

EAST FALLOWFIELD TOWNSHIP
BOARD OF SUPERVISORS WORKSHOP MEETING
May 10, 2016 Approved minutes
6:31 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

Township Solicitor

Mike Crotty

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

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

2. Discussion

A. Park & Recreation Committee Applicants.

The two Park & Recreation Committee applicants were not present. Lisa Valaitis will contact the two applicants about attending the May 24, 2016 Board of Supervisors meeting. Ms. Valaitis commented that both applicants seemed very interested.

B. Farmer's Market Discussion.

Mike Crotty stated that at the last meeting, some questions arose regarding the startup of a farmer's market. One question was what regulations are in place in the Township for a farmer's market. Another question was raised is how do current permits apply to it. Mr. Crotty said one issue is who would run a farmer's market. It can be a time drain to manage vendors, arrange the events, advertise the events and make sure everyone has appropriate licensing. He said typically municipalities establish a non-profit entity to run the farmer's market. The non-profit entity is usually made up of several vendors that participate in the farmer's market. That non-profit entity would be the one single applicant that comes in and wants to run the farmer's market. Mr. Crotty also discussed issues with having a farmer's market on township property versus private property. He recommended the Board consider what regulations they would want in place regardless of where the event would be held. Regulations to consider would be parking arrangements as well as permits and approvals required. Mike Crotty spoke about the advantage of having a vendor run the Event License Agreement where the Township would allow someone to operate a farmer's market in exchange for a nominal fee. The vendor would be required to have insurance with the Township named as additional insured for protection.

Mike Crotty provided the Board with a sample farmer's market ordinance and there was a discussion about the ordinance. Mike Crotty stated the sample ordinance defines what a farmer's market is. It also includes the general regulations for having a farmer's market whether it is on township property or private property. Mr. Crotty stated the Board of Supervisors and Planning Commission could review the sample ordinance and discuss it. He also said an item to be considered is parking location. Mike Crotty said this one ordinance would cover everything for the farmer's market.

Steve Herzog asked about other municipalities' success with farmer's markets. Mike Crotty said success has been mixed and he has seen some that are successful and some that are not. The primary complaint he has heard is regarding parking.

Siti Crook commented that she didn't initially realize how much legal was involved in starting a farmer's market. She acknowledged that it won't happen this year. She addressed Ed Porter's previous comment that no one is asking for this. Ms. Crook suggested we take this year to get everything in place and get it started next year. She suggested getting feedback on resident interest next time a mailing goes out. Using Survey Monkey to determine interest was also discussed. She said she is interested in creating a farmer's market because she believes there is a need in the area. Pani Martin stated that we have Constant Contact to send emails out to residents. Siti Crook talked about the various ways the Township can communicate with residents.

Ed Porter asked Mike Crotty if the Board had instructed him to draft a farmer's market ordinance. Mike Crotty stated he did not draft an ordinance. The ordinance he presented to the Board is a sample of an existing ordinance in another municipality.

Ed Porter reported that he spoke with Lisa O'Neill who runs the Downingtown, Malvern and Eagleview Farmer's Markets. Ms. O'Neill has six years of experience. Ed Porter reported she informed him that the main difficulties is there is an oversaturation of farmer's markets in the area. He said Ms. O'Neill likes to research projects before taking them on. Ms. O'Neill is willing to research for us but doesn't feel that a farmer's market would be successful in East Fallowfield Township. She also feels there are too many farmers growing and selling produce in the area. There is too much competition to make a Saturday farmer's markets successful. However, weekday markets can be successful. Ed Porter said that the West Grove Farmer's Market is handled by the Amish. He did not hear back from West Chester. Ed Porter also commented that farmers plan their growth based on what events they will be selling at in December so it would be difficult to get a farmer's market started this year. Steve Herzog discussed gauging resident interest.

Siti Crook stated October or November would be too late for next year. Ms. Crook spoke in favor of doing a farmer's market once a month. She asked if Friends of the Park is a non-profit organization and spoke about that entity possibly running a Farmer's Market. Steve Herzog commented that Friends of the Park no longer exists. Ed Porter spoke in favor of using an existing farmer's market organizer such as Growing Roots Partners. The failure of the Coatesville Farmer's Market was discussed. Siti Crook talked about starting out very slow with one or two vendors. She said there are reasons why it could work. Siti Crook suggested putting feelers out to residents to determine interest in the community. Survey Monkey was also discussed. He also suggested talking to local organizers in September. Steve Herzog said the Board should determine the cost of Survey Monkey, put a few questions out through the survey and look at the feedback.

C. Office/Treasurer.

- 1) General Code – Pricing / Proposal – Pani Martin informed the Board that General Code sent her updated pricing. The original codification supplementation code through 2015 is \$17 per page not to exceed \$4,223. Any additional ordinances that need to be codified would cost \$18 per page. This price was reduced from \$20 per page. Pani Martin stated that when Lisa Valaitis polled Chester County Secretaries in Government Association (CSIGA), the overwhelming response from other municipalities was that they use General Code. Mike Crotty stated that General Code is the big dog in the area. Pani Martin stated that General Code provided us with a temporary link to our codification in basic format. Steve Herzog said the Board will review the proposals and requested it be put on the agenda for the next Board of Supervisors meeting.
- 2) Liquid Fuels Audit for 2015 – Pani Martin stated she did not have an update on the 2015 Liquid Fuels audit due to the fact that the audit was supposed to start today but was postponed until Wednesday, May 11, 2016.
- 3) FEMA Application Update – Pani Martin said she went to a kickoff meeting with Tony Sirna. At the meeting, they went over our application and discussed what labor, materials, and equipment was applicable. They cut out almost half of our funding on it. She said she realized in labor they had a column called fringe benefits on the application. Ms. Martin stated that fringe benefits are all the benefits

provided in addition to salary. These include health insurance, life insurance, disability insurance, paid-time off, PMRS (pension), worker's compensation, unemployment and taxes. Ms. Martin said she calculated this for the road crew in order to get us more money. She said what started at \$9,100 on our application has been moved up to \$16,000. This brings in an additional \$6,000. We had to match all the labor hours to the equipment. Equipment usage has to be decreased to match with payroll. Equipment usage was overestimated. Ms. Martin said the total we should get is roughly 70% of \$41,721.64.

D. New Business.

- 1) Eagle Scout Project - Joe Pomorski reported that he was contacted by Owen Kline requesting permission to proceed with his Eagle Scout project. The previous Park & Recreation Committee had approved Owen Kline's project. Steve Herzog asked if the Board needs to do an approval. Mike Crotty said this question is more for his scout troop than the Township. The troop may need a letter from the Township Board of Supervisors stating his project was approved. Mr. Crotty said he doesn't know if his troop would accept his project based on the previous Park & Recreation Committee approving the project. The Board approved the project and will draft a letter of approval.
- 2) Planning Commission - Dennis Crook talked about the Township's Codification and conditional use. Mr. Crook spoke about the R1 and R2 zoning districts and the different procedures for each. He talked about the conditional use application for a day care that is allowed under R1. In the R1 zoning district, a daycare is approved through a conditional use application which goes before the Board of Supervisors. In the R2 zoning district, a daycare is approved by Special Exception which goes to the Zoning Hearing Board. Mr. Crook asked is why there is a difference in procedure for R1 and R2. Dennis Crook stated there are inconsistencies and he said they should be corrected. Mike Crotty asked Dennis Crook to keep a running list of these issues. Dennis Crook stated the Township Engineer gave an immediate response to the current conditional use application. Mr. Crook said it would have been helpful if the Zoning Officer had reviewed the application first before the Township Engineer. The applicant didn't give a full scaled plan in the application. There were too many generalities on the plan. Mr. Crook spoke about the Flow Chart that the Planning Commission is working on. Mr. Crook said he has two concerns with the R1 zoning. One concern is the difference between a day care center and day care home. A day care home is for up to 5-6 children. The applicant has already been approved for a day care home. The applicant plans on moving out of the home to maximize the number of the children that can be there. Dennis Crook stated the sense was that they are taking an R1 zoned property and turning it into commercial purpose. Dennis Crook also spoke about the zoning ordinance allowing a shooting range. Mike Crotty said that the Pennsylvania Game Commission preempts a shooting range. Mike Crotty asked Dennis Crook to put the Planning Commission meeting recommendations in writing before the conditional use hearing in two weeks. Mike Crotty suggested the Planning Commission could also put their questions in writing if they don't receive any answers. This written document could be submitted for the public hearing. Dennis Crook spoke about the Planning Commission workshop being made a special meeting in order to make decisions at the meeting.
- 3) Meeting Room Maintenance – Ed Porter requested the microphone be fixed.

3. ADJOURNMENT

MOTION: Steve Herzog made a motion to adjourn the Board of Supervisors meeting at 7:18 pm. Ed Porter seconded. VOTE: 5-0

Respectfully Submitted,

Lisa Valaitis,
Township Secretary