

EAST FALLOWFIELD TOWNSHIP
BOARD OF SUPERVISORS MEETING
January 4, 2021 Approved minutes
6:00 p.m.

Members Present

Wilson Lambert, Chairman
Joe Heffern, Vice-Chairman
John Nielsen, Member
Katja DiRado, Member

Township Staff Present

Scott Swichar, Township Manager
Township Solicitors
Eric Brown and Mike Crotty

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

Wilson Lambert called the meeting to order at 6:00 PM.

2. Elect Temporary Chairperson to start the meeting.

MOTION: Joe Heffern made a motion to appoint Wilson Lambert as temporary Chairperson to start the January 4, 2021 Reorganizational meeting. Supervisor Nielsen seconded.

VOTE: 4-0

3. Election of Chairperson.

MOTION: Supervisor DiRado made a motion to appoint Wilson Lambert as the 2021 Board of Supervisors Chairperson. Joe Heffern seconded.

VOTE: 4-0

4. Election of Vice Chairperson.

MOTION: Supervisor Nielsen made a motion to appoint Joseph Heffern as the 2021 Board of Supervisors Vice Chairperson. Supervisor DiRado seconded.

VOTE: 4-0

5. Appointment of Township Solicitor.

MOTION: Vice Chairman Heffern made a motion to appoint the firm of Siana, Bellwoar & McAndrew, LLP for the 2021 year, at the rate of \$195.00 per hour for general municipal legal services. Supervisor Nielsen seconded.

VOTE: 4-0

6. Resolution 2021-01 Township Auditor for Fiscal year 2020.

MOTION: Chairman Lambert made a motion to approve Resolution 2021-01 appointing BBD as the East Fallowfield Township auditors, replacing the elected auditors for the fiscal year of 2020. Vice Chairman Heffern seconded.

Supervisor Nielsen questioned if the Township is still having elected auditors.

Solicitor Brown stated that the Township will have elected auditors and will meet to set hourly rates, however the professional audit will be conducted by the appointed auditor.

VOTE: 4-0

7. Appointment of Township Manager.

MOTION: Supervisor Nielsen made a motion to appoint Scott Swichar as the 2021 Township Manager. Supervisor DiRado seconded.

VOTE: 4-0

8. Appointment of Township Treasurer.

MOTION: Chairman Lambert made a motion to appoint Peter Barsz as the 2021 Township Treasurer. Vice Chairman Heffern seconded.

VOTE: 4-0

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

MOTION: Supervisor Nielsen made a motion to appoint Scott Swichar as the 2021 Township Secretary and Township Right to Know Officer. Chairman Lambert seconded.

VOTE: 4-0

10. Appointment of Administrative Office Assistant.

MOTION: Supervisor DiRado made a motion to appoint Denise Verderosa as the 2021 full-time Administrative Office Assistant at a salary of \$41,600. Vice Chairman Heffern seconded.

VOTE: 4-0

11. Appointment of part-time Assistant Township Secretary

MOTION: Chairman Lambert made a motion to terminate Jennifer Gotkin as the part-time Assistant Township Secretary. Vice Chairman Heffern seconded.

VOTE: 4-0

12. December 22, 2020 Board of Supervisors Meeting Minutes and ratify all Board actions that were made at the December 22, 2020 Board of Supervisors meeting.

MOTION: Supervisor DiRado made a motion to approve the December 22, 2020 Board of Supervisors meeting minutes as presented and ratify all Board actions that were made at the December 22, 2020 Board of Supervisors meeting. Chairman Lambert seconded.

Township Manager Swichar stated that there was a question whether the December 22, 2020 meeting was advertised correctly. He stated that ratification of all board actions would clear up any concerns.

VOTE: 4-0

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

MOTION: Chairman Lambert made 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, and the Strategic Planning Steering Committee at 6:00pm on the 3rd Thursday of every month. Vice Chairman Heffern seconded.

VOTE: 4-0

14. Appointment of Public Works Department.

MOTION: Chairman Lambert made a motion to appoint the following Public Works employees as presented. Vice Chairman Heffern seconded.

Public Works Road Foreman	Barry “Tag” Gathercole – \$35.52/hour
Public Works Assistant Road Foreman	Tim Gathercole – \$30.86/hour
Public Works Laborer	Justin Gathercole – \$26.25/hour

VOTE: 4-0

15. Appointment of “As needed” snow plowers.

MOTION: Supervisor DiRado made a motion to appoint the following “as needed” snow plowers as presented, with those with a CDL paid \$19.00 per hour, and the rest of the snow plowers being paid \$16.00 per hour. Chairman Lambert seconded.

Chairman Lambert questioned Solicitor Brown whether he had to read each name on the list or is the Board agreeing to the motion as presented.

Solicitor Brown stated that the Board can agree to the motion as presented. The meeting minutes should reflect the employees and their rates.

Snow Plower	Dan Mowery – \$19.00/hour
Snow Plower	Joe Gathercole - \$16.00/hour
Snow Plower	Alfred Perine - \$16.00/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

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Eddie Simpson - \$19.00/hour
Jim Sisk - \$16.00/hour
Chris Corle - \$19.00/hour
Tim Peters - \$19.00/hour
Andrae Reason - \$16.00/hour
Lucas Witte - \$16.00/hour

VOTE: 4-0

16. Emergency Services.

MOTION: Chairman Lambert made a motion to appoint the following Emergency Service employees as presented. Vice Chairman Heffern seconded.

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

VOTE: 4-0

17. Police Department.

MOTION: Chairman Lambert made a motion to appoint the following Police Officers as presented. Supervisor DiRado seconded.

Chief of Police	Christopher Porter – \$ 103,177.18/year
Sergeant/Full-Time Police Officer	Brian Simmons – \$45.62/hour
Full-Time Police Officer	Kevin Simmons – \$42.52/hour
Full-Time Police Officer	Richard McAllister – \$42.52/hour
Full-Time Police Officer	John Hewczuk – \$30.98/hour
Full-Time Police Officer	Francis J. O'Donnell – \$42.52/hour
Full-Time Police Officer	John Rappold – \$42.52/hour
Part-Time Police Officer	Duncan Smith – \$28.85/hour
Part-Time Police Officer	David Wakeley - \$28.85/hour
Part-Time Police Officer	James Ensor- \$25.50/hour
Part-Time Police Officer	Sean Marasco-\$25.50/hour
Part-Time Police Officer	Alexander Fleming-\$20.00

VOTE: 4-0

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

MOTION: Supervisor Nielsen made a motion to appoint Nancy Baker as the 2021 part-time Police Administrative Assistant and Police Right to Know Officer. Vice Chairman Heffern seconded.

VOTE: 4-0

19. Building Inspector/Code Officer/Zoning Officer.

MOTION: Supervisor DiRado made a motion to appoint Keystone Municipal Services, Inc. as the 2021 Township building inspection, code official, and zoning services. Chairman Lambert seconded.

VOTE: 4-0

20. Supervisor Liaison Appointments.

MOTION: Chairman Lambert made a motion to appoint the following Board liaisons as presented.

Township Office – Wilson Lambert
Police Department – Katja DiRado
Public Works Department – Carol Kulp
Emergency Services and Fire Marshal – Katja DiRado
Planning Commission – John Nielsen
Historical Commission – Joe Heffern
Park and Recreation – Joe Heffern
Strategic Planning Steering Committee – John Nielsen

VOTE: 4-0

21. 2021 State Supervisor's Association Convention Voting Delegate.

Township Manager Swichar stated that the convention has not been cancelled. It is advertised for April 18-April 21.

Solicitor Brown stated that one motion should be made to appoint a delegate and alternate delegate.

MOTION: Supervisor Nielsen made a motion to appoint Katja DiRado as the 2021 State Supervisor's Association Convention Voting Delegate, and Wilson Lambert as alternate Voting Delegate. Vice Chairman Heffern seconded.

VOTE: 4-0

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

Supervisor DiRado stated she is interested in being on the board.

MOTION: Supervisor Nielsen made a motion to appoint Supervisor DiRado as the Primary Delegate and Supervisor Kulp as the Secondary Delegate of the WCC CoG. Vice Chairman Heffern seconded.

VOTE: 4-0

23. Vacancy Board.

Vice Chairman Heffern stated Roxanna Liberace was appointed last year. He questioned Township resident, Al Wright if he is interested in being a vacancy board member. Mr. Heffern stated that the vacancy board member's role is to decide a tie if there is a vacancy on the Board of Supervisors.

Supervisor Nielsen stated Ms. Liberace might not be able to fulfill the position this year.

Al Wright stated he is happy to help the Township.

MOTION: Chairman Lambert made a motion to appoint Al Wright as the East Fallowfield Township 2021 Vacancy Board member. Vice Chairman Heffern seconded.

VOTE: 4-0

24. Law Offices of John Carnes Jr.

MOTION: Vice Chairman Heffern made a motion to appoint The Law Offices of John Carnes Jr. as the 2021 Township Zoning Solicitor, at the rate of \$135.00 per hour and \$100.00 for any services done by any attorney working for John Carnes. Supervisor Nielsen seconded.

Chairman Lambert questioned if the Zoning Hearing Board selected their solicitor last year.

Vice Chairman Heffern stated that there was a resident last year who did not want Mr. Carnes appointed. The Board checked with the Zoning Hearing Board and they wanted Mr. Carnes as the solicitor.

VOTE: 3-0, Supervisor DiRado abstained.

25. Herbert E. MacCombie Jr. P.E.

MOTION: Vice Chairman Heffern made a motion to appoint Herbert E. MacCombie Jr. P.E. as the 2021 Township Sewer Consultant, and approve their 2021 fee schedule, as presented. Chairman Lambert seconded.

Supervisor Nielsen questioned if the fees increased from last year.

Township Manager Swichar stated the increase from the senior engineer was approximately \$5/hour and for other professionals there is a \$2.50/hour increase.

Township resident Al Wright questioned if the rate schedule becomes part of the public minutes.

Solicitor Crotty stated that the fee schedule is not in the minutes, however it is part of the record and anyone can request it.

26. Traffic Planning and Design.

MOTION: Vice Chairman Heffern made a motion to appoint Traffic Planning and Design as the 2021 Township Traffic Consultants, and approve their 2021 fee schedule, as presented. Chairman Lambert seconded.

VOTE: 4-0

27. Township Engineer.

MOTION: Chairman Lambert made a motion to appoint Della Penna Engineering Inc. as the 2021 Township Engineer, and approve his 2021 fee schedule as presented. Vice Chairman Heffern seconded.

VOTE: 4-0

28. Fee Schedule Resolution 2021-02.

MOTION: Vice Chairman Heffern made a motion to approve Resolution 2021-02 approving the Township Fee Schedule. Chairman Lambert seconded.

Supervisor Nielsen questioned the purpose of the fee schedule.

Township Manager Swichar stated it sets forth fees such as permits and pavilion rental. There are no changes for 2021.

Township resident Al Wright questioned if there are park and recreation fees on the fee schedule.

Township Manager Swichar stated yes.

Supervisor Nielsen questioned if a developer in lieu of fee could be added to the fee schedule.

Solicitor Crotty stated that a developer fee would need to be added by ordinance.

VOTE: 4-0

29. Agricultural Security Commission.

a. Appointment of 2021 Chairperson (Board of Supervisor Member).

MOTION: Vice Chairman Heffern made a motion to appoint himself, Joe Heffern (Board of Supervisor Member) as the 2021 Chairperson of the Agricultural Security Commission. Chairman Lambert seconded.

Chairman Lambert questioned Vice Chairman Heffern whether he could handle additional work due to his other committee work.

Vice Chairman Heffern said yes.

Supervisor Nielsen questioned if the scope of the commission is to review the applications.

Vice Chairman Heffern stated yes. The Commission makes a recommendation to the Board and the Board votes on the application.

VOTE: 4-0

MOTION: Chairman Lambert made a motion to appoint Arthur DeLeo (Farmer) to the Agricultural Security Commission for a 3-year term. Vice Chairman Heffern seconded.

Township Manager Swichar stated that Arthur DeLeo's term concludes the end of 2021. He is already on the commission.

Chairman Lambert withdrew his motion.

MOTION: Vice Chairman Heffern made a motion to appoint Clarence Buddy Rhoades (Farmer) to the Agricultural Security Commission for a 3-year term. Supervisor Nielsen seconded.

VOTE: 4-0

Vice Chairman Heffern questioned who caused the other farmer vacancy.

Township Manager Swichar stated that Joe McCormick served until the end of 2019. He is a resident. The farmer position has been vacant for some time.

MOTION: Supervisor Nielsen made a motion to postpone the motion to appoint a farmer to the Agricultural Security Commission for a 4-year term until one can be found. Supervisor DiRado seconded.

VOTE: 4-0

Vice Chairman Joe Heffern - Chairperson 2021
Roxanne Liberace – Resident 2020 to 2021 (2-year term)
Arthur DeLeo – Farmer 2017 to 2021 (5-year term)
Clarence Buddy Rhoades – Farmer 2021 to 2023 (3-year term)
VACANT – Farmer 2020 to 2023 (4-year term)

30. Zoning Hearing Board.

- a. Resolution to Appoint Ellis Weiss as a Zoning Hearing Board member for the term ending December 31, 2023.

MOTION: Supervisor Nielsen made a motion to adopt Resolution 2021-03 appointing Ellis Weiss as a Zoning Hearing Board member for the term ending December 31, 2022. Vice Chairman Heffern seconded.

VOTE: 4-0

Kathleen Moffitt – Member 2020 to 2022
Ellis Weiss - Member 2021 to 2023
Nelson Walter – Member 2019 to 2021

31. Planning Commission.

Michael Domboski Chairman- 2020 to 2023

Sue Monaghan	Vice Chairman	2020 to 2023
Alfred Wright	Member	2019 to 2022
Dennis Crook	Member	2019 to 2022
Joe Perzan	Member	2019 to 2022
Edmund Davis	Member	2018 to 2021
Jennifer Wright	Member	2018 to 2021

32. Park and Recreation Committee.

MOTION: Vice Chairman Heffern made a motion to reappoint Teri Dickinson to the Park and Recreation Board for the term ending December 31, 2025. Supervisor Nielsen seconded.

VOTE: 4-0

Township Manager Swichar that he had reached out to Edmond Davis on the Planning Commission to see if he wishes to continue on the Planning Commission. His term ends at the end of 2021. He did not attend any meetings in 2020. He has not heard back from him.

Supervisor Nielsen stated he would reach out to him.

Nicholas Marsico	Vice Chairman	2020 to 2024	5 year term
Al Wright	Member	2020 to 2024	5 year term
Sandra Stephens	Member	2021 to 2025	5 year term (Reappointed to 2021-2025 term on December 22, 2020)
Frederick Weiss	Member	2017 to 2021	5 year term
Jennifer Wright	Member	2017 to 2021	5 year term
Joe Heffern	Member	2019 to 2023	5 year term
<i>Teri Dickinson</i>	<i>Member</i>	<i>2021 to 2025</i>	<i>5 year term</i>

33. Historical Commission.

Joe McCormick	Chairman	2020 to 2024	5 year term
Sue Monaghan	Secretary	2017 to 2021	5 year term
Connie McLaughlin	Member	2020 to 2024	5 year term
Arthur DeLeo	Member	2017 to 2021	5 year term
Clarence Rhoades, III	Member	2017 to 2021	5 year term
Chad Peterson	Member	2017 to 2021	5 year term
Lee Schlingman	Member	2019 to 2023	5 year term
Vacant	Member	2017 to 2021	5 year term
Vacant	Member	2019 to 2023	5 year term

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

MOTION: Supervisor Dirado made a motion to appoint John Nielsen as the chairperson of the Strategic Planning Steering Committee and the following members with the term ending 12/31/2021. Chairman Lambert seconded. (9 members maximum).

VOTE: 4-0

Scott Swichar	Member	2021 to 2021	1 year term
Joe Heffern	Member	2021 to 2021	1 year term
Dennis Crook	Member	2021 to 2021	1 year term
John Nielsen	Member	2021 to 2021	1 year term
George Devine	Member	2021 to 2021	1 year term
Deane Madsen	Member	2021 to 2021	1 year term
Edmund Davis	Member	2021 to 2021	1 year term
David Fiorenza	Member	2021 to 2021	1 year term

Katja DiRado Alternate Member 2021 to 2021 1 year term

35. United Construction Code Township Representative and Alternate.

MOTION: Vice Chairman Heffern made a motion to appoint Joe McCormick as the Township Uniform Construction Code (UCC) representative. Supervisor DiRado seconded.

VOTE: 4-0

36. Elected Auditors.

Chairman Lambert stated that the Township Board of Auditors shall hold an organization meeting on Tuesday, January 5, 2021 at 6:00 p.m. at the Township building.

Sharon Scott	2020 to 2021	2 year unexpired term
Jim Sisk	2020 to 2023	4 year unexpired
Ayoade Ojikutu	2020 to 2025	6 year term

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

Glen McCoon 2020 to 2021 4 year term

38. Designated Banks.

MOTION: Chairman Lambert made a motion recognizing Fulton Bank as the Township designated bank. Vice Chairman Heffern seconded.

Supervisor DiRado questioned Township Manager Swichar whether he looked at other banks.

Township Manager Swichar stated he is waiting to hire a new Treasurer so he can investigate other banking options.

VOTE: 4-0

39. New Business.

Chairman Lambert stated that he sent a thank you note to Towerville Christian Church over the holidays. The church provided a lunch to employees and donated a tree that was placed outside the township building. He questioned if the Board received a copy of the thank you letter.

Township Manager Swichar stated that he will make sure the Board receives a copy of the letter.

40. A Resolution Establishing Public Safety Agencies and Areas

Township Manager Swichar stated that the Board passed a similar Resolution in 2020.

John Sly, President of Westwood Fire Company stated that the County asks for an update. The only change to the Resolution is the ALS service from Westwood Fire Company.

Supervisor Nielsen questioned if he received a copy of the Resolution.

Township Manager Swichar stated that the proposed Resolution was emailed to everyone.

Supervisor DiRado questioned if the line item about the paramedic was approved.

Township Manager Swichar stated that the Board approved the expense in the 2021 budget for expanded paramedic service.

Supervisor DiRado questioned whether Modena Fire Company will provide rescue.

John Sly stated that Modena does not have a rescue truck. The county requests an updated Resolution every year.

MOTION: Chairman Lambert made a motion to approve Resolution 2021-04 establishing public safety agencies and areas. seconded. Supervisor DiRado seconded.

VOTE: 4-0

41. Public Participation.

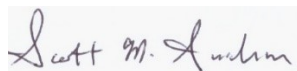
None

42. Adjournment.

MOTION: Supervisor DiRado made a motion to adjourn the January 4, 2021 Reorganizational Meeting at 7:38PM. Chairman Lambert seconded.

VOTE: 4-0

Respectfully Submitted,



Scott Swichar,
Township Manager/Secretary