

EAST FALLOWFIELD TOWNSHIP
BOARD OF SUPERVISORS MEETING
August 13, 2019 Approved minutes
6:32 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
Lisa Valaitis, Township Secretary

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

Chairman Steve Herzog called the meeting to order at 6:32 p.m.

2. DISCUSSION

A. Township Manager's Report.

1. Trailer Quote from Burkholder Mfg., Inc.

Township Manager Scott Swichar presented a quote of \$4,540 for a new 18-foot long utility trailer with a 9,900 gross vehicle weight. This trailer would replace the 2002 trailer that was recently destroyed in a car accident. The Township received an insurance settlement of \$2,519 minus a \$500 deductible. Township Manager Swichar stated he received several quotes and the quote from Burkholder Mfg. is the lowest quote.

MOTION: Chairman Herzog made a motion to approve the purchase of an 18-foot long Sure-Trac Top Tandem Axle Utility Trailer from Burkholder Mfg., Inc. for \$4,540. Supervisor Wilson Lambert seconded.

QUESTIONS AND COMMENTS:

- a. Supervisor Katja DiRado asked how the new trailer compares to the damaged trailer. Township Manager Swichar replied by stating that the new trailer is four feet longer so it will hold more equipment and therefore require less trips back to the garage.

VOTE: 5-0

2. Fire Truck Loan - Capital Payment.

Township Manager Swichar reported that Chief Dowlin of Modena Fire Company approached the Township regarding Modena Fire Company's loan on the 2018 Pierce Enforcer Engine. Chief Dowlin

requested to both shorten the length of the loan and decrease the interest on the loan. Township Manager Swichar stated that last year the Township contributed \$30,000 for a down payment on the vehicle. At that time, Modena Fire Company had requested the Township contribute \$10,000 per year out of the fire tax for the life of the loan. Chief Dowlin is now asking the Township to contribute \$20,000 a year for the subsequent loan payments in order to shorten the length of the loan and decrease the interest on the loan. According to the bank, Modena Fire Company will save \$28,000 over the life of the loan and the length of the loan will be shortened by four years. Supervisor Carol Kulp asked if other municipalities would be contributing to this loan. Chairman Herzog stated that not every municipality has set up a fire tax for Modena Fire Company. Township Manager Swichar stated that \$100,000 a year is set aside for equipment purchases. This money comes from the East Fallowfield Township fire tax.

MOTION: Chairman Herzog made a motion to pay the first loan installment payment of \$20,000 to Modena Fire Company for the 2018 Pierce Enforcer Engine. Supervisor Kulp seconded.

VOTE: 5-0

3. 2019/2020 PennDOT Winter Traffic Services Agreement.

Township Manager Swichar presented the 2019/2020 PennDOT Winter Traffic Services Agreement. There is a very small rate increase from the previous year. Chairman Herzog asked why the suggested total amount encumbrance doubles in the 5th year on PennDOT's exhibit attached to the agreement. Township Manager Swichar stated he will reach out to PennDOT for information on the encumbrance total increase in year 5.

MOTION: Chairman Herzog made a motion to approve the 2019/2020 Winter Traffic Services Agreement with PennDOT. Supervisor Carol Kulp seconded.

VOTE: 5-0

4. 2019 Road Paving Work - Additional Road Work.

Township Manager Swichar requested that the Board of Supervisors approve John DiRocco General Contractors to complete extra road of an additional 220 feet on Lehigh Drive. The cost of this additional road work would be \$3,648 which is consistent with John DiRocco's low bid. Township Manager Swichar reported that they have milled the section. With the added road work, the 2019 road paving project total cost is still below the total budgeted amount of \$200,000. PennDOT is aware of the additional work which is below the 10% threshold.

MOTION: Chairman Herzog made a motion to approve an additional \$3,648.60 of road paving work to the 2019 Road Paving Project subject to the condition of PennDOT approving it as Liquid Fuels eligible. Supervisor Lambert seconded.

VOTE: 5-0

Township Manager Swichar discussed having the Township parking lot paved. The cost of paving the parking lot is below the formal bidding threshold requirement. John DiRocco submitted a cost quote of \$20,257.60 and Long's Asphalt submitted a quote of \$57,800. Chairman Herzog asked for feedback on John DiRocco General Contractor's work. Township Manager Swichar stated that the contractor has only done the milling at this point, so he is not able to evaluate the work. However, they are easy to work with and committed to doing a good job. This project is not Liquid Fuels eligible and therefore the Township would not be reimbursed by PennDOT. There is \$75,000 budgeted in Capital Funds for road work.

MOTION: Chairman Herzog made a motion to approve a price quote from John A. DiRocco General Contractors, Inc. for paving/milling of the parking lot at the Township building in the amount of \$20,257.60. Supervisor Lambert seconded.

VOTE: 5-0

5. Township Financial Consultant - Approval of Consulting Work by Barsz Gowie Amon & Fultz LLC for Township Treasurer.

Township Manager Swichar reported that the Township Treasurer is currently on leave. He received a price quote from Barsz Gowie Amon & Fultz LLC. They will do the accounts payable and prepare the financial report for the next Board of Supervisors meeting on August 27, 2019. The cost is not to exceed \$1,350.

MOTION: Chairman Herzog made a motion to approve financial consulting work by Barsz Gowie Amon & Fultz LLC in an amount not to exceed \$1,350 for the month of August. Supervisor Kulp seconded.

QUESTIONS AND COMMENTS:

- a. Supervisor Kulp asked how long this firm will be in the office. Township Manager Swichar stated they will work with them as much as necessary to get the work for August completed. He estimated they would be in the office several times.
- b. Supervisor DiRado asked if Barsz Gowie Amon & Fultz LLC is a temporary employment agency. Township Manager Swichar stated the company is an accounting firm. The company was recommended by the City of Coatesville and Solicitor Crotty also gave the firm a positive review. Township Manager Swichar said that their company will be more flexible, and they have more resources because they have a larger staff.

VOTE: 5-0

B. New Business.

1. Township Community Memorial Park Benches.

Supervisor DiRado asked Township Manager Swichar about the status of the park benches. Township Manager Swichar stated he is pricing out benches and will order benches soon. He reported that he reached out to the Chester County Managers Consortium for recommendations regarding a memorial bench program. He has found companies that handle the benches, but he has not found a company that supplies the literature/marketing materials. Supervisor DiRado suggested a tree donating/planting program as an alternative. Township Manager Swichar will look into such a program.

C. Public Participation

1. Township Resident Nina Petro stated she resides in the western sector of East Fallowfield Township. Ms. Petro asked for more information about the park benches. Chairman Herzog said that the Township Community Park needs more benches and a memory donation bench program was suggested by Supervisor DiRado. Ms. Petro asked if a memory donation bench program would cover the cost of the benches. Chairman Herzog stated the cost of the benches would be covered by a donation program. Ms. Petro also asked about the tree donation program that Supervisor DiRado mentioned. Supervisor DiRado said the Township Community Park needs more trees and she thought a tree planting donation program would help cover the costs. Ms. Petro said that her main purpose for attending the meeting was to ask about the status of the digital sign. Supervisor DiRado explained the purpose of a digital sign would be to increase communication to residents. Supervisor DiRado said the current sign outside the Township building is small and unreadable. Additionally, not all residents go to the website or read the newsletter to obtain Township information. Supervisor DiRado stated a digital sign would not be a billboard. Ms. Petro praised the office staff and said they do a great job communicating with residents. She presented various mailings that she has received from the Township. Ms. Petro praised the Township newsletter. Township Manager Swichar stated that the Township does not pay for the semi-annual newsletters because the cost is covered by local

sponsorship. Ms. Petro stated the residents do not understand the abbreviations on the current sign in front of the Township building. Chairman Herzog said the Township is not moving forward with a digital sign at this time. Ms. Petro requested the Township send out surveys by mail, perhaps as a postcard as opposed to just doing surveys online. Ms. Petro asked the Board of Supervisors for the status of the recent discussion at a Board of Supervisors meeting regarding Wawa. Chairman Herzog stated the Township did research the possibility of having a Wawa in East Fallowfield Township, however the Township does not meet Wawa's criteria. Chairman Herzog said that this came about as part of a process to entice businesses to specific areas of the Township. There is an interest and need for a gas station in the Township. Ms. Petro also extended an invitation to the Board of Supervisors and Township staff to attend a 9-11 Memorial Service at the East Fallowfield Elementary School on Wednesday September 11, 2019 at 10:00 a.m. The service will be approximately 45 minutes.

2. Planning Commission Chairman Dennis Crook requested a better communication/notification process for when Township protocol or procedure is changed. He discussed a recent change in procedure for requesting attendance at training events. He also requested that training event information be forwarded to the Board of Supervisors and Commissions. Over the past five years he has been submitting these requests to the Township Secretary and he was recently directed to submit these requests directly to the Township Manager. Chairman Herzog said this change was made to formalize the procedure for requesting attendance at training events. It is not a disapproval of attendance. Chairman Herzog said that the Board of Supervisors is interested in hearing about these training events and they have always supported training and education. Township Secretary Lisa Valaitis stated she has been submitting training requests to Township Manager Swichar for approval. Township Manager Swichar stated that he emails training notices to the Board of Supervisors. Planning Commission Chairman Crook reported that the Chester County 2020 Breakfast is on August 21 from 7:00 a.m. to 8:45 a.m. The topic of discussion at this breakfast will be attainable housing. Planning Commission Chairman Crook discussed what is meant by attainable housing. Planning Commission Chairman Crook also discussed a conflict between the Powers and Duties of the Planning Commission and information received in a recent letter from the Board of Supervisors.

3. ADJOURNMENT

MOTION: Chairman Herzog made a motion to adjourn the Board of Supervisors meeting at 7:26 p.m. Supervisor Kulp seconded. VOTE: 5-0

Respectfully Submitted,



Lisa Valaitis,
Township Secretary