

EAST FALLOWFIELD TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
October 11, 2022 Approved Minutes  
6:30 p.m.

**Members Present**

Wilson Lambert, Chairman  
Katja DiRado, Member  
Al Wright, Member

**Township Staff Present**

Scott Swichar, Township Manager

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

Chairman Lambert called the meeting to order at 6:35 PM.

There was an executive session on October 8, 2022 regarding personnel matters.

2. DISCUSSION

A. TREASURER'S REPORT

1) Payment Authorizations.

MOTION: Supervisor Wright made a motion to approve the Payment Authorizations for the period of September 28, 2022 through October 11, 2022 in the total amount of \$552,702.70 as presented. Chairman Lambert seconded.

VOTE: 3-0.

3. TOWNSHIP MANAGER'S REPORT

1) BAWA Fellowship Release No. 1 (Phase #2)

MOTION: Supervisor Wright made a motion that the Township approve Release No. 1 for the BAWA Fellowship Subdivision in the amount of \$159,046.80. Chairman Lambert seconded.

Supervisor Wright questioned if the release was reviewed by the solicitor

Township Manager Swichar stated yes.

VOTE: 3-0.

2) Ordinance 2022-02 Adopting East Fallowfield Township Stormwater Management Ordinance

Township Manager Swichar stated the ordinance was advertised, and the ordinance incorporates recommendations made from the solicitor and planning commission.

MOTION: Chairman Lambert made a motion adopting Ordinance 2022-02 implementing the East Fallowfield Township Stormwater Management Ordinance. Supervisor Wright seconded.

VOTE: 3-0

- 3) Resignation of Part-Time Police Officer Rebecca Sousa

MOTION: Supervisor Wright moved that the Township accept the resignation of part time police officer Rebecca Sousa. Chairman Lambert seconded.

VOTE: 3-0.

- 4) 2023 Budget Overview and Workshop.

Township Manager Swichar provided an overview of the 2023 proposed Township Budget. He stated that tonight is the first budget workshop. November 8 will be the first presentation of the budget and an opportunity to make any changes. November 22 is the second budget presentation where the board could authorize the advertisement of the budget. The budget must be advertised at least 20 days before adoption. Budget adoption is currently scheduled for December 13. If the Budget is not approved for whatever reason, there is another meeting scheduled for December 20 and December 27 where the board could vote again.

There is no real estate tax increase proposed in the 2023 General Fund. A small tax increase of .06 mills in the Fire/EMS budget should be considered to fund the provision of advanced life support services in East Fallowfield.

2023 General Fund Revenues are budgeted at \$2,634,741. The 2023 budgeted General Fund revenue is \$109,952 greater than 2022 General Fund Revenue of \$2,524,789 This is attributed to increased Real Estate property taxes and increased Earned Income Taxes (EIT). Chester County, which includes East Fallowfield Township was not impacted by economic fallout from COVID-19.

2023 General Fund Expenditures of \$2,721,457.33 are \$159,524 greater than 2022 General Fund Expenditures of \$2,561,932. The increase in expenditures next year is largely attributed to increased personnel costs and pay increases as well as increased health insurance premiums. The township budgeted a 10% increase for health insurance but the Township should have a more accurate figure this week.

The proposed budget includes continued investment in infrastructure. The township completed repairs of Mortonville Road this year. The 2023 proposed township budget includes \$240,000 for road paving, a fuel master pump system (\$70,000), The township is in the process of purchasing land for a future municipal complex, and the administration anticipate engineering expenses related to the property.

The 2022 General Fund budget reflects a small operating deficit of \$13,450 to balance the 2022 General Fund operating budget. The township budgeted an operating deficit of \$87,417 in the 2023 proposed budget, however there is a healthy general fund reserve.

Mr. Swichar discussed three real estate tax millage history since 2016. 2018 was the last time the township had a real estate tax increase.

Every year, the township contacts the Chester County Assessment Office and requests a statement of all East Fallowfield Township real estate subject to taxation. The township reviews the statement to see if the real estate tax valuation has changed from the year before. This year's statement reflects that the real estate tax valuation is \$423,970,119. This is an increase of \$7,795,440 compared to last year's statement.

Mr. Swichar provided an overview of 2023 budgeted revenues compared to the 2022 Adopted budget.

Mr. Swichar provided an overview of the 2019-2022 EIT collections by quarter.

Mr. Swichar provided an overview of the General Fund Administration expenses in the budget. The 2023 proposed overall Administration budget is \$550,959, which is only \$20,148 more than the 2022 administration budget of \$530,811. The township is always looking for ways to reduce expenses and will continue to do so.

Township Manager Swichar provided an overview of the 2023 Police Budget. The 2023 police Budget is \$1,501,413, which represents 55.2% of the General Fund budget. The 2023 budget reflects 7 full-time officers (5 full officer, 1 sergeant, and one chief). Staffing levels are budgeted to remain as they are now.

Township Manager Swichar provided an overview of the 2023 Public Works budget. The 2023 public works budget is \$496,892. Public Works is 18% of General Fund budget.

Mr. Swichar provided an overview of the 2023 Fire/EMS Budget. He stated that Medic 93 is no longer providing advanced life support coverage to the township. Westwood is now providing advanced life support services to the entire township. Westwood Fire Company is requesting that the township provide another \$25,408 in addition to the \$24,000 that was already budgeted in 2022 to provide township-wide Advanced Life Support service. The current Fire/EMS tax revenue will not sufficiently cover an additional \$25,408 of expense. The Township could consider raising the Fire/EMS tax by .06 mills, which would increase taxes by average of \$8.62/household to sufficiently fund the township wide ALS service.

Mr. Swichar provided an overview of the Liquid Fuels Fund. The 2023 Liquid Fuels proposed revenue budget is \$349,438 and proposed expenditures are \$348,050. This reflects a balanced budget for 2023.

Township Manager Swichar provided an overview of the 2023 proposed trash budget. The township's expenses related to trash continues to escalate. The township's contract with Waste Management will expire next year. Hauling expenses with waste Management are budgeted to increase from \$426,145 this year to \$477,000 in 2023. Tipping fees which are fees paid to Chester County Solid Waste Authority for processing of trash, are projected to increase from \$240,750 this year to \$265,000 next year. The Township is projecting a large deficit of \$63,246 in 2023 should the current trash fee remain at \$275. The trash fee has remained at \$275 for four years, however the administration is recommending that the trash

fee be increased from \$275 /year to \$310 year. Increasing the fee to \$310 will prevent the township from tapping into its reserves next year to fund trash related expenses. Mr. Swichar presented the 2021 Trash Fee Survey of participating Chester County Municipalities. The average trash fee of those participating municipalities in 2021 was \$309/year.

Mr. Swichar provided an overview of the township millage and refuse fee. The average resident pays a total of \$602.78 year for their real estate tax and \$275 for trash, which amounts to \$877.78 for all township services. East Fallowfield Township also receives only 6 % of the total tax dollar which is comprised of county taxes, East Fallowfield municipal taxes, and Coatesville area school taxes.

Mr. Swichar provided an overview of the 2023 proposed Park and Recreation budget. The only guaranteed revenue that the township receives for park and recreation are fees paid from new construction. The proposed 2023 park and recreation budget includes \$10,000 for a memorial pollinator garden, \$7,000 for a 2023 summer concert series in the park as well \$1,000 for landscaping and shade tree replacement.

Mr. Swichar discussed proposed projects in the 2023 Capital Projects Fund including a Fuel Master Pump System: \$70,000, Roadway condition survey: \$10,000, Recycling Containers \$200,000, New Police Vehicle \$55,000, Engineering for New Township Building \$20,000, an updated Township Website: \$20,000 Servers for Administration and Police: \$21,000 Traffic Speed Display Boards: \$8,000,

Mr. Swichar discussed proposed projects in the 2023 ARPA Fund including \$300,000 for Open Space and Municipal Complex, \$248,500 for stormwater management improvements for Newlinville, and \$60,000 for a new Park Gazebo.


There was a board discussion on the proposed 2023 budget.

- 5) New Business: none
4. OLD BUSINESS
5. NEW BUSINESS
6. PUBLIC PARTICIPATION: None
7. ADJOURNMENT

MOTION: Supervisor Wright made a motion to adjourn the October 11, 2022 of Supervisors Meeting at 7:52 PM. Supervisor DiRado seconded.

VOTE: 3-0.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Scott M. Swichar". The signature is written in black ink on a light-colored background.

Scott Swichar,  
Township Manager/Secretary