

**EAST FALLOWFIELD TOWNSHIP**  
**BOARD OF SUPERVISORS WORKSHOP MEETING**  
July 14, 2015 Approved minutes  
6:34 PM

**Members Present**

Joe Pomorski, Chairman  
Charles Kilgore, Member  
Mark Toth, Member  
Ed Porter, Member

**Township Staff Present**

Lisa Valaitis, Township Secretary  
Pani Martin, Township Treasurer

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

Chairman Joe Pomorski called the meeting to order at 6:30 pm.

2. Discussion

A. Mortonville Road – Advanced GeoServices –

Todd Trotman from Advanced GeoServices gave an overview of their Initial Conceptual Plan prepared for Mortonville Road. First, he discussed what Advanced GeoServices did to prepare their proposal for repairing Mortonville Road. He said they did a visual inspection and overview of the road conditions. They also reviewed Earth Engineering's reports. They are proposing developing a new stormwater drainage system and re-grading the road and effected area. Mortonville Road has 20 feet of embankment with at least a 45 degree slope. The surface of the slope is bare soil, brush, trees and fallen trees. Mr. Trotman explained that Mortonville Road has failed and he discussed the reasons for the road failure. The first reason is the stormwater drainage system is inadequate to control runoff from the eastern slope. Stormwater runoff is running over the embankment and eroding the slope. The second reason for failure is a very steep slope. The third reason is a lack of erosion protection (loose bare soil, dead trees).

Todd Trotman spoke about the proposal's surface water drainage scheme which will involve rebuilding stormwater drainage and well holes. This new stormwater drainage system would include seven inlets between the road and steep slope. They will super elevate the road so it pitches towards the steep slopes and water is channeled to the inlets rather than running over the road and over the top of the slopes down to the Brandywine Creek. The well holes are where the water goes and inlets are sewer pipes which allow water to go out at creek level.

There are three possible walls in the proposal: a gravity wall, a concrete wall and a reinforced earth wall. Charles Kilgore asked Todd Trotman which wall he recommended. Mr. Trotman said he recommends the reinforced earth wall because it is the easiest wall to build requiring the least amount of excavating. All three walls are about the same in maintenance requirements. The wall will be a maximum height of 15 feet with a gravel leveling pad. The wall will be five feet from the creek edge. Installing the wall will require digging below the creek to the weathered rock and back fill with concrete to the bottom of the wall. This keeps the wall from being undermined by erosion. Mark Toth asked what the life span of the wall is. Mr. Trotman estimated the average life span of the wall is 50-75 years. Ed Porter asked what the time frame is for the work. Mr. Trotman said three or four months. He recommended doing the work in late summer or fall to avoid potential for heavy rains.

Ed Porter asked Todd Trotman if he was aware of any grant money available. Mr. Trotman said this was the only part of the project he had not completed yet. He said Randy Waltermeyer, of the Chester County Planning

Commission, had sent him an email with a request form to fill out for a possible grant through PennDot. Mr. Trotman said that other than PennDot, he isn't aware of any grant money.

Todd Trotman stated the estimated cost to repair Mortonville Road is between \$860,000 and \$1,000,000. Todd Trotman said if not fixed, the road could get worse. He has noticed it deteriorating over the years. Mr. Trotman said he didn't think the road repairs would get much more expensive if repairs aren't done immediately. Ed Porter asked about the well holes and if debris could get caught in them. Ed Porter asked if anything in the proposal addresses the slope problems. Mr. Trotman said the slope is considered unstable. Ed Porter asked if the well holes could be effected by the slope or debris. Mr. Trotman said the well holes will not be impacted by these things. He did say when new inlets are installed, they will need to be maintained on a regular basis.

Charles Kilgore asked Mr. Trotman if he was aware that Verizon has their FIOS lines running a few inches to a foot underground in the drainage area. Mr. Trotman said he was not aware of this. Mr. Trotman was not sure who would be responsible for relocating Verizon's FIOS lines.

B. Multimodal Transportation Fund (MTF) Program – Mortonville Road – Due July 31, 2015 -

The Multimodal Transportation Fund Program is a grant that Randy Waltermeyer, of the Chester County Planning Commission, had found that would potentially provide grant money to help pay for the Mortonville Road repairs. The due date for this grant is July 31, 2015. Pani Martin said she could attempt to complete the grant form. She said Advanced GeoServices proposal would provide most of the information for the grant application. Ed Porter said he spoke to Senator Dinniman and he had told him that there is some grant money available but we needed a cost quote to proceed.

C. Herbert MacCombie – secondary mailing – Act 537 Plan -

Dennis O'Neil from Herbert MacCombie's office spoke about the secondary mailing for the Act 537 Plan. In June, Dave Porter and Mark Padula made a presentation to the Board about the Tier II survey mailing. The first mailing included 165 requests to enter residents' properties to do onsite surveying of their existing sanitary sewer systems. We received 63 responses out of the 165 requests. This equates to 38%. Mr. O'Neil said this was less than expected. He requested sending out another 107 mailings that were randomly generated. They are required to do a field survey of 104 properties. This is 15% of the original paper surveys which is required by the Act 537 Plan. Joe Pomorski asked what happens if they still don't get enough responses. Mr. O'Neil replied that there are some visual surveying they can do without a response or they could request that DEP lower the requirement. This survey is required under Act 537. Ed Porter asked Mr. O'Neil if he could provide a write-up about the survey for residents. Dennis O'Neil explained that they are not looking to report failures. The purpose is for determining areas of need and to validate the paper survey done a few years ago. Mr. O'Neil said he would have Dave Porter provide a written explanation. Lisa Valaitis will put the write up on the Township website. There was a discussion about not doing thesecond mailing. The Board authorized the second mailing.

D. Zip Line –

Pani Martin reported she contacted Jamie DiDonenico from Zip and Bounce in Downingtown in regard to Park Day. Ms. Martin said she spoke to Vince Pompo first to determine if a zip line was plausible to have at Park Day. Jamie DiDonenico spoke about Zip & Bounce. He said his company has a mobile zip line which is a licensed carnival ride. He is licensed by the State of Pennsylvania. His zip line was at the Strawberry Festival this spring. Mr. DiDonenico explained the mechanics of his zip line. He said his zip line is available on October 10, 2015. The length of the zip line can go from 150 feet to 320 feet. Pani Martin said Vince Pompo's biggest concern was about insurance. She said they are fully insured with a regular policy of 1 million dollars and an umbrella policy of 4 million. We could get a certificate of insurance naming the Township as additional insured for the event. There was a discussion about how much to charge for riding the zip line. Mr. DiDonenico suggested \$10-\$15 per ride. The cost to rent the zip line for six hours is \$2,500. Mr. DiDonenico said he could donate some other smaller amusements (bounce houses, slide, etc.) to make this event a better event. There was a discussion about how the zip line works. They also spoke about a

suitable location in the park. Mr. DiDonenico said he needs confirmation soon because he gets busy booking Halloween events. There will be no charge if it rains and Park Day is cancelled. Jeanne Berlin asked if the zip line is run by generator. Mr. DiDonenico replied that it operates on battery packs.

E. Solidify times for Park Day – October 10, 2015 –

Pani Martin asked the Board what time they would like to have Park Day. The Board stated they'd like the event to run 9:00 am to 3:00 pm or 4:00 pm. Jan Bowers commented that attendees in the past had commented that Park Day ended too early.

F. 111 Westmoreland Drive - mowing –

Pani Martin reported that 111 Westmoreland Drive's has been a grass cutting issue for months. A resident has been consistently filling out complaint forms and following up. This is a bank owned property. She said we have contacted the bank many times. They have come out and cut part of the lawn. Rob McLarnon has been trying to follow up with the bank. Pani Martin said she didn't know what else to offer the homeowner who complained and wanted to present to the Board to determine if Tag Gathercole could cut the grass. The Board requested this issue be put on the July 28, 2015 Board of Supervisors agenda to discuss with Vince Pompo.

G. Park & Recreation Commission – status/recruitment – All five member of the Park and Recreation Committee were in attendance: Michael McClintock, Jan Bowers, Brian Carling, Jeanne Berlin and Dan Johns. Michael McClintock spoke about the committee's recruiting status to fill the tow open positions on the committee. He said they have been putting forth effort recruiting for the team by posting on Facebook, the Township website and posting signs in the park. He said they have gotten some small interest but still have not found anyone to fill the two vacancies. Michael McClintock said that the current five members of the team have decided, for various reasons, that 2015 will probably be their last year on the committee. They wanted to give the Board a heads up for 2016. Joe Pomorski personally thanked the committee members and spoke about how long they have all been on the team. Michael McClintock said that they have had a few people express interest through email and said they would come to a meeting but never showed up. He said new faces would be great for this committee. Ed Porter asked Pani Martin to have a table at Park Day to recruit members for the Park and Recreation Committee. There was a discussion about changing the number of seats on the committee to five. There was a discussion about why it has been such a challenge to find new volunteers. The Board thanked all five of the members of the Park and Recreation Committee for their years of hard work. Joe Pomorski said they would need to talk to Vince Pompo about what happens if there are no members of Park and Recreation at the end of 2015. Jan Bowers spoke about the value of having a Park and Recreation Committee.

H. Ray Ott – Comprehensive Plan cost totals –

Pani Martin reported that Ray Ott was paid \$56,791.73 to date not including the final payment.

I. Complaint Forms – Mortonville Road and Mt. Carmel Road -

Pani Martin stated there are two complaint forms in the Board packet. One for Mortonville Road and one for Mt. Carmel Road. The complaints are being brought to the Board's attention because they decide when roads are worked on. She asked if the Board knows anything about road work for Mt. Carmel Road in the future. The Board requested the complaints be forwarded to Tag Gathercole.

J. Pricing for new laptop/desktop –

Pani Martin said she got pricing from Compnet for both a desktop and laptop. Compnet told her she could purchase a computer from someone other than them, but it would need to have the Windows 7 Professional Edition to work on our network and server. This computer would be a fourth computer for Rob McLarnon to

use. He could have his own email set up. The computer would also be used to train the new employee and Pani Martin could use a laptop in the Board meetings to pull up QuickBooks to look up accounts and answer questions. A laptop could also be used by Lisa Valaitis to work on meeting minutes at home. There was a discussion about a laptop being Pani Martin's main computer system. Ed Porter commented that it makes sense to get a laptop and have multiple users. Ed Porter commented on multiple users and being responsible for where the laptop is. Pani Martin said we can purchase a laptop through Compnet or online. We will still need to get Office, Home and Business 2013. Compnet will do the set up. There was a discussion about Office, Home and Business is going more towards monthly subscriptions. There was a discussion about purchasing a computer versus a laptop. Pani Martin said she would prefer a laptop because it would be more versatile. The Board requested that Pani Martin get several cost estimates.

K. Security cameras –

Pani Martin asked about the status of purchasing security cameras. There was a discussion about how we are going to purchase a security system. Charles Kilgore said the Board had discussed cutting a check for purchasing security cameras. Security system pricing would have to be done first. Ed Porter stated using a check would limit what can be purchased. A purchase could not be done online. There was a discussion about getting a township debit or credit card. Mark Toth commented on the responses Lisa Valaitis got from polling the CCSIGA about township credit cards.

Siti Crook asked if it would be possible to set up a bank account that is simply for debits like a petty cash fund. Joe Pomorski said they asked First Niagara last year and they said didn't allow it. Joe Pomorski said they could reach out to First Niagara again. Inquiring with another bank was suggested as well. Siti Crook said that a debit card has no impact on credit. It would need to have a name on it. The liability of the card holder was discussed. There was also a discussion about purchasing a cash card.

Pani Martin said she will look further into getting a credit or debit card. She will inquire with First Niagara Bank and Fulton Bank. The security cameras will be discussed at the next meeting.

Pani Martin asked the Board what their thoughts are on the zip line. Joe Pomorski said we need to estimate how many people would be there and how many would be interested in doing the zip line. He said they don't want to make money on Park Day but need to be able to cover the cost of \$2,500. Pani Martin said that the concept of the zip line and food trucks is to advertise and bring in more people. Mark Toth commented on the Township Facebook page and said we really need to get it up and running. Advertising could be done on the Facebook page. Mark Toth said he will call the office tomorrow and get Lisa Valaitis set up as administrator of the Township Facebook page. There was a discussion about food trucks at other local community events and festivals.

3. ADJOURNMENT

MOTION: Joe Pomorski made a motion to adjourn the Board of Supervisors meeting at 7:59 pm. Charles Kilgore seconded. VOTE: 4-0

Respectfully Submitted,

Lisa Valaitis,  
Township Secretary

