

EAST FALLOWFIELD TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
December 13, 2022 Approved Minutes  
6:30 p.m.

**Members Present**

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

**Township Staff Present**

Scott Swichar, Township Manager

**Township Solicitor**

Mike Crotty

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

Chairman Lambert called the meeting to order at 6:30 PM.

2. DISCUSSION

A. APPROVAL OF MINUTES

November 22, 2022 BOARD OF SUPERVISORS MEETING MINUTES

MOTION: Supervisor DiRado made a motion to approve the November 22, 2022 Board of Supervisors meeting minutes as presented. Vice Chairman Heffern seconded.

VOTE: 5-0.

B. FIRE DEPARTMENTS & DEPARTMENT OF EMERGENCY SERVICES

1. November Westwood Fire Company Fire Chief's Report submitted for Board and resident review.
2. November Westwood Fire Company EMS Report submitted for Board and resident review.
3. November Modena Fire Company Fire Chief's Report submitted for Board and resident review.
4. November Modena Fire Company Fire Chief's Report – East Fallowfield Calls Only submitted for Board and resident review.
5. November Modena Fire Company EMS Report submitted for Board and resident review.

C. PRESENTATION

1. Jennifer McLuckie, from Coatesville Area Library, provided library updates.
2. Donation to Coatesville Area Public Library for 2022

Township Manager Swichar stated that the township approved a \$14,000 donation for People's Hall. The township budgeted for this expenditure in the 2022 budget. The township has not received a bill from People's Hall so the expense will not happen in 2022. Historically, the township has donated \$8,000.

Supervisor Nielsen stated that he believes the contractor doing work for People's Hall will likely provide a discount since the work was not performed in a timely manner.

MOTION: Supervisor Wright moved that the Township make a 2022 donation of \$9,000 from the Township's General Fund to the Coatesville Area Public Library. Supervisor Nielsen seconded.

There was a board discussion about the library donation.

VOTE: 5-0.

3. Olivia Kirkpatrick, of GreenWeaver Landscapes to discuss concept plan for the memorial garden

Ms. Kirkpatrick provided an update on the memorial garden project and discussed the concept plan.

There was a board discussion on the memorial garden project.

Township Manager Swichar stated that the township plans on recruiting volunteers during late January or early February and will hold a meeting with potential volunteers to discuss the project and gauge their skills. The garden is scheduled to be installed in early April.

Supervisor Nielsen stated that Joe Precup is an excavator and would be willing to donate his time.

Teri Dickinson, chair of Park and Recreation, has names of three people who are interested in volunteering for the project.

### 3. TREASURER'S REPORT

- 1) Payment Authorizations.

MOTION: Supervisor Wright made a motion to approve the Payment Authorizations for the period of November 23, 2022 through December 13, 2022 in the total amount of \$755,894.63 as presented. Vice Chairman Heffern seconded.

Supervisor Nielsen stated that the year needed to be corrected to 2022.

VOTE: 5-0.

### 4. TOWNSHIP MANAGER'S REPORT

- 1) Resignation of Township Treasurer Joseph Breslin

Township Manager Swichar stated that the board has a copy of the resignation letter in their board packet.

MOTION: Vice Chairman made a motion to accept the resignation of Township Treasurer Joseph Breslin. Supervisor Wright seconded.

VOTE: 5-0.

2) Appointment of Township Treasurer Lisa Ionata

Township Manager Swichar stated that H.A. Thompson informed the township that the treasurer's bond for Lisa Ionata was approved.

Ms. Ionata was on the call and thanked the board for the opportunity.

MOTION: Vice Chairman Heffern moved that the Township appoint Lisa Ionata to serve as full-time 2022 Township Treasurer subject to her becoming bonded. Chairman Lambert seconded

VOTE: 5-0.

3) Agreement with M. Cynthia Quinn, C.P.A for Accounting Services

Township Manager Swichar stated that the board has a copy of the agreement in their packet. Ms. Quinn and her staff will provide accounting services to the township and help transition the new treasurer. Their rate is \$70/hour.

MOTION: Supervisor Wright moved that the township approve an agreement with M. Cynthia Quinn, C.P.A dated December 2, 2022 for accounting services at an hourly rate of \$70.00. Vice Chairman Heffern seconded.

Supervisor Wright questioned if the help is temporary.

Township Manager Swichar stated that he expects Ms. Quinn will provide consulting for about a week to help Lisa Ionata with QuickBooks.

Supervisor Nielsen questioned if Cynthia Quinn was brought in given the gap of not having a treasurer. He questioned if most municipalities are using Quickbooks.

Township Manager Swichar stated he would need to check with the treasurer on which software is being used.

VOTE: 5-0.

4) Agreement with Intercounty Investigations and Solutions, Inc.

Township Manager Swichar stated that the Board approved an offer to Chad Osborn at the last meeting pursuant to Act 57. The Township hired Intercounty Investigations and Solutions, Inc. to help the township satisfy Act 57 requirements. The work was completed this month.

Supervisor Nielsen questioned if DCED is paying for the Act 57 requirements.

Township Manager Swichar stated no. DCED is paying for technical assistance, which is the next proposed motion.

**MOTION:** Vice Chairman Heffern made a motion authorizing the retroactive approval of an agreement dated November 29, 2022 between East Fallowfield Township and Intercounty Investigations and Solutions, Inc. providing an Act 57 compliant pre-employment background investigation in the amount of \$2,495. Supervisor Wright seconded.

VOTE: 5-0.

- 5) An Agreement with DCED and Peer to Peer Consultant, David Steffan for a Technical Assistance Police Staffing Study

Township Manager Swichar stated that DCED agreed to provide the township with additional technical assistance to implement the police management report and help transition the new police chief. This is the first time in history that DCED has agreed to provide technical assistance to help implement a report that they funded.

**MOTION:** Supervisor Nielsen made a motion authorizing the Township Manager to sign an agreement with DCED Governor's Center for Local Government Services and Peer to Peer Consultant, David Steffan to provide technical assistance implement recommendations in the police management report and help transition the new police chief. Vice Chairman Heffern seconded.

Supervisor Wright questioned who is funding the project and how long it will last.

Township Manager Swichar stated that DCED is funding the project. 100 hours of consulting is being provided.

VOTE: 5-0.

- 6) Resolution to Authorize Transfer of Funds from the General Fund to Capital Fund.

Mr. Swichar stated that the resolution will approve the transfer of funds from the General Fund to the Capital Fund. He stated that the township treasurer issued the check in November.

**MOTION:** Supervisor DiRado made a motion to approve a Resolution no. 2022-25 authorizing the transfer of unencumbered monies in the amount of \$350,000 from the General Fund to the Capital Fund to fund capital and infrastructure projects. Supervisor Wright seconded.

Supervisor Nielsen questioned if this type of transfer had been done before.

Township Manager Swichar stated that the township last transferred money from the General Fund into the Capital Fund in 2021.

VOTE: 5-0.

7) BAWA Fellowship Escrow Release No. 2 (Phase 2)

Township Manager Swichar stated that there is a letter from the township engineer recommending the escrow release.

MOTION: Supervisor Wright made a motion that the Township approve Escrow Release No. 2 for the BAWA Fellowship Residential Subdivision Phase 2, in the amount of \$9,790.00. Vice Chairman Heffern seconded.

VOTE: 5-0.

8) Resolution No. 2022-26 – A Resolution Approving the Adoption of Revisions to the Employee Handbook/Personnel Manual for East Fallowfield Township.

Township Manager Swichar stated that there is a resolution in the board's packet approving revisions to the employee manual. He stated that the changes are combining vacation, sick and personal time into one bucket called PTO. The employees can now roll over up to 10 days of PTO until June 15. The revisions will also provide an incentive of up to \$500 to sell back unwanted PTO. Employees can also opt out of medical benefits at a rate of 50% of the cost of single coverage. This benefit is currently available to police. There is a proposed motion in the board's packet approving the revisions.

Supervisor Nielsen questioned whether Supervisors are considered employees. He questioned whether the township building could be used as political meeting place.

Solicitor Crotty stated no. A supervisor is not an employee. However, a Supervisors can also be an employee. If the township building were to be opened up to one group for rentals, it would need to be open to everyone. A rental policy could be established by Resolution.

There was a board discussion on the matter.

MOTION: Supervisor Wright made a motion to approve Resolution No. 2022-26 approving the adoption of revisions to the Employee Handbook/Personnel Manual for East Fallowfield Township, as presented in the Resolution. Vice Chairman Heffern seconded.

VOTE: 5-0.

9) New Business:

Chairman Lambert discussed stormwater compliancy matters at 55 Glenlee Lane.

There was a board discussion on the matter.

5. LEGAL

1) 2023 Budget.

MOTION: Vice Chairman Heffern moved that the Board approve the 2023 budget as advertised. Chairman Lambert seconded.

Supervisor Nielsen questioned the community donation of \$11,000 in the budget, SPCA animal control, and Foreign Fire Tax in the 2023 budget.

Township Manager Swichar stated that there is \$8,000 budgeted for 2023. The animal control charges in the 2022 only reflect half of the year. He stated that the relief money comes in and is distributed to the fire companies.

VOTE: 5-0.

2) 2023 Tax Resolution Establishing Real Estate Millage.

Solicitor Crotty stated that the Resolution establishes the tax rate for 2023,

MOTION: Supervisor Wright moved that the Township approve Resolution 2022-27, establishing the Township property tax rates for 2023 as follows: 2.00 mills general millage; 0.44 mills emergency services millage; and 0.56 mills fire tax millage. Supervisor Nielsen seconded

Township Manager Swichar stated there is no tax increase for 2023.

VOTE: 5-0.

3) Fee Schedule Resolution 2022-27

Solicitor Crotty stated that Resolution increases the trash fee.

MOTION: Vice Chairman made a motion to approve Resolution 2022-28 approving the Township Fee Schedule to reflect the new trash fee of \$310. Supervisor Wright seconded.

VOTE: 5-0.

4) Ordinance #2022-04 Amending Open Burning Ordinance

Solicitor Crotty stated that the current permit is six months and the proposed Ordinance will change it to the entire calendar year.

MOTION: Supervisor Nielsen moved that the Township adopt Ordinance #2022-04 amending Exhibit 7-3-A of section 7-301, Open Burning Regulations. Vice Chairman Heffern seconded.

VOTE: 5-0

Chairman Lambert questioned if you could burn a shrub.

Township Manager Swichar stated you cannot burn shrubs or leaves.

There was a board discussion on the topic.

5) 2023 Bidding Thresholds

Solicitor Crotty stated that the bidding threshold was changed for 2023. \$12,200 is the lower threshold requiring written quotes. Above \$22,500 requires a formal bidding process.

6) PLANNING COMMISSION

- 1) No Planning Commission Report Submitted.

7) POLICE DEPARTMENT

- 1) November Police Report submitted for Board and resident review.

8) PUBLIC WORKS DEPARTMENT

- 1) November Road Department Report submitted for Board and resident review

9) HISTORICAL COMMISSION

- 1) No report submitted.

10) PARK AND RECREATION BOARD

- 1) No report submitted

11) OLD BUSINESS

Supervisor Wright discussed the Backyard Chicken Ordinance.

12) NEW BUSINESS

- 13) PUBLIC PARTICIPATION: None

14) ADJOURNMENT

MOTION: Supervisor DiRado made a motion to adjourn the December 13, 2022 of Supervisors Meeting at 7:41PM. Supervisor Wright seconded.

VOTE: 5-0.

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