

**EAST FALLOWFIELD TOWNSHIP**  
BOARD OF SUPERVISORS MEETING  
October 8, 2019 Approved minutes  
6:31 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 6:31 p.m.

2. DISCUSSION

A. Township Manager's Report.

1) 2020 Budget Overview.

Township Manager Scott Swichar presented an initial overview of the 2020 Township Budget.

a. 2020 Budget Schedule.

Township Manager Swichar presented the timeline for approving the Township's 2020 Budget which is as follows:

- The 2020 budget requests were sent to Department Heads in August and meetings with the Department Heads were held.
- The next budget discussion will be held at the next Board of Supervisors meeting scheduled for October 22, 2019.
- The 2020 Budget will be distributed to the Board of Supervisors and the public in November.
- The proposed budget must be advertised at least 20 days before the Board of Supervisors consider adoption.
- The first reading of the budget will be on November 26, 2019.
- The formal budget presentation will be on December 17, 2019.
- Adoption of the proposed 2020 budget will be on December 17, 2019.

b. Budget Summary.

Township Manager Swichar presented a summary of the 2020 proposed budget as follows:

- The draft 2020 budget is a balanced budget.
- There is no fund balance being proposed as revenue in the preliminary draft of the General Fund operating budget which equals a balanced budget.
- There will be no real estate tax increase for 2020.
- General Fund revenues are slightly higher in 2020 (\$3,748,496) than in 2019 (\$3,739,610). The increase is mostly attributed to the Chester County Vision Partnership Program Grant.
- General Fund expenditures are slightly higher in 2020 (\$3,743,921) compared to 2019 (\$3,738,570).
- The Township will continue investing in infrastructure as follows: \$200,000 budgeted for road paving, \$210,000 budgeted for park restrooms (\$125,000 from a grant) at the community park, \$1,200,000+ for repairs to Mortonville Road, and one new police vehicle (which is included in the Capital Fund Budget).
- There is a small decrease in annual savings for employee health care costs of 1.2% which equates to an annual savings of approximately \$3,000.
- The Township will be maintaining existing service and staff levels in 2020.

c. Revenue Comparison between the 2019 Adopted Budget and the 2020 Proposed Budget.

Township Manager Swichar presented a revenue comparison between the 2019 adopted budget and the 2020 proposed budget which includes the following:

- Real estate property taxes are flat with a slight decrease from \$790,000 in 2019 to \$760,000 in 2020. This is as a result of shrinking real estate tax valuation in the Township as follows: 2016 - \$407,345,841 / 2017 - \$405,500,341 / 2018 - \$404,043,821
- The Real Estate Transfer Tax (Account 310.10) amount is flat.
- Earned income tax collection estimates are increasing from \$1,200,000 in 2019 to \$1,240,596 in 2020. This is a relatively flat increase.
- The local services tax is also flat with an increase from \$24,800 in 2019 to \$26,000 in 2020.
- The 2020 budget includes a moderate increase in building permits from \$54,000 in 2019 to \$70,000 in 2020.

d. General Fund Administration Expenses.

Township Manager Swichar discussed the General Fund Administration Expenses which includes the following:

- There is a small decrease in the budget for administration costs which went from \$589,616 in 2019 to \$582,437 in 2020. This reflects a lean operating budget.
- There are expenditure reductions for life insurance/accidental death and dismemberment insurance and short-term disability. These expenditure reductions are a result of switching to Nationwide Insurance.
- The 2020 budget reflects a 3% salary increase for the administrative staff.
- The budget proposes a Coatesville Area Library donation decrease from \$8,000 in 2019 to \$6,000 in 2020. Chairman Herzog stated he disagrees with decreasing the library donation. Supervisor DiRado stated the Board of Supervisors has not done any outreach programs for the library.

e. Police Department Budget Overview.

Township Manager Swichar discussed the Police Department budget overview which includes the following:

- The 2020 proposed budget includes seven full-time officers. This is the current staffing level of the Police Department. One police officer will be moving to part-time and therefore the 2020 budget reflects a new Class C Officer.
- Police Officer salaries reflect a 3.25% increase in 2020.
- Police Officer medical opt-out has decreased in the 2020 budget.
- Health/dental insurance increased from \$202,024 in 2019 to \$242,484 in 2020.
- Township Manager Swichar stated before the Township hires a new full-time officer, which is expensive, the Township might consider doing a police department study. The study would be to evaluate the Police Department's staffing model. Last month, the Township met with Fred Chapman who oversees the DCED's Strategic Management Planning Program. There is a grant that would pay for a long-term financial plan. In the case of the police department, they would do an analysis of the police department staffing and look at performance metrics. Township Manager Swichar suggested the Township consider doing this type of study before investing in another full-time officer. The 2020 budget does reflect the current staffing level of seven full-time police officers.
- Township Manager Swichar stated he will evaluate additional opportunities for revenue such as presenting a proposal to Modena Borough to offer police service. He was approached by Modena Borough with a request for East Fallowfield Township to present a proposal for the Township to provide police services to their municipality. Township Manager Swichar and Chief Porter are looking into this option.
- In the 2020 budget, there is an update to Account 410.450 - CODY - Contractual Services, to allow more efficient police reporting. CODY is a reporting system for police departments. There is a small budgeted increase from \$3,000 to \$5,000 which will provide more efficiency by allowing the Township's Police Department to use one reporting system.

f. Public Works Department Overview.

Township Manager Swichar presented an overview of the Public Works Department's 2020 proposed budget which includes the following:

- The 2020 proposed budget includes five full-time staff which is the current staffing level for the Public Works Department.
- The 2020 Public Works Department salaries reflect a 3% increase.
- Township Manager Swichar stated that the contract with the Teamsters expires at the end of this year. Township Manager Swichar reported that he had an initial meeting with the Teamsters Union Leader. The Teamsters are looking to start negotiations in November.
- The 2020 proposed budget includes a 3% increase in the health/dental insurance (Health/Welfare Fund).

g. Fire/EMS Budget Overview.

Township Manager Swichar presented an overview of the Fire and EMS budget which includes the following:

- This portion of the budget comes from the Fire and EMS tax of 1 mill. The fire tax is 0.56 mills and the EMS tax is 0.44 mills.

- The 2020 proposed budget includes \$20,000 for a fire truck loan payment for the Modena Fire Company.

h. Planning/Zoning Expenditures.

Township Manager Swichar presented the Planning and Zoning expenditure budget highlights which includes the following:

- The 2020 proposed budget reflects an increase in Code Enforcement/Zoning Services from \$28,000 in 2019 to \$30,000 in 2020 which reflects fees from building permits paid to Keystone Municipal.
- \$12,500 is budgeted for the Planning Commission. This money could be used for Community Conversations or training courses.
- \$31,000 is budgeted for the Newlinville Village Master Plan project. This is included in Account 414.318 - Other.

i. Liquid Fuels Fund Budget Highlights.

Township Manager Swichar presented highlights of the Liquid Fuels Fund budget which includes the following:

- Proposed \$20,000 from Liquid Fuels Balance to fund the 2020 Liquid Fuels Budget.
- The Township will continue investment in road paving. The 2020 budget is \$200,000 which is the same expenditure as in 2019.
- The 2020 proposed budget includes a purchase of a side mower (\$22,000) for a tractor to cut grass on the side of roads. This is to replace a very old side mower that is generating large repair costs.
- Total Liquid Fuels expenditures are budgeted at \$370,600.
- The Liquid Fuels budget also includes Capital Projects of \$68,000 in lease capital projects for two equipment leases: a snowplow truck and a 2016 Freightliner.
- Included in the 2020 Liquid Fuels budget is money for repairs to Mortonville Road. Township Manager Swichar said he is still waiting to hear back about the DCED Grant for \$1,000,000 to cover the matching cost requirements of the PennDOT Multimodal Transportation Fund Grant.

j. Capital Projects Fund Highlights.

Township Manager Swichar stated that the following items are included in the proposed 2020 Capital Projects Fund:

- \$12,000 has been budgeted for a Ferris Zero Turn Mower.
- The 2020 proposed budget includes a new police vehicle of \$50,000.
- Purchase of a Grapple Loader Yard Waste Truck.
- \$10,000 for record retention (document management and \$10,000 code enforcement software to manage inspections /permitting
- \$10,000 for police body cameras. The police body cameras will increase the transparency and accountability of the Police Department.
- \$23,000 for a Township building feasibility study.
- In the 2019 budget, there is \$30,000 for a new fuel pump system. This money was not spent this year. Township Manager Swichar said he is planning to do this next year. This would be to replace the fuel pumps next to the salt shed.
- There are currently four existing vehicle leases under the Capital Fund which include a 2017 Chevrolet Tahoe, a 2018 Chevrolet Tahoe, and two 2019 Chevrolet Tahoes.

- Township Manager Swichar stated that he is proposing to replace the Police Chief's vehicle in 2020.

k. Park & Recreation Budget.

Township Manager Swichar presented the highlights of the Park & Recreation budget which includes the following:

- Funds for future Movie Nights at the park. Township Manager Swichar stated he anticipates doing at least two movie nights in 2020. He is hoping to get more volunteers to assist with planning and running these programs.
- New ADA-accessible restrooms in the park. The park restrooms were budgeted for in 2019, however, the project is not complete. Township Manager Swichar expects the restroom project to be completed in 2020.
- New picnic tables (pavilion). The 2020 proposed budget includes \$6,500 for replacement picnic tables for the park. Township Manager Swichar reported that five new benches were installed in the park last week.

QUESTIONS AND COMMENTS:

- i. Chairman Herzog requested reducing the budgeted SPCA animal control expense from \$10,000 to \$8,000 to offset the proposed decrease in the library donation which would allow the library donation to remain at \$8,000.
  - i.
- ii. Chairman Herzog asked if new residents moving into the Ridgecrest Development and the Fieldstone Village Development were factored into the calculation of the 2020 budgeted earned income tax. Township Manager Swichar stated that the information obtained from the Chester County Tax Collection Committee was used to calculate the 2020 budgeted earned income tax. The Chester County Tax Collection Committee used an average of the last three years of collected earned income tax collected.
- iii. Supervisor DiRado requested the LED sign be added to the 2020 budget. There was no objection from the Board of Supervisors.
- iv. Supervisor DiRado stated that the Township should permit barbecuing in the Township Community Park. Supervisor Lambert stated this would encourage residents to use the park. Before allowing barbecuing in the Township Park, the Fire Chief needs to be consulted and the Township Code needs to be reviewed.
- v. Township Resident Buddy Rhoades stated the Historical Commission is not included in the 2020 budget and he requested the Historical Commission be considered in the budget. Mr. Rhoades also discussed individual properties in the Township on which buildings were torn down without a permit. He discussed a specific property on Doe Run Road with zoning violations.

2) Park Day Update.

Township Manager Swichar stated that he is looking forward to seeing residents at the Park Day Event this Saturday from 10:00 a.m. to 4:00 p.m. Township Manager Swichar reported that they have great sponsorship this year and have raised approximately \$13,000 in sponsorship donations.

3) Precinct 230 - East Fallowfield West - Change in Polling Place for November 5, 2019 General Election.

Township Manager Swichar announced that the polling place for Precinct 230 - East Fallowfield West is moving from the South Brandywine Middle School to the East Fallowfield Township Elementary School. This is a temporary voting location just for the upcoming November election.

3. ADJOURNMENT

MOTION: Chairman Herzog made a motion to adjourn the Board of Supervisors meeting at 8:05 p.m. Supervisor Heffern seconded. VOTE: 5-0

Respectfully Submitted,



Lisa Valaitis,  
Township Secretary