



# EAST FALLOWFIELD TOWNSHIP



## Board of Supervisors Meeting Agenda February 27, 2024 at 6:30 PM

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

2. APPROVAL OF MINUTES

a. January 23, 2024 Board of Supervisors Meeting Minutes.

PROPOSED MOTION: I make a motion to approve the January 23, 2024 Board of Supervisors meeting minutes as presented.

3. FIRE DEPARTMENTS & DEPARTMENT OF EMERGENCY SERVICES

a. January Westwood Fire Company Fire Chief's Report submitted for Board and resident review.

b. January Westwood Fire Company EMS Report submitted for Board and resident review.

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

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

4. COMMENDATION TO POLICE OFFICER JOHN HEWCZUK

5. TREASURER'S REPORT

a. January 31, 2024 Treasurer's Report.

PROPOSED MOTION: I make a motion to approve the January 31, 2024 Treasurer's Report as presented.

b. Payment Authorizations.

PROPOSED MOTION: I make a motion to approve the Payment Authorizations for the period of January 24, 2024 through February 27, 2024 in the total amount of \$ \_\_\_\_ as presented.

6. MANAGER'S REPORT

a. Feasibility Study for Municipal Complex

PROPOSED MOTION: I make a motion to approve the proposal from Boyle Construction to hire \_\_\_\_\_ (architectural firm) to complete a feasibility study for a new municipal complex in the amount of \$ \_\_\_\_\_ from the Township's ARPA Fund.

b. Retroactive Purchase of Ford F-550

PROPOSED MOTION: I make a motion to approve the retroactive Pennsylvania Costars purchase of a Ford F-550 from Chapman Ford in the amount of \$69,169.00 from the Township's Capital Fund.

c. Waiver of Trash Fee



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PROPOSED MOTION: I make a motion to waive the trash fee for the following eight parcel ID numbers: 4703\_00120500, 4703\_00120600, 4703\_00120700, 4703\_00120800, 4703\_00120900, 4703\_00121000, 4703\_00121100, 4703\_00121200.

- d. Completion of DEP Technical Assistance Project: Transportation and Labor Cost Analysis for Recyclable Material Transfer Facility (Informational)
- e. The dates for PSATS' 2024 Annual Conference are April 14-17, 2024, at the Hershey Lodge (Informational)
- f. New Business

### 7. LEGAL

- a. Resolution No. 2024-07 A Resolution approving the adoption of revisions to the Employee Handbook/Personnel Manual for East Fallowfield Township

PROPOSED MOTION: I make a motion to approve Resolution No. 2024-07 approving revisions to the Employee Handbook/Personnel Manual for East Fallowfield Township as presented in the Resolution.

- b. New Business

### 8. PLANNING COMMISSION

- a. No report submitted.

### 9. POLICE DEPARTMENT

- a. January Police Report submitted for Board and resident review.
- b. Purchase of 2024 Ford Interceptor Police Car

PROPOSED MOTION: I make a motion approving the purchase of a 2024 Ford Interceptor Police Car from Whitmoyer Ford in the amount of \$44,000 under the PA Costars program from the Township's ARPA Fund.

- c. Written Offer Letter of Employment

PROPOSED MOTION: I make a motion to tender a conditional offer of employment to Briana Rivera to serve as part-time police officer at an hourly rate of \$27.12 (2024 rate), pursuant to Act 57 and per the terms contained in the conditional offer letter dated February 27, 2024.

- d. Approving New Policies for Police Department.

PROPOSED MOTION: I make a motion to approve the following new policies for the police department: Foot Pursuit; Media Protection policy; Media Relations; Naloxone Procedure; Police Chaplains; Mobile ID Device, and Domestic Violence by Police Officers.

- e. Agreement with Aspirant Consulting Group, LLC



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PROPOSED MOTION: I make a motion to approve an agreement between Aspirant Consulting Group, LLC and East Fallowfield Township to provide policy and procedure consulting at a cost of \$4,500 for the first year from the Township's ARPA Fund.

### 10. PUBLIC WORKS DEPARTMENT

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

### 11. PARK AND RECREATION

- a. Park and Recreation Report Submitted
- b. Proposal from Lenni Electric for Lighting and Electrical Outlets at Park Gazebo

PROPOSED MOTION: I make a motion to approve a proposal from Lenni Electric in the amount of \$4,332 to install two GFCI Outlets and LED lighting at the park's gazebo from the Township's Park and Recreation Fund. 50% of the project cost will be reimbursed by the Brandywine Creek Greenway Mini Grant.

- c. Proposal from Lenni Electric for Parking Lot Lights

PROPOSED MOTION: I make a motion to approve a proposal from Lenni Electric in the amount of \$6,254.00 from the Township's ARPA Fund to install parking lot lighting at the township's community park.

### 12. HISTORICAL COMMISSION

- a. No Report Submitted.

### 13. ENVIRONMENTAL ADVISORY COMMITTEE (EAC)

- a. Appointment of Charles Reed to the Environmental Advisory Committee (EAC)

PROPOSED MOTION: I make a motion to appoint \_\_\_\_\_ to the Environmental Advisory Committee (EAC) with the term ending 12/31/2024 (9 members maximum).

Scott Swichar	Member 2024 to 2024	1-year term
Joe Heffern	Member 2024 to 2024	1-year term
John Nielsen	Member 2024 to 2024	1-year term
Teri Dickinson	Member 2024 to 2024	1-year term
Deane Madsen	Member 2024 to 2024	1-year term
Tanner Burns	Member 2024 to 2024	1-year term
Jeanne Berlin	Member 2024 to 2024	1-year term
<b>Vacant</b>	<b>Member 2024 to 2024</b>	<b>1-year term</b>
Katja DiRado	Alternate Member	1-year term

- b. Resignation of Environmental Advisory Committee Member

PROPOSED MOTION: I move that the Township accept the resignation of EAC Member \_\_\_\_\_ with a term ending 2024.

- c. Appointment of Paul Brenner to the Environmental Advisory Committee (EAC)



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PROPOSED MOTION: I make a motion to appoint \_\_\_\_\_ to the Environmental Advisory Committee (EAC) with the term ending 12/31/2024 (9 members maximum).

14. OLD BUSINESS

15. NEW BUSINESS

16. PUBLIC PARTICIPATION - 20 minutes

17. ADJOURNMENT

The agenda is finalized 24 hours before the regular meeting.