

**EAST FALLOWFIELD TOWNSHIP**  
**BOARD OF SUPERVISORS WORKSHOP MEETING**  
June 14, 2016 Approved minutes  
7:25 PM

**Members Present**

Steve Herzog, Chairman  
Ed Porter, Vice Chairman  
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 7:25 pm.

2. Discussion

A. Ready Notify Training.

Tony Sirna, Emergency Management Coordinator of East Fallowfield Township, stated that READY ChesCo is an app on the County website that you can sign up to receive messages and notifications from road closures to emergencies. They are currently doing training for Emergency Management Coordinators. Mr. Sirna stated that he is setting up training on READY ChesCo for late July. In order to be able to send out a message through the system, you need to attend the training. Rob Linnenbaugh, from Chester County Department of Emergency Services, spoke to the Board about this public notification system as well as a responder County and Municipal base system. Examples that can be done with the system include weather alerts, preparedness information, and public situational reports, newsletters, ability to communicate with specific populations. Mr. Linnenbaugh said they used READY ChesCo a lot during the 2016 big snow storm. It can work for your municipality through a computer or smart phone. There is access to white page data for emergency messages. Sections to sign up for access and functional need. They can send messages and get information back for evacuation. The program is map based. Tony Sirna said that Hephzibah Hill Road was closed the other day for a downed wire. This system could have been used to send out a road closure alert to residents that the road was closed. Mr. Linnenbaugh spoke about best practice examples. Mr. Linnenbaugh spoke about Chesco Alert which has two sides to the system. One side is the Emergency management coordinators, fire chiefs, police chiefs, EMS chiefs, county employees and some municipal staff. He said this is a way to communicate with your people in municipality. Municipalities can communicate with employees through this system. You can also use the system in an emergency to activate an emergency plan. Tier can be set up on who is being notified for different situations. We offer training. We can train entire municipalities. There are open training sessions with the County. It is a 2-3 hour class. The training is free. Municipal employees to attend training would be someone from police, office staff and road department. Ed Porter asked Mr. Sirna who he would recommend to attend this course. Tony Sirna said he should take the training, Jim Reagan, as well as a person from the police department and possibly the office staff. Tony Sirna commented that the newsletter capability could be a cheaper option for a newsletter. This is completely free for municipalities to use. Unlimited contacts and unlimited messages. Local capability. Local level push people to sign up. Information to sign up for READY ChesCo alerts could be posted on Facebook and the website. Tony Sirna said you can sign up for email or text by checking off the means of receiving an alert. Tony Sirna stated there is an Emergency Preparedness section currently on the website. Tony Sirna will coordinate the training.

Ed Porter stated that the intersection of South Bailey Road and West Chester Road will need to be discussed at the next Board of Supervisors meeting under "New Business."

At 7:36 pm, Ed Porter left the meeting.

B. Office/Treasurer.

- 1) Mortonville Road Grant – Pani Martin reported that Randy Waltermeyer from Chester County, reached out to her regarding another round of the Multimodal Transportation Fund Program which is through PADCED and Commonwealth Financing Authority. Pani Martin said the deadline is July 31<sup>st</sup>. She asked the Board if they want to pursue the grant. Steve Herzog asked what the parameters and dollar match is for this grant. Ms. Martin said the match will be no less than 30%. Steve Herzog said with the estimated cost to repair Mortonville Road to be \$1,000,000, the match would be a minimum of \$300,000. Steve Herzog said he'd love to have this repair done but the Township doesn't have the funds to match the grant. Steve Herzog said we need more definitive cost numbers. Bank, road and bank down to river. Three parts to the road repairs. Steve Herzog commented on the possibility of splitting road repairs between the three parts to the repairs (bank, road, bank down to river) and do one part each year. Pani Martin said she reached out to Rebecca Denlinger who would write the grant for \$3,000. Pani Martin said that estimates from engineers can't be paid through Liquid Fuels. Steve Herzog commented on reaching out to Newlin Township. Steve Herzog commented that we need to learn about it sooner. Pani Martin said she brought it to the first meeting after receiving it.
- 2) Auditing Contract Up – Pani Martin stated the current auditing contract is only good through the 2015 audit. Ms. Martin said that Mingis Gutowski & Company asked if we want them to submit a proposal. Pani Martin asked the Board if we want to put it out to bid. Steve Herzog said it is worth looking at other proposals and requested that Pani Martin get a couple bid proposals. Steve Herzog stated the Board would probably select them because they have history with the Township. However, getting other bid proposals keeps pricing honest. Mr. Herzog told Pani Martin to make sure to discuss the changing of chart of accounts and changing accounting method with prospective audit firms.

3. ADJOURNMENT

MOTION: Steve Herzog made a motion to adjourn the Board of Supervisors meeting at 7:46 pm. Wilson Lambert seconded. VOTE: 3-0

Respectfully Submitted,

Lisa Valaitis,  
Township Secretary