

EAST FALLOWFIELD TOWNSHIP
BOARD OF SUPERVISORS WORKSHOP MEETING
September 9, 2014 Approved minutes
6:31 PM

Members Present

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

Township Staff Present

Lisa Valaitis, Township Secretary
Rosemary Moore, Township Treasurer

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

Chairman Joe Pomorski called the meeting to order at 6:31 p.m.

2. Discussion

A. Mortonville Road

DISCUSSION: Joe Pomorski, Tag Gathercole, and Chris Della Penna viewed Mortonville Road a few weeks ago. At the last meeting, the Board discussed the possibility of opening Mortonville Road one way until repairs can be done. Yield signs would be placed on either end. The Board asked Chris Della Penna his opinion on opening Mortonville Road one way. Chris Della Penna stated the north bound side looks stable but he is not a geotechnical engineer. There is some washout and there may be an issue with PennDOT. Mr. Della Penna read the Boring Logs prepared by Earth Engineering. This report does not mention a possible collapse or failure of Mortonville Road. The main problem is with drainage on the uphill side. The water is getting in the shoulder area and saturating the soil causing washout and settlement. Chris Della Penna recommended the Board consult an engineer at Earth Engineering. There are a lot of heavy trucks that travel on Mortonville Road. Chris Della Penna suggested finding out if there is a weight limit. Tag Gathercole said that he checked Brandywine Creek Road which is worse than Mortonville Road. He said it goes straight down on one side. PennDOT put up cones and the road is still being used. Mr. Gathercole also stated that he talked to PennDOT about Mortonville Road and they said it is the Township's road so we can do whatever we want with it. A cost estimate for repairs is also needed.

ACTION: The Board will invite an engineer from Earth Engineering to attend the September 23, 2014 Board meeting to discuss reopening Mortonville Road one way. The Board will open Mortonville Road one way if the engineer thinks it is structurally sound. They will also discuss the cost estimate for repairs.

B. Drug Take Back Day

Officer Justin Fonock stated that on Saturday September 27, 2014 there will be a Drug Take Back event at the Township building. The event runs from 10:00 AM to 2:00 PM.

C. Paylocity

Rosemary Moore spoke about Paylocity which is an alternative payroll company. She met with a sales representative from Paylocity and they gave her two cost quotes. The first quote is for a hand scanner system for clocking in. The second quote is for a bar coded swipe card. Paylocity has the ability to be customized to Township needs. Our current payroll provider costs \$9,000-\$10,000 per year. The cost of Paylocity would be \$6,400- \$7,200 with a savings of \$2,000 per year after the first year. The first year costs would be the same as our current costs because there is an initial set up cost. There would also be a time savings in switching to Paylocity.

They can provide automated time off schedules that would allow employees to log on and view from home. Rosemary said she currently has to keep a manual Excel spreadsheet for tracking employee time off. Another advantage of switching to Paylocity is that their system has the capability to upload to Quick Books at the level of account detail the Township requires. Mrs. Moore said that she is currently manually inputting payroll journal entries into Quick Books. Additionally, Paylocity can generate checks. The implementation time would take a few hours on one particular day. Steve Herzog asked Rosemary Moore to try to get Paylocity to lock in their rates for 3-5 years and find out what their yearly increases are. Mrs. Moore will report back to the Board.

D. New Business

Rosemary Moore requested the October 14, 2014 Board of Supervisors workshop meeting be a special meeting for the Doe Run Church Road paving bid to be awarded at that meeting. The Board agreed to change the October 14, 2014 meeting to a special meeting. The meeting will be advertised. Chris Della Penna stated if the Township sends a request for extension letter to PennDOT, they will approve an extension beyond October 31st provided that the weather is 40 degrees and rising.

3. Adjournment – Joe Pomorski made a motion to adjourn the workshop meeting at 6:53 pm. Steve Herzog seconded.
VOTE PASSED: 5-0

Respectfully Submitted,

Lisa Valaitis
Township Secretary