

EAST FALLOWFIELD TOWNSHIP
BOARD OF SUPERVISORS MEETING
May 28, 2019 Approved minutes
6:30 p.m.

Members Present

Steve Herzog, Chairman
Wilson Lambert, Vice Chairman
Katja DiRado, Member

Township Staff Present

Scott Swichar, Township Manager
Pani Martin, Township Treasurer
Lisa Valaitis, Township

Township Solicitor

Mike Crotty

1) CALL TO ORDER, SILENT MEDITATION AND PLEDGE OF ALLEGIANCE

Chairman Steve Herzog called the meeting to order at 6:30 p.m.

2) DISCUSSION

A. APPROVAL OF MINUTES

1) May 1, 2019 Board of Supervisors Meeting Minutes.

Approval of the May 1, 2019 Board of Supervisors meeting minutes was tabled until the June 11, 2019 Board of Supervisors meeting.

2) May 14, 2019 Board of Supervisors Meeting Minutes.

MOTION: Chairman Herzog made a motion to approve the May 14, 2019 Board of Supervisors meeting minutes as presented. Supervisor Wilson Lambert seconded.

VOTE: 3-0

B. FIRE DEPARTMENTS & DEPARTMENT OF EMERGENCY SERVICES

1) April Westwood Fire Company Fire Chief's Report submitted for Board and resident review.

2) April Westwood Fire Company EMS Report submitted for Board and resident review.

3) April Modena Fire Company Fire Chief's Report submitted for Board and resident review.

4) April Modena Fire Company Fire Chief's Report – East Fallowfield Calls Only submitted for Board and resident review.

5) April Modena Fire Company EMS Report submitted for Board and resident review.

C. TREASURER'S REPORT

1) April 30, 2019 Treasurer's Report.

MOTION: Chairman Herzog made a motion to approve the April 30, 2019 Treasurer's Report. Supervisor Lambert seconded.

VOTE: 3-0

2) Payment Authorizations.

MOTION: Chairman Herzog made a motion to approve the Payment Authorizations as presented for the period of April 17, 2019 through May 28, 2019 in the total amount of \$192,946.81 as presented. Supervisor Lambert seconded.

VOTE: 3-0

D. TOWNSHIP MANAGER'S REPORT

1) Revision to Police Association Memorandum of Understanding (MOU).

Township Manager Scott Swichar presented a revised Township Police Officer's Association Memorandum of Understanding. He stated the Board of Supervisors had approved the Memorandum of Understanding at the May 1, 2019 Board of Supervisors meeting and the Board of Supervisors subsequently signed the agreement. However, the Police Officer's Association had two additional issues with the first version that they wanted addressed. The original Memorandum of Understanding was written to include Class A officers only and excluded one Class B officer, who will become a Class A officer in the fall. The Police Officer's Association thought all officers were Class A officers. The Township did not intend to exclude an officer. Language was added to the Memorandum of Understanding that states, "existing Class B officers" to allow all police officers to get raises. Township Manager Swichar stated that the Police Officer's Association also addressed that raises for part-time officers were not included in the original Memorandum of Understanding. Therefore, language has been added to the Memorandum of Understanding stating "existing part-time officers" to allow part-time officers to be eligible for the same raises as the full-time officers. Township Manager Swichar stated there are no other changes to the Memorandum of Understanding.

MOTION: Chairman Herzog moved that the Board approve and authorize the execution of the revised Memorandum of Understanding between the Township and the Township Police Officer's Association, in the form as presented. Supervisor Lambert seconded.

VOTE: 3-0

2) Ridgecrest Escrow Release No. 8.

Solicitor Crotty reported that the escrow money being released includes \$13,500 for the Township for the Park & Recreation Fee in Lieu of Fee.

MOTION: Chairman Herzog made a motion that the Township approve Escrow Release No. 8 for the Ridgecrest Residential Subdivision, in the amount of \$159,364.04. Supervisor Lambert seconded.

QUESTIONS AND COMMENTS:

- a. Supervisor Katja DiRado asked if this includes the landscaping changes recently approved by the Board of Supervisors. Chairman Herzog stated that the landscaping changes are not part of this escrow release. Solicitor Crotty said the Fee in Lieu of Fee is \$1,500 per lot.
- b. Township Treasurer Martin asked if the \$13,500 Park & Recreation Fee in Lieu of Fee is for specific property addresses. She said Rouse Chamberlin is paying this fee as each permit is submitted. Solicitor

Crotty explained that the escrow money being released for the Fee in Lieu of Fee will go back to Rouse Chamberlin with the escrow release.

VOTE: 3-0

3) Weed Control Program for 2019 - River Valley Organics Contract.

Township Manager Swichar reported that the Township has been investigating the use of organic weed control methods in the park. There are not a lot of organic products currently available. Township Manager Swichar stated he did find a company that offers weed control with a product called foam stream which is hot water and plant-based ingredients. A representative from River Valley Organics tested the product in the park. He said the product is 100% natural and there are no chemicals in the product. The River Valley Organics representative put the product on his tongue and touched it with his skin. Township Manager Swichar reported he went back to the park the next day and again a few days later and 95% of the weeds were gone. The cost estimate from River Valley Organics is \$750. The cost estimate from Weeds, Inc. for a chemical application is \$625. There is only an additional cost of \$100 for the organic weed control. Township Manager Swichar reported that East Bradford Township is the only other township in the area using natural products. Township Manager Swichar stated this product is only for weeds in the park and River Valley Organics indicated this product would not be effective for weed control near guard rails.

MOTION: Chairman Herzog made a motion to approve organic weed control of the Park for \$750 with River Valley Organics and authorize the Township Manager to sign the contract. Supervisor DiRado seconded.

QUESTIONS AND COMMENTS:

- a. Township Resident Erwin Zeller asked if the cost included application of the product as well as the product itself. Township Manager Swichar stated that is correct. River Valley Organics will apply the product to the weeds and application is included in the cost of \$750.

VOTE: 3-0

4) Weed Control Program for 2019 - Weeds, Inc. Contract.

MOTION: Chairman Herzog made a motion to approve Program #1 for \$2,152 for the 2019 vegetation control behind the guard rails on Township roads and to authorize the Township Manager to sign the contract. Supervisor Lambert seconded.

QUESTIONS AND COMMENTS:

- a. Supervisor DiRado stated she has trouble voting to approve this contract due to the toxicity of the product. She said she did not vote in favor of this contract last year. Chairman Herzog stated that River Valley Organics did not recommend the product as an effective means of killing the weeds along the guard rails. Township Manager Swichar said that there are safety risks for not using this product to kill the weeds along the guard rails. It is not safe or efficient for the Public Works Department to use a weedwhacker to eliminate the weeds along guard rails. The weeds along the guardrails impair vision on the roads if they are not eliminated. Chairman Herzog stated that the Township used all three programs in the past, therefore the Township is moving in the right direction by only using one program this year. Township Manager Swichar said he will keep looking for more natural options.

VOTE: 2-1 (Chairman Herzog and Supervisor Lambert voted yea. Supervisor DiRado voted nae.)

5) New Business.

a. 2019 Patriotic Children's Parade - June 29, 2019.

Township Manager Swichar announced the Township is planning a children's patriotic parade on Saturday, June 29, 2019 at 10:00 a.m. He said the Township is asking families to dress up in patriotic clothing and decorate their bikes. Pets are welcome. Brandywine Veterinary Hospital is sponsoring the event and they will be giving out goodie bags. There will be a parade for children and pets at the event. Judging starts at 10:15 a.m. and the parade will start at 10:30 a.m. The event will be approximately 90 minutes.

E. PLANNING COMMISSION

1) Planning Commission Report.

Planning Commission Chairman Dennis Crook presented an update on the May 6, 2019 and May 20, 2019 Planning Commission meetings. He reported that the Planning Commission tabled rental property ordinance discussions until Township Manager Swichar meets with the Chester County Planning Commission. At this point, the Planning Commission is primarily working on the Township rental property inventory. Rental property inventory would involve getting rental properties registered for safety purposes. The Planning Commission has been discussing how to roll the rental property ordinance out in steps and get community involvement and feedback. The Planning Commission has also tabled the Office-Industrial and Multi-Use Zoning Districts uses by right. Planning Commission Chairman Crook discussed an upcoming Chester County 2020 Breakfast on June 20, 2019. The topic is "Mixed-Use Zoning and Smart Growth". The Planning Commission is considering options such as overlay zoning in the Township's Multi-Use Zoning District. There was a discussion about liquor referendums and the process for obtaining liquor licenses.

Planning Commission Chairman Crook reported that Township Manager Swichar attended the May 20, 2019 Planning Commission meeting. At that meeting, the Commission demonstrated a program called Temi, which is a transcribing service. This service may help the office catch up on the Planning Commission meeting minutes. They tested Temi by having the service transcribe a recording of a prior Planning Commission meeting. Temi transcribed the meeting in 15 minutes with 80% accuracy. Planning Commission Chairman Crook stated the Planning Commission does need detailed meeting minutes especially for the discussions on ordinance amendments. He reported that the Planning Commission has also been discussing the Strategic Implementation Recommendations in the Township's Comprehensive Plan. Planning Commission Chairman Crook asked the Board of Supervisors if the Act 537 Plan has been updated. Township Manager Swichar reported that he has followed up with David Porter regarding the Act 537 Plan and he will continue to follow up with David Porter.

Planning Commission Chairman Crook reported that the Planning Commission also discussed the Strategic Planning Steering Committee and the intent of creating this new committee. Chairman Herzog discussed the duties and purpose for the newly created Strategic Planning Steering Committee. He said the intent was for the Committee to find long-term economic plans for additional revenue sources, so the Township is not reliant on earned income tax and municipal tax. The Strategic Planning Steering Committee will also determine what desirable types of businesses the Township could attract in the Multi-Use and Office-Industrial Zoning Districts. Planning Commission Chairman Crook reported the Planning Commission has also been discussing possible alternative sources of revenue for the Township. Township Treasurer Martin commented that the DCED Taxation Manual outlines exactly what a municipality is permitted to tax. This manual will be a useful tool for looking at additional revenue options for East Fallowfield Township. Solicitor Crotty explained the DCED Taxation Manual in more detail. Supervisor DiRado commented that a purpose for the new committee is to find additional revenue sources, so the Township can keep the municipal tax down to offset the Coatesville Area School District tax because residents are upset about the school tax rate being so high.

F. POLICE DEPARTMENT

1) April Police Department Report submitted for Board and resident review.

G. PUBLIC WORKS DEPARTMENT

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

H. OLD BUSINESS

- 1) Electronic Sign.

Supervisor DiRado asked about the status of the Township electronic sign. Township Manager Swichar said a sample electronic sign will be placed on a trailer and trialed in front of both the Township building and at the park. The electronic sign trials will be this weekend and next weekend.

- 2) 2019 Road Paving Project Bid Opening.

Chairman Herzog asked when the bid opening for the 2019 road paving project is. Township Manager Swichar reported the bid opening will occur on Friday, June 21, 2019 at 11:01 a.m.

I. NEW BUSINESS

- 1) Western Chester County Council of Governments.

Supervisor DiRado reported that she attended a recent Western Chester County Council of Governments meeting. At that meeting there was a discussion about the upcoming census process. Supervisor DiRado stated that there is a woman affiliated with the County that would like to make a presentation to each municipality for the 2020 Census and establish a sub-committee. Supervisor DiRado stated getting accurate data for the census is vital to ensure that East Fallowfield Township gets the funding that the Township is entitled to. Township Manager Swichar requested that Supervisor DiRado forward this information to him.

J. PUBLIC PARTICIPATION

- 1) Township Resident Erwin Zeller asked if all citizens are counted in the census or just legal citizens. Supervisor DiRado said that everyone is counted in the census. Solicitor Crotty stated the Township does not conduct the census. The census is conducted by the federal government. Township Treasurer Martin stated the census will collect information both through an online survey and by going door to door. Township Resident Erwin Zeller asked about the Helicopter Candy Drop. Township Manager Swichar said the Helicopter Candy Drop was a terrific event and approximately 600 people attended the event.

3. ADJOURNMENT

MOTION: Chairman Herzog made a motion to adjourn the Board of Supervisors meeting at 7:18 p.m. Supervisor DiRado seconded. VOTE: 3-0

Respectfully Submitted,



Lisa Valaitis,
Township Secretary