



East Fallowfield Township

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East Fallowfield Township Road Map of Goals and Priorities for 2025-2029

Dear East Fallowfield Township residents and business leaders,

East Fallowfield Township's Road Map of Goals and Priorities for 2025-2029 was created by the Board of Supervisors as a tool to help us establish our community's budget priorities and inform our decisions in order to build a stronger and more vibrant community.

Keep in mind that the document is a work in progress. While this document builds upon what we've been focused on over the past several years, it is not exhaustive. Much more planning is required to create projects, set out details carefully, and execute those projects well. We will make modifications as needed as our priorities continue to evolve.

The following pages summarize what we've accomplished to date (where we are), short-term goals for 2025 (where we are going), and long-term goals (where we are going 2025-2029). We will alter our route based on clear metrics and continued public input, but our destination will not shift as we strive to be the greatest place to live and raise a family.

Now, let's get to work!

Sincerely,

Scott Swichar
Township Manager

I. POLICE DEPARTMENT

Where We Are

- DCED Police Staffing and Department Assessment Report completed.
- Township received a \$53,500 grant from Pennsylvania Commission on Crime and Delinquency for management system upgrades at the police department. Project completed.
- Hired New Police Chief.
- Implemented policy management software, evidence software, Tracs Crash reporting software program, times scheduling program, upgraded CODY Pathfinder RMS system.
 - Updated Police Policy Manual completed Phase I and ongoing.
 - Three-year Collective Bargaining Agreement with police expires at the end of 2024. Received Police Association's request last month to begin negotiations for a new contract. This is standard practice. Act 111 requires that these requests be made by June 30th.

Where We Are Going Short-term: 2025

1. Develop a Strategic Plan
 - a. Survey community to help frame strategic priorities and initiatives.
 - b. Investigate contracting police services to other nearby municipalities to diversify revenue streams and help fund annual costs associated with technology upgrades.
2. Research Police Accreditation Program.
3. Research grant opportunities for upgrades.
4. New Collective Bargaining Agreement with Police.

Where We Are Going Long-term: 2025-2029 Goals

1. Obtain Pennsylvania Chief of Police Accreditation.

II. COMMUNICATIONS

Where We Are

- Develop and distribute a bi-annual print newsletter (in partnership with Hometown Press) and mail to all residents.
- Maintain/utilize social media communications through the Township’s Facebook page/Facebook events.
- Email (E-news) communications through Constant Contact.
- Township Website updated internally.
- Marketing materials including posters, postcards and park banners are used to advertise special events.
- Flyers are provided to elementary school for distribution to all students.
- Periodic community surveys using “SurveyMonkey.”
- Parks and Recreation Activities throughout the year and face-to-face interactions with the community to boost resident engagement.
- Parks and Recreation committee-driven Facebook and Instagram accounts to promote events and provide information.

Where We Are Going Short-term: 2025

1. Develop Formal Communications Plan
 - a. Evaluate current communications tools and methods
 - b. Identify areas for improvement
 - c. Research additional communication options
 - d. Implement comprehensive communications program
2. Evaluate recording and/or live streaming of Board meetings
3. Develop new Township Web Site
 - a. Police Department integration
 - b. Simplify navigation and improve customer interactions

Where We Are Going Long-term: 2025-2029

1. Ongoing communications and education regarding new permitting software and online portal processes to residents and contractors. Ultimately work to transition from paper-based permits to electronic submissions.

III. NEW MUNICIPAL COMPLEX

Where We Are

2022:

- Completed environmental site assessment, concept plan, site survey, and preliminary soils testing of 221 Wilmington Road.

2023:

- Purchased 10.9 acres of land at 221 Wilmington Road for \$257,000 using ARPA Funds.

2024:

- Applied for and obtained \$550,000 Community Project Funding for engineering, architecture, land development approvals for a new municipal complex.
- Applied for Redevelopment Assistance Capital Program (RACP) grant funding in the amount of \$6,000,000 for a new municipal complex (grant application submitted).
- Selected Heckendorn Shiles as the consultant to complete the Building Feasibility Study for 221 Wilmington Road.
- Kicked off Building Feasibility Study with a public meeting on September 23.

Where We Are Going Short-term: 2025

1. Complete Building Feasibility Study.
2. Investigate funding opportunities.
3. Continue public outreach and planning sessions.

IV. TECHNOLOGY

Where We Are

- Completed conversion of Township records from Alchemy to Laserfiche.
- Currently provide meeting agendas, minutes, and news flashes on township website.
- East Fallowfield Township Codes and Ordinances are available through the Township website.
- Instituted Paymerang. Payments are now automated, and there is less reliance on paper checks.
- Researched building permit software, which would enable contractors and residents to apply for, pay for, and receive permits online through a portal connected to our website. Township will have the ability to generate reports, as well as track information pertaining to property records, permits, zoning violations, enforcement, and stormwater management.

Where We Are Going

1. Digitize Permitting Services and Tracking
 - a. Customize permitting software to meet the Township's specific needs.
 - b. Transition from paper-based building permit applications only to online permit application option.
 - c. Develop digital monthly reports for permit and enforcement activities.
 - d. Research/install community "kiosk" in lobby to assist individuals with the new permit system.
 - e. Train all employees on the software.
 - f. Educate community on the change/promote transition.
2. Update/scan existing files into Laserfiche and organize the database.
3. Research file retention laws and purge outdated/expired paperwork.

V. PARKS AND RECREATION

Where We Are

2021 -2022

- Restroom Project Completed (\$125,000 grant received from DCED and \$85,000 grant from Chester County Preservation Partnership Program.
- Tree Plantings- More than 50 trees were planted at the township park. Funded by PECO Green Region grant and Chester County Preservation Partnership Program grant.
- Implemented Memorial Park Bench and Picnic Table Program

2023 - 2024

- Installed gazebo at township park (\$52,946 grant received from Chester County Preservation Partnership Program)
- Installed Tag's Garden (PECO Green Region Grant and Brandywine Creek Mini Grant Program)
- Grant application submitted to complete a Park Master Plan at the Mortonville Road brownfield site to provide riverfront access to the Brandywine.
- Open Space, Recreation, and Environmental Resources Plan (completed in 2024, formal adoption of the plan should take place in 2024)
- Developing "Friends of Tag's Garden" to help maintain Township's pollinator garden
- Installed Lighting at Township Park (funded by Brandywine Creek Mini Grant Program) and lighting at parking lot as a safety measure.

Where We Are Going Short-term: 2025

1. Develop an Annual Calendar of all Parks and Recreation events to highlight for the board and public.
2. Board to Review Open Space, Recreation, and Environmental Resources Plan.
3. Investigate DCNR Community Conservation Partnerships Program grant for upgrades at Township's community park. Focus on enhancements to the township's existing park (i.e. upgrade playground, provide opportunity for active recreation)
4. Park Master Plan for 100 Mortonville Road (brownfield site) and investigation into interest in acquiring the site.

VI. INFRASTRUCTURE IMPROVEMENTS

Where We Are

2019 - 2022

- New Roof for Public Works garage
- Purchase of Yard Waste Truck with grapple loader (funded by \$139,702 grant from DEP)
- Reconstruction of Mortonville Road completed in 2022 (funded by \$750,000 DCED MTF Grant and \$1 million PennDOT MTF Grant)

2023

- Received \$56,328 grant from DCED LSA for new gas/diesel dispenser and fuel management system
- Received \$100,000 from DCED LSA Grant Program for Newlinville Traffic Calming
- Received \$150,000 from DCED MTF grant for Newlinville Traffic Calming
- Requested grant of \$275,000 from DCED LSA for replacement of drainage pipe on Sawmill Road
- Purchased recycling bins for all township residents (received \$192,600 grant from DEP)

2024

- Submitted grant application to DCED MTF Program for \$765,380 for reconstruction of Mortonville Road bridge.
- Newlinville Traffic Calming Project plans submitted to PennDOT.

Where We Are Going: 2025-2027

1. Reconstruction of Sawmill Road Drainage Pipe – DEP-approved general permit registration and E&S plan completed.
2. Reconstruction of Mortonville Road Bridge.
3. Repair new damage to Mortonville Road.
4. Replace Gas/Diesel Dispensers and Fuel Management software.
5. Explore grant funding opportunities for pedestrian safety and stormwater management improvements in Newlinville.
6. Replace the generator at the Township Building to ensure the building has a reliable energy supply during emergencies.
7. Continued investment in Township roads.
8. Investigate and/or implement opportunities for BMP reductions (sediment and nutrients) per the TMDL Plan.

VII. CODES AND ORDINANCES

Where We Are

1. Assess whether to implement Rental Inspection Ordinance and program (under review by Planning Commission).
2. Assess whether to implement use and occupancy permit requirements at resale (Planning Commission).
3. Review solar ordinances (Planning Commission).

VIII. PLANNING AND ZONING

Where We Are

1. Investigate amending the zoning in Newlinville (per Newlinville Master Plan). Research consultants and look at Vision Partnership Program.
2. Explore grant opportunities for a Comprehensive Plan Update.

IX. ADMINISTRATION

Where We Are

- Developed formal job descriptions for all staff.
- Updated employee manual, which was last updated in the 1980s.
- Creation of Program Coordinator position.
- Hire and train Township Treasurer (in process).

Where We Are Going Short-term: 2025

- Hire and train Township Secretary.

X. DEVELOPMENT

Where We Are

1. Continue efforts to attract businesses to East Fallowfield Township with the assistance of the Chester County Economic Development Council.
2. Consider tasking one of the standing committees with economic development initiatives within the Township.
3. Continue Annual Board Appreciation event, which will include volunteers and spouses, all of whom reside in the township, to celebrate achievements and make connections with other residents.
4. Continue to foster teamwork and connection through township events and gatherings.
5. Identify training and development opportunities for staff.