

EAST FALLOWFIELD TOWNSHIP
BOARD OF SUPERVISORS MEETING
August 25, 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

J.P. Sanchez

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

Vice Chairman Steve Herzog called the meeting to order at 6:30 pm. Charles Kilgore seconded.

2. Discussion

A. APPROVAL OF MINUTES

- 1) July 14, 2015 Board of Supervisors meeting minutes.

MOTION: Steve Herzog made a motion to approve the July 14, 2015 Board of Supervisors meeting minutes as presented. Mark Toth seconded.

VOTE: 3-0 (Steve Herzog abstained.)

- 2) August 11, 2015 Board of Supervisors meeting minutes.

MOTION: Steve Herzog made a motion to approve the August 11, 2015 Board of Supervisors meeting minutes as presented. Charles Kilgore seconded.

Ed Porter requested a change be made under the Park Day discussion.

VOTE: 4-0

B. PUBLIC WORKS

- 1) The July 2015 Road Department monthly report was submitted for Board and resident review.
- 2) Mt. Carmel Road Chipping – Pani Martin reported Tag Gathercole is working with Martin Paving to get a quote. He is trying to cap the cost at no more than \$15,000. We should have a quote in the next few days. Tag Gathercole wants to start from the Valley Township line on the north side of Mt. Carmel and down to Short Drive. Depending on the cost, his first choice would be to take it down to Strasburg Road. To keep costs under \$15,000, the work may likely have to be restricted down to Short Drive. Pani Martin will send an email to the Board with the cost when a cost quote is received.
- 3) Fairview Road/Timacula Road – Pani Martin said Fairview Road and Timacula Road are the next roads that need work after Mt. Carmel Road. She stated that Tag Gathercole suggested we patch these roads this year to get through this winter. Tag Gathercole will either tar and chip or pave these two roads next year to increase longevity. She said she was not sure when this year Tag Gathercole plans to patch these roads.
- 4) PennDot Hole Patching Agreement – At the last meeting the Board had asked the question what is a reasonable amount of time for PennDot to get the work done. She said the answer is April. Tag Gathercole is in favor of the agreement and said the rates are fair. Vince had no legal objections regarding this agreement. Pani Martin asked the Board if they'd like to proceed. Steve Herzog said that it sounds like PennDot will ask the Township to patch a road as needed. Ed Porter said it takes the Public Works Department away from

their regular workload. Steve Herzog said it would be good to have the agreement in place to get reimbursed for any work PennDot asks the Township to do.

MOTION: Steve Herzog made a motion to adopt Resolution No. 2015-06 authorizing the Chairman of the Board of Supervisors of East Fallowfield Township to sign the PennDot Pothole Patching Agreement on its behalf. Charles Kilgore seconded.

COMMENTS AND QUESTIONS: Mark Toth asked if the price in the contract is a fair price or just breaking even. Pani Martin said it would cover the cost of materials and labor but the Township will not make money on the agreement. The contract will expedite getting road work done. Steve Herzog asked if this is a year-to-year agreement. Pani Martin commented that Tag Gathercole said this agreement would assist with road safety. For example, potholes pop up on Route 82 and Strasburg Road and people really tear up their cars on those road. It takes PennDot a long time to respond to these issues. Charles Kilgore suggested talking with Tag Gathercole before approving the agreement.

MOTION WITHDRAWN: Steve Herzog withdrew the motion. The Board will discuss the agreement with Tag Gathercole before voting on this agreement.

- 5) Winter Traffic Service Agreement / Severe Winter Adjustment – Pani Martin said this came up at the last meeting when we received the Winter Traffic Service Agreement / Severe Winter Adjustment. She said she contacted PennDot to figure out if this was allowed to be in Liquid Fuels. Currently it sits in the General Fund and that is where the first \$17,000 was deposited. She reported she spoke with the state financial consultant who said it can be put in Liquid Fuels to cover the cost of salt, plowing, and other Liquid Fuel items. Pani Martin asked the Board if they would like the \$17,000 moved to Liquid Fuels. The Board stated they would like Ms. Martin to move the \$17,000 from the General Fund to Liquid Fuels. Ms. Martin will also include this in Liquid Fuels in the 2016 budget.
- 6) Crack Sealant – SealMaster – Pani Martin said Tag Gathercole connected with SealMaster. The machine, equipment, and one pallet of sealmaster will cost \$3,329. Any additional pallets of sealmaster are \$1,778 each. She said Tag Gathercole informed her that it will take at least one pallet but he isn't sure if any additional pallets would be needed. Tag Gathercole would need to assess the roads to determine which ones would benefit from crack sealant and which roads would not. The Board authorized Tag Gathercole to get one pallet and the machine to start with.
- 7) Road Striking (lines) – 10,000 – Pani Martin stated Tag Gathercole would like know if he can do road striking or painting road lines this October. It would cost approximately \$10,000 and would be paid out of Liquid Fuels. Pani Martin said Tag Gathercole did not tell her specifically which roads. The Board requested Pani Martin find out what roads would be done before approving this request.

Ed Porter requested that Pani Martin pull the last three years of salt costs out of Liquid Fuels. He also requested she calculate a three year average of snow plowing costs. This will be used to determine how much we need to save for these costs or if we have gone over.

- 8) Freightliner Payment Plans – Pani Martin stated the freightliner/dump truck will be ready in six to seven weeks. They are getting ready to install what needs to go on the bed. Pani Martin said we need to establish a payment plan. She explained there are six different payment plan options and presented a payment plan summary in the Board packet. The purchase of this new truck was approved at the January 27, 2015 Board of Supervisors meeting. The only item in the budget related to new vehicle or equipment is in Liquid Fuels (account 1430.77) under Machinery and Equipment – New. The Board said this line item is for the new freightliner. Steve Herzog commented that the cheapest plan is option 1. Pani Martin said there is an \$8,000 difference in the payment options. Steve Herzog said any of the annual advance payment options are fine with him. The Board approved payment plan option 5.

C. FIRE COMPANIES

- 1) July Westwood Fire Company EMS Report was submitted for Board and resident review.
- 2) July Westwood Fire Company Fire Chief's Report submitted for Board and resident review.

Chief Sly summarized the Westwood Fire Chief and EMS Reports. He said Westwood had 27 calls for July and 5 of those were for East Fallowfield Township. The breakdown of the 5 calls were as follows: 2 fire alarm calls, 1 wire down call, 1 house fire and 1 motor vehicle accident. They had a total of 13 service hours with 55 volunteers answering calls. On the EMS side, they had 100 calls with 11 in East Fallowfield Township and

a total of 73.4 hours in service. Chief Sly also reported they had two big fundraisers. One fundraiser was a car show and chicken barbecue which did well and raised a little over \$1,300. The second fundraiser was a comedy night which did not do as well and only raised \$250.

Chief Sly reported there was a barn fire in East Fallowfield on Sunday on Strasburg Road. There was also a house fire in West Bradford off of Strasburg Road that was dispatched 40 minutes prior to the barn fire. This presented unique challenges. The property owners felt everything went well and they were pleased with the fire companies.

Ed Porter asked Chief Sly if they'd like to do anything for Park Day. Chief Sly responded by saying they would be there in full force. Chief Sly will follow up with Pani Martin and Katherine Archibald regarding Park Day.

- 3) July Modena Fire Company Fire Chief's Report submitted for Board and resident review.
- 4) July Modena Fire Company EMS Report submitted for Board and resident review.

D. CITIZENS BY REQUEST

- 1) Charlie Carter – Manchester Farms – Charlie Carter said a lot of effort was put in to getting the agreement signed on everyone's part. It's been three months since the agreement was signed. He said visibly there hasn't been much work done in Manchester Farms. Mr. Carter said he'd like to see the work accelerated. He asked the Board if they could direct the Township Engineer and/or Iron Oak to provide regular status updates on the project. He suggested status updates be provided a week before the Board of Supervisors meetings. He also requested the Manchester Farms HOA be copied on the update. Mr. Carter asked if they'd be willing to do this. Steve Herzog responded by stating there will be Manchester Farms updates provided by the Township Solicitor at the monthly Board meetings. J.P. Sanchez stated that Vince Pompo has requested that the Manchester Farms update be placed on the monthly meeting agendas under the Solicitor's Report. Charlie Carter asked if Vince Pompo will have current information from Iron Oak and the Township Engineer regarding the Manchester Farm work. J.P. Sanchez stated that in terms of the agreement, part of this is making sure that from a Township prospective, they have complied with the agreement and Iron Oak is required to provide information to the Township Engineer.

E. SOLICITOR REPORT

- 1) Manchester Farms update – J.P. Sanchez reported on the status of Manchester Farms. He said Iron Oak has had difficulty with getting contractor bids. The engineers have gotten together to discuss the line items and what needs to get done. Ed Porter asked what is going on with the road paving. J. P. Sanchez reported that Eric Schrock is having trouble getting bids from contractors but he isn't sure specifically which contractors. The Board will have Chris Della Penna follow up with Eric Schrock and get an update. J.P. Sanchez stated his office made a request to the bank to release the \$31,000 for the past fees that is required to come off the top of the escrow balance as per the agreement.

F. LEGAL ISSUES

- 1) No legal issues discussed.

G. PLANNING COMMISSION

- 1) Planning Commission Report – Dennis Crook reported they did not have a Planning Commission meeting this month.
- 2) Post Card Mailing – Dennis Crook requested a post card mailing for advertising the Penn State Extension Water and Septic Workshop. He said the postcard could share advertising with Park Day.

- 3) Comprehensive Plan Recommendations – Dennis Crook said he'd like to look at implementation of some of the Comprehensive Plan recommendations. He'd like to do a survey regarding these recommendations and put it on the postcard. There was a discussion about the cost of the last postcard mailing. Pani Martin said it cost \$945 for postage and \$231 for printing. A total of 2,770 postcards were mailed. Pani Marti stated there was \$1,100 left in the Planning Commission budget which would cover most of this mail. The Board approved the postcard mailing. Both Park Day and the Penn State Extension Water and Septic Workshop are posted on the Township website and Facebook page.

Joe Pomorski arrived at 7:03 pm.

H. TREASURER'S REPORT

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

MOTION: Steve Herzog made a motion to approve the July 31, 2015 Treasurer's report as presented. Charles Kilgore seconded.

VOTE: 5-0

- 2) July 2015 payment authorizations.

MOTION: Steve Herzog made a motion to approve the July 2015 payment authorizations as presented. Charles Kilgore seconded.

VOTE: 5-0

- 3) Other Township Business.

- a. Siana Bellwoar – Cost Breakdown – Pani Martin stated that the Board had requested a breakdown of Siana Bellwoar's costs. She submitted a cost breakdown and a pie chart to the Board for their review. Ed Porter asked how Siana Bellwoar is billing. Pani Martin said they are billing by 0.10. Mark Toth asked the Board if they want to meet before they meet again with Siana Bellwoar. The Board agreed.
- b. Park Day Update – Pani Martin reported the time for Park Day has been changed to 10:00 am – 4:00 pm. She reported \$2,000 in donations has been raised. Herbert MacCombie donated \$1,000, Lamb McErlane donated \$500, Mingis Gutowski & Company and Reardon Dental donated \$250 each. Pani Martin presented a Balance Sheet with an account called Friends of the Park Fund and there is \$3,800 left in it. She said she thinks it is money left over from the previous Park Day. Pani Martin asked if this money could be used to help with this year's Park Day. Mark Toth said the money should have been moved to the Park Fund when Friends of the Park dissolved. Ms. Martin said her goal for sponsorships and donations is \$5,000.

Pani Martin spoke about scheduling an upcoming Park Day meeting. She asked what date and time works best for the Board. She said we definitely need to go over the mapping at this meeting. She reported we secured the 30 foot National Guard rock wall free of charge for Park Day. The Board chose to meet on Wednesday, September 9th at 6:00 pm in the Park.

- c. Credit Card – Pani Martin said we officially have a Township credit card. It is capped at a \$2,000 limit as the Board requested. Pani Martin asked if security cameras could now be purchased. Ed Porter said they need to look at what is available at Costco. The security cameras could be purchased online and delivered to the office. Mark Toth and Ed Porter will look into purchasing security cameras. Pani Martin also asked the Board if they could use the credit card for the public notary class for Lisa Valaitis. The Board approved the public notary class purchase. Pani Martin asked the Board about a bill for Constant Contact from Sue Haldeman. The Township is billed \$15.90 a month for Constant Contact. Sue Haldeman charges us \$15 per month to put it on her credit card. The Board instructed Pani Martin to drop Constant Contact.
- d. Server – Steve Herzog said he looked into the server issue and he said he is fine with Compnet's quote for hardware, software, licensing, and installation. Pani Martin said the total cost is \$12,000 to \$15,000.

She explained that the current problem is the office is running out of space for email. We have to periodically call Compnet to release more space so Lisa Valaitis and the Police Department get their emails. Ed Porter talked about removing the old emails on the server and storing them on another drive. Would the system work if we freed up space? Steve Herzog said he isn't sure they could put another drive in and it would go slower. There was a discussion about various solutions for archiving emails. Steve Herzog said he would also be fine with upgrading the server. Steve Herzog and Ed Porter will contact Compnet to discuss this further. J.P. Sanchez asked Pani Martin if she has the Records Retention Manual. Pani Martin responded that she does have the manual. Deleting or getting rid of records according to the Records Retention Manual does require a resolution through the Board of Supervisors.

- e. PMRS – Township /PMRS Contract – Pani Martin said that PMRS is our pension company. They have been working with their legal counsel to obtain a tax qualification determination from the IRS for all member plans. They have had to change their contract template to include all of the language that is required by the IRS for tax qualified pension plans. They enclosed a checklist that will allow PMRS to generate a new contract for the Township and it will be specific to the Township's plan. She went through the legal document/contract with them and looked through the Employee Handbook. There are still three questions that she can't find answers to. She asked if she could send it over to Lamb McErlane to help her finish this up and get the contract solidified. Steve Herzog said he thought this was done last year. Steve Herzog said the other issue is that they can't strike any language out or change anything because of the Collective Bargaining Agreement. Pani Martin said she has not found anything like this in the office. The Board requested Pani Martin hold off on completing this. J.P. Sanchez will talk to Vince Pompo about this contract as well.
- f. Budget Meeting Update – The first budget meeting will be held on September 8, 2015 at 5:30 pm. This is before the Board of Supervisors regularly scheduled workshop which is at 6:30 pm. Lisa Valaitis will advertise the budget meeting.
- g. Survey Monkey – Pani Martin stated that as part of the Comprehensive Plan survey, residents were asked what they liked and didn't like about the Township and what services they wanted. We have the results from this survey. Pani Martin asked the Board if Survey Monkey is something we wish to employ here at the Township as a tool to get better response and feedback from residents that are computer savvy. The cost for Survey Monkey is \$300 a year. The number of surveys allowed is unlimited. The Board approved the purchase of Survey Monkey. This would be a means to do a needs analysis. Mark Toth commented that this and other requests should be reflected in the 2016 Budget.
- h. Increase of Millage – Resolution or Ordinance – Pani Martin asked the Board if she can schedule budget meetings before the Board of Supervisor Workshops rather than before the regular Board of Supervisors meetings. The Board agreed. Pani Martin stated to the Board that in looking into the 2016 budget, she has been very interested in the revenue side of the budget and how the Township continues to cover cost increases each year. She has been looking into the possibility of increasing millage from zero. She will do a cost breakdown of what it would cost the average resident. Ms. Martin said she spoke to Vince Pompo who informed her an increase in millage would require a resolution or ordinance. J.P. Sanchez explained that for Townships that have millage set, it would be part of the budget and therefore a resolution. If the millage is new, it needs to be an ordinance. It is recommended we do an ordinance because, although there is millage set, that millage has been zero for a long time. Pani Martin said this is an example reason for doing a resident survey. There was a discussion about how to properly ask questions on a survey. Example questions are "Do you like having a police department? Do you like having a Road Crew and smooth roads?". Mark Toth asked Pani Martin to look at what other municipalities are budgeting for Act 167 Stormwater Management as well as MS4. He said it's a significant variable moving forward. Ed Porter suggested contacting Jan Bowers. Ed Porter commented on the new signage requirements. Mark Toth said Tag Gathercole will need to start upgrading for new reflectivity standards and visibility standards. He asked Ms. Martin to have Tag Gathercole put together a 3-5 year plan for getting the signs updated. Mark Toth also commented that PA American Water has been billing the Township for hydrant use and that cost could be passed on to the HOA's. He said HOA's typically pay this. It is \$20,000 a year and rising. Mr. Toth said Vince Pompo has information on this. J.P. Sanchez commented that Pani Martin will also need to look into tax collection. Ms. Martin said Chester County Treasurer has a new program that is cost effective. She will also look into Berkheimer.

- i. Police Generator – Pani Martin reported the Police Department was finally able to get their generator. She said it is not in the budget but approval is in meeting minutes. Ms. Martin asked if the cost should go through the General Fund. There was a discussion about what account to put it in. The Board instructed Pani Martin to put the cost through the General Fund. Ed Porter asked what the total cost was. Pani Martin said she did not get the receipt yet. She will send the Board an email when it comes in.
- j. Police Vehicles – Pani Martin stated there are currently two police cars that the Township is still making payments on. One car is under Capital Projects. The second one is under prepayments in the General Fund. She said she didn't see it in the budget in the General Fund. There was a discussion about the two vehicles. The Board decided to keep the one car in Capital Projects and include the other car in the budget.

I. POLICE DEPARTMENT

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

J. PARK AND RECREATION COMMITTEE

- 1) The August 21, 2015 Park and Recreation Monthly Report to Board of Supervisors was presented for Board and resident review.

K. HISTORICAL COMMISSION

- 1) No presentation. No report submitted.

L. NEW BUSINESS

- 1) Fire – Weaver Mulch – Joe Pomorski thanked the Fire Companies for handling the fire at Weaver Mulch over the weekend. Chief Sly briefly discussed details of their response. There was a fire in West Bradford and Cochranville was called to standby in Modena. They were on their way and coming through Gum Tree and therefore arrived on the scene in four minutes. Westwood was there quickly to back them up. He reported they got all the livestock out of the barn alive. Chief Sly said the fire was ruled an accidental fire. Joe Pomorski asked about the status of the fire fighter who was injured. Chief Sly said he is doing well. He had slipped on a ladder and sprained his shoulder. Dennis Crook asked if they had had any trouble with fire hydrants close to the area. Chief Sly said they did. They called PA American Water who could not supply the gallonage needed on that line. They had to subsequently switch to a different hydrant. This was not an issue that changed the outcome of the fire. Ed Porter asked Dennis Crook why he asked that question. Dennis Crook replied that this was discussed by the Planning Commission. They had wanted to review the hydrants that govern the Township for safety. However, for legal reasons, PA American Water could not disclose the hydrant locations. He said he was rerouted near the fire over to Pomeroy and saw trucks being filled with water there. Chief Sly said they do communicate with PA American Water about water supply. He said PA American Water and Chester County were both made aware of what the water was used for. He said there is no concern. This fire was different than a house fire because of the flammability of hay. A typical house fire uses 5,000 gallons of water and this fire used 100,000 gallons of water.

M. PUBLIC PARTICIPATION

- 1) No public participation.

3. ADJOURNMENT

MOTION: Steve Herzog made a motion to adjourn the Board of Supervisors meeting at 7:41 pm. Charles Kilgore seconded. VOTE: 5-0

Respectfully Submitted,

Lisa Valaitis,
Township Secretary