

EAST FALLOWFIELD TOWNSHIP
BOARD OF SUPERVISORS MEETING
July 23, 2024 Approved Minutes
6:30 p.m.

Members Present

Wilson Lambert, Chairman
John Nielsen, Vice Chairman
Katja DiRado, Member
Mike Domboski, Member

Township Staff Present

Scott Swichar, Township Manager
Lisa Ionata, Township Treasurer
Chad Osborn, Police Chief
Township Solicitor
James Halligan

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

June 25, 2024 BOARD OF SUPERVISORS MEETING MINUTES

MOTION: Vice Chairman Nielsen made a motion to approve the June 25, 2024 Board of Supervisors meeting minutes as presented. Supervisor Domboski seconded.

VOTE: 3-0. Chairman Lambert abstained.

B. FIRE DEPARTMENTS & DEPARTMENT OF EMERGENCY SERVICES

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

3. TREASURER'S REPORT

- 1) June 30, 2024 Treasurer's Report.

MOTION: Vice Chairman Nielsen made a motion to approve the June 30, 2024 Treasurer's Report as presented. Chairman Lambert seconded.

VOTE: 4-0.

2) Payment Authorizations.

MOTION: Supervisor DiRado made a motion to approve the Payment Authorizations for the period of June 26, 2024 through July 23, 2024 in the total amount of \$255,588.26 as presented. Chairman Lambert seconded.

VOTE: 4-0.

3) Results of Financial Operations for 2023 and Update on 2024 (Presentation)

Treasurer Ionata stated the purpose of the presentation is to provide an overview of 2023 financials and discuss 2024 financials to date. She stated that the township has been responsible with spending. The township used ARPA funding to purchase land for the future township building and equipment for public works, police, as well as administration. The township used a PCCD Grant for new technology and software at the police department. She stated that the township received a grant for new recycling containers, a Chester County Preservation Partnership Grant to pay for the new gazebo at the Park, used Liquid Fuels money for the 2023 Road Paving program, and received sponsorships from 16 local businesses and partners for the Volunteer Brunch and Summertime concert series.

Ms. Ionata discussed highlights specific to the General Fund. The EIT, Property Tax, and Transfer tax revenues all outperformed expectations by \$374,000. These unanticipated revenues helped the township manage some unanticipated costs throughout the year. Expenditures were slightly over budget at \$16,000. The variation in expenditures on a \$2.7 million dollar expenditure budget is about half of a percent, so it is very close to budget. The excess expenditure was related to personnel and pension expenditures, as well as engineering and legal expenses.

The Township moved \$400k to the capital fund and add about \$100k to the general fund reserves in 2023. Treasurer Ionata discussed General Fund Numbers. Revenue outperformed budget by 26%, and expenses were half a percent over budget, leading to an increase in reserves for the general fund of 5.69%

The EIT is the largest revenue stream in the general fund and it has been on a steady upswing for a few years now. The township budgeted conservatively in 2023 and outperformed. We increased the budget on this line for 2024 to get it closer to reality, and the township is on target for a slight increase so far this year.

For Fire/EMS, the Township spent 10% less than expected and budgeted some use of reserves in this fund, but did not use reserves. Reserves were increased by just under 14%

For the Liquid Fuels Fund, the budget was very close to actual in this fund for Revenue because the township knows what the state is going to award ahead of time. In this case, part of 2022's revenue (~\$35k) was deposited into the wrong bank account by the state, it went into the Trash Fund in 2022 instead of Liquid Fuels. By the time the error was discovered, it was too late to move the money in 2022, so this resulted in that revenue being recorded in the next year, 2023. This situation inflated the 2023 revenue number. Aside from that situation, this fund still would have performed well in 2023, and would have ended ahead of budget by 17% rather than the 35% shown on the slide.

For the Park/Rec Fund, revenue variance was from a \$7,500 grant from PECO for Tag's Garden. The main variance for this budget was the Comprehensive Plan which contributed \$48k of unbudgeted spending in 2023, which is essentially the difference in this fund. A portion of that expense will be reimbursed by a grant.

Township Manager Swichar stated that the township will receive approximately \$30,000 in grant funding in 2024 from the county for the open space plan.

For the Capital Fund, revenues were not budgeted in this fund for 2023, and less than half of the spending expected actually happened. Some of the budgeted purchases were ultimately spent out of ARPA instead of Capital, or just postponed. Ultimately the fund balance increased instead of drastically decreased.

The budgeted expenditures number in the ARPA fund was a bit aggressive. For some projects, grant money was awarded so they were postponed or moved out of ARPA because of that. Supply chain delays on some equipment is another reason some of the money was not spent in 2023. We intend to deplete this fund by the end of 2024.

Treasurer Ionata discussed Year over Year Comparison by Fund and operating funds and their performance against budget as of June 30 2023 vs 2024. She stated that the reasons for differences between the two years could be timing and budget philosophy. First three funds are trending close to the same as prior year, no major anomalies there and we're moving along as expected for 2024. Liquid Fuels anomaly was explained earlier, It's the timing of one of the 2022 aid payments received in the wrong fund and needed to be moved. Much of the difference in Park and Rec is the Recreation/Open Space Plan which was started but unbudgeted in 2023, and things are moving along close to budget in that fund for 2024. She stated that revenue is a little behind as we wait for grant money to come in covering a portion of the Comprehensive Plan. The Capital Fund and ARPA are close to expectations.

Ms. Ionata stated that overall the township is moving along as expected, which is good news. At the end of June 30, 2023, the township received 86% of budget revenue and spent 43% of budgeted expenses. At the end of June 30, 2024, the township received 69% of budgeted revenues and spent 39% of budgeted expenditures. The reason the percentage last year was higher is because the township underbudgeted EIT last year.

Ms. Ionata stated that 2024 accomplishments include purchasing a 2024 police vehicle, F-350 chassis, 550 body, skid steer, rifle conversion, body work cameras, migrating to a new document imaging program, instituting a third party processing program, policy maintenance software, mobile ID program. She stated that the park and recreation plan is nearly completed, lighting in the park was installed, and the transition to new trash hauler and tax collector were completed.

Mr. Swichar stated that 2024 initiatives include code and permitting software and a fuel master pump system. The township received a grant for the fuel master pump system. The township received \$250,000 for traffic calming in Newlinville which is expected to happen in the fall. The 2024 road paving program will begin in August. Unexpected expenses include a drainage pipe replacement on Saw Mill Road. A grant proposal was submitted for the drainage pipe on Saw Mill Road. There is also road damage on Mortonville Road. Mortonville Bridge collapsed in the spring and the township will submit a grant proposal for this project.

Treasurer Ionata discussed the distribution of taxes in East Fallowfield. The tax dollar is comprised of three separate taxing authorities, Coatesville Area School District, Chester County and East Fallowfield Township. This pie chart shows how much of your taxes goes to each entity. 83.4% of the tax dollar goes to the school district, 9.1% goes to Chester County and only 7 ½% goes to the township.

Township Manager Swichar stated that ARPA money must be committed by the end of the year. Treasurer Ionata stated that the ARPA money will likely be spent by the end of the year.

Vice Chairman Nielsen questioned earned income taxes for self-employed.

Treasurer Ionata stated that self-employed withholdings are remitted quarterly.

Treasurer Ionata stated that generally having 6 months of cash in reserves is considered healthy. The Township also needs to consider plans for a township building and how they will fund the project. The Township has approximately 6 months of reserves. Excess earned income taxes were transferred to the capital fund to fund major capital projects. The 2024 EIT is performing slightly higher than 2023. The township budgeted about 300,000 in 2024 to be transferred to the capital fund.

Township Manager Swichar stated that the township will install two traffic calming islands and rumble strips on Route 82 as part of a traffic calming project.

4) Merger of Payroll Company

MOTION: Vice Chairman Nielsen moved that the Township Treasurer be authorized to execute the necessary documentation for the merger of Paytime payroll into Isolved payroll management. Chairman Lambert seconded.

Treasurer Ionata stated that the motion will allow her to sign the agreement allowing Isolved's bank to withdrawal township funds instead of Paytime.

VOTE: 4-0.

4. TOWNSHIP MANAGER'S REPORT

1) Approval of Proposal from Heckendorn Shiles for Township Building Feasibility Study

Township Manager Swichar stated that the township's municipal building committee is interested in hiring a consultant to complete a feasibility study for a new municipal complex. A feasibility study is a professional evaluation that would help the township determine the next steps needed to make sure the project is successful. The study would look at things like how much square footage is needed. The committee interviewed four consultants.

MOTION: Supervisor Domboski made a motion to approve a proposal from Heckendorn Shiles in the amount of \$12,850 from the Township's Capital Fund for the completion of a feasibility study to complete a new municipal complex at 221 Wilmington Road. Supervisor DiRado seconded.

Township residents Shane Cloyd questioned which site would be looked at as part of the study.

Supervisor Domboski stated that the township is only looking at performing a feasibility study on 221 Wilmington Road. The township is aware that the school district is not interested in selling the elementary school site. The greenfield site on 221 Wilmington Road is viewed as the best site by the municipal building committee. The general idea is to leave public works where they are now.

Township Manager Swichar stated that 221 Wilmington Road was purchased using ARPA monies.

Treasurer Ionata stated that ARPA stands for American Rescue Plan Act. The township received this money from the federal government.

VOTE: 4-0.

2) Friends of Tag's Garden Informational Meeting (August 12 at 5:00PM)

Township Manager Swichar stated there are volunteers that have helped the township with maintenance of the pollinator garden. There will be an informational meeting on August 12 at 5:00pm to learn more about volunteer opportunities with the garden.

3) New Business: None

5. LEGAL

1) Draft Ordinance # 2024-01 Prohibiting Single-Use Plastics by Commercial Establishments

Solicitor Halligan stated that the township is looking at modeling the single use ordinance from Uwchlan Township. The structure of the ordinance would need to be rewritten to remove references to Uwchlan Township.

Vice Chairman Nielsen stated that the EAC has reviewed many ordinances and recommends that the township adopt the ordinance adopted by Uwchlan Township.

MOTION: Vice Chairman Nielsen moved that the Township authorize the advertisement of Ordinance #2024-01, Prohibiting Single-Use Plastics by Commercial Establishments. Supervisor DiRado seconded.

Township resident Shane Cloyd asked a question about input received from township residents.

There was a board discussion about the proposed ordinance.

Solicitor Halligan stated that the proposed ordinance allows for the commercial establishment to charge up to 15 cents for recyclable paper bags.

MOTION: Chairman Lambert made a motion to question. If there is a second we will vote. Vice Chairman Nielsen seconded.

MOTION: Supervisor DiRado moved that the Township authorize the advertisement of Ordinance #2024-01, Prohibiting Single-Use Plastics by Commercial Establishments. Vice Chairman Nielsen seconded.

VOTE: 3-1. Supervisor Domboski voted nay.

Supervisor DiRado questioned when the proposed ordinance will be advertised.

Township Manager Swichar stated they will review the calendar to determine dates to advertise.

2) Release of the Maintenance Letter of Credit for Rouse Chamberlin (Ridgecrest Subdivision)

MOTION: Vice Chairman Nielsen moved that the Township authorize the release of the maintenance letter of credit for the Ridgecrest Subdivision and accept a \$5,000 cash escrow for the one punch list item that remains outstanding. Chairman Lambert seconded.

VOTE: 4-0.

6. PARK AND RECREATION BOARD

1) Summer Concert Event on August 15 (Sometime in September)

Park and Rec Chair Teri Dickinson discussed the children's concert in the park on August 3.

2) Teri Dickinson stated there is a Photo Booth from Creative Club of Chester County available for future events. She requested support from local businesses and discussed upcoming events.

7. PLANNING COMMISSION

1) No Report Submitted

8. POLICE DEPARTMENT

- 1) June Police Report submitted for Board and resident review
- 2) Proposal from Witmer Public Safety Group for Equipment

MOTION: Vice Chairman Nielsen made a motion approving a quote from Witmer Public Safety Group for two rifles, sights, and lights in the amount of \$5,707.80 from the Township's ARPA Fund. Supervisor DiRado seconded.

Township Manager Swichar stated that the township is replacing rifles from the 1970's and needs to upgrade.

VOTE: 4-0.

9. PUBLIC WORKS DEPARTMENT

- 1) June Road Department Report submitted for Board and resident review.
- 2) Proposal from Road Safety Systems for Guiderail Installation

MOTION: Supervisor DiRado made a motion approving a proposal from Road Safety Systems in the amount of \$21,590 from the Township's Liquid Fuels Fund to install 350 linear feet of guiderail on Goosetown Road. Chairman Lambert seconded.

Township Manager Swichar stated this is a public safety issue as the area where the guiderail will be installed is located on a sharp curve on Goosetown Road. The trees that used to line the road fell recently during a storm. The township received three quotes as required under seconded class township code and the township's road foreman is recommending the quote from Road Safety Systems.

Vice Chairman Nielsen questioned if they will remove the old guiderail.

Township Manager Swichar stated there is no guiderail at the site currently.

Township resident, Teri Dickinson questioned if accidents occur at this area.

Township Manager Swichar stated yes.

VOTE: 4-0.

- 3) Appointment of Tim Gregor as Part-Time Permanent Laborer

MOTION: Supervisor Domboski made a motion to hire Tim Gregor as a part-time permanent laborer in the public works department at an hourly rate of \$24.60 subject to a satisfactory criminal background check and pre-employment physical. Supervisor DiRado seconded.

Supervisor Nielsen questioned if this is a replacement or new hire.

Township Manager Swichar stated that the township used to have 5 laborers. This position was in the 2024 budget,

VOTE: 4-0.

10. ENVIRONMENTAL ADVISORY COUNCIL

- 1) Report Submitted

11. HISTORICAL COMMISSION

- 1) No report submitted

12. OLD BUSINESS

Township Resident Nina Petro questioned the future usage of the elementary school.

Township Manager Swichar stated that there is a study that was completed by the school district that indicates that \$13 million in repair work needs to be completed by the school district. Mr. Swichar stated that he talks with the superintendent on a regular basis. He is aware that the school district plans on tearing down the building.

Vice Chairman Nielsen stated that People's Hall is looking for volunteers to paint the inside of the building. The drywall work is completed.

Township Manager Swichar stated that the township received a punch list related to Fieldstone development from the township engineer a few hours ago.

13. NEW BUSINESS: none

14. PUBLIC PARTICIPATION

Teri Dickinson stated that township should address having an emergency center in the feasibility study.

Shane Cloyd provided comments on the East Fallowfield Elementary School building.

Joe Heffern stated that the township completed its due diligence on the school by meeting with the superintendent and touring the elementary school. The school needs \$13 million in repairs to make it accessible and the township does not own the property.

Township resident Karen discussed the storms and power outages due to the recent storm.

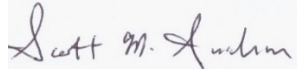
There was a discussion on the recent power outages.

15. ADJOURNMENT

MOTION: Vice Chairman Nielsen made a motion to adjourn the July 23, 2024 of Supervisors Meeting at 8:26 pm. Chairman Lambert seconded.

VOTE: 4-0.

Respectfully Submitted,

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

Scott Swichar,
Township Manager/Secretary