

EAST FALLOWFIELD TOWNSHIP
BOARD OF SUPERVISORS MEETING
April 25, 2023 Approved Minutes
6:30 p.m.

Members Present

Wilson Lambert, Chairman
Joe Heffern, Vice Chairman

Al Wright, Member
John Nielsen, Member

Township Staff Present

Scott Swichar, Township Manager
Lisa Ionata, 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

March 28, 2023 BOARD OF SUPERVISORS MEETING MINUTES

MOTION: Vice Chairman Heffern made a motion to approve the March 28, 2023 Board of Supervisors meeting minutes as presented. Supervisor Wright seconded.

VOTE: 4-0.

B. FIRE DEPARTMENTS & DEPARTMENT OF EMERGENCY SERVICES

1. March Westwood Fire Company Fire Chief's Report submitted for Board and resident review.
2. March Westwood Fire Company EMS Report submitted for Board and resident review.
3. March Modena Fire Company Fire Chief's Report submitted for Board and resident review.
4. March Modena Fire Company Fire Chief's Report – East Fallowfield Calls Only submitted for Board and resident review.

C. PRESENTATIONS

1. Swearing in of Part-Time Police Officer Corey Denton (Reverend Annalie Korengel and Judge Nancy Gill)
2. Overview of 2022 Audit by Carl Hogan-BBD, LLP

Mr. Hogan, of BBD, LLP stated that the 2022 audit was recently completed. The General Fund consisting of the General Fund and Park and Recreation Fund ended the year stronger than expected. Only the transfer tax revenue was less than expected which was lower than 2021. The Township had \$2.4 million in General

Fund reserves at the end of 2021, and the General Fund reserves increased by \$736,000 in 2022 to \$3.1 million at the end of December 31, 2022. There was an increase in the park and recreation fund from \$277,000 in 2021 to \$310,000 in 2022.

Special Revenue Funds are the Liquid Fuels Funds from the state. \$300,000 was in the fund in 2022. The Township spent some of those reserves to pave roads, decreasing the liquid fuels reserves from \$297,000 to \$204,000. The bulk of the funds were used for road paving.

Fire/EMS Protection Funds are the monies derived from real estate taxes. Millage is distributed to fire companies. Capital Project Funds are the Capital Reserve Fund. \$350,000 was transferred to the Capital Reserve Fund over the past two years.

The ARPA fund in the beginning of 2022 had 400,000 in the fund. The township received its second payment in 2022. The largest expenditure in the fund was the backhoe. The Township has until September 2024 to commit to spending those funds and must spend it by two years thereafter.

The Refuse fund had a good year. There was an increase in the number of customers. There was a good collection rate. The Township increased its reserves in the Refuse Fund from \$314,000 to \$402,000.

There is a good financial picture for the Township. There is a lot of flexibility for budgeting. There are proper internal controls in the Township.

Solicitor Wright questioned if there are issues with the audit given how grant monies are received.

Mr. Hogan stated that since the township operates on a cash basis, the auditor looks at the grant to see if it matches the expenditure. The Township spent the whole \$730,000 of the grant for the Mortonville Road project in 2022, while they only saw a \$670,000 in revenue. There will be a mismatch in 2022 as the remaining \$70,000 in grants will not come until the following year.

3. Overview of Greenhouse Gas Inventory presentation by Tanner Burns (Environmental Advisory Committee)

Tanner Burns, of the EAC, provided an overview of the Greenhouse Gas Inventory. He has been working with the EAC for a year and a half. He provided an overview of greenhouse gases. DEP is required to do an assessment of increased gas on an annual basis. He provided an overview of days where temperatures are over 90 degrees and heavy precipitation. Units are in CO₂E. Common unit represents warming gases. There is one common unit. The inventory shows warming potentials of different gases. The largest factor is transportation. The next biggest factor is residential energy which includes electricity and emissions from homes. East Fallowfield is comparable to West Bradford Township. The first step of the local climate action plan is to conduct an inventory. The EAC is in the process of planning on how to reduce greenhouse gas emissions. They are looking at promoting green spaces and planting trees. One way to reduce greenhouse gas emissions is through buildings. A LEED certified building would save greenhouse gas emissions. Taxpayer dollars would be saved as well.

Township Resident, Nina Petro, questioned the qualifications of Tanner Burns. She questioned what type of building would be advantageous to the inventory.

Mr. Burns stated that any new building would be advantageous to the inventory.

Supervisor Nielsen stated that DEP provided information on funding opportunities available.

Supervisor Wright stated the plan will provide metrics that could improve quality of life.

3. TREASURER'S REPORT

1) March 31, 2023 Treasurer's Report

MOTION: Supervisor Nielsen made a motion to approve the March 31, 2023 Treasurer's Report as presented. Supervisor Wright seconded.

VOTE: 4-0.

2) Payment Authorizations.

MOTION: Chairman Lambert made a motion to approve the Payment Authorizations for the period of March 29, 2023 through April 25, 2023 in the total amount of \$1,190,193.000 as presented. Supervisor Wright seconded.

Treasurer Ionata stated the payment authorizations were high because there was incoming tax revenue transferred to the appropriate funds.

VOTE: 4-0.

4. TOWNSHIP MANAGER'S REPORT

1) 2023 Road Paving Project.

Mr. Swichar stated that the program went out to bid this month. There were 6 bidders for the project. The low bid of \$330,234.32 was from DiRocco Brothers. There is a proposed motion in the agenda packet. The engineer budgeted \$375,000 for the project.

MOTION: Chairman Lambert moved that the Township award the low bid in the amount of \$330,234.32 to DiRocco Brothers for the 2023 paving project. Vice Chairman Heffern seconded.

VOTE: 4-0.

Township resident Nina Petro questioned which roads are being paved and whether fluorescent white paint could be used on the edge of Park Avenue.

Mr. Swichar stated that Allegheny Drive, Juniata Drive, Octagon School Lane, Russell Circle, Armstrong Court, Weston Drive, Tasha Lane, Falon Lane, and Goosetown (South to Eagle Glen) will be paved. The Township will look at edging on Park Avenue.

Township resident Connie McLaughlin questioned if the company that paved a portion of Strasburg Road is also being used this year.

Township Manager Swichar stated that Strasburg Road is a state highway and is paved by PennDOT.

Township resident Joe Mento commented on the edges of the roads.

2) Appointments to the Recreation, Open Space, Recreation, and Environmental Resources Plan Task Force

Township Manager Swichar stated the township is developing a new Open Space, Recreation and Environmental Resources Plan. The board selected Simone Collins as their consultant. The next step is to develop a task force to oversee the process and provide input.

Supervisor Wright stated that the plan will look at the entire Township. The Task Force will decide what will go into the document.

Township resident Nina Petro commented about promoting open space.

Township resident Teri Dickinson nominated Al Wright for the committee.

Supervisor Wright stated he does not want to be spread thin and declined.

MOTION: Vice Chairman Heffern moved that the Township appoint the following people: Wilson Lambert, Joe Mento, Teri Dickinson, Mike Domboski, Brian Carling, Jean Berlin, Tanner Burns, John Hewczuk, and Jen Hewczuk to the Recreation, Open Space, Recreation, and Environmental Resources Plan Task Force. Supervisor Wright seconded.

Township resident Nina Petro asked when and where the meetings will take place.

Mr. Swichar stated that the meetings will be advertised and will take place at the Township building.

VOTE: 4-0.

3) Approval of Concrete Work-BMK Construction

Township Manager Swichar stated that the Township ordered a 36 foot gazebo structure will arrive the end of May. Construction is scheduled for middle of May after the first concert. Mr. Swichar recommends that the existing concrete circle be removed and replaced with a new base. The existing base is cracked. There is a proposal from BMK Construction in the amount of \$9,746.78. The contractor was recommended by the vendor who is installing the gazebo.

Supervisor Wright questioned who will remove the existing concrete circle.

Township Manager Swichar stated that public works will remove the existing circle and the new concrete circle will be placed in the same spot.

MOTION: Supervisor Wright moved that the Township approves a quote from BMK Construction in the amount of \$9,746.78 for concrete work at the Township's Park. Vice Chairman Heffern seconded.

VOTE: 4-0.

4) Summer Seasonal Employment: Recommendation to Hire Seasonal Public Works Employee

MOTION: Vice Chairman Heffern made a motion to appoint Barry Hoxter as a seasonal grass cutter in the public works department. Supervisor Nielsen seconded.

VOTE: 4-0.

5) Resolution to Approve Township Employee Job Description.

Township Manager Swichar stated that the board approved the collective bargaining agreement for the Teamsters last month. The new CBA provided that the employees must have a CDL within six months of hire. The revised job description reflects the change.

MOTION: Supervisor Nielsen made a motion to adopt Resolution No. 2023-14 approving the revised job description for Laborer. Supervisor Wright seconded.

VOTE: 4-0.

6) Update on Community Project Funding (Informational)

Mr. Swichar stated that the Township applied for community project funding back in March. The request was for a feasibility study and engineering for a future township building. Only 15 community project funding requests were submitted to the House Appropriations Committee. East Fallowfield Township was selected to move forward. The Township's application will be reviewed by the Appropriations Committee. The request was for \$500,000. The Township should be notified within the next couple of months.

7) PennDOT Bridge Project-Doe Run Road over Buck Run (Informational)

Mr. Swichar stated that the Township met with PennDOT in March to review a proposed bridge replacement on Doe Run Road over Buck Run Road. The existing 24-foot bridge will be replaced with a 30-foot bridge. There is no weight limit proposed for the bridge. Construction is scheduled for 2026. A detour is not proposed.

Supervisor Nielsen questioned how the residents will be notified and how the project was initiated. There was a question about the weight limit.

Township Manager Swichar stated that PennDOT designated the bridge as being in poor condition. There is a weight limit on the current bridge.

5. LEGAL

1) Coatesville Area School District – Memorandum of Understanding.

Solicitor Crotty stated that the MOU does not require policing of schools. It is required by Safe Schools Act that the School District enter into an agreement. The School District must report certain incidents to the Township.

MOTION: Supervisor Nielsen moved that the Board approve and authorize the Police Chief to sign the Memorandum of Understanding with the Coatesville Area School District in the form as presented. Chairman Lambert seconded.

VOTE: 4-0.

2) Ordinance 2023-03 Adopting Revised East Fallowfield Township Stormwater Management Ordinance

Solicitor Crotty stated that the stormwater ordinance was enacted and updated last year. The ordinance was prepared by the Township's consultant. There was a miscommunication with the subconsultant on a couple of sub-provisions regarding when the ordinance is triggered: where there is a certain amount of impervious work or earth disturbance. Depending upon the square footage, either engineered plans or simplified approach would be needed. The Ordinance that was adopted had a lower threshold than was intended. The ordinance also did not include a right of entry provision.

Solicitor Crotty stated that the motion should be to advertise the ordinance, send to the County and Township Planning Commission and to adjust the threshold back to the old ordinance. The old ordinance was 1,000 square feet of impervious and 5,000 square feet of earth disturbance. This would trigger a stormwater permit. The simplified approach is for 1,000-2,000 square feet of new impervious and 5,000-10,000 square of earth disturbance. The revised ordinance had mistakenly provided that 500 square feet of impervious would require a permit, which would add a lot more cost.

MOTION: Supervisor Wright made a motion advertising Ordinance 2023-03 revising East Fallowfield Township Stormwater Management Ordinance. Chairman Lambert seconded.

VOTE: 4-0.

3) Zoning Board Hearing for 102 Perry Court (Spring City Group) continued to May 24, 2023 (Informational)

Solicitor Crotty stated that the Township has a new engineer, and a review letter was provided by the township engineer.

There was a board discussion about the zoning hearing board and 102 Perry Court zoning variance application.

6. PARK AND RECREATION

1) Report Submitted

7. PLANNING COMMISSION

- 1) No Report Submitted

8. POLICE DEPARTMENT

- 1) March Police Report submitted for Board and resident review.
- 2) Approving New Policies for Police Department.

MOTION: Supervisor Nielsen made a motion to approve the following new policies for the Police Department: Arrest Procedures, Authorized weapons and ammunition, Code of Conduct, Command Protocol, Discrimination and harassment, and Duty to Intervene. Chairman Lambert seconded.

Supervisor Nielsen questioned if the policies already existed.

Chief Osborn stated that some policies were there and some were not. All new policies are from accredited agencies.

Township Manager Swichar stated the new policies will address deficiencies in the DCED report.

VOTE: 4-0.

- 3) Purchase of Lenovo Tower Server

MOTION: Chairman Lambert made a motion to approve the purchase of a new Lenovo Tower Server at a cost of \$9,425. Vice Chairman Heffern seconded.

Township Manager Swichar stated that the Township will seek reimbursement from the PCCD grant to pay for the server.

VOTE: 4-0.

- 4) Written Offer Letter of Employment

MOTION: Supervisor Wright made a motion to tender a conditional offer of employment to Robert Basquill to serve as part-time police officer at an hourly rate of \$26.27 (2023 rate), pursuant to Act 57 and per the terms contained in the conditional offer letter dated April 25, 2023. Vice Chairman Heffern seconded.

VOTE: 4-0.

9. PUBLIC WORKS DEPARTMENT

- 1) March Road Department Report submitted for Board and resident review
- 2) Purchase of Ferris Zero Turn Mower

MOTION: Supervisor Nielsen made a motion authorizing the township manager to purchase a Ferris 3300 Zero Turn Mower from Honey Book Outdoor Power through the PA Costars Purchasing Program from the ARPA Fund at a cost of \$15,703.00. Vice Chairman Heffern seconded.

Supervisor Nielsen questioned if the department is replacing an old mower.

Township Manager Swichar stated that they are not replacing an old mower. Public Works is requesting an additional mower to be more efficient. There are five workers this summer.

VOTE: 4-0.

10) HISTORICAL COMMISSION

1) Report submitted.

11) OLD BUSINESS

Supervisor Nielsen provided an update on People's Hall. People's Hall construction will be completed soon.

12) NEW BUSINESS

13) PUBLIC PARTICIPATION

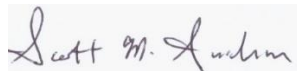
None

14) ADJOURNMENT

MOTION: Supervisor Nielsen made a motion to adjourn the April 25, 2023 of Supervisors Meeting at 7:49p. Vice Chairman Heffern seconded.

VOTE: 4-0.

Respectfully Submitted,



Scott Swichar,
Township Manager/Secretary