



EAST FALLOWFIELD TOWNSHIP



Board of Supervisors Reorganizational Meeting Agenda January 2, 2024 at 6:00 p.m.

1. Call to Order, Silent Meditation, and Pledge of Allegiance.
2. There was an executive session on December 12, 2023 to discuss legal matters.
3. Swearing in Michael Domboski as Township Supervisor – Judge Nancy Gill.
4. Swearing in Wilson T. Lambert, Jr. as Township Supervisor – Judge Nancy Gill.
5. Elect Temporary Chairperson to start the meeting.

MOTION: I make a motion to appoint _____ as temporary Chairperson to start the January 2, 2024 Reorganizational meeting.

6. Election of Chairperson.

MOTION: I make a motion to appoint _____ as the 2024 Board of Supervisors Chairperson.

7. Election of Vice Chairperson.

MOTION: I make a motion to appoint _____ as the 2024 Board of Supervisors Vice Chairperson.

8. Appointment of Township Solicitor.

MOTION: I make a motion to appoint the firm of Siana Law for the 2024 year, at the rate of \$220 per hour for general municipal legal services.

9. Appointment of Township Manager.

MOTION: I make a motion to appoint Scott Swichar as the 2024 Township Manager.

10. Appointment of Township Treasurer.

MOTION: I make a motion to appoint Lisa Ionata as the 2024 Township Treasurer.

11. Appointment of Township Secretary and Township Right to Know Officer.

MOTION: I make a motion to appoint Scott Swichar as the 2024 Township Secretary and Township Right to Know Officer.

12. Appointment of Administrative Office Assistant.

MOTION: I make a motion to appoint Denise Verderosa as the 2024 Administrative Office Assistant.

13. Appointment of Part-Time Office Assistant

MOTION: I make a motion to appoint Sue Sereditch as the part-time Office Assistant.

14. December 12, 2023 Board of Supervisors Meeting Minutes

PROPOSED MOTION: I make a motion to approve the December 12, 2023 Board of Supervisors meeting minutes.



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15. Establish Monthly Meeting Dates and Times for the Board of Supervisors and Commissions.

MOTION: I make a motion to approve the Board of Supervisor’s meetings at 6:30 p.m. on the 2nd and 4th Tuesday of the month, the Park and Recreation Commission meetings at 6:30 p.m. on the 1st and 3rd Tuesday of the month, the Planning Commission meetings at 6:30 p.m. on the 1st and 3rd Monday of the month, the Historical Commission meetings at 6:30 p.m. on the 1st and 3rd Wednesday of the month, the Environmental Advisory Committee (EAC) at 6:30pm on the 3rd Thursday of every month, the Municipal Building Committee on the 4th Monday of every month at 6:30PM , Open Space Task Force Meetings on January 25 and April 25, and Open Space Public Meetings on February 29 and May 30.

16. Appointment of Justin Gathercole as the Full-Time Road Foreman in the Public Works Department

MOTION: I make a motion to hire Justin Gathercole as the full-time Road Foreman in the public works department at a rate of \$32.60/hour.

17. Appointment of Public Works Department.

MOTION: I make a motion to appoint the following Public Works employees as presented.

Public Works Road Foreman	Justin Gathercole – \$32.60/hour
Public Works Laborer	Bill Lewis-\$29.60/hour
Public Works Laborer	Nicklous Guinta-\$ 24.88/hour
Public Works Laborer	John Winters- \$24.60/hour

18. Appointment of “As needed” snow plowers.

MOTION: I make a motion to appoint the following “as needed” snow plow operators as presented, with those with a CDL paid \$21.00 per hour, and the rest of the snow plow operators being paid \$20.00 per hour

Snow Plow Operator	Dan Mowery – \$21.00/hour
Snow Plow Operator	Joe Gathercole - \$20.00/hour
Snow Plow Operator	Alfred Perine - \$20.00/hour
Snow Plow Operator	Frank Dowlin - \$21.00/hour
Snow Plow Operator	Chris Corle - \$21.00/hour
Snow Plow Operator	Bruce Phillips-\$21.00/hour
Snow Plow Operator	Alex Gambs-\$20.00/hour
Snow Plow Operator	Andrae Reason-\$20.00/hour
Snow Plow Operator	Barry Hoxter-\$20.00/hour

19. Emergency Services.

MOTION: I make a motion to appoint the following Emergency Service employees as presented.

Fire Marshal, Asst. Emergency Management Coordinator – Jim Reagan – \$172.21/quarterly & \$22.00/hour
Asst. Fire Marshal, Emergency Management Coordinator – Anthony Sirna – \$172.21/quarterly & \$22.00/hour

20. Police Department.

MOTION: I make a motion to appoint the following Police Officers as presented.

Police Chief	Chad Osborn
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Sergeant/Full-Time Police Officer
Full-Time Police Officer
Full-Time Police Officer
Full-Time Police Officer
Full-Time Police Officer
Full-Time Police Officer

Brian Simmons – \$49.97/hour
Kevin Simmons – \$46.58/hour
Richard McAllister – \$46.58/hour
John Hewczuk – \$46.58 hour
Francis J. O'Donnell – \$46.58/hour
John Rappold – \$46.58/hour

Part-Time Police Officer
Part-Time Police Officer
Part-Time Police Officer
Part-Time Police Officer
Part-Time Police Officer
Part-Time Police Officer

David Wakeley - \$31.60/hour
Sean Marasco-\$27.93/hour
Andrew Schreiber-\$27.93/hour
Robert Basquill- \$27.12/hour
Corey Denton-\$27.12/hour
James Grajewski-\$27.12/hour

21. Appointment of Police Secretary and Police Right to Know Officer.

MOTION: I make a motion to appoint Nancy Baker as the 2024 part-time Police Administrative Assistant and Police Right to Know Officer.

22. Building Inspector/Code Officer/Zoning Officer.

MOTION: I make a motion to appoint Keystone Municipal Services, Inc. as the 2024 Township building inspection, code official, and zoning services.

23. Supervisor Liaison Appointments.

MOTION: I make a motion to appoint the following Board liaisons as presented.

Township Office –
Police Department –
Public Works Department –
Emergency Services and Fire Marshal –
Planning Commission –
Historical Commission –
Park and Recreation –
Environmental Advisory Committee (EAC)–

24. 2024 State Supervisor’s Association Convention Voting Delegate.

MOTION: I make a motion to appoint _____ as the 2024 State Supervisor’s Association Convention Voting Delegate, and as alternate Voting Delegate.

Note: The PSATS 2024 Annual Educational Conference will be held on April 14-17, 2024

25. WCC CoG – Western Chester County Council of Government – Select Primary & Secondary Delegates.

MOTION: I make a motion to appoint _____ as the Primary Delegate and _____ as the Secondary Delegate of the WCC CoG.

(Note: meetings are the 4th Wednesday of the month at 7:00PM)

26. Vacancy Board.



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MOTION: I make a motion to appoint _____ as the East Fallowfield Township 2024 Vacancy Board member.

27. Law Offices of John Carnes Jr.

MOTION: I make a motion to appoint The Law Offices of John Carnes Jr. as the 2024 Township Zoning Solicitor, at the rate of \$150.00 per hour and approve their 2024 fee schedule.

28. Herbert E. MacCombie Jr. P.E.

MOTION: I make a motion to appoint Herbert E. MacCombie Jr. P.E. as the 2024 Township Sewer Consultant, and approve their 2024 fee schedule, as presented.

29. Traffic Planning and Design.

MOTION: I make a motion to appoint Traffic Planning and Design as the 2024 Township Traffic Consultants, and approve their 2024 fee schedule, as presented.

30. Township Engineer.

MOTION: I make a motion to appoint Nate Cline from Pennoni as the 2024 Township Engineer, and approve his 2024 fee schedule as presented.

31. Fee Schedule Resolution 2024-01.

MOTION: I make a motion to approve Resolution 2023-01 approving the Township Fee Schedule.

32. Agricultural Security Commission.

a. Appointment of 2024 Chairperson (Board of Supervisor Member).

MOTION: I make a motion to appoint _____ (Board of Supervisor Member) as the 2024 Chairperson of the Agricultural Security Commission.

MOTION: I make a motion to reappoint Jillian Federoff (Resident 4-year term).

MOTION: I make a motion to appoint Joe Heffern (Resident 2-year term).

MOTION: I make a motion to appoint _____ (Resident 3-year term).

Joe Heffern-(Board of Supervisors Member) - Chairperson 2023
Roxanne Liberace– Resident 2022 to 2023 (2-year term)
Arthur DeLeo – Farmer 2022 to 2026 (5-year term)
Clarence Rhoades III – Farmer 2021 to 2023 (3-year term)
Jillian Federoff – Farmer 2020 to 2023 (4-year term)

33. Zoning Hearing Board.

Resolution to Appoint Eliss Weis as a Zoning Hearing Board member for the term ending December 31, 2026.



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MOTION: I make a motion to adopt Resolution 2022-2 appointing Ellis Weiss as a Zoning Hearing Board member for the term ending December 31, 2026.

Kathleen Moffitt – Member 2023 to 2025
Ellis Weiss - Member 2024 to 2026
Jason Hewson – Member 2022-2024

34. Planning Commission.

Motion: I make a motion to reappoint Mike Domboski to the Planning Commission for the term ending December 31, 2027.

Motion: I make a motion to reappoint Sue Monaghan to the Planning Commission for the term ending December 31, 2027.

Motion: I make a motion to appoint Guido Giuntini to the Planning Commission for the term ending December 31, 2025.

Motion: I make a motion to appoint Joseph Heffern to the Planning Commission for the term ending December 31, 2026.

Motion: I make a motion to appoint _____ to the Planning Commission for the term ending December 31, 2026.

<i>Michael Domboski</i>	<i>Chairman</i>	<i>2020 to 2023</i>
<i>Sue Monaghan</i>	<i>Vice Chairman</i>	<i>2020 to 2023</i>
<i>VACANT</i>	<i>Member</i>	<i>2022 to 2025</i>
<i>VACANT</i>	<i>Member</i>	<i>2023 to 2026</i>
<i>VACANT</i>	<i>Member</i>	<i>2023 to 2026</i>
<i>Joe Perzan</i>	<i>Member</i>	<i>2023 to 2026</i>
<i>Deborah Stoff</i>	<i>Member</i>	<i>2022 to 2025</i>

35. Park and Recreation Committee.

Motion: I make a motion to reappoint Clare Small-McEvoy to the Park and Recreation Committee for the term ending December 31, 2028

<i>Teri Dickinson</i>	<i>Chairperson</i>	<i>2021-2025</i>
<i>Clare Small-McEvoy</i>	<i>Secretary</i>	<i>2019-2023</i>
<i>Fred Weiss</i>	<i>Member</i>	<i>2022-2026</i>
<i>Christen Ali</i>	<i>Member</i>	<i>2022-2026</i>
<i>Robin Barnes Burdik</i>	<i>Member</i>	<i>2023-2027</i>
<i>Stephanie Scotton</i>	<i>Member</i>	<i>2023-2025</i>
<i>Jonathan Egger</i>	<i>Member</i>	<i>2023-2024</i>

36. Historical Commission.

Motion: I make a motion to reappoint Lee Schlingman to the Historical Commission for the term ending December 31, 2028.



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Joe McCormick	Chairman	2020 to 2024	5 year term
Sue Monaghan	Secretary	2022 to 2026	5 year term
Connie McLaughlin	Member	2020 to 2024	5 year term
Arthur DeLeo	Member	2022 to 2026	5 year term
Clarance Rhoades, III	Member	2022 to 2026	5 year term
Chad Peterson	Member	2022 to 2026	5 year term
<i>Lee Schlingman</i>	<i>Member</i>	<i>2019 to 2023</i>	<i>5 year term</i>
Vacant	Member	2022 to 2026	5 year term
Vacant	Member	2019 to 2023	5 year term

37. Environmental Advisory Committee (EAC)

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 2023 to 2024	1-year term
Jeanne Berlin	Member 2024 to 2024	1-year term
Vacant	Member 2024 to 2024	1-year term
Katja DiRado	Alternate Member 2024 to 2024	1-year term

38. Municipal Building Committee

MOTION: I make a motion to reappoint _____ to the Municipal Building Committee with the term ending 12/31/2024 (5 members maximum)

Jennifer Wright	Member 2024 to 2024	1-year term
Wilson Lambert	Member 2024 to 2024	1 year term
Katja DiRado	Member 2024 to 2024	1 year-term
Mike Domboski	Member 2024 to 2024	1 year-term
Brian Simmons	Member 2024 to 2024	1 year-term
Scott Swichar	Advisor	1 year-term

39. United Construction Code Township Representative and Alternate.

MOTION: I make a motion to appoint Joe McCormick as the Township Uniform Construction Code (UCC) representative.

40. Elected Auditors.

Township Board of Auditors shall hold an organization meeting on Wednesday, January 3, 2024 at 6:00 p.m. at the Township building.



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Vacant	2024 to 2025	2 year unexpired term
Sharon Scott	2022 to 2027	Full Term
Ayoade Ojikutu	2020 to 2025	6 year term

Note: In 2021, Ms. Scott won the 2-year unexpired seat and the Full term but can only accept one position. For the 2-year unexpired term (2022 to 2023), the Township should appoint someone to fill the term until the next Municipal Election.

Note: Daniel Lemelin was the winner for Elected Auditor (2-year unexpired term) in East Fallowfield Township. The county has not yet received the required paperwork back from him.

41. Tax Collector 4-year term

Barbara Ann Henry 2022 to 2025 4 year term

42. Constable 6 year term

Tammy Marie Corlessa 2022 to 2027 6 year term

43. Designated Banks.

MOTION: I make a motion recognizing Fulton Bank, PLGIT and Meridian Bank as the Township designated banks.

44. Payment Authorizations.

PROPOSED MOTION: I make a motion to approve the Payment Authorizations for the period of December 13, 2023 through January 2, 2024 in the total amount of \$_____ as presented.

45. Purchase of 2024 Ford Interceptor Police Car

PROPOSED MOTION: I make a motion approving the purchase of a 2024 Hybrid Ford Interceptor Police Car from Whitmoyer Ford in the amount of \$46,750 under the PA Costars program from the Township's Capital Fund.

46. 2024 Bidding Thresholds

- Contracts or purchases under \$12,600 require no formal bidding or price quotations.
- Contracts or purchases between \$12,600 and \$23,200 require three written/telephonic price quotes.
- Contracts or purchases **greater than \$23,200** require formal bidding and public notice.

47. Community Project Funding Update (Informational)

48. Submission of Grant Application to Redevelopment Assistance Capital Program (RACP)

PROPOSED MOTION: I make a motion authorizing the Township Manager to submit a grant application to the Redevelopment Assistance Capital Program (RACP) for grant funding for a new municipal building.

49. Zoning Hearing Board Application Received for 30 Lloyd Street (Informational)

50. A Resolution Approving the Adoption of Revisions to the Employee Handbook/Personnel Manual for East Fallowfield Township



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PROPOSED MOTION: I make a motion to approve Resolution No. 2024-3 approving the adoption of revisions to the Employee Handbook/Personnel Manual to establish an anti-nepotism policy for East Fallowfield Township.

- 51. New Business.
- 52. Public Participation.
- 53. Adjournment.

MOTION: I make a motion to adjourn the January 2, 2024 Reorganizational Meeting.