

**EAST FALLOWFIELD TOWNSHIP**  
BOARD OF SUPERVISORS MEETING  
April 9, 2019 Approved minutes  
6:30 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

Chairman Steve Herzog called the meeting to order at 6:30 p.m.

2. DISCUSSION

A. Citizens by Request.

1) Krista Moreno – Cub Scout Pack 219 – Park Pavilion.

Ms. Krista Moreno introduced herself to the Board of Supervisors and said that she is the Committee Chair for East Fallowfield Township Cub Scout Pack 219 out of East Fallowfield Elementary School. Ms. Moreno said that every year Cub Scout Pack 219 holds its crossover ceremony at the East Fallowfield Township Community Park. They are requesting permission to grill in the park as part of their ceremony. The Cub Scout event is on Saturday, May 11, 2019 and there will be 40 – 50 people attending.

MOTION: Chairman Herzog made a motion for Pack 219 to use a grill at the Park for their Blue and Gold Banquet on May 11. Supervisor Wilson Lambert seconded.

VOTE: 5-0

B. Final Audit Report for 2018 Audit.

Township Treasurer Pani Martin presented the 2018 Annual Audit prepared by Barbacane Thornton, the Township's auditing firm. Township Treasurer Martin reported that the Township's 2018 financials were submitted to DCED on time. She reported that there are no audit findings this year. She said that every year since 2015, there have been the same three or four audit findings that the Township has been working to eliminate. As of last year, the one remaining audit finding that needed to be addressed was converting the Township chart of accounts to the DCED chart of accounts. Township Treasurer Martin said the Township chart of accounts has been converted to the DCED chart of accounts. Now that the chart of accounts conversion is complete, there are no audit findings.

C. Township Manager Report.

1) Resolution No. 2019-12 to Appoint Voting Delegates to the Chester County Tax Collection Committee.

Township Manager Scott Swichar stated the Township is a member of the Chester County Tax Collection Committee for the collection of earned income tax. Keystone Collections is the current earned income tax collector. Township Manager Swichar reported that the Township's Chester County Tax Collection Committee delegates needed to be updated. Township Manager Swichar said he will be the Primary Delegate, Township Treasurer Martin will be the Secondary Delegate, and Township Secretary Lisa Valaitis will be the Alternate Delegate.

MOTION: Chairman Herzog made a motion to adopt Resolution 2019-12 to appoint voting delegates to the Chester County Tax Collection Committee. Supervisor Carol Kulp seconded.

VOTE: 5-0

2) Sale of Public Works 1999 Ford F-350 Pickup Truck (VIN #1FTSF31F3XEA95128)

Township Manager Swichar recommended the Township sell the Public Works Department's 1999 Ford F-350 pickup truck (VIN #1FTSF31F3XEA95128). He reported that the truck bed is rusted out and the plow needs to be repaired. Township Manager Swichar reported that the Township just sold the Dodge Charger, which was a police vehicle, for \$3,000 on Municibid.

MOTION: Chairman Herzog made a motion to approve Resolution No. 2019-13 authorizing the sale of a 1999 Ford F-350 pickup truck (VIN #1FTSF31F3XEA95128) as presented. Supervisor Joe Heffern seconded.

VOTE: 5-0

3) Ridgecrest Escrow Release No. 7.

Michael Wurster, from Rouse Chamberlin, was present at the meeting.

MOTION: Chairman Herzog made a motion that the Township approve Escrow Release No. 7 for the Ridgecrest Residential Subdivision, in the amount of \$19,981.55. Supervisor Heffern seconded.

VOTE: 5-0

4) Traffic Planning and Design, Inc. – Professional Services Agreement – Letter of Engagement for Brook Crossing – Multi-Way Stop Sign Assessment Study.

Township Manager Swichar reported that the Township was approached by the Brook Crossing Homeowners Association (HOA) president regarding resident concerns about vehicles speeding in the neighborhood and the safety of children. Township Manager Swichar reported that he has been out to the Brook Crossing Development and he has observed vehicles speeding. A traffic engineering study is required in order to add multi-way stop signs and would make the stop signs legally defensible. Supervisor Katja DiRado asked what the current speed limit is in Brook Crossing. Chairman Herzog stated the speed limit is currently 15 miles per hour because Brook Crossing is in a Mobile Home Zoning District. If the Zoning District was changed, the speed limit would need to be increased to 25 miles per hour. Township Manager Swichar said the required steps to install stop signs are to complete an engineering study, obtain a recommendation from the Township Traffic Engineer, and to amend the Township Ordinance.

MOTION: Chairman Herzog made a motion to approve a contract with Traffic Planning and Design, Inc. in the amount of \$2,700 to complete a multi-way stop sign assessment study in the Brook

Crossing neighborhood and authorize the Township Manager to execute the contract and related documents. Supervisor DiRado seconded.

VOTE: 5-0

5) Summer Seasonal Employment: Recommendation to Hire Seasonal Public Works Employees.

There was a discussion regarding rehiring last year's Public Works Department's seasonal employees Clayton Hubler and Jesse Kelly for this year's seasonal work. Township Manager Swichar reported that current criminal background checks were conducted for both individuals.

MOTION: Chairman Herzog made a motion to hire Clayton Hubler and Jesse Kelly for part-time seasonal work in the Public Works Department at a rate of \$13.50/hour for the 2019 summer season. Supervisor Lambert seconded.

VOTE: 5-0

6) New Business.

a. Medicine Drop Box.

Township Manager Swichar discussed the Medicine Drop Box now permanently located at the Township building. This is a great way for the community to dispose of prescription medications.

b. Township Newsletter – Spring 2019.

Township Manager Swichar announced that the Spring 2019 Township Newsletter will be mailed to residents on April 10. There will be extra copies of the Township Newsletter at the Township building.

D. New Business.

1) Purchase of Electronic Sign.

Supervisor DiRado requested the purchase of an electronic sign be placed on the April 23, 2019 Board of Supervisor agenda. The purchase cost of an electronic sign requires the Township go through the formal bidding process unless the sign is purchased through COSTARS.

2) Organic Weed Spray.

Supervisor DiRado asked if research could be done on switching to organic weed control spray for this season. She said last year they were provided with literature on the sprays and some of the sprays that have been used in the past contain toxic ingredients. Township Manager Swichar said he will discuss this with Public Works Road Foreman Tag Gathercole.

3) Rental Property Inspection Course.

Supervisor Lambert discussed the Rental Property Inspection Program course he recently attended with Planning Commission Chairman Dennis Crook and other Planning Commission members. He stated one key point that stood out to him was the importance of the Township allocating enough resources for rental property regulations. A second key point that stood out to him was that if a township is addressing property maintenance on a complaint basis (residents submitting complaints), the township is not really enforcing its ordinances. Supervisor Lambert discussed the benefits of having a person, on behalf of the Township, drive around the Township looking for ordinance violations. Supervisor Lambert stated the Township should allocate resources to address property maintenance. Chairman Herzog said that these additional resources could be discussed during the budget process. Planning Commission Chairman Crook reported he spoke to the Zoning Officer

today regarding this topic. He spoke about the Township missing out on revenue by not regulating rental properties. There are safety reasons why it is important for the Township to know which properties contain rental units, where the rental units are located, and who is renting in the Township. Planning Commission Chairman Crook also spoke about the advantages to landlords for registering rental properties such as increased property values, better tenants, and the ability to obtain a mortgage on a rental property. Planning Commission Chairman Crook said the course instructor's recommendation was to start small with implementing a rental property maintenance ordinance. The first step is to identify buildings that they know are rental properties. The second step would be to approach those landlords and discuss a township rental property registration and licensing program. The third step would be to put together a registration and permitting process for rental units. Planning Commission Chairman Crook discussed the Newlinville area of the Township which is in the Multi-Use Zoning District. Many of the lots in the Newlinville area are non-conforming lots. Planning Commission Chairman Crook said that his biggest concern with not having a rental unit registration program is the potential safety issues.

4) Pennsylvania State Association of Boroughs (PSAB) – Team Building and Conflict Resolution Course.

Planning Commission Chairman Crook briefly discussed working with Ed Knittle, who is with the Pennsylvania State Association of Boroughs (PSAB), to set up a course for the Township staff entitled "Team Building and Conflict Resolution."

3. ADJOURNMENT

MOTION: Chairman Herzog made a motion to adjourn the Board of Supervisors meeting at 7:12 p.m. Supervisor Lambert seconded. VOTE: 5-0

Respectfully Submitted,



Lisa Valaitis,  
Township Secretary