

EAST FALLOWFIELD TOWNSHIP
BOARD OF SUPERVISORS MEETING
March 10, 2020 Approved minutes
6:31 p.m.

Members Present

Wilson Lambert, Chairman
Katja Dirado, Member
Carol Kulp, Member
John Nielsen, Member

Township Staff Present

Scott Swichar, Township Manager

Township Solicitor

Mike Crotty

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

Chairman Lambert called the meeting to order at 6:31 PM.

2. DISCUSSION

A. APPROVAL OF MINUTES

FEBRUARY 25, 2020 BOARD OF SUPERVISORS MEETING MINUTES

MOTION: Supervisor Kulp made a motion to approve the February 25, 2020 Board of Supervisors meeting minutes as presented. Supervisor Dirado seconded.

VOTE: 4-0

B. PARK & RECREATION COMMITTEE – INTERVIEW APPLICANT – TOWNSHIP RESIDENT
MONICA STRAUER

Township Manager Swichar stated that he interviewed Ms. Strauser and was impressed by her knowledge of the Township.

Ms. Strauser stated that she grew up in East Fallowfield Township and that she is currently a stay-at-home mother. She is looking to get more involved in the community.

Supervisor Dirado asked Ms. Strauser about her background.

Ms. Strauser stated that she graduated from Coatesville High School in 2000, has a degree from Drexel University in Design, worked at QVC for ten years, and has two children.

Supervisor Kulp questioned Ms. Strauser about the types of events she would like to create.

Ms. Strauser stated that she is a “foodie” and is interested in having a farmer’s market in the township. She would like to connect food producers to the community. She stated that would like to create a food truck festival and expand Park Day.

Supervisor Dirado questioned Ms. Strauser if she had ever served on a committee.

Ms. Strauser stated that she was involved in special events at QVC.

Chairman Lambert stated that there are now enough members on the Park and Recreation Committee to hold a meeting.

Supervisor Nielsen stated that there are two other members of the Park and Recreation Committee. He stated that Ms. Strauser should work closely with the Planning Commission and Board of Supervisors to determine Township priorities. He stated that the Township owns two other parcels of land. One parcel is on Goosetown Road and the other parcel is on West Chester Road.

Chairman Lambert questioned if the Board of Supervisors will receive a report about the activities of the Park and Recreation Committee.

Township Manager Swichar stated that the Board of Supervisors would be updated and that he will work closely with the Park and Recreation Committee. He stated that he will contact the members of the Committee to schedule a date to meet.

MOTION: Chairman Lambert made a motion to appoint Monica Strauser to the Park & Recreation Committee for the term ending 2024. Supervisor Nielsen seconded.

QUESTIONS AND COMMENTS

Supervisor Dirado stated that Ms. Strauser should focus on a food festival. She stated that the housing development near the park might be interested in helping her with a food festival.

VOTE: 4-0

C. TOWNSHIP MANAGER'S REPORT

1) \$1,000 Wellness Grant Award from United Health Care (UHC)

Township Manager Swichar stated that the Township applied for grant funding last month from United Health Care to purchase a treadmill at the police station. He stated that the Township was awarded a \$1,000 grant and will be able to purchase the treadmill. The Township will be reimbursed after they purchase the treadmill and submit a receipt.

2) A Resolution approving the filing of an application for Chester County Municipal Grant Program assistance, signing round 32 grant contract, and authorizing and directing the Township Manager to execute and file the appropriate forms with the Chester County Department of Open Space Preservation.

Township Manager Swichar stated that Township applied for a \$84,500 grant from the Chester County Department of Open Space that would provide additional funding for the park restrooms. If the Township were to be awarded the grant, \$79,100 would be applied to the park restrooms and \$5,000 would fund the planting of new trees at the park. He stated that if the township were to be awarded the grant from Chester County, it could supplement the \$125,000 grant received from DCED for the park restrooms and reduce the amount of funds used from the Township's Park and Recreation Fund. He stated that the coordinator of the grant program previously discouraged him from applying to the grant program. However, the County has new Commissioners in place and the application might now be viewed more favorably. He stated that a Resolution is required as well as Board signatures on the grant contract. The County Commissioners are scheduled to meet and make a determination on the application in April 2020.

MOTION: Supervisor Nielsen made a motion to approve Resolution 2020-05 approving the filing of an application for Chester County Municipal Grant Program Assistance in the amount of \$84,500, sign round 32 grant contract, and authorize and direct the Township Manager to execute and file the

appropriate forms with the Chester County Department of Open Space Preservation. Chairman Lambert seconded.

QUESTIONS AND COMMENTS

None

VOTE: 4-0

3) Park Bathrooms

MOTION: Supervisor Dirado make a motion to approve the advertisement for bidding of a public low-pressure sewer main and well installation at the Township's community park consistent with the East Fallowfield Park Master Plan. Supervisor Kulp seconded.

QUESTIONS AND COMMENTS

- a. Supervisor Nielsen questioned if the Township is still considering the septic option.
- b. Township Manager Swichar stated that the Board had asked him to provide updated pricing. He stated that he has had meetings with the Township's sewer engineer, Dave Porter as well as several contractors. He stated that the estimate increased slightly. An electrician examined the power feed from the electrical box to the proposed site. Because there will be grinder pumps and water heaters in the restrooms, some electrical upgrades would be needed. Initially, it was proposed that the restrooms would connect to an electrical outlet at the flagpole, however, due to the proposed power feed, the connection would need to be made at the electrical panel box near Buck Run Road. The electrical service would need to be upgraded to 200-amp service, a new pole would be installed, and 700 feet of wire would be installed. The cost of the electrical work increased from \$5,000 to \$36,835. Mr. Swichar stated that he spoke with Pennsylvania American Water about the costs of the annual sewer bill and the annual projected cost would be \$600-\$700 if the restrooms were closed in the winter.
- c. Supervisor Dirado questioned if a sewer backup could happen.
- d. Township Manager Swichar stated that the sewer engineer is recommending public sewer.
- e. Supervisor Dirado questioned if the proposed electrical work would provide enough capacity for future expansion and upgrades such as Christmas lights.
- f. Township Manager Swichar stated yes. The upgrades would increase the number of circuit breakers. He stated that the budget of \$302,000 for the public sewer option includes the upgraded restroom package with two stalls in the men's room and two stalls in the women's restroom and includes a 10% contingency.
- g. Supervisor Nielsen questioned if the public works department would be involved in the proposed work and could perform certain tasks such as trenching.
- h. Township Manager Swichar stated that the public works department could provide labor such as site work and restoration. He stated that he recommends the public sewer option and the larger restrooms.
- i. Chairman Lambert questioned if the restrooms have two stalls and if there is a urinal in the men's room. He questioned the cost of the grinder pump.
- j. Township Manager Swichar stated there are two stalls in each restroom and the men's room has a urinal. He stated that the cost of the grinder pump is approximately \$15,000. The grinder pump

could be purchased through Co-Stars. He stated that the grinder pumps are well built, however baby wipes could get stuck in the grinder pumps. He stated that the Township would be required to pay a \$4,000 connection fee to Pennsylvania American Water.

- k. Supervisor Dirado questioned the type of storage area that will be in the restroom structure.
- l. Township Manager Swichar stated there is a storage area for the hot water heater and cleaning supplies. He stated that the Park and Recreation Fund balance is currently \$310,000. The Township would have a balance of at least \$100,000 after the project is completed. He stated that the new restrooms would be a substantial upgrade for the township park.
- m. Supervisor Kulp stated that each new residential property provides \$1500 to the Park and Recreation Fund.
- n. Supervisor Dirado questioned when the project will begin and whether a surveillance camera would be included.
- o. Township Manager Swichar stated that the restrooms and public sewer were proposed in the park's 2004 Master Plan. He stated that cameras could be added at a later point. He stated that the prefabricated restrooms offer a variety of finishes and colors.
- p. Chairman Lambert questioned who would be responsible for cleaning of the restrooms.
- q. Township Manager Swichar stated that the public works department would be responsible for maintenance of the restrooms. There will be seasonal public works laborers to help with cleaning. He stated that the proposed budget of \$302,451.60 includes the larger restrooms and public sewer option. A water fountain is included in the budget price. He stated that the Township would like to have the restrooms installed by Park Day.

VOTE: 4-0

4) Ridgecrest Escrow Release No. 2.

PROPOSED MOTION: Supervisor Kulp made a motion that the Township approve Escrow Release No. 2 for phase 2 of the Ridgecrest Residential Subdivision, in the amount of \$168,176.81. Supervisor Nielsen seconded.

Supervisor Nielsen questioned if there will be additional escrow releases.

Greg Graham, of Rouse Chamberlin, stated there are two phases of the project and they have not yet finished phase one. He stated that tonight's escrow release is for phase 2.

Supervisor Dirado questioned what open space features will be in the development and how much of the property will be left for open space.

Greg Graham stated there will be natural and asphalt trails with fitness elements as well as a tot lot. He stated that 60% of the development will be reserved for open space. He stated the open space will be located near the southeast corner of West Chester Road and South Caln Road.

Supervisor Kulp discussed the visibility concerns of an access road going into the development and where the new homes would be built.

Mr. Graham stated that the access road is a temporary measure, and that 70 total homes would be built in the subdivision.

There was a Board discussion about a temporary access road on South Caln Road as well as site distance problems with the road.

Supervisor Dirado questioned if the developer had addressed flooding issues near South Caln Road and West Chester Road. She stated that flooding occurs near the bank on South Caln Road.

Township Manager Swichar stated that the Township's Traffic Engineer, Traffic Planning and Design (TPD) is about to complete the bid specifications for the regrading and drainage improvements to the West Chester Road and South Caln Road intersection. The project should alleviate flooding issues.

There was a Board discussion about the origin of the flooding.

Township Manager Swichar stated that he would investigate the issue further.

Mr. Graham stated that he would assist with the investigation.

Chairman Lambert questioned when the bid specifications for West Chester Road and South Caln Road would be complete.

Township Manager Swichar stated that he expects the bid specifications will be ready in March.

Supervisor Dirado questioned what type of trees would be planted in the development.

Mr. Graham stated there is an extensive landscaping schedule for the open space area.

QUESTIONS AND COMMENTS

None.

VOTE: 4-0

5) Purchase of a Zero Turn Mower

Township Manager Swichar stated that the public works department would like to purchase a new Zero Turn Mower to replace a 15-year old mower. The purchase was budgeted in the Capital Fund. The purchase will be through Pennsylvania Co-Stars and the vendor will pay the Township \$1,000 for the old mower. The mower will be used primarily at the parks.

MOTION: Chairman Lambert made a motion to authorize the purchase of a Zero Turn Mower from the Capital Fund under the Pennsylvania Co-Stars Purchasing Contract in the amount of \$10,609. Supervisor Nielsen seconded.

Supervisor Nielsen questioned if the mower is new.

Township Manager Swichar stated yes

Supervisor Dirado questioned if electric hybrid mowers are available.

Township Manager Swichar stated that there might not be an electric mower for the commercial application. However, the new mower has better emissions than the old mower.

Chairman Lambert questioned the size of the mower deck.

Township Manager Swichar stated that the deck size is 61”.

Supervisor Kulp questioned if the Township should trade in the old model. She questioned if the Township has other mowers.

Township Manager Swichar stated that the mower is very old and the public works department does not need the replacement parts from the mower. He was not sure about the total number of mowers in the public works department; however, he would provide that information to the Board.

VOTE: 4-0

6) PECO Green Region Open Space Grant Award (Discussion)

Township Manager Swichar stated that the Township is in receipt of a letter from PECO that they will be receiving a \$7500 grant for shade trees and ADA-accessible fishing pier. The \$7500 grant will provide \$5,000 for shade trees at the park and \$2500 for the ADA-accessible fishing pier. The Township budgeted \$10,000 for shade trees in the 2020 Park and Recreation Budget. He stated that the Township will work with the Eagles Scouts to build the ADA-accessible fishing pier.

QUESTIONS AND COMMENTS

Supervisor Dirado questioned how many trees could be purchased for \$5,000 and where they will be purchased.

Township Manager Swichar stated that he received an estimate from Distinctive Gardens and is waiting for an estimate from New Frontiers Landscaping in East Fallowfield Township. The trees range from \$300-\$400 each. The price includes installation.

Supervisor Nielsen stated that there is a commercial nursery on Gum Tree Road in Highland Township.

Supervisor Dirado questioned if the trees could be installed along the walking trails near the park benches. She asked if new benches had been purchased for the park.

Township Manager Swichar stated that new picnic benches were ordered this year. However, they have not ordered new benches yet this year. He stated that the Township had purchased new benches last year. Township Manager stated the trees might be installed in the fall.

There was a discussion about where the trees would be placed and what type of trees would be planted.

Chairman Lambert questioned the size of the trees.

Township Manager Swichar stated the trees are 2”-3” caliper. He stated that PECO will have a breakfast and check presentation on March 23 at 9:00am at Brandywine River Museum in Chadds Ford. He stated that the Board is invited to the check presentation and there would be a photo opportunity at the breakfast. He stated that the Township will receive the check at the PECO breakfast and the Board should consider approving the grant at the next Board meeting.

D. NEW BUSINESS

Supervisor Dirado questioned the status of the electronic sign project and whether the upgraded electric would accommodate an LED sign.

Township Manager Swichar stated that he is waiting for the estimate from the electrician, Greg Vietri. He stated that upgrading the electric at the park would provide additional circuits that would enable the LED sign to be connected.

Supervisor Kulp questioned if there was a SurveyMonkey survey that was completed. Township Manager Swichar stated that the Strategic Planning Steering Committee developed a short five-question survey related to the Township's Comprehensive Plan. He stated that he would forward the survey to the Board of Supervisors. He stated that the Township has not yet made the survey public.

Supervisor Nielsen stated that the survey would provide an opportunity for public input and provide direction on what type of businesses are needed.

There was a discussion about the survey.

Chairman Lambert questioned when the electronic LED sign would be placed on the agenda.

Township Manager Swichar stated that the LED sign would be placed on the agenda for the second meeting in March.

Supervisor Nielsen stated that he will develop a Township Resolution to promote sustainability in the Township. He stated that he will provide the draft Resolution at the next Board of Supervisor's meeting.

There was a discussion about alternative energy.

Supervisor Dirado questioned if the Township could help the Township's police and fire services with supplies to help prevent the Coronavirus outbreak.

Township Manager Swichar stated that he would discuss the issue with the Fire Chiefs and Police Chief. He stated that the Township signed up for a PSATS webinar on March 17 related to the Coronavirus and how public employers should prepare. He stated that the Township has been placing notifications related to the Coronavirus on the Township website, Facebook, and E-news.

There was a discussion about the PSATS Conference that begins on May 3.

E. PUBLIC PARTICIPATION

None

F. ADJOURNMENT

MOTION: Chairman Lambert made a motion to adjourn the March 10, 2020 Board of Supervisors Meeting at 8:07PM. Supervisor Kulp seconded.

VOTE: 4-0

Respectfully Submitted,

Scott Swichar,
Township Manager/Secretary