

EAST FALLOWFIELD TOWNSHIP
BOARD OF SUPERVISORS MEETING
October 25, 2022 Approved Minutes
6:35 p.m.

Members Present

Joe Heffern Vice Chairman
Katja DiRado, Member
John Nielsen, Member
Al Wright, Member

Township Staff Present

Scott Swichar, Township Manager

Township Solicitor

Mike Crotty

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

Vice Chairman Heffern called the meeting to order at 6:35 PM.

There was an executive session on October 25, 2022 regarding personnel matters.

2. DISCUSSION

A. APPROVAL OF MINUTES

SEPTEMBER 27, 2022 BOARD OF SUPERVISORS MEETING MINUTES

MOTION: Supervisor DiRado made a motion to approve the September 27, 2022 Board of Supervisors meeting minutes as presented. Supervisor Nielsen seconded.

VOTE: 4-0.

B. RESOLUTION OF COMMENDATION TO POLICE OFFICERS JOHN HEWCZUK AND SEAN MARASCO

MOTION: Supervisor Nielsen made a motion to approve Resolution No. 2022-17 commending Westwood Ambulance personnel and East Fallowfield Township Police Officers John Hewczuk and Sean Marasco for their heroic life -saving efforts. Vice Chairman Heffern seconded.

Sergeant Brian Simmons and representatives from Westwood Fire Company presented plaques to police officers John Hewczuk and Sean Marasco.

Vice Chairman Heffern read Resolution No. 2022-17 into the record.

VOTE: 4-0

B. FIRE DEPARTMENTS & DEPARTMENT OF EMERGENCY SERVICES

1. August Westwood Fire Company Fire Chief's Report submitted for Board and resident review.
2. August Westwood Fire Company EMS Report submitted for Board and resident review.

3. August Modena Fire Company Fire Chief's Report submitted for Board and resident review.
4. August Modena Fire Company Fire Chief's Report – East Fallowfield Calls Only submitted for Board and resident review.
5. August Modena Fire Company EMS Report submitted for Board and resident review.
6. John Sly, President of Westwood Fire Company to request additional funds to provide Advanced Life Support (ALS) in East Fallowfield Township

Mr. Sly stated that Westwood is now responsible for providing Advanced Life Support for 13 municipalities since September 1 as Tower Direct is no longer providing service to these municipalities. He stated that East Fallowfield already has a .44 mill for EMS split evenly between Modena and Westwood. He requested that the township increase the EMS millage by .06 mills to .50 mills, which is the maximum permitted under stated law.

There was a board discussion about the advanced life support services.

Mr. Sly stated that by law only half of the millage could be used for salaries.

Supervisor Nielsen questioned if Valley Township is contributing more than East Fallowfield Township.

Mr. Sly stated that Valley Township is contributing substantially more. He stated that Westwood's audit is provided to the township. He stated that he is requesting .25 mills from every municipality to provide advanced life support service.

Mr. Swichar stated that .06 mills is equivalent to \$25,000 or the average resident would pay about \$8 more a month based on the average assessed home. The township is barely breaking even with the additional ALS payment of \$24,000 that the township is providing to Westwood. There is not enough revenue from the current Fire/EMS Tax to cover the additional \$25,000 requested by Westwood for Advanced Life Support.

3. TREASURER'S REPORT

- 1) September 30, 2022 Treasurer's Report.

MOTION: Supervisor Wright made a motion to approve the September 30, 2022 Treasurer's Report as presented. Vice Chairman Heffern seconded.

VOTE: 4-0.

- 2) Payment Authorizations.

MOTION: Vice Chairman Heffern made a motion to approve the Payment Authorizations for the period of October 12, 2022 through October 25, 2022 in the total amount of \$230,607.41 as presented. Supervisor DiRado seconded.

VOTE: 4-0.

Supervisor Nielsen questioned if there is an accounting of the ARPA Fund expenses.

Treasurer Breslin stated yes. It is in the Board's financial packet. The township spent \$207,000 to date. ARPA Funds needs to be committed by December 2024 and spent by December 2026.

3) Approval of Change Order #4 (JVI, Inc.)

MOTION: Supervisor Wright made a motion to approve change order #4 in the amount of \$7,453.47 for asphalt price adjustment for the Mortonville Road stabilization project. Vice Chairman Heffern seconded.

Township Manager Swichar stated that the payment of \$7,453.47 to JVI reflects a price adjustment for asphalt on the roadway.

VOTE: 4-0.

4) Approval of Change Order #5 (JVI, Inc.)

MOTION: Supervisor Nielsen made a motion to approve change order #5 in the amount of \$12,403.50 for additional guardrails/line striping for the Mortonville Road stabilization project. Vice Chairman Heffern seconded.

Township Manager Swichar stated that the payment of \$12,403.50 reflects additional payments for line striping on the portion of Mortonville that was not included in the original scope. Also, additional guardrails were added to the roadway.

VOTE: 4-0.

4. TOWNSHIP MANAGER'S REPORT

Township Manager Swichar stated that the next budget meeting is scheduled for November 8, which is election day. There was a discussion about changing the date of the meeting.

1) Local Law Enforcement Support Grant Program

Township Manager Swichar stated that the Township applied for law enforcement grant funding earlier this month. The grant program falls under the Pennsylvania Commission on Crime and Delinquency. The grant funds were requested for information technology improvements, equipment and training. The Township requested grant funding in the amount of \$903,000. Many of the items requested in the proposal were included in the DCED report. There is a proposed motion in the board's packet. The maximum grant amount is \$1 million.

There was a board discussion about the ARPA grant.

MOTION: Supervisor DiRado made a motion authorizing the township manager to retroactively submit a grant proposal in the amount of \$903,000 (no local match required) to the Pennsylvania Commission on Crime and Delinquency for hardware/software upgrades, information technology improvements, and training initiatives for the township's police department. Supervisor Nielsen seconded.

VOTE: 4-0.

2) Line Striping on Township Roadways

MOTION: Supervisor Wright made a motion approving the estimate from Guidemark, Inc. in the amount of \$21,605 for roadway line striping from the Liquid Fuels Fund. Supervisor Nielsen seconded.

Township Manager Swichar stated that the township roadways are in need of restriping. The township received three written estimates to restripe all roadways in the township. The low estimate is from Guidemark in the amount of \$21,605.04. This amount is below the bidding threshold. The township

restripes roadways to increase driver safety and prevent accidents. The written quotes are in the board's packet. The current striping was completed four or five years ago.

Supervisor Wright questioned if this striping project is for all township roads.

Township Manager Swichar stated yes. All Township roads that are currently striped or newly paved roadways will be striped.

VOTE: 4-0.

3) Borough of Modena Comprehensive Plan

Township Manager Swichar stated that at the September board meeting, the Board of Supervisors requested that the Planning Commission review Modena's proposed Comprehensive Plan. The Planning Commission met in October to review the plan. The Planning Commission has no comments on the plan.

MOTION: Supervisor DiRado made a motion approving the submission of comments from the East Fallowfield Township Planning Commission to the Borough of Modena regarding the Borough of Modena's Draft Comprehensive Plan. Supervisor Wright seconded.

Supervisor Nielsen questioned if East Fallowfield was mentioned in the plan.

Supervisor Wright stated that there was no mention on East Fallowfield directly or indirectly. However, the improvements would benefit the community.

VOTE: 4-0.

4) A Resolution changing the scope, purpose and name of the Strategic Planning Steering Committee

Township Manager Swichar stated that there in a proposed motion in the board's packet that would allow the Strategic Planning Steering Committee to change its name to the Environmental Advisory Council and the committee will limit its scope to environmental issues only.

MOTION: Supervisor Nielsen made a motion to approve Resolution No. 2022-18 changing the scope, purpose, and name of the Strategic Planning Steering Committee. Supervisor Wright seconded.

VOTE: 4-0.

5) A Resolution changing the depository information for Earned Income Taxes and Local Services Tax Revenue collected by Keystone Collections.

Township Manager Swichar stated that the township is moving all funds from Fulton Bank to Meridian Bank. The resolution would authorize Keystone to make the deposits into the new bank.

MOTION: Supervisor Nielsen made a motion to approve Resolution No. 2022-19 changing the depository information to Meridian Bank for all earned income taxes and local services tax revenue collected by Keystone Collections. Supervisor Wright seconded.

VOTE: 4-0.

6) Appointment of Temporary office employee, Jen Hewczuk

Township Manager Swichar stated that the township is looking to hire a temporary office employee on an as-needed basis. He stated that the employment manual permits the hiring of temporary employees. There

is a need for administrative help during busy times of the month. The employee will be able to scan checks. There is an end date to the position.

MOTION: Vice Chairman Heffern moved that the township hire Jen Hewcuk as a temporary office employee as needed at a rate of \$17/hour (no benefits). The position will not extend past July 28, 2023. Supervisor Wright seconded.

VOTE: 4-0.

7) Purchase of Ford F-550 Truck

Township Manager Swichar stated that the township is interested in replacing a 2003 Ford F-550 dump truck with a new Ford F-550 truck. The current truck is costing \$3,000-5,000 in repairs every year. The township will need to order a new vehicle in November to guarantee delivery at some point next year. If the township does not order a new vehicle in November, the township might need to wait until 2024. Payment would not happen until 2023 when the truck is delivered. The township received co-stars pricing in the amount of \$67,900 from Whitmoyer Ford for a new Ford F-550 diesel truck. Mr. Swichar stated that he recommends the township order the vehicle.

Supervisor Nielsen questioned the purpose of the truck.

Township Manager Swichar stated the old truck was used for plowing and moving materials like salt. The township has not received a quote for the body.

Supervisor DiRado questioned if electric vehicles are available. She questioned the warranty.

Township Manager Swichar stated electric vehicles are not yet available for this type of truck.

Solicitor Crotty stated that the warranty was increased to 5 year, 100,000 miles.

MOTION: Supervisor Wright moved that the township purchase a Ford F-550 Truck and body from Whitmoyer Auto Group in the amount of \$67,900 from the Township's Capital Fund. Vice Chairman Heffern seconded

VOTE: 4-0.

8) Volunteer Recognition Dinner (Informational)

Township Manager Swichar stated that the Township is exploring the idea of a volunteer recognition dinner.

There was a board discussion about a volunteer recognition dinner.

9) New Business: none

5. LEGAL

1) BAWA Fellowship Financial Security Agreement and Letter of Credit

Solicitor Crotty stated that the development moved to phase 2 of the project. A financial security agreement is required.

MOTION: Supervisor Nielsen made a motion to approve the BAWA Fellowship Financial Security Agreement and Fulton Bank Letter of Credit in the form as presented. Vice Chairman Heffern seconded.

Supervisor DiRado questioned if they could visit the property.

VOTE: 4-0.

- 2) A Resolution to Implement Act 57 of 2022 Property Tax Penalty Waiver Provisions

Solicitor Crotty stated that Act 57 allows the tax collector to provide relief from the tax bill if certain conditions are met. This bill addresses properties that are in the first year of ownership. The Act will provide a waiver of the 10% penalty if the property owner provides certifications. The township is required to pass a resolution to recognize the law.

MOTION: Supervisor DiRado made a motion to approve Resolution No. 2022-20 implementing Act 57 of 2022 Property Tax Penalty Waiver Provisions. Supervisor Wright seconded.

VOTE: 4-0.

- 3) Chester County Emergency Response Commission (Informational)

Solicitor Crotty stated that there is a commission that was formed to cover several townships. The Commission is looking for several townships to join. The new police chief to be hired should evaluate this further.

- 4) Police General Orders Covering Use of Force and Community Engagement (Informational)

Solicitor Crotty stated that there were executive orders made by the police officer in charge.

- 5) Chicken Ordinance (Informational)

Solicitor Crotty stated that he will email copies of the draft ordinance to the board.

6. PARK AND RECREATION BOARD

- 1) Township Manager Swichar stated that the Trunk or Treat event is on October 28 at 5:00pm

- 2) A Resolution Authorizing the Submission of a Grant Application to DCNR for the purchase of a gazebo.

Township Manager Swichar stated that the township budgeted for a new gazebo at the township park. The cost of a new gazebo is between \$50-\$55,000. The price does not include installation. He would prefer that the township hire an installer who has experience installing this type of unit. Pricing with installation could bring the project up to \$100,000. Installation is expensive because of prevailing wage requirements. The township has already received a \$10,000 grant from the Brandywine Conservancy. There is a DCNR grant that would provide 50% funding for a project this size. Mr. Swichar recommended that the township submit the grant proposal to DCNR and request that they pay 50% of the project cost. The funding comes from ARPA. The grant is due on Thursday. The announcement of funding will be made in the middle of January. The gazebo needs to be built on site.

MOTION: Vice Chairman Heffern moved that the Township approve Resolution 2022-21 approving the submission of a grant application to DCNR for the purchase of a park gazebo. Supervisor Nielsen seconded

VOTE: 4-0.

7. PLANNING COMMISSION

- 1) No Planning Commission Report Submitted.
- 2) Appointment of Planning Commission Member Jonathan Egger

MOTION: Supervisor Nielsen moved that the Township accept the appointment of Planning Commission Member Jonathan Egger. Supervisor Wright seconded.

VOTE: 4-0.

Michael Domboski	Chairman	2020 to 2023
Sue Monaghan	Vice Chairman	2020 to 2023
Alfred Wright	Member	2019 to 2022
Jonathan Egger	Member	2019 to 2022
Joe Perzan	Member	2019 to 2022
Vacant	Member	2022 to 2025
Jennifer Wright	Member	2022 to 2025

8. POLICE DEPARTMENT

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

9. PUBLIC WORKS DEPARTMENT

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

10. HISTORICAL COMMISSION

- 1) No report submitted.

11. OLD BUSINESS

12. NEW BUSINESS

Supervisor Nielsen stated that he went to an EAC meeting in Haverford Township. The EAC will bring grant recommendations.

Supervisor Wright stated that he attended as well and attended MS4 classes.

Vice Chairman Heffern discussed safety concerns about South Bailey Road and West Chester Road and the need for a four-way stop sign. He stated that there was a hedge at the intersection that needs trimming.

There was a board discussion about the intersection.

Mr. Swichar stated he would discuss with PennDOT.

13. PUBLIC PARTICIPATION: None

14. ADJOURNMENT

MOTION: Supervisor Wright made a motion to adjourn the October 25, 2022 of Supervisors Meeting at 8:01 PM. Vice Chairman Heffern seconded.

VOTE: 4-0.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Scott M. Swichar", is written on a light gray rectangular background.

Scott Swichar,
Township Manager/Secretary