

EAST FALLOWFIELD TOWNSHIP
BOARD OF SUPERVISORS MEETING
October 22, 2019 Approved minutes
6:29 p.m.

Members Present

Wilson Lambert, Vice Chairman
Joe Heffern, Member
Katja DiRado, Member

Township Staff Present

Scott Swichar, Township Manager
Lisa Valaitis, Township Secretary

Township Solicitor

Mike Crotty

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

Vice Chairman Wilson Lambert called the meeting to order at 6:29 p.m.

2) DISCUSSION

A. APPROVAL OF MINUTES

1) September 24, 2019 Board of Supervisors Meeting Minutes.

MOTION: Vice Chairman Lambert made a motion to approve the September 24, 2019 Board of Supervisors meeting minutes as presented. Supervisor Joe Heffern seconded.

VOTE: 3-0

2) October 8, 2019 Board of Supervisors Meeting Minutes.

MOTION: Vice Chairman Lambert made a motion to approve the October 8, 2019 Board of Supervisors meeting minutes as presented. Supervisor Heffern seconded.

VOTE: 3-0

B. PRESENTATIONS

1) Dan Tracey - People's Hall - Overview of Plans for Building.

Mr. Dan Tracey, Chairman of the People's Hall Board of Trustees, introduced the Board of Trustees that were present: Treasurer Bob Frye, Secretary Tonya Thames-Taylor, Trustee Joe McCormick, and Trustee Brenda Hillard. Mr. Tracey stated that People's Hall, which is a unique and historic building, is located on Route 82 in the Village of Ercildoun in East Fallowfield Township. He presented a history of the building which was built in 1847. Mr. Tracey stated that the Board of Trustees have maintained the Hall since it was established. The present Board of Trustees are now the overseers for the Hall's maintenance and general repairs. The People's Hall has been used for many purposes over the years. Mr. Tracey discussed the necessary maintenance done to the Hall. Mr. Tracey spoke about the repairs they have been able to fund such as stabilizing the back wall and applying cement siding. The roof, windows, and door were replaced thanks to generous donations and funding. The most pressing repair needed is the horse-hair ceiling. Mr. Tracey asked if the Township could help the People's Hall which is on the historical registry in the heart of East Fallowfield Township. Mr. Tracey thanked those people that have donated services and funds to the People's Hall. People's Hall Treasurer Robert Frye stated the Hall's horse-hair plaster ceiling is in desperate need of repair. Mr. Frye discussed the poor condition of the horse-hair ceiling inside the building which has caused their insurance company to disallow anyone from entering the building. Repairing the ceiling is the most urgent

need. Further work is also needed on the outside of the building. Historical Commission Chairman Joe McCormick stated that the People's Hall is the most historically significant building in East Fallowfield Township and Chester County. Supervisor Heffern asked how much money they are hoping for and what is the estimated repair cost of the ceiling. Mr. Tracey discussed cost which would depend on what is determined to be the best way to repair the horse-hair ceiling. Any funds donated would be in a restricted fund specifically for ceiling repairs. Robert Frye stated they got a cost quote of \$20,000 several years ago. Supervisor Katja DiRado asked what they will do if it is not possible to repair the horse-hair roof. Mr. Tracey said it would cost more money to repair the roof if the horse-hair repairs are not possible. Supervisor Heffern asked Township Manager Swichar if there are any grant options for the People's Hall. Township Manager Swichar stated that the People's Hall is a 501(c)(3) organization and they would typically apply for a grant on their own. Secretary Tonya Thames-Taylor discussed the Board of Trustees' desire to be recognized by the federal government as a stop on the underground railroad which would open grant opportunities for the Hall. They need to show they worked with the local municipal government. They are looking to establish a partnership with the Township to show the Township is vested in People's Hall. A Township donation would accomplish this. Mr. Tracey extended an invitation to the Board of Supervisors to tour the People's Hall. Tonya Thames-Taylor discussed a future goal of offering walking tours of People's Hall. There was a discussion regarding a possible tie into the Newlinville Village Master Plan program. Supervisor Lambert asked if the Board of Trustees had approached the County. Mr. Tracey stated that they did approach the County and the State for assistance, but they have not received any assistance. The Township will research grant possibilities to assist the People's Hall. Supervisor DiRado asked if there was any money in the budget for the Township's Historical Commission to donate to the People's Hall. Township Manager Swichar said the Historical Commission has a very small budget so this would not be an option. Supervisor Lambert discussed considering possible relief to People's Hall. Township Manager Swichar asked if the Board of Trustees have formed a fundraising committee. Tonya Thames-Taylor said they have received private individual donors to maintain insurance and bill payments.

2) Dylan Florschutz - Presentation of Eagle Scout Project.

Dylan Florschutz, a Boy Scout from Troop 48, presented a proposal for an Eagle Scout Project. His proposed project is a handicapped accessible fishing pier for handicapped individuals to access the pond in the Township Community Park. Dylan Florschutz described the details of his proposed Eagle Scout Project. The pier would go on the backend of the existing bridge in the park. The pier would extend right to the water but not extend into the water.

Dylan Florschutz outlined his proposed Eagle Scout Project budget as follows:

- Total estimated budget of \$3,000.
- Township Manager Swichar found a PECO Green Region Open Space Grant for \$2,500 which would fund half of the project.
- Fundraising efforts will pay for the remaining \$1,500 costs in excess of the grant funding.
- \$1,500 for materials and supplies.
- \$800 for unexpected costs.
- \$500 for supplying food to volunteers.
- \$200 extra funding.
- Any unused money will be returned to East Fallowfield Township.

Dylan Florschutz discussed the timeline of his project. He said he will turn in his paperwork in January. In February he will purchase the required materials and workout last minute details. He will then work on the project and complete the project in the summer.

Township Manager Swichar suggested raising the budget to \$5,000. Township Manager Swichar stated that he is asking the Board of Supervisors to apply for a PECO Green Region Open Space Grant for \$7,500. Township Manager Swichar said he will work with Dylan Florschutz to apply for the grant. The grant award would be used as follows:

- \$2,500 for Dylan Florschutz's Eagle Scout Project.
- \$5,000 for shade trees in the park. The grant pays for 50% of the project.

MOTION: Vice Chairman Lambert made a motion to approve Dylan Florschutz's Eagle Scout Project to construct an ADA-Accessible ramp for the pond at the Township's Community Park with a project budget of \$5,000. Supervisor Heffern seconded.

QUESTIONS AND COMMENTS:

- a. Planning Commission Vice Chairman John Nielsen stated that in the past, there was a group of disabled veterans that came to the park to fish. When the trees were put in around the pond, those veterans could no longer access the pond and were no longer able to fish.

VOTE: 3-0

- 3) Scott Nelson - Office of United States Representative Chrissy Houlahan.

Scott Nelson, from the office of United States Representative Chrissy Houlahan spoke about the many ways that their office can serve their constituents. Mr. Nelson stated that United States Representative Chrissy Houlahan has two offices. The main office is in West Chester and there is a satellite office in Reading. Mr. Nelson discussed specific constituent services offered such as providing help with the federal government any way they are connected which includes help for veterans, Medicare, Medicaid, health marketplace, IRS matters, small business administration, Department of Commerce, and trade disputes. Their office closes over 600 cases successfully. There are also other ways their office may be helpful to East Fallowfield Township such as issuing letters of support for federal grant applications. Scott Nelson discussed United States Representative Chrissy Houlahan's involvement in keeping Chester County's Sikorski open for two additional years to preserve jobs.

C. FIRE DEPARTMENTS & DEPARTMENT OF EMERGENCY SERVICES

- 1) Westwood Fire Company Update.

Chief John Sly reported that Westwood Fire Company received a federal grant for \$48,000 to purchase 15 sets of gear for firefighters. Westwood Fire Company is also scheduled to receive a new ambulance in December. Chief Sly discussed the drastic decline in volunteers that has occurred between 1973 to 2019. While suffering a decrease in volunteers, there has also been an increase in the need for services due to population growth in Chester County. There is a 3rd party study being conducted to determine if consolidation or duplication of equipment between fire companies would be beneficial to Chester County

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

D. TREASURER'S REPORT

- 1) September 30, 2019 Treasurer's Report.

MOTION: Vice Chairman Lambert made a motion to approve the September 30, 2019 Treasurer's Report. Supervisor Heffern seconded.

VOTE: 3-0

2) Payment Authorizations.

MOTION: Chairman Herzog made a motion to approve the Payment Authorizations as presented for the period of August 7, 2019 through October 23, 2019 in the total amount of \$250,888.40 as presented. Supervisor Heffern seconded.

VOTE: 3-0

E. TOWNSHIP MANAGER'S REPORT

1) PECO Green Region Open Space Program Grant Application.

Township Manager Scott Swichar reported the PECO Green Region Open Space Program Grant pays for fifty percent of a project's cost. This PECO Grant will fund larger shade trees which could be put along the Township Community Park trails. The second part of the grant would cover 50% of the handicapped accessible pier project that Eagle Scout Dylan Florschutz is leading. Township Manager Swichar stated he recommends asking for \$7,500 on the PECO Green Region Open Space Program Grant Application. The cost breakdown is as follows: \$5,000 for shade trees for the park and \$2,500 for the handicapped accessible pier in the park. Township Manager Swichar stated the grant deadline is October 31, 2019. There is a fifty percent match requirement for the PECO Grant. Township Manager Swichar is proposing to spend some money out of the Park & Recreation Fund for these projects. Township Manager Swichar stated the PECO Green Region Open Space Program Grant is awarded in the winter. The trees would be planted in the spring. Supervisor Heffern asked about the Park & Recreation Fund being reserved for park costs only versus Township recreation. Solicitor Crotty said the Park & Recreation Fund is for both uses. Supervisor Heffern asked if the Park & Recreation Fund could be used to help People's Hall. The People's Hall is a recreation facility that would be used for the public. Solicitor Crotty will investigate this further.

MOTION: Vice Chairman Lambert made a motion to approve Resolution 2019-23, authorizing application to the 2019 PECO Green Region Open Space Program for the ADA Accessible ramp at the pond and shade tree plantings along the park trail in the amount of \$7,500. Supervisor Heffern seconded.

VOTE: 3-0

2) Paving Police Department Parking Lot Estimates.

Township Manager Swichar stated that at the September Board of Supervisors meeting, Solicitor Crotty mentioned three estimates for paving the Police Department's parking lot were required. He reported that they reached out to additional contractors to obtain cost quotes. However, they have struggled to get contractors to provide estimates. Township Manager Swichar reported that the only estimate he was able to get was from John DiRocco General Contractors. John DiRocco General Contractors reduced their estimate to \$11,063 by removing six inches of modified stone from the estimate. The revised cost estimate is low enough that three cost estimates are no longer required. Township Manager Swichar stated that John DiRocco General Contractors could do the work next week. He reported the Police Department's parking lot is currently in rough shape. The Township Engineer feels the quoted price of \$11,063 is reasonable and John DiRocco General Contractors does good work.

MOTION: Vice Chairman Lambert made a motion to approve paving work by John DiRocco on the police department parking lot at cost of \$11,063. Supervisor Heffern seconded.

QUESTIONS AND COMMENTS:

- a. Planning Commission Chairman John Nielsen urged the Township to look at paving with pervious surface options. Township Manager Swichar stated that they are paving over existing driveway but some of the driveway is not currently paved.

- b. Township Resident Erwin Zeller discussed using milling substance/product instead of blacktop to pave the parking lot.
- c. Supervisor DiRado asked how long the parking lot would last. Chairman Herzog stated that a good paving job should last 20 years. Supervisor DiRado requested that Township Manager Swichar consider more environmentally friendly options in the future.
- d. Township Resident Tom Nash asked if the motion is to award the job to John DiRocco General Contractors. Mr. Nash also asked if this is the only quote. Township Manager Swichar said the only quote he could get was from John DiRocco General Contractors. They called numerous contractors, but they did not receive any additional quotes.
- e. Township Resident Erwin Zeller asked what the cost was for paving the Township building parking lot. The Township Manager stated that the cost of paving the Township parking lot was approximately \$40,000. There was substantial work done including necessary excavating.

VOTE: 3-0

- 3) Resolution to Amend Number of Committee Members on the Strategic Planning Steering Committee from Seven to no more than Nine.

MOTION: Vice Chairman Lambert made a motion to approve Resolution 2019-21 amending the number of committee members on the Strategic Planning Steering Committee from seven to not more than nine members. Supervisor Heffern seconded.

QUESTIONS AND COMMENTS:

- a. Township Resident Tom Nash asked what the Strategic Planning Steering Committee does. Strategic Planning Steering Committee Chairman John Nielsen explained that the Committee is an economic based committee tasked with making it easier for small businesses to start up in the Township in the Multi-Use and Office-Industrial Zoning Districts. The Committee is attempting to increase the Township's tax base without building additional single homes in the Township. He discussed the current membership of the Committee. The Strategic Planning Steering Committee also assists the Planning Commission. Supervisor Heffern stated the reason the Strategic Planning Steering Committee was created is because there is public interest.

VOTE: 3-0

- 4) Appointment of Edmund Davis to the Strategic Planning Steering Committee.

MOTION: Vice Chairman Lambert made a motion to appoint Edmund Davis to the Strategic Planning Steering Committee with the term ending December 31, 2019. Supervisor Heffern seconded.

QUESTIONS AND COMMENTS:

- a. Township Resident Edmund Davis introduced himself to the Board of Supervisors. He said he has been a Chester County resident since 1972 and an East Fallowfield Township resident since 1997. He works in the building and construction business. Mr. Davis stated he is a former Chairman of the Township's Zoning Hearing Board. He is interested in joining the Strategic Planning Steering Committee because he would like to see progression and growth in East Fallowfield Township.

- b. Township Resident Erwin Zeller asked if the Strategic Planning Steering Committee prepares an annual or quarterly report. Supervisor DiRado said that the Committee should start presenting progress reports at Board of Supervisors meetings.

VOTE: 3-0

5) 2020 Budget Update.

Township Manager Swichar stated that he presented the 2020 budget at the last Board of Supervisors meeting. After that initial presentation, he made several minor changes to the 2020 draft budget.

a. 2020 Budget Dates:

- Township Manager Swichar will request that the Board of Supervisors advertise the budget on November 26, 2019
- The first reading of the 2020 budget will be at the November 26, 2019 Board of Supervisors meeting.
- The Board of Supervisors may consider adoption of the 2020 budget at the December 17, 2019 Board of Supervisors meeting.

b. Summary of changes to the 2020 Budget:

- In the General Fund, the library contribution was moved from \$6,000 up to \$8,000. The library contribution was \$8,000 in 2019.
- The SPCA expense was reduced from \$10,000 to \$9,000.
- In the Park & Recreation Fund, a budget amount of \$10,000 was added for landscaping and shade trees in the park. Township Manager Swichar reported that he will be applying for a PECO Green Open Space Program Grant of \$7,500.
- Added \$26,790 in the Capital Project Fund budget for an LED sign for the Township building. This was in the 2018 budget and was moved to the 2019 budget.

c. Township Manager Swichar recapped the previous budget meeting as follows:

- The 2020 budget is a balanced budget.
- No fund revenue is being proposed as revenue in the General Fund budget.
- There is no increase in Township taxes.
- There is no increase in trash fees.
- The 2020 budget proposes that all Township services remain the same. There will be no reduction of Township services.
- Total General Fund Revenue is \$3,748,496.
- Total General Fund Expenditures are \$3,744,921.

QUESTIONS AND COMMENTS:

- a. Township Resident Erwin Zeller asked if paving Wagner Lane could be included in the 2020 budget. Township Manager Swichar stated he looked at the Wagner Lane. He said Wagner Lane would be more ideal for a tar and chip application. Township Manager Swichar stated that Wagner Lane will be considered for tar and chip or paving next year.

6) Old Business

a. Barbecuing in the Township Community Park.

Supervisor DiRado stated she would like to see barbecuing permitted in the Township Community Park. Supervisor DiRado asked what needs to be done to permit barbecuing in the park. Solicitor Crotty stated the requirements are most likely stipulated in the Park Rules Ordinance. Chief Sly recommended the stand-alone grills. Chief Sly said that he did not see a fire safety concern with small stand-alone grills. He recommended the Township require an application or seasonal permit for barbecuing. The issue is that the grills would need to be cleaned and maintained. Township Manager Swichar said the stand-alone

grills are not expensive. Chief Sly said Modena Fire Company should be consulted. Township Manager Swichar will investigate further.

7) New Business.

a. Winter/Snow Preparedness.

Supervisor DiRado asked if the Township is prepared for the winter. Township Manager Swichar stated the Township ordered a plow and are waiting for it to come in.

F. LEGAL

1) Doutrich Agricultural Security Area Hearing.

Solicitor Crotty reported that the Township received positive recommendation letters from the Township Planning Commission and Chester County Planning Commission regarding the Doutrich Agricultural Security Area Application. The Doutrich property is approximately 70 acres and conducive to agriculture. The tax identification number for the property is 47-4-6.6. Solicitor Crotty briefly explained the benefits of a property being included in the Agricultural Security Area. The Township designates an Agricultural Security Area under Pennsylvania Law. The property owner does not get any special rights in relation to the Township by being approved to be in the Agricultural Security Area Application. However, approval of the Agricultural Security Area Application does open options for state and county grants for the property owner. Entering the Agricultural Security Area opens additional use and preservation opportunities. Approval of this Agricultural Security Area Application does not change Township Zoning. Solicitor Crotty stated that the Township has never been provided with a record to show how tax parcel identification number 47-4-6/lot 44 was created. This lot was originally part of the proposed Scott Farm Estate Subdivision. Approval of the Agricultural Security Area Application is not impacted by lot 44.

MOTION: Vice Chairman Lambert moved that the Township approve Resolution 2019-22, with respect to the Doutrich Agricultural Security Area Application. Supervisor Heffern seconded.

QUESTIONS AND COMMENTS:

- a. Township Resident Erwin Zeller asked if there is road access to the lot 44. Solicitor Crotty stated that lot 44 does have street access. It is right on Mt. Carmel Road. Mr. Zeller asked for examples of grant options for the property owner if the Agricultural Security Area Application is approved by the Board of Supervisors. Solicitor Crotty stated an easement grant is an example of a possible grant.
- b. Planning Commission Vice Chairman John Nielsen asked if lot 44 is part of the Agricultural Security Area Application. Solicitor Crotty stated that lot 44 is not part of the Agricultural Security Area Application.

VOTE: 3-0

2) Longview/Tri-Corner Homes - Request for Modification of Front-Loaded Garage Limitations.

Solicitor Crotty stated this topic is a continuation of last month's discussion regarding Tri Corner Homes and Fieldstone Village. The Fieldstone Village Subdivision was approved by the Township in 2006. In the Fieldstone Village 2006 Decision, there were two limitations imposed that Tri Corner Homes has requested be stricken from the Decision. The limitations that Tri Corner Homes has requested to be stricken from the 2006 Decision are the number of front-loaded garages and the specific type of model homes that could be developed on the site. Solicitor Crotty asked for confirmation from Planning Commission Vice Chairman Nielsen that Tri-Corner Homes went before the Planning Commission and received a positive recommendation from the Planning Commission. Planning Commission Vice Chairman Nielsen confirmed that this is correct.

MOTION: Vice Chairman Lambert moved to approve the modification to the 2006 Decision to strike off the limit on front-loaded garages and the specific designation of model home types. Supervisor Heffern seconded.

VOTE: 3-0

3) Conditional Use Application - Malavolta.

Solicitor Crotty reported that the Township received a Conditional Use Application from Joseph Malavolta. The applicant is proposing a barbershop located at 805 Doe Run Road. Solicitor Crotty stated that a Conditional Use Application requires a formal hearing with a court reporter and the applicant will need to come to the hearing and present his proposal. Conditional Use Applications are typically forwarded to the Planning Commission for review before the formal hearing. The Township has 60 days to hold a hearing.

MOTION: Vice Chairman Lambert moved to authorize advertisement and set hearing for November 26, 2019 at 6:00 p.m. Supervisor Heffern seconded.

VOTE: 3-0

G. PLANNING COMMISSION

1) Planning Commission Report.

Planning Commission Vice Chairman Nielsen presented an update on the October Planning Commission meeting. He stated that Planning Commission Chairman Dennis Crook asked that he remind everyone that employees and the Board of Supervisors are covered under insurance for injury on Township property, however volunteers are not covered under the Township's insurance. There was a discussion regarding the Township's insurance. Solicitor Crotty stated he could not confirm if this was correct and will research further. Planning Commission Vice Chairman Nielsen reported that the Planning Commission is putting together a resident survey regarding desirable types of businesses that people want in the Multi-Use Zoning District. The Planning Commission is also continuing discussions on the Multi-Use Zoning District and a possible Overlay Zoning District. Planning Commission Vice Chairman Nielsen reported that he took a webinar on blighted property. There is a list of 10-15 blighted properties in East Fallowfield Township that they will submit to the Board of Supervisors.

H. POLICE DEPARTMENT

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

Supervisor DiRado stated she asked the Township Police Department what the biggest police issue is in the Township. According to the East Fallowfield Police, domestic violence is the biggest problem in East Fallowfield Township. Supervisor DiRado suggested taking action to address domestic violence such as education.

I. PUBLIC WORKS DEPARTMENT

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

J. HISTORICAL COMMISSION

1) Historical Commission Letter to Rob McLarnon regarding 115 Wilmington Road for Board review.

K. ADJOURNMENT

MOTION: Supervisor Heffern made a motion to adjourn the Board of Supervisors meeting at 8:33 p.m. Supervisor DiRado seconded. VOTE: 3-0

Respectfully Submitted,



Lisa Valaitis,
Township Secretary