

EAST FALLOWFIELD TOWNSHIP
BOARD OF SUPERVISORS MEETING
May 8, 2018 Approved minutes
6:33 PM

Members Present

Steve Herzog, Chairman
Wilson Lambert, Vice Chairman
Carol Kulp, Member
Joe Heffern, Member
Katja DiRado, Member

Township Staff Present

Scott Swichar, Township Manager
Pani Martin, Township Treasurer
Lisa Valaitis, Township Secretary

1. CALL TO ORDER, SILENT MEDITATION AND PLEDGE OF ALLEGIANCE

Chairman Steve Herzog called the meeting to order at 6:33 pm.

2. TOWNSHIP MANAGER

Chairman Steve Herzog introduced Mr. Scott Swichar, the new Township Manager.

3. DISCUSSION

A. Public Works – Tractor Replacement – Bid Advertisement.

Based on the legal advertising requirements, the earliest Board of Supervisors meeting that a bid opening could be done would be June 12, 2018. The tractor that Public Works Foreman Tag Gathercole would like to purchase will not be held until June 12, 2018.

MOTION: Chairman Herzog made a motion to advertise the bid for the purchase of a New Holland TL100A tractor per the specifications in the bid notice. Supervisor Carol Kulp seconded.

QUESTIONS AND COMMENTS:

- 1) Township Manager Scott Swichar stated that based on the Second Class Township Code, the earliest date this could be advertised is May 10th with the second advertisement on May 14th and a bid opening on May 23rd.
- 2) Supervisor Wilson Lambert asked if the Board could schedule a special meeting to move up the bid opening. Township Manager Swichar stated that could be done. The Board discussed scheduling a special meeting for the purpose of moving up the bid opening and award. After discussing dates, the Board decided to hold a special meeting on May 23rd at 5:30 pm.

VOTE: 5-0

B. Treasurer – Updated Chart of Accounts.

Township Treasurer Pani Martin announced she has completed the chart of accounts update and she presented the new chart of accounts to the Board of Supervisors. Township Treasurer Martin explained

that the next step will be to convert the budgets for 2015, 2016, 2017, and 2018 to the new chart of accounts. Township Treasurer Martin stated she worked on this project with Jamar Kelly and Marita Kelly from the DCED Local Governor's Center. Township Treasurer Martin also stated the accounts and finances will be updated in ClearGov. This conversion will also make future audits easier.

C. Resolution for Disposition of Records.

MOTION: Chairman Herzog made a motion to approve Resolution 2018-12 approving the destruction of accounting files per the provided list per the PA Municipal Records Manual Retention Schedule. Supervisor Kulp seconded.

VOTE: 5-0

D. New Business.

- 1) Electronic Sign Ordinance – Supervisor DiRado stated she will be working on updating the electronic sign ordinance and feels the Township's sign out front should be upgraded to an electronic sign.
- 2) Part-Time Grass Cutter Help – Township Manager Swichar reported he had an employment application for the position of part-time summer grass cutter. In the past, the Board of Supervisors approved all employment. Chairman Herzog stated this position is budgeted for and therefore hiring can be left up to the discretion of Public Works Foreman Gathercole and Township Manager Swichar as long as a background check is completed.
- 3) Park & Recreation Committee – Supervisor DiRado started a discussion about an event she'd like to plan for next year. Chairman Herzog stated planning an event would ideally go through the Park & Recreation Committee. However, there are still only two members and one more member is needed for the committee to be active. There was a discussion regarding the need to recruit new volunteers and possible methods for recruiting volunteers. Organizing a farmer's market was also discussed. The importance of Supervisor support during Township events was also commented on. Supervisor Lambert stated the Township Manager should be involved with the recruitment of volunteers and should engage with residents and the community.
- 4) Planning Commission Update – Planning Commission Chairman Dennis Crook presented an update on the May 7, 2018 Planning Commission meeting as follows:
 - a. Planning Commission's Review of Township Owned Properties:
 - I. UPI # 47-2-20 – Planning Commission Chairman Crook stated this property is a part of Brinton Station's open space. It is labeled as open space but has no deed restrictions. The Planning Commission wants to look into making that an amphitheater. Supervisor DiRado stated the Brinton Station property should be a priority because it is located in a populated area of the Township and is a good area for a park.
 - II. UPI # 47-5A-14 and UPI # 47-5A-15 – Planning Commission Chairman Crook reported the Township owns two lots on Newlinville Road – 17 Newlinville Road and 19 Newlinville Road.
 - III. UPI # 47-5-95 – Planning Commission Chairman Crook stated East Fallowfield Township also owns a property on Goosetown Road which is 33.7 acres and shaped like a "U". Potential uses for this property were discussed.
 - b. Electronic Signs – Planning Commission Chairman Crook stated the Township's sign ordinance has multiple issues and is out of date. He reported that Solicitor Crotty had advised the Planning Commission that billboards should be addressed in the ordinance and allowed somewhere in the Township. The Planning Commission is currently working on a revised electronic sign ordinance.
 - c. Ordinances – Planning Commission Chairman Crook reported two new ordinances (day care centers/day care homes and shooting ranges) were sent to the Chester County Planning

Commission for review. However, the Blighted Property Ordinance was not sent to Chester County Planning Commission for review. Planning Commission Chairman Crook will follow up with Solicitor Crotty on why that ordinance was not submitted for review.

- d. Rental Property Ordinance – Supervisor DiRado asked about the status of the Rental Property Ordinance. Planning Commission Chairman Crook stated the Planning Commission is working on this but it has been more difficult than expected. They originally had it included in the Blighted Property Ordinance however they determined it was more beneficial to address it separately.
- e. U.S. Census Bureau – The Planning Commission is passing the U.S. Census Bureau questionnaire on to Township Manager Swichar.
- f. Township Official Map.
 - I. Future Potential Pump Station Locations – Planning Commission Chairman Crook discussed putting future water and sewer needs on the official map. Planning Commission Chairman Crook stated he has had difficulty locating copies of the Township’s water and sewer contracts. The reason he wanted the contracts was because the Planning Commission needs to know where to put future potential sewer sites on the official map. PA American Water Company does not give out locations of water and sewer sites. Planning Commission Chairman Crook discussed specific future potential sites for sewer pumps. Chairman Herzog said this could be included on the official map as long as it is indicated that they are potential future sites.
 - II. Street Names and Street Mileage – Planning Commission Chairman Crook stated the Planning Commission and office staff would like to put the Township street names and miles on the official map. According to the consultant, Ray Ott, including the road names and mileage on the official map would be considered “extra” and would have an additional cost. Chairman Herzog stated the Board will need an additional cost quote to approve.
 - III. Mortonville Road – Mortonville Road has been known by several different names throughout history. The Planning Commission determined that Mortonville Road is the correct name from Modena Road and south to Mortonville Road at Strasburg Road.
 - IV. Potential Future Trail Systems – Planning Commission Chairman Crook discussed the greenway and several potential future trail system areas such as along the PECO right-of-way and the Ercildoun area. He also discussed the increasing popularity of trails throughout Chester County. There was a discussion about adding a park, camp ground and boat launch in the area along the Brandywine Creek/Mortonville Road area.

3. ADJOURNMENT

MOTION: Chairman Herzog made a motion to adjourn the Board of Supervisors meeting at 7:39 pm. Supervisor Lambert seconded.

VOTE: 5-0

Respectfully Submitted,



Lisa Valaitis,
Township Secretary