



EAST FALLOWFIELD TOWNSHIP



Board of Supervisors Reorganizational Meeting Agenda January 6, 2025 at 6:00 p.m.

1. Call to Order, Silent Meditation, and Pledge of Allegiance.
2. There was an executive session on January 6, 2025 to discuss legal matters.
3. Elect Temporary Chairperson to start the meeting.

PROPOSED MOTION: I make a motion to appoint _____ as temporary Chairperson to start the January 6, 2025 Reorganizational meeting.

4. Election of Chairperson.

PROPOSED MOTION: I make a motion to appoint _____ as the 2025 Board of Supervisors Chairperson.

5. Election of Vice Chairperson.

PROPOSED MOTION: I made a motion to appoint _____ as the 2025 Board of Supervisors Vice Chairperson.

6. Appointment of Township Solicitor.

PROPOSED MOTION: I make a motion to appoint the firm of Siana Law for the 2025 year, at the rate of \$230 per hour for general municipal legal services.

7. Appointment of Township Manager.

PROPOSED MOTION: I make a motion to appoint Scott Swichar as the 2025 Township Manager.

8. Appointment of Township Treasurer.

PROPOSED MOTION: I move that the Township appoint David Hindman to serve as full-time 2025 Township Treasurer at an annual salary of \$95,000 subject to a satisfactory pre-employment physical and becoming bonded.

9. Appointment of Assistant Township Treasurer

PROPOSED MOTION: I move that the Township appoint Lisa Ionata to serve as part-time assistant Treasurer at an hourly rate of \$50.

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

PROPOSED MOTION: I make a motion to appoint Scott Swichar as the 2025 Township Secretary and Township Right to Know Officer.

11. Appointment of Program Coordinator.

PROPOSED MOTION: I make a motion to appoint Denise Verderosa as the 2025 Program Coordinator.

12. Appointment of Part-Time Office Assistant

PROPOSED MOTION: I make a motion to appoint Sue Sereditch as the 2025 part-time Office Assistant.



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13. PRESENTATION BY HECKENDORN SHILES ARCHITECTS BY BRYANY SNYDER (TOWNSHIP BUILDING FEASABILITY STUDY)

14. December 10, 2024 Board of Supervisors Meeting Minutes

PROPOSED MOTION: I make a motion to approve the December 10, 2024 Board of Supervisors meeting minutes.

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

PROPOSED MOTION: I make 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, the Environmental Advisory Committee (EAC) at 6:30pm on the 3rd Thursday of every month, and the Municipal Building Committee on the 4th Monday of every month at 6:30PM

16. Appointment of Public Works Department.

PROPOSED MOTION: I make a motion to appoint the following Public Works employees as presented.

Public Works Road Foreman	Justin Gathercole – \$33.90/hour
Public Works Laborer	Bill Lewis-\$30.78/hour
Public Works Laborer	Nicklous Guinta-\$29.24/hour
Public Works Laborer	John Winters- \$27.71_/hour
Public Works Laborer (PT)	Tim Gregor \$24.60/hour

17. Appointment of “As needed” snow plowers.

PROPOSED MOTION: I make 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.

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	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 Gambs-\$20.00/hour
Snow Plow Operator	Andrae Reason-\$20.00/hour
Snow Plow Operator	Barry Hoxter-\$20.00/hour

18. Emergency Services.

PROPOSED MOTION: I make a motion to appoint the following Emergency Service employees as presented.



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Fire Marshal, Asst. Emergency Management Coordinator – Jim Reagan – \$172.21/quarterly & \$22.00/hour
Asst. Fire Marshal, Emergency Management Coordinator – Anthony Sirna – \$172.21/quarterly & \$22.00/hour

19. Police Department.

PROPOSED MOTION: I make a motion to appoint the following Police Officers as presented.

Police Chief	Chad Osborn-\$111,280
Sergeant/Full-Time Police Officer	Brian Simmons – \$49.97/hour
Full-Time Police Officer	Kevin Simmons – \$46.58/hour
Full-Time Police Officer	Richard McAllister – \$46.58/hour
Full-Time Police Officer	John Hewczuk – \$46.58 hour
Full-Time Police Officer	Francis J. O’Donnell – \$46.58/hour
Full-Time Police Officer	John Rappold – \$46.58/hour
Part-Time Police Officer	Patrick Gaffney - \$27.12/hour
Part-Time Police Officer	Sean Marasco-\$27.93/hour
Part-Time Police Officer	Andrew Schreiber-\$27.93/hour
Part-Time Police Officer	Robert Basquill- \$27.12/hour
Part-Time Police Officer	Corey Denton-\$27.12/hour
Part-Time Police Officer	James Grajewski-\$27.12/hour
Part-Time Police Officer	Briana Rivera-\$27.12

20. Appointment of Police Secretary and Police Right to Know Officer.

PROPOSED MOTION: I make a motion to appoint Christilla Walls as the 2025 part-time Police Administrative Assistant and Police Right to Know Officer.

21. Building Inspector/Code Officer/Zoning Officer.

PROPOSED MOTION: I make a motion to appoint Keystone Municipal Services, Inc. as the 2025 Township building inspection, code official, and zoning services.

22. 2025 Supervisor Liaison Appointments.

PROPOSED MOTION: I make a motion to appoint the following 2025 Board liaisons as presented.

- Township Office –
- Police Department –
- Public Works Department –
- Emergency Services and Fire Marshal –
- Planning Commission –
- Historical Commission –
- Park and Recreation –
- Environmental Advisory Committee (EAC)–

2024 Liaison Appointments are below (Informational):

- Township Office – Chairman Wilson T. Lamber, Jr.
- Police Department –Supervisor DiRado



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

23. 2025 State Supervisor’s Association Convention Voting Delegate.

PROPOSED MOTION: I make a motion to appoint _____ as the 2025 State Supervisor’s Association Convention Voting Delegate, and _____ as alternate Voting Delegate.

Note: The PSATS 2025 Annual Educational Conference will be held on May 4-7, 2024

24. WCC Cog – Western Chester County Council of Government – Select Primary & Secondary Delegates.

PROPOSED MOTION: I make a motion to appoint _____ as the Primary Delegate and _____ as the Secondary Delegate of the Western Chester County Cog..

(Note: meetings are the 4th Wednesday of the month at 7:00PM)

25. Vacancy Board.

PROPOSED MOTION: I make a motion to appoint _____ as the East Fallowfield Township 2025 Vacancy Board member.

26. Law Offices of John Carnes Jr.

PROPOSED MOTION: I make a motion to appoint The Law Offices of John Carnes Jr. as the 2025 Township Zoning Solicitor, at the rate of \$150.00 per hour and approve their 2025 fee schedule (same as 2024).

27. Herbert E. MacCombie Jr. P.E.

PROPOSED MOTION: I make a motion to appoint Herbert E. MacCombie Jr. P.E. as the 2025 Township Sewer Consultant, and approve their 2025 fee schedule, as presented.

28. Traffic Planning and Design.

PROPOSED MOTION: I make a motion to appoint Traffic Planning and Design as the 2025 Township Traffic Consultants, and approve their 2025 fee schedule, as presented. Township Engineer.

29. Pennoni (Township Engineer)

PROPOSED MOTION: I make a motion to appoint Pennoni as the 2025 Township Engineer and approve their 2025 fee schedule as presented.

30. Fee Schedule Resolution 2025-01.



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PROPOSED MOTION: I make a motion to approve Resolution 2025-01 approving the Township Fee Schedule.

31. Agricultural Security Commission.

Appointment of 2025 Chairperson (Board of Supervisor Member).

PROPOSED MOTION: I make a motion to appoint _____ (Board of Supervisor Member) as the 2025 Chairperson of the Agricultural Security Commission.

- Wilson T. Lambert, Jr-(Board of Supervisors Member) - Chairperson for 2024
- Joe Heffern- Resident 2024 to 2025 (2-year term)
- Arthur DeLeo – Farmer 2022 to 2026 (5-year term)
- Clarence Rhoades III – Farmer 2024 to 2026 (3-year term)
- Jillian Federoff – Farmer 2024 to 2027 (4-year term)

32. Zoning Hearing Board.

Resolution to Appoint Jason Hewson as a Zoning Hearing Board member for the term ending December 31, 2027.

PROPOSED MOTION: I make a motion to adopt Resolution 2025-2 reappointing Jason Hewson as a Zoning Hearing Board member for the term ending December 31, 2027.

- Kathleen Moffitt – Member 2023 to 2025
- Ellis Weiss - Member 2024 to 2026
- Jason Hewson – Member 2022-2024**

33. Planning Commission.

Michael Domboski	Chairman	2024 to 2027
Deborah Stoff	Vice Chair	2024 to 2027
Guido Guintini	Member	2022 to 2025
Joseph Heffern	Member	2023 to 2026
Ray Smith	Member	2022 to 2025
Charles Reed	Member	2023 to 2026
Sue Monaghan	Member	2022 to 2025
Jerry Dickinson	Alternate member	Expires November 26, 2028

34. Park and Recreation Committee.

PROPOSED MOTION: I make a motion to reappoint Jonathan Egger to the Park and Recreation Committee for the term ending December 31, 2026.

Teri Dickinson	Chairperson	2021-2025
Clare Small-McEvoy	Secretary	2024-2028
Fred Weiss	Member	2022-2026
Vacant	Member	2022-2026



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Robin Barnes Burdik	Member	2023-2027
Stephanie Scotton	Member	2023-2025
<i>Jonathan Egger</i>	<i>Member</i>	<i>2023-2024</i>

35. Historical Commission.

PROPOSED MOTION: I make a motion to reappoint Joe McCormick to the Historical Commission for the term ending December 31, 2029.

PROPOSED MOTION: I make a motion to reappoint Connie McLaughlin to the Historical Commission for the term ending December 31, 2029.

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
<i>Lee Schlingman</i>	<i>Member</i>	<i>2024 to 2028</i>	<i>5 year term</i>
Vacant	Member	2022 to 2026	5 year term
Vacant	Member	2024 to 2028	5 year term

36. Environmental Advisory Committee (EAC)

PROPOSED MOTION: I make a motion to appoint the following members to the Environmental Advisory Committee (EAC) with the term ending 12/31/2025 (11 members total).

Joe Heffern	Member 2025 to 2025	1-year term
John Nielsen	Member 2025 to 2025	1-year term
Teri Dickinson	Member 2025 to 2025	1-year term
<i>VACANT</i>	<i>Member 2025 to 2025</i>	<i>1-year term</i>
Tanner Burns	Member 2025 to 2025	1-year term
Jeanne Berlin	Member 2025 to 2025	1-year term
Charles Reed	Member 2025 to 2025	1-year term
Paul Brenner	Member 2025 to 2025	1-year term
Roger Mustalish	Member 2025 to 2025	1-year term
Robert Diest	Member 2025 to 2025	1-year term
Katja DiRado	Alternate Member	1-year term

37. Municipal Building Committee

a. A Resolution Increasing the Number of Municipal Building Committee Members

PROPOSED MOTION: I make a motion approving Resolution 2025-3 increasing the number of members on the Municipal Building Committee from five to seven.

b. Reappointment of Municipal Building Committee Members



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PROPOSED MOTION: I make a motion to reappoint Jennifer Wright, Wilson Lambert, Katja DiRado, Mike Domboski, and John Ionata, to the Municipal Building Committee with the term ending 12/31/2025. (7 members maximum)

- c. Appointment of Jerry Dickinson to Municipal Building Committee

PROPOSED MOTION: I make a motion to appoint Jerry Dickinson to the Municipal Building Committee with the term ending 12/31/2025.

Jennifer Wright	Member 2025 to 2025	1-year term
Wilson Lambert	Member 2025 to 2025	1 year term
Katja DiRado	Member 2025 to 2025	1 year-term
Mike Domboski	Member 2025 to 2025	1 year-term
John Ionata	Member 2025 to 2025	1 year-term
Jerry Dickinson	Member 2025 to 2025	1 year-term
Scott Swichar	Advisor	1 year-term

- 38. United Construction Code Township Representative and Alternate.

PROPOSED MOTION: I make a motion to appoint Joe McCormick as the Township Uniform Construction Code (UCC) representative.

- 39. Elected Auditors.

The Township Board of Auditors shall hold an organization meeting on Tuesday, January 7, 2024 at 6:00 p.m. at the Township building.

Vacant	2024 to 2025	2 year unexpired term
Sharon Scott	2022 to 2027	Full Term
Ayoade Ojikutu	2020 to 2025	6 year term

- 40. Tax Collector 4-year term

Barbara Ann Henry 2022 to 2025 4 year term

- 41. Constable 6 year term

Tammy Marie Corlessa 2022 to 2027 6 year term

- 42. Designated Banks.

PROPOSED MOTION: I make a motion recognizing Fulton Bank, PLGIT and Meridian Bank as the Township designated banks.



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43. Payment Authorizations.

PROPOSED MOTION: I make a motion to approve the Payment Authorizations for the period of December 11, 2024 through January 6, 2025 in the total amount of \$ _____ as presented.

44. 2025 Bidding Thresholds (Informational)

- Contracts or purchases under \$12,900 require no formal bidding or price quotations.
- Contracts or purchases between \$12,900 and \$23,800 require three written/telephonic price quotes.
- Contracts or purchases greater than \$23,800 require formal bidding and public notice.

45. Amendments to the Second Class Township Code Act 94 of 2024 (Informational)

- Adjusts the maximum thresholds for supervisor compensation and allows township supervisors to be paid on a per-meeting basis. The current cap is \$2,500. The new cap is \$4,190.

46. Federal Surplus Property Program

PROPOSED MOTION: I make a motion authorizing the Township Manager to submit an application for the Federal Surplus Property program.

47. Old Business

48. New Business

49. Public Participation (20 minutes).

50. Adjournment.

PROPOSED MOTION: I make a motion to adjourn the January 6, 2025 Reorganizational Meeting at _____ PM.