

EAST FALLOWFIELD TOWNSHIP
BOARD OF SUPERVISORS MEETING
October 9, 2018 Approved minutes
6:34 p.m.

Members Present

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

Vice Chairman Wilson Lambert called the meeting to order at 6.34 p.m.

2. DISCUSSION

A. Citizens by Request.

1) DeWitte, Jeremy, and Renee Binkly – Traffic Safety at West Chester & South Bailey Roads.

Township resident DeWitte Binkly spoke about the need for a four-way stop sign at the intersection of West Chester Road and South Bailey Road. He stated he resides at 2390 West Chester Road which is on the corner of West Chester Road and South Bailey Road. There was a horrific accident at that intersection recently and his car was hit while parked in his driveway. He said there is a very serious concern about the safety of this intersection. Mr. Binkly stated his wife has spoken to both PennDOT and West Bradford Township regarding the need for a four-way stop sign at this intersection. Township resident Mr. Binkly stated East Fallowfield Township also approved a daycare center on South Bailey Road which has increased traffic driving through that intersection. Mr. Binkly asked what the Township can do to help make this intersection safer. Township Manager Swichar discussed a 2016 traffic study that was done in conjunction with the daycare center's conditional use application. He also reported that he has reached out to PennDOT because they have jurisdiction over the intersection. The Township will need to submit a formal request to PennDOT for a four-way stop sign. Supervisor Lambert stated that there will eventually be more traffic going through this intersection because of two new developments being built. The Board of Supervisors and Police Chief Porter were in support of requesting PennDOT's permission to put a four-way stop sign at this intersection.

B. Township Manger's Report.

1) Trash & Recycling Contract.

Township Manager Swichar stated that at the previous Board of Supervisor meeting, Chairman Herzog motioned to award the contract for residential solid waste and recycling collection to Advanced Disposal, for the incorrect contract amount. They confirmed this by listened to the recording of the previous Board of Supervisors meeting. The only amendment needed to be made to the original motion is to correct the amount of the contract award.

MOTION: Supervisor Joe Heffern made a motion to amend the motion previously adopted to now read I move to award the contract for residential solid waste collection and recycling collection to Advanced Disposal in the amount of \$1,155,185, subject to the contractor's satisfaction of all conditions precedent to the award of the contract. Supervisor Carol Kulp seconded.

QUESTIONS AND COMMENTS:

- a) Township Resident Sharon Scott commented that "3-year contract" should be added to the motion.

VOTE: 4-0

- 2) Intergovernmental Agreement between Chester County and Participating Municipalities to Provide Processing and Marketing of Recycling Materials.

MOTION: Supervisor Kulp made a motion to approve Ordinance No. 2018-05, approving Chester County's Intergovernmental Agreement with East Fallowfield Township to provide processing and marketing of recycling materials. Supervisor Heffern seconded.

QUESTIONS AND COMMENTS:

- a) Township Resident Sharon Scott asked if this is the first time that the Township has used the County to process and market recycling materials. Mrs. Scott asked what the savings will be for the Township. Township Manager Swichar stated that the County put the contract out to bid. Mrs. Scott asked why the Township has to pay for the contract. Township Manager Swichar stated that an ordinance is required every time the Township enters into an intermunicipal agreement. Mrs. Scott also asked if there are other municipalities contracting with the County. Township Manager Swichar stated there will be other municipalities entering into the agreement with the County.

VOTE: 4-0

- 3) Multimodal Transportation Grant from the Pennsylvania Department of Transportation.

Township Manager Swichar reported that he plans to apply for a Multimodal Transportation Grant from PennDOT to repair Mortonville Road. The project budget cost will be over one million dollars. He is waiting on a detailed cost estimate from Traffic, Planning and Design. The application deadline for the grant is November 15. Township Manager Swichar plans to present a resolution, which would give the Township authorization to request the grant funding, at the October 23, 2018 Board of Supervisors Meeting. Township Manager Swichar said that he feels this is necessary work because Mortonville Road continues to fail. The traffic engineer is concerned that the road condition will continue to deteriorate if left unrepaired. The grant match is 30%. Township Manager Swichar stated he is looking at additional grants to cover some of the matching costs. The Chester County Conservation District has a Low Volume Road Program that the Township qualifies for. There is also a DCED Multimodal Transportation Fund which is different than the PennDOT Multimodal Transportation Grant Fund.

Township Manager Swichar also plans to apply for the PECO Green Region Open Space Program Grant. He is planning to present this resolution at the next Board of Supervisors meeting to authorize the Township to apply for this grant. The plan for this grant funding is to use it for matching funds for the park restrooms and picnic benches for the pavilion. The grant is for \$10,000.

C. Legal.

- 1) Partial Escrow Release for the Ridgcrest Residential Subdivision.

MOTION: Supervisor Katja DiRado moved that the Township approve Escrow Release No. 1 for the Ridgcrest Residential Subdivision, in the amount of \$55,647.48 subject to the Township Engineer's recommendation letter dated September 19, 2018. Supervisor Kulp seconded.

QUESTIONS AND COMMENTS:

- a) Township Resident Sharon Scott asked what balance remains after this escrow release of \$55,647.48. Supervisor Hefferen stated the remaining escrow balance will be \$1,140,543.97.

VOTE: 4-0

D. Township Treasurer.

1) 2019 Budget Discussion.

Township Manager Swichar presented an overview of the 2019 budget. He thanked Township Treasurer Pani Martin and the department heads for putting the budget draft together.

a) Budget Schedule - Township Manager Swichar presented the 2019 budget schedule as follows:

- The 2019 budget requests were sent to department heads in August and multiple meetings with department heads were held. The department heads had several weeks to determine their 2019 priorities. Several meetings were then held with the department heads.
- The 2019 budget will be distributed to the public in November.
- The 2019 budget public hearings will be as follows:
 - First reading of the budget – November 27.
 - Presentation of the 2019 budget - December 11.
- The Board of Supervisors can consider adoption of the proposed 2019 budget on either December 11 or December 18

b) 2019 Budget Highlights – Township Manager Swichar discussed the 2019 budget highlights as follows:

- Township Manager Swichar stated that the 2019 budget is a balanced budget. The 2019 budget recommends no increase in real estate taxes.
- Investment in infrastructure - \$210,000 has been budgeted for restrooms at the East Fallowfield Township Community Park, \$1,200,000+ has been budgeted for repairs to Mortonville Road.

c) Residential Annual Trash Fee – Township Manager Swichar discussed the residential annual trash fee.

Township Manager Swichar reported there is a proposed residential trash fee increase which will not be higher than \$275 per year. Township Manager Swichar said he feels the Township will be able to keep this fee steady for several years based on current projections. This equates to a \$65 rate increase for residential refuse collections which will increase the annual residential trash fee from \$210 a year in 2018 to \$275 in 2019. Residents will get an increase in services (unlimited recycling and larger 95-gallon recycling containers). The Township's current annual trash fee of \$210 is much lower than the County average of \$270.

d) Revenue Comparison between 2018 Adopted Budget and 2019 Proposed Budget – Township Treasurer Martin presented a revenue comparison as follows:

- The 2019 budget is balanced. There is no increase in millage and no real estate tax increase.
- Township Treasurer Martin stated she analyzed the last two to three years of earned income tax. She looked at how many residents are paying by the discount date, how many are paying on time, and how many are not paying at all. The amount of earned income being collected increased and less is going to collections.

- Earned income tax revenue was reduced based on Keystone Collections estimates. Earned income tax revenue has declined over two years and is holding steady around \$1.2 million.
 - Real estate transfer tax income was increased in the 2019 budget.
 - Pension estimates for 2019 have dropped significantly, however, so has the Municipal Pension State Aid.
 - Revenue expected from the annual trash fee increase is also expected to cover the projected costs of the new collection contract and administrative fees.
- e) Expenses Comparison Between 2018 Adopted Budget and 2019 Proposed Budget – Township Treasurer Martin discussed an expense comparison as follows:
- The Police Department's medical-opt-out increased but the Police Department's medical insurance went down.
 - Gasoline fuel charges were broken out by department in the 2019 budget. All gasoline expenses have been included in the Police Department budget in past years.
 - The estimated higher costs per gallon next year.
 - The cost of fuel in the Police Department budget went down.
 - There is a new line item for fuel in Public Works/EMS Departments sections of the budget.
 - Current Police Department vehicle leases were removed and moved to the Capital Projects Fund budget.
 - Money has been budgeted to go to the Capital Projects Fund.
 - The 2019 budget proposes to remove the \$8,000 budgeted for the Coatesville Library every year. Township Manager Swichar questioned whether the Township wants to continue paying the library which is not in East Fallowfield Township. Supervisor DiRado spoke in favor of giving money to the Coatesville Library. No decision was made.
- f) General Fund Revenue Highlights – Township Treasurer Martin presented General Fund revenue highlights as follows:
- The 2019 General Fund revenues will be \$3,375,617.84 and expenditures will be \$3,730,678.67 (3% increase from the 2018 budget).
 - The 2019 General Fund budget proposes to balance the budget without using any fund balance as operating revenue.
 - The General Fund budget does not propose an increase to municipal millage rate.
 - New revenues are projected to be less than the 2018 levels.
- g) General Fund Expenditures Highlights – Township Treasurer Martin presented General Fund expenditure highlights as follows:
- The police/office healthcare cost per family is not expected to increase.
 - The 2019 budget breaks out department fuel usage instead of lumping it all under the Police Department budget.
 - In the 2019 budget, capital purchase requests are being moved out of the General Fund and into the Capital Project Fund portion of the budget.
- h) Liquid Fuels Fund Highlights – Township Treasurer Martin presented Liquid Fuels Fund highlights as follows:
- Diesel fuel rates are expected to jump up next year. Diesel fuel rates are projected at \$3.00 per gallon.
 - New dump truck – Public Works Department intends to get rid of T-1 and T-6 (1997 & 2003 dump trucks).
 - Storm drain repairs are planned in 2019.
 - Vehicle repair bills have been climbing due to the aging of vehicles.
- i) Capital Projects Fund Highlights – Township Treasurer Martin presented the Capital Projects Fund highlights as follows:

- The 2019 budget allocates \$75,000 for road paving in 2019.
- The 2019 budget proposes to move two existing leased police vehicles into the Capital Project Fund.
- Added in two new police vehicle leases. Two vehicles will be decommissioned.
- Computer system/network updates for the Police Department.
- New roof for the Township Building. The roof is leaking and patching the roof is no longer working.
- Fuel Master/Fuel Pump System – Road Master Tag Gathercole is looking to replace the gasoline pumps.
- Request by the Public Works Department to purchase an Alamo side mower for TR-3.
- Mortonville Road rehabilitation project.

j) Parks and Recreation Fund Highlights – Township Treasurer Martin presented highlights of the Parks & Recreation Fund as follow. The 2019 budget includes funding for the following:

- Movie nights at the park.
- New ADA-accessible restrooms.
- Picnic tables in the pavilion.

2) ClearGov.

Township Treasurer Martin explained that ClearGov is a financial transparency website which can be accessed from the Township's website. She stated that ClearGov would like to use East Fallowfield Township as a test case for their recently rolled out forecasting and budget builder modules. Township Treasurer Martin said that putting a budget together is very labor intensive. ClearGov recently rolled out a budgeting and forecasting module. Township Treasurer Martin demonstrated the forecasting module and budget builder module in ClearGov. These new modules will allow budgets to be reported with visual aids. ClearGov is offering a trial period for the forecasting and budget builder module of \$1,000. The regular cost is \$2,000 per year. There was a discussion about the trash fee increase. Supervisor DiRado felt the increase from the 2018 trash fee of \$210 to the proposed 2019 trash fee of \$275 is too much of a jump in price for residents. Township Treasurer Martin stated the goal is cover all costs of trash collection costs including administrative costs.

3) Park Day – October 13.

Township Treasurer Martin reminded the Board of Supervisors and residents that Park Day is this Saturday, October 13 from 10:00 a.m. to 4:00 p.m.

4) Other Business.


Township Treasurer Martin announced that the Township building has a new door entering into the office side of the building.

3. ADJOURNMENT

MOTION: Vice Chairman Lambert made a motion to adjourn the Board of Supervisors meeting at 7:37 p.m. Supervisor Heffern seconded.

VOTE: 4-0

Respectfully Submitted,


Lisa Valaitis,
Township Secretary