15.39	14.70	17.98
Police Corporal	7	21.62	29.38	29.96	42.23					
Police Detective	7	16.27	29.17	29.53	40.22					
Police Lieutenant	7	18.54	24.69	24.13	35.29					
Police Sergeant	28	14.80	26.38	24.90	44.45					
Public Works Director	14	23.00	28.21	27.74	37.94					
Road Foreman/Superintendent	54	17.00	22.35	22.31	32.11					
Roadmaster	75	14.93	21.06	20.92	33.24	11	10.00	17.54	18.50	22.59
Secretary (if not Secy.-Treas.)	22	12.14	17.49	17.98	22.80	5	14.55	15.78	15.03	18.50
Secretary-Treasurer	53	14.10	19.33	18.83	28.85	5	16.00	21.41	20.12	30.40
Sewage Enforcement Officer	6	20.48	26.67	23.50	37.00	9	16.50	36.80	27.00	75.00
Sewage Plant Operator	8	17.75	20.23	20.02	22.90					
Treasurer (if not Secy.-Treas.)	12	13.37	17.86	17.53	25.35	6	15.00	22.36	20.35	33.00
Typist/Clerk	28	9.27	14.58	14.61	20.61	25	8.00	12.94	13.05	17.25
Zoning Officer	21	11.00	24.15	21.48	64.00	24	13.11	26.26	21.13	75.00
Certified Public Accountant										

Township Responses and Benefits (continued on next page at the bottom)

- 172 out of 230 townships in this population category responded, a response rate of 75 percent.
- 39 responding townships, or 23 percent, have non-police employees organized for collective bargaining.
- 159 responding townships, or 92 percent, provide employee medical and hospitalization insurance.
- 136 responding townships, or 79 percent, provide employee dental care insurance.
- 117 responding townships, or 68 percent, provide employee vision care insurance.
- 135 responding townships, or 78 percent, provide employee disability insurance.

12-21-12

TO THE BOARD OF SUPERVISORS

I, BOB KING, would like to REAPPLY FOR THE vacancy board for The year 2013.

I HELD THAT POSITION FOR 2012. I'm ALSO A TOWNSHIP AUDITOR FOR 5 MORE years. I've been a tax COLLECTOR FOR 2 years. I've been attending meetings at the township for the last 8-10 years, including planning commission, ZONING HEARING BOARD and Park + Rec.

I ENJOY BEING INVOLVED in township politics.

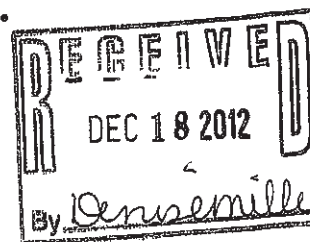
Thank you for your consideration.

Bob King

BOB KING.

Law Offices of John S. Carnes, Jr.

320 N. High Street
Suite 103
West Chester, PA 19380
Phone: (610) 436-7500
Fax: (610) 436-7501
jcarnes@jcatty.com



December 17, 2012

Denise Miller, Township Secretary
East Fallowfield Township
2264 Strasburg Road
East Fallowfield, PA 19320

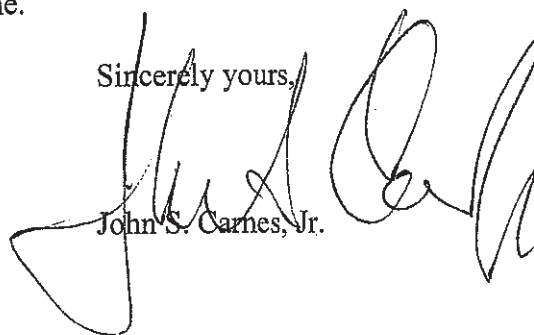
Re: Solicitor for the Zoning Hearing Board of East Fallowfield Township 2013

Dear Denise:

I am pleased to continue to provide my services for 2013 at the same hourly rate charged in 2012. Thus, I will continue to charge an hourly rate of One Hundred and Thirty-Five Dollars (\$135.00) per hour (One Hundred Dollars (\$100.00) per hour for the services done by any attorney working for me). The other terms of my engagement in 2012 will also continue. I charge 10 cents per page for excess copying, I charge for certified mail (or if the costs per piece exceed \$1.00) and I seek reimbursement for Federal Express, court filing fees and the like. I charge for mileage at the IRS approved rate if travel is involved. There are no charges for legal research on Westlaw or secretarial time and effort – such as the time spent in typing or filing documents.

I thoroughly enjoyed my representation of the East Fallowfield Township Zoning Hearing Board in 2012 and hope to continuing in this position for 2013. If you have any questions, please do not hesitate to contact me.

Sincerely yours,


John S. Carnes, Jr.

JSCJr/cms



TRAFFIC PLANNING AND DESIGN, INC.

2500 EAST HIGH STREET, STE 650
POTTSTOWN, PA 19464

PHONE: 610.326.3100
FAX: 610.326.9410

TPD@TRAFFICPD.COM
WWW.TRAFFICPD.COM

PA Society of Professional Engineers
Professional Development Award Winner

A Best Civil Engineering Firm
To Work For In The US

January 4, 2013

Ms. Denise Miller, Secretary
East Fallowfield Township
2264 Strasburg Road
East Fallowfield, PA 19320-4437

Re: East Fallowfield Township Traffic Consulting Rates

Dear Denise:

I have enclosed our proposed East Fallowfield Township rates for 2013. We look forward to working with the Township again. We value our relationship with the Township and enjoy working with you.

Sincerely,
TRAFFIC PLANNING AND DESIGN, INC.

Robert G. Richardson, P.E.
Senior Vice-President

Enclosure

cc: Board of Supervisors

Traffic Planning and Design, Inc. (TPD)

Schedule of Charges for Services and Expenses - 2013

TPD's charges for professional services are based on the following rates:

President	\$220	Design/Construction Manager	\$130
Senior Vice President	\$180	Sr. Construction Manager	\$125
Vice President	\$170	Construction Manager 2	\$115
Senior Project Manager 2	\$155	Construction Manager 1	\$105
Senior Project Manager 1	\$140	Asst. Construction Manager	\$90
Project Manager 4	\$125	Transp. Construction Manager 2	\$90
Project Manager 3	\$120	Transp. Construction Manager 1	\$85
Project Manager 2	\$115	Transp. Constr. Insp. Supervisor 2	\$80
Project Manager 1	\$110	Transp. Constr. Insp. Supervisor 1	\$75
Design/Planning Specialist 4	\$100	Transp. Construction Inspector 3	\$70
Design/Planning Specialist 3	\$90	Transp. Construction Inspector 2	\$65
Design/Planning Specialist 2	\$80	Transp. Construction Inspector 1	\$60
Design/Planning Specialist 1	\$70	Construction Services Technician	\$55
CADD Manager	\$105	Environmental Services Manager	\$100
CADD Designer 4	\$80	Environmental Scientist 1	\$70
CADD Designer 3	\$70	Senior Analyst	\$85
CADD Designer 2	\$65	Analyst	\$65
CADD Designer 1	\$60	Technician Manager	\$60
Clerk	\$50	Technician	\$55

TPD's charges for typical expenses are based on the following:

Copies (black & white)	\$0.11 per copy
Copies (color)	\$0.33 per copy
Plan Print (22"x34", black & white)	\$0.50 per square foot
Plan Print (22"x34", color)	\$1.00 per square foot
Mylar Originals	\$5.00 per sheet
Presentation Boards	\$25.00 per board
Mileage	At current IRS-approved rate*
Tolls	At cost to TPD
Meals & Lodging	At cost to TPD
Mail & Overnight Delivery	At cost to TPD
Phone Calls	At cost to TPD
Equipment charge for ATR	\$30 per deployed unit per day**

* Mileage charge is based on IRS-approved rate, and is subject to adjustment by IRS and TPD at any time.

** Automatic Traffic Recorder (ATR). Amount listed is in addition to charges for services and other expenses related to ATR deployment.

TPD Corporate Headquarters:
2500 E. High Street, Suite 650
Pottstown, PA 19464

Phone: 610-326-3100
Fax: 610-326-9410
www.trafficpd.com

610-356-9550
FAX 610-356-5032

Herbert E. MacCombie, Jr., P.E.

CONSULTING ENGINEERS & SURVEYORS, INC.
1000 PALMERS MILL ROAD
MEDIA, PA 19063

James W. MacCombie, P.E., P.L.S.
Herbert E. MacCombie, III, Technician

REPLY TO:
P.O. BOX 118
BROOMALL, PA 19008-0118

November 9, 2012

Board of Supervisors
East Fallowfield Township
2264 Strasburg Road
East Fallowfield, Pa. 19320



Attn: Denise Miller, Secretary

Re: 2013 Municipal Engineering Services

Dear Board of Supervisors:

We would be pleased to provide engineering services to East Fallowfield Township, please be advised of the following fee schedule for the year 2013, which will remain the same as the previous year.

2013 FEE SCHEDULE

Sr. Prof. Engineer (Principal) (James W. MacCombie, P.E., P.L.S.)	\$ 135.00 per/hr.
Sr. Prof. Engineer (David J. Biloon, P.E.)	105.00 per/hr.
Prof. Engineer (Dennis F. O'Neill, P.E.)	102.50 per/hr.
Sr. Technician (Class 1) (Herbert E. MacCombie, III)	85.00 per/hr.
Design Engineer (David M. Porter, E.I.T.)	80.00 per/hr.
Technician (Class 2) (Jeremiah MacCombie, Nathaniel I. MacCombie)	70.00 per/hr.
Draftsman-Technician (James C. Bevan, Arber Dhima)	65.00 per/hr.
SEO (James C. Bevan)	75.00 per/hr.
Survey Crew (2 man)	125.00 per/hr.
Survey Crew (3 man)	175.00 per/hr.
Survey Crew (4 man)	225.00 per/hr.
Zoning Officer	85.00 per/hr.

If you have any questions please don't hesitate to contact our office.

Very truly yours,


James W. MacCombie, P.E., P.L.S.

**EAST FALLOWFIELD TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

RESOLUTION 2013-01

WHEREAS, the Board of Supervisors of the Township of East Fallowfield has established filing fees, permit fees, license fees and any other fees by way of multiple ordinances and resolutions; and

WHEREAS, the lack of a centralized fee schedule makes it difficult for the public to obtain the Township's complete fee schedule and for the revising of fees; and

WHEREAS, it is therefore the desire of the Board of Supervisors of the Township of East Fallowfield to provide a single fee schedule; and

NOW, THEREFORE BE IT RESOLVED THAT and it is hereby resolved by the Board of Supervisors of the Township of East Fallowfield that all fees are hereby fixed as follows:

<u>Subject</u>	<u>Code/Ordinance #</u>	<u>Fees</u>	
Code Enforcement			
A. Contractor registration – Commercial only	Ordinance 2008-03		
1. Annual fee	\$5-213	\$ 80.00	Comment [DM1]: Increased \$5 00
Fire Prevention and Fire Protection			
A. Fire loss certification fee	\$7-102	\$ 25.00	
B. False alarm fee		\$ 30.00	Comment [DM2]: Increased \$5 00
1. A fee shall be assessed for false alarm transmissions which requires a response from the East Fallowfield Police Department. The fee shall be assessed for each time the Police respond to a false alarm signal after the third false alarm.			
Highway Occupancy Permits			
A. Permit issuance fees. These fees are applied to the administrative costs insured in reviewing the application and plan(s) and issuing and processing the permit, including the preliminary review of the site location identified in the application, whether or not a permit is issued and processed.	Resolution 2008-07		

1. Application fee			
a) Utility		\$125.00	Comment [DM3]: Increased \$25
b) Driveways			
1) minimum use (e.g. single family dwellings, apartments with 5 or fewer units)		\$ 80.00	Comment [DM4]: Increased \$5 00
2) low volume (e.g. office buildings, car wash)		\$110.00	Comment [DM5]: Increased \$10 00
3) medium volume (e.g. motels, fast food restaurants, small shopping plaza)		\$130.00	Comment [DM6]: Increased \$10 00
4) high volume (e.g. large shopping centers, multi-building apartments, office complex)		\$200.00	Comment [DM7]: Increased \$25 00
c) Other.			
1) Sidewalk and curb replacement per 101 feet		\$ 25.00	Comment [DM8]: Increased \$5 00
2. Supplement fee: each six month time extension		\$ 50.00	
3. Emergency permit card		\$ 75.00	Comment [DM9]: Increased \$25
B. General Permit Inspection fees. These fees are applied to the cost incurred in the preliminary review of the location covered by the permit, and/or spot inspection of the permitted work, and/or subsequent inspection after the permitted work has been completed to ensure compliance with PENN DOT SPECIFICATIONS AND PERMIT PROVISIONS.			
1. Driveways			
a) each minimum use driveway		\$ 35.00	Comment [DM10]: Increased \$5 00
b) each low volume driveway		\$ 75.00	Comment [DM11]: Increased \$15 00
c) each medium volume driveway		\$ 95.00	Comment [DM12]: Increased \$15
d) each high volume driveway		\$125.00	Comment [DM13]: Increased \$15
2. Underground facilities: pipe lines, buried cable with pedestals, conduit, manholes, headwalls, inlets and all pipes ¹			

¹ This fee is calculated on the TOTAL linear feet of the facility or facilities being permitted within the right of way, regardless of whether the surface is opened.

a) physically connected facility or facilities (1 st 50 feet or fraction thereof each section)		\$ 75.00	Comment [DM14]: Increased \$15
b) additional physically connected facilities (each 100 feet or fraction thereof)		\$ 30.00	Comment [DM15]: Increased \$5 00
3. Surface openings: ²			
a) total linear feet of opening each 100 foot or fraction thereof			
1) opening in pavement		\$ 85.00	Comment [DM16]: Increased \$5 00
2) opening in shoulder		\$ 45.00	Comment [DM17]: Increased \$5 00
3) opening outside pavement and shoulder		\$ 35.00	Comment [DM18]: Increased \$5 00
b) If a longitudinal opening simultaneously occupies two or more highway areas identified in subparagraphs 1, 2, and 3, only the higher fee will be charged.			
4. Surface openings of less than 36 square feet			
a) service connections performed independently of underground facility installation, pipeline repairs, each opening.			
1) opening in pavement		\$ 100.00	Comment [DM19]: Increased \$10
2) opening in shoulder		\$ 65.00	Comment [DM20]: Increased \$5 00
3) opening outside pavement and shoulder		\$ 45.00	Comment [DM21]: Increased \$5 00
b) if an opening simultaneously occupies two or more highway areas identified in subparagraphs 1, 2, and 3, only the higher fee will be charged.			
5. Above ground facilities: (poles, guys and/or anchors if installed independently of poles)			
a) up to 10 physically connected above-ground facilities, each continuous group		\$ 65.00	Comment [DM22]: Increased \$5 00
b) additional above-ground physically connected facilities, each pole with appurtenances		\$ 30.00	Comment [DM23]: Increased \$5.00
6. Crossings: (e.g. "overhead" tipples, conveyors or pedestrian walkways and "under grade" subways or		\$200.00	

² These fees are calculated on the total linear feet of the opening being permitted within different areas of the right of way.

mines)			
7. Seismograph-vibroseis method (prospecting for oil, gas)			
a) first mile		\$210.00	Comment [DM24]: Increased \$10 00
b) each additional mile		\$60.00	Comment [DM25]: Increased \$10 00
8. Non-emergency test hole in pavement or shoulder			
a) each hole		\$30.00	Comment [DM26]: Increased \$5 00
9. Other			
a) sidewalk replacement (each block)		\$30.00	Comment [DM27]: Increased \$5 00
b) curb replacement (each 10 foot section)		\$30.00	Comment [DM28]: Increased \$5 00
C. Exemptions: permit issuance fees and general permit inspection fees are not payable by any of the following:			
1. Commonwealth;			
2. Political subdivisions of the Commonwealth, except when placing a facility longitudinally within more than 100 total linear feet of pavement, in that case, the application of inspection fees for pavement openings will be charged;			
3. Governmental authorities organized under the laws of the Commonwealth;			
4. Federal government;			
5. Charitable organizations;			
6. Utility facility owners for:			
a) installation of street lights at the request of Penn DOT;			
b) replacement or renewal of their facilities prior to a Township resurfacing project after notice from the Township;			
c) removal of poles and attached appurtenances;			
d) facilities moved at the request of Penn DOT or the political subdivision;			
e) reconstruction or maintenance of their facilities that occupy the right-of-way under private status.			

D. Additional inspection fees			
If the Township determines that the permitted work is of sufficient magnitude or importance to warrant assignment of one or more persons to inspect the permitted work on a more than spot inspection basis, the permit will so indicate and the permittee shall be charged for additional salary and or fees, overhead and expenses incurred by each assigned inspector and the Township.			
Licenses, Permits, and General Business Regulations			
A. Peddlers	§13-104		
1. License fee		\$5.00 per day; \$10.00 per Week; \$30.00 per month; \$150.00 per year	<p>Comment [DM29]: Increased \$3 00</p> <p>Comment [DM30]: Increased \$5 00</p> <p>Comment [DM31]: Increased \$15 00</p> <p>Comment [DM32]: Increased \$90 00</p>
B. Junkyard and scrap yards			
1. License fee	§13-206		
a) less than 15,000 sq. ft.		\$ 75.00	Comment [DM33]: Increased \$25 00
b) more than 15,000 sq. ft. but less than 40,000 sq. ft.		\$150.00	Comment [DM34]: Increased \$50 00
c) more than 40,000 sq. ft.		\$250.00	Comment [DM35]: Increased \$50 00
2. Transfer fee	§13-209	\$ 15.00	Comment [DM36]: Increased \$5 00
C. Burning permit	Ord Amend 2008-06	\$ 10.00	Comment [DM37]: Increased \$5 00
Park Use Fees	Resolution 2012-10		
A. Security Deposit		\$100.00	
A. Pavilion Use Fees:			

Right-to-Know Request		
A. Copies		\$0.25 per page per side (8½ x 11) basis. Pennsylvania sales tax will be added to charges for copying documents.
B. If a public record is only maintained in electronically or other nonpaper media, and the requester asks for the record in that media, duplication fees shall be the cost incurred by the Township to supply the necessary device required to transfer the public record in that media. (In order to maintain the security of the Township electronic files the Township reserves the right to require the requestor to receive the public record on a transfer devices purchased by the Township.)		actual cost
C. Postage		actual cost
D. Certification of record (for each record)		\$5.00
E. Third party charges – any charges incurred by the Township necessary to fulfill the request. With the exception of legal fees incurred to determine if records are public records.		actual cost
F. Fulfilling request with the exception of time spent reviewing a record to determine if it is a public record and making duplications.		Time spent x Township employee hourly rate
Sewers and Sewage Disposal		
A. On-lot systems	§18A-104	
1. Inspection fee		\$50.00
B. Copies of Sewer Ordinance	§§18B-405, 18B-626	

1. General ordinance		\$30.00	Comment [DM38]: Increased \$15 00
2. Standard sanitary sewer specifications		\$55.00	Comment [DM39]: Increased \$5 00
3. Both		\$80.00	Comment [DM40]: Increased \$5 00
C. Permits, regulations, and fee schedule	§18B-201		
1. Inspection failure, contractor not prepared		\$80.00	Comment [DM41]: Increased \$20 00
2. Inspection failure		\$80.00	Comment [DM42]: Increased \$20 00
3. Inspection failure, subsequent pass or fail		\$100.00	Comment [DM43]: Increased \$20 00
4. Inspections after hours, weekends, and/or holidays			
a) within 2 hours		\$150.00 per hour	Comment [DM44]: Increased \$30 00
b) over 2 hours		\$120.00 per hour	
D. Sewage Facilitates Act bound copy		\$ 40.00	Comment [DM45]: Increased \$10 00
Solid Waste	Resolution		
A. The Township Secretary shall charge the following fees for each trash and recycling collection balance certification issued:			
1. For each certification of a trash and recycling collection balance		\$ 35.00	
2. For each certification transmitted by facsimile		\$ 35.00	
3. For each certification provided with less than 24 hours' notice		\$ 45.00	
B. Recycling bin/lid			
1. Bin and lid		\$19.00	
2. Lid only		\$ 5.00	
3. Recycling bin only		\$14.00	
C. Trash collection and disposal			

1. Trash and recycling fee		\$305.00 per year; discount rate \$274.50
2. Penalty		
a) A service fee will be assessed in the amount stated for each month that payments are late (i.e. – paid after the due date stated on the annual invoice)		\$5.00
b) That the Board of Supervisors of East Fallowfield Township forward delinquent accounts to an outside collection agency for final enforcement in January of the subsequent year.		
D. Fees added to unpaid claims		
1. A charge, not to exceed \$50.00, plus postage, shall be added to the unpaid claim for providing notice of delinquency pursuant to Section 7106 of the Municipal Claims and Tax Liens Act.		
E. Dumpster		
1. Sofa		\$ 20.00
2. Chair		\$ 15.00
3. Mattress, box spring		\$ 20.00
4. Level, full size pick-up truck		\$ 55.00
5. Level, small size pick-up truck		\$ 35.00
6. Carpet		\$ 25.00
7. Freon removal fee		\$ 25.00
8. TV (any size)		\$ 25.00

Comment [DM46]: New item-proposed by Mark Toth.

<p>E. Brush Chipping</p> <p>The Board of Supervisors hereby establishes a roadside brush chipping fee for each 15 minutes or portion thereof, with the initial 15 minutes free of charge.</p>		<p>\$ 30.00</p>
<p>Portnoff Law Associates, LTD unpaid claim fees</p>		
<p>A. Notice of Expense - A charge, not to exceed \$50.00, plus postage, shall be added to the unpaid claim for providing notice of delinquency pursuant to Section 7106 of the Municipal Claims and Tax Liens Act.</p>		
<p>B. Collection Fees</p>		
<p>1. Handling fee for returned check</p>		<p>\$ 30.00</p>
<p>2. Handling fee to issue refund check</p>		<p>\$ 20.00</p>
<p>3. Bookkeeping fee for payment plan of 3 months or less</p>		<p>\$ 25.00</p>
<p>4. Bookkeeping fee for payment plan of more than 3 months</p>		<p>\$ 50.00</p>
<p>5. Guaranteed Payoff Fee</p>		<p>\$ 25.00</p>
<p>C. Legal Fees</p>		
<p>1. Initial review and sending first demand letter</p>		<p>\$160.00</p>
<p>2. File lien and prepare satisfaction</p>		<p>\$250.00</p>
<p>3. Prepare Writ of Scire Facias</p>		<p>\$250.00</p>
<p>4. Obtain Re-issued Writ</p>		<p>\$ 30.00</p>
<p>5. Prepare and mail letter under Pa R.C.P. 237.1</p>		<p>\$ 30.00</p>
<p>6. Prepare Motion for Alternate Service</p>		<p>\$250.00</p>
<p>7. Prepare Request for Production of Documents in preparation for Trial</p>		<p>\$ 25.00</p>
<p>8. Prepare Pre-Trial Memorandum</p>		<p>\$150.00</p>
<p>9. Prepare motion for Judgment for Want of Sufficient Affidavit of Defense pursuant to 53 P.S. §7271</p>		<p>\$ 150.00</p>

10. Prepare Default Judgment		\$175.00
11. Prepare Writ of Execution		\$800.00
12. Attendance of Sale; Review Schedule of Distribution and Resolve Distribution issues		\$ 400.00
13. Continue Sheriff Sale		\$ 50.00
14. Petition to Assess Damages		\$ 50.00
15. Petition for Free and Clear Sale		\$400.00
16. Prepare bankruptcy proof of claim		\$100.00
17. Services not covered above		At an hourly rate between \$60.00-
18. Interest will be assessed upon all delinquent unpaid Municipal claims at a rate of 10% per annum and added to the unpaid claim.		\$225.00 per hour.
19. In addition, the reasonable and necessary out-of-pocket charges, costs, expenses, commissions, and fees incurred in collection, such as but not limited to, postage, title searches, prothonotary fees and sheriff fees, shall be added to the unpaid claims.		
Storm Water Management		
Escrow Deposit at time of Application for Storm Water Management Plan Review		\$300.00
Streets, Sidewalks, and Driveways		
A. Street opening permit application fee		\$ 75.00
B. Driveway permit application fee		\$ 75.00
C. Township Engineer		Shall be charged at a rate equal to the rates as provided under Subdivision and Land Development section of this

		Fee Schedule.
D. Invoices shall be billed monthly for services to date. Invoices shall include a \$25 administrative fee and are due within 30 days.		
Subdivision and Land Development	MPC §503(1)	
A. Township Solicitor		
1. Attorney's fee		\$195.00 per hour
2. Paralegal		\$120.00 per hour
B. Township Engineer		\$100.00 per hour
1. Construction observation		\$ 65.00 per hour
2. Additional charges		
a) transportation		\$0.50 per mile
b) large format black and white copies		\$.40 sq. ft.
c) reproduction		charged to project
d) materials or equipment		cost + 15%
e) sub consultant		cost + 15%
3. All hourly rates are portal to portal from Parkesburg office.		
C. Invoices shall be billed monthly for services to date. Invoices shall include a \$25 administrative fee and are due within 30 days.		
D. A service charge of 1.5% per month will be added to invoices outstanding over 30 days.		
E. These fees shall be withdrawn from an escrow account established at the time that a complete subdivision or land		

development application has been submitted.		
F. The minimum fees to be submitted with a complete application for subdivision or land development are as follows:		
1. Each subdivision or land development sketch plan application will be accompanied by an escrow deposit in the minimum amount of \$500. Additional deposits may be required for additional expenses relating to those activities pursuant to §503 of the Municipalities Planning Code when warranted under the specific circumstances or when the initial deposit has been reduced to \$100.		
2. Each subdivision or land development application, whether preliminary or final, will be accompanied by an escrow deposit of \$1,000. For all residential subdivisions an administrative/application fee of \$75 for up to three lots/dwelling unit and \$75 for each lot/dwelling unit above three. For nonresidential or land development, the charge will be \$0.20 per square foot of new building space. (including \$0.10 per square foot of any existing building space the use of which will be charged).		
3. Additional deposits will be required for additional expenses relating to those activities, pursuant to §503 of the Pennsylvania Municipalities Planning Code when the initial escrow deposit has been reduced to \$500. Regardless of whether a deposit is utilized to pay the fees chargeable to the Township by engineers or other consultants, reimbursement to the Township shall be made within 15 days of the date on which an invoice is forwarded from the Township. The recordation of the plan will not be permitted unless all outstanding fees are paid to the Township.		
4. Within 45 days of the date on which the Township receives notice of the recording of any subdivision or land development plan, or actually causes the subdivision plan to be recorded in the Office of the Recorder of Deeds of Chester County, and, if applicable, upon receipt of the recorded Deeds of Dedication, Maintenance Bond, etc., any unused portion of the sum deposited will be returned to the applicant.		
G. Subdivision and Land Development Ordinance bound copy		\$ 50.00
Telecommunications Registration Fee	\$27-1733.27	
A. In January of each year, the owner or operator of any wireless communications facility shall pay the		

Telecommunication Registration Fee.			
B. Telecommunication Registration Fee		\$ 600.00	Comment [DM47]: Decreased \$1,900.00
		Resolution 2012-12	
Timber Harvesting	Ordinance 2008-01		
A. Escrow.			
1. With the filing of each timber harvesting permit, the operator shall submit to the Township \$1,000.00, which fund will be held in an escrow account and utilized to pay for any costs incurred by the Township, including legal, administrative and/or engineering costs associated with insuring compliance with the terms of this Ordinance, the Clean Streams Law, the Dam Safety and Encroachments Act and the Storm Water Management Act, and any other applicable federal, state or municipal laws or regulations.			
Zoning	§27-2102.2		
A. Applications for building permits shall be accompanied by the following fees:			
1. A zoning permit is required prior to the issuance of a building permit.		\$ 75.00	Comment [DM48]: Increased \$25.00
B. The Zoning Permit Fee is required for all structures unregulated per PA Act 45. A Zoning Permit Fee for a Zoning Permit is regulated in the following schedule:			
C. PA Act 45 requires the Municipality to Charge \$4 for each permit issued. The \$4 fee is in addition to the following fees:			
1. Residential			
a) Minimum fee		\$150.00	Comment [DM49]: Increased \$50.00
b) New construction	(\$10,000 cap) + zoning fee	\$75.00 + \$0.50 per sq. ft.	Comment [DM50]: Increased \$25.00 Comment [DM51]: Increased 10

c) Additions		\$75.00 + \$0.50 per sq. ft.	<p>Comment [DM52]: Increased \$25.00</p> <p>Comment [DM53]: Increased 10</p>
d) Alterations and structural repairs		2.5% of construction cost	Comment [DM54]: Increased 3%
e) Utility and miscellaneous use group (sheds, decks, fences, slabs, retaining walls, pools, towers, concrete slabs)		2.5% of construction cost	Comment [DM55]: Increased 3%
f) Moving of structure		1.5% of cost/minimum fee \$100.00	<p>Comment [DM56]: Increased 5%</p> <p>Comment [DM57]: Increased \$25.00</p>
2. All use groups other than R-1, R-2, R-3 utility and maintenance			
a) Minimum fee		\$ 250.00	Comment [DM58]: Increased \$50.00
b) New construction and additions		\$ 90.00 + 0.60 sq. ft. of GFA ³	<p>Comment [DM59]: Increased \$5.00</p> <p>Comment [DM60]: Increased 10</p>
c) Alterations and repairs		4% of construction costs	Comment [DM61]: Increased 5%
d) Demolition		\$200.00	Comment [DM62]: Increased \$25.00
e) Manufactured housing replacement (residential)		\$ 25.00 per 100 sq. ft.	Comment [DM63]: Increased \$5.00
f) Manufactured housing replacement (other)		\$ 45.00 per 100 sq. ft.	Comment [DM64]: Increased \$5.00
g) Construction trailer		\$275.00	Comment [DM65]: Increased \$25.00
h) Temporary sales/office trailer		\$550.00	Comment [DM66]: Increased \$50.00
i) Driveways		\$ 80.00	Comment [DM67]: Increased \$5.00
j) Concrete slab		\$ 6.00 per 100 sq. ft.	Comment [DM68]: Increased \$1.00

³ GFA Gross Floor Area defined as the total square footage of all floors within the perimeter of the outside walls, including basements, cellars, garages, roofed patios, breezeways, covered walkways and attics with floor to ceiling height of 6'6" or more.

k) Signs		\$ 75.00 +\$5 per sq. ft. (outside dimensions of frame)	Comment [DM69]: Increased \$25.00
l) Use and occupancy permits residential		\$ 6.50 per 100 sq. ft.	Comment [DM70]: Increased \$1.50
m) Use and occupancy permits all others		\$ 8.50 per 100 sq. ft.	Comment [DM71]: Increased \$1.50
3. Plumbing and mechanical			
a) First \$1,000 of construction cost		\$ 75.00	Comment [DM72]: Increased \$25.00
b) Each additional \$1,000		\$ 25.00	Comment [DM73]: Increased \$5.00
c) Minimum fee		\$150.00	Comment [DM74]: Increased \$50.00
d) Water and sewer lateral		\$150.00	Comment [DM75]: Increased \$50.00
4. Electrical permits			
a) Service and feeders			
1) 200 amp or less		\$ 53.00	Comment [DM76]: Increased \$5.00
2) 201 amp to 400 amp		\$ 75.00	Comment [DM77]: Increased \$9.00
3) over 400 amp		\$ 90.00 per 100 amp	Comment [DM78]: Increased \$5.00
4) sub-feeders or sub-panels		1/4 above fees	
5) over 600 volts		double above fees	
b) Rough wire			
1) all switches, receptacles, and lighting outlets			
(i) 1 to 25		\$ 65.00	Comment [DM79]: Increased \$5.00
(ii) each additional 10		\$ 15.00	Comment [DM80]: Increased \$3.00
c) Finished wiring			

1) all switches, receptacles, and lighting outlets			
(i) 1 to 25		\$ 65.00	Comment [DM81]: Increased \$5 00
(ii) each additional 10		\$ 15.00	Comment [DM82]: Increased \$3 00
d) Heating, cooling, cooking, appliances, equipment motors, generators, transformers, capacitors, etc.			
1) less than 1/3 hp, kw, kva use finished Wiring fee			
(i) over 1/3 hp, kw, kva			
(ii) 1/3 to 1.0		\$ 13.00	Comment [DM83]: Increased \$3 00
(iii) 1.1 to 5.0		\$ 18.00	Comment [DM84]: Increased \$3 00
(iv) 5.1 to 10.0		\$ 20.00	Comment [DM85]: Increased \$5 00
(v) 10.1 to 30.0		\$ 30.00	Comment [DM86]: Increased \$5 00
(vi) 30.1 to 50.0		\$ 35.00	Comment [DM87]: Increased \$5 00
(vii) 50.1 to 100.0		\$ 60.00	Comment [DM88]: Increased \$10 00
2) over 100		\$ 1.25 per hp, kv, kva	Comment [DM89]: Increased 25
3) over 600 volts		2 x above fees	
e) Signaling, communication, and alarm systems			
1) 1 to 10 devices		\$ 55.00	Comment [DM90]: Increased \$7 00
2) each additional		\$ 2.50	Comment [DM91]: Increased 50
f) Swimming pools			
1) above ground		\$ 75.00	Comment [DM92]: Increased \$25 00
2) in ground, bonding		\$ 50.00	Comment [DM93]: Increased \$5 00
3) in ground, wiring		\$ 80.00	Comment [DM94]: Increased \$5 00
g) Minimum fee		\$ 75.00	Comment [DM95]: Increased \$5 00
5. Zoning hearing board applications			
a) appeal from zoning officer		\$1,500.00	

b) variances		
c) special exception		
D. Conditional Use Hearing fee		\$1,500.00
E. Zoning Ordinance bound copy		\$ 50.00
F. Township Zoning map		\$ 5.00
G. Comprehensive Plan bound copy		\$ 30.00
Miscellaneous		
A. Minimum postage for non-right-to-know requests		\$ 5.00
B. Photo copies (non-open records request)		\$.50
C. Penalty/Interest 1. The Board of Supervisors of East Fallowfield Township hereby assesses a penalty of 5% on any fee or invoice charged/issued under the Code of Ordinances of the Township of East Fallowfield or this resolution not paid between 1 st and 30 th days beyond the due date. 3. Any fee or invoice not paid between the 1 st and 30 th days beyond the due date shall be deemed delinquent and interest at the rate of 1.5% per month (18% per annum) will be charged on all outstanding amounts due to the Township, including, penalties, commencing from the original due date of the invoice or charge. (this does not apply to trash and recycling invoices which charge a service fee for late payment)		
D. Township Engineer Fees		
1. All costs, expenses, charges and fees incurred by the Township for service provided by the Township Engineer in connection with any request from the public or any application shall be reimbursed by the requester or applicant.		
2. Reimbursable Township Engineer fees shall be at a rate equal to the rate provided under the Subdivision and Land Development section of this Fee Schedule.		
E. Township Solicitor Fees		

1. All costs, expenses, charges and fees incurred by the Township for service provided by the Township Solicitor in connection with a request from the public or application shall be reimbursed by the requester or applicant.		
2. Reimbursable Township Solicitor fees shall be at a rate equal to the rate provided under the Subdivision and Land Development section of this Fee Schedule.		
F. Consultant Fees		
1. All costs, expenses, charges and fees incurred by the Township for service provided by a Consultant, other than the Township Engineer, in connection with a request from the public or application shall be reimbursed by the requester or applicant.		
2. Reimbursable Consultant fees shall be at the rate equal to the hourly rate agreed to between the Township and the Consultant.		
G. Invoices		
Invoices for Township Engineer, Township Solicitor, and Township Consultant Fees shall be billed monthly for services to date. Invoices shall include a \$25 administrative fee and are due within 30 days.		

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon adoption.

ADOPTED this 7th day of January 2013.

**BOARD OF SUPERVISORS OF
EAST FALLOWFIELD TOWNSHIP**

_____, Chairman

_____, Vice Chairman

_____, Member

Secretary draft 12/19/12

_____, Member

_____, Member

ATTEST:

Denise Miller,
Township Secretary

**EAST FALLOWFIELD TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

RESOLUTION NO. 2013 - 02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF EAST FALLOWFIELD TOWNSHIP, CHESTER COUNTY, APPOINTING A FIRM TO MAKE AN EXAMINATION OF ALL THE ACCOUNTS OF THE TOWNSHIP FOR FISCAL YEAR 2012 AND 2013 TO REPLACE THE ELECTED AUDITORS.

WHEREAS, the Township is governed by the Second Class Township Code of the Commonwealth of Pennsylvania, Act of May 1, 1933, P.L. 103, No. 69, reenacted and amended November 9, 1995, P.L. 350, No. 60, as amended (the "Code"); and

WHEREAS, the Board of Supervisors is granted the authority pursuant to Section 917(b)(1) of the Code by resolution to appoint a firm of certified or competent public accountants to make an examination of all the accounts of the township for 2012 and 2013 year stated in the resolution, subject to the provisions of Section 917(b)(2) of the Code; and

WHEREAS, Section 917(b)(2), requires advertisement in a newspaper of general circulation the intent to appoint a firm of certified or competent public accountants to replace the elected auditors at least thirty days prior to any vote to appoint said firm to replace the elected auditors; and

WHEREAS, said public advertisement has been provided in accordance with law.

NOW, THEREFORE, BE IT RESOLVED and ADOPTED by the Board of Supervisors of East Fallowfield Township, Chester County, as follows:

Section 1. The Board of Supervisors hereby appoints the firm of Mingis, Gutowski and Company, registered in the Commonwealth of Pennsylvania, to make an examination of all the accounts of the Township for fiscal year 2012 and 2013 to replace the elected auditors.

Section 2. The Board of Supervisors shall determine the compensation of the appointed firm of public accountants.

Section 3. The Board of Auditors shall not audit, settle or adjust the accounts audited by the appointee but shall perform the other duties of the office.

Section 4. This Resolution shall become effective immediately upon adoption.

RESOLVED and **ADOPTED** this 7th day of January, 2013.

**BOARD OF SUPERVISORS
EAST FALLOWFIELD TOWNSHIP**

, Chairman

, Vice Chairman

, Member

, Member

, Member

ATTEST:

**Denise Miller,
Township Secretary**

MINGIS, GUTOWSKI & COMPANY, LLP

Certified Public Accountants 791 South Chester Road, Swarthmore, PA 19081

610-544-5100
FAX: 610-544-9767

December 19, 2012

Board of Supervisors
East Fallowfield Township, Pennsylvania

We are pleased to confirm our understanding of the services we are to provide to East Fallowfield Township for the years ended December 31, 2012 and 2013. We will audit the financial statements of the governmental activities and each major fund, which collectively comprise the basic financial statements of East Fallowfield Township as of and for the years ended December 31, 2012 and 2013. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI) such as management's discussion and analysis (MD&A) to supplement East Fallowfield Township's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to East Fallowfield Township's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Budgetary Comparison Schedules
3. GASB Required Supplementary Pension Information

We will also report on the Commonwealth of Pennsylvania Annual Audit and Financial Report on DCED-CLGS-30.

Audit Objective

The objective of our audit is the expression of opinions as to whether the Township's basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the additional information referred to in the second paragraph when considered in relation to the financial statements taken as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. If our opinions on the financial statements are other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form opinions, we may decline to express any opinion or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. You are also responsible for making all management decisions and performing all management functions; for designating an individual with suitable skill, knowledge, or experience to oversee our financial statement preparation services and any other nonattest services we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the respective financial position of the governmental activities and each major fund of East Fallowfield Township and the respective changes in financial position in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting East Fallowfield Township involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting East Fallowfield Township received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that East Fallowfield Township complies with applicable laws and regulations. You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to East Fallowfield Township or to acts by management or employees acting on behalf of the Township.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors or any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures – Internal Control

Our audit will include obtaining an understanding of the Township and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of East Fallowfield Township's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Audit Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

David J. Barrett is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, copies, telephone, etc.) except that we agree that our gross fee will not exceed \$14,700 for the year ended December 31, 2012 and \$15,500 for the year ended December 31, 2013, plus the cost of out-of-pocket expenses. If actual hours incurred are less than projected, the savings will be passed on to the Township in the form of a fee reduction. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees may be rendered as work progresses and are payable on presentation. Our fee represents a discount from our expected standard fee and is based on anticipated cooperation from Township personnel and the assumption that unexpected circumstances will not be encountered during the audit.

Consulting Services

One of our practice management goals is to ensure that consulting services performed by us for our clients are provided as effectively, efficiently and economically as possible. If we are called upon to provide consulting services, we will work closely on a day-to-day basis with Township management, and with other Township staff, as appropriate, to ensure a unified approach, the open flow of information, and the awareness of engagement status. Any consulting services beyond the scope of the normal examination that may be requested by Township management will be charged hourly based on rates for experienced personnel that range from \$140 to \$175. It is to be understood that in providing consulting services to the Township, we will not assume the role of employee or management, we will not consummate transactions, and we will not have custody of assets or exercise authority. Our role will be advisory in nature in order that our role as independent auditors for the Township will not be impaired.

Because of our interest in providing comprehensive services to East Fallowfield Township, we offer up to \$1,500 of consulting services each year at no additional cost to the Township.

Board of Supervisors
East Fallowfield Township, Pennsylvania
December 19, 2012
Page 6

We appreciate the opportunity to be of service to East Fallowfield Township and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Mingis, Gutowski & Company, LLP

RESPONSE:

This letter correctly sets forth the understanding of East Fallowfield Township.

By: _____

Title: _____

Date: _____

Dan Johns

- 414 Hatteras Road, Branford Village, East Fallowfield (10 years)
- 610.357.4906
- Married to Kathy (44 years)
- Three children and 8 grandchildren
- Voting member of the East Fallowfield Park & Recreation Commission since 2009
- Assistant Vice President and Workers' Compensation Claim Manager, Reliance in Liquidation responsible for \$1.3 billion in liabilities
- 45 years in the insurance industry
- Tax Collector East Fallowfield Township
- The Pennsylvania State University University Park, Pennsylvania
Major: Business Management
- Certified Professional in Disability Management
- Developed and taught Pennsylvania Basic Workers' Compensation course, and created an ongoing six credit continuing education seminar on disability management as a faculty member of Insurance Society of Philadelphia
- Former member of the CWCI (California Workers' Compensation Institute) Managed Care Committee, and the Research Committee of IBI (Integrated Benefits Institute)
- Speaker at seminars on workers' compensation to both business and insurance communities
- Former Board member of the Kedron Youth Association, Ridley Township
- Coached youth soccer, basketball, & baseball



My vision for East Fallowfield Township is to have convenient access to safe public parks and recreational opportunities with environmental stewardship.