

EAST FALLOWFIELD TOWNSHIP
BOARD OF SUPERVISORS REORGANIZATIONAL MEETING
January 2, 2018 Approved minutes
6:00 PM

Members Present

Steve Herzog, Chairman
Wilson Lambert, Vice Chair
Joe Heffern, Member
Kat DiRado, 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.

Solicitor Crotty called the meeting to order at 6:00 pm.

2. Swearing of Township Supervisors: Kat DiRado, Joe Heffern, and Wilson T. Lambert, Jr.

Judge Nancy Gill swore in Kat DiRado, Joe Heffern, and Wilson T. Lambert, Jr. as new Township Supervisors of East Fallowfield Township.

3. DISCUSSION

A. Election of Temporary Chairman to Start the Meeting

Solicitor Crotty took nominations for the election of a Temporary Chairman for the Reorganizational meeting.

MOTION: Wilson Lambert made a motion to appoint Steve Herzog as the Temporary Chairman to start the January 2, 2018 Reorganizational meeting. Joe Heffern seconded.

VOTE: 4-0

B. Election of Chairman

MOTION: Wilson Lambert made a motion to appoint Steve Herzog as the 2018 Board of Supervisors Chairman. Joe Heffern seconded.

VOTE: 4-0

C. Election of Vice Chairman

MOTION: Steve Herzog made a motion to appoint Wilson Lambert as the 2018 Board of Supervisors Vice Chairman. Kat DiRado seconded.

VOTE: 4-0

D. Appointment of Township Solicitor

MOTION: Steve Herzog made a motion to appoint the firm of Siana, Bellwoar & McAndrew, LLP, for the 2018 year at the rate of \$195.00 per hour for general municipal legal services. Joe Heffern seconded.

QUESTIONS AND COMMENTS:

- 1) Sharon Scott asked what other townships Siana, Bellwoar & McAndrew, LLP represents. Solicitor Crotty listed all the townships his company represents – East Fallowfield Township, West Fallowfield Township, Wallace Township, and Warwick Township. He stated other attorneys within the company represent additional municipalities. Mrs. Scott also asked Solicitor Crotty if his firm represented Caln Township. Solicitor Crotty stated his firm does not represent Caln Township.

VOTE: 4-0

E. Legal

1) Bronson Subdivision and Land Development Application

Solicitor Crotty reminded the Board of Supervisors that they approved the release of the Bronson plans and submission of the Sewage Facilities Planning Module to DEP at their previous meeting. Solicitor Crotty explained the Bronson application's DEP public comment period had not expired as of the last meeting when this resolution was approved. The Bronson's engineer requested that the resolution be reaffirmed with an approval date after the public comment period had expired.

MOTION: Steve Herzog moved that the Township re-affirm its approval of Resolution No. 2017-14, approving the Sewage Facilities Planning Module for the Bronson project. Wilson Lambert seconded.

VOTE: 4-0

F. Township Secretary and Township Right to Know Officer

MOTION: Steve Herzog made a motion to appoint Lisa Valaitis as Township Secretary and Township Right to Know Officer, at \$18.00 per hour. Wilson Lambert seconded.

VOTE: 4-0

G. Township Treasurer

MOTION: Steve Herzog made a motion to appoint Frangipani Martin as Township Treasurer and Township Office Manager, at a salary of \$54,640.79 per year. Wilson Lambert seconded.

QUESTIONS AND COMMENTS:

- 1) Sharon Scott asked what Ms. Martin's salary was last year. Ms. Martin stated her salary last year was in the \$52,000-\$53,000 range. Steve Herzog stated Ms. Martin's salary is being increased by 3%.

VOTE: 4-0

H. Administrative Assistant

MOTION: Steve Herzog made a motion to appoint Katherine Archibald as the part-time Administrative Assistant, at \$16.39 per hour. Wilson Lambert seconded.

QUESTIONS AND COMMENTS:

- 1) Sharon Scott asked if the administrative assistant would be able to do meeting minutes if the secretary isn't available. Steve Herzog stated it is not in the administrative assistant's job description. Steve Herzog stated only the township secretary does meeting minutes.

VOTE: 4-0

I. Approval of December 2, 2017 Board of Supervisors Meeting Minutes

MOTION: Steve Herzog made a motion to approve the December 2, 2017 Board of Supervisors meeting minutes as presented. Wilson Lambert seconded.

QUESTIONS AND COMMENTS:

- 1) Steve Herzog asked Solicitor Crotty if the approval of the December 2, 2017 meeting minutes needed to wait until Carol Kulp was present. Solicitor Crotty stated that both Joe Heffern and Kat DiRado were present at this meeting and could review the minutes for accuracy and vote on the motion.

VOTE: 4-0

J. Approval of December 26, 2017 Board of Supervisors Meeting Minutes

MOTION: Steve Herzog made a motion to approve the December 26, 2017 Board of Supervisors meeting minutes as presented. Wilson Lambert seconded.

VOTE: 4-0

K. Established Monthly Meeting Times and Dates

MOTION: Steve Herzog made a motion to approve the Board of Supervisor's meetings at 6:30 PM on the 2nd and 4th Tuesday of the month, the Park and Recreation Commission meetings at 6:30 PM on the 1st and 3rd Tuesday of the month, the Planning Commission meetings at 6:30 PM on the 1st and 3rd Monday of the month, and the Historical Commission meetings at 6:30 PM on the 1st and 3rd Wednesday of the month. Wilson Lambert seconded.

VOTE: 4-0

L. 2018 Trash/Recycling Payment Information Sheet

Ms. Martin stated this sheet is informational and no formal approval is needed. The trash fee is the same for 2018 at \$210 annually (\$52.50 quarterly). The bills will be sent out late in January.

M. Public Works Department

MOTION: Steve Herzog made a motion to appoint the following Public Works employees as presented. Wilson Lambert seconded.

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Public Works Superintendent
Assistant Public Works Superintendent
Other Public Works Assistant
Other Public Works Assistant
Other Public Works Assistant and Mechanic

Barry "Tag" Gathercole – \$32.59/hr.
Tim Gathercole – \$28.31/hr.
Greg Leonard – \$24.23/hr.
Justin Gathercole – \$24.09/hr.
John Weaver – \$24.09/hr.

VOTE: 4-0

N. "As Needed" Snow Plowers

MOTION: Steve Herzog made a motion to appoint the following "as needed" snow plowers as presented. Joe Heffern seconded.

Snow Plower
Snow Plower
Snow Plower
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Snow Plower

Dan Mowery – \$18.00/hr.
Joe Gathercole - \$15.00/hr.
Alfred Perine - \$15.00/hr.
John Scott - \$15.00/hr.
Jim Reagan – \$15.00/hr.
Anthony Sirna – \$15.00/hr.
Frank Dowlin - \$18.00/hr.
Eddie Simpson - \$18.00/hr.
Jim Sisk - \$15.00/hr.
Chris Corle - \$18.00/hr.
Tim Peters - \$15.00/hr.
Andrae Reason - \$15.00/hr.
Lucas Witte - \$15.00/hr.

QUESTIONS AND COMMENTS:

- 1) Tag Gathercole stated the part-time snow plower rate has been set at \$15.00 per hour for years. It's getting tough to get snow plowers with CDL licenses come out to plow. Mr. Gathercole said he'd like to see the rates raised a few dollars for at least the CDL licensed snow plowers. Those with CDL licenses are valuable. Tag Gathercole discussed his procedures for staffing snow plowers before a storm.

Steve Herzog rescinded the first motion.

MOTION #2: Steve Herzog made a motion to appoint the following "as needed" snow plowers as presented, with those with a CDL paid at \$18.00 per hour and the rest being at \$15.00 per hour. Joe Heffern seconded.

VOTE: 4-0

O. Emergency Services

MOTION: Steve Herzog made a motion to appoint the following Emergency Service employees as presented. Wilson Lambert seconded.

Fire Marshal, Asst. Emergency Management Coordinator – Jim Reagan – \$172.21/qtr. and \$22.00/hr.

Asst. Fire Marshal, Emergency Management Coordinator – Anthony Sirna –172.21/qtr. and \$22.00/hr.

VOTE: 4-0

P. Police Department

MOTION: Steve Herzog made a motion to appoint the following police officers as presented. Wilson Lambert seconded.

Chief of Police	Christopher Porter – \$93,967.81/year
Sergeant/Full-Time Police Officer	Brian Simmons – \$41.23/hr.
Full-Time Police Officer	Kevin Simmons – \$38.73/hr.
Full-Time Police Officer	Richard McAllister – \$38.73/hr.
Full-Time Police Officer	Gina Malarick – \$38.73/hr.
Full-Time Police Officer	Francis J. O'Donnell – \$38.73/hr.
Full-Time Police Officer	John Rappold – \$30.98/hr.
Part-Time Police Officer	Joseph O'Keefe – \$25.50/hr.
Part-Time Police Officer	David Wakeley – \$25.50/hr.
Part-Time Police Officer	Chris Connelly – \$25.50/hr.
Part-Time Police Officer	John Hewczuk – \$20.00/hr.

QUESTIONS AND COMMENTS:

- 1) Sharon Scott asked to confirm that the Police Department previously had an investigator on staff. Steve Herzog stated the Police Department did have a detective but does not currently have a detective/investigator in the department.

VOTE: 4-0

Q. Police Secretary and Police Right to Know Officer

MOTION: Steve Herzog made a motion to appoint Nancy Baker as the part-time Police Administrative Assistant and part-time Police Right to Know Officer, at \$19.18 per hour. Joe Heffern seconded.

QUESTIONS AND COMMENTS:

- 1) Sharon Scott asked if Nancy Baker's rate reflects an increase. Steve Herzog stated Ms. Baker's rate is being increased by 3%.

VOTE: 4-0

R. Building Inspector/Code Officer/Zoning Officer

MOTION: Steve Herzog made a motion to appoint Keystone Municipal Services, Inc. as the 2018 Township Building Inspection, Code Official, and Zoning Services. Wilson Lambert seconded.

QUESTIONS AND COMMENTS:

- 1) Sharon Scott asked if the Board has assured the Township that this organization is fully insured and record of this is on file with the Township. Steve Herzog replied yes.

VOTE: 4-0

S. Supervisor Liaison Appointments

MOTION: Steve Herzog made a motion to appoint the following Board liaisons as presented. Joe Heffern seconded.

Township Office – Steve Herzog
Police Department – Steve Herzog
Public Works Department – Wilson Lambert
Emergency Services and Fire Marshal – Kat DiRado
Planning Commission – Carol Kulp
Historical Commission – Joe Heffern
Park and Recreation – Joe Heffern

VOTE: 4-0

T. 2018 State Supervisor's Association Convention Voting Delegate

Steve Herzog presented a brief synopsis of the annual PSATS conference. Mr. Herzog tabled this decision until a future meeting.

U. WCC CoG – Western Chester County Council of Government – Select Primary & Secondary Delegates

MOTION: I make a motion to appoint Kat DiRado as the Primary Delegate and Steve Herzog as the Secondary Delegate of the WCC CoG. Wilson Lambert seconded.

VOTE: 4-0

V. Vacancy Board

Dennis Crook asked Solicitor Crotty if a person in this position can hold any other positions within the Township. Solicitor Crotty stated no, this position is not compatible with any other township position.

MOTION: Wilson Lambert made a motion to appoint Erwin Zeller as the East Fallowfield Township 2018 Vacancy Board member. Steve Herzog seconded.

VOTE: 3-1 (Steve Herzog, Wilson Lambert and Joe Heffern voted yea. Kat DiRado voted nae.)

W. Law Offices of John Carnes, Jr.

MOTION: Steve Herzog made a motion to appoint The Law Offices of John Carnes, Jr. as the 2018 Township Zoning Solicitor at the rate of \$135.00 per hour and \$100.00 for any services done for John Carnes. Wilson Lambert seconded.

QUESTIONS AND COMMENTS:

- 1) Sharon Scott asked Solicitor Crotty if solicitors file an annual statement of financial interest report. Mrs. Scott also asked if he would list all municipalities he represented on that form. Solicitor Crotty

stated he does. She asked if John Carnes would also be required to do this. Solicitor Crotty stated yes.

- 2) Siti Crook asked if the Zoning Hearing Board is supposed to select their own solicitor. Pani Martin stated she reached out to the Zoning Hearing Board about this per Wilson Lambert's request. The Zoning Hearing Board wants to continue using John Carnes as their solicitor.

VOTE: 4-0

X. Herbert E. MacCombie, Jr. P.E.

MOTION: Steve Herzog made a motion to appoint Herbert E. MacCombie, Jr. P.E. as the 2018 Township Sewer Consultant and approve their 2018 fee schedule as presented. Wilson Lambert seconded.

QUESTIONS AND COMMENTS:

- 1) Sharon Scott asked if the fee schedule is lengthy enough to not be available to the public. Ms. Martin supplied a copy of the fee schedule upon her request. Mrs. Scott also asked if any employees of Herbert E. MacCombie's office are on any Township commissions or boards. Lisa Valaitis stated no.

VOTE: 4-0

Y. Traffic Planning and Design ("TPD")

MOTION: Steve Herzog made a motion to appoint Traffic Planning and Design as the 2018 Township Traffic Consultants, and approve their 2018 fee schedule as presented. Wilson Lambert seconded.

VOTE: 4-0

Z. Township Engineer

MOTION: Steve Herzog made a motion to appoint Della Penna Engineering, Inc. as the 2018 Township Engineer, and approve the 2018 fee schedule as presented. Wilson Lambert seconded.

VOTE: 4-0

AA. Resolution 2018-01 Revised Fee Schedule

MOTION: Steve Herzog made a motion to approve Resolution 2018-01 approving the revisions to the Township Fee Schedule, Treasurer's Draft 12/29/17. Wilson Lambert seconded.

QUESTIONS AND COMMENTS:

- 1) Sharon Scott asked if the Resolution 2018-01 Fee Schedule will be posted on the website. Lisa Valaitis stated it will be posted on the website. Sharon Scott also asked what the cost of a conditional use hearing is. Pani Martin stated the cost is \$1,500. Mrs. Scott asked if the Township charges additional fees if there are multiple hearings or a continuance. Pani Martin explained how the fees work for both conditional use applications and Zoning Hearing Board applications as per Township Ordinance. Ms. Martin stated for Zoning Hearing Board applications, she is required to reimburse applicants for fees with the exception of legal and engineering costs.

- 2) Steve Herzog discussed the rates. Kat DiRado asked if a tiered rate could be implemented. Solicitor Crotty stated that could be done by distinguishing between commercial and residential. Steve Herzog stated this might be a project to be done this year. Solicitor Crotty stated this is governed by laws as well as the Township Ordinance. The Board agreed it would be useful for Solicitor Crotty to gather sample fee schedules from other municipalities.

VOTE: 4-0

BB. Agricultural Security Area Committee

- 1) Appointment of 2018 Chairman (Board of Supervisor Member)

MOTION: Steve Herzog made a motion to appoint Joe Heffern as the 2018 Chairman of the Agricultural Security Commission. Wilson Lambert seconded.

VOTE: 4-0

- 2) Appointment of Joe McCormick to the Agricultural Security Area Committee 2018-2019 term

MOTION: Steve Herzog made a motion to appoint Joe McCormick to a two-year term on the Agricultural Security Commission. Wilson Lambert seconded.

QUESTIONS AND COMMENTS:

- 1) Sharon Scott objected to the previous appointment of Clarence Rhoades III to the Agricultural Security Commission, stating he is not a farmer. Steve Herzog stated Mr. Rhoades had been appointed to the Agricultural Security Area Commission in a prior year.

VOTE: 4-0

Joe Heffern (Board of Supervisors) - Member Chairman - 2018

Joe McCormick – Resident - 2018 to 2019 (2 year term)

VACANT – Farmer - 2018 to 2020 (3 year term)

Clarence Rhoades III – Farmer - 2016 to 2019 (4 year term)

Arthur DeLeo – Farmer - 2017 to 2021 (5 year term)

CC. Zoning Hearing Board

- 1) Resolution to Appoint Ellis Weiss as a Zoning Hearing Board member for the term ending December 31, 2020.

MOTION: Steve Herzog make a motion to adopt Resolution 2018-02 appointing Ellis Weiss as a Zoning Hearing Board member for the term ending December 31, 2020. Wilson Lambert seconded.

VOTE: 4-0

Nelson Walter – Member 2016 to 2018
Kathleen Moffitt – Member 2017 to 2019
Ellis Weiss - Member 2018 to 2020

DD. Planning Commission

1) Appointment of John Schwab to the Planning Commission 2018-2021 Term

MOTION: Steve Herzog made a motion to appoint John Schwab to the Planning Commission 2018-2021 term. Wilson Lambert seconded.

VOTE: 4-0

2) Appointment of John Nielsen to the Planning Commission 2018-2021Term

MOTION: Steve Herzog made a motion to appoint John Nielsen to the Planning Commission 2018-2021 term. Wilson Lambert seconded.

VOTE: 4-0

3) Appointment of Wilson Lambert as Alternate to the Planning Commission for 2018

Wilson Lambert stated he would like to be appointed as an alternate member of the Planning Commission. Solicitor Crotty stated that a Board of Supervisor member is allowed to serve on the Planning Commission.

MOTION: Steve Herzog made a motion to appoint Wilson Lambert as an alternate to the Planning Commission for the year 2018. Kat DiRado seconded.

QUESTIONS AND COMMENTS:

- 1) Sharon Scott asked how this would work if Mr. Lambert votes on an issue at a Planning Commission meeting and also votes on the same issue at the Board of Supervisors meeting.
- 2) Wilson Lambert stated he is requesting to be an alternate. In case there is a Planning Commission member absent at a meeting, the MPC states that a Board of Supervisor member can serve on the Planning Commission.
- 3) Mike Crotty stated the MPC and Second Class Township Code allows Board of Supervisors members to hold a position on the Planning Commission. It is quite common because having a Board of Supervisor on the Planning Commission creates a bridge between the Board of Supervisors and the Planning Commission.
- 4) Dennis Crook stated the PC is an advisory committee. Having a Supervisor at Planning Commission meetings is very helpful. He said it was quite helpful during the comprehensive Plan. The Planning Commission is advisory only and the Board of Supervisors make decisions.

VOTE: 4-0

Dennis Crook – Member 2015 to 2018
Joe Perzan – Member 2015 to 2018
Stephanie Saxton – Member 2015 to 2018
Sue Monaghan – Member 2016 to 2019
Michael Domboski– Member 2016 to 2019
John Schwab – Member 2018 to 2021
John Nielsen– Member 2018 to 2021

EE. Park and Recreation Committee

Steve Herzog stated there are currently two Park and Recreation Committee members and five vacancies. There are no new people to appoint.

John Zwirzina - Member - 2015 to 2019
Kevin Walls - Member - 2015 to 2019
Vacant - Member - 2014 to 2018
Vacant - Member - 2016 to 2020
Vacant - Member - 2016 to 2020
Vacant - Member - 2017 to 2021
Vacant - Member - 2017 to 2021

FF. Historical Commission

Steve Herzog stated there are no terms expiring and there are no new people to appoint to the Historical Commission.

Lee Schlingman – Member - 2014 to 2018
Fred Bissinger – Member - 2014 to 2018
Joe McCormick – Member - 2015 to 2019
Connie McLaughlin – Member - 2015 to 2019
Sue Monaghan – Member - 2017 to 2021
Arthur DeLeo – Member - 2017 to 2021
Clarence Rhoades III – Member - 2017 to 2021
Rebecca Hunt – Member - 2017 to 2021
Chad Peterson – Member - 2017 to 2021

GG. Uniform Construction Code (UCC) Township Representative and Alternate

MOTION: Steve Herzog made a motion to appoint Joe McCormick as the Township Uniform Construction Code (UCC) representative. Wilson Lambert seconded.

QUESTIONS AND COMMENTS:

- 1) Mike Crotty explained that a zoning appeal goes to the Zoning Hearing Board. A code appeal goes before the Township Uniform Construction Code.

VOTE: 4-0

MOTION: Steve Herzog made a motion to appoint Clarence Rhoades III as the Township Uniform Construction Code (UCC) alternative representative. Wilson Lambert seconded.

VOTE: 3-1 (Wilson Lambert, Joe Heffern and Kat DiRado voted yea. Steve Herzog voted nae.)

HH. Elected Auditors

Sharon Scott – 2018 to 2019 (2 year un-expired term)
VACANT – 2018 to 2021 (4 year un-expired term)
VACANT – 2018 to 2023 (6 year term)

II. Tax Collector 4-year term 2014 to 2017

Steve Herzog announced the tax collector position is currently vacant. He stated this position is now overridden by the Chester County Treasurer's office that collects the municipal taxes.

VACANT – 2018 to 2021

JJ. Designated Banks

MOTION: Steve Herzog made a motion recognizing Fulton Bank as the Township designated bank. Wilson Lambert seconded.

VOTE: 4-0

KK. New Business

1) 96th Annual Educational Conference and Trade Show Supervisor Attendance

This will be discussed at a later date closer to the PSATS Conference.

LL. Public Participation

- 1) Siti Crook asked the Board to consider having the new Board members attend some of the training classes such as the Master Planner courses and the PSATS training.
- 2) Sharon Scott asked if any of the Supervisors are taking the PSATS Boot Camp and where is it. Joe Heffern stated he is taking this course in King of Prussia. He said there is a series of courses and he took the first in November. Mrs. Scott also recommended some literature for them to review such as The Center for Government Services. Solicitor Crotty stated these useful documents can be found on the website "newpa.com".
- 3) Wilson Lambert discussed the importance of police presence at Board of Supervisor meetings. Chief Porter agreed. Dennis Crook brought up the need for evacuation procedures.
- 4) Sharon Scott asked if the police could have the door to the meeting room open from 6-7 pm for the Elected Auditors meeting on Wednesday, January 3, 2018.

4. Adjournment

MOTION: Steve Herzog made a motion to adjourn the January 2, 2018 Reorganizational meeting at 7:03 pm. Wilson Lambert seconded.

VOTE: 4-0

Respectfully submitted,

Lisa Valaitis,
Township Secretary