

EAST FALLOWFIELD TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
August 23, 2016 Approved minutes  
6:30 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

**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

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

B. EXECUTIVE SESSIONS

Steve Herzog stated the Board of Supervisors held an executive session on August 17, 2016 regarding personnel issues.

C. APPROVAL OF MINUTES

1) July 26, 2016 Board of Supervisors meeting minutes.

MOTION: Steve Herzog made a motion to approve the July 26, 2016 Board of Supervisors meeting minutes as presented. Ed Porter seconded.

QUESTIONS AND COMMENTS:

- a. Ed Porter requested a sentence be added to page 3 regarding him asking Tag Gathercole if there are any roads on the west side that he thought could benefit from road repairs with the money the Township has.

VOTE: 4-0 (passed with change)

2) August 9, 2016 Board of Supervisors Budget meeting minutes.

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

VOTE: 4-0

D. OPEN VACANCY BOARD POSITION

1) Applicants: Thomas Nash and Erwin Zeller.

MOTION: Steve Herzog made a motion to appoint Erwin Zeller as the Vacancy Board member for the remainder of 2016.

VOTE: 4-0

Steve Herzog stated the Vacancy Board would have 15 days to cast their vote for supervisor if the Board of Supervisors do not appoint someone within 30 days.

## E. OPEN BOARD OF SUPERVISOR SEAT

### 1) Interviews for Board of Supervisor Vacancy (applicants not previously interviewed).

#### a. Dennis Crook.

Steve Herzog thanked Dennis Crook for putting his name in for the open supervisor seat. Steve Herzog also stated that Dennis Crook has been coming to meetings for a long time.

Dennis Crook spoke about his qualifications for the supervisor position. He stated he is on the Planning Commission. Mr. Crook worked on the Comprehensive Plan for the last couple of years. He is also the liaison between the Planning Commission and Board of Supervisors. He has been an active resident of East Fallowfield Township for 17 years. He also said he has had prior conflict resolution experience both as a participant and learning how to be a facilitator. His best experience is with energy efficiency. This experience has made him more efficient.

Dennis Crook stated one of the biggest issues the Township faces is not a budget problem. The problem is the Township needs to find other ways to bring in revenue. The Township may not be charging the correct amounts for services and applications. We need to work on the Township's systems and track costs. An example of this is the need to create a flow chart. Another thing we need to work with is a township manager which would be the last stop before the Board. This would facilitate team building in the Township. He said he'd like to see more of people working together. Mr. Crook also stated he has other ideas on how to solve the problem of the closed roads in the Township.

Steve Herzog asked Mike Crotty if there was an issue with Dennis Crook being on the Planning Commission. Mike Crotty said they are not incompatible offices and Mr. Crook could hold both positions. Steve Herzog asked Dennis Crook if he would stay on the Planning Commission. Dennis Crook stated he would stay on the Planning Commission at a minimum as a liaison if he is appointed to supervisor.

Carol Kulp asked Dennis Crook if he thinks it is a conflict of interest for him to be a supervisor and have his daughter, Pani Martin, working for the Township. Dennis Crook stated he did not think it would be a conflict of interest. Mike Crotty spoke about the Ethics Act and said that Mr. Crook would have to abstain from any votes to authorize Ms. Martin any money. Carol Kulp asked Mr. Crook if he ever ran for township supervisor. Mr. Crook said yes he did.

Wilson Lambert asked Dennis Crook about a flowchart and spreadsheets that keep track of development stages as well as escrow funds that he mentioned previously in a meeting. Mr. Lambert asked Mr. Crook if he had a lot to contribute to the short comings identified in the Township at prior meetings. Dennis Crook said the Planning Commission started a list recently. He talked about smaller developments and some having multiple names. Dennis Crook stated he wants to run the list by the Township Engineer and Zoning Officer. Mr. Crook spoke about details of older subdivisions and missing out on fees on some of those applications.

Ed Porter discussed the fact that Siti Crook ran for supervisor three times. Ed Porter asked Mr. Crook if he ever discussed his ideas on how to open roads or a township manager with residents when he was campaigning. Mr. Crook said the main thing he has spoken to residents about is facilities. Mr. Crook spoke about the Township needing to find other sources of income. He said he doesn't like the option of raising taxes and feels there are better alternatives. Mr. Crook spoke about apartments in the Township. Ed Porter asked what Mr. Crook thought went wrong when East Fallowfield Township did have a township manager. Dennis Crook said the manager did not connect well with the staff. Dennis Crook said ideally we need a township manager that the residents trust and want in the Township. Mr. Crook stated some people worked against the township manager. Ed Porter asked how a future township manager would combat some of the problems the previous township manager had. Dennis Crook said the way to combat those problems is to spell out the expectations and job description of a township manager. The Board would also need to make it clear what decision making authority the township manager had. Communication with the Board would also need to be improved. Mr. Crook recommended having systems and procedures documented in writing such as the flow chart. Ed Porter asked Mr. Crook if he thought \$130,000 is worth paying a person for the township manager position. Mr. Crook stated if you hire the right person who knows the Township, they

could work up to that salary. Dennis Crook talked about Jack Heinz, a prior West Bradford Township Manager. Ed Porter asked Mr. Crook what he would do with the 2017 budget if he was on the Board. Mr. Crook said it is important to stick to our name "Fallowfield" We need to sow some seed money to get township growth. We need to balance services with our budget.

Ed Porter discussed Dennis Crook having a potential conflict of interest with his daughter being the Treasurer / Office Manager and also because of his energy efficient business. Mr. Crook stated other than his own property, he has not done business in the Township other than an energy audit. Ed Porter commented that Dennis Crook did business for the prior Township Treasurer.

## 2) Appointment of New Board of Supervisor.

Steve Herzog thanked all the applicants that applied and interviewed for the vacant supervisor seat. Mr. Herzog stated he hopes those who aren't appointed could find other ways to get involved in the Township. He stated that both the Planning Commission and Park & Recreation Committee need volunteers.

Applicants: George M. Sampson, Thomas Nash, Linda Sarnoski, Randy E. Doan, Joan Allen, and Dennis Crook.

MOTION #1: Steve Herzog made a motion to appoint Randy Doan as the East Fallowfield Township Board of Supervisor to serve until the term expiration on January 2, 2018. Ed Porter seconded.

### QUESTIONS AND COMMENTS:

- a. Wilson Lambert asked why the motion did not come from a Board member as opposed to the chairman. Steve Herzog stated anyone on the Board can make a motion. If this motion does not go through, any of the other Board members may make a motion.
- b. Sharon Scott stated she would somewhat agree with Mr. Lambert's question. She stated anyone on the Board can make a motion. Mrs. Scott questioned if Randy Doan has participated in anything in the Township. Mrs. Scott asked Mr. Herzog what highlight made him pick Randy Doan. Steve Herzog stated he felt Randy Doan was a good fit. Steve Herzog stated the executive session was not about the open supervisor position. She asked if everyone on this Board interviewed all the applicants. Steve Herzog stated that everyone was present to interview applicants at the August 9<sup>th</sup> Board of Supervisors meeting except for Carol Kulp. Sharon Scott requested each Board member explain why they vote a certain way. She asked how Carol Kulp would be able to vote not being present for most of the interviews. Mike Crotty stated the interviews were done at a public meeting and not at an executive session. Sharon Scott asked who attended the executive session regarding personnel. She asked that it be disclosed who attends executive sessions in the future.
- c. Ed Porter clarified that if a decision can't be made tonight, the Vacancy Board member would be involved starting tomorrow and there would be 15 days for the Board to select a supervisor.
- d. Erwin Zeller stated there should be a reason why Mr. Herzog feels that Randy Doan would be a good fit for the supervisor job and also make a contribution to the Township while in office.
- e. Ed Porter stated they want to pick the right person who will help the Board move the Township forward. There are a lot of good candidates.

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

MOTION #2: Wilson Lambert made a motion to appoint Mr. Dennis Crook as the East Fallowfield Township Board of Supervisor to serve until the term expiration on January 2, 2018. Steve Herzog seconded.

#### QUESTIONS AND COMMENTS:

- a. Buddy Rhoades said he hopes it won't be a political game as far as parties. He also spoke about the issue of conflict of interest. He commented that he didn't think any of the Board of Supervisor members have done background checks on the candidates.
- b. Ed Porter stated he doesn't care about the political parties. Mr. Porter stated the real thing he cares about in Pennsylvania is the level of corruption and he wants to see a good candidate be appointed. He said he is not in this for party reasons and if he didn't receive any endorsements from either party, he would be fine with that.
- c. Wilson Lambert stated that Mr. Crook has a passion for what he believes in concerning subdivision and land development in the Township. He has said a lot of things that make sense and this is why he extended the opportunity for Mr. Crook. Wilson Lambert stated his nomination had nothing to do with parties.
- d. Stephanie Saxton asked why this isn't put out to the Township residents for vote. Ed Porter stated they are limited on allowed referendums. Mike Crotty explained The Second Class Township Code requires the Board to appoint a new supervisor in 30 days. If no decision has been made after 30 days, the Vacancy Board has 15 days to fill the open position. If that body does not appoint a supervisor, the Chester County Court of Common Pleas will appoint a supervisor. This open supervisor position term will only go until the next municipal election.

VOTE: 1-3 (Wilson Lambert voted yea. Steve Herzog, Ed Porter and Carol Kulp voted nae.)

Ed Porter explained why he voted nae. He stated there are a lot of issues that Dennis Crook might have a conflict of interest with and have to abstain from voting. Steve Herzog stated he voted nae for the same reason. Both Ed Porter and Steve Herzog stated they would love to see Dennis Crook run for office in the next municipal election.

MOTION #3: Wilson Lambert made a motion to appoint Thomas Nash as the East Fallowfield Township Board of Supervisor to serve until the term expiration on January 2, 2018. Ed Porter seconded.

#### QUESTIONS AND COMMENTS:

- a. Sharon Scott asked Wilson Lambert to state his reason for appointing Thomas Nash.
- b. Wilson Lambert stated he is impressed with Mr. Nash and sees him at Township meetings. Mr. Wilson said he has made some difficult decisions and he felt that Mr. Nash knew some of those decisions were difficult and he respected his decisions more than what his own opinion is. Mr. Nash feels the passion for the community.
- c. Ed Porter spoke on behalf of Thomas Nash and said he's been coming to meetings, asking questions and showing concern for the Township. Ed Porter said it's important to come to meetings and learn what is going on in the Township. He said Mr. Nash is retired and has time for the position. He also has construction knowledge to bring to the table that will help with the roads.

VOTE: 4-0

Steve Herzog congratulated Thomas Nash on his appointment to supervisor. Steve Herzog asked if Mike Crotty or Pani Martin could provide Thomas Nash with the Oath of Office documents.

#### F. LEGAL ISSUES

- 1) Bawa Conditional Use Application – Status Update.

Mike Crotty stated we received the request for the Bawa project to recommence their Conditional Use Application. Mike Crotty gave a brief overview. He said there was a 2012 Settlement Agreement between the Township and the applicant regarding a variance application. That settlement was approved by the courts and calls for them to come back before the Township for their continued Conditional Use Application for about 23

homes plus institutional use of the property. The Board needs to select a hearing date in October to allow the Planning Commission time to meet with the applicant and review the application. The Board selected Monday, October 10, 2016 at 6:00 pm for the hearing.

MOTION: Steve Herzog made a motion to advertise for the Bawa Conditional Use Application on Monday, October 10, 2016 at 6:00 pm. Ed Porter seconded.

QUESTIONS AND COMMENTS:

- a. Buddy Rhoades asked if this hearing would be open to the public. Steve Herzog stated the hearing would be open to the public. Mr. Rhoades also stated he hopes the Board updates themselves on this.
- b. Mike Crotty reminded the Board they are sitting as judge of the application and are limited to hearing what comes before them at the hearing. He also cautioned the Board against doing any independent research or evidence gathering outside of those hearings. They are bound by The Municipalities Planning Code (MPC) to hear record evidence from the applicant or anyone else that wants to submit evidence or question witnesses.
- c. Sharon Scott asked if the Conditional Use Application is on file with the Township and if copies can be obtained. Mike Crotty stated yes to both of Mrs. Scott's questions. She asked how much the application fee was. Mike Crotty stated it is a long standing application and a 2012 Settlement Agreement was made between the applicant and the Township. Mike Crotty also discussed the Permanent Extension Act. Mrs. Scott asked when the original Conditional Use Application was submitted. Mike Crotty didn't recall. Mike Crotty stated anyone can request party status which you'd be granted if you have an interest affected by the application. This decision is granted by the Board. Mike Crotty also stated that individuals can make public comments at the end of the hearing. Mrs. Scott asked if the 2012 Settlement Agreement is a public record. Mike Crotty stated it is public record.

VOTE: 4-0

2) Manchester Farms – Stormwater Management Basin Complaint.

Mike Crotty stated that Bob King, an East Fallowfield resident, had previously raised a complaint about the stormwater management basins in Manchester Farms and that at least one basin was ineffective. Chris Della Penna is scheduling a site walk and will be inspecting these basins in the near future. Mike Crotty briefly discussed the status of the road dedication. Ed Porter asked if the problem was solved with the legal fees. Mike Crotty stated yes. The Board requested Mike Crotty obtain an update on the escrow account.

3) Traffic Engineering Matters – 4-Way Stop Sign Intersection and Mortonville Road – Status Update.

Mike Crotty discussed the option of a 4-way stop at the intersection of West Chester Road and South Bailey Road. The required traffic study is being folded into the land development planning for the Holland application and will not cost the Township. Mike Crotty said the traffic engineer is putting a letter together summarizing the history, status, and condition of Mortonville Road. Ed Porter asked about the time frame. Mike Crotty stated he doubts it will be this year. It all depends on what extent the engineer would recommend Mortonville Road be reopened.

4) Bike Event – Mortonville Road.

Robert Daniels, from the Brandywine Conservancy, spoke to the Board about their upcoming bike event being held on September 17, 2016 which passes through East Fallowfield Township. Mr. Daniels stated he was forwarded a copy of the motion with conditions for review early today. He said after reviewing, the Brandywine Conservancy is generally okay with the conditions. He respectfully requested the part of the motion being considered requiring fire and police vehicles to direct traffic be removed. Mr. Daniels stated it is a safe area because Mortonville Road is closed. He stated the purpose of the bike ride is to follow the Brandywine Creek and the bicyclists will be traveling from Modena south along Mortonville Road to Strasburg Road. He asked for clarification on what the Township requires for certification to the assessment that Mortonville Road is in

acceptable condition for the event. Ed Porter stated Mortonville Road to Strasburg Road has a blind spot and he feels police and fire vehicles are needed there. Mr. Daniels said they will have volunteers at the intersection to help direct or warn cyclists. Mr. Daniels stated there will be approximately 150 cyclists doing a 40 mile or 80 mile ride. There was a discussion about needing fire/police at that intersection. Mr. Daniels will work with Chief Porter to arrange fire/police presence. Mike Crotty stated the certification needed is a letter stating the Brandywine Conservancy has inspected Mortonville Road and found it is in acceptable condition.

MOTION: Steve Herzog moved that the Township authorize the use of Mortonville Road for the proposed bike event on September 17, 2016 subject to: the applicant listing the Township as an additional insured on liability and event insurance in amounts determined appropriate by the Solicitor's office; Applicant shall inspect the roadway prior to the event and provide a certification to the Township of its assessment that the road is in acceptable condition for the event: No vehicles may utilize the road during the event; Applicant utilizing fire police to direct bike and vehicle traffic during the event; Applicant indemnifying the Township with respect to the use and submitting releases of liability from each participant; and Applicant reimbursing the Township for any consultant fees associated with the pre-event review of the roadway or otherwise. Ed Porter seconded.

#### QUESTIONS AND COMMENTS:

- a. Buddy Rhoades talked about the safety of Strasburg Road. Mr. Rhoades asked if the Township will be footing the bill for the Police Department and Public Works Department for this event. Steve Herzog stated the Public Works Department will be cleaning the road during the day. Mr. Rhoades voiced concern that the Public Works Department will be taken off their regular tasks to clean the road. Mr. Rhoades requested the Board go over the route the bicyclists will be taking and make sure the Police Department is aware of the route. He said he does not want the bikers riding on Strasburg Road.
- b. Robert Daniels stated they have arranged to have volunteers clean the road up a week before the event. Robert Daniels said they don't need the barriers to be moved.
- c. Sharon Scott stated she is all for bicyclists but not at East Fallowfield Township's expense. She asked if the Public Works Department is allowed to clean the road under their union contract. She said the fire departments' staff are volunteers so the bike club should give them a donation for covering the event. She requested the police place some type of speed limit sign that warns drivers to slow down for the bikers.
- d. Erwin Zeller said there should be multiple documents signed by the Brandywine Conservancy. Mr. Zeller voiced his concern about the legal implications of this event. He said he is concerned about the cost. He asked what the benefit is to the Township is for this event.
- e. Mike Crotty spoke about all the documents that protect the Township. Mr. Crotty stated the applicant will inspect the road. They have to name the Township as additional insured for the event. There is a requirement for release of liability from participants so they can't sue the Township. There is also an indemnification provision which requires the other party pick up the tab if someone sues the Township.

VOTE: 3-1 (Steve Herzog, Ed Porter and Wilson Lambert voted yea. Carol Kulp voted nae.)

#### 5) Temporary Township Assistant Treasurer – For Board Discussion.

Mike Crotty discussed plans for handling the treasurer position during Pani Martin's maternity leave. Mike Crotty suggested appointing a temporary township assistant treasurer during this period. Mr. Crotty stated under The Second Class Township Code, an assistant treasurer can do the same job duties in the absence of the township treasurer. This person would need to be bonded and set appropriate check authorizations, account access, and make sure they get trained on the job. He suggested the Board consider a motion to authorize the advertisement of that position. It is not required if you have someone that fits the bill for the job. Steve Herzog stated one name was submitted. Wilson Lambert discussed a possible applicant. The Board discussed various advertising options.

MOTION: Steve Herzog made a motion to allow advertisement for a temporary township assistant treasurer. Ed Porter seconded.

## QUESTIONS AND COMMENTS:

- a. Buddy Rhoades spoke on behalf of a Township policy to advertise all open jobs. Mr. Rhoades also discussed various means of advertising.
- b. Ed Porter commented that the only problem he has with the motion is that cost isn't being assigned to the advertising in the motion. He also discussed having a "not to exceed" clause added to the motion.
- c. Mike Crotty spoke about the benefits of not assigning a cost.

VOTE: 4-0

### 6) Cable Franchise PEG (Public Educational Government Access Channel) – For Discussion Purposes.

Mike Crotty said at the August 9<sup>th</sup> Board of Supervisors Special meeting, there was a discussion about public educational governmental access channel and possibly broadcasting township meetings. Mike Crotty stated the cable franchise agreements provide for recording and broadcasting township meetings. This does not include the cost. Mike Crotty stated he is waiting for a cost estimate from Comcast. Mike Crotty stated he has talked to others who say it can get quite pricey. Mike Crotty stated an alternative that a lot of municipalities are doing is taping meetings themselves and broadcasting it or having a resident record meetings and post the meetings on their township website. Ed Porter he would be in favor of the Township recording with its own camera, overseeing the recording, and posting the meetings on the website. Steve Herzog stated the Board will talk about this further when the cost estimate becomes available.

### 7) Township Roadmaster – For Discussion Purposes.

Mike Crotty stated the roadmaster would be a representative on the Township Board of Supervisors that would field complaints, consult with the Public Works Foreman, and budget for roads and other tasks. Ed Porter asked Thomas Nash if he'd be interested in the roadmaster position. The Board will discuss this at the next meeting.

## PLANNING COMMISSION

- 1) Planning Commission Member Vacancies - Dennis Crook stated there are three vacancies on the Planning Commission. He also reported he has spoken to a few people about the Planning Commission vacancies. Ed Porter asked Dennis Crook if he allows leniency about a member not being able to attend a few meetings. Dennis Crook stated this is why there are normally seven members. This allows for the Commission to still have a quorum if some members are not able to attend meetings.
- 2) Master Planner Program - Ed Porter asked if there is any interest in the Master Planner program. Pani Martin stated she has reached out to commission members via email but most are not accessible by email. Ms. Martin said three or four commission members have stated they are interested. She will follow up with commission members by phone. Dennis Crook stated Will Stevens said he got feedback from three people in other local municipalities that are interested. Steve Herzog asked for an update on the number of interested persons.

## G. POLICE DEPARTMENT

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

## H. PUBLIC WORKS DEPARTMENT

- 1) July Road Department Report submitted for Board and resident review.
- 2) Equipment Status.

Ed Porter asked Pani Martin if she had heard if a Township mower was broken. He said he noticed on some of the main roads, the grass is not getting cut on the sides. He reported that several residents had called him

regarding this. Pani Martin stated that Tag Gathercole didn't typically update her regarding broken equipment so she didn't know if a mower is broken. Wilson Lambert stated the equipment was broken last week.

3) Appointment of Wilson Lambert as the 2016 Public Works Liaison.

MOTION: Steve Herzog made a motion to appoint Wilson Lambert as the 2016 Road Crew liaison. Ed Porter requested the motion be reworded to say "Public Works Liaison" instead of "Road Crew Liaison." Steve Herzog rescinded the motion.

MOTION #2: Steve Herzog made a motion to appoint Wilson Lambert as the 2016 Public Works Liaison. Ed Porter seconded.

QUESTIONS AND COMMENTS:

- a. Erwin Zeller asked about the difference between roadmaster and liaison. Ed Porter explained that the liaison position is basically a messenger that brings communication between departments, commissions and the Board. A liaison does not make decisions. Ed Porter stated the roadmaster is a position that needs to be filled due to the union contract. The roadmaster would determine the daily work of the Public Works Department.
- b. Buddy Rhoades stated there should be liaisons and spoke about the importance of liaisons. He spoke about lawn mowers. Mr. Rhoades spoke about how the Township should not be mowing on state roads and private property. He talked about problems with a dip in the road on Goosetown Road as well as tires that have water in them that are attracting mosquitoes. Steve Herzog reported he spoke to Rob McLarnon regarding the tires. Rob McLarnon inspected the tires. The tires have been covered up and they will be removed in three to four weeks. He stated the Planning Commission may have an issue with quorum because the commission lost three members. This Board needs to reach out and get some volunteers. The chairman can't make all the decisions. His job is to run the meetings.
- c. Sharon Scott said she has no problem with Wilson Lambert taking on the liaison position. She asked if the roadmaster was discussed. Steve Herzog stated the roadmaster would guide the day to day operations of the Public Works Department. Steve Herzog stated that before the unionization, Tag Gathercole was in charge of the Public Works Department. The union stated that Tag Gathercole is not management. He is union. Steve Herzog stated they need someone to be in a management position in the Public Works Department. Mrs. Scott stated the Public Works Department is paid sufficiently and they didn't need to unionize. Mrs. Scott asked what Tag Gathercole's title is. Steve Herzog stated Mr. Gathercole is a road foreman. She asked who will be the roadmaster and will it be a paid position. Ed Porter stated this is what the Board is trying to determine. The Board needs to determine if a supervisor will serve as roadmaster or if they will hire someone for the position. Ed Porter explained what a roadmaster would be responsible for. Wilson Lambert spoke about the role of the liaison to inform the Board. He said he rode around the Township with Tag Gathercole in a pickup truck. Last weekend he drove his car on Fairview Road. He said this road is in bad shape and completely gone in parts. This liaison position helps inform the Board to make decisions. Ed Porter discussed the supervisors driving around the Township to view the roads. Ed Porter explained an example of what problems could occur without the Township having a Roadmaster. Ed Porter said it is crucial to get someone in place per Siana Bellwoar. Mike Crotty stated it doesn't have to be a paid position.

VOTE: 4-0

Mike Crotty, Township Solicitor, was dismissed from the meeting at 8:33 pm.

I. FIRE DEPARTMENTS

- 1) July Modena Fire Company Fire Chief's Report submitted for Board and resident review.
- 2) July Modena Fire Company Fire Chief's Report – East Fallowfield Calls Only – submitted for Board and resident review.
- 3) July Modena Fire Company Fire EMS Report submitted for Board and resident review.



J. PARK & RECREATION COMMITTEE

- 1) August Park & Recreation Committee monthly report submitted for Board and resident review.

K. HISTORICAL COMMISSION

- 1) August 3, 2016 Historical Commission meeting minutes submitted for Board and resident review.
- 2) Covered Bridge on Frog Hollow Road – Status Update.

Buddy Rhoades gave a status update on the covered bridge work on Frog Hollow Road. He spoke about the poor condition of Frog Hollow Road. Mr. Rhoades said the Township spent \$90,000 on Frog Hollow Road and it is breaking apart. He talked about the inlets needing to be cleaned out.

- 3) Historical Commission Vacancy.

Ed Porter asked if there is one vacancy on the Historical Commission. Buddy Rhoades said yes there is one opening. Lisa Valaitis stated there is also an opening on the Agricultural Security Commission.

L. TREASURER'S REPORT

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

MOTION: Steve Herzog made a motion to approve the July 31, 2016 Treasurer's Report as presented. Ed Porter seconded.

VOTE: 4-0

- 2) July 2016 Payment Authorizations.

MOTION: Steve Herzog made a motion to approve the July 2016 payment authorizations for 92 checks in the aggregate amount of \$104,524.55 for the period of July 27, 2016 through August 23, 2016. Ed Porter seconded.

VOTE: 4-0

- 3) Bank Signature Authorization.

Pani Martin requested the Board table this until Thomas Nash is sworn in as a supervisor. The Board tabled the bank signature authorization until the September 27, 2016 Board of Supervisor meeting.

- 4) Other Township Business.

- a. Limited Procedures Engagement (LPE) results Letter for Police and Non-Uniformed Pension Plans.

Pani Martin stated the Department of Auditor General should have emailed the entire Board the limited procedures engagement and the response for the pension audit. The only thing she noted was in 2012, we received an underpayment. We owe the police pension fund \$440 plus interest. She does not have the final amount at this time. Ms. Martin said this was the only finding.

- b. Township Annual Audit – 1 Year / 2 Year / 3 Year Proposals.

Pani Martin stated she reached out to three companies for audit proposals. One company did not wish to submit a proposal. She submitted proposals for Barbara Kane Thornton and Mingis Gutowski for Board consideration. Pani Martin stated that Mingis Gutowski is the auditing firm that the Township has used for several years. Barbara Kane Thornton is the auditing firm that was recommended through the Chester

County Secretaries in Government Association (CCSIGA). The Board will review the proposals and appointment will be considered at a future Board of Supervisors meeting.

c. Old Escrow Account Clean Up Proposals.

Pani Martin spoke about Tom Josiah evaluating the escrow account clean up. She also reported she spoke to Diana Patton who specializes in QuickBooks. Neither can estimate the amount of time needed to go through the escrow accounts. Ms. Martin reported Diana Patton suggested tackling two or three years first. Pani Martin asked what the Board wanted to do with this. Ed Porter said the auditor stated that switching to the modified cash basis of accounting will fix this problem. Steve Herzog stated he'd like to consider the two or three year clean up. He also stated he would like a more formal proposal. Pani Martin will obtain more formal proposals.

d. Security Camera.

Ed Porter asked if we have a new security system. Pani Martin stated we have the equipment but it has not been installed. Chief Porter said he would do the installation.

M. NEW BUSINESS

1) Recognizing Garth Monaghan.

Ed Porter commented on Garth Monaghan passing away and recognized him for giving many years of his time to the Township. He thanked Garth Monaghan for his efforts, time given, and service to the Township. Mr. Monaghan served as a Board of Supervisor member, Planning Commission member, Historical Commission member and Agriculture Security Commission member. Pani Martin commented on having an article written for the newsletter recognizing Garth Monaghan for his service to East Fallowfield Township.

N. PUBLIC PARTICIPATION

- 1) Buddy Rhoades asked if the real estate transfer tax has decreased or increased. He also spoke about the problem with the sewer line on Goosetown Road. He said school buses could have a problem on Goosetown Road. Mr. Rhoades talked about the Public Works Department and vacations. He said none of the supervisors know when Township staff is on vacation. He also commented on his previous request for a microphone to be placed on the table with the office staff.
- 2) Sharon Scott stated she doesn't feel there is any need for the Township meetings to be filmed by the Township. She said she objected to that cost. She objected to Mike Crotty looking into filming and broadcasting the public meetings. She also requested it be disclosed who attended executive sessions in the future. She talked about the Master Planner training that has been requested. She stated she doesn't want the Township to pay for this training. Mrs. Scott also stated the Johnson Property, which Mike Crotty reported on at a prior meeting, isn't owned by Johnston. She stated it should be corrected to say the owner is Denny Howell. Mrs. Scott also discussed agricultural preservation. She stated she hasn't seen any agricultural preservation in East Fallowfield but she has seen high density development in the Township. Ed Porter asked Mrs. Scott if she knew of any alternative training to the Chester County 2020 Program for the Planning Commission. She said the State offers something.

3. ADJOURNMENT

MOTION: Steve Herzog made a motion to adjourn the Board of Supervisors meeting at 9:04 pm. Ed Porter seconded. VOTE: 4-0

Respectfully Submitted,

Lisa Valaitis,  
Township Secretary