

EAST FALLOWFIELD TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
March 12, 2024 **Approved Minutes**  
6:32 p.m.

**Members Present**

John Nielsen, Vice Chairman  
Katja DiRado, Member  
Al Wright, Member  
Mike Domboski, Member

**Township Staff Present**

Scott Swichar, Township Manager  
Lisa Ionata, Township Treasurer  
Chad Osborn, Police Chief  
**Township Solicitor**  
Mike Crotty

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

Vice Chairman Nielsen called the meeting to order at 6:32 PM.

Vice Chairman Nielsen stated there was an executive session on March 12, 2024 to discuss legal matters.

2. DISCUSSION

A. APPROVAL OF MINUTES

February 27, 2024 BOARD OF SUPERVISORS MEETING MINUTES

MOTION: Supervisor DiRado made a motion to approve the February 27, 2024 Board of Supervisors meeting minutes as presented. Supervisor Wright seconded.

Supervisor Domboski stated the vote for the proposal from Lenni Electric for lights in the parking lot reflects 4-0, however it should be 4-1 since he voted nay.

Township Manager Swichar stated that he would make the correction.

VOTE: 4-0.

B. FIRE DEPARTMENTS & DEPARTMENT OF EMERGENCY SERVICES

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

3. TREASURER'S REPORT

- 1) February 29, 2024 Treasurer's Report.

MOTION: Supervisor Domboski made a motion to approve the February 29, 2024 Treasurer's Report as presented. Supervisor Wright seconded.

VOTE: 4-0.

2) Payment Authorizations.

MOTION: Vice Chairman Nielsen made a motion to approve the Payment Authorizations for the period of February 28, 2024 through March 12, 2024 in the total amount of \$171,810.47 as presented. Supervisor Wright seconded.

VOTE: 4-0.

4. TOWNSHIP MANAGER'S REPORT

Township Manager Swichar recommended moving 7B to accommodate the township engineer.

1) Approval of Land Development Application – 1700 Goosetown Road – Parcel No 47-5-98

Solicitor Crotty stated that there is an existing house at 1700 Goosetown Road. There is a proposal to add a second building for a kennel and grooming operation. They have received approval from the zoning hearing board last year. The request is now for land development. The applicant has met with the Planning Commission and Historical Commission. Review letters note recommendations for approval. The Township engineer recommended approval in his review letter and stated all issues were addressed. The solicitor prepared a form of decision and conditions that the applicant must meet are standard.

MOTION: Vice Chairman Nielsen moved that the Township approve the preliminary/final land development plans for the Schlichtig application, per the form of the written decision prepared by the Township Solicitor. Supervisor Domboski seconded.

Supervisor Wright stated there was a comment about parking in the Act 247 letter and comments from township engineer.

The applicant's engineer stated the parking lot will be in the front of the building. There was additional testing for septic system that was conducted.

Vice Chairman Nielsen questioned if adjoining neighbors were notified.

Tara Schlichtig, the applicant, stated that the neighbors had previously been notified.

Supervisor Domboski questioned if the landscaping schedule was reviewed.

Township engineer, Nate Cline, stated yes. Species will be adequate for the area.

Ms. Schlichtig questioned if she can do the project in two phases.

Solicitor Crotty stated yes. Parking lot could be done first as long as stormwater is also done. Building can't be done first.

Supervisor Nielsen questioned how many lots.

Ms. Schlichtig stated one lot.

Supervisor Domboski questioned if the township engineer received the historical commission letter note about the historic structure.

Township Engineer Cline stated yes.

VOTE: 4-0.

2) 2024 Road Paving Project

Township Manager Swichar stated that the Township budgeted \$350,000 for the 2024 road paving project. The Township's road foreman and inspector from Pennoni inspected the roads and they are recommending that Jane Street, a small area on Mount Carmel Road, Park Avenue, Windy Hill Road, Cumberland Drive, and Perry Circle be included in the program. The estimated cost is \$349,616. If the board approves the project list tonight, the township engineer will prepare the bid package and advertise the project in April for award at the April 23, 2024 Board meeting.

MOTION: Supervisor DiRado moved that the Township authorize the advertisement to request bids for the 2024 road paving project to resurface Jane Street, Mount Carmel, Park Avenue three sections, Windy Hill Road, Cumberland Drive, and Perry Circle. Vice Chairman Nielsen seconded.

Supervisor Wright questioned pricing this year. He questioned whether more work is needed on Mount Carmel Road due to wash outs.

Vice Chairman Nielsen questioned how cost estimates are determined.

Township Engineer Cline stated that the pricing has been flat. The work would likely be completed in June, July, or August. The engineer will take a second look at Mount Carmel Road. Mount Carmel will be kept at a base level. Mr. Cline provided an overview of how the roads will be paved. Costs are determined by linear foot.

Supervisor DiRado questioned how Jane Street would be made safer.

Township engineer Cline stated they would take a second look at the road.

Township Manager Swichar stated that public works placed a guardrail at the end of the Jane Street last year.

VOTE: 4-0.

3) Wage Increases for Non-Bargaining Unit Staff

MOTION: Supervisor Wright made a motion to approve a 4% wage increases for the following non- bargaining unit staff retroactive to January 1, 2024: Vice Chairman Nielsen seconded.

<u>Employee</u>	<u>Current Wage</u>	<u>Proposed Increase</u>	<u>Recommended</u>
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Nancy Baker	\$23.11/hour	4%	\$24.03/hour
Denise Verderosa	\$45,864	4%	\$47,698 (annual)
Sue Sereditch	\$17.68	4%	\$18.39/hour
Chad Osborn	\$107,000	4%	\$111,280 (annual)
Lisa Ionata	\$90,000	4%	\$93,600 (annual)

VOTE: 4-0.

4) A Resolution Authorizing the Township Manager to Approve and Release Certain Disbursements During the Intervals Between Board Meetings.

Township Manager Swichar stated that the board approved the use of ACH for payments that need to be made on between board meetings. The Township is now using electronic fund transfers for recurring charges. This helps to avoid late payments. The resolution was approved last year, but the board only authorized its use until February 28, 2024 so they could evaluate the use. The proposed resolution will allow the township to continue making ACH payments.

Solicitor Crotty stated the use of ACH helps the township avoid incidents of check washing.

MOTION: Supervisor Wright moved that the Township approve Resolution No. 2024-07 authorizing the Township Manager to approve and release certain disbursements during the intervals between board meetings. Vice Chairman Nielsen seconded.

Supervisor DiRado questioned if the resolution has an expiration date and should it be renewed every year.

Solicitor Crotty stated that the board still approves the expenditures at the board meeting.

VOTE: 4-0.

5) An Agreement with Stroud Water Research for Forrested Buffer Restoration

Township Manager Swichar stated that the board approved the TMDL plan in 2022. As part of the plan, the township is required to take steps to reduce stormwater sediment loads. Stroud Water Research Center is willing to partners with the township on a riparian buffer restoration project in the township park near the intersection of Doe Run Road and Strasburg. Stroud will supply the trees and provide manpower to plant the trees, and provide maintenance for three years. There is no cost to the township. The board has a map in their packet showing the location of the project. Stroud partnered with DCNR who is funding the project. The township is piggybacking off the program.

MOTION: Supervisor DiRado moved that the Township approve an agreement with Stroud Water Research for a forested buffer restoration project on Township-owned land near the intersection of Doe Run Road and Strasburg Road. Vice Chairman Nielsen seconded.

Shane Cloyd, township resident, questioned what ongoing maintenance would be required. Township Manager Swichar stated that mowing would be required and that restaking might be needed. The organization will typically work with the township after 3 years.

Supervisor DiRado questioned what type of trees would be planted.

Township Manager Swichar stated he is not sure.

Vice Chairman Nielsen questioned the timeframe for the project.

Township Manager Swichar stated that the project would likely happen in the spring.

VOTE: 4-0.

6) PMHIC UHC 2024 Wellness Grant of \$1,600 for employee wellness initiatives (Informational)

Township Manager Swichar stated that the Township received a \$1,600 wellness grant from PHMIC which is part of Benecon. The Township is able to use the money for wellness initiatives for township employees and we usually let the staff decide how to spend the money as long as it is health related.

Shane Cloyd, Township resident questioned if the township has received this type of grant in the past.

Township Manager Swichar stated yes.

7) New Business: none

5. LEGAL

8) Stormwater Management Agreement for 13 Juniata Drive

Solicitor Crotty stated that when someone does a project that requires stormwater management they must execute an agreement with the township that they will take care of it. The new agreements spells out how the applicant will take care of it.

MOTION: Supervisor Domboski moved that the Board approve the Stormwater Management Agreement for 13 Juniata Drive in the form as presented, and authorize the plans to be released for recording. Supervisor DiRado seconded.

Vice Chairman Nielsen questioned if the matter went through the planning commission.

Solicitor Crotty stated that it went through the Zoning Hearing Board for approval.

Supervisor DiRado questioned if there is a mechanism to make sure the owner is complying.

Solicitor Crotty stated yes. The agreement spells out that the landowner is responsible for their own inspection and how frequently they must complete an inspection. The agreement allows the township to go out and inspect if need be.

VOTE: 4-0.

- 9) Resolution No. 2024-08 A Resolution approving the adoption of revisions to the Employee Handbook/Personnel Manual for East Fallowfield Township

Solicitor Crotty stated that revisions would incorporate workplace harassment and sexual abuse. The changes came from the township's liability carrier.

MOTION: Supervisor DiRado made a motion to approve Resolution No. 2024-08 approving revisions to the Employee Handbook/Personnel Manual for East Fallowfield Township as presented in the Resolution. Supervisor Wright seconded.

VOTE: 4-0.

- 10) Memorandum of Understanding with Teamsters

Solicitor Crotty stated that the change would allow public works employees to receive sick days after 90 days of service instead of one year of service. Vacation benefits would also be enhanced and the change would also allow for CDL training reimbursement.

MOTION: Vice Chairman Nielsen moved that the Board approve and authorize the execution of the Memorandum of Understanding between the Township and the Teamsters, in the form as presented. Supervisor Wright seconded.

Supervisor Wright questioned if this would amend the collective bargaining agreement. He questioned the effective date.

Solicitor Crotty stated yes. The agreement is effective at signature.

VOTE: 4-0.

## 6. PARK AND RECREATION BOARD

- 1) Health Fair (Report by Park and Rec Chair, Teri Dickinson)

Ms. Dickinson provided an overview of township special events. She discussed a Health Fair on May 4, 9:00am-12pm.

- 2) Proposal from Crystal Murphy and the Music Notes

MOTION: Supervisor Wright made a motion that the township approve a proposal from Crystal Murphy and the Music Notes for a family concert on August 3, rain date August 10. Vice Chairman Nielsen seconded.

Supervisor DiRado questioned if there are two sessions.

Supervisor Wright questioned if the total cost is \$600.

Ms. Dickinson stated yes.

VOTE: 4-0.

3) Agreement with Showstoppers for 2024 Summer Concert Series

MOTION: Supervisor Domboski made a motion to authorize the township manager to sign an agreement with Showstoppers, Unlimited for a summer concert series at a cost of \$7,200. Supervisor Wright seconded.

Supervisor Wright questioned how many concerts.

Supervisor DiRado questioned if the lights will be installed.

Township Manager Swichar stated that the gazebo lights were installed. He stated that the concerts are budgeted in Park and Rec, however the township seeks sponsorships which cover the costs of holding the event.

Supervisor DiRado questioned why the events are held during the week instead of the weekend.

Township Manager Swichar stated that more people are around during the week in the summer.

VOTE: 4-0.

4) PLANNING COMMISSION

- 1) No Planning Commission Report Submitted.

5) POLICE DEPARTMENT

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

6) PUBLIC WORKS DEPARTMENT

- 1) February Road Department Report submitted for Board and resident review
- 2) Purchase of Skid Steer Planer Attachment

MOTION: Vice Chairman Nielsen made a motion authorizing the Township Manager to purchase a skid steer planer attachment from the Pennsylvania Co-Stars program from United Rentals at a cost of \$18,900 from the Township's ARPA fund. Supervisor Wright seconded.

Township Manager Swichar stated that the attachment would help the public works department with road repairs. The planer is an attachment for the skid loader that is used for milling roads.

Vice Chairman Nielsen questioned if the machine could be used for potholes.

Township Manager Swichar stated yes and well as larger repairs.

Township resident Shane Cloyd questioned if the machine could be used for mill and overlay.

Township Manager Swichar stated that the machine is not large enough for large sections of road work. Supervisor DiRado questioned if there is a warranty and whether there is any upkeep.

Solicitor Crotty stated that the purchase is through Costars, so if there was an issue, the township could complain to Costars.

Township Manager Swichar stated that the maintenance is minimal because it is an attachment.

Supervisor Domboski questioned the price.

Township Manager stated that the township does not pay tax so that would not be included in the purchase price.

VOTE: 4-0.

7) HISTORICAL COMMISSION

- 1) Report Submitted for Board and resident review.
- 2) 30 Loop Road - Certificate of Appropriateness.

Mr. McCormick stated that the historical commission only recommended that the roof be replaced. The Historical Commission did not vote on the windows being replaced. The historical commission still needs to review the window selection. He stated that the historical commission will meet again on April 3 to review the windows.

Vice Chairman Nielsen questioned the door and the form that was not completed.

MOTION: Vice Chairman Nielsen made make a motion to table the proposed motion for 30 Loop Road to the April meeting. Supervisor DiRado seconded.

VOTE: 4-0.

1) OLD BUSINESS:

Supervisor DiRado questioned the status of People's Hall.

Joe McCormick provided an overview of the work that is being done.

There was a discussion about People's Hall.

Connie McLaughlin, township resident, asked a question about events at People's Hall.

Supervisor Domboski requested an update on issues on Mortonville Road.

Township Manager Swichar discussed Mortonville Road.

Vice Chairman Nielsen questioned the status of 1035 West Chester Road.



2) NEW BUSINESS:

Teri Dickinson discussed the little free library at the park.

Joe McCormick stated that the Historical Commission sent an email to the board about Chester County 250.

There was a discussion about the elementary school and the historic value of the building.

3) PUBLIC PARTICIPATION:

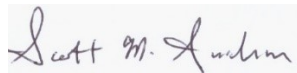
Shane Cloyd, Township resident, asked a question about the Municipal Building Committee.

4) ADJOURNMENT

MOTION: Supervisor Wright made a motion to adjourn the March 12, 2024 Board of Supervisors Meeting at 7:40PM. Vice Chairman Nielsen seconded.

VOTE: 4-0.

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