



EAST FALLOWFIELD TOWNSHIP



Board of Supervisors Meeting Agenda May 14, 2024 at 6:30 PM

1. Call to order, silent meditation and pledge of allegiance.
2. There was an executive session on April 30, 2024
3. APPROVAL OF MINUTES
 - a. March 12, 2024 Board of Supervisors Meeting Minutes.

PROPOSED MOTION: I make a motion to approve the March 12, 2024 Board of Supervisors meeting minutes as presented.
 - b. March 26, 2024 Board of Supervisors Meeting Minutes

PROPOSED MOTION: I make a motion to approve the March 26, 2024 Board of Supervisors meeting minutes as presented.
4. FIRE DEPARTMENTS & DEPARTMENT OF EMERGENCY SERVICES
 - a. March Westwood Fire Company Fire and EMS Report submitted for Board and resident review.
 - b. April Westwood Fire Company Fire and EMS Report submitted for Board and resident review.
 - c. Westwood 2023 Year End EMS Report submitted for Board and resident review.
 - d. March Modena Fire Company Fire Chief's Report submitted for Board and resident review.
 - e. March Modena Fire Company Fire Chief's Report – East Fallowfield Calls Only submitted for Board and resident review.
 - f. March Modena Fire Company EMS Report submitted for Board and resident review.
 - g. April Modena Fire Company Fire Chief's Report submitted for Board and resident review.
 - h. April Modena Fire Company Fire Chief's Report – East Fallowfield Calls Only submitted for Board and resident review.
 - i. April Modena Fire Company EMS Report submitted for Board and resident review.
5. PRESENTATION BY KATHY COOK TO DISCUSS SINGLE USE PLASTICS
6. TREASURER'S REPORT
 - a. March 31, 2024 Treasurer's Report.

PROPOSED MOTION: I make a motion to approve the March 31, 2024 Treasurer's Report as presented.
 - b. April 30, 2024 Treasurer's Report



EAST FALLOWFIELD TOWNSHIP



Board of Supervisors Meeting Agenda May 14, 2024 at 6:30 PM

PROPOSED MOTION: I make a motion to approve the April 30, 2024 Treasurer's Report as presented.

c. Payment Authorizations.

PROPOSED MOTION: I make a motion to approve the Payment Authorizations for the period of March 27, 2024 through May 14, 2024 in the total amount of \$ ____ as presented.

d. Approval of a Master Services Agreement with Paymerang, LLC

PROPOSED MOTION: I make a motion approving a one-year agreement with Paymerang for vendor payment services and authorizing the township manager to sign the maser services agreement.

e. A Resolution Designating Bancorp Bank, LLC as a Depository of Township Funds

PROPOSED MOTION: I make a motion to adopt Resolution No. 2024-09 approving Bancorp Bank as a depository of township funds pursuant to the one-year agreement with Paymerang.

7. MANAGER'S REPORT

a. 2024 Road Paving Project.

PROPOSED MOTION: I move that the Township award the low bid in the amount of \$ ____ to John A. Dirocco General Contractors for the 2024 paving project.

b. Resolution No. 2024-10 to Appoint Voting Delegates to Chester County Tax Collection Committee.

PROPOSED MOTION: I make a motion to adopt Resolution 2024-10 to appoint voting delegates to the Chester County Tax Collection Committee

c. A Resolution approving the adoption of a new flex-time policy to the Employee Handbook/Personnel Manual for East Fallowfield Township

PROPOSED MOTION: I make a motion to approve Resolution No. 2024-11 approving a new flex-time policy in the Employee Handbook/Personnel Manual for East Fallowfield Township as presented in the Resolution.

d. Resignation of Municipal Building Committee Member

PROPOSED MOTION: I move that the Township accept the resignation of Municipal Building Committee Member Brian Simmons with the term ending December 31, 2024.

e. Appointment of Member to the Municipal Building Committee

PROPOSED MOTION: I make a motion to appoint ____ to the Municipal Building Committee with the term ending 12/31/2024 (5 members maximum).

f. Notification of FY2024 Community Project Funding in the amount of \$550,000 for East Fallowfield Township Police Department/Administration Facility Project (Informational)



EAST FALLOWFIELD TOWNSHIP



Board of Supervisors Meeting Agenda May 14, 2024 at 6:30 PM

- g. New Business

8. LEGAL

- a. Award of Holiday Pay Benefits to Township Employee, Denise Verderosa

PROPOSED MOTION: I move to award township employee, Denise Verderosa, three additional days (24 hours) of holiday pay.

9. PLANNING COMMISSION

- a. No Report Submitted

10. POLICE DEPARTMENT

- a. March Police Report submitted for Board and resident review.
- b. April Police Report submitted for Board and resident review.
- c. Approving New Policies for Police Department.

PROPOSED MOTION: I make a motion to approve the following new policies for the Police Department: Weapons and Ammunition; Recording Police Activities, Sick Leave; Social Media, and Traffic Safety Vests.

- d. Resolution to Approve Township Employee Job Descriptions.

PROPOSED MOTION: I make a motion to adopt Resolution No. 2024-12 approving the revised job description for Police Secretary.

- e. Metropolitan Communications-Upfitting of Police Car

PROPOSED MOTION: I make a motion approving a proposal from Metropolitan Communications to upfit the 2024 Ford Interceptor Police Car in the amount of \$15,966.12 under the PA Costars program from the Township's ARPA Fund.

11. PARK AND RECREATION BOARD

- a. Report Submitted
- b. Approval for Rescue and Recovery for Use of the Township Park and Recreational Facilities

PROPOSED MOTION: I make a motion retroactively approving an event hosted by Rescue and Recovery on May 11, 2024 from 9:00am to 5:00pm subject to the terms of use on the Township Park and Recreational Facilities Application.

- c. Approval of Facility Use Permit Application Submitted by East Fallowfield Elementary School

PROPOSED MOTION: I make a motion to approve the facility use permit application for the East Fallowfield Elementary School subject to the following conditions:



EAST FALLOWFIELD TOWNSHIP



Board of Supervisors Meeting Agenda May 14, 2024 at 6:30 PM

12. PUBLIC WORKS DEPARTMENT

- a. March Road Department Report submitted for Board and resident review.
- b. April Road Department Report submitted for Board and resident review.
- c. Resolution to Approve New Employee Job Description for Part-Time Laborer.

PROPOSED MOTION: I make a motion to adopt Resolution No. 2024-13 approving a new job description for Part-Time Laborer.

- d. Recommendation to Hire Seasonal Public Works Employee

PROPOSED MOTION: I make a motion to appoint Shane Brennan as a seasonal grass cutter in the public works department at an hourly rate of \$17.00.

13. HISTORICAL COMMISSION

- a. A Resolution Supporting the Pennsylvania Commission for the United States America 250

PROPOSED MOTION: I make a motion to approve Resolution No. 2024-14, supporting the Pennsylvania Commission for the United States Semiquincentennial.

- b. 30 Loop Road - Certificate of Appropriateness.

PROPOSED MOTION: I make a motion for the Board of Supervisors to approve Resolution No. 2024-15 to issue a Certificate of Appropriateness to the Building Code Official for the roof project located at 30 Loop Road.

- c. Doe Run Bridge and National Register of Historic Places (Informational)

14. ENVIRONMENTAL ADVISORY COUNCIL

- a. Appointment of _____ to the Environmental Advisory Council (EAC)

PROPOSED MOTION: I make a motion to appoint _____ to the Environmental Advisory Committee (EAC) with the term ending 12/31/2024 (10 members maximum). _____ seconded.

Joe Heffern	Member 2024 to 2024	1-year term
John Nielsen	Member 2024 to 2024	1-year term
Teri Dickinson	Member 2024 to 2024	1-year term
Deane Madsen	Member 2024 to 2024	1-year term
Tanner Burns	Member 2024 to 2024	1-year term
Jeanne Berlin	Member 2024 to 2024	1-year term
Charles Reed	Member 2024 to 2024	1-year term
Paul Brenner	Member 2024 to 2024	1-year term
Katja DiRado	Alternate Member	1-year term

15. OLD BUSINESS



EAST FALLOWFIELD TOWNSHIP

Board of Supervisors Meeting Agenda May 14, 2024 at 6:30 PM



16. NEW BUSINESS

- a. Update on Fire Hydrants

17. PUBLIC PARTICIPATION - 20 minutes

18. ADJOURNMENT

The agenda is finalized 24 hours before the regular meeting.