

EAST FALLOWFIELD TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
November 12, 2024 **Approved Minutes**

**Members Present**

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

**Township Staff Present**

Scott Swichar, Township Manager  
Chad Osborn, Police Chief

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

October 22, 2024 BOARD OF SUPERVISORS MEETING MINUTES

MOTION: Supervisor DiRado made a motion to approve the October 22, 2024 Board of Supervisors meeting minutes as presented. Supervisor Wright seconded.

VOTE: 4-0.

B. FIRE DEPARTMENTS & DEPARTMENT OF EMERGENCY SERVICES

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

3. TREASURER'S REPORT

- 1) October 31, 2024 Treasurer's Report.

PROPOSED MOTION: Supervisor Wright made a motion to approve the October 31, 2024 Treasurer's Report as presented. Chairman Lambert seconded.

Supervisor Wright stated that interest earnings in the revenue are very strong at \$144,000.

VOTE: 4-0.

2) Payment Authorizations.

MOTION: Chairman Lambert made a motion to approve the Payment Authorizations for the period of October 23, 2024 through November 12, 2024 in the total amount of \$143,982.07 as presented. Supervisor DiRado seconded.

VOTE: 4-0.

4. TOWNSHIP MANAGER'S REPORT

1) Second Presentation of Proposed 2025 Budget

Township Manager Swichar provided an overview of the 2025 township budget. He stated that there is no real estate tax increase proposed in the 2025 General Fund or Fire/EMS. This is the 7<sup>th</sup> year that the township has not seen a tax increase in the General Fund. He noted that in 2024 there was a small increase in the Fire/EMS budget, however, that was the first increase in the Fire/EMS fund in 6 years. The 2025 General Fund Revenues are: \$3,209,768. This budgeted revenue is \$195,212 greater than 2024 General Fund Revenue of \$3,014,556. This is largely attributed to increased Earned Income Taxes (EIT). He stated that the 2025 General Fund expenditure budget is \$4,083,970, which is \$1,069,414 greater than 2024 General Fund Expenditure Budget of \$3,014,556. Mr. Swichar stated that the reason for this is because the 2025 general fund expenditure budget includes a \$1 million interfund transfer from the general fund into the capital fund. This is reflected on line 492.18 in the general fund budget. Without the interfund transfer, the 2025 expenditure budget is only \$66,497 greater than the 2024 General Fund Expenditure Budget. The township budgeted increases of 5% into insurance costs and operating expenses.

Mr. Swichar stated Township infrastructure is a high priority and the proposed capital fund budget reflects the need to make improvements. The Township budget includes \$425,000 for road paving, \$200,000 for Traffic Calming in Newlinville Village. Mr. Swichar stated that the township received two grants to complete this project. \$335,000 is budgeted for repairs to the Saw Mill Road culvert pipe. Mr. Swichar stated that the township received a \$250,000 grant to complete this project. The township also budgeted \$910,113 to replace the collapsed Mortonville Road Bridge and for safety improvements to the Frog Hollow Bridge. Mr. Swichar stated that the Township also kicked off a feasibility study for a new municipal complex and budgeted \$12,050 in the capital fund to complete the project.

Mr. Swichar discussed the comparison between the 2024 adopted budget and the 2025 proposed budget. Mr. Swichar stated that the proposed 2025 General Fund budget shows a small 2.20% increase of \$66,497 compared to the 2024 general budget. The increase does not reflect the \$1 million inter transfer from the General Fund to the capital fund to fund capital expenditures. Mr. Swichar stated the proposed 2025 Fire/EMS budget is \$804,372, an increase of 4.9% over the 2024 budget. He stated that the proposed 2025 budget for liquid fuels is \$468,250, reflecting a

7.45% increase over 2024. The proposed 2025 trash budget is 1,378,504, a \$15,878 increase over the 2024 trash budget.

Mr. Swichar stated that the Park and Rec Fund reflects the second to largest increase. The 2025 proposed budget is 39.21% larger than the 2024 adopted budget. The township budgeted for a replacement swing set and also budgeted an additional \$8,000 in the 2025 budget for community events. He stated that the 2025 Capital Fund reflects \$1,794,289 in spending versus \$996,244 in the 2024 capital budget. The increased spending reflects the major capital improvements planned for next year. The ARPA fund is in the 2024 adopted budget, but not included in the 2025 budget as we expect to draw down all the funding in 2024 and nothing will remain in 2025.

Mr. Swichar provided an overview of the distribution of real estate taxes in East Fallowfield Township, which consist of three components: the Coatesville Area school district, Chester County, and East Fallowfield Township. All three entities have their own separate taxing authorities. Mr. Swichar stated the school district receives 84 % of the tax dollar, Chester County receives 9%, and East Fallowfield Township only receives 7 % of the total tax dollar. Mr. Swichar stated that the average homeowner with an assessed real estate valuation of \$132,048 pays a real estate tax of only \$495.32 and an annual trash fee of \$450. Mr. Swichar stated that the \$946.32 a year provides numerous services such as trash collection, 24x7 police protection, fire ambulance protection, snow plowing road paving, and access to a beautiful township park.

2) Advertisement of the 2025 Budget.

MOTION: Supervisor Wright moved that the Township authorize the advertisement of the availability of the 2025 budget. Supervisor Domboski seconded.

VOTE: 4-0.

3) DCED Local Share Account (LSA) Grant Award of \$250,000

Township Manager Swichar stated that the township was awarded a \$250,000 grant from DCED's Local Share Account for the Saw Mill Road replacement project. Mr. Swichar stated that the grant should pay for most of the construction costs.

MOTION: Supervisor Domboski made a motion authorizing the Township Manager and Board Chairman to execute a grant agreement and sign all related documents with DCED accepting a grant in the amount of \$250,000 for replacement of the Saw Mill Road culvert. Mr. Swichar stated that the environmental assessments were completed and the township is in the process of completing its final engineering. Supervisor DiRado seconded.

VOTE: 4-0.

4) Resignation of Township Treasurer David Fiorenza

MOTION: Supervisor Wright made a motion to accept the resignation of Township Treasurer David Fiorenza. Supervisor DiRado seconded.

VOTE: 4-0.

5) Agreement with M. Cynthia Quinn, CPA

Mr. Swichar stated that the proposed agreement will provide bookkeeping and accounting services while the township looks for a new township treasurer.

MOTION; Supervisor Domboski made a motion approving a letter of engagement with M. Cynthia Quinn, CPA for bookkeeping and accounting services for East Fallowfield Township and authorize the Township Manager to sign the letter of engagement. Supervisor Wright seconded.

Supervisor Wright stated that the agreement is for 2024 and 2025 since the township does not know how long they will need her services.

Township Manager Swichar stated that the consultant would likely be needed for a period of time next year as well to transition the new township treasurer.

Supervisor DiRado questioned if the Treasurer position was posted.

Township Manager Swichar stated yes. The Township is in the process of interviewing.

VOTE: 4-0.

6) New Business: none

5. LEGAL

1) 2025 Independent Auditor Appointment, 2025 Reorganizational Meeting and Elected Auditors Meeting.

Township Manager Swichar stated that the township is required to advertise the intent to appoint an accountant, the supervisor's organization meeting, and auditor's meeting.

MOTION: Supervisor Wright moved that the Township authorize the advertisement of the intent to appoint Withum (formerly BBD) as its Auditor, to be considered at the Board meeting on January 6, 2025, as well as to advertise the organization meeting of the Board of Supervisors for 6:00 p.m. on January 6, 2025, and notice of the elected Township Auditor's meeting on January 7, 2025 at 6:00 p.m. Supervisor DiRado seconded

VOTE: 4-0.

6. PLANNING COMMISSION

1) No Report Submitted

7. POLICE DEPARTMENT

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

8. PUBLIC WORKS DEPARTMENT

- 1) October 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.
- 2) Holiday Tree Lighting event is December 7 at 6:00PM
- 3) Proposal from JPG Contracting Inc. for Repairs to Boardwalk

Township Manager Swichar stated that the handrails and beams under the boardwalk will be repaired as part of the proposal.

MOTION: Supervisor DiRado made a motion authorizing the Township Manager to sign a proposal from JPG Contracting to repair a 12-foot section of boardwalk at the township park in the amount of \$3,800.00 from the Township's Park and Recreation Fund. Supervisor Domboski seconded.

VOTE: 4-0.

11. OLD BUSINESS

12. NEW BUSINESS:

13. PUBLIC PARTICIPATION:

Erin Berg and Pete DiMaio, of the Coatesville Area Library, provided updates on the Coatesville Area Library.

Jerry Dickinson, township resident, stated there are potholes on Route 82 and Doe Run and Strasburg and Doe Run, both at the Northeast corner.

Township Manager Swichar stated that he would make sure that PennDOT is notified as these are state highways.

There was a discussion on the Mortonville Road bridge.

Shane Cloyd, Township resident, asked questions about line items in the proposed 2025 township budget.

14. ADJOURNMENT

MOTION: Supervisor DiRado made a motion to adjourn the November 12, 2024 Board of Supervisors Meeting at 7:13 PM. Chairman Lambert 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