

EAST FALLOWFIELD TOWNSHIP
BOARD OF SUPERVISORS WORKSHOP MEETING
October 13, 2015 Approved minutes
6:34 PM

Members Present

Steve Herzog, Vice Chairman
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.

Vice Chairman Steve Herzog called the meeting to order at 6:34 pm.

2. Discussion

A. Office/Treasurer –

- 1) John Good for Bawa Fellowship – Pani Martin said that a few months ago, there was a notice put in the newspaper on behalf of the Township regarding the Bawa Muhaiyaddeen Fellowship. She said a copy of the advertisement was sent to Vince Pompo (solicitor) who billed us for his services. The Township did not authorize the public notice. Pani Martin reported she billed Bawa Muhaiyaddeen Fellowship for the cost of Vince Pompo's and Herbert MacCombie's services regarding the public notice. She read a letter from John Good, who represents Bawa Fellowship, which stated they will not be paying these invoices. Ms. Martin asked the Board if they want her to pursue this further and incur more legal fees. The total for the invoices is \$303.50. Pani Martin said it was paid out of escrow and then we bill the appropriate developer. The Board instructed her not to pursue it for now. We can get this payment when this developer comes to the Township for approval.
- 2) 2013-2014 Liquid Fuel Audit Update – Pani Martin said she received a call from our Liquid Fuels Auditor, who has been conducting the audit for about three months. A week before Park Day, she requested the 2013 and 2014 disbursement records for diesel fuel for Liquid Fuels. Pani Martin said the Township has is inadequate because it is both incomplete as well as not in a manipulative format. She said we need to look into updating the software used to track diesel fuel. She reported said she spent a week working on calculating this out by vehicle, by month, and by year. She said we were missing data for January 2013 and she did miles per gallon projections. Today Liquid Fuels contacted her and said not all vehicles that used the diesel are Liquid Fuels vehicles. They requested a record of reimbursement from the General Fund for Liquid Fuels for those non-Liquid Fuels vehicles. Ms. Martin explained that all diesel is paid for with Liquid Fuels but not all diesel is used for Liquid Fuels purposes. Tag Gathercole said all the dump trucks and the back hoe are used for Liquid Fuels purposes. Tag Gathercole explained that each employee has a gas card and each vehicle has a machine number assigned to it. When an employee uses gas, they swipe their card and put the machine number in. There was a discussion about what vehicles could be invalid. Ms. Martin said that Liquid Fuels has stated not all vehicles were used for Liquid Fuels but they want her to tell them which vehicles were not used for Liquid Fuels. The Board instructed Pani Martin to work with Tag Gathercole on this. They also asked her to get a quote for a new software system and printer. Ms. Martin said there is no official audit finding at this time. Ms. Martin also stated that our software is not sophisticated enough to provide the data that Liquid Fuels is looking for.

- 3) Mortonville Road Grant – Pani Martin reported that she got the name of a grant writer from Joe Pomorski. The potential grant writer has looked at the Multimodal Transportation Grant Fund for us and gave us a cost estimate of \$3,000 to write the grant. Pani Martin asked the Board if the Township is ready to commit on paper to the \$300,000 - \$400,000 to match the 30% of the project. The grant would require 30% matching funds. The Board said this would have to be decided as part of the budget and to put it on hold. Buddy Rhoades, Township resident commented that Newlin Township has a closed road with the same problem as Mortonville Road and they contacted us about working with them. Pani Martin said the deadline for the grant is the end of December.
- 4) PMHIC Health Insurance Update – Pani Martin said last week she went to a seminar given by Benecon, our insurance provider, and part of the PMHIC Program. They gave an overview on how the Township is doing. As of June 30, 2015, our 2015 claims are 155% of what they expected. As of September 30, 2015, our claims were 130ish% of what they expected. Based on these claims, our 2016 renewal increase is 9.6% which is roughly \$25,000. The rate increases will continue on a steeper incline over the next few years to equal out the large difference in expected claims. There will be a change in plan that will cause an additional \$16,000 in costs this year. Medical expenses will increase by \$40,000 overall.
- 5) Server Update – Steve Herzog discussed the option of doing a memory upgrade and hard drive. Mr. Herzog said his concern is losing data. He explained that this is a risky option because the method involved is wiping out the drive and using backup to put the data back on a new upgraded hard drive. He said there is a lot of risk of losing data. Mark Toth asked what the cost is. Pani Martin said the RAM is \$50. The labor for changing the hard drive is \$1,000 to \$1,500. Compnet would have to come out to the office and do the back up. Steve Herzog said this is cheaper than getting a new server but has more risk involved. He said we would have to be sure the backup done is sound. Pani Martin will forward her email to the Board with the cost information.
- 6) Security Cameras – Ed Porter said this purchase depends on the final 2016 budget. Steve Herzog commented that he thought this was going to be purchased this year. Ed Porter said the cost would be about \$1,000. There was a brief discussion about using the police department system and the redundancy of having two Township buildings and two security systems.
- 7) Park Day Update – Pani Martin informed the Board that the estimated number of people that attended Park Day was between 1,600 and 2,000. The Board thanked the Township staff for their hard work.
- 8) Vision Partnership Program – Comprehensive Plan – Cash Grant Amount – Lisa Valaitis stated the Comprehensive Plan reimbursement check came in. Pani Martin asked the Board which fund to deposit the check in. Mark Toth asked what fund the payment was made from. The Board had a discussion about where it came from. Pani Martin said we paid \$59,181.02 out of the Capital Projects Fund for the Comprehensive Plan. There was a discussion about whether the total cost for the Comprehensive Plan was \$60,000 or \$80,000. The Board asked Pani Martin to find out the total cost was and to hold the check for now.
- 9) Tree in Park – Pani Martin stated there is a tree in the Park that needs to be cut down because it is rotten. Tag Gathercole commented that the tree is too big for the Road Crew to handle themselves. He said he got a quote from Madsen Tree Service for \$900. Mark Toth asked if we need to get three quotes. Tag Gathercole said we don't need to for \$900.

B. Park & Recreation Committee –

- 1) Park & Recreation – Need to Advertise Committee Vacancies – Pani Martin said there are two vacancies in the Park & Recreation Committee until year end. After year end, there will be seven vacancies. She asked the Board if we should advertise these openings. Jan Bowers said it has been posted on the website for over a year. The openings are advertised on the Park & Recreation page

of the Township website along with a list of different ways you can get involved with the Committee. There is also a teaser on the front page of the website. The Park & Recreation Committee also has "volunteers needed" signs posted around the Township. Jan Bowers suggested we could advertise the committee openings on the Township Facebook page. Lisa Valaitis stated the Township Facebook page has gotten a lot more active because of the Park Day posts. Jan Bower discussed some of the interest they have had in the committee. Ed Porter suggested contacting the HOA's regarding the committee openings.

- 2) Transfer of Park & Recreation Committee Responsibilities – Jan Bowers addressed the Board by saying the members are trying to phase out from the committee. They want to offer the opportunity to transfer tasks. She said the reason they are all leaving the committee at the same time is purely because of various personal reasons and they are not trying to abandon ship. She said perhaps having the entire committee vacant will bring in some new interest and fresh ideas for the committee. Ms. Bowers said she put a list together with the status of projects in the committee. There are some things on this list that will have to get transitioned to someone because they are active and financial commitments of the Township. Ms. Bowers commented that they have had some email communication with Lisa Valaitis and Pani Martin regarding transition of projects. They are not trying to transfer everything to the office but there are some things that will have to involve them. Jan Bowers asked the Board for direction on who they should be talking to in order to transition tasks. She said Pani Martin had suggested it be a Board member. Ms. Bowers said they would be happy to have more discussion about transition at an upcoming Park & Recreation Committee meeting. She also said she'd love to have Pani Martin, Lisa Valaitis and Tag Gathercole attend a future meeting. There was a discussion about Board liaison positions and the need for bringing those positions back for the commissions. Jan Bowers commented that it would be helpful to have a Board liaison and the advantages of it for efficiency and guidance. The Board will respond back to Jan Bowers at the next Board of Supervisors meeting because Joe Pomorski and Charles Kilgore are not present. Mark Toth suggested picking one of the future Park & Recreation meetings and include the Board as well as Pani Martin, Lisa Valaitis and Tag Gathercole. Jan Bowers said the committee would love that and any meeting would be fine. The November 3rd meeting was discussed as a possibility.
- 3) Park & Recreation Committee Email – Jan Bowers said the Park & Recreation emails will need to be handled. She said there are three options on how to handle the email account. Currently, the Township has set up the Park & Recreation (parks@eastfallowfield.org) email to be forwarded to the Park & Recreation Committee members. Jan Bowers requested that be cancelled. She said another option would be to deactivate this email and direct inquiries be emailed to info@eastfallowfield.org. Pani Martin said it would be easier to have the emails forwarded. The third option would be to have Lisa Valaitis or someone in the office go in and clean out the email account. Jan Bowers requested this change to be made sooner rather than later. Pani Martin said she will get that switched over.
- 4) Park & Recreation Committee Items to be Considered for 2016 Budget:
 - a. Trail and Bridge Project with Grants – Jan Bowers said the Trail and Bridge Project design has finally been completed. The bid was to be released over the past week. The intent is that at the November Board of Supervisors meeting, the Design Engineer, Dan Daley from E.B. Walsh, would present to the Board his recommendation of who to award the contract to. This is a \$260,000 project. There is a state grant and county grant to cover part of it. There is a \$41,000 Township match. The Board had previously approved the project and grant application. The Park & Recreation Committee recommends this money comes out of the big Park & Recreation Fund. Ms. Bowers said this fund may have to be used to front money for the project and the grant will reimburse the Township. Chris Della Penna will be the project manager on the project and his costs are not included in the grant. Jan Bowers said there may be a state advance for the project. Ed Porter asked Jan Bowers how long she thinks it will take for the state grant money to come back to the Township since the cost of the grant is almost the amount of the entire Park & Recreation Fund. Jan Bowers requested Pani Martin look into this to get familiar with the grant. Jan Bowers said it may take two or three months before you get the money back. She also said there may be a way to get some of the money fronted or reimbursed before the project is completed. Brian Carling spoke about the initial Park project and how the finances worked.

- b. Eagle Scout Project – Matching Funds – Jan Bowers said Park & Recreation has worked with the Eagle Scouts for a long time and would match up to \$250 for their fundraising for a project in the park. The matched funds would come out of the General Fund Park & Recreation Committee account. There is an Eagle Scout Project that we have made a commitment to match \$250. He will be putting steps in the west side of the Park coming down to the dam. This would be a 2016 expense. He will have his project done in spring/early summer.
- c. PECO Grant – Matching Funds – Jan Bowers said they applied for this grant in the beginning of the year. This was the third attempt at applying for this grant to get a habitat and vegetation management plan for the Park. They were looking for a Land Stewardship Plan with easy to follow instructions for Public Works and any volunteers or Eagle Scouts. The Plan lays out what areas need to be managed in what way. Jan Bowers said she and Brian Carling have committed to follow the grant through as volunteers. This will involve the services of a consultant: either Brandywine Conservancy or Natural Lands Trust. She said Park & Recreation’s recommendation is Brandywine Conservancy. However, the grant is for \$8,500 and requires a 50% match. This was discussed with the Board when they approved the grant and did a resolution for the match.

Ms. Bowers said there was a disconnect in that they thought the Park & Recreation line item in the General Fund was \$10,000. Late last year it was changed to \$2,000 and items have been charged to that account reducing the balance. The account does not have \$8,500 to match it this year. Ms. Bowers stated that chances are you won’t be spending much for this until next year so the budget could have this expense accounted for. The other option is to take the match out of the large Park & Recreation Fund balance. There was a discussion about whether this project funding could come from the large Park & Recreation Fund with the Bridge and Trail Project. Pani Martin stated both projects would shortfall the Park & Recreation Fund because it has a balance of \$262,000. Ed Porter asked for more clarification on what vegetation management involves. Jan Bowers said vegetation management involves the following: mowing, promoting wetlands, woodlands and vine removal, to enhance habitat, reduce maintenance costs, and manage all the different vegetation. Instructions for managing all of this for volunteers and Public Works is also part of it. Jan Bowers said the management plan will be in a book and have a schedule that will be easy to follow. Brian Carling said there will be a training session as well.

- d. Pond Watch – Jan Bowers stated Brian Carling will continue the Pond Watch Program at least through 2016. \$150 needs to be allocated for supplies.
- e. Second Eagle Scout Project – Jan Bowers said there will most likely be a second Eagle Scout Project that will require a \$250 match.
- f. Miscellaneous – Jan Bowers said she recommends \$1,500 for miscellaneous expenses such as a Park Day mailer.
- g. Park & Recreation Committee expense in General Fund – Jan Bowers said the Park & Recreation line item in the General Fund was for activities of the Park & Recreation Committee and not for park maintenance. She said it was her understanding that park maintenance costs should come out of the Public Works Department. Ed Porter asked what park activities are covered under this account. Jan Bowers said it is for items such as newsletters or sending a committee member to a conference. It is not for an Easter egg hunt or Park Day. Pani Martin said she has put \$10,000 for Park & Recreation Expenses in the 2016 presented budget.
- h. Park & Recreation Commission File - Jan Bowers said the rest of the transition items can be discussed at a Park & Recreation meeting before year end. Ms. Bowers said she will put a file together with a copy of the Township Ordinance that established the Park & Recreation Commission and a copy of the most recent Township Ordinance with the park rules. Ed Porter requested a contact list related to Park & Recreation such as the Brandywine Conservancy, Eagle Scout Projects, and other organizations.

- i. November 3, 2015 Park & Recreation Meeting - Pani Martin said at the October 27, 2015 Board of Supervisor meeting they will discuss Board and office attendance at the November 3, 2015 Park and Recreation meeting. She will also put the Board liaison on that agenda.
- j. Tag Gathercole asked about a grant for black top that will be going on the one side of the bridge in the Park. Brian Carling said this will be part of the bridge and trail project.


5) New Business

- a. Act 537 / MS4 Budget – Mark Toth requested that Pani Martin asked MacCombie's office where they are with Act 537 before the next budget meeting. Ms. Martin reported she did ask and they said they have \$6,000 in billing expected before year end. MacCombie's office said to budget around \$16,000 to finish up Act 537 in 2016. She also spoke to MacCombie about MS4 and we brought that budget down by \$15,000. Mark Toth stated in the budget there was \$15,000 for engineering and \$4,000 for other. Pani Martin said the \$4,000 in other is for GIS mapping of the sewer.
- b. Township Properties for Sale – Ed Porter asked Tag Gathercole to consider what Township properties could be sold and let the Board know. Mark Toth stated there are two properties on Newlinville Road.
- c. Home Businesses – Mark Toth told Pani Martin she could call Keystone Collections to get a list of home businesses. This list could be used to match to our list of home businesses.

3. ADJOURNMENT

MOTION: Steve Herzog made a motion to adjourn the Board of Supervisors meeting at 7:45 pm. Ed Porter seconded. VOTE: 3-0

Respectfully Submitted,



Lisa Valaitis,
Township Secretary