

EAST FALLOWFIELD TOWNSHIP
BOARD OF SUPERVISORS WORKSHOP MEETING
May 9, 2017 Approved minutes
6:31 PM

Members Present

Steve Herzog, Chairman
Ed Porter, Vice Chairman
Carol Kulp, Member
Wilson Lambert, Member

Township Staff Present

Lisa Valaitis, Township Secretary
Pani Martin, Township Treasurer

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

Chairman Steve Herzog called the meeting to order at 6:31 pm.

2. DISCUSSION

A. TREASURER

1) Ford F-350 XL

Pani Martin stated this lease purchase is for a Ford F-350 XL for the Public Works Department. The Board can choose between a 3-year or 4-year municipal lease purchase. Pani Martin stated \$15,000 is budgeted in the Liquid Fuels for this. The Board discussed the two options and decided to do the 3-year lease purchase. Ed Porter asked if there was a mileage restriction and if it was eligible for a warranty. Pani Martin said she will look into that. Pani Martin reported that Tag Gathercole is planning to sell the old vehicle on Municibid.

MOTION: Steve Herzog made a motion to approve the 3-year municipal lease purchase of a 2017 Ford F-350 with plow and salt spreader with a \$1 buyout through Fulton Leasing Company. The total price is \$42,305.00 with annual payments of \$14,693.91. Ed Porter seconded.

VOTE: 4-0

2) Fulton Bank – Cash Management Master Agreement & Individual Account Signature Cards.

a. Fulton Bank's Cash Management Master Agreement.

Pani Martin stated the Cash Management Master Agreement contains terms and conditions for each cash management service that the Township selects. It specifies who the authorized individuals within the Township are that can modify, add or delete cash management services. Pani Martin stated she is the primary and Lisa Valaitis is the secondary. In the event that Pani Martin leaves the Township, this serves as a means for another Township employee to have access to the bank paperwork for the Board to change setup. Pani Martin said Fulton Bank needs a signature page to be signed for each bank account.

MOTION: Steve Herzog made a motion to approve the Fulton Bank Cash Management Master Agreement as presented. Ed Porter seconded.

QUESTIONS AND COMMENTS:

- i. Ed Porter asked if Mike Crotty had reviewed the paperwork. Pani Martin stated he did not review the paperwork. She said she does not typically send bank papers to the Solicitor for review.

VOTE: 4-0

- b. Approval of Board Signing Required Signature Cards.

MOTION: Steve Herzog made a motion to approve the Board signing the required signature cards which establishes the current five Board members as signers on the new Fulton Bank accounts. Ed Porter seconded.

VOTE: 4-0

- c. Fulton Bank's Certified Copy of Corporate Resolutions.

Pani Martin stated this document is to setup the structure of our Fulton Account and it is their main agreement. It is a resolution required by Fulton Bank. It establishes the five Board members as signers on the bank accounts.

MOTION: Steve Herzog made a motion to sign Fulton Bank's required Certified Copy of Corporate Resolutions as presented. Ed Porter seconded.

VOTE: 4-0

- 3) Lease Financing Agreement & Check Authorization.

Pani Martin stated the Board previously approved the purchase of this police vehicle. Payment is required to get the vehicle which requires a check authorization.

MOTION: Steve Herzog made a motion to approve the payment authorization for Susquehanna Commercial Finance (SCF) for \$12,846.63. Ed Porter seconded.

VOTE: 4-0

B. New Business.

- 1) Grass Cutting Employment Applications.

Pani Martin reported to the Board that Tag Gathercole has collected five or six applications for the grass cutting open positions. She said he has narrowed it down to two applicants that he would like to hire. Pani Martin discussed where the job opening was advertised which included Constant Contact email, Facebook and the website. Lisa Valaitis will send the applications to the Board and the Board will review those applications. Steve Herzog stated Tag Gathercole can bring the applicants he wants hired to the next Board meeting for a motion to hire.

- 2) Payroll Company Costs.

Ed Porter asked Pani Martin to look into cheaper payroll companies. He said the payroll costs seem high for the year so far. Pani Martin stated the payroll fees fluctuate by month based on the required filings in the period. She will look into finding a cheaper payroll company.

At 6:47 pm, Pani Martin left the meeting.

C. Act 537 Plan Update - Herbert MacCombie's Office – David Porter.

David Porter, from Herbert MacCombie's office, presented an update on the Act 537 Plan. David Porter presented a sewage needs assessment including the areas in the Township, a breakdown of those needs, franchise area expansion, cost estimates and financing options. David Porter discussed areas in the Township that have sewage needs to be addressed under Act 537. The highest need areas that need to be addressed first are: the Doe Run Road area, Eurcildon area, Stottsville area and Mount Carmel area. The Mount Carmel area is one of the highest needs area in the Township, It is near Strasburg Hunt and there are small lots and difficult topography. David Porter also discussed the possibility of coordinating public sewer in the Mount Carmel area with the Scott Farm developers. The Stottsville area is along Strasburg Road, has small lots and the area is all down-hill to a pump station in Sadsbury Township. There is an existing sanitary station in Sadsbury Township on Timacula Road just over the border that could be tied into for the Stottsville area.

David Porter discussed several other problem areas that should be addressed in the Act 537 Plan. David Porter pointed out the Park Avenue and Fallowfield Farms areas. He stated they are consistent with the overall Township sewage needs study and are in a suspected malfunction zone. The Victoria Hills/Fox Chase areas are in the potential malfunction. This area is difficult to put in a public sewage disposal system. There would be a need for several pump stations in this area which would increase costs. The Spring Dell area is a problem area according to reports from the Chester County Health Department and DEP. The Rokeby Road area was also discussed.

David Porter discussed cost estimates for the Township by including the following needs areas: Hephzibah Hill, High Meadows, Stottsville, South Brandywine Middle School, Eurcildon, Doe Run Farm and Mount Carmel. He reported a conservative estimated cost would be \$5.2. David Porter gave a breakdown of what makes up that cost estimate. The Hephzibah Hill area and High Meadows area makes up \$1.8 million of the total estimated cost. The Hephzibah Hill area will be a low-pressure system tied into a pump station in the High Meadows area. David Porter also discussed addressing the High Meadows area with an option of going across the railroad and under the creek but the cost was unknown for this so it isn't the first-choice option. This would also cause a higher environmental impact. David Porter spoke about details and survey results of the Hephzibah Hill area.

David Porter discussed the Sewage Management Program option. This would be for more remote areas that have significant need and would allow the Township to keep an eye on the condition of on-lot systems through reporting and tracking. It's a mechanism to ensure those systems are functioning into the future. Residents would be required to have their system inspected by certified personnel every three years. This program allows the Township to monitor and ensure adequate sewage disposal. The DEP is in support of municipalities using this option. The Township does need to have a solution if an on-lot system does fail on a small lot. David Porter will provide the Board with information on septage management systems. He also discussed educating residents on how to maintain their septic system.

David Porter briefly explained where the franchise area expansion was left off and what happened with the South Brandywine Middle School application to expand the franchise area which was later withdrawn. He said there is the policy on franchise expansion has now changed and Act 537 approval is required prior to expanding the franchise area to cover public sewer expansion. There was a discussion about the sewer needs for the school and how this could impact the Township's Act 537 planning.

David Porter also discussed options for the Township to recover costs for implementing a public sewer option. PA American Water Company is a private company and can't charge a tapping fee. The Township can charge a tapping fee if they own the system. PA American Water Company would kick in money to offset the Township's cost. The Board will discuss options further with PA American Water.

The Stottsville area along with the Scott Farm Development application was discussed and how that development could potentially impact the Act 537 planning. David Porter stated they have communicated with the Scott Farm developer and they are under the impression they will not have their sewage facilities planning module approved until the Township passes an Act 537 Plan. Dennis Crook also spoke about the status of the Scott Farm Development.

David Porter discussed the timeline and process of filing the proposed Act 537 Plan with the DEP. David Porter talked about how the DEP reviews submitted Act 537 Plans. The summer of 2019 is when the Township could realistically start construction on this project. David Porter also spoke about the Chester County Health Department's record keeping and how the Township could work with them. Methods for educating residents about on-lot septic management was also discussed.

Consistency of the Act 537 Plan with the Comprehensive Plan was discussed regarding the public water and sewer south of Strasburg Road. David Porter stated the Doe Run Farms area and Eurcildon areas are partially south of Strasburg Road. They discussed the language in the Comprehensive Plan and David Porter said the language allows for public sewer south of Strasburg Road.

Ed Porter asked David Porter if he could request that PA American Water Company attend a Board meeting to discuss Act 537. David Porter will contact PA American Water Company about attending the June 13th Board of Supervisors Workshop. He will also contact the developer of the Scott Farm Development. David Porter also will provide information to the Board on septic management systems.

3. ADJOURNMENT

MOTION: Steve Herzog made a motion to adjourn the Board of Supervisors meeting at 8:13 pm. Ed Porter seconded. VOTE: 4-0

Respectfully Submitted,



Lisa Valaitis,
Township Secretary