

**EAST FALLOWFIELD TOWNSHIP**  
BOARD OF SUPERVISORS MEETING  
February 13, 2018 Approved minutes  
6:31 PM

**Members Present**

Steve Herzog, Chairman  
Wilson Lambert, Vice Chairman  
Carol Kulp, Member  
Joe Heffern, Member  
Kat DiRado, 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. General Code - ReCodification.

Pani Martin stated she wanted to bring up the subject of recodification again now that a near year has begun and the new Board is in place. Recodification is a process in which the Township Code would be reviewed for consistency within the code as well as with current laws and recommendations would be made to improve/update the code. This would be an overall review of the code versus looking at parts of the code in bits and pieces. Pani Martin reiterated the importance of going through this process with the recent situation that came before the Historic Commission as well as the ordinance inconsistencies the Planning Commission has been working on. Ms. Martin presented a new proposal from General Code to the Supervisors. Steve Herzog requested the Board members read General Code's proposal. He requested this subject be put back on a future agenda. Mr. Herzog stated General Code is the company that did the Township's most recent codification. Pani Martin discussed the history of the Township Codification, how that process worked and details about the ecode360 system which is General Code's online system on the website that allows code search ability.

B. 2017 Audit of All Funds.

Pani Martin presented the Board with an update on the current audit in progress. She reported Barbacane Thornton was at the Township last week Tuesday through Friday conducting their audit. The auditors will now take the review back to their office to go through multiple levels of review. Before March 31<sup>st</sup>, when the audited financial report is due to the state, the auditors will issue their management responsibilities letter and formal findings letter to the Board of Supervisors.

C. Fire & EMS Tax – Discussion on Distribution.

Pani Martin stated the Board passed an additional 1 mill tax to go to the fire companies and emergency management services of the East Fallowfield Township for 2018. She stated in the past, the Township had a \$100,000 annual allocation in the budget for the fire companies. These contributions were given to the fire companies on a quarterly basis. She asked the Board how they'd like to proceed with distribution

of the tax revenue to the fire companies. Steve Herzog said that he thought the idea was for the fire companies to use the tax money to build a savings fund for new vehicles. Mr. Herzog said he will verify this with Chief Sly at the February 27<sup>th</sup> Board of Supervisors meeting. Mr. Herzog said the Township will hold the money in an account until the fire companies need funds. Mr. Herzog also addressed the need to get more clarification on the allocation of funds between Westwood and Modena fire companies. Ms. Martin reported she is working with the auditors and Fulton Bank to set up a separate bank account for the fire tax funds. The legalities of this will be discussed with Solicitor Crotty. Carol Kulp asked Steve Herzog if the fire companies will still get the \$100,000 donation that the Township has been giving in past years. Steve Herzog said that will go away because it was replaced by the fire tax.

D. Fuel Allocations to EMS Vehicles.

There was a discussion about whether or not the ambulance gas donations were factored in to the fire tax amount. Steve Herzog stated Westwood was filling up the ambulance with diesel fuel at Valley Township at the end of the year and Valley will be billing East Fallowfield Township. Pani Martin said that Valley Township will soon be billing us for that ambulance gasoline usage. Mr. Herzog said he thought the EMS fuel contributions were factored into the fire tax. He will confirm with Chief Sly.

E. Trash Bid – Recycling Discussion.

Steve Herzog reported this is the last year of the current trash and recycling contract and the Township will have to go through the formal bidding process for a new contract. The Board will need to discuss and decide what services and time frame is desirable for the next contract. Joe Heffern said that a lot of residents have approached him saying they would like weekly recycling pick-up. Steve Herzog said the Township should get one bid package with the current service, one with weekly recycling, and contract bids for one-year, two-years and three-years of service. Mr. Herzog said they need to start putting together a timeline and have Solicitor Crotty involved in this process. Ms. Martin said she wanted to bring this up to put it on the Supervisor's radar. Dennis Crook asked if anyone tracked the savings/costs for recycling. Initially the Township saved \$100,000. Pani Martin reported the Township is currently being billed \$300-\$400 per month for recycling as opposed to getting a credit like they used to get. Steve Herzog said the Township receives approximately \$3,500 at year end for recycling credits which helps cover the costs. This is based on tonnage. Ms. Martin also discussed a possible option of offering multiple recycling totes to residents. She said Republic Services no longer gives the Township recycling totes to pass on to residents.

F. Tractor Search.

Ms. Martin reported the Township is still trying to replace the TL90 tractor that was lost in the tractor fire last summer. After putting money aside for the Alamo piece of equipment, there is only \$10,000 left to go towards the cost of a tractor. The bigger issue is finding a comparable tractor. Tag Gathercole hasn't been able to find a used tractor for under \$30,000. It was only insured for \$10,000 and the insurance company would only have given us \$16,000. Pani Martin stated the other problem is the cost falls in the threshold where it will need to be put out to bid. She said she consulted with Solicitor Crotty and the only way to avoid the formal bid is to purchase from Costars or from another level of government. Costars is primarily for new equipment. Tag Gathercole is looking for a tractor that won't require that the Township go through the formal bid process.

G. Weed Control Program for 2018 – Weeds, Inc.

The Board tabled this discussion until the February 27, 2018 Board of Supervisors meeting so Tag Gathercole can be present for the discussion and to answer questions. Steve Herzog explained that the Weeds, Inc. contract is for cleaning up the overgrowth along guard rails and the sides of roads around the Township as well as the vegetation around the tree tubes in the park. Mr. Herzog also requested Mr. Gathercole provide the list of ingredients as done in prior years.

## H. Disposition of Records.

MOTION: Steve Herzog made a motion to approve Resolution 2018-06 approving the destruction of accounting files per the provided list per the PA Municipal Records Manual Retention Schedule. Carol Kulp seconded.

### QUESTIONS AND COMMENTS:

1. Sharon Scott asked for more specific detail on what financial records were being destroyed and how far back that information goes. Pani Martin explained that the record retention requirements for financial records is seven years. All financial records being disposed of are from 2010 and prior. The records are comprised of bank deposits, bank statements, trash certifications, trash payments, balance sheets, payroll, timesheets and quarterly statements. Ms. Martin stated that any records related to escrow, engineering and legal have been excluded from destruction and have been pulled aside to preserve. Sharon Scott stated she was concerned with records regarding the past fee in-lieu-of payments. Mrs. Scott asked if the escrow records are audited. Pani Martin said escrow records are audited.

VOTE: 5-0

## I. NEW BUSINESS


- 1) Electronic Sign - Kat DiRado suggested an electronic sign to replace the sign in front of the Township building. Ms. DiRado stated residents find the current sign difficult to read and it's not an easy way to communicate. Mr. Herzog stated the Township's current ordinance does not allow electronic signs. Mr. Lambert stated an electronic sign would be an avenue to communicate to residents especially since the Township is no longer doing a newsletter. Wilson Lambert suggested Dennis Crook take this topic of discussion back to the Planning Commission. There was a brief discussion about communicating by email to residents. Ms. Martin said email blasts will not reach everyone. Wilson Lambert also discussed resuming the Township newsletter.
- 2) Revenue Generation – Kat DiRado said she'd like to discuss additional means for the Township to generate revenue. Mr. Herzog said that the Comprehensive Plan contains recommendations for generating additional revenue. Dennis Crook discussed the revenue generating items in the Comprehensive Plan. Wilson Lambert spoke in favor of rental property income such as annual rental fees and rental property inspection fees. Use and Occupancy requirements for resale properties was also discussed. In order to do this, the Township needs to adopt a property maintenance code. Mr. Herzog also suggested reviewing the fee schedule for reasonableness by comparing to other municipalities and analyzing the costs. Grants were also discussed as a means of generating revenue.
- 3) Master Planner Course – Dennis Crook reported he'd like to setup another Master Planner series and asked about the process for doing this. Mr. Crook asked if the Board was in favor of renting the training center. Steve Herzog said he is in favor of renting the training center if possible. A motion will need to be made for the appropriate cost of this. Mr. Crook asked the Board if they would like to do the SALDO course. Dennis Crook also said he is also looking into a new course called "Train the Trainer".
- 4) Weaver Zoning Hearing Board Hearing.

The Zoning Hearing Board has a hearing scheduled for Tuesday, February 20, 2018 at 6:00 pm to consider/discuss the Weaver Mulch application.

3. ADJOURNMENT

MOTION: Steve Herzog made a motion to adjourn the Board of Supervisors meeting at 7:23 pm. Carol Kulp seconded. VOTE: 5-0

Respectfully Submitted,



Lisa Valaitis,  
Township Secretary