

EAST FALLOWFIELD TOWNSHIP
BOARD OF SUPERVISORS MEETING
April 26, 2016 Approved minutes
6:31 PM

Members Present

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

Steve Herzog stated the Board of Supervisors held executive sessions on March 28th, April 11th, and April 25th regarding personnel issues.

3. DISCUSSION

A. RULES OF CONDUCT FOR PUBLIC MEETINGS

Steve Herzog stated the Rules of Conduct for public meetings were available in the back of the room.

B. APPROVAL OF MINUTES

1) February 9, 2016 Board of Supervisors Workshop minutes.

MOTION: Steve Herzog made a motion to approve the February 9, 2016 Board of Supervisors Workshop minutes as presented. Ed Porter seconded.

VOTE: 5-0

2) March 22, 2016 Board of Supervisors meeting minutes.

MOTION: Steve Herzog made a motion to approve the March 22, 2016 Board of Supervisors meeting minutes as presented. Joe Pomorski seconded.

VOTE: 4-0 (Ed Porter abstained)

3) April 12, 2016 Board of Supervisors Workshop minutes.

MOTION: Steve Herzog made a motion to approve the April 12, 2016 Board of Supervisors Workshop minutes as presented. Ed Porter seconded.

VOTE: 5-0

C. CITIZENS BY REQUEST

- 1) Buddy Rhoades – Township Business – Buddy Rhoades spoke about the roads in the Township. Mr. Rhoades stated he hopes the Supervisors will ride around the Township with the Road Foreman. Many of the roads are in bad shape, especially South Caln Road and West Chester Road. The potholes on the development roads are also bad. These roads need to be maintained and the Road Department is supposed to maintain the roads. Mr. Rhoades stated most of the work being done is mowing grass.

Mr. Rhoades stated there are a lot of abandoned homes in the Township. There are three on Goosetown Road. Kids get in the abandoned homes and people vandalize. There are 4-5 abandoned homes near Triple Fresh. One of these properties is historical. Mr. Rhoades said no one goes around the Township monitoring this. He also spoke about a pile of tires in a residential area. Mr. Rhoades stated we have a Codes Officer that is only here Tuesday and Thursday mornings. We need to consider changing the way we monitor these things.

Buddy Rhoades stated any conflicts of interest should not be voted on.

Mr. Rhoades talked about hiring and advertising for jobs. Mr. Rhoades spoke about all the grass mowing and suggested the Board hire some part-time Road Department employees to help cut the grass. This would allow the Road Department to work more on maintaining the roads.

Mr. Rhoades spoke about the development near the Civil War Cemetery. He said there are only four or five homes in there and contractors won't go in there to plow snow. The Board should entertain the idea of finishing the roads in that development if there is money in the developer's escrow account.

Mr. Rhoades talked about two historical homes on Martin's property. Mr. Rhoades said those two homes are historical and should not be torn down. Ed Porter stated those two historical homes will not be torn down. Ed Porter suggested requesting Chris Della Penna and Rob McLarnon attend a Board meeting to discuss the abandoned homes. Ed Porter asked Mike Crotty if the two homes were part of the Ridgecrest transfer to Rouse Chamberlin. Mike Crotty stated that Moser maintained ownership of those two homes. There is a Façade Easement Agreement and Moser is required to maintain the façade of those two homes.

D. AGRICULTURAL SECURITY COMMISSION

- 1) Appointment of Board of Supervisor Member as 2016 Chairman of the Agricultural Security Commission – Agricultural Area Security Law.

MOTION: Steve Herzog made a motion to appoint Ed Porter as the 2016 Chairman of the Agricultural Security Commission. Joe Pomorski seconded.

VOTE: 4-0 (Ed Porter abstained)

E. LEGAL ISSUES

- 1) Holland Conditional Use Application.

Mike Crotty informed the Board that the Township received a conditional use application from Michael and Lisa Holland on South Bailey Road for use of their property as a day care center. We have 60 days from the application date of April 16th to hold our first conditional use hearing. They will go before the Planning Commission on May 2, 2016. The Board discussed when to hold the conditional use hearing.

MOTION: I make a motion to authorize the advertisement of the hearing for the conditional use application of Michael and Lisa Holland for May 24, 2016 at 6:00 pm. Ed Porter seconded.

QUESTIONS AND COMMENTS:

- a) Dennis Crook voiced a concern about the process the Township office has for handling applications that come into the office. The Planning Commission has been looking at this more because the Permitted Extension Act expires July 2, 2016. The Planning Commission thought due to this expiration, it is a good time to look at the different developments. Mr. Crook said we need a system for determining which direction an application goes (conditional use, special exception or building permit). Ed Porter asked if the Zoning Officer is the first person to see an application when it is submitted to the Township. There was a discussion regarding the Zoning officer and his involvement in the conditional use application process. Dennis Crook and Lisa Valaitis stated the Zoning Officer says he has nothing to do with conditional use applications. Ed Porter stated that anyone can file a conditional use application and ask for a hearing before the Board. Mike Crotty explained the conditional use application. There was a discussion

regarding an applicant's right to apply for a conditional use hearing. Under the MPC, the Board would make the decision. A special exception application goes to the Zoning Hearing Board. If someone applies for conditional use, then the application will go before the Board. Dennis Crook asked if an application is submitted to the office, one person should be in charge. Dennis Crook asked who the applications are submitted to. Lisa Valaitis stated that she accepts the applications and forwards copies of the application to the Township Solicitor, Township Engineer and Planning Commission. Dennis Crook asked how Lisa Valaitis would determine whether an application is complete or not. Ed Porter stated we can fine tune the office process but whether the application is complete lies with the applicant. Dennis Crook said the Planning Commission relies on the engineer etc. for their expertise. Dennis Crook suggested including the Zoning Officer in the process by having him review the applications and submit a recommendation letter. Mike Crotty talked about why you can't have the Zoning Officer as the gatekeeper of the applications. Dennis Crook recommended training for the office personnel accepting applications. Steve Herzog suggested reviewing the Zoning Officer's contract and changing the procedure to have the Zoning Officer review applications.

VOTE: 5-0

- 2) Johnston Lot 2 Stormwater Management Permit and Agreement (information / no action unless applicant can obtain its NPDES permit for the County / DEP before the meeting.).

Mike Crotty reported the stormwater management permit which Chris Della Penna reviewed was submitted. Chris Della Penna had them make some changes to the permit application and permit plans. They made those changes and implemented them. We are waiting for the NPDES permit. The applicants received an adequacy letter from DEP. This is DEP's preliminary review. The letter indicates they are more likely than not to get the NPDES permit. Mr. Crotty stated the Board could take action to approve the stormwater management permit and agreement subject to the applicant receiving the NPDES permit. Steve Herzog asked what the time line is. Mike Crotty stated he expects it within the next week or two. Mike Crotty said the Board can approve this now or wait until the next meeting. The Board decided to approve this at the next Board meeting.

- 3) Farmer's Market Request.

Mike Crotty stated that a recent question had come up regarding the possibility of starting a farmer's market in the Township. Mr. Crotty stated that generally third party entities host and run events such as farmer's markets rather than the township or township staff. The benefit of having a host is that you have one body that you are controlling. That body could provide the required insurance and make sure vendors get required licenses and State sales tax permit or transient permit. Mike Crotty stated he had suggested ordinance language for the Board for a farmer's market. The Board would need to come up with what parameters to apply to this in terms of time frame, parking, what they are selling. Mike Crotty asked if the Board would like him to put something together to review further. Steve Herzog stated he'd like to continue to pursue by reviewing the ordinance. Ed Porter stated there haven't been many requests for a farmer's market and it could be more trouble in the long run. Wilson Lambert asked what the minimum umbrella of liability would be. Mike Crotty stated it would be a one million dollar umbrella. Wilson Lambert asked if that is enough. Mike Crotty spoke about liability. Ed Porter suggested working on this at the next workshop before having an ordinance drafted. Ed Porter stated he will reach out to Downingtown, West Chester and West Grove farmer's markets and will find out who their organizers are. We can then bounce it back to Mike Crotty. Ed Porter said finding an organizer would save the Township a lot of work.

- 4) Township Treasurer – Ratification of Compensatory Time.

Mike Crotty stated that at the previous Board of Supervisors Workshop meeting there was a request made by Pani Martin regarding compensatory time for her attendance at a Saturday QuickBooks training seminar.

MOTION: Steve Herzog made a motion to ratify the grant of compensatory time to the Township Treasurer for her attendance at PSATS training on Saturday, April 16, 2016. Ed Porter seconded.

QUESTIONS AND COMMENTS:

- a) Ed Porter asked Pani Martin if she got the chart of accounts that she was looking for. Pani Martin stated she did get a chart of accounts from the PSATS training. Ed Porter asked Pani Martin if she would be able to download this chart of accounts. Pani Martin said yes however it will still need tweaking to personalize for our Township.
- b) Sharon Scott asked what the training course was for. Steve Herzog stated it was for QuickBooks training. Steve Herzog stated it was to bring our chart of accounts in line and to learn improvements. Sharon Scott said she recalled the Treasurer mentioned escrow. Pani Martin stated the training class did not cover escrow. Pani Martin gave Sharon Scott a summary of what was covered in the class. Sharon Scott said she has no problem with covering the cost of the training. However, we are not solving the problem.

VOTE: 5-0

Ed Porter asked Lisa Valaitis if she receives a copy of the Solicitor's Report. Lisa Valaitis replied she does not. Mike Crotty stated that the Solicitor's Report only goes to the Board of Supervisors because it contains privileged communication between the Board and Siana Bellwoar's office. Ed Porter asked about a request on the Solicitor's Report made by Pani Martin. Pani Martin explained that she was inquiring about whether the office needed a required training. She said this was mentioned in a human resource training seminar. This was a general inquiry. Ed Porter asked if Joe Pomorski and Steve Herzog are meeting with Modena about East Fallowfield Township policing Modena. Chief Porter stated he is aware of this.

F. PLANNING COMMISSION

1) Planning Commission Report –

Dennis Crook spoke about the Permitted Extension Act and older developments that are in different stages of approval. Dennis Crook stated that the Planning Commission is trying to sort out the status of a lot of the developments in the Township that are in various stages of the subdivision and land development application process. Some of these development applications are 5, 10, and 15 years old. Harkins Farm is one of those developments. Mr. Crook stated the Planning Commission figured out the issue with Harkins Farm. In Chester County everything is submitted by development name. The development was called the Harkins Property and was finalized, signed, put through, and recorded by the County as a three lot subdivision. The present Harkins Farm was one of those three subdivisions that got further subdivided, was finalized, but was never signed and put through the County. Mike Crotty stated he did not see it recorded. He stated the Township approved the final subdivision application with conditions. Under the MPC, the applicant has five years to satisfy those conditions. The Permitted Extension Act essentially put a time out on that clock. The clock restarts after the Permitted Extension Act expires.

Dennis Crook talked about Scott Farm and the sewer moratorium. He said we need to track the developments to know what is out there and what the Township would be liable for. Mr. Crook said they found three or four smaller developments that the Planning Commission wasn't aware of. We need to know the deadlines. We missed out on charging up to \$500 - \$5,000 to extend their permit. Mike Crotty stated that someone could request a certification that their plans have been extended. Dennis Crook stated we need a system for the office to track the status of the developments when the Permitted Extension Act expires. Mr. Crook stated there are six major subdivisions and four – five minor subdivisions with open applications. Mike Crotty suggested Dennis Crook put a list together for him to review. Dennis Crook stated the Planning Commission is also trying to do preparations for the Act 167 Stormwater Ordinance. Mike Crotty commented that the Johnston Property falls under the new Act 167 Stormwater Act Ordinance and the ordinance is being implemented.

FEMA Resolution - Pani Martin asked Mike Crotty what the motion to approve the FEMA Resolution should be. Mike Crotty read the motion. Ed Porter asked Mike Crotty if there were any conditions on the Township for accepting the money. Mike Crotty said it is a reimbursement of funds and there are no conditions.

The Township Solicitor, Mike Crotty was dismissed from the meeting at 7:27 pm.

G. POLICE DEPARTMENT

- 1) March Police report submitted for Board and resident review.
- 2) Request for approval to hire Stephen Hafele at \$25.00 per hour.

MOTION: Steve Herzog made a motion to hire Stephen Hafele for the position of part-time Police Officer effective April 26, 2016, at the hourly rate of \$25.00 per the CBA. Ed Porter seconded.

QUESTIONS AND COMMENTS:

- a) Erwin Zeller asked if there was approval to hire a part-time police officer at the last Board of Supervisors meeting. Steve Herzog stated there was no approval to hire a part-time officer at the previous Board of Supervisors meeting. Mr. Zeller asked how many part-time police officers the Township has. Chief Porter stated there are four part-time officers and seven full-time officers including the Chief of Police. Mr. Zeller asked if hiring Mr. Hafele is to fill an existing position. Chief Porter stated yes, there used to be five part-time police officers. Chief Porter stated this position needs to be filled to cover staff needs during the summer months and vacations.
- b) Buddy Rhoades stated there is no communication between the Chief of Police and the Board regarding staffing / vacations in the Police Department. Mr. Rhoades said the Board should know the staffing issues in the various departments. He stated the Board should know when staff is out on leave or vacation. Mr. Rhoades also talked about the large amount of money spent on uniforms for police officers that resign from the Police Department. Mr. Rhoades stated there is a high turnover rate in our police department. Mr. Rhoades said if the benefits and salary are equal to other townships then why is there turnover. He also stated that the cost of equipment is high. Mr. Rhoades also commented on the police wages being in line with other departments. He said the Board should investigate the cause of turnover in the Police Department. Joe Pomorski stated there is no lack of communication between himself and the Chief of Police. Joe Pomorski said that prior to this year, we haven't lost a full-time police officer since 2009. Mr. Pomorski stated that part-timers will always turnover because those employees are looking for full time employment.
- c) Sharon Scott said she disapproves of hiring a part-time officer for budgetary reasons. She said when she was a Supervisor, she asked the Chief of Police to provide a monthly report on the staff (vacations etc.). She said the Chief of Police include what he was doing daily in the report too. Ms. Scott stated our Police Department is way over budget.
- d) Ed Toner commented that our Chief of Police is doing a great job. When the Township hires a Chief of Police, he is hired to run the Police Department. You depend on the Chief of Police to take care of the scheduling. He said it is no one's business who is out sick or on vacation. Our police are doing a great job! We need them on 24 hour coverage in our Township.
- e) Ed Porter stated the police contract states that the Police Chief runs the day to day operations of the Police Department. The Board does not oversee the day to day operation of the Police Department due to the contract. Ed Porter discussed the hours covered with the seven full-time officers. Chief Porter said the full-timers work 84 hours every two weeks. With seven officers that gives us 280 hours of manpower. Ed Porter asked Chief Porter if he is scheduling two officers every night with the part-time officers. Chief Porter stated he does this on certain nights. Ed Porter asked Chief Porter if he ever tries to acquire a full-time officer from another municipalities to work part-time for East Fallowfield Township. Chief Porter said it is difficult due to scheduling conflicts. Chief Porter commented that he recycles uniforms whenever possible. Chief Porter said he will assess and discuss with the Board regarding filling the vacant full-time officer position. Chief Porter stated he will not push to fill the detective position.
- f) Buddy Rhoades commented that police chiefs are appointed and not hired. Police officers are better trained now than in the past. What we need is a police department that is more community based. He also

commented that sometimes a police officer with five years of experience is better than an officer with 25 years of experience. No one here wants to do away with the Police Department. We want to maintain the level of service while considering the budget. Mr. Rhoades stated that communication is important.

- g) Ed Porter asked Stephen Hafele if he works for any other municipality. Stephen Hafele said he does not work anywhere else and he is fully vested in East Fallowfield Township.
- h) Tom Nash asked if it is true that the Chief of Police is not accountable to anyone. The Board said that he is accountable to the Board and is an "at will" employee of the Township.
- i) Edwin Zeller said the Police Chief reports to the Board. Each Township department is under the same umbrella and answers to the Board of Supervisors. He said it should be posted somewhere which officers are on schedule. Ed Porter said this is not posted for the safety of the officers.
- j) Ed Porter restated that the Township has a police contract which says the Police Chief covers the day to day operations of the police department.
- k) Sharon Scott suggested using numbers for the employees rather than names. She asked if there was an advertisement stating East Fallowfield Township is hiring a part-time police officer. Was there equal opportunity? Chief Porter said he hires from the pool of applicants that apply both in person and by mail.

VOTE: 5-0

H. PUBLIC WORKS DEPARTMENT

- 1) March Road Department report submitted for Board and resident review.

I. FIRE DEPARTMENTS

- 1) March Westwood Fire Company Fire Chief's Report submitted for Board and resident review.
- 2) March Westwood Fire Company EMS Report submitted for Board and resident review.
- 3) March Modena Fire Company Fire Chief's Report submitted for Board and resident review.
- 4) March Modena Fire Company EMS Report submitted for Board and resident review.

J. HISTORICAL COMMISSION

- 1) No Report Submitted.
- 2) Historical Commission Update - Buddy Rhoades spoke on behalf of the Historical Commission. Mr. Rhoades stated the covered bridge work on Frog Hollow Road is moving along. Mr. Rhoades talked about problems in Mortonville, which is historical, and out on Mt. Carmel Road. He commented on the Harkins Farm. Ed Porter spoke about the status of the two homes on the Harkins Farm property. Mr. Rhoades said they are both vacant. He said the Zoning Officer will only investigate violations in which a complaint is submitted in writing. Ed Porter asked Buddy Rhoades if the Historical Commission ever invited the Zoning Officer to a Historical Commission meeting to discuss these violations. Ed Porter stated he doesn't know who established the policy that the Zoning Officer will only reply to violations for which a written complaint is submitted. Mr. Rhoades also commented on the condition of the microphone in the meeting room. Mr. Rhoades stated that the Treasurer and Secretary need microphones at public meetings. He commented on the flag lot in East Fallowfield Township. Wilson Lambert asked where the tires are located that had previously been mentioned. Buddy Rhoades stated the tires were near the old Prang's Junkyard. Wilson Lambert stated the Zoning Officer should be addressing the tires. Steve Herzog stated the Board will review the Keystone Municipal contract.

K. PARK & RECREATION COMMITTEE

- 1) No Report Submitted. Steve Herzog stated the Township is still looking for more volunteers. Lisa Valaitis said she has spoken to two applicants that are interested in joining the Park and Recreation Committee.

L. TREASURER'S REPORT

- 1) The March 31, 2016 Treasurer's report was submitted for Board and resident review.

MOTION: Steve Herzog made a motion to approve the March 31, 2016 Treasurer's report as presented. Joe Pomorski seconded.

QUESTIONS AND COMMENTS:

- a) Sharon Scott asked where in the Treasurer's report is the \$764,000 negative deficit that was referenced in the 2015 letter from the Auditor. Pani Martin stated it is not accounted for in the Treasurer's report. She said she does not know how it would be accounted for in the Treasurer's report. Ms. Scott asked where is the \$17,656 of unclaimed funds accounted for that was referenced in the same letter. Pani Martin stated the unclaimed funds have been slowly paid back out. We escheated funds to the state which voided out the unclaimed checks and wrote a check to the State allocating that money to specific individuals. Pani Martin explained that this was from Mark Espie (a prior treasurer) and a TD Bank account. Ms. Martin said there were a lot of checks written out that were not cashed. There is no trail of what the checks were written for. Sharon Scott asked for a list of where these funds went. Ms. Scott said the unclaimed funds should be reported in the Treasurer's report. Ms. Scott also asked if there is an escrow account for the Martin Farm and Harkins Developments. Ed Porter stated the \$282,000 is for and escrow account for the West Chester Road and South Caln Road intersection improvements. There was a discussion regarding this escrow account. Sharon Scott asked Mr. Herzog if he had looked into what she discussed at the previous meeting. Mr. Herzog said he has started researching but hasn't completed his review and doesn't have information to report at this time. Ms. Scott requested the Board look at her request from last month and this month and that the Board have an answer for her.
- b) Ed Porter asked if the deficit of \$764,000 is money that we haven't allocated to particular escrow accounts or money we don't have. Pani Martin stated she doesn't know what that amount is. Ed Porter asked if something came in from the auditor regarding the \$764,000. Pani Martin stated during the 2015 audit, they worked on calculating the actual receivables and what is outstanding. Ed Porter commented on needing a CPA to come in and straighten this out. Pani Martin said the escrow has been paid out but wasn't matched up to the proper bills. There was a discussion about the deficit. Sharon Scott stated your finance report is inaccurate. Ms. Scott stated the letter is dated 2015 to the Board from Mingus Gutowski, our auditor which states there is a \$764,000 negative escrow. This could mean the Township paid money out but builders didn't pay in to the escrow accounts. Pani Martin spoke about the procedure for escrow. Each bill received is attached to a customer. Ed Porter stated that with auditors reviewing our financials every year, this should have been caught years ago. The law requires the Township hire an auditor and the Township has done so every year. Steve Herzog said that Pani Martin has been working hard to clean up the books. The auditor has advised that the Township hire a CPA to clean up the escrow account. Ed Porter asked Pani Martin if the Treasurer's report is under the cash basis or accrual basis method. Pani Martin stated the accrual basis method is being used. Pani Martin said it will be a big process to change the books from the accrual basis to cash basis of accounting.
- c) Buddy Rhoades asked if the auditors are bonded. Steve Herzog said he isn't sure but will look into it.

VOTE: 5-0

- 2) March 2016 payment authorizations.

MOTION: Steve Herzog made a motion to approve the March 2016 payment authorizations as presented. Ed Porter seconded.

VOTE: 5-0

3) Other Township Business.

- a. FEMA Resolution – Pani Martin stated that the FEMA Resolution is before the Board for consideration. Part 1 is called a DAP 1 which is the original signed public assistance application and agreement for Financial Assistance. It is a 35 page contract with attachments. Pani Martin explained that Part 2 is the DAP 2 which is a Designation of Agent where the Board authorizes her to execute on behalf of the Board of all required forms and documents for purpose of obtaining financial assistance under the Robert T. Safford Disaster Relief and Emergency Assistance Act. The last document is called a PEPP-EFT, which is allowing a signed funds transfer bank account information document which allows the government to deposit our relief money directly in our General Fund account. With the Board's permission, we need a motion to approve Resolution 2016-05.

MOTION: Steve Herzog made a motion to approve Resolution 2016-05 regarding the FEMA Resolution. Ed Porter seconded.

QUESTIONS AND COMMENTS:

- i. Ed Porter asked Pani Martin if she definitely put in for all the extra funds such as labor. Pani Martin said that they will be taking this packet plus the DAP-5, DAP-6, and DAP-8 that we previously worked on. Ms. Martin stated that from the administrative prep meeting, they have already decreased our amount of possible reimbursement from \$49,000 to \$21,000. This is due to them removing the repairs from the costing sheet, removal of salt, excluding all of the Weaver's and Greene Valley Farms costs. Ms. Martin said she believes salt can be added back. Only \$2,035 of the rental will be reimbursable. Pani Martin also discussed reimbursable labor calculations. Pani Martin stated that she, along with Tony Sirna, will be attending a kickoff meeting on May 3, 2016 with FEMA. At this meeting they will discuss the reimbursable costs and what methods/means they need for us to provide proof of driver to vehicle to road etc.

VOTE: 5-0

- b. Centric Business Systems – Pani Martin reported that she met with Centric Business Systems regarding document scanning and storage. They estimated the Township has 470,000 pages to be scanned and stored. Documents include those in the file room as well as the attic. The estimate takes into account the number of pages to be purged. The cost is \$0.0634 per page. The total estimated cost is \$29,795. Pani Martin will consult Mike Crotty regarding bidding requirements.
- c. Codification – Pani Martin reported that Lisa Valaitis emailed members of the Chester County Secretaries in Government Association (CCSIGA) and all 12 municipalities responded that they are using General Code. Pani Martin will negotiate with General Code on the per page cost. People are raving about General Code's ecode360 system. Ms. Martin stated General Code quoted us at \$20 per page for codification of our ordinances. They are willing to negotiate their price per page to be more in line with Municode and American Legal Publishers for codification conversion. Pani Martin asked the Board if they are currently interested in codification. There are approximately 250 pages for codification. Pani Martin asked the Board if they are currently interested in codification. Steve Herzog stated codification makes sense. He talked about seeing a demonstration of General Code's ecode360 system and that they are the main company offering codification services. Carol Kulp commented on services and bidding requirements.
- d. Park Day – Saturday October 8, 2016 – Pani Martin stated she wants to set the date for Park Day to be Saturday, October 8, 2016. The Board approved this date. She asked the Board if they wanted the Township office to take the lead on planning this event again. The Board said yes. They discussed working on transitioning the Park & Recreation Committee into planning Park Day.
- e. Park Expenses – Pani Martin reported that the Pond Watch group asked to purchase sampling kits for sampling the pond water as well as new pond waders. The total cost for both the sampling kits and waders is \$270. The Board instructed Pani Martin to take the cost out of the park maintenance account. Pani Martin stated that Joyce, who does gardening in the park, would like to be reimbursed for the costs (bulbs, bushes and mulch) she incurred. Pani Martin will get a cost total from Joyce and report to the Board.

- f. Standard Insurance – Extension of Grace Period – Pani Martin requested extending the grace period to pay the Standard Insurance bill from 31 days to 45 days. Ms. Martin said this bill comes in late sometimes and misses the cutoff to be paid on time. Ms. Martin said she is concerned that paying this bill late could potentially cause a lapse in insurance coverage. If the Board approves this request, a document needs to be signed by Steve Herzog.

MOTION: Steve Herzog made a motion to accept the extension of the grace period from Standard Insurance from 31 to 45 days. Ed Porter seconded.

QUESTIONS AND COMMENTS:

- i. Ed Porter asked Pani Martin when the bill is usually paid. Ms. Martin stated she usually pays it by the end of the month. Last month, it wasn't paid because the bill came a day after the bills went out. There are two payment for Standard Insurance being paid this month. Ed Porter asked if they penalize us for a late payment. Ms. Martin said they have not penalized us but they can turn off our insurance.

VOTE: 5-0

- g. QuickBooks PSATS Course – Accounting Methods & Chart of Accounts.

Pani Martin reported on the QuickBooks PSATS course that she recently took. One of the things she learned is that there is a definite difference in accounting for municipalities versus corporations because municipalities use fund accounting and the chart of accounts are specific to DCED reporting. She said that she regrets not taking the Sunday course. There was a discussion about PSATS courses being offered later as webinars. Ms. Martin said that QuickBooks doesn't conform to our needs. She talked about making QuickBooks work for the things we need. Ms. Martin said 95% of those attending the course run on the cash basis of accounting. The goal this year would be to switch from the modified accrual to cash basis accounting. This would make the financial reports more useful to review. Pani Martin asked the Board if it would be okay to work with the auditor this summer to do the conversion to cash basis accounting. Pani Martin stated it would be part of the audit fee and there would be no extra cost. Ed Porter requested the Board talk to Mike Crotty (Solicitor) about this first. Pani Martin stated she was also provided a chart of accounts based on the DCED chart of accounts. She will be able to download this chart of accounts into QuickBooks. She stated that another goal for the summer is to convert the QuickBooks chart of accounts to the DCED chart of accounts. This would make the audit easier. Steve Herzog and Ed Porter stated they were in favor of the chart of accounts conversion. Steve Herzog asked Pani Martin if her goal was to go live with a new chart of accounts and change to cash basis by January 1st. Pani Martin stated her goal is June or July. Steve Herzog asked if the auditor had an issue with converting in the middle of the year. Pani Martin said she would discuss this with the auditor.

- h. Office New Business.

- 1) Budget Meeting – Pani Martin suggested June 14th at 5:30 pm for the first budget meeting. This will give us six months to work on the 2017 budget.

M. PUBLIC PARTICIPATION

- 1) Buddy Rhoades asked if anyone has a list of the group homes in East Fallowfield Township. Joe Pomorski stated Chief Porter has a list of group homes. Mr. Rhoades also stated that there is not supposed to be hunting on any Township park lands. He also commented that the records in the Township attic should be kept secure. He discussed that the Planning Commission should have its own secretary. Mr. Rhoades talked about storing minutes and said you can't destroy certain documents such as minutes. Mr. Rhoades asked what happened to the speed trap device (radar). There was a discussion about radar. Steve Herzog discussed PSATS pushing to pass legislation regarding radar.

- 2) Tom Nash asked if the Township is not allowed to use radar. Steve Herzog stated the law is that only State troopers can use radar.
- 3) Ed Toner asked the Board if they could send the Road Crew into his development for repair of the curbing and catch box rings which have disappeared over the last 12 years. Mr. Toner also asked if there is anything the Board can do to get PennDot to fix the state roads? There are two intersections that need repairs: Strasburg Road and Buck Run Road as well as Strasburg Road and Doe Run Road. Mr. Toner also commented on the radar.
- 4) Sharon Scott stated the Board of Supervisors never requested an audit when each of the treasurers left as required by The Second Class Township Code. Ms. Scott named all the prior treasurers. Ed Porter said the Solicitor stated this was not necessary. She commented on the Planning Commission having no system for tracking of developments. She said she'd agree that there should be no mowing of private property.
- 5) Siti Crook said there needs to be a list of historical properties for home buyers and sellers to reference when applying for permits.
- 6) Edwin Zeller asked for an idea about what goes on in the contract negotiations and what the status of those negotiations is. Steve Herzog said they have reached a tentative agreement with the Public Works Department. This looks like it is wrapping up. The police contract is up for negotiations this year. Steve Herzog said he hopes we can get through the police contract negotiations faster this time. The current contract expires in December. Mr. Herzog stated the Board can't speak on the details of contract negotiations. Once a contract is finalized, the details will be made public knowledge.
- 7) Tom Nash asked where the Board of Supervisors agendas are posted. Lisa Valaitis stated the agendas are always posted on the website the Friday before a Board of Supervisors meeting. It's under "agenda/minutes" and then under the subcategory called "agendas".
- 8) Buddy Rhoades spoke about the list of historical homes in East Fallowfield Township. He said there are books that list all the historical homes that can be referenced. Mr. Rhoades spoke about what alterations can be made to a historical home. The structure of the main historical building can't be altered.

3. ADJOURNMENT

MOTION: Steve Herzog made a motion to adjourn the Board of Supervisors meeting at 9:07 pm. Joe Pomorski seconded. VOTE: 5-0

Respectfully Submitted,

Lisa Valaitis,
Township Secretary