

EAST FALLOWFIELD TOWNSHIP
BOARD OF SUPERVISORS WORKSHOP MEETING
June 13, 2017 Approved minutes
6:31 PM

Members Present

Steve Herzog, Chairman
Ed Porter, Vice Chairman
Carol Kulp, Member
Randy Doan, 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 6:31 pm.

2. DISCUSSION

A. Act 537 Presentation – Public Sewer – David Porter from Herbert E. MacCombie / Gerry DeBalko and Jim Kelly from PA American Water Company.

David Porter, from Herbert E. MacCombie's office, summarized the Act 537 presentation he gave at the last Board meeting. At the previous meeting, the Board requested PA American Water attend a Board meeting to discuss public sewer options that they provide.

Gerry DeBalko, from PA American Water Company, discussed public sewer options. He said the cost now is \$10,000 for residents in the existing franchise area which is north of Strasburg Road. PA American Water Company takes the lead from the Township on issues such as mandatory connection. Mr. DeBalko stated they work with townships to achieve public sewer in areas in which a township wants it. David Porter discussed the strategy of focusing on specific areas in the Township that have a high need as well as following a plan timeline and roll out in phases. David Porter discussed the option of the Township putting in money towards public sewer for homes. David Porter presented a breakdown of costs. The estimated total cost per lot for public sewer installation is approximately \$21,000. PA American Water Company would kick in an estimated amount of \$10,000 per lot. The total cost will vary by area.

David Porter presented a recap of the areas that the Township identified as needing public sewer under the Act 537 Plan. David Porter stated he has not been able to get an update on the South Brandywine Middle School application. He said he will keep trying to get an update/answer for the Board. Public Utilities Commission regulations were discussed. Gerry DeBalko said that the Public Utility Commission will not approve a franchise expansion request until an Act 537 Plan is approved by the DEP. David Porter stated that the DEP will not allow development projects to move forward without an approved Act 537 Plan.

David Porter discussed the method of tying in to public sewer for the Eurcildon area. Gerry DeBalko stated that PA American Water Company chooses to locate pump stations in areas that will best serve the most people. There was a discussion about the South Brandywine Middle School being tied in with

bringing public sewer to the Eurcildon area. Ed Porter asked if the school should be included in the Act 537 Plan.

Wilson Lambert spoke about a potential tax option to pay for the installation of public sewer. Wilson Lambert stated some residents feel they shouldn't have to pay a tax for other residents to have public sewer installed. There was a discussion about infrastructure and the option for the Township to run an authority for sewage. Jim Kelly discussed the infrastructure of several other local municipalities. Gerry DeBalko discussed the Scott Farm Development in regard to Valley Township.

Ed Porter suggested the Township reach out to the residents living in Phase 1 (Eurcildon and Doe Run Farms) to determine how they feel about public sewer. Having Eurcildon as the first phase was discussed. Including the South Brandywine Middle School in Phase 1 was discussed. Gerry DeBalko stated the middle school would be eligible for the bona-fide fee and the costs would be lowered by the school being involved. David Porter said he will contact the Coatesville Area School District to discuss the school getting involved.

Wilson Lambert stated the Township needs a sewage management plan by the end of the year. David Porter stated the septage management program minimum requirements are identified by the DEP. David Porter discussed the benefits and various levels of a septage management plan.

The Board discussed surveying residents in the Eurcildon and Doe Run Farms area for interest in public sewer versus scheduling a public meeting with those residents. The Board discussed the timeline of approving an Act 537 Plan. David Porter spoke about the required procedures. The Board discussed needing to plan out how to fund the Act 537 Plan. The Board decided to schedule a meeting for effected residents at the South Brandywine Middle School. Postcards regarding the public meeting will be mailed out to effected residents.

There was also a discussion about possibly offering public water to residents as well. Gerry DeBalko and Dennis Crook briefly discussed grant options for residents. Pani Martin spoke about financing options for residents through public assistance.

B. TREASURER

1) Positive Pay – Fulton Bank.

Pani Martin asked the Board if they wish to participate in Fulton Bank's Positive Pay program which is a program designed to prevent bank fraud. Ed Porter asked if there has been any bank fraud in the past. Pani Martin stated no fraud has ever been detected. Pani Martin stated she ordered checks with shield protection on them which will provide some fraud prevention. The Board decided not to enroll in the Positive Pay Program at this time.

2) Editorial & Legal Analysis.

Pani Martin stated she contacted additional companies for quotes on the editorial and legal analysis of the Township Code. She reported that American Legal Publishing Corporation and General Code provided estimates. Ms. Martin stated the third company she reached out to would not provide legal and editorial analysis if they did not do the codification so she did not get a quote from that company. American Legal Publishing Corporation's estimate is half the cost of General Code. She stated both estimates did not include the cost of actually changing the Ordinances upon completion of the review. Pani Martin explained the general process for the editorial and legal review. The Board discussed the problems with the Township Code such as inconsistencies. The Board requested a representative from one of the companies that provided estimates present the editorial and legal review process to the Board. Dennis Crook, Planning Commission Chairman, discussed the problems with the Code he has observed. Pani Martin stated doing the analysis is one part of the process and then the Board will have to decide what to do with the review results.

3) Road Analysis.

Pani Martin stated she reached out to PennDOT and they sent a map and list of roads listed in Liquid Fuels. She used this list of roads to do a road analysis. She said we keep pushing road work back each year. She asked if the Board wanted to be part of Tag Gathercole's road analysis. Tag Gathercole stated he can go out and inspect the roads and assess each road on a level of 1-5 need level. Wilson Lambert will ride with Tag Gathercole to view the roads and their conditions. The PennDOT road list includes road mileage for each road in the Township.

4) TR-2 – 2005 Holland Tractor – Fire / Vehicle Equipment Cost Analysis.

Pani Martin stated the Township's TR-2 2005 Holland tractor went up in flames in the East Fallowfield Park on May 22, 2017. The Tiger side-mower was not listed on the Township's Schedule of Equipment. That piece of equipment was not specifically insured, however, there is a form of insurance coverage to make an insurance claim on it. Ms. Martin stated that she met with Longley Insurance and they worked on a strategy to get the most out of this insurance claim. Ms. Martin also stated they have identified the need for a future process for insuring all equipment. She has not added the Tiger side-mower to the schedule of equipment because they aren't sure if it's a true loss yet. Tag Gathercole presented a brief synopsis of the mechanical history of the tractor. Ed Porter discussed the job description of the Senior Mechanic. Ms. Martin stated they are still waiting on the insurance claim money. Steve Herzog suggested doing a yearly analysis of Township equipment as part of the annual budget process and assess the equipment needs. Pani Martin discussed a needs analysis she did in 2015 and she stated what equipment has been replaced. She said roads have since taken a priority.

5) Park Day Update.

Pani Martin reported on the status of this year's Park Day. She stated she put together the save the date flyer, solidified the pony lady and zip line for Park Day and she sent out a bunch of donation/sponsor request letters. Ms. Martin stated she also put together an analysis of last years' Park Day financial data. There is money left over from last year's Park Day event. She reported there is \$2,400 in donations collected so far for this year.

C. PUBLIC WORKS

1) 2017 Road Paving Project.

Steve Herzog asked if this paving project would be going through PennBid. Pani Martin stated yes PennBid will be used. The Board reviewed a cost estimate submitted by Chris Della Penna. Steve Herzog stated the bulk of the work will be on Glenrose Drive.

MOTION: Steve Herzog moved that the Township advertise notice of bids for the 2017 road project for the following roads: Glenrose Road from Park Avenue to Allegheny Drive, four areas on Timacula Road, Molineux Road entrance near Doe Run Church Road, and Juniata Drive between Allegheny Drive and Edward Drive. Ed Porter seconded.

VOTE: 5-0

2) Manchester Farms Dedication.

There was a discussion bout Manchester Farms not being dedicated. At the previous Board meeting, there was a question regarding what areas on the map were being dedicated. Specifically the right-of-way on Misty Patch Road was questioned Ed Porter stated that Eric Schrock reported back to Mike Crotty that there is a stormwater pipe in the area in question and the Township is taking over for dedication for the utility access. There is no access road on Misty Patch Road.

3) Part-time Grass Cutters.

Steve Herzog asked Tag Gathercole if the new part-time grass cutters are working out. Tag Gathercole stated they are working out well. He has been training them on how to use some of the equipment. Steve Herzog asked Tag Gathercole if he is using all three grass cutters. Tag Gathercole replied that he has been using all three employees. They all work varying hours each week. Tag Gathercole said the new grass cutters are freeing up the Road Crew to work on other needed tasks.

4) Lines in East Fallowfield Park Parking Lot.

Tag Gathercole stated he wants to get the East Fallowfield Park parking lot coated and restriped. He reported he has a quote for \$3,300 to spray and line the parking lot. Tag Gathercole will get more quotes to present to the Board.

D. NEW BUSINESS

1) Thank You Card to Commend Road Crew.

Pani Martin read a thank you card out loud which was mailed to Tag Gathercole and the Road Crew for their outstanding services in the Township. The Board requested a copy of the card be posted on the website.

3. ADJOURNMENT

MOTION: Steve Herzog made a motion to adjourn the Board of Supervisors meeting at 9:29 pm. Ed Porter seconded. VOTE: 5-0

Respectfully Submitted,

Lisa Valaitis,
Township Secretary