

EAST FALLOWFIELD TOWNSHIP
BOARD OF SUPERVISORS MEETING
November 22, 2022 Approved Minutes
6:30 p.m.

Members Present

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

Township Staff Present

Scott Swichar, Township Manager
Joseph Breslin, Treasurer
Township Solicitor
Mike Crotty

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

Chairman Lambert called the meeting to order at 6:30 PM.

2. DISCUSSION

A. APPROVAL OF MINUTES

October 11, 2022 BOARD OF SUPERVISORS MEETING MINUTES

MOTION: Vice Chairman Heffern made a motion to approve the October 11, 2022 Board of Supervisors meeting minutes as presented. Supervisor Wright seconded.

VOTE: 4-0. Supervisor Nielsen abstained.

October 25, 2022 BOARD OF SUPERVISORS MEETING MINUTES

MOTION: Vice Chairman Heffern made a motion to approve the October 25, 2022 Board of Supervisors meeting minutes as presented. Supervisor Nielsen seconded.

VOTE: 3-0. Supervisor DiRado and Chairman Lambert abstained.

November 7, 2022 BOARD OF SUPERVISORS MEETING MINUTES

MOTION: Vice Chairman Heffern made a motion to approve the November 7, 2022 Board of Supervisors meeting minutes as presented. Supervisor Wright seconded.

VOTE: 3-0. Chairman Lambert and Supervisor DiRado abstained.

B. FIRE DEPARTMENTS & DEPARTMENT OF EMERGENCY SERVICES

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

3. October Modena Fire Company Fire Chief's Report submitted for Board and resident review.
4. October Modena Fire Company Fire Chief's Report – East Fallowfield Calls Only submitted for Board and resident review.
5. October Modena Fire Company EMS Report submitted for Board and resident review.

C. PRESENTATION

1. Trunk or Treat' Winners Announced

Park and Rec Chair, Teri Dickinson, presented gift certificates to Trunk or Treat winners, Rescue and Recovery and the Hayden Family.

2. Chuck Dobson, of Inland Design – Overview of Newlinville Village Drainage Study

Mr. Dobson of Inland Design presented an overview of the Newlinville Village Drainage Study. He stated that he was commissioned to perform a drainage study of Newlinville. Part of the study was to determine which facilities are currently conveying stormwater and what causes stormwater flow to get to the village. He stated that the PECO property is the largest impervious property in Newlinville. The Sisk property and PECO property represent about 78% of the overall watershed. There is a smaller property (Pratt property) which might help to attenuate flows. These three locations could have stormwater facilities to control runoff of stormwater.

There was a board discussion about the study.

3. Randy Waltermyer, of Traffic Planning and Design- Saw Mill Road Drainage Pipe

Mr. Waltermyer, of Traffic Planning and Design, provided an overview of a failing corrugated pipe on Saw Mill Road. If the pipe were to fail, there are 43 homes that would be effected. There is only one access point to these homes. T.P.D submitted a two phase proposal. The first phase would get the township to the preapplication phase with DEP and PennDOT. Phase in includes wetlands delineation, PA 1 call, and survey. The proposal includes 160 hours of time. T.P.D anticipates returning in the spring to develop a project scope. Construction is proposed for spring of 2024. Mr. Waltermyer stated that the replacement of the cross pipe will cost \$150,000-\$175,000. The pipe is 54" wide and five feet under the road. Phase 2 of the project should cost \$28,000 to \$40,000.

There was a board discussion about the drainage pipe project.

MOTION: Vice Chairman Heffern made a motion to approve an agreement with Traffic Planning and Design Inc. at an amount not to exceed \$26,500. Chairman Lambert seconded.

Supervisor DiRado questioned if there are grants that would fund this type of project.

Township Manager Swichar stated that it is unlikely a grant would pay for this type of project.

VOTE: 5-0.

3. TREASURER'S REPORT

- 1) October 31, 2022 Treasurer's Report.

MOTION: Chairman Lambert made a motion to approve the October 31, 2022 Treasurer's Report as presented. Vice Chairman Heffern seconded.

VOTE: 5-0.

2) Payment Authorizations.

MOTION: Chairman Lambert made a motion to approve the Payment Authorizations for the period of November 8, 2022 through November 22, 2022 in the total amount of \$683,924.33 as presented. Vice Chairman Heffern seconded.

VOTE: 5-0.

4. TOWNSHIP MANAGER'S REPORT

1) A Resolution for PA Small Water and Sewer ARPA Grant Program

Township Manager Swichar stated that DCED is offering grants up to \$500,000 for sewer or stormwater projects. The funding comes from ARPA. The timing is very good on the grant. The grant could potentially pay for a stormwater basin on the PECO property. The township would need an easement from PECO. The township had reached out to PECO and requested a meeting. The meeting is scheduled for December. There is a matching fund requirement of 15%. The deadline is December 21.

MOTION: Supervisor Wright make a motion to approve Resolution No. 2022-22 authorizing the submission of a PA Small Water and Sewer Program Grant in the amount of \$500,000 from the Commonwealth Financing Authority to be used for stormwater controls in Newlinville Village. Chairman Lambert seconded.

VOTE: 5-0.

2) 2023 Budget.

Mr. Swichar stated that the township has had two public hearings. The first hearing was on October 11 and the second hearing was on November 7. There is no real estate tax increase proposed in the 2023 budget. The township budgeted an increase in the trash fee from \$275 to \$310. The increase in the trash fee help balance the trash budget. 2023 General Fund expenditure budget is \$2,701,161, 2023 Fire/EMS expenditure budget is \$461,121. The Fire/EMS budget includes funding for township-wide advanced life support to Westwood Fire Company. The township will dip into its Fire/EMS reserves next year. The 2023 Liquid Fuels expenditure budget is \$369,050. The 2023 Trash budget is \$824,562. The 2023 Park and Rec budget is \$22,200. The township is budgeted to spend all its ARPA funding in 2023. The 2023 Capital Budget reflects \$849,828 in expenses. There is a proposed motion in the board's packet authorizing the advertisement of the 2023 budget. If the board authorizes the advertisement, adoption is scheduled for December 13.

MOTION: Vice Chairman Heffern moved that the Township authorize the advertisement of the availability of the 2023 budget. Supervisor Wright seconded.

VOTE: 5-0.

3) BAWA Fellowship Escrow Release No. 3 (Phase 2)

Mr. Swichar stated that there is a letter from the township engineer in the board's packet recommending an escrow release in the amount of \$23,100.

MOTION: Vice Chairman Heffern make a motion that the Township approve Escrow Release No. 3 for the BAWA Fellowship Residential Subdivision Phase 2, in the amount of \$23,100.00. Supervisor Wright seconded.

VOTE: 5-0.

4) PIRMA Loss Control Grant

Township Manager Swichar stated that PIRMA offers grants up to \$5,000. No match is required. Mr. Swichar is recommending that the township apply for the grant and request grant funds for Buzzy the Bumblebee spring rider for the playground and for an AED device for the municipal building and public works garage. The cost of the bee is \$2,000. The cost of the three items adds up to \$5,000.

MOTION: Supervisor DiRado made a motion authorizing the Township Manager to apply for the PIRMA Loss Control Grant for two Automated External Defibrillators (AED) for the municipal building/public works garage and for a 'Buzzy the Bumblebee' spring rider. Supervisor Nielsen seconded.

Supervisor Nielsen questioned if there is an AED at the police station.

Township Manager Swichar stated yes.

VOTE: 5-0.

5) New Business: none

5. LEGAL

1) 2023 Independent Auditor Appointment, 2023 Reorganizational Meeting and Elected Auditors Meeting.

Mr. Crotty stated that the reorganization meeting is on January 3.

MOTION: Vice Chairman Heffern moved that the Township authorize the advertisement of the intent to appoint BBD as its Auditor, to be considered at the Board meeting on January 3, 2023, as well as to advertise the organization meeting of the Board of Supervisors for 6:00 p.m. on January 3, 2023, and notice of the elected Township Auditor's meeting on January 4, 2023 at 6:00 p.m. Chairman Heffern seconded.

Supervisor Nielsen questioned where the advertisement is placed.

Solicitor Crotty stated the ad is placed in the Daily Local and website

VOTE: 5-0.

- 2) A Resolution Accepting Deed In Lieu of Condemnation
Solicitor Crotty stated that as part of purchasing 221 Wilmington Road

MOTION: Vice Chairman Heffern made a motion to approve Resolution No. 2022-23 accepting a deed in lieu of Condemnation for tax parcel number # 47-7-47, known as 221 Wilmington Road and authorize the Township Supervisors, Township Manager and the Township to take any and all necessary actions to effectuate the purposes of this Resolution. Supervisor DiRado seconded.

Supervisor Nielsen questioned what due diligence is being completed.

Solicitor Crotty stated that the township completes a phase 1 environmental and prepares a sketch plan. The township also orders a title report that shows any easement and reflects whether the title is clear.

VOTE: 5-0.

- 3) Written Offer Letter of Employment

Solicitor Crotty stated that the solicitor drew up an offer letter of employment.

MOTION: Supervisor DiRado make a motion to tender a conditional offer of employment to Chad Osbourne to serve as Chief of Police at an annual salary of \$107,000, pursuant to Act 57 and per the terms contained in the conditional offer letter dated November 22, 2022. Supervisor Wright seconded.

VOTE: 5-0.

- 4) Draft Ordinance #2022-04 Amending Open Burning Regulations

Solicitor Crotty stated that the proposed motion would allow the burn permit to be valid for the entire calendar year. Since there is an ordinance change being proposed, it needs to be advertising.

MOTION: Supervisor Nielsen moved that the Township authorize the advertisement of Ordinance #2022-04, Amending Exhibit 7-3-A of section 7-301, Open Burning Regulations for adoption. Vice Chairman Heffern seconded.

VOTE: 5-0.

- 5) Ridgecrest Development Closeout and Dedication

MOTION: Vice Chairman Heffern made a motion to approve the financial security release for phase 1 and phase 2 in the amount of \$417,679.23. Supervisor Wright seconded.

Solicitor Crotty stated that the Resolution will approve the dedication of roads so that they can be turned over to the township. Under the Municipalities Planning Code, there is an 18 month warranty and a required bond and maintenance bond.

Supervisor Nielsen questioned who makes the determination if something failed.

Solicitor Crotty stated that the engineer would make this determination.

VOTE: 5-0.

MOTION: Vice Chairman Heffern moved that the Township approve Resolution 2022-24 accepting dedication of roadways within Ridgecrest Subdivision. Supervisor Wright seconded.

VOTE: 5-0.

MOTION: Vice Chairman Heffern moved that the Board approve the execution of the Maintenance Bond and Dedication Agreement with Rouse Chamberlin for the Ridgecrest Subdivision. Supervisor Wright seconded.

VOTE: 5-0.

6) Alternate Sewage Enforcement Officer

MOTION: Vice Chairman Heffern moved that the Township appoint Herbert MacCombie, Jr., P.E as the township's alternate sewage enforcement officer. Supervisor Wright seconded.

Supervisor Wright questioned who is the primary officer.

Solicitor Crotty stated it is Chris Della Penna.

7) Allan Myers Subdivision - 410 Doe Run Road (Final Plans Ready for Signature)

The plans have been delivered and are ready for signature.

8) PLANNING COMMISSION

- 1) No Planning Commission Report Submitted.

9) POLICE DEPARTMENT

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

10) PUBLIC WORKS DEPARTMENT

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

11) HISTORICAL COMMISSION

1) No report submitted.

12) PARK AND RECREATION BOARD

1) Automated External Defibrillator (AED) at Township Park (Supervisor Al Wright)

There was a board discussion about installing AEDs at the township park.

Chief Mike McWilliams, of Westwood Fire Company, stated that he would discuss whether an AED device could be installed at the park.

2) Annual Tree Lighting event on Saturday, December 3, 2022 at 5:30 pm

3) Vision Partnership Program Grant Award of \$30,000 for Open Space, Recreation, and Environmental Resources Plan (Informational)

Township Manager Swichar stated that the township was notified by Chester County Planning Commission that the township was awarded \$30,000 for an open space, recreation, and environmental resources plan. The township is waiting for an official letter and he will provide more information as soon as its available.

4) Resignation of Park and Recreation Board Member

MOTION: Supervisor Wright made a motion to accept the resignation of Park and Recreation Board Member Jennifer Wright. Vice Chairman Heffern seconded.

There was a board discussion about the resignation.

Al Wright	Member	2020 to 2024	5 year term
Frederick Weiss	Member	2022 to 2026	5 year term
Sandra Stephens	Member	2021 to 2025	5 year term
Jennifer Wright	Member	2022 to 2026	5 year term
Clare Small	Member	2019 to 2023	5 year term
Teri Dickinson	Member	2021 to 2025	5 year term
Christen Ali	Member	2022 to 2026	5 year term

VOTE: 5-0.

5) OLD BUSINESS

6) NEW BUSINESS

Chairman Lambert discussed the Coatesville Area School District’s Master Facilities Plan meeting.

There was a board discussion about the Facilities Plan.

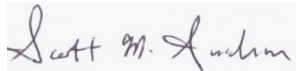
7) PUBLIC PARTICIPATION: None

8) ADJOURNMENT

MOTION: Vice Chairman made a motion to adjourn the November 22, 2022 of Supervisors Meeting at 8:06 PM. Chairman Heffern seconded.

VOTE: 5-0.

Respectfully Submitted,

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

Scott Swichar,
Township Manager/Secretary