

**EAST FALLOWFIELD TOWNSHIP**  
BOARD OF SUPERVISORS MEETING  
March 13, 2018 Approved minutes  
6:30 PM

**Members Present**

Steve Herzog, Chairman  
Wilson Lambert, Vice Chairman  
Carol Kulp, Member  
Joe Heffern, 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. COSTARS Salt Request 2018-2019.

MOTION: Steve Herzog made a motion to approve the signing of the 2018-2019 salt request/contract for 500 +/- tons of road salt. Carol Kulp seconded.

QUESTIONS AND COMMENTS:

- 1) Sharon Scott asked what the COSTARS bid was. Pani Martin stated the bid was for \$60.65 per ton. Mrs. Scott asked if this was the lowest bid. Steve Herzog stated that this was the only proposal because the formal bid process is not required with COSTARS.

VOTE: 4-0

B. 2018 PSATS Conference – Voting Delegate.

MOTION: Steve Herzog made a motion to appoint Wilson Lambert as the 2018 State Supervisor's Association Convention Voting Delegate. Carol Kulp seconded.

VOTE: 4-0

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

The Board tabled this discussion until the next Board meeting when Tag Gathercole can be present to discuss the contract options and needs of the Township.

D. Township Newsletter - Hometown Press.

Pani Martin reported she reached back out to Hometown Press about doing a township newsletter. Hometown Press did our 2016 newsletter. There is no cost to the Township for putting the newsletter

together because they cover the cost with advertising sponsorship. Pani Martin said Hometown Press feels they are able to get enough sponsors to support the cost of a newsletter. The Township will still be responsible for the postage costs. Hometown Press requested the Township commit to doing two newsletters this year. There was a discussion about which two months to do newsletters and what content could be included in each newsletter. Carol Kulp asked what the postage cost was for one newsletter. Pani Martin said it would be about \$0.70 per newsletter. Steve Herzog estimated the total postage cost to be approximately \$1,000 per newsletter publication. He asked what was budgeted. Ms. Martin said she thinks there is \$2,000 budgeted for newsletters. The Board was in favor of doing the newsletters in May and September this year.

MOTION: Steve Herzog made a motion to approve Hometown Press as our exclusive newsletter publisher for two issues for 2018. Carol Kulp seconded.

QUESTIONS AND COMMENTS:

- 1) Sharon Scott asked how the previous newsletter was distributed. Pani Martin stated it was mailed. Sharon Scott commented on an error in the previous newsletter on page 2. Mrs. Scott also stated on page 7 of the previous newsletter, there is a full-page article entitled, "Urban Watershed Forestry," which talks about a link between watershed forest cover and stream health. Mrs. Scott also spoke about her concerns about the weed control program. She stated she is concerned about keeping the streams clean. She is opposed to the weed program and spraying pesticides which will end up in the streams. Mrs. Scott commented that she liked the last newsletter and especially liked the 2017 budget and finance section.

VOTE: 4-0

E. Resolution for Disposition of Records.

Steve Herzog reported the disposition of records resolution is not ready at this time. Pani Martin explained that they have gone through and identified straightforward records such as financial records that are seven years or older and can be disposed of. We are now at the point where the storage boxes left have miscellaneous documents in them that take more time to review.

F. General Code – Recodification – Discussion.

Pani Martin discussed the fact that some of the Township Code is outdated. She said the Planning Commission is looking at specific ordinances that need to be addressed but an overall review of the Code would be valuable. Ms. Martin said that issues come up where definitions are not clear and it becomes a question of interpretation. Dennis Crook (Planning Commission Chairman) stated that the legal review is probably needed the most. He discussed the stormwater ordinance and duplication among the stormwater ordinances. Mr. Crook also spoke to the Board about the need for some type of property maintenance code. Joe Heffern asked if there is a specific timeline requirement for this process. Steve Herzog stated there is no timeline or legal requirement to have it done. Steve Herzog said this process would be a collaborative effort. Carol Kulp stated that General Code's proposed cost is \$12,809.

G. Dam on the Buck Run – Municipal Land Use Letter.

Pani Martin said the purpose of this topic is a request for help. Ms. Martin explained that the property owners of the dam on the Buck Run are submitting an application to DEP for improvements to be made to the existing dam. As part of the DEP application, the Township is required to complete a Municipal Land Use Letter. The dam on the Buck Run is a piece of property on Beaver Dam Road in Highland Township. The Brandywine Creek is technically East Fallowfield Township's even though the property the dam is associated with is in Highland Township. Therefore, the Municipal Land Use Letter still needs to be completed by our Township. The dam's Municipal Land Use Letter does not fall under the domain of the Solicitor, Township Engineer, or Zoning Official. Ms. Martin spoke about the details of the dam project improvements. Pani Martin stated there is nothing in our Township Code that sets forth regulations for dams. Ms. Martin said in completing the form, she needs help answering two questions. (1) Does the

proposed project meet the provisions of the zoning ordinance? (2) Does the proposed project have zoning approval? Steve Herzog asked Pani Martin to consult Solicitor Crotty for further advice. Ms. Martin said she will bring this letter back to Solicitor Crotty. If he can't offer legal advice on it, then she will answer "yes" and state "the Township does not have a specific ordinance pertaining to this." DEP grants final approval of the project.

H. Bawa M. Fellowship – NPDES – Municipal Land Use Letter.

The engineering firm for the Bawa M. Fellowship subdivision, D.L. Howell, submitted an application for a NPDES Permit to DEP. As part of that application, D.L. Howell sent a Municipal Land Use Letter to the Township. She said that Chris Della Penna (Township Engineer) assisted her in completing the Municipal Land Use Letter. Mr. Herzog requested she notify Solicitor Crotty to keep him up to date.

3. ADJOURNMENT

MOTION: Steve Herzog made a motion to adjourn the Board of Supervisors meeting at 7:10 pm. Carol Kulp seconded.

VOTE: 4-0

Respectfully Submitted,



Lisa Valaitis,  
Township Secretary