

EAST FALLOWFIELD TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
June 25, 2024 Approved Minutes  
6:30 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 6:30 PM.

Vice Chairman Nielsen stated that there was an executive session on June 11, 2024 to discuss personnel matters.

2. DISCUSSION

A. APPROVAL OF MINUTES

May 28, 2024 BOARD OF SUPERVISORS MEETING MINUTES

MOTION: Supervisor DiRado made a motion to approve the May 28, 2024 Board of Supervisors meeting minutes as presented. Supervisor Domboski seconded.

VOTE: 3-0. Vice Chairman Nielsen abstained.

3. PRESENTATIONS

1) PRESENTATION BY JUSTIN BRAME-PENNSYLVANIA AMERICAN WATER MAIN REPLACEMENT PROJECT

Mr. Brame gave a presentation on PA American's waterline infrastructure and how it impacted residents in East Fallowfield Township. The Coatesville water system has a 24" water main that runs parallel to the Amtrak train. It was built in the early 1900's. The company is now replacing mains by slip lining new pipe into the old pipe. When the Strasburg Hunt booster station is not running, there are low pressure issues. The company has been shutting off water and installing a bypass each time the line is replaced. Pennsylvania American Water is looking at putting a tank in Strasburg Hunt area. If a booster station is down, a tank would alleviate any problems. Mr. Brame stated future outages will be from 8:00pm to 6:00am with notification being provided.

There was a discussion about the water pressure issues.

2) LIFE SAVING COMMENDATIONS (WESTWOOD FIRE COMPANY and MODENA FIRE COMPANY)

Joe Kennedy, from Westwood Fire Company presented commendations to several individuals for their life saving efforts.

4. TREASURER'S REPORT

1) May 31, 2024 Treasurer's Report.

MOTION: Supervisor DiRado made a motion to approve the May 31, 2024 Treasurer's Report as presented. Vice Chairman Nielsen seconded.

VOTE: 4-0.

2) Payment Authorizations.

MOTION: Supervisor DiRado made a motion to approve the Payment Authorizations for the period of May 29, 2024 through June 25, 2024 in the total amount of \$290,082.52 as presented. Supervisor Domboski seconded.

Vice Chairman Nielsen stated that a large portion of the money went to Modena Fire Company and Westwood Fire Company.

VOTE: 4-0.

3) A Resolution approving the adoption of revisions to the Employee Handbook/Personnel Manual for East Fallowfield Township

MOTION: Vice Chairman Nielsen made a motion to approve Resolution No. 2024-16 approving revisions to the Employee Handbook/Personnel Manual for East Fallowfield Township as presented in the Resolution. Supervisor Dirado seconded.

Treasurer Ionata provided an overview of the proposed rounding rule. The rule affects non-union employees that are non-exempt that use the time clock. The rounding rules are common among employers. In you clock in within 7 minutes of your start time, the time card will round to the proper time. If you arrive 8 minutes after your start time, it will round up to the next 15 minutes. A correction was made for the working hours at the township building as well. The township building is open 8:30am-4:30pm.

VOTE: 4-0.

5. TOWNSHIP MANAGER'S REPORT

1) Modena Fire Company – Request for Capital Funding for 2018 Pierce Enforcer Engine

Township Manager Swichar stated that the township budgets money from the Fire/EMS Fund for Modena Fire Company and Westwood Fire Company for capital expenditures. The \$20,000 payment would be the 6<sup>th</sup> payment on Modena’s fire truck loan. The payment is due on August 1.

MOTION: Supervisor DiRado made a motion to pay a sixth loan installment payment of \$20,000 to Modena Fire Company for the 2018 Pierce Enforcer Engine. Supervisor Wright seconded.

Township resident Nina Petro questioned if the fire truck was purchased new in 2018.

Modena Fire Company President Frank Dowlin stated that it was purchased new. The loan term is 15 years.

VOTE: 4-0.

2) Sale of 2014 Dodge Charger (VIN# 21FDAF57P63ED73176) - Resolution No. 2024-17.

Mr. Swichar stated that the township sells its old or unused equipment on MuniBid or Govdeals. Monies generated from the sale of the equipment goes into the General Fund.

Supervisor DiRado questioned if the vehicle is a police car.

Township Manager Swichar stated yes.

MOTION: Vice Chairman Nielsen made a motion to approve Resolution No. 2024-17 authorizing the sale of a 2014 Dodge Charger as presented. Supervisor Domboski seconded.

VOTE: 4-0.

3) DCED Multi-Modal Transportation Fund - Resolution 2024-18

Township Manager Swichar stated that the DCED MTF grant could provide grant funding for the collapsed bridge. The Township engineer estimates the cost to rebuild the bridge is 897,463.00. The Township could request a grant in the amount of \$765,380.07.

Supervisor Wright questioned why the project amount is higher than the grant amount.

Township Manager Swichar stated that the grant will only pay for engineering expense that are 10% of the project amount. The budget is specific for the DCED grant. The Township would need to contribute approximately \$130,000 on top of the grant.

Supervisor Wright questioned how much the grant would fund.

Supervisor Domboski stated the grant could cover about 85% of the total project cost.

MOTION: Supervisor Domboski make a motion to approve Resolution 2024-18 authorizing the submission of a Multimodal Transportation Fund grant to DCED in the amount of \$765,380.07 for bridge replacement on Mortonville Road. Supervisor DiRado seconded.

Township resident Nina Petro questioned the location of collapsed bridge. She questioned the status of a closed road in South Coatesville Borough.

Supervisor Domboski stated that if you drive past Brandywine Outfitters on Mortonville Road and make a left at Mortonville, that portion of road is now closed.

VOTE: 4-0.

Frank Dowlin of Modena Fire Companyt stated that the closure increases their response time by 5 minutes.

Supervisor Wright questioned the timeline to replace the bridge.

4) Resolution to Approve Township Employee Job Description for Program Coordinator

MOTION: Supervisor DiRado made a motion to adopt Resolution No. 2024-19 approving a new description for Program Coordinator. Vice Chairman Nielsen seconded.

Township Manager Swichar stated that the township is in the process of reviewing job descriptions to make sure they are accurate and reflect the actual duties performed. The Township reviewed the administrative office assistant position and determined that the job description does not accurately reflect the actual duties performed. The job has evolved, and the job description should be updated to reflect the increased duties.

Solicitor Crotty stated that the program coordinator will oversee the administration of permits. The Township is updating the job description and is not hiring an additional employee.

There was a board discussion about the job description.

VOTE: 4-0.

5) Appointment of Denise Verderosa to Program Coordinator

Township Manager Swichar stated that Denise Verderosa is the current administrative office assistant who has been employed with the township since 2020. She started during the beginning of the pandemic stepped up to the plate and took on many duties that were not in her job description. Mr. Swichar stated that he recommends that the board appoint Denise Verderosa to the Program Coordinator position at an annual salary of \$55,000.

MOTION: Supervisor Wright made a motion to approve the appointment of Denise Verderosa to the position of Program Coordinator at an annual salary of \$55,000 as the job description describes her as non-exempt meaning she is eligible for overtime.

Supervisor Wright stated that Denise has been here for 4 years and has demonstrated her commitment to the township. It is a win for the township as an additional employee would not need to be hired. Supervisor DiRado seconded.

VOTE: 4-0.

6) Planning Commission Review of Open Space, Recreation & Environmental Resources Plan

Township Manager Swichar stated that the plan was finalized last week. A lot of work went into the plan and he thanked all the people who helped work on the plan. Mr. Swichar stated that there are two ways to adopt the plan. The board could adopt the plan as a standalone plan or adopt as an amendment to the comprehensive plan. Either is acceptable however adopting the plan as an amendment to the comprehensive plan will give the plan extra weight and funders will look more favorable at it. The county would also review the plan.

MOTION: Supervisor DiRado made a motion requesting that the Township's Planning Commission review the Open Space, Recreation, & Environmental Resources Plan and authorize the Township Manager to submit the plan to the Chester County Planning Commission for an Act 247 review. Vice Chairman Nielsen seconded.

Vice Chairman Nielsen stated the plan mentions the two EV streams Misty Patch and Oaklyn, however it does not mention the name of the stream, Shale Run. He requested that the name be added.

Supervisor Wright questioned the cost of the plan after grants were received. He stated that park and rec funds are paid for by developer fees as opposed to tax payer dollars.

Township Manager Swichar stated that the township received a \$30,000 grant from the county. The project cost \$60,000. The remainder of the project was paid by park and rec funding.

Supervisor Domboski questioned the deliverable from the Planning Commission.

Solicitor Crotty stated that the PC should provide a recommendation.

VOTE: 3-0. Supervisor Domboski abstained.

7) New Business: None

6. LEGAL

1) Maughan Enforcement Matter – Update Only

Solicitor Crotty stated that last August the township engineer initiated a notice of violation for stormwater issues for homeowner Maughan on Glen Lee Road. The township secured a conviction from local district judge. The defendant appealed the conviction and the matter will be held before the court of common pleas. In addition, a civil action was initiated. The court found in favor of the township after several continuances.

2) Pelham Place Matter – Update Only

Solicitor Crotty stated that the board approved actions to address default issues for the development. The township engineer developer developed a punch list and he will get it to the township within the next week. That will trigger the township to file an action against Tri-corner for open issues that were in the punch list and going after the surety bond for open issues in the punch list.

- 3) New Business: Solicitor Crotty stated that there is a push at the state legislator level to modify municipality planning codes to gut a lot of the protections that townships have to control housing density. The PSATS website has more information on the legislation. The Township is a creature of the state. Exclusionary zoning is not permitted. There are areas that are a 2 acre minimum and areas that are less than that. The MPC is the guiding document.

#### 7. ENVIRONMENTAL ADVISORY COMMITTEE

- 1) Single-Use Plastics Ban Ordinance (Informational)

Vice Chairman Nielsen stated that the EAC is looking at a single-use plastics ban ordinance that would affect Triple Fresh and 7T's. The EAC is looking at the ordinance that Uwchlan Township adopted.

There was a board discussion on the single-use plastics ban ordinance.

#### 8. PARK AND RECREATION BOARD

- 1) No Report Submitted
- 2) Star Spangled Parade is on Saturday, June 29 at 9:00 am. (Informational)
- 3) Vice Chairman Nielsen stated the next concert event is July 18 and that \$11,250 was received in sponsorships. (Informational)

#### 9. PLANNING COMMISSION

- 1) No Report Submitted

Supervisor Domboski requested responses on questions regarding the proposed rental ordinance from the solicitor and manager.

Vice Chairman Nielsen questioned if there is interest in a Use and Occupancy at resale.

#### 10. POLICE DEPARTMENT

- 1) May Police Report submitted for Board and resident review.
- 2) Approving New Policies for Police Department.

MOTION: Supervisor DiRado made a motion to approve the following new policies for the Police Department: Take-Home Vehicles; Ride Along Program; and Employee Development. Supervisor Wright seconded.

Supervisor Wright questioned the purpose of the take home car policy.

Vice Chairman Nielsen questioned who takes home cars currently and whether there is increased cost.

Chief Osborn stated that he and the sergeant take home police vehicles currently. The policy addresses maintenance and operations of the vehicle. In some instances it may be reasonable for the officer to drive a police officer directly to a training session as opposed to picking up the vehicle from the police station.

Solicitor Crotty stated that the chief is allowed to take a vehicle home per his contract.

Supervisor DiRado questioned the approval process needed to use a vehicle and whether an in-car camera is turned on all the time.

Chief Osborn stated that the cameras are always on and the recording activates when the lights or siren are activated.

VOTE: 3-1. Vice Chairman Nielsen voted nay.

3) Part-Time Police Administrative Assistant

MOTION: Supervisor Wright made a motion to extend a conditional job offer to Christilla Walls to serve as part-time police administrative assistant at an hourly rate of \$22/hour. Supervisor DiRado seconded.

Chief Osborn stated that Ms. Walls is a township resident. The position is not part of a collective bargaining agreement.

VOTE: 4-0.

11. PUBLIC WORKS DEPARTMENT

1) June Road Department Report submitted for Board and resident review.

2) HISTORICAL COMMISSION

1) No report submitted.

2) 30 Loop Road - Certificate of Appropriateness (Informational)

Township Manager Swichar stated that the applicant changed their work scope regarding materials. The Township is waiting for a recommendation from the historical commission.

3) OLD BUSINESS: None

4) NEW BUSINESS

Solicitor Crotty state the proposed housebills are 1976 and 2045.

5) PUBLIC PARTICIPATION

Township resident John Riley discussed the rising cost of water.

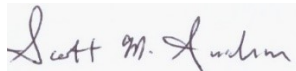
Township resident Emil Meyer discussed an issue concerning shrubbery that was damaged on his property.

6) ADJOURNMENT

MOTION: Vice Chairman Nielsen made a motion to adjourn the June 25, 2024 of Supervisors Meeting at 8:45 pm. Supervisor DiRado seconded.

VOTE: 4-0.

Respectfully Submitted,



Scott Swichar,  
Township Manager/Secretary