

**EAST FALLOWFIELD TOWNSHIP**  
BOARD OF SUPERVISORS WORKSHOP MEETING  
October 10, 2017 Approved minutes  
6:30 PM

**Members Present**

Steve Herzog, 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 6:30 pm.

2. DISCUSSION

A. Scantek Information Solutions – Demonstration by Tony Hornicek.

Pani Martin stated she asked Tony Hornicek from Scantek Information Solutions to speak to the Board about the document scanning project that has previously been discussed. She recapped the history of the proposed scanning project for which discussions date back to 2015. Ms. Martin stated this project would be paid for out of the \$30,000 that was put aside for this project when the Board motioned to transfer \$30,000 from the General Fund to the Capital Projects Fund at the end of 2016.

Mr. Hornicek presented an overview of Scantek Information Solutions as well a high-level proposal to have the Township's property records scanned and retained. He stated that the property files are permanent records and represent 40% of the Township's records. The property file records are in the 16 cabinets in the file room. This project does not involve the older records in the attic. The proposal includes scanning and indexing as well as an affordable document management software for search, retrieval, and distribution of records. Search capability is by tax parcel number and street address. He also presented the benefits of digital conversion which are: improves efficiency, offers disaster recovery/ business continuity plan, improves security through controlled document access, and promotes sharing of data.

Mr. Hornicek discussed the volume estimates and how they calculated an estimate of 192,000 pages to be scanned. Security measures, transportation, and boxing options offered were also presented. He presented scanning and indexing pricing and Alchemy DMS pricing. He stated he will waive up to \$3,500 in initial startup fees if the Township signs the agreement by October 31, 2017.

Steve Herzog asked how long the process takes. Mr. Hornicek stated the process was estimated to take two weeks. There was a discussion about the benefits of this project between Steve Herzog, Pani Martin and Lisa Valaitis. Dennis Crook asked how the large development plans would be handled. Mr. Hornicek explained the large plans can be viewed in a reduced format or printed at full size. Dennis Crook also stated this would be helpful in implementing the stormwater requirements.

B. TREASURER

1) 2018 Minimum Municipal Obligation (MMO) for the East Fallowfield Township – Police Pension Plan & Non-Uniform Pension Plan.

Pani Martin announced that the estimated pension plan amounts are \$83,417 for the police pension plan and \$21,065 for the non-uniform pension plan. Ms. Martin stated a lot of the funding for the

police pension plan comes from the state supplemental pension fund. The non-uniform pension funding comes strictly from the Township.

2) DCED – Updating Chart of Accounts / QuickBooks.

Pani Martin reported the DCED sent Jamar Kelly out to the Township office for three days last week. She believes the Township will not be billed for this service. They spent three days beginning the conversion of the Township chart of accounts to match the DCED chart of accounts. Pani Martin presented the new chart of accounts to the Board and explained the conversion process. Every single line item in the chart of accounts had to be matched to a DCED account. Some accounts match up well and some don't. Ms. Martin stated after consulting with the DCED and the Township Auditor, they determined the most accurate method of conversion was to open a brand-new company in QuickBooks and close the old company out. She explained to the Board why this approach was advised. The old records in QuickBooks will still be accessible. Ms. Martin stated she will still need to convert more Township accounts to DCED accounts.

3) Payroll Company Switch – Effective Start of 4<sup>th</sup> Quarter.

Pani Martin reported the payroll company switch was successful. The effective start date will start the beginning of the fourth quarter so Paylocity will complete the third quarter and to have clean filings for the state and federal government. Ms. Martin stated she likes both the new program and time clock much better.

4) Budget Update.

Pani Martin presented a brief budget update. She stated the 2018 budget is still a work in progress. The Township is facing a \$355,000 rough deficit in the budget for next year. The Board is discussing possible means and ways to solve the deficit without creating a negative impact on services but also being mindful of taxes. The next budget meeting will be Tuesday, October 24, 2017 at 5:30 pm.

5) Park Day – Saturday, October 14<sup>th</sup> – 10 am to 4 pm.

Pani Martin reminded the Board and residents that East Fallowfield Township's Park Day is this Saturday, October 14, 2017 from 10:00 am to 4:00 pm. The office is very excited!

C. NEW BUSINESS

1) Randstad.

Pani Martin reported she reached out to Randstad and she was able to get Randstad to drop their hourly rate to \$25.00 for the temporary administrative assistant.

3. ADJOURNMENT

MOTION: Steve Herzog made a motion to adjourn the Board of Supervisors meeting at 7:02 pm. Carol Kulp seconded. VOTE: 4-0

Respectfully Submitted,

Lisa Valaitis,  
Township Secretary