



# EAST FALLOWFIELD TOWNSHIP



## Board of Supervisors Meeting Agenda December 2, 2017 at 10:00 AM

1. Call to order, silent meditation and pledge of allegiance.

2. APPROVAL OF MINUTES

a. Resubmission of September 12, 2017 Board of Supervisors Budget Meeting Minutes.

MOTION: I make a motion to approve the September 12, 2017 Board of Supervisors budget meeting minutes as presented.

b. Resubmission of September 12, 2017 Board of Supervisors Workshop Meeting Minutes.

MOTION: I make a motion to approve the September 12, 2017 Board of Supervisors Workshop meeting minutes as presented.

c. October 24, 2017 Board of Supervisors Budget Meeting Minutes.

MOTION: I make a motion to approve the October 24, 2017 Board of Supervisors budget meeting minutes as presented.

d. October 24, 2017 Board of Supervisors Meeting Minutes.

MOTION: I make a motion to approve the October 24, 2017 Board of Supervisors meeting minutes as presented.

3. CITIZENS BY REQUEST

a. Ronald P. Scott - 1% Fire Tax.

b. Dawn Crawford - Brook Crossing - Undisclosed Spring under Development.

c. Sharon Scott - Audit.

4. FIRE DEPARTMENTS & DEPARTMENT OF EMERGENCY SERVICES

a. October Westwood Fire Company EMS Report submitted for Board and resident review.

b. October Westwood Fire Company Fire Chief's Report submitted for Board and resident review.

c. October Modena Fire Company Fire Chief's Report submitted for Board and resident review.

d. October Modena Fire Company Fire Chief's Report - East Fallowfield Calls Only submitted for Board and resident review.

e. October Modena Fire Company EMS Report submitted for Board and resident review.

5. TREASURER'S REPORT

a. October 31, 2017 Treasurer's Report.

MOTION: I make a motion to approve the October 31, 2017 Treasurer's Report as presented.



# EAST FALLOWFIELD TOWNSHIP



## Board of Supervisors Meeting Agenda December 2, 2017 at 10:00 AM

b. Payment Authorizations.

MOTION: I make a motion to approve the Payment Authorizations as presented for the period of October 25, 2017 through November 28, 2017 in the total amount of \$166,166.65 as presented.

c. Scantek - Contract / OCR Discussion.

(Optional) PROPOSED MOTION: I make a motion to approve adding in the OCR scanning component to this project not to exceed \$960.

PROPOSED MOTION: I make a motion to approve a board member signing the Scantek - Document Conversion Proposal.

d. Disposition of Records.

MOTION: I make a motion to approve Resolution 2017-11 adopting the Municipal Records Manual procedure and schedules for disposing of records.

MOTION: I make a motion to approve Resolution 2017-12 approving the destruction of accounting files per the provided list per the PA Municipal Records Manual retention schedule.

e. Calendar of Events - Discussion.

f. ClearGov Update.

g. Temp Office Help Extension.

MOTION: I make a motion to authorize hiring of temporary administrative assistant thru Ranstad at the rate of \$25 per hour to work up to 30 hours per week max for an additional 30 days.

h. New Business.

6. PLANNING COMMISSION

a. Planning Commission Report - Dennis Crook.

7. LEGAL

a. Holland Day Care Center.

PROPOSED MOTION: I move that, pursuant to the recommendation of the Township Engineer, the Township approve the release of the Holland Day Care Center Plans for recording.

b. Budget.

PROPOSED MOTION: I move that the Board advertise notice of the availability of the draft budget, which the Board intends on adopting at its meeting on December \_\_\_\_, 2017.

c. Year-End Notice Requirements.

PROPOSED MOTION: I move that the Board authorize the advertisement of: the 2018 Organization Meeting for January 2, 2018, at \_\_\_\_ p.m.; b) the notice of the Township's intent to



# EAST FALLOWFIELD TOWNSHIP



## Board of Supervisors Meeting Agenda December 2, 2017 at 10:00 AM

appoint Barbacane Thornton as the independent auditor for fiscal year 2017; and c) notice of the elected Township auditor's meeting on January 3, 2018, at \_\_\_\_.

d. Bronson Application.

PROPOSED MOTION: I move that the Township approve the MPC extension request for the Bronson application, extending the review period until December 22, 2017.

e. West Chester/Couth Caln Road Survey.

PROPOSED MOTION: I move that the Township engage \_\_\_\_\_ for the purpose of conducting the road survey for the intersection of West Chester and South Caln Roads, in the amount of \$\_\_\_\_\_, pursuant to the recommendation of the Township Traffic Engineer.

f. Act 42 - Category 4 Casino Opt Out: For Discussion Purposes.

g. Police CBA 2017-2018 - Board Approval.

PROPOSED MOTION: I make a motion to approve the 2017-2018 Police CBA as presented.

### 8. PLANNING COMMISSION

a. Planning Commission Report - Dennis Crook.

### 9. POLICE DEPARTMENT

a. October Police report submitted for Board and resident review.

### 10. PUBLIC WORKS DEPARTMENT

a. October Road Department monthly reports submitted for Board and resident review.

### 11. PARK & RECREATION COMMITTEE

a. No Report. Committee has 5 vacancies.

### 12. HISTORICAL COMMISSION

a. 118 Brandywine Creek Road letter to Rob McLarnon submitted for Board review.

### 13. NEW BUSINESS

### 14. PUBLIC PARTICIPATION - 20 minutes

### 15. ADJOURNMENT

### 16. The agenda is finalized the Monday before the regular meeting. However, changes may occur to the agenda up until the Board of Supervisors meeting.

Once a time limit has expired for a particular area, it is up to the Board to:

- i. Continue the discussion for X amount of minutes.
- ii. Table the discussion until the next meeting.
- iii. End the discussion.