

EAST FALLOWFIELD TOWNSHIP
BOARD OF SUPERVISORS MEETING
April 28, 2015 Approved minutes
6:31 PM

Members Present

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

Township Staff Present

Lisa Valaitis, Township Secretary
Pani Martin, Township Treasurer

Township Solicitor

Vince Pompo

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

Chairman Joe Pomorski called the meeting to order at 6:31 pm. Steve Herzog seconded.

2. Discussion

A. EXECUTIVE SESSIONS: The public was informed that there were Executive Sessions held on March 30th and April 23rd regarding personnel issues.

B. NEW VEHICLE – Tony Sirna spoke about the new vehicle request that was discussed at the previous meeting. He reported the new vehicle for the Police Department will cost \$44,000 and the annual payment will be \$11,000 a year for four years. Mr. Sirna stated if that is more than the Township can afford, we can fix our truck and revisit this in the fall. To fix the truck will be approximately \$3,000. The Board decided to wait and revisit purchasing a new truck in the fall during the budget discussions.

C. EMERGENCY MANAGEMENT COORDINATOR POSITION – Joe Pomorski explained to Tony Sirna and Jim Reagan, that they were asked to be at the meeting to discuss the role and responsibilities of the Emergency Management Coordinator and Fire Marshall positions because the topic came up during Public Participation at the March 24, 2015 Board of Supervisors meeting. Tony Sirna distributed written job descriptions for both positions to the Board and Vince Pompo for review. Jim Reagan spoke about the role of the County in regard to fires. He said the County does a large amount of the fire investigations, but does not respond to burn complaints, brush fires, chimney fires, automatic alarms or interact with municipal codes officers. Mr. Reagan said there are times when the county is tied up and can't come out to perform a fire investigation. When this occurs, Tony Sirna or Jim Reagan will perform the primary fire investigation. They also field calls from insurance companies. They interact with real estate agents and the schools. Ed Porter asked Tony Sirna and Jim Reagan if they read the minutes from the previous minutes and why Jim Sly questioned the role of these two positions. Tony Sirna said their job is to do the 360 investigation size up at the start to make sure there is enough information if the County Marshalls are called out. Jim Reagan explained the Emergency Management position is well defined by the Pennsylvania Emergency Management Agency as what a municipality is required to have for emergency management. There was a discussion about other local municipalities that have these positions. In Chester County, approximately half of the municipalities have these positions. Some municipalities share. The vehicle is kept at Tony Sirna's house. Both Tony Sirna and Jim Reagan started in 1992. After 9-11, PEMA changed the Emergency Management requirements.

D. NEW BUSINESS

1) WCCCOG – Western Chester County Council of Government – Josh Young, WCCCOG President said he is has been a Caln Township Commissioner for 10 years. This year he is president of the WCCCOG, which has 12 participating municipalities in western Chester County. The WCCCOG was formed for local

municipalities to share resources. Mr. Young stated the WCCCOG recently reorganized to streamline their committees. The three committees they now have are the Governments and Fiduciary Committee, the Operations Committee and the Emergency Management and Fire and Police Services. Meetings are held monthly on the fourth Wednesday at 7:00 pm at the Caln Township Building. These meetings are open to the public. For voting at a formal meeting only our Board of Supervisors representative can vote.

All Board members are required by FEMA and PEMA to take two classes: ISC 700 and 100. These classes must be taken or benefits will be lost from FEMA and PEMA in the event of a disaster such as insurance claim benefits and financial aid. The classes are offered on May 13, 2015. The classes are offered online as well. The classes offer lifetime certification. There was a discussion on the method the county uses to grant disaster aid.

Mr. Young talked about the WCCCOG's goal of regional emergency management by combining resources during a large scale disaster.

Ed Porter requested a copy of the federal and state statutes.

E. APPROVAL OF MINUTES

- 1) February 24, 2015 Board of Supervisors meeting minutes.

MOTION: Joe Pomorski made a motion to approve the February 24, 2015 Board of Supervisors minutes as presented. Steve Herzog seconded.

Ed Porter asked Lisa Valaitis if this was the Board of Supervisors meeting in which Tag Gathercole discussed hiring someone. Lisa Valaitis replied that it is not the meeting in which Tag Gathercole discussed hiring someone.

VOTE: 4-0 (Mark Toth abstained)

- 2) March 24, 2015 Board of Supervisors meeting minutes.

MOTION: Joe Pomorski made a motion to approve the March 24, 2015 Board of Supervisors minutes as presented. Steve Herzog seconded.

Ed Porter asked if the motion in regard to gasoline donations to Modena and Westwood Fire Departments had a limit of \$17,000 in it. There was a brief discussion about the gasoline donation approval. The Board had decided there was no need to cap the gas donations because it's already April.

VOTE: 5-0

F. PUBLIC WORKS

- 1) The March 2015 Road Department monthly report was submitted for Board and resident review.
- 2) Mortonville Road and Chester County Planning Commission – Pani Martin reported she spoke to Randy Waltermeyer, who is a resident of East Fallowfield Township, and works for the Chester County Planning Commission. He spoke to her about getting together with Newlin Township to work with Senator Dinniman and other senators and/or representatives and the board of Supervisors to meet with PennDot. The goal would be to get state resources for fixing Mortonville Road. To get the process started, a project request form needs to be filled out. The Board is interested in pursuing this. Steve Herzog and Ed Porter talked about needed a cost estimate to proceed. Chris Della Penna will contact the engineering company hired to survey the road. Part of their contract is to look for grant opportunities.
- 3) S. Caln Road – Chris Della Penna stated the S. Caln Road paving bids were opened yesterday. The Township received three bids. Chris Della Penna gave a summary of the bids received. Long's Asphalt, Inc. was the lowest bid. Chris Della Penna recommended Long's Asphalt, Inc. Long's has done past road work in the Township. Steve Herzog voiced his concern about the cost of the job and having enough money left in Liquid Fuels. He said that Tag Gathercole had estimated the cost at \$70,000. They discussed other roads in the Township that also need repairs. The work on S. Caln Road will stretch from the stream crossing near Mr. Kilgore's driveway down to Misty Patch Road. The contract also includes work needed on other sections of S. Caln Road. Chris Della Penna said that the Board could opt to not do the additional sectional work to keep costs lower. There was a discussion about stormwater damaging the road by the

water getting under the road and breaking it up. There was a discussion about Goosetown Road. Chris Della Penna estimated the cost of the additional work on S. Caln Road at \$30,000. There was a discussion about the benefits of doing this additional work now or holding off. The bid contract wording allows for the Board to motion to accept the bid award and the extra work will be done with the Board's direction.

MOTION: Joe Pomorski made a motion to accept Long's Asphalt Inc.'s road paving bid award in the amount of \$119,400 for the paving of S. Caln Road, per Chris Della Penna's April 27, 2015 recommendation letter. Steve Herzog seconded.

Chris Della Penna will inform Tag Gathercole that the additional work not marked will need Board approval before being done.

VOTE: 5-0

G. FIRE COMPANIES

- 1) Westwood Fire Company Fire Chief's Report was submitted for Board and resident review. Joe Pomorski commented that he attended a banquet at Westwood and they presented him with a plaque for the Township for increasing our contribution for the year as well as allowing their ambulance to fuel up with Township gas.

H. CITIZENS BY REQUEST

- 1) Stephanie Kijak, 97 Park Avenue – Stephanie Kijak discussed her concern about the large volume of high speed traffic on Park Avenue which is a residential street. She is concerned about the safety of her four year old son who has Asperger. Ms. Kijak's son was present at the meeting. She said there are many children on the street. She said her son has come close to being hit by a bus in the past. She also stated that some of their pets and neighbor's pets have been hit by cars. It is difficult for her to allow her son to play outside because he does not understand the danger of being hit by a car. Additionally, her son's bus stop is at the end of her driveway on the busy road. Cars are flying by while they are waiting for the bus. Park Avenue is a side residential street and the speed limit is 35 mph. Mrs. Kijak also discussed an issue with another bus stop at the intersection of Park Avenue and Old Wilmington. This is only a two way stop intersection which does not stop cars from speeding down Park Avenue. Mrs. Kijak stated that when a child gets hit by a car, it will be too late. She asked for consideration of making the intersection of Park Avenue and Old Wilmington a four way stop intersection and lowering the speed limit to 25 mph on Park Avenue. She also asked for speed bumps to be added to the road before and after her driveway. Ms. Kijak stated she has spoken to the police about this issue. The police have put the speed monitoring equipment up.

ACTION: Joe Pomorski will talk to the Police Chief about Park Avenue. A traffic study would need to be done to make any changes.

- 2) John Grant – Not present at this time.

I. SOLICITOR REPORT

- 1) Legal Notice in Daily Local News - Vince Pompo brought to the Board's attention a legal notice in this morning's Daily Local News concerning the Bawa Subdivision. Mr. Pompo said he was surprised when he saw this public notice because he was unaware that this project was moving forward to the point of putting a notice in the paper. The notice was placed in the Daily Local News by Lanchester Soil Consultants. Vince Pompo spoke to Russell Lasko, the principal of the company. Mr. Lasko felt that this is just a normal part of the sewage planning module process for this particular development. Mr. Lasko indicated all information was given to the Township. This project was initiated in 2012 or 2013. Since then they have been working on various issues concerning the sewage planning modules with the Department of Health. It was the Department of Health that identified these inconsistencies between their plans and

the sewage plans. As a result, the Department of Health requested the public notice be published concerning these inconsistencies.

Mr. Pompo mentioned as a result of some land-use litigation, sometime in 2012, the Board approved an agreement with the Bawa Development which did include an allowance for on-lot septic systems to serve the 23 houses on the property. Vince Pompo said he contacted the Township sewage consultant who was also surprised about the notice. Ed Porter mentioned there was an agreement that the Bawa developer needed to go back to the Planning Commission for review and come before the Board for conditional use approval. Vince Pompo confirmed this. Dennis Crook said they came before the Planning Commission and submitted sewage planning modules last year. MacCombie had reviewed it and commented that items were missing from the modules. Mr. Pompo said from a procedural perspective, this notice is part of the sewage planning module process.

Vince Pompo feels the applicant, at a minimum, should be more attune to communicating to the Township and its consultants in regard to what it is doing in the application process. They need to be advised to keep the Township in the loop going forward. These legal notices are usually initiated by the developer and paid for by the developer. However, the Township is usually notified and aware of a legal notice. Pani Martin also requested a copy of the documents to be provided for comments.

Dennis Crook also discussed the Scott Farm Development. He said that its application process was started many years ago and has been a start and stop process. There is no protocol in place to deal with this. Mr. Crook feels a new application should be filed. Vince Pompo said the settlement agreement deals with the issues of this development and he will provide a copy to the Planning Commission.

- 2) Voice Radio Project – Vince Pompo stated Chester County is requesting the Board waive the financial security requirements for the Chester County Voice Radio Project as specified in Section 27-1733.24 of the Township's Zoning Ordinance. That Ordinance provision requires that a developer of a wireless communications support structure provide financial security for the ultimate removal of the structure upon the termination of its useful life. The Ordinance also allows the Township to waive that requirement. Mr. Pompo stated he received a letter from the County requesting a waiver for a number of reasons. The most significant reason is that the County is simply putting an addition on top of a tower and not building a new structure. The entity that built the structure has provided financial security for ultimate removal. Levin Czubaroff, a representative of Chester County, spoke to the Board about the request to waive the financial security requirements. Mr. Czubaroff stated the reasons for the waiver request are that the County has significant taxing resources and is not at risk for financial bankruptcy as well as the fact that Chester County is only adding a vertical mount to the tower. Joe Pomorski asked Mr. Czubaroff to clarify why the County is requesting the waiver. Mr. Czubaroff said that this requirement is intended for a developer with a concern for bankruptcy. The County has a 29 year lease in place and there is no concern about bankruptcy. The County feels that the financial security would cost the County and the tax-payers money. There was a discussion about the amount of the financial security. Vince Pompo believes it is approximately \$5,000 for the tower itself. The amount for the County would probably be half of that.

MOTION: Joe Pomorski made a motion to waive the financial security requirements of Section 27-1733.24 pursuant to East Fallowfield Township Board of Supervisors discretion as set forth in the same section. Steve Herzog seconded.

Ed Porter asked Chris Della Penna if he was ok with the waiver. Chris Della Penna replied yes.

VOTE: 4-1 (Steve Herzog, Charles Kilgore, Mark Toth and Ed Porter voted yea. Joe Pomorski voted nae)

J. LEGAL ISSUES

- 1) Rouse Chamberlin – Providence Hill, Lot 53 partial release of cash escrow – Mike Honan, Vice President of Rouse Chamberlin, requested a partial release of cash escrow for the Providence Hill Development. The escrow was placed post dedication post maintenance bond period relative to five home owners and a

common swale in their back yards. Those five homeowners were upset about heavy rains in 2012 that caused a river in their back yards. Mr. Honan said they took a look at the engineering to see if improvements could be made. Chris Della Penna had asked Rouse Chamberlin to have an engineer draw up plans to fix the problem and present it to the homeowners. One out of the four homeowners did not want to participate. The other four homeowners initially agreed to have the work done. Two of those homeowners decided to litigate. Years later, this was resolved. If this escrow release is granted, work will be done on Mr. Richardson's lot which needs the most work. This would settle the agreement with Mr. Richardson. Mr. Honan and Chris Della Penna will review the other three homeowners' yards. Mr. Honan said that there will be more than enough money to cover the costs to fix the other three homeowners' yards. A letter from Mr. Richardson requesting the escrow was presented to the Board. There was a discussion about Mr. Richardson's property. Joe Pomorski asked Kelly Midkiff if they have had water in their basement. She replied that she has not had water in her basement. There was a discussion about the initial design to correct the flooding issue. Joe Pomorski asked Kelly Midkiff, 309 Providence Hill Road and Karen Cassidy, 311 Providence Hill Road, if they have any objection to this request. Karen Cassidy asked if there is a time frame for when Rouse Chamberlin will put her drains in. Mr. Honan stated he will set up a meeting with Chris Della Penna and the three remaining homeowners in the next two weeks (by May 15th). The meeting will be to discuss the work to be done and come to an agreement. Joe Pomorski asked when the work would be done. Mr. Honan estimated the work will be done by this summer at the latest. Mr. Honan said he had been prepared to do the work in 2012 but litigation stopped it. Mr. Richardson and Ms. Cassidy pulling out of litigation is the reason the work can now be completed. Chris Della Penna said there will be enough money left in the escrow, after the release, to complete the work on the other three properties if the current. Ms. Midkiff and Ms. Cassidy both said they are fine with Rouse Chamberlin's contractors. There was a discussion about Mr. Richardson's letter and that the letter indicates the work will be done on their property.

MOTION: Joe Pomorski made a motion authorizing the Township to release \$10,500 from the established security contingent upon Rouse Chamberlin and the Township Engineer meeting at the site by May 15th to come up with a plan to finish the project in a timely manner.

There was a discussion about the date and that Mr. Richardson may have work scheduled. There was a discussion about what happens if all the homeowners don't sign off on the work. The original agreement was that the work would be done when all the property owners involved have signed off on the work. Ms. Cassidy stated she did not feel her property improvements should be contingent upon the other impacted property owners signing off. Ms. Midkiff asked if the agreement could not be contingent on all property owners signing off. Mr. Honan stated he would do the work on their properties even if all three property owners do not opt in. The scope of the work is installing drains.

Joe Pomorski rescinded his original motion and made an amended motion.

MOTION: Joe Pomorski made a motion authorizing the Township to release \$10,500 from the established security and with the understanding that Rouse Chamberlin will fix the other three homeowners' yards.

Mr. Honan asked if the motion could say that he will meet with the homeowners and Chris Della Penna. He agreed to work with each homeowner to get the needed work done within the parameters of the money in escrow. There was a discussion about whether the \$10,500 is an appropriate amount for Mr. Richardson's work. Chris Della Penna felt that it is an appropriate amount. Ms. Cassidy asked if their yards should be viewed before the escrow is released. There was a discussion about the scope of the work possibly changing because homeowner's yards have been altered.

ACTION: Mr. Honan will meet with Chris Della Penna and the homeowners to determine if the scope of the work has changed. The June 9th Board of Supervisors workshop will be a special meeting and Mr. Honan will request the escrow release at that time.

2) Signing of Writs of Execution -

MOTION: Joe Pomorski made a motion to sign the Writs of Execution, as presented. Steve Herzog seconded.

Ed Porter asked Vince Pompo if the homeowners on the Writs of Execution have been notified. Vince Pompo felt that Portnoff would not be requesting this if the homeowners were on a payment plan or working with Portnoff to pay off their balances owed.

VOTE: 5-0

- 3) Motion to authorize forwarding the draft zoning ordinance amending open space design option to the Chester County Planning Commission for comment and to schedule a public hearing on the amendment for the June 23, 2015 Board of Supervisors meeting - Vince Pompo said in working with the Planning Commission, he has come up with an amended open space design option ordinance. The new ordinance would limit the open space design option to the R1, R2 and R3 districts. Under the current open space design ordinance, additional zoning types are applicable to open space design including MU, VC and MH. We also have proposed amendments that will make clear what the minimum tract of land requirement is for use of the option within the R3 district as well as a density requirement in the R3 district, a coverage requirement, and a minimum lot area for use of the option in the R3 district. The Planning Commission had pointed out that these aspects were not provided for in the existing text of the open space design option. They have also made it clear that the character zone map and overlay will be deleted from the ordinance. The Planning Commission is recommending that the Board authorize sending it to the Chester County Planning Commission for its comments and hold a public hearing with enough time for the Chester County Planning Commission to review. This would allow the hearing to be held on June 23, 2015. Joe Pomorski asked Dennis Crook if he approves of the amended ordinance. Dennis Crook replied that he approves. Dennis Crook made a comment about a two typo errors in the appendix in a different part of the existing ordinance under Table of Use in Appendix 27-3014 (pages 27-44 and 27-42). Vince Pompo will add those corrections.

MOTION: Joe Pomorski made a motion to authorize forwarding the draft zoning ordinance amending open space design option to the Chester County Planning Commission for comment and to schedule a public hearing on the amendment for June 23, 2015 Board of Supervisors meeting with the changes proposed by the Planning Commission Chair. Charles Kilgore seconded.

VOTE: 4-0 (Mark Toth did not vote because he was absent from the meeting room during the vote.)

- 4) Manchester Farms - review and possible approval of draft Manchester Farms Revised Subdivision and escrow Agreement between DHLP-Manchester Farms, Iron Oak Land Services, LLC, and Firstrust Bank - Vince Pompo stated the intent of this agreement is to resolve the notice of default the Township issued last summer related to certain aspects of the development and primarily to create a legal mechanism to have both escrow of the existing accounts (Phase I and II) combined into a single account to be used to complete the necessary public improvements in Phase II. The two most significant improvements involve one of the stormwater basins and completing the roads – repairing the base of the roads and the final wearing course. The draft agreement includes the existing developer and an entity called Iron Oak, LLC. Eric Schrock of Iron Oak was present at the meeting. The purpose of Iron Oak is to create a legal entity that will be the construction manager, overseeing the project itself including bids for the work to be done and overseeing the work itself. Iron Oak will also request the escrow releases as approved by Chris Della Penna, Township Engineer, to pay the contractors. Ronald Agulnick, Solicitor, was present at the meeting on behalf of the developer. This agreement removes the Township from taking control of the escrow funds and having to bid out the work which would increase the work costs. Vince Pompo pointed out Exhibit A, which is a letter from Chris Della Penna with a cost estimate of what needs to be done in Manchester Farms. \$300,000 is the approximate cost. \$422,000 is the total of the combined escrow accounts. Eric Schrock will have authority to get bids and Chris Della Penna will review the bids. Exhibit B is the proposal from Iron Oak listing what they are proposing to do and how they would be paid. No money goes back to Dewey. Firstrust bank holds the escrow funds. Vince Pompo explained that Firstrust is willing to participate and sign the agreement on how to combine the two escrows and administer the release of funds. Last minute requested changes to the draft were that Wells Fargo will be removed from the agreement. Vince Pompo said the agreement states the money owed to the Township will be reimbursed immediately following approval of the agreement. Mr. Agulnick said this has to get moving. Mr. Schrock has contractors lined up. Mr. Agulnick stated he had not had time to audit the Township's costs. Mr. Agulnick stated the Phase I roads were tendered for dedication and the Township's snow plowing costs should be allocated between Phase I and

Phase II. Ronald Agulnick said that it is Dewey's position that Phase I roads were dedicated because a tender of dedication was issued. Ed Porter asked Chris Della Penna how much money will be put towards the basin in the woods. Chris Della Penna stated \$20,000 is allocated to that basin. Mr. Agulnick said any money left over will go to the Township. He'd prefer not to pull money out up front to pay the Township. Ed Porter asked Eric Schrock if he created Iron Oak just for this project. Eric Schrock replied that he has other projects. Ed Porter asked if there are any problems with previously installed work. Ronald Agulnick stated there is a repairs and replacement section that covers this. Ed Porter asked who the DRE (arbitrating engineer) is. Vince Pompo said that it would be agreed upon by both parties. Mr. Pompo has proposed Dan Wright with Advanced GeoServices as the DRE. He is a P.E. and does work for municipalities. He is familiar with the work. The DRE is only needed for disagreements between the two engineers. There was a discussion about the agreement in regard to the intersection of S. Caln Road and West Chester Road and if escrow money is left over after the work is done.

Charlie Carter asked if any Phase I work would be considered under the agreement.

ACTION: The Board wished to discuss the agreement and consider the agreement at the next Board of Supervisors workshop. There are changes to be made to the agreement before it can be signed. The Board asked Lisa Valaitis to put this topic on the next Board of Supervisors workshop for motion to approve the agreement. The Board also requested that Jim Roland, Manchester Farm's HOA President, be invited to attend the May workshop meeting.

K. CITIZENS BY REQUEST

- 1) John Grant - trash bills – Mr. Gant said he stopped in the Township office this morning to talk to the Treasurer about his Portnoff bill. He said he wanted to resolve his trash bill that is in collections with Portnoff. He said the money he paid to Portnoff for his trash bill was posted to legal fees rather than crediting his outstanding trash bill. Mr. Gant asked if there is anything that can be done to lower the amount of fees he owes. Vince Pompo stated that this is the way the contract with Portnoff works – they take their fee off the top of a payment. The Township can't make a deal without violating their contract with Portnoff. Portnoff earns their income through fees. The Township does not pay Portnoff. Vince Pompo said that he could make sure someone from Portnoff personally speaks to Mr. Gant.

L. PLANNING COMMISSION

- 1) Summary of the prior month's Planning Commission meetings – Dennis Crook gave a summary of the last three Planning Commission meetings. He said they held meetings on March 27th, April 6th and April 20th.
 - a. March 27, 2015 – Dennis Crook said this was an out of the ordinary Planning Commission Workshop. At this Planning Commission meeting, the following topics were discussed: Section 1300, Township Manager, and Comprehensive Plan.
 - b. April 6, 2015 – Dennis Crook said this was the regular Planning Commission meeting. At this meeting, Section 1300 was discussed and finalized. The Planning Commission also reviewed the Comprehensive Plan draft. They made a list of likes and dislikes, issues and further questions regarding the Comprehensive Plan. They reviewed responses from the Board of Supervisors. Mr. Crook spoke about an Official Township Map. He said that Vince Pompo had pointed out that East Fallowfield Township does not have an Official Township Map.
 - c. April 20, 2015 – Dennis Crook said this was the Planning Commission Workshop. They discussed adding an Official Township Map to the Comprehensive Plan. They also reviewed the changes that were made to the Comprehensive Plan draft. The Commission discussed the original grant issued through the Chester County Vision Partnership Program. Mr. Crook commented that Susan Elks, with the Chester County Planning Commission, is the grant monitor and most of them were not aware of that. There was a discussion about this being a possible conflict of interest because the County has its own plans. Ray Ott's ties to the County were also discussed. They discussed that any developer can challenge zoning. Dennis Crook said most of this is falling into the Fair Housing Act which is also the Civil Rights Act. There is also the Fair Share which is part of the Delaware Valley Regional Planning Commission. We are required to provide a certain share of projected growth. Municipalities are required to have certain types of housing available within their township. Mr. Crook said that if we

didn't keep the Beagle Club designated as Mobile Home (MH), then we wouldn't be fulfilling our Fair Share. This does not mean it has to actually be developed as MH. There was a discussion about Ray Ott and Susan Elks pushing for the Fair Share to be fulfilled in East Fallowfield by MU zoning in the Rt. 82 area. Ed Porter said he thinks this is to fulfill a regional plan. Vince Pompo reported he spoke to Ray Ott and he had indicated there is no Fair Share issue with East Fallowfield. He said most of the East Fallowfield Township is considered developed. Mr. Pompo said under the Legal Analysis, the easements are considered developed and north of Strasburg Road is developed. Brooke Crossing is zoned Mobile Home even though it was decided to build single homes in that area. The other issue that keeps coming up is apartments. Mr. Crook said he isn't sure how to interpret the Fair Share requirement with regard to apartments and affordable types of housing. He said although the Township has apartments, they aren't regulated. The Planning Commission has been discussing if these apartments could be regulated and how that could be done. He talked about an annual inspection requirement being implemented. In-law housing was also discussed in relation to the Comprehensive Plan.

Mr. Crook said they are aiming to hold a public meeting for the Comprehensive Plan on June 1st. The Planning Commission also talked about post cards being sent out to the residents in regard to this public meeting. Last year, the postage was \$1,093. Mr. Crook said they can print the postcards at a cost of \$270-\$340 by ordering through Vista Print. The postage will be around \$1,000. Mr. Crook would like to add a blurb about the PennState Extension Water and Sewer Workshop to be held in September. The Board approved moving ahead with the postcard mailing.

M. NEW BUSINESS

- 1) Coatesville Community Education Foundation – Park Day Discussion – Bob Knecht, President of the Coatesville Community Education Foundation, discussed Park Day. Mr. Knecht said that he previously had a discussion with Joe Pomorski about Park Day. He proposed a partnership between the Foundation and the Township to organize Park Day for this fall. He said the Foundation would run Park Day. One goal he has is to get East Fallowfield Elementary School and South Brandywine Middle School more involved. Potential dates to hold Park Day were discussed. Mr. Knecht proposed the second weekend in October to stay consistent with past Park Days. Joe Pomorski asked how it would be funded. Mr. Knecht said he would need to know the amount of resources the Township is willing to provide – both money and employee time. He said food sales, a flea market event, and sponsorships would also bring money in to fund the event. He feels it could be an even better and bigger event than past Park Days with his Foundation volunteers helping. Ed Porter asked Mr. Knecht if he would be seeking donations from local businesses to help fund the event. Mr. Knecht replied that he would be doing that. They discussed how much it cost the Township to run it in past years. Mr. Knecht said the main food in the past was done by the Boy Scouts. Ed Porter asked Mr. Knecht what help he wants from the Township. Mr. Knecht stated he would like whatever help the Township has done in the past such as the Township Road Crew showing their trucks, traffic control, and trash removal. He said they would run the events and the advertising with Township approval. Vince Pompo discussed the Second Class Township Code's provision to allow the Township to contribute to this event.

ACTION: The Board agreed to move forward with Park Day. Bob Knecht will attend a workshop meeting in the future to provide a status update. Mr. Knecht will also contact the Park and Recreation Committee for their help in planning Park Day.

N. TREASURER'S REPORT

- 1) The March 31, 2015 Treasurer's report was submitted for Board and resident review.

Joe Pomorski welcomed Pani Martin to the Township. Pani Martin reported her first few weeks have gone well. She said she has been working with Rosemary Moore to learn the job and meeting with Ms. Moore has been extremely helpful. Pani Martin thanked the Board for allowing Ms. Moore to train her.

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

Ed Porter asked Pani Martin where the money is reflected for the S. Caln Road and West Chester Road intersection improvements that Moser provided. Joe Pomorski replied that this is reflected on Page 1 of the Treasurer's report.

VOTE: 5-0

2) March 2015 payment authorizations.

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

VOTE: 5-0

3) Chester County Tax Collection District Delegate Information – Lisa Valaitis reported that this item was on last month's agenda and the Board had requested more information. She said the requirements are monthly management meetings and attending an annual meeting in November. The meetings are held at the CCIU. A delegate, secondary delegate and alternate delegate need to be appointed.

MOTION: Joe Pomorski made a motion to appoint Pani Martin as the primary delegate for the Chester County Tax Collection District, Lisa Valaitis as the secondary delegate for the Chester County Tax Collection District, and Maria Marasigan-Leon as the alternate delegate for the Chester County Tax Collection District. Charles Kilgore seconded.

VOTE: 5-0

O. POLICE REPORT

- 1) The March 2015 Police report was submitted for Board and resident review.
- 2) NRAD/lowering speed limit - Ed Porter mentioned the NRAD, which is a tool for monitoring speed, was not used according to the March Police report. He asked Joe Pomorski and Steve Herzog, as liaisons, if they are going to talk to the police about the speed issue on Park Avenue. Joe Pomorski said he will talk to Chief Porter about Park Avenue and changing the speed limit. Dennis Crook said that the speed limit was reduced on Park Avenue in the past, but it wasn't done properly. Therefore, the speed limit was changed back again. There was a discussion about conducting a traffic study. There was a discussion about the state police and where they monitor speed.

P. PARK AND RECREATION COMMITTEE

- 1) No report submitted.

Q. HISTORICAL COMMISSION

- 1) The March 4, 2015 Historical Commission meeting minutes were submitted for Board and resident review.

R. NEW BUSINESS

- 1) Record retention policy for audio recording of meetings – Lisa Valaitis asked if there is a record retention policy for audio recordings of meetings. She said this came up as a result of a Right to Know request for a recording of a meeting from 2012. Lisa Valaitis also said she spoke to PSATS about this and they stated if you record meetings, you need to keep them forever unless a retention policy was put in place. Ed Porter stated an audio retention policy was implemented with the previous secretary.
- 2) Office overview – initial improvement requests – Pani Martin.
 - a. Dual monitors – Pani Martin requested Board approval for purchasing monitors for the office staff so that everyone can have dual monitors. Ms. Martin said they are roughly \$100 each. She said the video cards should work with two monitors. The Board gave approval for dual monitors for the three office staff.
 - b. Asana – Pani Martin requested Asana, which is a project management software. You can manage projects for yourself and across staff lines by seeing the project descriptions, relevant spreadsheets, due dates, and job status. Multiple people can be involved in a project through Asana. Ms. Martin said the cost is a monthly fee of \$21 for up to five people and \$42 a month for up to ten people. The Board approved Pani Martin to purchase Asana for the three office staff.
 - c. Quick Books 2015 – 2 licenses – Pani Martin said we are currently using the 2011 version which will stop being supported soon. Maria is in Quick Books a lot doing recording of deposits and muni billings, etc. Ms. Martin said we need two licenses when we update Quick Books to a new version. The cost of two 2015 Quick Books licenses is \$449.95. Steve Herzog asked if our current Quick Books offers a version upgrade. Mark Toth asked when 2016 comes out. Steve Herzog said if you buy 2015, there is usually an upgrade option. Pani Martin will look into upgrading the one license.
 - d. Adobe PDF - Pani Martin said right now the office has a very basic Adobe PDF. The version we have is simply a reader. You can't edit, break up, add or delete pages. Pani Martin said we need a license for the full Adobe. Pani Martin said Adobe PDF would help in digitizing the office. The office scanner saves in PDF version. She will look in to pricing.
 - e. Notary – Pani Martin said that she has spoken to Rob McLarnon, who told her there are forms that come in to the office that need to be notarized. The office does not currently have a notary. Having a notary would bring in a small revenue and make things move faster. Ed Porter said you could find an online program but it takes time to do it. Pani Martin said the online course costs \$340 for a complete package. The package includes a \$10,000 four year bond, state fees, the on line training course, seals, stamps, and journals. Pani Martin recommended Lisa Valaitis to become a notary. The Board approved Lisa Valaitis to proceed with the notary course.
 - f. Compnet server/email – Pani Martin reported that in her first week of work, the Township email was out of memory and went down. There was no more space in our email system. Compnet has talked about email migration which means taking email off of our server and moving it elsewhere. Compnet has also recommended a server upgrade. Pani Martin also spoke to Omega Systems about similar solutions and email migration to get a comparison. Ms. Martin said that Omega Systems are willing to come in to the office and do an evaluation/proposal. She said something will need to be done about this soon. There was a discussion about having a server on site or off site. Steve Herzog will take a look at the server.
- 3) Supervisor as Roadmaster - Ed Porter said the Board has discussed having one of the Supervisors being Roadmaster. He asked the Board what their thoughts are on having one of the Supervisors be a Roadmaster. Charles Kilgore volunteered. Ed Porter asked Vince Pompo if they need to define the Roadmaster. Mr. Pompo said the Second Class Township Code has a Roadmaster description which would be a starting point. Vince Pompo read the job description out loud. Vince Pompo suggested Lisa Valaitis contact PSATS and get a job description for a Supervisor serving as Roadmaster. With the Teamsters negotiations, the Roadmaster position needs to be a management position because Tag Gathercole is being determined to not hold a management position.

S. PUBLIC PARTICIPATION

- 1) Dennis Crook – Mr. Crook spoke about the Township missing out on grants. He said he knows a person that has grant writing experience. He asked the Board if they'd be interested in having that person write

grants for the Township. Joe Pomorski told Dennis Crook to have his contact person come to a workshop to discuss this possibility.

MOTION: Joe Pomorski made a motion to adjourn the Board of Supervisors meeting at 10:08 pm. Steve Herzog seconded. VOTE: 5-0

Respectfully Submitted,

Lisa Valaitis,
Township Secretary