

EAST FALLOWFIELD TOWNSHIP

BOARD OF SUPERVISORS MEETING

July 25, 2023 Approved Minutes

6:30 p.m.

Members Present

Wilson Lambert, Chairman
Joseph Heffern, Vice-Chairman
Katja DiRado, Member
Al Wright, Member
John Nielsen, Member

Township Staff Present

Lisa Ionata, Treasurer
Chad Osborn, Chief of Police
Denise Verderosa, Administration

1. CALL TO ORDER, SILENT MEDITATION, PLEDGE OF ALLEGIANCE

Chairman Lambert called the meeting to order at 6:30 PM.

2. APPROVAL OF MINUTES

JUNE 27, 2023 BOARD OF SUPERVISORS MEETING MINUTES

MOTION: Supervisor Nielsen made a motion to approve the June 27, 2023 Board of Supervisors meeting minutes as presented. Chairman Lambert seconded. Vice Chairman Heffern abstained.

VOTE: 4-0-1.

3. FIRE DEPARTMENTS & DEPARTMENT OF EMERGENCY SERVICES

- a. June Westwood Fire Company Fire Chief's Report submitted for Board and resident review.
- b. June Westwood Fire Company EMS Report submitted for Board and resident review.
- c. June Modena Fire Company Fire Chief's Report submitted for Board and resident review.
- d. June Modena Fire Company Fire Chief's Report – East Fallowfield Calls Only submitted for Board and resident review.

4. PRESENTATION

- a. Swearing in of Reverend Annalie Korengel as Police Chaplain by Judge Nancy Gill.
- b. Swearing in of Part-time Police Officer Robert Basquill Jr. by Judge Nancy Gill.
- c. Commendation to Officer Andrew Schreiber (2022 EMS Citizen of the Year Award).

5. PARK AND RECREATION BOARD

- a. Members' intent to step down from Park and Recreation Board.

MOTION: Supervisor Nielsen made a motion that the Township accepts the resignation of Al Wright from the Park and Recreation Board as of July 25, 2023. Supervisor DiRado seconded.

Board of Supervisors expressed their gratitude to Supervisor Wright for this time and commitment to the Park and Recreation Board. Supervisor Wright shared his resignation will provide opportunity for new members to get involved. He is happy to see their desire to volunteer for the community.

VOTE: 5-0.

MOTION: Supervisor DiRado made a motion that the Township accept the resignation of Sandra Stephens from the Park and Recreation Board as of July 25, 2023. Vice Chairman Heffern seconded.

Ms. Teri Dickinson, Chair of Park and Recreation Board explained that Sandra has made this decision for health reasons. Board of Supervisors shared their concern and send Sandra best wishes and hopes that she will return in the future.

VOTE: 5-0.

- b. Appointment of new Board members to the Park and Recreation Board.

MOTION: Supervisor Wright made a motion to appoint Robin Barnes Burdik to the Park and Recreation Board for the term ending December 31, 2028. Vice Chairman Heffern seconded.

VOTE: 5-0.

MOTION: Supervisor DiRado made a motion to appoint Stephanie Scotton to the Park and Recreation Board for the term ending December 31, 2028. Vice Chairman Heffern seconded.

VOTE: 5-0.

MOTION: Supervisor Nielsen made a motion to appoint Jonathan Egger to the Park and Recreation Board for the term ending December 31, 2028. Supervisor Wright seconded.

VOTE: 5-0.

Ms. Verderosa mentioned that Ms Scotton and Ms. Barnes Burdik appointees were in attendance. Chairman Lambert thanked them for their volunteerism.

- c. Next Summer Concert event is on August 17, 2023.

6. TREASURER'S REPORT

a. June 30, 2023 Treasurer's Report.

MOTION: Supervisor Wright made a motion to approve the June 30, 2023 Treasurer's Report as presented. Chairman Lambert seconded.

VOTE: 5-0.

b. Payment Authorizations.

MOTION: Chairman Lambert made a motion to approve the Payment Authorizations for the period of June 28, 2023 through July 25, 2023 in the total amount of \$257,254.56 as presented. Vice Chairman Heffern seconded.

VOTE: 5-0.

c. BAWA Fellowship Escrow Release No. 15 (Phase 1).

MOTION: Supervisor DiRado made a motion that the Township approves Escrow Release No. 15 for the BAWA Fellowship Residential Subdivision Phase 1, in the amount of \$48,581.50. Chairman Lambert seconded

VOTE: 5-0.

d. BAWA Fellowship Escrow Release No. 16 (Phase 1).

MOTION: Vice Chairman Heffern made a motion that the Township approves Escrow Release No. 16 for the BAWA Fellowship Residential Subdivision Phase 1, in the amount of \$40,033.40. Supervisor Nielsen seconded.

VOTE: 5-0.

e. For Information – Proposed 2024 Budget Schedule.

7. LEGAL

a. No new business.

8. PLANNING COMMISSION

a. No Report Submitted.

9. POLICE DEPARTMENT

a. July Police Report submitted for Board and resident review.

b. Approving New Policies for the Police Department.

Chairman Lambert asked Police Chief Osborn to give an overview of the items up for approval. Police Chief Osborn stated that the three policies are a continuation of the policy and procedure updating project in conjunction with the new software implementation. He said the policies up for approval were obtained as a guide from an

accredited organization and altered to meet our needs, they have been reviewed by legal and were contained in the packet for board review.

MOTION: Supervisor Wright made a motion to approve the following new policies for the Police Department: Strip and Body Cavity Searches; Eye Witness ID and Photo Array Form; Legal Process. Chairman Lambert seconded.

VOTE: 5-0.

c. Written Offer Letter of Employment.

MOTION: Chairman Wilson made a motion to tender a conditional offer of employment to James Grajewski 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 July 25, 2023. Supervisor Nielsen seconded.

Supervisor Nielsen asked Police Chief Osborn if this hire is filling a vacancy from a resignation. Police Chief Osborn explained previous resignations from 2021/2022 left the police department with 3 vacancies for part time officers, and this hire would fill the remaining vacancy.

Supervisor Nielsen asked how many officers we have now. Police Chief Osborn answered that we have 7 full-time officers (including himself) and 6 part-time should James Grajewski be hired ultimately, which would bring the department to staffing levels from 2022.

VOTE: 5-0.

10. PUBLIC WORKS DEPARTMENT

- a. June Road Department Report submitted for Board and resident review.

11. HISTORICAL COMMISSION

- a. No Report Submitted.

12. OLD BUSINESS

Ms. Ionata, Treasurer stated that the new Gazebo in the park is finished and looks great. It worked well for the concert the previous week.

13. NEW BUSINESS

Supervisor DiRado referenced the budget schedule from the earlier in the agenda, and wanted to express the desire to make sure a couple of items be considered for 2024 including lighting for the gazebo as the band had to use their own cell phone lights to break down their equipment after the concert.

Supervisor Nielsen asked that money to redo the township's website be included in the 2024 budget as a priority also. It is outdated and contains a lot of incorrect information.

There was a Board discussion about concerts and park events into the future as more long-term possibilities

Ms. Ionata noted that budget schedule references requests such as these will be compiled at the end of August for Manager consideration from internal departments as well as any other requests from the Supervisors. She said she would note gazebo/park lighting and new website for now and to please reach out if there are any other requests.

14. PUBLIC PARTICIPATION

- a. No public participation

15. ADJOURNMENT

MOTION: Supervisor DiRado made a motion to adjourn the July 25, 2023 of Supervisors Meeting at 7:00pm. Vice Chairman Heffern seconded.

VOTE: 5-0.

Respectfully Submitted,

Lisa Ionata,
Treasurer