

EAST FALLOWFIELD TOWNSHIP
BOARD OF SUPERVISORS MEETING
August 28, 2018 Approved Minutes
6:34 p.m.

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

Bob Tucker

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

Chairman Steve Herzog called the meeting to order at 6:34 p.m.

2. DISCUSSION

A. EXECUTIVE SESSIONS

Chairman Steve Herzog stated the Board of Supervisors held an executive session prior to the meeting regarding personnel issues.

B. APPROVAL OF MINUTES

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

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

QUESTIONS AND COMMENTS:

- a. Township Resident Sharon Scott requested the comment that Mr. O'Leary, from the Chester County Planning Commission, made regarding the County budget deficit amount and the reason for the deficit be added to the July 24, 2018 Board of Supervisors meeting minutes.

VOTE: 5-0 (Approved with requested change.)

2) August 14, 2018 Board of Supervisors Meeting Minutes.

MOTION: Chairman Herzog made a motion to approve the August 14, 2018 Board of Supervisors meeting minutes as presented. Supervisor Kulp seconded.

VOTE: 5-0

C. FIRE & EMERGENCY MANAGEMENT SERVICES DEPARTMENTS

- 1) July Westwood Fire Company Fire Chief's Report submitted for Board and resident review.
- 2) July Westwood Fire Company EMS Report submitted for Board and resident review.
- 3) July Modena Fire Company Fire Chief's Report submitted for Board and resident review.

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

D. TREASURER'S REPORT

- 1) July 31, 2018 Treasurer's Report.

MOTION: Chairman Herzog made a motion to approve the July 31, 2018 Treasurer's Report as presented. Supervisor Wilson Lambert seconded.

VOTE: 5-0

- 2) Payment Authorizations.

MOTION: Chairman Herzog made a motion to approve the Payment Authorizations for the period of July 25, 2018 through August 28, 2018 in the total amount of \$212,113.39 as presented. Supervisor Lambert seconded.

COMMENTS AND QUESTIONS:

- a. Township Resident Sharon Scott asked the Supervisors if they analyze the bill payments. Chairman Herzog stated he does review the bills and asks questions if anything does not make sense. Supervisor Katja DiRado stated she reviews the Payment Authorization Reports. Township resident Mrs. Scott asked the Supervisors if they review the checks before they are recorded on the books by the Treasurer. Chairman Herzog stated the checks are created ahead of approval, however the Board of Supervisors can vote to approve the payments with the exclusion of checks they have questions about. Township resident Mrs. Scott commented that the Township has changed treasurers multiple times and audits have not been done after each treasurer resigned. She also commented on Westwood Fire Company's past financial problems that went before the District Attorney.
- b. Township Resident Erwin Zeller asked if the fire department quarterly report submittals are up to date. Chairman Herzog stated these reports are current and the fire departments are submitting reports as required. Chairman Herzog also said he reviewed the reports and the figures looked appropriate. Township resident Mr. Zeller asked if the fire department reports go to the Township manager for review as well. Chairman Herzog stated Township Manager Swichar ensures the reports are submitted to the Township in a timely manner and he reviews the reports.

VOTE: 5-0

E. TOWNSHIP OFFICE

- 1) Resolution for Disposition of Records.

MOTION: Chairman Herzog made a motion to approve Resolution 2018-20 approving the destruction of Township records per the provided list per the PA Municipal Records Manual Retention Schedule. Supervisor Lambert seconded.

QUESTIONS AND COMMENTS:

- a. Chairman Herzog asked if the record retention project was complete. Township Treasurer Pani Martin said they have gotten through reviewing most of the documents.

VOTE: 5-0

F. MANAGER'S REPORT

1) 2018 Road Paving Project.

Township Manager Scott Swichar reported that due to weather delays, Long's Asphalt has advised the Township that the road paving project will be pushed back until October. The job needs to be completed by the end of October to be eligible for Liquid Fuels reimbursement. Long's Asphalt is aware of this deadline.

2) Movie in the East Fallowfield Township Community Park.

Township Manager Swichar said that the Movie in the Park Event is on September 29 at 7:30 p.m. There is a survey on Facebook for residents to vote for their favorite movie. The movie with the most votes will be shown at the event. The poll is open until September 4 and the results will be posted after the survey closes.

3) Bid Opening – Trash & Recycling Contract.

Township Manager Swichar stated the bid opening for the trash and recycling contract is on September 6 at 11:01 a.m. He will keep the Board of Supervisors posted on the bid opening results. Chairman Herzog asked if Township Manager Swichar planned to have the Board of Supervisors award the bid at the September 25 Board of Supervisors meeting. Township Manager Swichar replied by stating that is his goal.

4) Free Community Paper Shredding Event.

MOTION: Chairman Herzog made a motion that the Township approve the free community paper shredding event sponsored by Representative Harry Lewis on October 6, 2018 in the East Fallowfield Township Park from 9:00 a.m. to noon. Supervisor Joe Heffern seconded.

VOTE: 5-0

5) Doe Run Church 1K/5K.

MOTION: Chairman Herzog made a motion that the Township approve the request by Doe Run Presbyterian Church to host a 1K/5K on October 27, 2018 in East Fallowfield Township Park provided that the Township be named as an additional insured on their insurance for the event and that they arrange for fire police to secure the affected traffic areas during the event. Supervisor Kulp seconded.

VOTE: 5-0

G. LEGAL

1) 2019-2023 SPCA Contract – For Discussion Only.

Solicitor Bob Tucker reported that the SPCA has begun to roll out their animal services contract for 2019-2023 to local municipalities. Some municipalities are finding issues with this contract such as the five-year term and a 3% escalator clause. Solicitor Tucker stated Siana Bellwoar recommends the Township defer any action on the contract in order to see if the SPCA makes changes to the proposed contract. Chairman Herzog asked if the Township would be without animal control coverage if the contract is not signed by year end. Solicitor Tucker stated that is correct.

2) Junior Township Supervisor Program – For Discussion Only.

Solicitor Tucker recommended contacting the local schools about the Junior Township Supervisor Program to determine if the schools are interested in participating in the program. Solicitor Tucker explained the procedure for starting this program. He stated a resolution needs to be passed to create the position. Chairman Herzog stated he would like the Township to have the resolution and parameters of the program set before reaching out to the schools. Supervisor Lambert said he was in favor of the program but also said this program could create a different scenario if children are working with adults. He asked if the Township

staff would be required to have clearances if a high school student would be participating in the program. Schools require clearances for teachers as well as parents that chaperone field trips. Solicitor Tucker said he will look into whether or not clearances would be needed.

H. PLANNING COMMISSION

1) Planning Commission Report.

Planning Commission Chairman Dennis Crook presented an update on the August 6 Planning Commission meeting. He reported Solicitor Mike Crotty and Township Manager Swichar were present at that meeting and the official map and draft ordinances were discussed. The Planning Commission is currently discussing an ordinance addressing billboards and electronic signs for only the Multi-Use and Public Facility Zoning Districts. Planning Commission Chairman Crook also reported that the Fieldstone Development's original conditions specified in the subdivision's final approval may be changing. On their website it shows they are offering ranch houses which was not part of the original subdivision agreement. Planning Commission Chairman Crook also briefly discussed the men's rehabilitation home on Buck Run Road which has 20 men housed in a single-family home structure. He also stated the property has changed ownership and use. He did not find any paperwork indicating the property owner had come back before the Board regarding the change in use. Township Manager Swichar stated that based on a conversation he had with Code Officer Rob McLarnon, it is his understanding that the zoning does not limit occupancy. He is meeting with the owner of the men's rehabilitation home later this week for further discussion. Planning Commission Chairman Crook stated the Township Ordinances limit a maximum of five unrelated residents in one home. Township Treasurer Pani Martin stated that group homes cannot be discriminated against according to the Township Code. Solicitor Tucker stated it is difficult to regulate group homes due to the American Disabilities Act. Planning Commission Chairman Crook reported that the Planning Commission members are interested in attending a Chester County 2020 Breakfast Discussion Event regarding the topic of how to fund community projects and revenue stream opportunities for the Township. Planning Commission Chairman Crook discussed details about the event topic. All the event sponsors are in place and there will be no cost to the Township. The breakfast event is scheduled for October 3, 2018 at 7:15 a.m. at the Public Safety Training Campus. Township Manager Swichar stated he is supportive of continuing education events and will review the event information.

I. POLICE DEPARTMENT

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

J. PUBLIC WORKS DEPARTMENT

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

K. PARK & RECREATION COMMITTEE

- 1) No Report Submitted.

L. HISTORICAL COMMISSION

- 1) August 15, 2018 Historical Commission meeting minutes submitted for Board and resident review.
- 2) 945 South Calh Road letter to Rob McLarnon submitted for Board review.

M. NEW BUSINESS

1) Park & Recreation Committee / Park Day.

Supervisor Heffern asked Township Manager Swichar if the Park and Recreation Committee has recently had one or two meetings. Township Manager Swichar said they had one meeting scheduled but unfortunately they did not have a quorum. Township Manager Swichar stated he is actively recruiting new Park and Recreation Committee members. There was also a discussion about various recruitment options to attract more Park and Recreation Committee members. The need for additional volunteer help on Park Day was discussed. Township Manager Swichar spoke about his efforts being made to recruit more help for the event.

Township Treasurer Martin stated she is working with the Modena Fire Company to set up help with parking for Park Day.

N. PUBLIC PARTICIPATION

- 1) Township Resident Erwin Zeller asked if the Township was done with using the temporary office help. Township Treasurer Martin stated the project that the temporary office help was working on was completed on August 8. Township resident Mr. Zeller also asked what contracts are expiring this year. Chairman Herzog stated both the police and trash contracts are expiring at the end of the year.
- 2) Township Resident Sharon Scott asked who in the Township works on the police contract. Chairman Herzog said the Supervisors and the Township's attorney work on the police contract. Township resident Mrs. Scott asked for the name of the attorney working on the police contract. Chairman Herzog stated the attorney name is Eric Brown with Siana Bellwoar. Township resident Mrs. Scott also asked who the presenter is for the Chester County 2020 Breakfast Discussion Event scheduled for October 3, 2018. Township Treasurer Martin stated the presenter at the Chester County 2020 Event is Mr. David Babbitt. Township resident Mrs. Scott asked if the Township has received anything official about the closing of East Fallowfield Elementary School. Township resident Mrs. Scott stated she received something in the mail about it. She also asked about the status of South Brandywine Middle School. Chairman Herzog said the Township has not received anything official from the Coatesville Area School District regarding either school. Township resident Mrs. Scott also commented that she objects to the official map because the map does not designate any woodlands or preserved open space in the Township.

O. ADJOURNMENT

MOTION: Chairman Herzog made a motion to adjourn the Board of Supervisors meeting at 7:34 p.m. Supervisor Lambert seconded. VOTE: 5-0

Respectfully Submitted,



Lisa Valaitis,
Township Secretary