

EAST FALLOWFIELD TOWNSHIP
BOARD OF SUPERVISORS MEETING
May 22, 2018 Approved minutes
6:31 PM

Members Present

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

Township Staff Present

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

Township Solicitor

Mike Crotty

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. RULES OF CONDUCT

Chairman Herzog stated the Rules of Conduct are posted in the back of the room.

B. APPROVAL OF MINUTES

1) April 24, 2018 Board of Supervisors Meeting Minutes.

MOTION: Chairman Herzog made a motion to approve the April 24, 2018 Board of Supervisors meeting minutes as presented. Supervisor Carol Kulp seconded.

VOTE: 5-0

2) May 8, 2018 Board of Supervisors Meeting Minutes.

MOTION: Chairman Herzog made a motion to approve the May 8, 2018 Board of Supervisors meeting minutes as presented. Supervisor Kulp seconded.

VOTE: 5-0

C. PRESENTATIONS

1) Bike the Brandywine – Meredith Mayer, Brandywine Conservancy.

Ms. Meredith Mayer, from the Brandywine Conservancy, discussed the upcoming Bike the Brandywine event. The event is on September 22, 2018. She stated this is the exact same event as the past two years. There are three routes and two routes that pass through East Fallowfield Township. Ms. Meredith Mayer stated they have already given their course information to local police, local fire companies, and state police for review. Ms. Mayer stated that Mr. Daniels spoke to Township Secretary Lisa Valaitis about required paperwork. They will have each participant sign a release from liability and provide certificate of insurance with the Township named as additional insured. Most riders will pass through the Township between 9:00 am and 12:00 pm. The event is not a race so participants start times will be scattered. Solicitor Crotty stated that Public Works Foreman Tag Gathercole should inspect the road conditions prior to the event. There are no upcoming conflicting events. Chairman Herzog stated they will formally approve the event at the next meeting or two. Supervisor Katja DiRado stated they need to ensure there are enough safety resources. Ms. Mayer said that they alert all ambulance companies in the area.

D. CITIZENS BY REQUEST

1) Ms. Ellen Kuechner, Township Resident – Feral Cats.

Township resident Ellen Kuechner discussed a problem with feral cat colonies spread throughout the Township. She stated cats come out from the woods in the winter up and down Strasburg Road. She discussed the poor health condition of the feral cats and kittens. She said she has spoken to the SPCA about the feral cat colonies and they have informed her that it is up to the Township to handle this situation. Residents feed the feral cats to help, however this doesn't solve the problem. The most effective way to solve the cat problem is to prevent breeding. Township resident Ms. Kuechner explained the trap, neuter, and release program which is the responsible method to handle feral cat colonies. She distributed information to the Board of Supervisors about a company that provides the service of trap, neuter and release. Supervisor DiRado asked Township resident Ms. Kuechner if she had tried to get help from the local animal rescue, La Mancha. Township resident Ms. Kuechner stated that La Mancha has helped her with kittens but that facility is full. Supervisor DiRado discussed putting the flyer on the website for residents. Township resident Ms. Kuechner also asked Township Manager Scott Swichar about the status of getting deer warning signs along Strasburg Road. Township Manager Swichar stated he is working on this with the Public Works Foreman. She requested the Township consider making it an official position to educate the community about taking proper steps to handle the feral cat community. Township Treasurer Martin stated the spring newsletter is complete but this could be included in the fall newsletter. Additional actions discussed were putting a link on the website and checking with the SPCA on our contract. Township resident Kuechner asked about the possibility of the Township creating an ordinance on the feral cats. Solicitor Crotty did not feel an ordinance would be feasible because the enforcement officer would not be able to enforce it. It is best handled as an informational mission through the website, newsletter, etc.

E. PARK & RECREATION COMMITTEE

1) Interview Park & Recreation Committee Applicant – Ms. Elise Berlin, Township Resident.

Township resident Elise Berlin introduced herself to the Board of Supervisors. She said she moved into East Fallowfield Township a year ago. She loves the area and is interested in getting more involved in the community. Township resident Ms. Berlin stated she is available in the evenings to attend Park and Recreation Committee meetings. Supervisor Joe Heffern said the Board is interested in building up the Park & Recreation Committee. Chairman Herzog discussed having the Park & Recreation Committee being involved in planning Park Day.

MOTION: Chairman Herzog made a motion to appoint Elise Berlin to the Park & Recreation Committee. Supervisor Wilson Lambert seconded.

VOTE: 5-0

2) No Park & Recreation Report was submitted.

F. FIRE DEPARTMENTS & DEPARTMENT OF EMERGENCY SERVICES

1) Westwood & Modena Fire Department Update.

Chief Mike McWilliams welcomed Township Manager Swichar to East Fallowfield Township. Chief McWilliams discussed the upcoming Westwood Banquet which will be held on June 22nd at the Downingtown Country Club. Supervisor DiRado asked about Act 172 – Volunteer Firefighter Tax Credit. Solicitor Mike Crotty stated in order to move forward with the tax relief program, the Township would need the minimum criteria to be eligible from Westwood Fire Company for the Township to review and implement. Chief McWilliams said Chief Sly has been working on this and he will get back to the Board of Supervisors. Township resident Erwin Zeller asked how the banquet is funded. Chief McWilliams stated the banquet is funded through recruitment and retention grants as well as fundraising money. It is not funded with tax money. The banquet is an appreciation dinner for the fire fighters. All fire companies hold an annual banquet.

2) April Modena Fire Company Fire Chief's Report submitted for Board and resident review.

- 3) April Modena Fire Company Fire Chief's Report – East Fallowfield Calls Only submitted for Board and resident review.
- 4) April Modena Fire Company EMS Report submitted for Board and resident review.

G. TREASURER'S REPORT

- 1) April 30, 2018 Treasurer's Report.

MOTION: Chairman Herzog made a motion to approve the April 30, 2018 Treasurer's Report. Supervisor Kulp seconded.

QUESTIONS AND COMMENTS:

- a. Township Resident Sharon Scott stated she has very little faith in the Township's financial records due to the following: numerous switching between the cash and accrual basis of accounting, changing the chart of accounts, not having audits done for the last 15 years with at least five different treasurers, and the recent incident of wrong doing in Valley Township and Upper Darby. Township resident Mrs. Scott objected to the expense of over \$100,000 for the Township Manager. She named multiple local municipalities that don't have township managers. Chairman Herzog stated that the Township has an audit done annually. Supervisor Lambert stated the Township recently switched from the accrual basis of accounting to the cash basis of accounting which is the method that should have always been used. Chairman Herzog explained that the Township chart of accounts should agree to the DCED chart of accounts. Steve Herzog stated the auditors recommended the Township convert to the DCED chart of accounts and switch from the accrual basis of accounting to the cash basis of accounting.

VOTE: 5-0

- 2) Payment Authorizations.

MOTION: Chairman Herzog made a motion to approve the Payment Authorizations as presented for the period of April 25, 2018 through May 22, 2018 in the total amount of \$132,882.82. Supervisor Lambert seconded.

QUESTIONS AND COMMENTS:

- a. Township Resident Sharon Scott discussed the procedure for processing payments. She said when she was on the Board, one Supervisor oversaw and approved checks before they were written. She asked if the procedure of having a supervisor approve the printing of checks is still being followed. Chairman Herzog stated the checks are printed, given to the Board of Supervisors to approve, and then they sign the checks. They do not currently approve printing/writing checks.

VOTE: 5-0

- 3) 2018 Budget – DCED Numbering (Re-Adoption of the Budget).

Township Treasurer Pani Martin reported the chart of accounts conversion project is complete. The Township financials are back to following the DCED chart of accounts. She presented a budget with conversion to the DCED chart of accounts dating back to 2013. Total revenues and total expenses are the same.

MOTION: Chairman Herzog made a motion to re-approve the 2018 budget, adopting the DCED chart of accounts, as presented. Supervisor Heffern seconded.

QUESTIONS AND COMMENTS:

- a. Solicitor Crotty stated this approval is approving the form of the budget for when the auditors review the budget next year. Township Treasurer Martin stated it is also to memorialize in the meeting minutes when the chart of accounts conversion took place.
- b. Chairman Herzog asked if the budget with the new chart of accounts would be updated in ClearGov. Township Treasurer Martin stated ClearGov would be updated.
- c. Township Resident Erwin Zeller asked if the new accounts were in the financials. Township Treasurer Martin stated the new accounts will be reflected in the financial statements next month.
- d. Township Resident Sharon Scott stated when there is an audit, they follow accounting standards and don't delve deep into financial records. Auditors do put out a letter at the conclusion of each audit. Township resident Mrs. Scott asked if the annual auditor letters had noted that the wrong chart of accounts was being used by the Township. Chairman Herzog stated the auditors' letter did state that it was recommended the Township convert to the DCED chart of accounts, however, it was not required. Chairman Herzog and Township Treasurer Martin both said this conversion was a two year process. Township resident Mrs. Scott stated when she applies for Township positions, she is turned down. Supervisor Lambert stated he nominated Mrs. Scott three or four months ago to help in the office. Township resident Mrs. Scott stated she was referring to past boards years ago. She also stated she does not want to be part of the office. Mrs. Scott also discussed right to know requests for which the solicitor charged the Township \$75. Solicitor Crotty and Township Secretary Lisa Valaitis stated that only one right to know request required a legal review.

VOTE: 5-0

4) Credit Increase on Fulton Community Credit Card.

Township Treasurer Martin stated the Township received a credit card a few years ago. The credit card is in the Township's name with her name on it as well. She stated they have used the credit card more as time has gone on and the limit is being hit some months. Last month the credit card limit was met due to PSATS Conference costs. The current credit limit is \$2,000. Township Treasurer Martin stated the credit card balance is paid in full every month. Chairman Herzog asked what the credit card is typically used for. Township Treasurer Martin stated it is used for purchasing items through Amazon and other accounts to get better prices. Township Treasurer discussed the rules and procedures for using the Township credit card. Receipts of purchases must always be provided. An expense report is generated from the credit card bill. Township Manager Swichar recommended increasing the credit limit to \$4,000. He said a higher credit limit would be useful for an emergency.

MOTION: Chairman Herzog made a motion to have the Township Treasurer request a credit increase on the Fulton Community credit card for a total amount of \$4,000. Supervisor Lambert seconded.

QUESTIONS AND COMMENTS:

- a. Township Resident Erwin Zeller asked if there is a specific Board member that would monitor the monthly statements. Township resident Mr. Zeller also asked Township Manager Swichar if his past township had a credit card. Township Manager Swichar stated the township he previously worked for did have credit cards. Township Manager Swichar stated as manager, he would be monitoring the credit card spending. Township resident Mr. Zeller said a credit card could be easily misused. Township resident Mr. Zeller asked if \$4,000 could be charged on the credit card every month. Chairman Herzog stated yes that is correct since the credit card is being paid off in full every month. Chairman Herzog spoke in favor of keeping the credit card limit low but high enough to cover an emergency.
- b. Supervisor DiRado asked if the laptop for Township Manager Swichar and PSATS expenses have been paid for. Township Swichar stated that is correct. She asked if there is open credit on the card now. Township Treasurer Martin stated yes there is now open credit on the credit card. Supervisor DiRado suggested a credit limit increase to \$3,500. There was a discussion about what credit increase to request.

- c. Chairman Herzog asked if there are any rewards offered on the credit card. Township Treasurer Martin said she would look into that.
- d. Solicitor Crotty stated that there is a PLIGIT credit card offered through PSATS that has a reward point system.
- e. Supervisor DiRado suggested a credit limit of \$3,500 as opposed to \$4,000.
- f. Supervisor Heffern asked if the motion had to be limited to Fulton Bank or if the PLIGIT credit card could be investigated.
- g. Township Treasurer Martin said she would look into the PLIGIT credit card. She also commented that Fulton Bank could give Township Manager Swichar a credit card in his name.
- h. Township Resident Sharon Scott stated she'd find it hard to believe that there is no rewards program offered on the credit card.

There was a discussion about requesting a credit limit increase of \$3,500 instead of \$4,000. Township Manager Swichar assured the Supervisors that he would review the credit card charges every month. Chairman Herzog rescinded the first motion.

MOTION: Chairman Herzog made a motion to have the Township Treasurer request a credit increase on the Fulton Community credit card for a total amount of \$3,500. Supervisor Lambert seconded.

VOTE: 4-1 (Chairman Herzog, Supervisor Lambert, Supervisor Heffern and Supervisor DiRado voted yea. Supervisor Kulp voted nae.)

MOTION: Chairman Herzog made a motion to have preauthorization by the Board for any individual purchases greater than \$1,000 on the Township credit card. Supervisor Kulp seconded.

QUESTIONS AND COMMENTS:

- a. Township Resident Erwin Zeller asked if the credit card would be a line item on the Payment Authorization. Chairman Herzog stated no, the credit card charges would be reflected on the payment authorization as separate line items for each charge on the credit card posted to the appropriate expense account.
- b. Township Treasurer Martin asked for the definition of preauthorization by the Board of Supervisors. Solicitor Crotty stated preauthorization should be done in a public meeting.
- c. Township Resident Erwin Zeller asked who would approve the prior authorization. Chairman Herzog stated the Board of Supervisors would approve prior authorization at a public meeting and a quorum vote for yes would be required.

VOTE: 5-0

5) Resolution for Disposition of Records.

MOTION: Chairman Herzog made a motion to approve Resolution 2018-15, approving the destruction of township records per the provided list per the PA Municipal Records Manual Retention Schedule. Supervisor Lambert seconded.

VOTE: 5-0

6) Temporary Office Help Extension – Record Retention/Filing Project.

Township Treasurer Martin presented a brief status update on the record retention project. She stated that there have been recent file cabinets moved around the office. This caused displacement of files and the filing system needed to be readjusted. There are also still boxes being moved down from the attic and documents being reviewed to determine if the records should be retained or discarded. Chairman Herzog asked if the end of June would be enough time to complete the project. Township Treasurer Martin said she will be meeting with Township Manager Swichar to review progress and to assess the timeline on the project.

MOTION: Chairman Herzog made a motion to authorize hiring of a temporary administrative assistant through Randstad at the rate of \$23 per hour to work up to 30 hours per week max through June 27, 2018. Supervisor Kulp seconded.

QUESTIONS AND COMMENTS:

- a. Chairman Herzog asked how many hours per week the temporary employee has been working. Township Treasurer Martin said the average has been 20-22 hours per week. In the payment authorizations, there is a line item for each week that includes the number of hours.
- b. Township Resident Erwin Zeller asked if this is just an extension of time for the same person. Chairman Herzog stated it is an extension for the same temporary employee. Township resident Zeller asked what the temporary assistant's responsibilities are. Chairman Herzog explained the record retention project.
- c. Township Resident Thomas Nash asked if the records have been primarily financial records. Township Treasurer Martin stated a lot of the older records they have been purging have been financial records. The typical retention schedule for financial records is seven years. Township Treasurer Martin has been overseeing the project. She spoke about the process of reviewing the documents.
- d. Township Resident Sharon Scott asked about hearing transcripts. Township Treasurer Martin stated those records would be kept in the property folder or development folder. Mrs. Scott stated there should be a record of conditional use applications along with payment records. Township Treasurer Martin stated yes, there should be.

VOTE: 5-0

H. MANAGER'S REPORT

1) Township Park Improvements – Greenways, Trails and Recreation Program Grant.

Township Manager Swichar announced there is a greenway, trails, and recreation program grant opportunity available through the DCED. The program provides funds up to \$250,000 with only a 15% match requirement which would be a maximum of \$37,500 cost to the Township. He stated he reviewed the 2014 park development plan and one priority item in the plan was the construction of restrooms. He said applying for a grant to install a permanent restroom in the park would definitely be a substantial upgrade. Township Manager Swichar reported that he obtained cost estimates of approximately \$191,000 - \$210,000 for a permanent public restroom. There is no public water or sewer in the park so he has looked at different sewer options such as holding tanks or an on-lot system. The structure could be converted to public sewer in the future should it become available. Township Manager Swichar stated that another possible project for the park is construction of a tot lot for ages 2-5. The current playground equipment is for ages 5-12. Township Manager Swichar recommended to the Board of Supervisors to apply for grant funding of \$250,000 if they are interested in moving forward with the project. This could be scaled back later. Solicitor Crotty spoke about what actions need to be taken to proceed. Township Manager Swichar stated he found information on COSTARS pricing for bathroom structures. Solicitor Crotty discussed bidding requirements for building costs and electrical work. Supervisor DiRado asked if it would be possible to tie into either the Branford Village or Brook Crossing public sewer systems. Township Manager Swichar stated he discussed this with the Township Sewer Engineer and it is possible but there are challenges, since the Act 537 Plan has not been approved. . Chairman Herzog asked if the Township would be committed to the project if the final bids came

in much higher than the cost estimate. Township Manager Swichar stated the Township would not be committed should the estimate come in too high.

MOTION: Chairman Herzog made a motion to approve Resolution 2018-16, authorizing the Township to request a Greenways, Trails and Recreation Program Grant from the Commonwealth Financing Authority in the amount of \$250,000. Supervisor Lambert seconded.

QUESTIONS AND COMMENTS:

- a. Supervisor Lambert stated this is a great thing and we have a great quality of life in the Township. We want our residents to enjoy the park.

VOTE: 5-0

I. LEGAL

1) Ordinance Amendments – Continuation Discussion Only. Flagpole Regulations.

Solicitor Crotty stated two out of the three ordinance amendments that the Planning Commission was working on have been sent to the Chester County Planning Commission for review. The County's comments should be received shortly. The blighted property ordinance is a zoning ordinance and is not required to be reviewed by the County Planning Commission. Solicitor Crotty stated that Zoning Code Official Rob McLarnon had brought the current flag pole regulations to his attention. The current ordinance does not permit flag poles to be placed in front yards. This was not what was intended by the ordinance. Solicitor Crotty said he will be attending the June 4, 2018 East Fallowfield Planning Commission meeting to discuss the flag pole ordinance as well as other ordinances.

2) Ridgecrest – Development – Façade Easement Agreement – Discussion Only.

Solicitor Crotty stated this is a non-Rouse Chamberlin issue. The bank owns and will be keeping the two existing homes on lots 71 and 72. As part of the agreements, there is a requirement for a façade easement agreement for lots 71 and 72 to make sure the exterior appearance of the homes is maintained the same. The attorney for the bank wanted to approach the Township to talk about possibly loosening this requirement. Solicitor Crotty stated he told the attorney of the bank to put it in writing, spell out parameters, and attend a Board of Supervisors meeting to discuss. This request would also need to go before the East Fallowfield Township Historical Commission.

3) Ridgecrest – Request for Waiver of Interest.

Solicitor Crotty reported that Rouse Chamberlin has requested the Township waive the interest on the consultant review fee charges that have accumulated over the years. Mike Honan, owner of Rouse Chamberlin Homes, stated they are purchasing the property from the bank that took over the property from the previous and distressed developer, Moser. They anticipate settling on the Ridgecrest property in about a week. Over time, the bank and Moser ran up the charges owed to the Township. He had hoped the Township would lien the property. However, the Township has not put a lien on the property. The accrued fees owed to the Township are \$18,000. The interest charges total \$9,000. Mr. Honan asked if the Township would consider removing some of the interest that was accrued under the previous ownership. Solicitor Crotty informed the Board they could still consider placing a lien on the property. If the Township liens, the Township would get paid in full. Solicitor Crotty discussed options with the Board of Supervisors. Solicitor Crotty stated this money owed to the Township is not owed to the General Fund. Treasurer Martin discussed the escrow account and interest calculations. Mr. Honan summarized Rouse Chamberlin's history with purchasing the Ridgecrest property. Township resident Mrs. Scott asked what the address is for the property and how many acres. Chairman Herzog stated it is the property located at the south east corner of the intersection of South Caln Road and West Chester Road. Mr. Honan stated there will be 72 lots in the development – 70 new lots plus two existing lots. Township resident Mrs. Scott asked who the bank is. Mr. Honan stated the bank is

called Bank Core or Bank Corp. She asked if the bank was in Delaware. Mr. Honan did not know. Township Treasurer Martin stated the entire escrow account balance is \$100,000. Everything was paid out of the escrow account and no General Fund money or tax payer money was used to pay costs incurred for this development. Solicitor Crotty explained the escrow billing process. Township resident Mrs. Scott stated no money should be waived by the Board. The Township is here to protect people and not business. Planning Commission Chairman Dennis Crook brought up the unresolved runoff problem at the intersection of West Chester Road and South Caln Road. The Board of Supervisors discussed the option of placing a lien on the property, waiving some or all of the \$9,000 in interest, or charging Mike Honan the full interest.

MOTION: Supervisor Lambert motioned to lien. Supervisor Heffern seconded.

VOTE: 5-0

4) Tractor Bid – Continuation of Prior Discussion.

Solicitor Crotty stated this was discussed at the April 24th Board of Supervisors meeting. Township Manager Swichar reported the tractor purchase did get put out to bid a second time. The bid opening is tomorrow and there is a special Board of Supervisors meeting scheduled tomorrow at 5:30 pm for the purpose of awarding the bid. Township Manager Swichar also reported the Township has received one bid.

5) Bawa Development – Update Only; Countersigned Decision Received.

Solicitor Crotty presented an update on the status of the Bawa M. Fellowship subdivision. He announced the counter signed decision issued by the Board of Supervisors has been received back by the Township and will continue to move forward. Solicitor Crotty stated the next step is finalizing the various agreements – development agreement, financial agreement, and stormwater agreement.

6) Western Chester County Emergency Management Group.

Solicitor Crotty stated this is a subset of the West Chester County Council of Governments. Participation in the group requires Board approval by resolution. Emergency Management Coordinator Tony Sirna stated East Brandywine Township, Caln Township, City of Coatesville, and Valley Township have joined. Parkesburg is considering joining. Emergency Management Coordinator Sirna stated that being part of this group allows the emergency management coordinators more resources and collaborative efforts to get more funds/grants. This would be a subset to the County and PEMA programs. Membership will be an asset if a natural disaster occurs. The cost is \$250 per year. Emergency Management Coordinator Sirna discussed the collaborative benefits of joining this group.

MOTION: Chairman Herzog made a motion to approve Resolution 2018-14, to authorize the Township to participate in the Western Chester County Council of Governments Regional Emergency Management Group. Supervisor Lambert seconded.

QUESTIONS AND COMMENTS:

- a. Township Resident Sharon Scott asked about the cost of membership and how often the organization meets. Emergency Management Coordinator Sirna stated the cost to join is \$250 a year and they meet quarterly at a minimum and more often if needed. Township resident Mrs. Scott stated she would not approve this if she was on the Board. Supervisor DiRado stated that a collaborative effort is important during natural disasters.

VOTE: 5-0

Township Manager Swichar stated that in the resolution, an alternate needs to be designated. Emergency Management Coordinator Sirna stated that Deputy Emergency Management Coordinator Jim Regan should be designated as the alternate.

7) Western Chester County Regional Uniform Commercial Code (UCC) Board of Appeals – Include City of Coatesville.

Solicitor Crotty explained the function of the Western Chester County Regional Uniform Commercial Code (UCC) Board of Appeals. This Board operates like a zoning hearing board but deals with building permits and code issues. Solicitor Crotty stated that if a resident disagrees with a decision issued by the Township's Building Code Official, they can appeal to the Western Chester County Regional UCC Board of Appeals. The Township is already participating in this organization. Supervisor Lambert asked if all the members are second class townships. Solicitor Crotty stated there are some boroughs participating. Solicitor Crotty suggested the Board of Supervisors inquire if the Township's fees will increase as a result of the City of Coatesville joining. Supervisor Lambert stated the City of Coatesville has a much higher population and the number of appeals might increase significantly. The Board of Supervisors decided to get more information and determine the cost.

J. PLANNING COMMISSION

1) Planning Commission Report.

Planning Commission Chairman Dennis Crook reported the official map meeting scheduled for May 21, 2018 was cancelled. He discussed some of the Township owned properties. He recommended selling the two small lots on Newlinville Road and the Township owned property on Goosetown Road which is "U" shaped could be retained as open space or sold. Planning Commission Chairman Crook also discussed a Zoning Hearing Board appeal in Heidelberg Township. He reported the Planning Commission is currently working on the following ordinances: dumpster/pods and rental properties. The blighted property ordinance, day care center ordinance, and firing range ordinance are all complete. Solicitor Crotty stated the day care center and shooting range ordinances were sent to the Chester County Planning Commission for review. Planning Commission Chairman Crook also discussed his attempts to obtain the PA American Water Company Franchise Contracts for water and sewer. Township Manager Swichar said he will contact PA American Water. There was a discussion about possible uses for some of the Township owned properties. Township resident Ms. Kuechner asked if the Township owned any passive open space. Planning Commission Chairman Crook stated that over 50% of the Township's land is in conservation or agricultural conservation. Township resident Ms. Kuechner asked if the Township has an Open Space Management Plan. Supervisor Lambert stated the Township does not currently have an Open Space Management Plan but this is a project for the future. Solicitor Crotty stated there are open space requirements in the Township's ordinances. Solicitor Crotty explained the process for establishing an open space management plan. Township resident Ms. Kuechner asked if the Township would consider keeping the property on Goosetown Road and letting it remain open space as opposed to selling it for development. Chairman Herzog stated yes the Township may do this. She asked if the Township could officially restrict the property to open space. Solicitor Crotty discussed the procedure for restricting a property as open space.

K. POLICE DEPARTMENT

- 1) April Police Department Report submitted for Board and resident review.

L. PUBLIC WORKS DEPARTMENT

- 1) April Road Department Report submitted for Board and resident review.

2) 2018 Road Project.

MOTION: Chairman Herzog made a motion to approve advertisement for Option A to fix Newlinville Road, Mink Hollow Road, Hannum Drive, Beck Road, Roland Road, Horizon Drive and Mary Ann Drive. Supervisor Kulp seconded.

QUESTIONS AND COMMENTS:

- a. Township Resident Erwin Zeller asked for the definition of "fix". Chairman Herzog stated overlay and repaving. Township resident Mr. Zeller asked how the road work is being funded. Chairman Herzog stated the road improvements will be paid for out of the Liquid Fuels Fund and General Fund.
- b. Township Resident Thomas Nash asked if these roads are just for this year's roadwork. Chairman Herzog replied yes. Township resident Mr. Nash asked how he would get his road on the list to be worked on. Chairman Herzog suggested Mr. Nash speak to Public Works Foreman Tag Gathercole.
- c. Township Resident Sharon Scott asked what the budgeted amount is to be taken out of Liquid Fuels Fund and General Fund. Township Treasurer Martin said the budgeted amount for the General Fund is \$75,000 and the budgeted amount for Liquid Fuels is \$165,000.
- d. Township Resident Erwin Zeller asked how much the actual job cost is. Chairman Herzog stated this motion is just to advertise the job. Until the bids come in, the exact cost can't be determined.

VOTE: 5-0

M. HISTORICAL COMMISSION

- 1) No Report Submitted. The May 2, 2018 Historical Commission meeting was cancelled.

N. PUBLIC PARTICIPATION

- 1) Township Resident Sharon Scott asked Solicitor Crotty about the three ordinances discussed earlier in the meeting. She said she looked at the City of Coatesville blighted property ordinance and the Township could save a lot of money by using that ordinance. Solicitor Crotty stated the Planning Commission surveyed many other municipal ordinances. She stated in regard to contracts, the legal adviser is in charge of contracts. She asked if the PA American Water contract would be available to the Planning Commission for reviewing. Solicitor Crotty stated that Planning Commission Chairman Crook was looking for the water and sewer franchise area which is not information likely to be found at the Township building. Township resident Mrs. Scott also asked Solicitor Crotty who prepared the waivers that were granted for the Bawa M. Fellowship subdivision. Solicitor Crotty stated the applicant made the request as part of the process. Solicitor Crotty stated the waiver request is on the plans as well as referenced in the written decision issued by the Board. She said she'd like to review the original written waiver request.
- 2) Township Resident Ellen Kuechner asked if it was feasible to ask Mr. Mike Honan, owner of Rouse Chamberlin, to reimburse the Township for any additional legal fees incurred if the bank fights the lien. Solicitor Crotty stated that is not entirely legal. Emergency Management Coordinator Tony Sirna stated the lien will be paid one way or another because the developer can't get a Use & Occupancy Certificate without releasing the lien.

3. ADJOURNMENT

MOTION: Chairman Herzog made a motion to adjourn the Board of Supervisors meeting at 9:47 pm. Supervisor Heffern seconded. VOTE: 5-0

Respectfully Submitted,



Lisa Valaitis,
Township Secretary