



EAST FALLOWFIELD TOWNSHIP



Board of Supervisors Reorganizational Approved Meeting Minutes January 3, 2023 at 6:00 p.m.

1. Call to Order, Silent Meditation, and Pledge of Allegiance.
2. Wilson Lambert stated that an Executive Session was held on January 3, 2023 to discuss personnel matters.
3. Township Manager Swichar gave introductions for the swearing-in ceremony of new police chief
4. Reverend Annalie Korengel delivered the invocation at the swearing-in of Chad Osborn
5. Bob McCarron, Chester County FOP Lodge President presented remarks.
6. Swearing in of Chad Osborn as Chief of Police was done by Judge Nancy Gill.
7. Police Chief Chad Osborn made remarks.
8. Elect Temporary Chairperson to start the meeting.

MOTION: Supervisor Joe Heffern made a motion to appoint Wilson Lambert as temporary Chairperson to start the January 3, 2023 Reorganizational meeting. Supervisor Nielsen seconded.

VOTE: 5-0.

9. Election of Chairperson.

MOTION: Supervisor DiRado made a motion to appoint Wilson Lambert as the 2023 Board of Supervisors Chairperson. Supervisor Heffern seconded.

VOTE: 5-0.

10. Election of Vice Chairperson.

MOTION: Chairman Lambert made a motion to appoint Joe Heffern as the 2023 Board of Supervisors Vice Chairperson. Supervisor DiRado seconded.

VOTE: 5-0.

11. Appointment of Township Solicitor.

MOTION: Supervisor Nielsen make a motion to appoint the firm of Siana, Bellwoar & McAndrew, LLP for the 2023 year, at the rate of \$210 per hour for general municipal legal services. Vice Chairman Heffern seconded.

VOTE: 5-0.

12. Resolution 2023-01 Township Auditor for Fiscal year 2023.

MOTION: Supervisor DiRado make a motion to approve Resolution 2023-01 appointing BBD as the East Fallowfield Township auditors, replacing the elected auditors for the fiscal year of 2023. Vice Chairman Heffern seconded.

Supervisor Nielsen questioned if the township still needs an appointed auditor.



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Solicitor Crotty stated that the elected auditors serve as a backup role to the appointed auditor. The term of the elected auditor is six years.

VOTE: 5-0.

13. Appointment of Township Manager.

MOTION: Vice Chairman Heffern made a motion to appoint Scott Swichar as the 2023 Township Manager. Supervisor Wright seconded.

VOTE: 5-0.

14. Appointment of Township Treasurer.

MOTION: Vice Chairman Heffern made a motion to appoint Lisa Ionata as the 2023 Township Treasurer. Supervisor DiRado seconded.

VOTE: 5-0.

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

MOTION: Vice Chairman Heffern made a motion to appoint Scott Swichar as the 2023 Township Secretary and Township Right to Know Officer. Chairman Lambert seconded.

VOTE: 5-0.

16. Appointment of Administrative Office Assistant.

MOTION: Supervisor Nielsen made a motion to appoint Denise Verderosa as the 2023 Administrative Office Assistant. Vice Chairman Heffern seconded.

VOTE: 5-0.

17. Appointment of Part-Time Office Assistant

MOTION: Vice Chairman Heffern made a motion to appoint Sue Sereditch as the part-time Office Assistant. Chairman Lambert seconded.

VOTE: 5-0.

18. December 13, 2022 Board of Supervisors Meeting Minutes

MOTION: Vice Chairman Heffern made a motion to approve the December 13, 2022 Board of Supervisors meeting minutes. Supervisor DiRado seconded.

VOTE: 5-0.



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Board of Supervisors

Reorganizational Approved Meeting Minutes

January 3, 2023 at 6:00 p.m.

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

MOTION: Vice Chairman Heffern 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 Environmental Advisory Committee (EAC) at 6:30pm on the 3rd Thursday of every month. Supervisor Wright seconded.

VOTE: 5-0.

Supervisor DiRado questioned about the Building Committee meeting dates.

Amended Motion: Vice Chairman Heffern moved to amend the prior stated motion to include the Building Committee meetings on the 4th Monday of every month at 6:30PM. Chairman Lambert seconded.

VOTE: 5-0.

20. Appointment of Public Works Department.

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

Public Works Assistant Road Foreman	Tim Gathercole – \$31.86/hour
Public Works Laborer	Justin Gathercole – \$27.10/hour
Public Works Laborer	Bill Lewis-\$25.75/hour

Supervisor Wright questioned if each amount needs to be called out.

Solicitor Crotty stated yes.

VOTE: 5-0.

21. Appointment of “As needed” snow plowers.

MOTION: Vice Chairman Heffern made a motion to appoint the following “as needed” snow plow operators as presented, with those with a CDL paid \$21.00 per hour, and the rest of the snow plow operators being paid \$20.00 per hour. Supervisor Nielsen seconded.

Snow Plow Operator	Dan Mowery – \$21.00/hour
Snow Plow Operator	Joe Gathercole - \$20.00/hour
Snow Plow Operator	Alfred Perine - \$20.00/hour
Snow Plow Operator	Jim Reagan – \$21.00/hour
Snow Plow Operator	Anthony Sirna – \$21.00/hour
Snow Plow Operator	Frank Dowlin - \$21.00/hour
Snow Plow Operator	Chris Corle - \$21.00/hour
Snow Plow Operator	Bruce Phillips-\$21.00/hour
Snow Plow Operator	Alex Gamps-\$20.00/hour



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Supervisor Nielsen questioned if there are other people in the company other than Rob McLarnon.

Township Manager Swichar stated yes.

VOTE: 5-0.

26. Supervisor Liaison Appointments.

MOTION: Supervisor Wright made a motion to appoint the following Board liaisons as presented. Supervisor Nielsen seconded.

Township Office – Chairman Lambert
Police Department – Vice Chairman Heffern
Public Works Department – Supervisor Nielsen
Emergency Services and Fire Marshal – Supervisor DiRado
Planning Commission – Supervisor Wright
Historical Commission – Chairman Lambert
Park and Recreation – Vice Chairman Heffern
Environmental Advisory Committee (EAC) – Supervisor DiRado

VOTE: 5-0.

27. 2023 State Supervisor's Association Convention Voting Delegate.

MOTION: Supervisor Wright make a motion to appoint himself as the 2023 State Supervisor's Association Convention Voting Delegate, and Chairman Lambert as alternate Voting Delegate. Chairman Lambert seconded.

Solicitor Crotty stated that PSATS Conference is April 23-26

VOTE: 5-0.

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

MOTION: Supervisor DiRado made a motion to appoint herself as the Primary Delegate and Supervisor Wright as the Secondary Delegate of the WCC CoG. Chairman Lambert seconded.

VOTE: 5-0.

29. Vacancy Board.

MOTION: Supervisor Wright make a motion to appoint Jennifer Wright as the East Fallowfield Township 2023 Vacancy Board member. Vice Chairman Heffern seconded.

Supervisor DiRado stated she is uncomfortable having two family members on the board at the same time. ‘

Solicitor Crotty stated that the vacancy board chair cannot hold another position in the township. This person would not serve as a Supervisor. They would only break a tie. This position is a last line of defense, before the vacancy is filled by a court.



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Chairman Lambert stated this is an important position to fill since it breaks the deadlock. He questioned if there is a conflict of interest if he were to appoint his wife. He stated that his wife does not need to be on the Vacancy Board.

Township resident Jennifer Wright stated that she is not eligible to hold the role since she is on the Planning Commission and Teri Dickinson would not be allowed since she is on the Park and Rec Board and EAC.

Solicitor Crotty stated that there is no conflict of interest under the state ethics act if Chairman Lambert were to appoint his wife because the role is unpaid. There might be philosophical objections, however.

Supervisor Nielsen stated that Roxanne Liberace is the current vacancy board member.

MOTION: Supervisor Nielsen made a motion to appoint Roxanne Liberace as the East Fallowfield Township 2023 Vacancy Board member. Vice Chairman Heffern seconded.

VOTE: 5-0.

30. Law Offices of John Carnes Jr.

MOTION: Supervisor Wright made a motion to appoint The Law Offices of John Carnes Jr. as the 2023 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.

31. Herbert E. MacCombie Jr. P.E.

MOTION: Supervisor Wright made a motion to appoint Herbert E. MacCombie Jr. P.E. as the 2023 Township Sewer Consultant, and approve their 2023 fee schedule, as presented. Vice Chairman Heffern seconded.

VOTE: 5-0.

32. Traffic Planning and Design.

MOTION: Vice Chairman Heffern make a motion to appoint Traffic Planning and Design as the 2023 Township Traffic Consultants, and approve their 2023 fee schedule, as presented. Chairman Lambert seconded.

Supervisor Wright questioned the proposal and 2023 rates.

Randy Waltermeyer, from TPD provided an overview of the proposal.

There was a board discussion on the T.P.D fee schedule.

VOTE: 5-0.

33. Township Engineer.



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MOTION: Vice Chairman Heffern made a motion to appoint Della Penna Engineering Inc. as the 2023 Township Engineer, and approve his 2023 fee schedule as presented. Supervisor DiRado seconded.

Supervisor Nielsen questioned if Mr. Della Penna is a sole proprietorship.

Mr. Swichar stated yes.

Supervisor Wright questioned if there is a current insurance certificate for Della Penn Engineering, Inc.

There was a board discussion on Della Penna Engineering.

AMENDED MOTION: Supervisor Wright made an amendment to appoint Della Penna Engineering subject to including proof of insurance. Supervisor Nielsen seconded.

VOTE: 5-0.

There was a board discussion about Della Penna Engineering.

34. Fee Schedule Resolution 2023-02.

MOTION: Supervisor Wright made a motion to approve Resolution 2023-02 approving the Township Fee Schedule. Supervisor DiRado seconded.

Township Manager Swichar stated that the fee schedule was already approved at the December 2022 meeting. The fee schedule had increased the trash fee from \$275 to \$310.

VOTE: 5-0.

35. Agricultural Security Commission.

a. Appointment of 2023 Chairperson (Board of Supervisor Member).

MOTION: Vice Chairman Heffern made a motion to appoint Joe Heffern (Board of Supervisor Member) as the 2023 Chairperson of the Agricultural Security Commission. Supervisor Wright seconded.

VOTE: 5-0.

Joe Heffern-Board of Supervisors Member) - Chairperson 2023

- 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)

36. Zoning Hearing Board.

Resolution to Appoint Kathleen Moffitt as a Zoning Hearing Board member for the term ending December 31, 2025.



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MOTION: Supervisor Nielsen make a motion to adopt Resolution 2023-3 appointing Kathleen Moffitt as a Zoning Hearing Board member for the term ending December 31, 2025. Chairman Lambert seconded.

VOTE: 5-0.

Kathleen Moffitt – Member 2023 to 2025
Ellis Weiss - Member 2021 to 2023
Jason Hewson – Member 2022-2024

37. Planning Commission.

Motion: Supervisor Wright made a motion to reappoint Al Wright, Jonathan Egger, and Joe Perzan to the Planning Commission for the term ending December 31, 2026. Vice Chairman Heffern seconded.

VOTE: 5-0.

Michael Domboski	Chairman	2020 to 2023
Sue Monaghan	Vice Chairman	2020 to 2023
<i>Alfred Wright</i>	<i>Member</i>	<i>2023 to 2026</i>
<i>Jonathan Egger</i>	<i>Member</i>	<i>2023 to 2026</i>
<i>Joe Perzan</i>	<i>Member</i>	<i>2023 to 2026</i>
Vacant	Member	2022 to 2025
Jennifer Wright	Member	2022 to 2025

38. Park and Recreation Committee.

Al Wright	Member	2020 to 2024	5 year term
Frederick Weiss	Member	2022 to 2026	5 year term
Sandra Stephens	Member	2021 to 2025	5 year term
Vacant	Member	2022 to 2026	5 year term
Clare Small	Member	2019 to 2023	5 year term
Teri Dickinson	Member	2021 to 2025	5 year term
Christen Ali	Member	2022 to 2026	5 year term

39. Historical Commission.

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

40. Environmental Advisory Committee (EAC)



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MOTION: Supervisor Nielsen make a motion to appoint Scott Swichar, Joe Heffern, John Nielsen, Teri Dickinson, Deane Madsen, and Tanner Burns to the Environmental Advisory Committee (EAC) with the term ending 12/31/2023. (9 members maximum). Vice Chairman Heffern seconded.

VOTE: 5-0.

Scott Swichar	Member 2023 to 2023	1-year term
Joe Heffern	Member 2023 to 2023	1-year term
John Nielsen	Member 2023 to 2023	1-year term
Teri Dickinson	Member 2023 to 2023	1-year term
Deane Madsen	Member 2023 to 2023	1-year term
Tanner Burns	Member 2023 to 2023	1-year term
Jeanne Berlin	Member 2023 to 2023	1-year term
Vacant	Member 2023 to 2023	1-year term
Katja DiRado	Alternate Member 2023 to 2023	1-year term

41. Municipal Building Committee

MOTION: Vice Chairman Heffern made a motion to reappoint the following to the Municipal Building Committee with the term ending 12/31/2023 (5 members maximum).Supervisor Wright seconded.

Jennifer Wright	Member 2023 to 2023	1-year term
Wilson Lambert	Member 2023 to 2023	1 year term
Katja DiRado	Member 2023 to 2023	1 year-term
Mike Domboski	Member 2023 to 2023	1 year-term
Brian Simmons	Member 2023 to 2023	1 year-term
Scott Swichar	Advisor	1 year-term

VOTE: 5-0.

42. United Construction Code Township Representative and Alternate.

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

Supervisor Nielsen questioned why the Uniform Construction Code representative is needed.

Solicitor Crotty stated that the zoning hearing board is judge when someone appeals something under zoning ordinance. UCC is the same thing for building and plumbing code. The board decides appeals for code issues.

VOTE: 5-0.

43. Elected Auditors.

Chairman Lambert stated that Township Board of Auditors shall hold an organization meeting on Wednesday, January 4, 2023 at 6:00 p.m. at the Township building.

Vacant 2022 to 2023 2 year unexpired term



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Sharon Scott	2022 to 2027	Full Term
Ayoade Ojikutu	2020 to 2025	6 year term

Note: In 2021, 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.

Vice Chairman Heffern questioned if the position can be left vacant.

Solicitor Crotty stated that the position could be filled or left vacant.

44. Tax Collector 4-year term

Barbara Ann Henry 2022 to 2025 4 year term

45. Constable 6 year term

Tammy Marie Corlessa 2022 to 2027 6 year term

46. Designated Banks.

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

Supervisor Nielsen questioned when the transition to Meridian Bank will be complete.

Township Manager Swichar stated that the transition will be completed shortly.

VOTE: 5-0.

47. Payment Authorizations.

MOTION: Supervisor Wright made a motion to approve the Payment Authorizations for the period of December 14, 2022 through January 3, 2023 in the total amount of \$482,282.24 as presented. Vice Chairman Heffern seconded.

VOTE: 5-0.

48. November 30, 2022 Treasurer's Report

MOTION: Chairman Lambert made a motion to approve the November 30, 2022 Treasurer's Report as presented. Vice Chairman Heffern seconded.

VOTE: 5-0.

49. Consultant Selection Committee for East Fallowfield Open Space, Recreation, and Environmental Resources Plan Update.



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Township Manager Swichar stated that the township was notified last November that we were awarded a \$30,000 grant from the Vision Partnership Program to complete an Open Space, Recreation, and Environmental Resources Plan. Mr. Swichar recommended interviewing three consultants for the role. He stated that Teri Dickinson and Mike Domboski have expressed interest in serving on the committee to interview prospective candidates.

MOTION: Supervisor Wright made a motion to appoint Mike Domboski and Alfred Wright to work on a Consultant Selection Committee with staff as part of the consultant selection process for the East Fallowfield Township Open Space, Recreation, and Environmental Resources Plan Update.

There was a board discussion on the plan update.

MOTION: Vice Chairman Heffern made a motion to appoint Mike Domboski and Teri Dickinson to work on a Consultant Selection Committee with staff as part of the consultant selection process for the East Fallowfield Township Open Space, Recreation, and Environmental Resources Plan Update. Supervisor Nielsen seconded.

Supervisor Nielsen questioned whether the consultants were already picked.

VOTE: 4-1. Supervisor Wright voted nay.

50. An Agreement between East Fallowfield Township and Meridian Bank for Remote Deposit

MOTION: Supervisor Nielsen moved that the Township approve an agreement between East Fallowfield Township and Meridian Bank authorizing remote deposit. Vice Chairman Heffern seconded.

Supervisor Nielsen questioned the purpose of the service. He questioned the recurring Verizon and PECO bills.

Treasurer Ionata stated the service is currently being used by Fulton Bank and will make it easier to deposit checks.

Township Manager Swichar stated that they are looking at developing a policy to approve routine expenses.

VOTE: 5-0.

51. Proposed Chicken Ordinance (Discussion)

There was a discussion on the proposed chicken ordinance.

Supervisor DiRado questioned if the Planning Commission would consider a minimum ½ acre requirement rather than the current recommendation of 1 acre. She asked the PC to reconsider the 1 acre recommendation.

Mr. Domboski, chair of the planning commission discussed the ordinance recommendation of the Planning Commission. He stated the PC would reconsider their recommendation for 1 acre minimum requirement.

52. New Business.



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53. Public Participation.

54. Adjournment.

MOTION: Supervisor Wright make a motion to adjourn the January 3, 2023 Reorganizational Meeting. Chairman Lambert seconded the motion. Meeting adjourned at 7:40PM.

VOTE: 5-0.