

EAST FALLOWFIELD TOWNSHIP
BOARD OF SUPERVISORS WORKSHOP MEETING
December 13, 2016 Approved minutes
6:33 PM

Members Present

Steve Herzog, Chairman
Carol Kulp, Member
Randy Doan, Member
Wilson Lambert, Member

Township Staff Present

Lisa Valaitis, Township Secretary

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

Chairman Steve Herzog called the meeting to order at 6:33 pm.

2. Discussion

A. Barbacane, Thornton & Company LLP – Audit Firm Presentation.

Steven Kutsuflakis, from Barbacane Thornton & Company LLP, gave a presentation entitled “Ten Reasons to Add Us to Your Team.” The ten items of discussion in his presentation were as follows: experience, leadership, staff training, commitment, reputation, professionalism, knowledge, desire, cost effective and timely. Steve Herzog asked if they will go back and look back at previous years accounting records. He said they would go back and look at previous audit recommendations and then issue new recommendations for current audits. Steve Herzog asked if help/support throughout the year is included in the cost. Mr. Kutsuflakis stated they welcome this and would prefer to provide help during the year as opposed to issues coming up at year end. Steve Herzog asked about fees for the firm for providing a review of the escrow accounts. Mr. Kutsuflakis stated there would be an additional charge if the request involves a substantial amount of time and their company would not do additional work without getting prior permission from the Township. Randy Doan asked if the base price would cover the work involved if a discrepancy was discovered. Mr. Kutsuflakis stated this would be brought to the Board’s attention immediately but might have an additional charge. Steve Herzog asked if they do the DCED audit. Mr. Kutsuflakis said their firm does the DCED audit as well as the online DCED submission for the Township. There was a discussion about changing the accounting method from the modified accrual basis of accounting to the cash basis of accounting. Steve Herzog said there may be some forensic accounting required down the road especially regarding the escrow accounts. Randy Doan said this would involve research. Mr. Doan asked what the hourly research rate would be. He stated the rate for research would be \$100 per hour and we would give the Board a time estimate.

B. Video Cameras.

This topic of discussion was tabled until the next meeting.

C. Discussion on Planning Commission.

Dennis Crook spoke about East Fallowfield Township’s Planning Commission Ordinance. Mr. Crook stated the ordinance is lean because there is only one paragraph in the Planning Commission Ordinance. The Municipalities Planning Code (MPC) lists both what the Planning Commission shall do and what can be requested from the Planning Commission. Mr. Crook stated that Section 209.10 - A covers what the Planning Commission shall do and Section B covers what can be requested of the Planning Commission.

Mr. Crook requested the Board put Section 209.10 of the MPC in the Planning Commission Ordinance. He said the Commission is doing what is listed in the MPC. Mr. Crook stated the Planning Commission's goal is to be an extension of the Board so duplication of work is not done. The Planning Commission will be reviewing some of the zoning ordinances and the Subdivision and Land Development Ordinance for consistency and accuracy. Dennis Crook discussed the Comprehensive Plan recommendation of putting the Office-Industrial Zoning District and the Mixed-Use Zoning District into one zoning category. Mr. Crook discussed discrepancies in the zoning ordinances. An example of this is a daycare center versus an in-home daycare. He said the Planning Commission felt that some of this does not fit with the zoning districts. Mr. Crook stated he'd like to get the Planning Commission powers and duties approved by the Board. Steve Herzog spoke in favor of spelling out the duties of the Planning Commission to make it clear to residents what the Planning Commission does. There was a discussion on repealing and replacing an ordinance. The Board instructed Dennis Crook to submit his information to Mike Crotty.

D. 95th Annual Education Conference & Trade Show – Supervisor Attendance and Appointing the Voting Delegate.

Lisa Valaitis stated the PSATS Conference dates are April 23, 2017 through April 26, 2017. Steve Herzog stated each municipality can have a voting delegate attend and vote on PSATS related issues. The Board discussed who would be able to attend. Steve Herzog stated a voting delegate needs to be approved before the conference.

E. Cumberland Drive Parcel Conveyance.

Lisa Valaitis stated Mr. Pia reached out to her about giving a parcel his grandfather owns to the Township. The tax parcel has a strip of Cumberland Drive through it. Lisa Valaitis reported Tag Gathercole is in touch with Mr. Pia to arrange looking at the property. Steve Herzog stated there is nothing the Township can do with the land because the property looks like a Township right of way with a road running through it. The Board discussed in pursuing this further and determined they were not interested pursuing further. Randy Doan volunteered to contact Mr. Pia.

F. New Business.

- 1) Planning Commission Attendance/Applicants. Dennis Crook stated the Planning Commission has two new applicants and a current member that isn't attending meetings or responding to emails/phone calls. Mr. Crook stated the Planning Commission essentially has six active members. Mr. Crook stated the Planning Commission didn't have quorum two times because of this situation. Steve Herzog suggested Mr. Crook spell out expectations and state the member needs to attend the next two meetings to continue on the commission. Lisa Valaitis stated the member in question is serving a term of 2016-2019.

3. ADJOURNMENT

MOTION: Steve Herzog made a motion to adjourn the Board of Supervisors meeting at 7:05 pm. Randy Doan seconded. VOTE: 4-0

Respectfully Submitted,

Lisa Valaitis,
Township Secretary