



EAST FALLOWFIELD TOWNSHIP



Board of Supervisors

Reorganizational Meeting Minutes – Approved Minutes

January 3, 2022 at 6:00 p.m.

Members Present

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

Township Staff Present

Scott Swichar, Township Manager
Township Solicitors
Mike Crotty

1. Call to Order, Silent Meditation, and Pledge of Allegiance.
2. An Executive Session was held on December 14, 2021 to discuss personnel matters.
3. Swearing in Al Wright as Township Supervisor – Judge Nancy Gill. Supervisor Wright signed the oath of office.
4. Elect Temporary Chairperson to start the meeting.

MOTION: Supervisor Nielsen made a motion to appoint Wilson Lambert as temporary Chairperson to start the January 3, 2022 Reorganizational meeting. Vice Chairman Heffern seconded.

VOTE: 4-0.

5. Election of Chairperson.

MOTION: Supervisor Nielsen made a motion to appoint Wilson Lambert as the 2022 Board of Supervisors Chairperson. Vice Chairman Heffern seconded.

VOTE: 4-0.

6. Election of Vice Chairperson.

MOTION: Supervisor Nielsen made a motion to appoint Joe Heffern as the 2022 Board of Supervisors Vice Chairperson. Chairman Lambert seconded.

VOTE: 4-0.

7. Appointment of Township Solicitor.

MOTION: Supervisor Wright made a motion to appoint the firm of Siana, Bellwoar & McAndrew, LLP for the 2022 year, at the rate of \$205 per hour for general municipal legal services. Chairman Lambert seconded.

VOTE: 4-0.

8. Resolution 2022-01 Township Auditor for Fiscal year 2021.

MOTION: Supervisor Nielsen made a motion to approve Resolution 2022-01 appointing BBD as the East Fallowfield Township auditors, replacing the elected auditors for the fiscal year of 2021. Chairman Lambert seconded.

VOTE: 4-0.

9. Appointment of Township Manager.



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MOTION: Supervisor Wright made a motion to appoint Scott Swichar as the 2022 Township Manager. Chairman Lambert seconded.

VOTE: 4-0.

10. Appointment of Township Treasurer.

MOTION: Supervisor Nielsen made a motion to appoint Joe Breslin as the 2022 Township Treasurer. Chairman Lambert seconded.

VOTE: 4-0.

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

MOTION: Supervisor Wright made a motion to appoint Scott Swichar as the 2022 Township Secretary and Township Right to Know Officer. Chairman Lambert seconded.

VOTE: 4-0.

12. Appointment of Administrative Office Assistant.

MOTION: Chairman Lambert make a motion to appoint Denise Verderosa as the 2022 Administrative Office Assistant. Supervisor Nielsen seconded.

VOTE: 4-0.

13. Appointment of Part-Time Office Assistant

MOTION: Supervisor Wright make a motion to appoint Sue Sereditch as the part-time Office Assistant. Chairman Lambert seconded.

VOTE: 4-0.

14. December 14, 2021 Board of Supervisors Meeting Minutes

MOTION: Chairman Lambert make a motion to approve the December 14, 2021 Board of Supervisors meeting minutes. Supervisor Nielsen seconded.

Supervisor DiRado arrived at 6:14PM

VOTE: 4-0. Supervisor Wright abstained.

15. 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



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Strategic Planning Steering Committee/EAC at 6:30pm on the 3rd Thursday of every month. Supervisor DiRado seconded.

VOTE: 5-0.

16. Appointment of Public Works Department.

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

Public Works Road Foreman	Barry “Tag” Gathercole – \$36.67/hour
Public Works Assistant Road Foreman	Tim Gathercole – \$31.86/hour
Public Works Laborer	Justin Gathercole – \$27.10/hour
Public Works Laborer	Bill Lewis-\$22.00/hour

Supervisor Nielsen questioned if the positions are all full-time.

Township Manager Swichar stated yes.

VOTE: 5-0.

17. 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 \$21.00 per hour, and the rest of the snow plowers being paid \$16.50 per hour. Supervisor Nielsen seconded.

Snow Plower	Dan Mowery – \$21.00/hour
Snow Plower	Joe Gathercole - \$16.50/hour
Snow Plower	Alfred Perine - \$16.50/hour
Snow Plower	John Scott - \$21.00/hour
Snow Plower	Jim Reagan – \$21.00/hour
Snow Plower	Anthony Sirna – \$21.00/hour
Snow Plower	Frank Dowlin - \$21.00/hour
Snow Plower	Eddie Simpson - \$21.00/hour
Snow Plower	Chris Corle - \$21.00/hour
Snow Plower	Bruce Phillips-\$21.00/hour
Snow Plower	Thomas Nash-\$21.00 hour

VOTE: 5-0.

Supervisor DiRado questioned if there are female plowers.

Township Manager Swichar said there are none.

18. Emergency Services.

MOTION: Supervisor Wright make a motion to appoint the following Emergency Service employees as presented. Chairman Lambert seconded.



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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: 5-0.

19. Police Department.

MOTION: Katja DiRado made a motion to appoint the following Police Officers as presented. Chairman Lambert 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 – \$34.85/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	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	Christopher Koehnlein-\$20.00
Part-time Police Officer	Rebecca Sousa-\$25.50
Part-time Police Officer	Andrew Schreiber-\$20.00

VOTE: 5-0.

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

MOTION: Supervisor Wright made a motion to appoint Nancy Baker as the 2022 part-time Police Administrative Assistant and Police Right to Know Officer. Chairman Lambert seconded.

VOTE: 5-0.

21. Building Inspector/Code Officer/Zoning Officer.

MOTION: Supervisor DiRado made a motion to appoint Keystone Municipal Services, Inc. as the 2022 Township building inspection, code official, and zoning services. Chairman Lambert seconded.

Supervisor Nielsen questioned if there is a written agreement for professionals and whether there is a severance policy.

Solicitor Crotty stated that we likely receive a renewal agreement from Keystone. There is typically a severance policy.

VOTE: 5-0.

22. Supervisor Liaison Appointments.

MOTION: Chairman Lambert make a motion to appoint the following Board liaisons as presented. Vice Chairman Heffern seconded.



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Township Office –Chairman Lambert
Police Department –Vice Chairman Heffern
Public Works Department –Supervisor DiRado
Emergency Services and Fire Marshal –Supervisor DiRado
Planning Commission – Supervisor Wright and Supervisor Nielsen
Historical Commission –Vice Chairman Heffern
Park and Recreation –Supervisor Wright
Strategic Planning Steering Committee –Supervisor Nielsen

VOTE: 5-0.

23. 2022 State Supervisor’s Association Convention Voting Delegate.

MOTION: Supervisor Nielsen made a motion to appoint Wilson Lambert as the 2022 State Supervisor’s Association Convention Voting Delegate and Al Wright as Alternate Voting Delegate. Vice Chairman Heffern seconded.

VOTE: 5-0.

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

MOTION: Supervisor Nielsen made a motion to appoint Al Wright as the Primary Delegate and Katja DiRado as the Secondary Delegate of the WCC CoG. Vice Chairman Heffern Seconded.

VOTE: 5-0.

25. Vacancy Board.

MOTION: Supervisor Nielsen make a motion to appoint Roxanne Liberace as the East Fallowfield Township 2022 Vacancy Board member. Vice Chairman Heffern seconded.

VOTE: 5-0.

Supervisor Nielsen questioned the role of the vacancy board.

Solicitor Crotty stated that the Board of Supervisors has 30 days to fill a vacancy on the Board. If they do not pick someone within 30 days, then the vacancy board member will be the tie breaker. The vacancy person is not appointed as supervisor.

26. Law Offices of John Carnes Jr.

MOTION: Supervisor Wright made a motion to appoint The Law Offices of John Carnes Jr. as the 2022 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. Vice Chairman Heffern seconded.

VOTE: 4-0. Supervisor DiRado abstained.

27. Herbert E. MacCombie Jr. P.E.



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MOTION: Supervisor DiRado made a motion to appoint Herbert E. MacCombie Jr. P.E. as the 2022 Township Sewer Consultant, and approve their 2022 fee schedule, as presented. Chairman Lambert seconded.

VOTE: 4-1. Supervisor Wright voted nay.

28. Traffic Planning and Design.

MOTION: Supervisor DiRado make a motion to appoint Traffic Planning and Design as the 2022 Township Traffic Consultants, and approve their 2022 fee schedule, as presented. Vice Chairman Heffern seconded.

VOTE: 4-1. Supervisor Wright voted nay.

29. Township Engineer.

MOTION: Chairman Lambert make a motion to appoint Della Penna Engineering Inc. as the 2022 Township Engineer, and approve his 2022 fee schedule as presented. Supervisor DiRado seconded.

VOTE: 4-1. Supervisor Wright voted nay.

30. Fee Schedule Resolution 2022-02.

MOTION: Supervisor Wright make a motion to approve Resolution 2022-02 approving the Township Fee Schedule. Vice Chairman Heffern seconded.

Supervisor Wright questioned if the \$100 deposit for the park pavilion is adequate.

Township Manager Swichar stated that the Township has not had any issues with the \$100 deposit.

VOTE: 5-0.

31. Agricultural Security Commission.

a. Appointment of 2022 Chairperson (Board of Supervisor Member).

MOTION: Chairman Lambert make a motion to appoint Joe Heffern (Board of Supervisor Member) as the 2022 Chairperson of the Agricultural Security Commission. Supervisor DiRado seconded.

VOTE: 5-0.

MOTION: Supervisor Nielsen made a motion to appoint Roxanne Liberace (Resident) to the Agricultural Security Commission for a 2-year term. Chairman Lambert seconded.

VOTE: 5-0.

MOTION: Supervisor Nielsen make a motion to appoint Arthur Deleo (Farmer) to the Agricultural Security Commission for a 5-year term. Chairman Lambert seconded.

VOTE: 5-0.

MOTION: Chairman Lambert made a motion to table appointment of a (Farmer) to the Agricultural Security Commission for a 4-year term. Supervisor Nielsen seconded.



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VOTE: 5-0.

(Joe Heffern-Board of Supervisors Member) - Chairperson 2022
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)
VACANT – Farmer 2020 to 2023 (4-year term)

32. Zoning Hearing Board.

Resolution to Appoint Jason Hewson as a Zoning Hearing Board member for the term ending December 31, 2024.

MOTION: Supervisor DiRado make a motion to adopt Resolution 2022-3 appointing Jason Hewson as a Zoning Hearing Board member for the term ending December 31, 2024. Chairman Lambert seconded.

VOTE: 5-0.

Kathleen Moffitt – Member 2020 to 2022
Ellis Weiss - Member 2021 to 2023
Jason Hewson – Member 2022-2024

33. Planning Commission.

Motion: Chairman Lambert made a motion to reappoint Jennifer Wright to the Planning Commission for the term ending December 31, 2025. Vice Chairman Heffern seconded.

Michael Domboski	Chairman	2020 to 2023
Sue Monaghan	Vice Chairman	2020 to 2023
Alfred Wright	Member	2019 to 2022
Robin Romanelli	Member	2019 to 2022
Joe Perzan	Member	2019 to 2022
<i>Vacant</i>	<i>Member</i>	<i>2022 to 2025</i>
<i>Jennifer Wright</i>	<i>Member</i>	<i>2022 to 2025</i>

VOTE: 5-0.

34. Park and Recreation Committee.

MOTION: Supervisor Wright made a motion to reappoint Frederick Weiss to the Park and Recreation Board for the term ending December 31, 2026. Vice Chairman Heffern seconded.

VOTE: 5-0.

MOTION: Supervisor DiRado made a motion to reappoint Jennifer Wright to the Park and Recreation Board for the term ending December 31, 2026. Vice Chairman Heffern seconded.

Al Wright	Member	2020 to 2024	5 year term
<i>Frederick Weiss</i>	<i>Member</i>	<i>2022 to 2026</i>	<i>5 year term</i>
Sandra Stephens	Member	2021 to 2025	5 year term



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<i>Jennifer Wright</i>	<i>Member</i>	<i>2022 to 2026</i>	<i>5 year term</i>
<i>Joe Heffern</i>	<i>Member</i>	<i>2019 to 2023</i>	<i>5 year term</i>
<i>Teri Dickinson</i>	<i>Member</i>	<i>2021 to 2025</i>	<i>5 year term</i>

VOTE: 5-0.

35. Historical Commission.

MOTION: Supervisor DiRado made a motion to reappoint Sue Monaghan to the Historical Commission for the term ending December 31, 2026. Supervisor Nielsen seconded.

VOTE: 5-0.

MOTION: Supervisor Wright made a motion to reappoint Arthur DeLeo to the Historical Commission for the term ending December 31, 2026. Chairman Lambert seconded.

VOTE: 5-0.

MOTION: Supervisor DiRado made a motion to reappoint Clarence Rhoades, III to the Historical Commission for the term ending December 31, 2026. Chairman Lambert seconded.

VOTE: 5-0.

MOTION: Supervisor Nielsen made a motion to reappoint Chad Peterson to the Historical Commission for the term ending December 31, 2026. Chairman Lambert seconded.

VOTE: 5-0.

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

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

MOTION: Supervisor Nielsen made a motion to appoint Tanner Burns to the Strategic Planning Steering Committee/EAC with the term ending 12/31/2022. (9 members maximum). Supervisor DiRado seconded.

Supervisor DiRado stated she reviewed Mr. Burns resume and thinks he has a lot of qualities that will be beneficial to the committee.

VOTE: 5-0.



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Motion: Supervisor DiRado made a motion to reappoint the following to the Strategic Planning Steering Committee/EAC with the term ending 12/31/2022 Scott Swichar, Joe Heffern, John Nielsen, Teri Dickinson, Deane Madsen, and Katja DiRado as alternate for 2022 to 2022 (9 members maximum). Supervisor Nielsen seconded.

Scott Swichar	Member 2022 to 2022	1-year term
Joe Heffern	Member 2022 to 2022	1-year term
John Nielsen	Member 2022 to 2022	1-year term
Teri Dickinson	Member 2022 to 2022	1-year term
Deane Madsen	Member 2022 to 2022	1-year term
<i>Vacant</i>	<i>Member 2022 to 2022</i>	<i>1-year term</i>
<i>Vacant</i>	<i>Member 2022 to 2022</i>	<i>1-year term</i>
<i>Vacant</i>	<i>Member 2022 to 2022</i>	<i>1-year term</i>
Katja DiRado	Alternate Member 2022 to 2022	1-year term

VOTE: 5-0.

37. Municipal Building Committee

MOTION: Supervisor Wright made a motion to reappoint the following members to the Municipal Building Committee with the term ending 12/31/2022 (5 members maximum): Jennifer Wright, Wilson Lambert, Katja DiRado, Mike Domboski, Brian Simmons, and Scott Swichar. All one year terms. Chairman Lambert seconded.

Jennifer Wright	Member 2022 to 2022	1-year term
Wilson Lambert	Member 2022 to 2022	1 year term
Katja DiRado	Member 2022 to 2022	1 year-term
Mike Domboski	Member 2022 to 2022	1 year-term
Brian Simmons	Member 2022 to 2022	1 year-term
Scott Swichar	Adviser	

Chairman Lambert stated that there are six members listed, but only five members are allowed.

Solicitor Crotty stated that a committee should have an odd number of members.

Township Manager Swichar stated that the Resolutions states that the committee has five members and the township manager serves as an advisor.

VOTE: 5-0.

38. United Construction Code Township Representative and Alternate.

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

VOTE: 5-0.

39. Elected Auditors.

Chairman Lambert stated that the Township Board of Auditors shall hold an organization meeting on Tuesday, January 4, 2022 at 6:00 p.m. at the Township building.



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MOTION: Chairman Lambert tabled the motion to appoint someone as the auditor for the 2 year unexpired term ending 2023. Supervisor Dirado seconded.

VOTE: 5-0.

Vacant	2022 to 2023	2 year unexpired term
Sharon Scott	2022 to 2027	Full Term
Ayoade Ojikutu	2020 to 2025	6 year term

Solicitor Crotty stated that there are two people that were elected and a third position that is vacant. A board member or other person who holds another position in the township. The board can leave it vacant or fill it now.

Township Manager Swichar stated that the person would only hold the position until the next election.

Solicitor Crotty stated that the position should not be advertised since its not an active role. If someone is looking for another position that won't be able to assume another role.

Note: Jim Sisk won the term for 2020 to 2023/ 4 year unexpired. However, Mr. Sisk never formally accepted position in 2020 because his acceptance lacked a notary seal). He was subsequently appointed by the BOS in 2020.

Note: 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

40. Tax Collector 4-year term

Barbara Ann Henry 2022 to 2025 4 year term

41. Constable 6 year term

Tammy Marie Corlessa 2022 to 2027 6 year term

42. Designated Banks.

MOTION: Supervisor Wright made a motion recognizing Fulton Bank and Meridian Bank as the Township designated banks. Chairman Lambert seconded.

VOTE: 5-0.

43. November 30, 2021 Treasurer's Report

MOTION: Supervisor DiRado made a motion to approve the November 30, 2021 Treasurer's Report as presented. Chairman Lambert seconded.

VOTE: 5-0.

44. Payment Authorizations.



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MOTION: Chairman Lambert made a motion to approve the Payment Authorizations for the period of December 15, 2021 through January 3, 2022 in the total amount of \$13,807.06 as presented. Supervisor Wright seconded.

40. PRESENTATION BY EAGLE SCOUT CANDIDATE- JOEY HEFFERN (EAGLE SCOUT PROJECT)

Eagle Scout Candidate, Joey Heffern, resident of East Fallowfield, representing Troop 2 in Downingtown, stated that since East Fallowfield does not have a library, he would like to build a little free library as part of his Eagle Scout project. The library will be built at the township park. Residents could give and take books. The proposal was provided to the township manager. There will be two shelves for books. There is a map showing proposed sites near the parking lot. He will work with the park and recreation board to decide location. He will raise donations to pay for the project. He is seeking board approval of the project.

MOTION: Supervisor DiRado made a motion approving Joey Heffern's Eagle Scout project. Supervisor Wright seconded.

There was a board discussion about the proposed project.

Joey Heffern stated he will seek donations from local businesses such as Home Depot. He stated that he turns 18 in July.

VOTE: 5-0.

41. BAWA Fellowship Escrow Release No. 11 (Phase 1)

MOTION: Supervisor DiRado made a motion that the Township approve Escrow Release No. 11 for the BAWA Fellowship Residential Subdivision Phase 1, in the amount of \$181,700.00. Supervisor Wright seconded.

VOTE: 5-0.

42. New Business.

Supervisor DiRado stated the Western Chester County COG will have a special celebration meeting on January 26 at 7:00PM at Vietri Electric on Waverly Road in Coatesville. There will be a discussion on the closure of Jennersville and Brandywine Hospital.

There was a board discussion about the hospital closure.

43. Public Participation.

44. Adjournment.

MOTION: Supervisor Wright made a motion to adjourn the January 3, 2022 Reorganizational Meeting at 7:09pm. Chairman Lambert seconded.

VOTE: 5-0.