



# EAST FALLOWFIELD TOWNSHIP



## Board of Supervisors Meeting Agenda October 24, 2017 at 6:30 PM

1. Call to order, silent meditation and pledge of allegiance.
2. There was an executive session held on October 18<sup>th</sup> regarding personnel issues.
3. APPROVAL OF MINUTES
  - a. Resubmission of September 12, 2017 Board of Supervisors Workshop Meeting Minutes.

MOTION: I make a motion to approve the September 12, 2017 Board of Supervisors Workshop meeting minutes as presented.
  - b. Resubmission of September 12, 2017 Board of Supervisors Budget Meeting Minutes.

MOTION: I make a motion to approve the September 12, 2017 Board of Supervisors budget meeting minutes as presented.
  - c. September 26, 2017 Board of Supervisors Meeting Minutes.

MOTION: I make a motion to approve the September 26, 2017 Board of Supervisors meeting minutes as presented.
  - d. October 10, 2017 Board of Supervisors Workshop Meeting Minutes.

MOTION: I make a motion to approve the October 10, 2017 Board of Supervisors Workshop meeting minutes as presented.
  - e. October 10, 2017 Board of Supervisors Budget Meeting Minutes.

MOTION: I make a motion to approve the October 10, 2017 Board of Supervisors budget meeting minutes as presented.
4. PRESENTATIONS
  - a. Ms. Muriel Kennedy – Downingtown Senior Center – Presentation.
  - b. Jamar Kelly – DCED – Presentation on Strategic Financial Planning.
5. FIRE DEPARTMENTS & DEPARTMENT OF EMERGENCY SERVICES
  - a. September Westwood Fire Company Fire Chief's Report submitted for Board and resident review.
  - b. September Westwood Fire Company EMS Report submitted for Board and resident review.
  - c. September Modena Fire Company Fire Chief's Report submitted for Board and resident review.
  - d. September Modena Fire Company Fire Chief's Report – East Fallowfield Calls Only submitted for Board and resident review.
  - e. September Modena Fire Company EMS Report submitted for Board and resident review.



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### 6. TREASURER'S REPORT

- a. September 30, 2017 Treasurer's Report.

MOTION: I make a motion to approve the September 30, 2017 Treasurer's Report as presented.

- b. Payment Authorizations.

MOTION: I make a motion to approve the Payment Authorizations as presented for the period of September 27, 2017 through October 24, 2017 in the total amount of \$\_\_\_\_\_ as presented.

- c. Scantek Proposal for Property Folder Digitization.

MOTION: I make a motion to approve the Scantek Information Solutions proposal for scanning, indexing and uploading to Alchemy Document Management Database on external hard drives the PROPERTY FILES estimated to be around 192,000 pages. The estimated price of the project is \$16,116.40. The cost is based on actual files scanned and not estimates. This price includes the promotion which waives the initial software cost of \$2,500, the 1st year of support for free and includes the 2 portable hard drives.

- d. Property Tax Collection Service Agreement - Amendment #1.

MOTION: I motion to approve the chairman signing the County of Chester's Property Tax Collection Services Agreement - Amendment # 1 increasing the cost of original invoices being mailed from \$1.65 to \$1.75.

- e. Park Day Follow-up.

- f. New Business/Updates.

### 7. LEGAL

- a. Wright Ag Security Area Application.

MOTION: I move that the Township advertise a public hearing on the Wright ASA application, to be held at 6:30 p.m., on December 19, 2017.

- b. Bawa Fellowship Land Development Application.

MOTION: I move that the Township accept the MPC review period extension for the Bawa Fellowship land development project, extending the review period until January 20, 2018.

- c. Planning Commission - Update on Planning Commission Workshop/Ordinance Review.

- d. Township Manager Search.

MOTION: I move that the Township approve the contract for professional services in the form as presented, between the Township and the Lafayette College Meyner Center for the Study of State and Local Government, at a rate of \$85.00 per hour with the overall cost not to exceed \$6,000.



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- e. Personnel – Officer Rappold Promotion.

MOTION: I move that the Township amend the motion to promote part-time Police Officer Rappold to the position of full-time police officer, such that his approved rate of pay is \$30.08 per hour, per the CBA.

### 8. PLANNING COMMISSION

- a. Planning Commission Report – Dennis Crook.
- b. Vision Partnership Program Grant Application for Township Official Map Award - Update.
- c. Approval of Ray Ott's Township Official Map Proposal.

MOTION: I make a motion for the Township to accept Ray Ott's township official map proposal for a cost not to exceed \$5,400.

- d. Approval of Master Planner Course – Zoning Administration.

MOTION: I make a motion to approve the Planning Commission spending up to \$2,275 to host the Master Planner Series Course: Zoning Administration.

### 9. POLICE DEPARTMENT

- a. September Police report submitted for Board and resident review.

### 10. PUBLIC WORKS DEPARTMENT

- a. September Road Department monthly reports submitted for Board and resident review.
- b. Providence Hill Roads - Thank you letter from resident submitted.

### 11. PARK & RECREATION COMMITTEE

- a. No Report. Committee has 5 vacancies.

### 12. HISTORICAL COMMISSION

- a. October 4, 2017 Historical Commission meeting minutes submitted for Board and resident review.

### 13. NEW BUSINESS

### 14. PUBLIC PARTICIPATION - 20 minutes

### 15. ADJOURNMENT

16. The agenda is finalized the Monday before the regular meeting. However, changes may occur to the agenda up until the Board of Supervisors meeting.

Once a time limit has expired for a particular area, it is up to the Board to:

- i. Continue the discussion for X amount of minutes.
- ii. Table the discussion until the next meeting.
- iii. End the discussion.