



EAST FALLOWFIELD TOWNSHIP



Board of Supervisors Reorganizational Meeting Agenda January 7, 2019 at 6:00 p.m.

1. Call to Order, Silent Meditation, and Pledge of Allegiance.

2. Solicitor: Elect Temporary Chairperson to start the meeting.

MOTION: I make a motion to appoint _____ as temporary Chairperson to start the January 7, 2019 Reorganizational meeting.

3. Election of Chairperson.

MOTION: I make a motion to appoint _____ as the 2019 Board of Supervisors Chairperson.

4. Election of Vice Chairperson.

MOTION: I make a motion to appoint _____ as the 2019 Board of Supervisors Vice Chairperson.

5. Appointment of Township Solicitor.

MOTION: I make a motion to appoint the firm of Siana, Bellwoar & McAndrew, LLP for the 2019 year, at the rate of \$195.00 per hour for general municipal legal services.

6. Legal.

a. Bawa M. Fellowship Sewage Facilities Planning Module - Resolution No. 2019-04.

MOTION: I move that the Township approve Resolution No. 2019-04, approving the Sewage Facilities Planning Module for the Bawa M. Fellowship development, for resubmission to the Pennsylvania Department of Environmental Protection.

7. Township Manager's Report.

a. Trash & Recycling Update.

b. Ordinance to Authorize the Execution of an Intergovernmental Cooperation Agreement between East Fallowfield Township and Chester County to Provide Trash Billing Collection Services.

MOTION: I make a motion to adopt Ordinance 2019-01 authorizing the Township to execute an Intergovernmental Cooperation Agreement between East Fallowfield Township and the County of Chester to provide trash billing collection services.

c. Resolution to Adopt Township Employee Handbook/Personnel Policies and Procedures Manual.

MOTION: I make a motion to adopt Resolution No. 2019-05 adopting the Township Employee Handbook/Personnel Policies and Procedurals Manual.

d. Resolution to Approve Township Employee Job Descriptions.

MOTION: I make a motion to adopt Resolution No. 2019-06 approving the job descriptions for Township Secretary, Administrative Office Assistant, Police Administrative Assistant, Treasurer, Chief of Police, Police Officer, Police Sergeant, Police Officer Criminal Investigator, Police Corporal, Road Foreman, Assistant Road Foreman, and Laborer.



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8. Appointment of Township Manager.

MOTION: I make a motion to appoint Scott Swichar as the 2019 Township Manager.

9. Appointment of Township Treasurer.

MOTION: I make a motion to appoint Frangipani Martin as the 2019 Township Treasurer.

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

MOTION: I make a motion to appoint Lisa Valaitis as the 2019 Township Secretary and Township Office Right to Know Officer.

11. Appointment of Administrative Office Assistant.

MOTION: I make a motion to appoint Katherine Archibald as the 2019 part-time Administrative Office Assistant.

12. December 11, 2018 Board of Supervisors Meeting Minutes.

MOTION: I make a motion to approve the December 11, 2018 Board of Supervisors meeting minutes as presented.

13. December 18, 2018 Board of Supervisors Meeting Minutes.

MOTION: I make a motion to approve the December 18, 2018 Board of Supervisors meeting minutes as presented.

14. 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, and the Historical Commission meetings at 6:30 p.m. on the 1st and 3rd Wednesday of the month.

15. Appointment of Public Works Department.

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

Public Works Road Foreman	Barry “Tag” Gathercole – \$33.57/hour
Public Works Assistant Road Foreman	Tim Gathercole – \$29.16/hour
Public Works Laborer	Greg Leonard – \$24.96/hour
Public Works Laborer	Justin Gathercole – \$24.81/hour
Public Works Laborer	John Weaver – \$24.81/hour
Public Works Laborer (part-time)	Devin Owens – \$13.50/hour

16. Appointment of “As needed” snow plowers.

MOTION: I make a motion to appoint the following “as needed” snow plowers as presented, with those with a CDL paid \$19.00 per hour at a \$1 per hour increase from 2018, and the rest of the snow plowers being paid \$15.00 per hour.



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Snow Plower	Dan Mowery – \$19.00/hour
Snow Plower	Joe Gathercole - \$15.00/hour
Snow Plower	Alfred Perine - \$15.00/hour
Snow Plower	John Scott - \$19.00/hour
Snow Plower	Jim Reagan – \$19.00/hour
Snow Plower	Anthony Sirna – \$19.00/hour
Snow Plower	Frank Dowlin - \$19.00/hour
Snow Plower	Eddie Simpson - \$19.00/hour
Snow Plower	Jim Sisk - \$15.00/hour
Snow Plower	Chris Corle - \$19.00/hour
Snow Plower	Tim Peters - \$15.00/hour
Snow Plower	Andrae Reason - \$15.00/hour
Snow Plower	Lucas Witte - \$15.00/hour
Snow Plower	Devin Owens - \$15.00/hour

17. 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

18. Police Department.

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

Chief of Police	Christopher Porter – \$93,967.81/year
Sergeant/Full-Time Police Officer	Brian Simmons – \$41.50/hour
Full-Time Police Officer	Kevin Simmons – \$38.73/hour
Full-Time Police Officer	Richard McAllister – \$38.73/hour
Full-Time Police Officer	Gina Malarick – \$38.73/hour
Full-Time Police Officer	Francis J. O’Donnell – \$38.73/hour
Full-Time Police Officer	John Rappold – \$30.98/hour
Part-Time Police Officer	John Hewczuk – \$26.27/hour
Part-Time Police Officer	Timothy Kemmerle – \$20.00/hour
Part-Time Police Officer	Joseph O’Keefe – \$26.27/hour
Part-Time Police Officer	Duncan Smith – \$26.27/hour
Part-Time Police Officer	David Wakeley - \$26.27/hour

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

MOTION: I make a motion to appoint Nancy Baker as the 2019 part-time Police Administrative Assistant and Police Right to Know Officer.

20. Building Inspector/Code Officer/Zoning Officer.

MOTION: I make a motion to appoint Keystone Municipal Services, Inc. as the 2019 Township building inspection, code official, and zoning services.

21. Supervisor Liaison Appointments.

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



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Township Office –
Police Department –
Public Works Department –
Emergency Services and Fire Marshal –
Planning Commission –
Historical Commission –
Park and Recreation –
Strategic Planning Steering Committee –

22. 2019 State Supervisor's Association Convention Voting Delegate.

MOTION: I make a motion to appoint _____ as the 2019 State Supervisor's Association Convention Voting Delegate, and as alternate Voting Delegate.

23. 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.

24. Vacancy Board.

MOTION: I make a motion to appoint _____ as the East Fallowfield Township 2019 Vacancy Board member.

25. Law Offices of John Carnes Jr.

MOTION: I make a motion to appoint The Law Offices of John Carnes Jr. as the 2019 Township Zoning Solicitor, at the rate of \$135.00 per hour and \$100.00 for any services done for John Carnes.

26. Herbert E. MacCombie Jr. P.E.

MOTION: I make a motion to appoint Herbert E. MacCombie Jr. P.E. as the 2019 Township Sewer Consultant, and approve their 2019 fee schedule, as presented.

27. Traffic Planning and Design.

MOTION: I make a motion to appoint Traffic Planning and Design as the 2019 Township Traffic Consultants, and approve their 2019 fee schedule, as presented.

28. Township Engineer.

MOTION: I make a motion to appoint Della Penna Engineering Inc. as the 2019 Township Engineer, and approve his 2019 fee schedule as presented.

29. Fee Schedule Resolution 2019-01.

MOTION: I make a motion to approve Resolution 2019-01 approving the Township Fee Schedule.



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30. Resolution 2019-02 Township Auditor for Fiscal year 2018.

MOTION: I make a motion to approve Resolution 2019-02 appointing Barbacane Thornton & Company as the East Fallowfield Township auditors, replacing the elected auditors for the fiscal year of 2018.

31. Agricultural Security Commission.

a. Appointment of 2019 Chairperson (Board of Supervisor Member).

MOTION: I make a motion to appoint _____ (Board of Supervisor Member) as the 2019 Chairperson of the Agricultural Security Commission.

_____ (Board of Supervisors Member) - Chairperson 2019

Joe McCormick – Resident 2018 to 2019 (2-year term)

VACANT – Farmer 2018 to 2020 (3-year term)

Clarence Rhoades III – Farmer 2016 to 2019 (4-year term)

Arthur DeLeo – Farmer 2017 to 2021 (5-year term)

32. Zoning Hearing Board.

a. Resolution to Appoint Nelson Walter as a Zoning Hearing Board member for the term ending December 31, 2021.

MOTION: I make a motion to adopt Resolution 2019-03 appointing Nelson Walter as a Zoning Hearing Board member for the term ending December 31, 2021.

Kathleen Moffitt – Member 2017 to 2019

Ellis Weiss - Member 2018 to 2020

Nelson Walter – Member 2019 to 2021

33. Planning Commission.

a. The Planning Commission Members ask the Board of Supervisors to reappoint Dennis Crook to the Planning Commission 2019-2022 term.

MOTION: I make a motion to reappoint Dennis Crook to the Planning Commission 2019-2022 term.

b. The Planning Commission Members ask the Board of Supervisors to reappoint Joe Perzan to the Planning Commission 2019-2022 term.

MOTION: I make a motion to reappoint Joe Perzan to the Planning Commission 2019-2022 term.

Sue Monaghan – Member 2016 to 2019

Michael Domboski– Member 2016 to 2019

John Schwab – Member 2018 to 2021

John Nielsen– Member 2018 to 2021

Dennis Crook – Member 2019 to 2022

Joe Perzan – Member 2019 to 2022

VACANT – Member 2019 to 2022



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34. Park and Recreation Committee.

- John Zwirzina – Member 2015 to 2019
- VACANT - Member 2015 to 2019
- VACANT – Member 2016 to 2020
- VACANT – Member 2016 to 2020
- Frederick Weiss – Member 2017 to 2021
- VACANT – Member 2017 to 2021
- VACANT – Member 2019 to 2023

35. Historical Commission.

- a. Reappointment of Lee Schlingmann to the Historical Commission for the 2019 to 2023 term.

MOTION: I make a motion to reappoint Lee Schlingmann to the Historical Commission 2019 to 2023 term.

- Joe McCormick – Member 2015 to 2019
- Connie McLaughlin – Member 2015 to 2019
- Sue Monaghan – Member 2017 to 2021
- Arthur DeLeo – Member 2017 to 2021
- Clarence Rhoades III – Member 2017 to 2021
- Rebecca Hunt – Member 2017-2021
- Chad Peterson – Member 2017-2021
- Lee Schlingmann – Member 2019 to 2023
- VACANT – Member 2019 to 2023

36. Strategic Planning Steering Committee (New Committee Established 12/11/2018).

MOTION: I make a motion to appoint _____ to the Strategic Planning Steering Committee with the term ending 12/31/2019.

- VACANT – Member with term ending 12/31/2019
- VACANT – Member with term ending 12/31/2019
- VACANT – Member with term ending 12/31/2019
- VACANT – Member with term ending 12/31/2019
- VACANT – Member with term ending 12/31/2019
- VACANT – Member with term ending 12/31/2019
- VACANT – Member with term ending 12/31/2019

37. United Construction Code Township Representative and Alternate.

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

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



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38. Elected Auditors.

Sharon Scott – 2018 to 2019 (2-year un-expired term)
VACANT – 2018 to 2021 (4-year un-expired term)
VACANT – 2018 to 2023 (6-year term)

39. Tax Collector 4-year term 2018 to 2021.

VACANT – 2018-2021

40. Designated Banks.

MOTION: I make a motion recognizing Fulton Bank as the Township designated bank.

41. New Business.

42. Public Participation.

43. Adjournment.

MOTION: I make a motion to adjourn the January 7, 2019 Reorganizational Meeting.