

EAST FALLOWFIELD TOWNSHIP
BOARD OF SUPERVISORS MEETING
July 26, 2016 Approved minutes
6:30 PM

Members Present

Steve Herzog, Chairman
Ed Porter, Vice Chairman
Carol Kulp, 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 6:30 pm.

2. DISCUSSION

A. RULES OF CONDUCT

- 1) Steve Herzog stated the Rules of Conduct are posted in the back of the room.

B. BOARD OF SUPERVISOR RESIGNATION

- 1) Joe Pomorski announced his resignation effective immediately. He thanked his fellow supervisors, residents, employees, commissions and fire companies. He said it was his honor to serve on the Board of Supervisors for the past four and a half years. After announcing his resignation, Joe Pomorski left the meeting.

Mike Crotty spoke about the procedure and deadline for selecting a new Supervisor. Mike Crotty stated the Board has 30 days to select a replacement. August 25, 2016 is the deadline. The Board has the opportunity to interview applicants on August 9th and consider a decision on August 23rd. The Vacancy Board seat is also empty. No appointee is needed unless there is a split decision on the Board. Mike Crotty said the interviews for the open Board of Supervisor seat will need to be done publicly. Mike Crotty stated the Board might want to consider filling the Vacancy Board as well. Applicants for both positions will be considered up until the August 23, 2016 Board of Supervisor meeting.

C. APPROVAL OF MINUTES

- 1) June 28, 2016 Board of Supervisors meeting minutes.

MOTION: Steve Herzog made a motion to approve the June 28, 2016 Board of Supervisors meeting minutes as presented. Ed Porter seconded.

VOTE: 3-0

- 2) July 12, 2016 Board of Supervisors Budget meeting minutes.

MOTION: Steve Herzog made a motion to approve the July 12, 2016 Board of Supervisors Budget meeting minutes as presented. Carol Kulp seconded.

COMMENTS AND QUESTIONS:

- a. Ed Porter requested a change on page 3.

VOTE: 3-0 (approved with change.)

D. CITIZENS BY REQUEST

1) Tony Flocco and Janet Flocco – Grass Cutting – Valley Crossing.

Tony Flocco discussed the parcel of land that sits behind his house which is owned by the owners of the single family homes on Cynthia Road in East Fallowfield. Every year, there are issues with the grass being cut on this property. This year, the grass got to be six feet tall. Janet Flocco talked about the process over the past years. She stated the contractor stopped returning calls and the grass wasn't getting cut. Mr. Flocco praised Tag Gathercole for his efforts in getting the grass cut. Tony Flocco requested a contact person and schedule be put together every year for getting the grass cut. The grass needs to be cut once every two months at a minimum so it doesn't get overgrown. Steve Herzog said part of the concern is that it isn't technically Township land. Mr. Flocco stated the owners of the single family homes on Cynthia Road own that property and residents on Cynthia Road are East Fallowfield residents. They have always taken care of this property. Tag Gathercole stated he had a guy come in and cut the grass because it was so high and everyone was complaining. Tag Gathercole stated that Dave Weaver agreed to cut the grass three or four times this year for \$300 per cut. The residents on Cynthia Road will pay Mr. Weaver.

E. LEGAL ISSUES

1) 2016 Road Project.

Mike Crotty stated that Chris Della Penna submitted a letter of recommendation for the revised (paired down scope) road project. The revised job has a cost of \$158,538.45 for Fairview Road and Goosetown Road. Tag Gathercole said this is for the really bad spots on Fairview Road. Ed Porter asked Tag Gathercole when the other two roads that were removed from the job will be done. Tag Gathercole stated the other two roads will be done next year. Tag Gathercole stated Fairview Road is one of the worst roads in the Township. Ed Porter asked if 2A modified stones qualify for Liquid Fuels funds. Mike Crotty stated this would be a Chris Della Penna question as to what PennDOT will accept for Liquid Fuels. Mike Crotty suggested putting road jobs out to bid earlier in the year in the future to get more competitive bid prices. Mr. Crotty stated this approach might also bring in more bids.

MOTION: Steve Herzog moved that the Township award the bid for the 2016 Road Project to Long's Asphalt, in the amount of \$158,538.45, for the roadwork as identified by the Township Engineer by letter dated July 26, 2016. Ed Porter seconded.

QUESTIONS AND COMMENTS:

- a. Erwin Zeller asked about Timacula Road. Mr. Zeller said that Timacula Road doesn't have much traffic and there are roads that should take priority over Timacula Road. Steve Herzog stated that Timacula Road is not in this bid.
- b. Buddy Rhoades spoke about Timacula Road. He said it is a cul-de-sac and there are more homes on Timacula Road than Fairview Road. Mr. Rhoades stated Fairview Road could be tarred and chipped. Buddy Rhoades commented on the condition of various Township roads. He said more highly traveled roads and some of the development roads need work. He requested the Board ride around the west side of the Township and inspect the road conditions. Mr. Rhoades also talked about Mortonville Road needing to be fixed. He said this money could be used to work on roads more heavily traveled.
- c. Ed Porter asked when Fairview Road was last paved to this scale. Tag Gathercole stated it has been at least 20 years. Tag Gathercole stated that Fairview Road is too far gone for tar and chip. Tag Gathercole explained that they will put a basecoat down on Fairview Road and smooth it out. He described the past work that was done on Fairview Road. Ed Porter asked what caused the damage to Fairview Road. Tag Gathercole said it was from years of wear and tear.
- d. Buddy Rhoades stated everyone should be required to use the microphone. Buddy Rhoades suggested doing a traffic study on Fairview Road and South Caln Road to determine how much traffic travels on those roads. He stated there is a lot more traffic on South Caln Road than Fairview Road. He suggested putting a binder down on Fairview Road and maybe tar and chip it next year. This would save money. He also commented on reopening Mortonville Road.

- e. Ed Porter asked what would be the cost of a tar and chip job on Fairview Road. Would it slash a good dent in the price? Tag Gathercole stated you need a good base to do tar and chip. He said Fairview Road is down to dirt and does not have a good base. Ed Porter asked Tag Gathercole if he considers Fairview Road to be the worst road that needs work in the Township. Tag Gathercole replied yes. There was a discussion about addressing the part of Goosetown Road that goes through South Coatesville and the Modena part. Ed Porter asked Pani Martin what is in Liquid Fuels and could any of the other roads be addressed. Pani Martin said we budgeted \$150,000. Ed Porter asked Tag Gathercole to look at some of the little projects such as the West Chester Road and South Caln Road with the water runoff. Tag Gathercole stated there are three bad spots in that area. Tag Gathercole said he has talked to PA American Water over a two year period regarding Goosetown Road. Chris Della Penna spoke to PA American Water too and they haven't come out to fix it. Ed Porter stated the two roads being delayed now could be at the top of the repair list for next year. Tag Gathercole stated there are several roads up for repair next year that can have a base patched along with tar and chip. Some of the roads included would be Glenrose Road, Allegheny Drive, Somerset Drive, and Edwards Drive. Tag Gathercole said he has a quote from SealMaster for crack and seal.
- f. Buddy Rhoades talked about cutting out some of the work on Fairview Road to repair spots on other more highly traveled roads. He spoke about a manhole on Goosetown Road that was a sewer outfit put in there by PA American Water. Cars bottom out on that manhole which is a safety factor. He also commented on milling part of South Bailey Road too. Steve Herzog stated they will look into PA American's contract and determine why they aren't addressing the sewer/manhole issue.
- g. Tom Nash discussed Strasburg Road being paved two years ago. He said the State has ditched the roads on the sides for runoff and this has a lot to do with why the roads deteriorate. Roads are just patched and landscape and water runoff are not addressed.
- h. Sharon Scott stated she would like the motion to be more specific. She requested Goosetown Road and Fairview Road be added to the motion. She also stated much of this should have been discussed at a work session.
- i. Mike Crotty said the approximate cost of Goosetown Road is \$11,000 and the cost of Fairview Road is \$147,000. Mike Crotty stated that the motion can be appended.

APPENDED MOTION: Steve Herzog appended the motion to indicate the work to be done for Fairview Road and Goosetown Road. Ed Porter seconded.

- j. Buddy Rhoades talked about paving roads that we travel every day. We are spending too much money on private roads with very little traffic. He talked about the high cost of paving Frog Hollow Road and Fairview Road which are both private roads with little traffic.
- k. Ed Porter explained that there is no doubt that there are only a few residents on Fairview Road but the Board is being advised by the Township Engineer and department heads that this is the road that needs work the most. Ed Porter also stated he has tried to come up with alternative solutions to handle Fairview Road. The plow will break Fairview Road up even more next winter if the road is not repaired. It would then be more expensive to repair.
- l. Tag Gathercole stated Liquid Fuels will not cover stone roads. It has to be blacktopped and at least 16 feet wide to be included in Liquid Fuels. Roads done with 2a modified stone would not be included in the mileage of the Township roads.
- m. Sharon Scott commented that Fairview Road is where concentrated wealth is. Mrs. Scott stated that they are using public funds to accommodate concentrated wealth.
- n. Ed Porter stated we are hearing about bits of other roads that need to be addressed other than Fairview Road. Ed Porter asked Tag Gathercole if there are any roads on the west side of the Township that could benefit from road repairs with the money the Township has. Mr. Porter asked Tag Gathercole if there is enough funds in Liquid Fuels to address some of these other roads. Tag Gathercole stated his master plan

includes taking care of other roads. Tag Gathercole said Fairview Road has to be addressed. Ed Porter stated it is a public road. Mr. Gathercole will use Liquid Fuel funds to address some of the other small spots on roads that need work. Tag Gathercole stated he will bring a plan back to the Board in order to get some of these small spots addressed.

VOTE: 2-1 (Steve Herzog and Ed Porter voted yea. Carol Kulp voted nae.)

COMMENTS AND QUESTIONS:

- a. Steve Herzog asked Tag Gathercole if it will be too late if this road project is discussed and voted on again at the August Board meeting. Tag Gathercole said yes it would be too late because Long's is scheduled to start the job in August. Tag Gathercole stated the job could now be pushed out to October. The Board discussed making the August Workshop a Special Meeting.
- b. Siti Crook asked what the legal ramifications are for not doing the job on Fairview Road and someone gets killed as a result of the Township not repairing the road. Mike Crotty commented on legality and litigation. Mr. Crotty said people do sue for the condition of roads. This does not mean the Township would be liable. There are exceptions to the tort laws.
- c. Pani Martin asked how she should pay Chris Della Penna. She stated she can't pay it out of Liquid Fuels if we don't pursue this project. We owe him \$3,000 - \$4,000. Steve Herzog stated the August Workshop will be made a Special Meeting to put this job back on the table for vote.

2) Bawa Fellowship Conditional Use Matter.

Mike Crotty stated he was contacted by the Bawa Fellowship's attorney. They indicated they will be submitting a request in the near future to reopen their Conditional Use Application that is still pending before the Board. This application has been in suspense for a number of years. There is a May 2012 Settlement Agreement that relates to it that requires they come in for conditional use approval for the project. Once received, the application will be forwarded to the Planning Commission, Township Engineer, and Zoning Officer. Residents within 500 feet of the property will be notified. The Conditional Use Application has not been submitted yet. The hearing will be scheduled in September. Mike Crotty asked the Board when to schedule the hearing. The Board decided to schedule the hearing on a different day from the Board of Supervisors meeting.

3) Mortonville Road Restoration.

Mike Crotty stated he looked into the history of Mortonville Road. He reviewed the studies and proposals that were done on the road two years ago. Mike Crotty stated there is nothing legally that needs to be done to reopen the road because no ordinance was passed to close the road. Mike Crotty said because it has been two years, he suggested the Township have Traffic Plan Design (TPD) review the past studies and determine if the road can be reopened one way in a limited capacity. Mike Crotty said TPD can determine what needs to be done to make it safe and what restrictions would be needed. Ed Porter asked what the cost and turnaround time would be for TPD. Mike Crotty stated he did not know the cost or turnaround time. Mike Crotty stated the road would need to be closed by ordinance if it isn't going to be repaired and or reopened. Mike Crotty asked for Board approval to authorize the TPD study. Steve Herzog asked for TPD to provide a quote.

COMMENTS AND QUESTIONS:

- a. Buddy Rhoades made comments regarding Mortonville Road. Mr. Rhoades stated the Township has a six ton backhoe that has been on Mortonville Road which weighs a lot more than cars. Mr. Rhoades stated he doesn't understand why the Township keeps paying for engineering studies. He spoke about specific problems with Mortonville Road. Ed Porter spoke about the Township being notified with a report stating the road is unsafe and therefore the Township would be liable if the road is opened. There was a discussion about bicycles and pedestrians using Mortonville Road.

4) Stop Sign Intersection – South Bailey Road and West Chester Road.

Mike Crotty stated he is waiting for a quote from TPD on the cost to do traffic studies for putting up stop signs at the intersection of South Bailey Road and West Chester Road. The intersection is split between East

Fallowfield Township and West Bradford Township. Ed Porter stated he spoke with West Bradford Township's Manager and West Bradford is in favor of the four way stop signs. They are willing to split the cost of the traffic study with East Fallowfield Township.

5) Pension Plan Professional Service Procedures.

Mike Crotty stated Act 44 of 2009 was a provision put in place to try to reign in state wide pension plan costs and how pension plans are run and operated. Audits are done occasionally. The auditors have recommended the Township put in a pension plan professional services procedures resolution. Mike Crotty stated the purpose of doing a resolution is so that there will be a record of the procedure being put in place. It is a process by which we would note that any pension plan professional consultants who manage the plan are to be selected through the proper proposal process.

MOTION: Steve Herzog moved that the Township adopt Resolution No. 2016-09, setting forth the written procedures under Act 44 of 2009 by which the Township shall choose professional services for its pension plans. Ed Porter seconded.

QUESTIONS AND COMMENTS:

- a. Erwin Zeller asked if these resolutions and acts are Pennsylvania laws. Mike Crotty stated they are Pennsylvania laws.
- b. Sharon Scott asked what has been done wrong in the past. Mike Crotty stated the procedures could have been set in 2009 but no record of that could be found. Doing it by resolution will mean a record is in the resolution book on the procedure. Pani Martin stated the State conducts the pension audit and there was a verbal finding regarding this. Mrs. Scott said it is a problem with concentrated wealth taking over the State system. Mrs. Scott stated she feels the Township Solicitor is actually the Township Manager. She stated she feels our situations here are rigged and railroaded.
- c. Mike Crotty stated the benefit of these types of procedures is it allows for a more competitive selection process when choosing a pension plan.
- d. Ed Porter stated for the public to know, there is an area of conflict of interest and there are disqualifications from anyone participating. There are protections in place.

VOTE: 3-0

6) Floodplain Ordinance Amendments.

Mike Crotty stated the County is going through the process of preparing revised floodplain maps. Currently they expect a 6-7 month roll out for the new ordinance to be considered. It will probably be in mid-2017 when the Township will be required to approve the amended floodplain ordinance and maps. Pani Martin stated Herbert MacCombie's office informed her that the Township needs to budget for this ordinance.

F. PLANNING COMMISSION

1) Township Official Map Discussion.

Dennis Crook spoke about the official township map. The Planning Commission recommends the Township move forward with putting an official township map together. Dennis Crook spoke about starting with the County's map to create an official map. Mr. Crook said it would be a three month process. Ed Porter asked Mike Crotty if there is a definition with the MPC of an official map. Mike Crotty said there is a distinction between the official map and zoning map.

2) Master Planner Program CC2020 Discussion.

Dennis Crook stated the entire Planning Commission is in support of the Master Planner Program CC2020. The Planning Commission would like to see this implemented and they feel this program will help the Township in a number of ways.

William Stevens, from the CC2020, spoke about the Master Planner Program. Mr. Stevens stated there are two types of programs. One option is the standard program. Sponsored courses are presented at West Chester University. The cost is \$155 per person. The standard course starts in October and should be completed within a few weeks. A second option is to bring the program out to the Township and its convenience. For a lower cost alternative, you can purchase the instruction and course materials for a flat rate. He recommended West Chester University courses if you only have a few students. Mr. Stevens stated if the Township feels they can provide a venue and refreshments, he will help facilitate it with Mr. Crook. The MPC (Municipalities Planning Code) is the core of the curriculum. Mr. Stevens will have the instructors come to the Township and teach the course for \$1,650. Mr. Stevens recommended having at least 15 students to go this route. The cost is \$1,650 regardless of how many people attend. The Township would be in charge of the venue and the food for this option. He also spoke about continuing education credits.

QUESTIONS AND COMMENTS:

- a. Erwin Zeller asked how long the program has been running. Mr. Stevens stated 15 years. Mr. Zeller asked what the metrics are for improving the efficiency of government. Mr. Stevens said he has asked people for feedback and the general assessment has been that the courses made people's jobs easier. Mr. Stevens stated he could email him the metrics. Mr. Zeller also asked what the MPC is. Mike Crotty gave a brief explanation of the MPC and said it is a document that can be accessed online through the Department of Community and Economic Development.
- b. Buddy Rhoades stated The Second Class Township Code describes what the Planning Commission is, what the Road Department is, and what the job of a Supervisor is. Mr. Rhoades asked Mr. Stevens what townships he has worked with in the area. Mr. Stevens said Highland Township, Newlin Township, West Bradford Township, City of Coatesville, and Caln Township. Mr. Stevens stated who attended courses is public information and their website www.cc2020.org has records of those that attended the courses. The program is developed by Penn State Extension.
- c. Sharon Scott said she recalls the Board approved Dennis Crook to attend the program. She objected to the Township spending money to educate people. She objected to any further time being wasted on organizing an educational program. As a tax payer, she expects the Board to educate themselves on matters. Dennis Crook has been approved to attend.

3) East Fallowfield Township Official Map Proposal from Ray Ott.

MOTION: Steve Herzog made a motion to approve Ray Ott's proposal to prepare the East Fallowfield Township Official Map and Ordinance for a Not-to Exceed Fee of \$5,400. Carol Kulp seconded.

QUESTIONS AND COMMENTS:

- a. Buddy Rhoades spoke about having problems with the property lines in the Township and needing to know the Township lines. He said there is neglect by the Planning Commission and Zoning Officer not policing the Township lines. Mr. Rhoades also stated the Board should take time to ride around the Township with the Road Foreman and see the road conditions and what roads need repairs. He said there are other things that need to be done in the Township that have been neglected for years. He stated he will be courteous to the Board but wants the Board to be courteous to the residents.
- b. Sharon Scott objected because there was only one proposal. She asked how critical is it that the Township has an official map. She stated the Township has been operating without an official map. She also objected to Ray Ott.

- c. Erwin Zeller asked about tax maps and if the County has an official map of the Township. Mike Crotty said that is a separate map that is maintained by the Tax Assessment Office and GIS Mapping Department.
- d. Ed Porter asked if an official map was budgeted for. Pani Martin stated there is \$3,000 budgeted for the Planning Commission. Steve Herzog said that it wasn't known that this was needed at the time the 2016 budget was prepared. Steve Herzog and Ed Porter both stated they would like another proposal for the purpose of comparing prices. Mike Crotty will provide company recommendations to obtain proposals from.

MOTION WITHDRAWN: Steve Herzog withdrew the motion.

4) Master Planner Program CC2020.

MOTION: Steve Herzog made a motion to accept the CC2020 proposal for the Master Planner Program event with 1st of series recommended by the East Fallowfield Planning Commission. Carol Kulp seconded.

QUESTIONS AND COMMENTS:

- a. Sharon Scott stated this is an unnecessary expense for the Township. She does not want the Township to spend public funds for education.
- b. Erwin Zeller asked the Board of Supervisors to table this decision.
- c. Buddy Rhoades asked how many members the Planning Commission has. Steve Herzog stated there are five. A full Commission is seven members. Mr. Rhoades stated the Township needs two new Planning Commission members and the course could be useful for new members. He said the Board of Supervisors could be interested in the course especially a new Supervisor. Additionally, the Park & Recreation Committee is full of new members. Mr. Rhoades recommended tabling the discussion until new people are appointed to the Planning Commission and Board of Supervisors. Mr. Rhoades talked about areas of the Township that would not be developed. He said Will Stevens did a good job presenting.
- d. Steve Herzog asked Dennis Crook if the entire Planning Commission is interested in the course.
- e. Dennis Crook said the idea is to get as many different Township boards and commissions to attend to look at how the structure works for the Township. Everyone has different knowledge. The Planning Commission is trying to do what is best for the Township as a whole.
- f. Ed Porter asked Dennis Crook which plan the Planning Commission is interested in.
- g. Dennis Crook stated the Planning Commission's recommendation is to do it ourselves at the Emergency Service Building which is the \$1,650 program.
- h. Ed Porter asked if the Planning Commission Board members would go if we did the \$155 course at West Chester University.
- i. Dennis Crook stated the Planning Commission members would not attend the course at West Chester University. Dennis Crook stated the Planning Commission feels that their recommendations are not being heard. They completed the Comprehensive Plan and made recommendations but the high priority items are falling on deaf ears.
- j. Ed Porter said he likes that the Planning Commission is trying to get higher education and he understands that interest. He said the MPC applies mostly to the Planning Commission members and the Board of Supervisors.

- k. Will Stevens said he would be willing to canvas local municipalities to get more people involved in the course. There was a discussion regarding who would take the course and what type of course would be the best option. There was a discussion about waiting a few more weeks. Steve Herzog talked about getting a better estimated number of people attending to determine if the \$1,650 program is cost effective.
- l. Ed Porter stated he is in favor of having people take the course and be reimbursed by the Township. He suggested getting more feedback on who would attend before making a decision.
- m. Buddy Rhoades suggested the Zoning Hearing Board might be interested in the Master Planner Course.
- n. Tom Nash asked what proposals or recommendations were not done. Dennis Crook stated the Planning Commission made recommendations based on the Comprehensive Plan.
- o. Erwin Zeller asked if the \$1,650 course option would allow them to bring the course here to the Township. Steve Herzog said yes.

Steve Herzog tabled this discussion in order to get more information. The Board will revisit this at the next Board meeting.

Mike Crotty asked Dennis Crook if the Planning Commission had put together a list of their questions on open developments and zoning changes. Dennis Crook stated they have not completed that task yet.

Ed Porter asked Lisa Valaitis to add the Planning Commission openings to the Township website.

Mike Crotty, Township Solicitor, was dismissed from the meeting at 8:25 pm.

G. POLICE DEPARTMENT

- 1) June Police Report submitted for Board and resident review.

H. PUBLIC WORKS DEPARTMENT

- 1) June Road Department Report submitted for Board and resident review.
- 2) Mortonville Road – Bike Event.

Tag Gathercole reported the Brandywine Conservancy wants to host a bike event and use the stretch of Mortonville Road from Sawmill Road to Strasburg Road on September 17, 2016. They will clean up Mortonville Road the Friday before the event. Tag Gathercole said the Brandywine Conservancy is seeking Board permission to use Mortonville Road. Steve Herzog commented that the study was done for vehicles only. Chief Porter stated people walk through that area all the time. Ed Porter asked them to put up “at your own risk” signs for the event. The Board will inquire with Mike Crotty about insurance requirements for this event.

COMMENTS AND QUESTIONS:

- a. Buddy Rhoades asked if the Road Department would need to work overtime for this event. He said he was concerned the Friday clean up would be done after work hours which would require the Road Department to work overtime. Tag Gathercole stated the road cleanup would be done during the day.
- 3) Crack and Seal.

Tag Gathercole asked the Board if they are going to approve the crack and seal for a cost of \$5,210. Tag Gathercole said it will come out of Liquid Fuels. Tag Gathercole stated they prefer to do it at the end of September. Steve Herzog stated the Board will vote on this at the next Board meeting.

4) Winter Traffic Service Agreement.

Pani Martin stated that PennDOT sent their Winter Traffic Service Agreement to the Township for approval. It states the updated rates which are slightly more than last year. The Board approved continuing with the agreement.

I. FIRE DEPARTMENTS

- 1) June Modena Fire Company Fire Chief's Report submitted for Board and resident review.
- 2) June Modena Fire Company Fire Chief's Report – East Fallowfield Calls Only – submitted for Board and resident review.
- 3) May Modena Fire Company Fire EMS submitted for Board and resident review.
- 4) June Modena Fire Company Fire EMS submitted for Board and resident review.
- 5) June Westwood Fire Company Fire Chief's Report submitted for Board and resident review.
- 6) June Westwood Fire Company EMS Report submitted for Board and resident review.

J. PARK & RECREATION COMMITTEE

- 1) July 2016 Park & Recreation Committee monthly report submitted for Board and resident review.
- 2) Buddy Rhoades asked how many members the Park & Recreation Committee currently has. Steve Herzog stated there are five members.

K. HISTORICAL COMMISSION

- 1) No Report Submitted.
- 2) Historical Commission Update - Buddy Rhoades said they are still working on the covered bridge on Frog Hollow Road. Completion is anticipated to be in the fall. He also talked about demolition work in Mortonville for which no permit was issued. He also commented on the school house property on Mount Carmel Road having the grass cut. He stated the owner passed away and renovations were in the process of being done. The Historical Commission will need to address this situation. Mr. Rhoades also stated there are issues on Rokeby Road that the Zoning Officer is not pursuing.

L. TREASURER'S REPORT

- 1) The June 30, 2016 Treasurer's Report was submitted for Board and resident review.

MOTION: Steve Herzog made a motion to approve the June 30, 2016 Treasurer's Report as presented. Ed Porter seconded.

QUESTIONS AND COMMENTS:

- a. Pani Martin stated she added a page to the end of the Treasurer's Report in response to a resident's questions. The new page is a comparison of how much our payment authorizations are compared to other months.
- b. Ed Porter asked about the legal analysis on page 13 in the Treasurer's Report. There is no consistent base for comparison. The data is not constant to make a comparison. He stated nothing is a constant such as who is calling the Solicitor and what legal issues are going on. Pani Martin asked the Board if they would like that page removed.

- c. Steve Herzog commented that he liked the legal cost broken down by project/subject. He suggested the addition of a running total for the year. It's a good breakdown of where the legal fees are going.
- d. Buddy Rhoades talked about the clock ticking whenever you call a lawyer. The Solicitor is not a township manager. We need to hire employees that are certified in the areas of their jobs. Mr. Rhoades stated there weren't as many calls to the Solicitor when East Fallowfield employed a township manager. He said the Township needs to keep control of the budget and keep calls to the Solicitor down.
- e. Sharon Scott asked what the policy is on calling the Township Solicitor. Can any Township employee, Township official, or resident call? Steve Herzog stated that residents can't call the Solicitor. Generally committees will ask the Board before contacting the Solicitor. It is primarily the office staff and Board who call the Solicitor. Mrs. Scott said she'd like to see the office staff send an email to the Chairman and copy the entire Board before contacting the Solicitor. She said the commissions and committees should ask the Board at a meeting to talk to the Solicitor.
- f. Ed Porter commented to Chief Porter that the full-time police salaries are coming in under budget. Chief Porter stated that is because one full-time police officer resigned and was not replaced.

VOTE: 3-0

2) June 2016 payment authorizations.

MOTION: Steve Herzog made a motion to approve the June 2016 payment authorizations for 96 checks in the aggregate amount of \$105,283.51 for the period of June 29, 2016 through July 26, 2016. Ed Porter seconded.

VOTE: 3-0

3) Signing of Writs of Execution.

MOTION: Steve Herzog made a motion to sign the Writs of Execution as presented. Ed Porter seconded.

COMMENTS AND QUESTIONS:

- a. Ed Porter asked if any of these residents have contacted the Township. Pani Martin stated not that she is aware of. She stated once a resident is in collections, they deal with Portnoff directly.
- b. Buddy Rhoades spoke about trash pickup and five residents that live down near Modena and asked if those residents are paying East Fallowfield for trash pickup. He said at one time South Coatesville was picking up these residents' trash. Our trash company said their truck was too big to go down that particular street. Mr. Rhoades said that Modena is picking up the trash now for those five residents. Steve Herzog said if we have addresses for these residents, then the office staff can check if those residents are being billed for trash by our Township. Tag Gathercole said this has been happening for 20 years and those five people are paying East Fallowfield Township for trash. We didn't want our trucks going up that road because the road was torn up. Tag Gathercole said Modena was okay with this. Tag Gathercole also talked about Reed Street. He said one side of Reed Street is in East Fallowfield Township and the other side of the street is in Caln Township. For years, Caln Township picked up the trash on the entire street. Now we have two Caln Township trash trucks and two East Fallowfield Township trucks picking up trash on Reed Street. Some people on Reed Street are unhappy. Mr. Gathercole said if the Board would like, we can change it to have East Fallowfield Township pick up the trash for those five residents. Steve Herzog said if they are paying, then its fine the way it is set up.
- c. Sharon Scott said she would like the minutes to state that Writs of Execution is for past due trash bills.

APPENDED MOTION: Steve Herzog appended the motion to indicate the motion is for "delinquent trash bills." Ed Porter seconded.

VOTE: 3-0

4) Other Township Business.

- a. Document Scanning Project – Pani Martin reported she has been working on the document scanning project which includes documents such as our archived file, property folders, financial folders, development folders, as well as what is in the meeting room and the loft area. There are three different proposals. She stated she needs the Board to review the proposals. Ed Porter asked how they are estimating number of pages. Pani Martin stated the companies have come out to the office to look at the drawers and loft area. Ms. Martin stated Archival Information Management Services is the cheapest but they don't have a solution for new documents coming in. This could create a mixture of documents scanned and unscanned. Centric Business Systems has great scanning capabilities and software but cost is prohibitive. Centric Business Systems will cost \$20,000 to scan 400,000 documents and \$15,000 for their software scanning system. She is looking for an updated estimate from Laserfiche Cloud Solutions. Their software package would be a cost of \$6,000-\$7,000. Ed Porter asked if there is potential to waste money scanning documents that aren't required to be stored. Pani Martin said the archive section in the loft needs to be dealt with. Ed Porter suggested dealing with the record retention issue before moving forward with the scanning project. Steve Herzog stated we need a general cleanup of documents before scanning. Pani Martin stated The Record Retention Manual is a 50 page document. She stated retention requirements are different for different types of documents. Each individual document needs to be reviewed and determined what type of document it is.
- b. Conditional Use Application – Fee Schedule – Pani Martin stated she gave the Board a definition in the Township's ordinance as defined by the Zoning Hearing Board. We should mimic wording for conditional use in our ordinance as defined by the Zoning Hearing Board. She spoke to PSATS and for the conditional use application, the Township is never allowed to charge for legal fees. So our cost was kept in line with the \$1,500 application fee. Pani Martin asked the Board if they wanted to expand the conditional use application so in the future, if we go over our costs, the Township can recoup those costs. Ed Porter spoke about it being cost prohibitive for residents to apply for conditional use if the cost is raised. Steve Herzog stated it could not hurt to look into. Pani Martin stated it's not fair to the residents to pay for the conditional use of one property. Ed Porter stated that on the other hand, the Board is being represented or advised by legal on behalf of the residents.

M. PUBLIC PARTICIPATION

- 1) Buddy Rhoades commented on Mortonville Road and the Luria Brothers area. Mr. Rhoades stated there is a foot and a half of weeds over the fence and on the road. Mr. Rhoades commented that there is a property on Goosetown Road that is for sale and empty. He said this property is not being billed for trash. Mr. Rhoades also spoke about big tires on Route 82 a quarter mile from the police station. He asked what the cost would be to the Township to remove the tires. Tag Gathercole stated \$10 per tire. Mr. Rhoades stated he was concerned about the tires because they collect water and it could become a health hazard by attracting mosquitoes. He spoke about a contractor that has chips and logs stacked high yet no one is addressing this. He also talked about Comcast coming to other local municipal meetings to tape and broadcast public meetings. This would help residents, who can't come out to meetings, stay informed. Ed Porter stated they could ask Comcast to come in again to discuss recording meetings. Mr. Rhoades said anyone on a committee should not be voting on something when they have a conflict of interest.
- 2) Ed Porter stated trash billing is handled externally. He asked Lisa Valaitis to inquire on how they go about handling their billing addresses. Everyone should be getting billed properly in East Fallowfield. Ed Porter stated Dennis Crook brings his own camera to public meetings and there is no policy on cameras.
- 3) Sharon Scott stated that PSATS is a source of information regarding the scanning and document retention project. She suggested utilizing CCSIGA for information as well. She also said recording meetings is allowed under freedom of speech. She said anyone on a Township board or committee with a conflict of interest should state the conflict at the beginning of the meeting and abstain from voting on that issue. She requested the Township ask for a list of every property in the Township from the Chester County Tax Assessment Office.

3. ADJOURNMENT

MOTION: Steve Herzog made a motion to adjourn the Board of Supervisors meeting at 9:22 pm. Ed Porter seconded. VOTE: 3-0

Respectfully Submitted,

Lisa Valaitis,
Township Secretary