

# EAST FALLOWFIELD TOWNSHIP

## BOARD OF SUPERVISORS MEETING

February 24, 2015 Approved minutes  
6:32 PM

### Members Present

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

### Township Staff Present

Rosemary Moore, Township Treasurer  
Lisa Valaitis, Township Secretary

### Township Solicitor

Mark Thompson

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

Chairman Joe Pomorski called the meeting to order at 6:32 pm. Steve Herzog seconded.

#### 2. Award for East Fallowfield Police Department:

Tom Hagan, Chester County District Attorney and his office presented a commendation to the East Fallowfield Township Police Department for their role in the first degree murder conviction of Gregory Twyman. Chief Chris Porter and Detective Samantha Harper were present to receive the award. Michelle Fry, Prosecutor on the case, thanked Chief Porter and Detective Harper on their outstanding work on the case. A photograph was taken of the Chester County District Attorney's Office, the East Fallowfield Board of Supervisors, Chief Porter and Detective Harper.

#### 3. Interlocking Trails Grant:

Terry Bruno from the Quarry Council of South Coatesville spoke about an Interlocking Trails Grant. The goal is to put a trail system in that links the local townships and boroughs. The City of Coatesville, South Coatesville, and the Borough of Modena have agreed to participate. Valley Township is currently considering participation. Terry Bruno explained that they are applying for a Vision Partnership Grant to fund a feasibility study with an engineer, planner and consultant which will consider what trails we have and what trails will be needed for an interlocking trail system. The trails will be for walking, biking and will also have historical markers. She asked if the Board is interested in being a part of the grant. The cost/matching for the Township would be \$1,500-\$2,000. There is no commitment beyond the study. The work would be done together by forming a task force that will have representation from all local municipalities involved.

MOTION: Joe Pomorski made a motion for East Fallowfield Township to partner with the South Coatesville, City of Coatesville, Borough of Modena and Valley Township to go in on a feasibility study for the mill trail. Ed Porter seconded.

Jim Sisk, resident of East Fallowfield, asked what the total cost to the Township would be if Valley Township did not participate. Terry Bruno said the cost would be \$2,000. Mr. Sisk volunteered to put up the \$2,000 for the Township to participate in the study. Al Wright, resident of East Fallowfield spoke in favor of the trail systems. He said East Fallowfield would be better represented by getting in at the beginning. He strongly urged the Board to participate. Terry Bruno stated she would need a letter of approval from the Board for the grant application. Letters of support from residents would aid in getting the grant approval.

VOTE: 1-3 (Joe Pomorski voted yea. Steve Herzog, Charles Kilgore and Ed Porter voted nae.)

#### 4. Discussion

##### A. Truck repair or replacement for Emergency Management:

Tony Sirna reported that they had the current truck surveyed. He listed many problems with the truck that need repairs. The computer module can't be replaced. The part is no longer available to purchase anywhere in the

country. Tony Sirna suggested they could transfer the Police Department's Ford Expedition to Emergency Management and the Police Department could get a new four wheel drive. There was a discussion about leaving the vehicle at the Township office versus Emergency Management taking the vehicle home. Keeping the vehicles at the Township building keep the miles down on the vehicle. Tony Sirna stated that he needs to bring the vehicle home to be able to quickly respond to emergency calls. The Board requested that Tony Sirna get a price quote on a new vehicle.

#### B. APPROVAL OF MINUTES

- 1) December 16, 2014 Board of Supervisors meeting minutes.

MOTION: Joe Pomorski made a motion to approve the December 16, 2014 Board of Supervisors meeting minutes as presented with one change under Legal Issues. Steve Herzog seconded.

VOTE: 4-0

- 2) January 5, 2015 Re-org meeting minutes.

MOTION: Joe Pomorski made a motion to approve the January 5, 2015 Re-org meeting minutes as presented with one change under Public Works. Steve Herzog seconded.

VOTE: 4-0

#### C. PUBLIC WORKS

- 1) The January 2015 Road Department monthly report was submitted for Board and resident review.

- 2) Approval of Weeds Incorporated spraying:

This is for cutting and spraying weeds along the roads. Rosemary Moore said the cost of services is consistent with the last payment.

MOTION: Joe Pomorski made a motion to approve the pricing set forth by Weeds, Incorporated spray for 2015. Charles Kilgore seconded.

VOTE: 4-0

#### D. CITIZENS BY REQUEST

- 1) Mr. LaGrasso – unpaid trash bill:

Mr. LaGrasso represented his wife who was unable to attend the meeting. Mrs. LaGrasso purchased her home at the end of 2013 and was unaware at settlement that the last quarter trash fees were unpaid. At a later time, she received a bill for the last quarter of 2013 trash fee with late fees included. She contacted the trash billing company and did not hear back from them for a long time. She recently got another trash bill from Portnoff (trash collection agency). Mr. LaGrasso requested the Board approve write off of this bill. This is a real estate agent error made at the time of settlement. The Board approved writing this bill off. Rosemary Moore will contact Portnoff to remove this debt.

- 2) Charlie Carter – Manchester Farms:

Charlie Carter requested an update on the ongoing negotiations with Manchester Farms and whether any progress has been made in bringing in a third party developer to complete Manchester Farms. Mark Thompson reported that Vince Pompo has met with Dewey's lawyer but he did not have news to report. Mr. Carter requested that this keeps moving forward. There was a discussion about the agreement sent to the Manchester Farms HOA. Mr. Carter reported the HOA put the agreement on hold when they heard there may be an agreement made with Dewey. The Board discussed having the Manchester Farm's HOA move forward with the agreement between them and the Township. Mr. Carter stated he would communicate this to the HOA Board.

#### E. FIRE DEPARTMENTS

- 1) Fuel Data Report:

Chief John Sly (Westwood Fire Company) provided a fuel data report for the Board to review. The report contained fuel breakdowns of the fire company's fuel use by vehicle and what contributions other local municipalities are providing. Unleaded gasoline can be donated out of the General Fund and can be tracked with a gasoline card. There was a discussion about the most affordable way to donate the gas. The ambulances use unleaded gasoline. The most efficient and affordable method is to give both ambulances an identification number and a gas card. They can fuel up at the Township building. John Sly estimated the cost requirement to be around \$17,000. Tag Gathercole will be consulted and this will be on next month's agenda for potential approval.

2) New Fire Chief with Westwood Fire Department:

Chief Sly introduced Joe Deckman as the new Fire Chief of Westwood Fire Company. Joe Deckman presented the January Westwood Fire Company report.

F. LEGAL ISSUES

1) Decision and Order regarding the Application for Conditional Use approval for the Chester County Department of Emergency Services:

Mark Thompson reported a conditional use hearing was held on January 27, 2015 and the record was closed. A representative from Chester County was present. The Decision and Order was presented for the Board to review and approve. This is conditional based on getting approval from the Zoning Hearing Board.

MOTION: Joe Pomorski made a motion to approve the Solicitor's Draft 2/20/15 in the application of the County of Chester Department of Emergency Vehicles Services for conditional use approval. Steve Herzog seconded.

QUESTIONS AND COMMENTS: The planting, which was a concern, is a specific condition addressed in the Decision and Order. The easement is addressed in the Decision and Order as well. Buddy Rhoades made comments about the cell tower in relation to the Historical Commission. Mr. Rhoades questioned why Chester County didn't use the other cell tower which is further from residential homes. The reason the other cell tower was not used is because it did not have sufficient ground space to support the tower facility. The next step is for the Conditional Use application to go before the Zoning Hearing Board.

VOTE: 4-0

2) Request for the Eastco Conditional Use Application to be put on hold:

Mark Thompson reported that Eastco is in the process of figuring out other potential uses for the property. Mark Thompson recommends granting 90 days for the conditional use application to be put on hold. He did not recommend allowing the application to be on hold indefinitely. The Board granted approval for putting the application on hold for 90 days. This will be communicated to Eastco.

3) Fieldstone Village Development:

Chetty Builders requested a meeting with Longwood Properties, the Township, Township Engineer and Township Solicitor to explore due diligence with respect to completing the development. Mark Thompson stated Board approval is needed to move forward with this meeting. Longwood is an investor that bought the incomplete development.

At this time, Joe Pomorski left the meeting room.

MOTION: Steve Herzog made a motion to authorize the Township Solicitor and Township Engineer to have a meeting with Chetty Builders regarding Fieldstone Village Development. Charles Kilgore seconded.

Joe Pomorski returned for the vote. Ed Porter commented on concern for looking out for the current residents of Fieldstone Village Development and protecting their investment by ensuring there is no major

change in the type of homes in that development. Siti Crook, East Fallowfield resident, commented on Fieldstone Village having a lot of stormwater management problems. She said the Township Engineer should be consulted. Steve Herzog stated that it will be requested that Chris Della Penna address stormwater management at the meeting with Chetty Builders.

VOTE: 4-0

#### G. PLANNING COMMISSION

- 1) Planning Commission Monthly Report – Dennis Crook reported the Planning Commission had their regular meeting but not the workshop.
  - a) Request for a repeal of Article 1300 – Dennis Crook reported that they discussed repealing Article 1300 at the February Planning Commission meeting. They recommend repealing Article 1300 and rewriting a new ordinance in the next few months. The Planning Commission requested the Board motion to repeal Article 1300. Mark Thompson stated there is a proper procedure that needs to be followed. An amended ordinance would need to be prepared and sent to the Chester County Planning Commission for review. The Board will readdress this at the March Board of Supervisors meeting when Vince Pompo is in attendance.
  - b) Dennis Crook reported the Planning Commission also discussed the following: revenue costs, flow chart, employee handbook and hiring a township manager. The Planning Commission recommends hiring a township manager. They worked up some numbers and calculated the cost per residence for a township manager would be \$41 per year.

#### H. TREASURER'S REPORT

- 1) Resignation of Township Treasurer:

Rosemary Moore will be resigning as Township Treasurer effective March 20, 2015. Joe Pomorski extended his appreciation to Rosemary Moore for all of her hard work. Ed Porter thanked Rosemary Moore for her hard work.

- 2) January 31, 2015 Treasurer's report:

Rosemary Moore presented the Board with the January 31, 2015 Treasurer's report. She reported that although we received trash payments, we have not received large earned income yet so expenditures actually exceeded revenues. Steve Herzog asked about the other services charges and why they are over 50% of the annual budget. Rosemary Moore provided the details of this account. Housing of prisoners fees was the biggest hit to this account. The Board requested this be put in a separate account for the new budget. Steve Herzog also asked about vehicle loan expense. Rosemary Moore explained it's that capitalized on the Balance Sheet and the interest is expensed. Steve Herzog asked about insurance for liability under Public Works. Rosemary Moore reported it's a once a year expense. Steve Herzog asked about trash bags sold to residents. Ed Porter asked what the calibration of the NRAD cost was. Rosemary Moore said the cost was \$462.

Ed Porter asked Rosemary Moore, since it was her last Treasurer's report, what her thoughts were on where the Township stands. Rosemary Moore commented on the risk of completely depending on earned income for revenue because earned income follows the economy. The Capital Projects Fund is all the Township has to fall back on if earned income drops significantly. Rosemary Moore also stated she recommends hiring a township manager.

MOTION: Joe Pomorski made a motion to approve the January 31, 2015 Treasurer's report as presented. Steve Herzog seconded.

VOTE: 4-0

3) January 2015 payment authorizations:

MOTION: Joe Pomorski made a motion to approve the January 2015 payment authorizations as presented. Steve Herzog seconded.

VOTE: 4-0

4) Approval to hire part-time administrative assistant in the Township office:

MOTION: Joe Pomorski made a motion to hire Maria Marasigan at \$15 per hour effective February 10, 2015. Steve Herzog seconded.

Maria Marasigan is part-time. There was a discussion about Maria Marasigan's hours. She will be working three days a week and her hours will be flexible.

VOTE: 4-0

5) First Niagara Bank response to township debit card:

Rosemary Moore contacted First Niagara Bank about getting a township debit card. She reported the bank does not issue debit cards to municipalities due to risk potential. East Fallowfield Township could get a credit card if someone is willing to put their name on the card. A prepaid credit card was discussed.

I. POLICE REPORT

- 1) The January 2015 Police report was submitted for Board and resident review.

J. HISTORICAL COMMISSION

- 1) The January 7, 2015 Historical Commission meeting minutes was submitted for Board and resident review.

Buddy Rhoades made comments about the recommendations concerning the cell tower at 775 Fairview Road. He also spoke about two road closures in the Township – Mortonville Road and Frog Hollow Road. The Historical Commission has been in contact with the new state representative, Mr. Lewis. The bridge on Mortonville Road has been taken off the historical list. Mr. Rhoades said they are trying to track down some of the historical photos of the Township. His pictures would need to be converted to digital in order to upload them to the Township website or a Facebook page. Creating a Facebook page for the Historical Commission was also discussed.

- 2) January 23, 2015 memo of recommendation concerning proposed communication tower at 775 Fairview Road.

K. PARK AND RECREATION COMMITTEE

- 1) Monthly Park and Recreation Report submitted for Board and resident review.
- 2) Procurement of up to \$150 of supplies needed for the volunteer pond watch water quality monitoring program:

MOTION: Joe Pomorski made a motion to approve procuring up to \$150 of supplies needed for the volunteer pond watch water quality monitoring program. Ed Porter seconded.

VOTE: 4-0

- 3) "Landowner Agreement" between the Township and Brandywine Conservancy for Board of Supervisor approval:

This would involve planting up to 300 trees in the East Fallowfield Park. This is \$4,000-\$5,000 worth of trees for free. The only commitment the township needs to make is to ensure the survival of the trees. Park and Recreation had a say in the planning of where the trees will be planted. The majority of the trees will be planted around the pond. Some trees will also be around the wetland.

MOTION: Joe Pomorski made a motion to approve the "Landowner Agreement" between the Township and Brandywine Conservancy for the planted tree planting project and subsequent monitoring and maintenance of the planted trees. Steve Herzog seconded.

VOTE: 4-0

- 4) Resolution 2015-03 for the Board of Supervisors approval – to commit matched funds and approve re-submittal of grant application for PECO Green Regions Grant to prepare habitat/vegetation management plan for East Fallowfield Park:

MOTION: Joe Pomorski made a motion to approve Resolution 2015-03 to commit \$8,500 of Township funds as a match for requested \$8,500 of grant funding and submittal of PECO Green Regions Grant application. Charles Kilgore seconded.

VOTE: 4-0

- 5) Volunteers for Park and Recreation:

Michael McClintock reported they have not gotten any new volunteers and are still in need.

- 6) Farmer's Market:

Ed Porter asked Siti Crook if she is still interested in doing a farmer's market in the Township. Siti Crook responded by saying she is concerned about parking for a farmer's market. Parking and space for tables was discussed. Siti Crook asked who would decide where a farmer's market would be located. She asked who the point person would be.

- 7) Ball Park:

Michael McClintock said the committee has gotten some cost estimates for a ball field. They don't think there is enough room for a regulation sized ball field. A softball field is more realistically going to fit. There was a discussion about how a ball field would be regulated and what it would be used for. Ball field uses such as recreational use versus league games were discussed. Michael McClintock will bring the ball field topic back to the Park and Recreation committee for further discussion.

#### L. NEW BUSINESS

- 1) SBA Communication Corp. lease extension:

SBA Communication Corp. requested to have the Board extend the lease. The Board did not give approval of extending the lease.

- 2) Open position for election:

Ed Porter stated this year is an election year for a Supervisor position. Voter Services has issued out paper work to petition to run for office. If anyone is interested, contact Chester County Voter Services. There is an open position for election.

### M. PUBLIC PARTICIPATION

- 1) Siti Crook – Siti Crook stated to the Board that they need to hire a township manager. A township manager has been needed for years. She believes there are things in the office that can't be handled without a manager. Legal fees would be reduced with a township manager. Grant opportunities are being missed out on without a manager. A township manager could positively impact the township budget. The cost of a township manager and how the Township would afford a manager was discussed. Siti Crook also suggested a professional grant writer.
- 2) Buddy Rhoades – Buddy Rhoades commented on hiring a township manager. He said you need a person who can oversee all the departments – road department, police department and the office staff. He discussed West Bradford Township and how they don't have a township tax but can afford a township manager. He also discussed the Employee Handbook. He commented on the Township owning land on Goosetown Road and in Newlinville and that selling this land could generate more revenue.
- 3) Ed Porter – Ed Porter asked Rosemary Moore if the audit would be complete before her last day. She replied that the Township would not meet the March 1<sup>st</sup> Second Class Township Code deadline but would meet the DCED deadline of April 1<sup>st</sup>.

### 3. ADJOURNMENT

MOTION: Joe Pomorski made a motion to adjourn the Board of Supervisors meeting at 9:16 pm. Steve Herzog seconded. VOTE: 4-0

Respectfully Submitted,

Lisa Valaitis,  
Township Secretary