

EAST FALLOWFIELD TOWNSHIP
BOARD OF SUPERVISORS WORKSHOP MEETING
April 12, 2016 Approved minutes
6:32 PM

Members Present

Steve Herzog, Chairman
Ed Porter, Vice Chairman
Joe Pomorski, Member
Carol Kulp, Member
Wilson Lambert, Member

Township Staff Present

Lisa Valaitis, Township Secretary
Pani Martin, Township Treasurer

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

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

2. Discussion

A. Park & Recreation – Farm Stand – Siti Crook.

Siti Crook discussed setting up a farmer's market in East Fallowfield Park. Ms. Crook stated the Township has been discussing the idea of a farmer's market for a long time. Siti Crook also spoke about potentially joining the Park & Recreation Committee to facilitate the start-up of a farmer's market. Ms. Crook's thought for this year is to set up a farm stand in the park one day a week for two hours during May and June. Between June and Labor Day she'd open the farm stand from 3:00 - 7:00 pm. We could advertise it on social media. She said we could build up to a farmer's market. Siti Crook stated the standard procedure is for the Park & Recreation Committee to review farmer's market requests. Siti Crook stated she is bringing this idea to the Board because the Township doesn't have a fully functional Park & Recreation Committee.

Ms. Crook reported that the Chester County Health Department prohibits dairy and eggs. Selling baked goods at a farmer's market requires a licensed kitchen. Siti Crook stated that she would liaison with the Chester County Health Department to be in compliance with all regulations. She said we can start with the farm stand and can build this up to a farmer's market. We could potentially get more vendors.

Siti Crook said there is a need for a farmer's market in the community. It's a matter of what the Board wants to do. She discussed joining the Park & Recreation Committee as a third member to help facilitate the farmer's market. The Park & Recreation Committee is a five to seven member committee. Ms. Crook asked if three members would be enough to make decisions on the Committee.

Ed Porter said this was an interest of his that he brought up in his first year of office. Ed Porter said his concerns are that the Township would need a business license on file and how the Township would monitor compliance with the Chester County Health Department's regulations. He said we would need to consult our Solicitor, Mike Crotty. Siti Crook also discussed insurance requirements. Siti Crook spoke about her experience selling produce. She said it needs to be slow and gradual to get it started. Ed Porter and Siti Crook discussed the possible need for a business license. Ed Porter spoke about needing insurance and a license especially for liability purposes if the Township is involved. He commented that the vendors at the West Chester Farmer's Market display licenses. There was a discussion about business requirements. Steve

Herzog stated it is a good idea but we would need to consult the Solicitor regarding the need for business license and insurance. Steve Herzog stated if Ms. Crook joined the Park & Recreation Committee, she probably would not be able to vote on a farmer's market due to conflict of interest.

Siti Crook also brought up the question of whether the park pavilion rental rules and prices would apply to a farmer's market. The Board will consult the Solicitor, Mike Crotty and this will be discussed further at the next Board of Supervisors meeting. Ed Porter brought up the question of how the Township would protect itself from liability and how the no dairy and no egg rules would be monitored for compliance with the Chester County Health Department.

B. Office/Treasurer.

- 1) Instant Imprints – Pani Martin stated she discovered the Township has a past due balance of \$156 with Instant Imprints when she ordered the plaques for Jim Durborow and Samantha Harper. The past due balance was for 12 signs for Park Day in 2009. The Board instructed Pani Martin to pay the past due balance. She asked if this should be paid out of the Park Day Fund set aside or the Park Maintenance Fund within the General Fund. Steve Herzog said it should be paid out of the Park Day Fund.
- 2) PSATS QuickBooks Training – Pani Martin requested she attend a PSATS Beginner/ Intermediate QuickBooks training course on Saturday, April 16, 2016. The course cost is \$125. Ed Porter asked her what she is looking to learn from the course. Pani Martin gave an overview of what will be covered in the course. She said she was particularly interested in the chart of accounts for municipalities. She said she is also interested in learning how to set up a company from the beginning in cash basis accounting. Pani Martin stated we are currently using a modified accrual method rather than a cash basis method. Ms. Martin stated that Dave Barrett (auditor) reported that most municipalities use the cash basis method and he will include a recommendation for this in the audit report. Ed Porter asked what our auditor said about our chart of accounts. Ms. Martin stated he described them as muddled. Ms. Martin stated the chart of accounts need to be matched up to the DCED's chart of accounts. Ed Porter asked if the auditor has a chart of accounts he could provide that she could incorporate. Pani Martin said the auditor has stated it would be a conflict of interest for him to get involved inside our books. Steve Herzog asked if it there is enough money in the training budget. Pani Martin stated there is. The Board approved the course. Pani Martin stated the course is on Saturday and asked the Board for compensatory time due to the fact that she will have already worked a full 40+ hour week. The Board will run the question of compensatory time by Mike Crotty.
- 3) Codification Proposals – Pani Martin gave the general background of our current codification company, KeyState Publishers going out of business. One of the current codification companies American Legal Publishers, worked out a deal with KeyState Publishers to get a copy of our codification in Word Perfect as opposed to just PDF. The cost for this is \$100. Pani Martin discussed company three potential companies to take over codification service: General Code, American Legal Publishing and Municode. She said each company is different and the values they focus on are different. General Code focuses on online presence and search ability. Their system is called ecode360. American Legal Publishing focuses more on the actual codification. They have an online search ability but is more limited than General Code. Municode is a balance of both but are more in line with American Legal Publishers with their pricing. Pani Martin said they were very impressed with ecode360 when they met with General Code. Pani Martin discussed the specific capabilities of General Code. Steve Herzog stated that General Code participates in COSTARS. Their quote is \$4,907 to update the physical code book. There is an annual fee of \$995 for ecode360. Pani Martin said that General Code will provide the best price for getting our codification up to date. The search ability is more in depth but the cost is higher. Ed Porter suggested counter offering or negotiating. Ms. Martin said she put out an email to General Code asking what the cost per page is. Pani Martin said American Legal Publishing and Municode are comparable in costs. They charge \$17 - \$18 per page to bring up ordinances online and add to the codification book. We have not yet determined how many pages of ordinances and resolutions we need to update. Pani Martin talked about American Legal Publishing focusing on their legal staff and their ability to offer review of ordinances.
- 4) FEMA Application – Pani Martin reported the PEMA application has been moved to the next step. This area was declared a disaster area as a result of Storm Jonas. Ms. Martin stated she has a new set of

papers to complete. There will be a resolution to sign at the April 26, 2016 Board of Supervisors meeting designating Pani Martin as the person responsible for executing and providing all forms and documents to the government for the purpose of obtaining financial assistance under the Disaster Relief and Emergency Assistance Act. There is also a contract that the Board will need to sign and signatures will be needed to authorize direct deposit. There is an emergency preparation meeting on April 15, 2016 that she is required to attend. Tony Sirna will attend as well. Tag Gathercole will need to hunt down the material receipts for the application. Expenses to be included are salt purchased during the storm, rental equipment, repairs needed for equipment that broke during the storm and the cost of labor for additional people. Pani Martin stated that all of the labor was documented. The application is due April 22, 2016.

- 5) Real Estate Tax Collection – March – Pani Martin stated we received \$340,277.96 in taxes in March. We have received \$398,260.13 year to date in taxes. The estimated taxes were \$475,157.06. We have now collected 84% of our estimated annual income. The next payment due date is May 31, 2016.

C. New Business.

- 1) Pond Watch – Pani Martin reported that the Pond Watch group wants to replace their pond wader. She stated the park & recreation maintenance line item has up to \$2,000 in it. The waders cost \$150. She asked who would authorize a Park and Recreation expense. Steve Herzog requested that this be put on the April 26, 2016 Board of Supervisors agenda.
- 2) 2015 Audit – Pani Martin reported the audit is 75% done. We did our best to clean up the escrow as much as possible. We are able to clearly identify what is actually due to the Township this year.
- 3) Administrative Liaison – Pani Martin asked Ed Porter about setting up a meeting. Ed Porter spoke about the role of the office liaison and said the liaison role is to be a messenger back to the Board. The liaison would report information back to the Board from the office. Ed Porter also stated he is up to expanding the liaisons role.
- 4) Manchester Farms – Ed Porter asked about the status of Eric Schrock and Manchester Farms. Pani Martin said she hasn't heard anything about Manchester Farms. There is no dedication of roads at this time. Ms. Martin said they were billed for the snow plowing for this winter.
- 5) Permitted Extension Act and Tracking of Old and New Developments – Dennis Crook stated at the last Planning Commission meeting they discussed tracking of old and new developments. The Permitted Extension Act put everything on hold. Our older developments are all over the place with different statuses. He spoke about how it is interpreted from a legal and engineering standpoint. Mr. Crook stated that building is starting to take root again. We don't have a list of the developments. They used to all be labeled on the white board with their statuses. He said Lamb McErlane's table of contents of files had developments he had not heard of. Mr. Crook stated we need to develop a procedure for tracking properties and deadlines. There has not been a consistent tracking system. He asked if Mike Crotty, Chris Della Penna and Rob McLarnon could attend a Planning Commission meeting to sort out a tracking method. Mr. Crook stated we could also track escrows as part of that process. Wilson Lambert asked as a municipality, how are we tracking land development subdivision plans? Mr. Lambert discussed his recent attendance at the Brandywine Conservancy Workshop. Dennis Crook said our ordinances state deadlines. We have some developments that are past ten years old. If a development wasn't submitted to and accepted by Chester County, then they are expired. Ed Porter asked Dennis Crook if the Planning Commission could narrow it down by screening out the expired developments. Dennis Crook said the Planning Commission members and Carol Kulp would like to come into the Township office and look through the files of these developments. There was a discussion about the status of Harkins Farm. Dennis Crook said he saw a letter from Lamb McErlane regarding Harkins Farm stating all was approved. However the County does not have a signed final plan. Ed Porter said Harkins Farm would be one development to ask Mike Crotty about. Steve Herzog commented that Siana Bellwoar has a chart that could help. Dennis Crook spoke about the flowchart and what needs to be added to it.

- 6) Buddy Rhoades talked about the covered bridge on Frog Hollow Road and said the work is coming along. Buddy Rhoades talked about historical sites where work is dormant and the properties are deteriorating. There is demolition without a permit happening on Mortonville Road. He explained that historical sites are allowed to be added on to and inside changes can be made, however, the main structure can't be changed. Mr. Rhoades talked about the Historical Commission's concern about maintaining the historical school houses in the Township. Buddy Rhoades stated they would like Rob McLarnon to follow up on the historical sites. Ed Porter asked if the Historical Commission invited Rob McLarnon to a meeting. Buddy Rhoades commented on pictures the Historical Commission would like on the website. Ed Porter asked if the Historical Commission has a list of historical properties. Mr. Rhoades commented on the Planning Commission's previously mentioned issue regarding old developments and said Board of Supervisors meeting minutes and Planning Commission meeting minutes to determine when developments were approved or how far along they got in the process. Chester County Planning Commission meeting minutes can be reviewed as well.

3. ADJOURNMENT

MOTION: Steve Herzog made a motion to adjourn the Board of Supervisors meeting at 7:47 pm. Ed Porter seconded. VOTE: 5-0

Respectfully Submitted,

Lisa Valaitis,
Township Secretary