

EAST FALLOWFIELD TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
December 10, 2024 **Approved Minutes**

**Members Present**

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

**Township Staff Present**

Scott Swichar, Township Manager  
Chad Osborn, Police Chief

**Township Solicitor**

James Halligan

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

Chairman Lambert called the meeting to order at 6:31 PM.

2. Chairman Lambert stated there was an executive session held on December 10, 2024, regarding personnel issues.

3. DISCUSSION

A. APPROVAL OF MINUTES

November 26, 2024 BOARD OF SUPERVISORS MEETING MINUTES

MOTION: Supervisor DiRado made a motion to approve the November 26, 2024 Board of Supervisors meeting minutes as presented. Vice Chairman Nielsen seconded.

VOTE: 4-0. Chairman Lambert abstained.

November 12, 2024 BOARD OF SUPERVISORS MEETING MINUTES

MOTION: Vice Chairman Nielsen made a motion to approve the November 12, 2024 Board of Supervisors meeting minutes as presented. Chairman Lambert seconded.

VOTE: 5-0.

B. FIRE DEPARTMENTS & DEPARTMENT OF EMERGENCY SERVICES

- 1) November Westwood Fire Company Fire Chief's Report submitted for Board and resident review.
- 2) November Westwood Fire Company EMS Report submitted for Board and resident review.
- 3) November Modena Fire Company Fire Chief's Report submitted for Board and resident review.

4) November Modena Fire Company Fire Chief's Report – East Fallowfield Calls Only submitted for Board and resident review.

4. PRESENTATION: Swearing in of Part-Time Police Officer Patrick Gaffney (Judge Nancy Gill)

5. TREASURER'S REPORT

1) Payment Authorizations.

MOTION: Chairman Lambert made a motion to approve the Payment Authorizations for the period of November 27, 2024 through December 10, 2024 in the total amount of \$558,498.15 as presented. Supervisor Wright seconded.

Supervisor Wright questioned the \$400,000 transfer.

Mr. Swichar stated that transfer to the capital fund will be discussed under Manager's report.

VOTE: 5-0.

6. TOWNSHIP MANAGER'S REPORT

1) Resolution to Authorize Transfer of Funds from the General Fund to Capital Fund.

Township Manager Swichar stated that the resolution would authorize the township to transfer \$400,000 from the general fund to the capital fund to pay for current and future capital expenditures and infrastructure projects that are in the capital budget. The Township expects to have a surplus in the general fund budget after the \$400,000 transfer is made.

MOTION: Vice Chairman Nielsen made a motion to approve Resolution no. 2024-25 authorizing the transfer of unencumbered monies in the amount of \$400,000 from the General Fund to the Capital Fund to fund capital and infrastructure projects. Supervisor DiRado seconded.

Supervisor Wright questioned if \$1 million was transferred from the general fund into the capital fund recently.

Mr. Swichar stated that that \$1 million was budgeted to be transferred from the general fund into the Capital Fund next year. That transfer had not happened yet.

Shane Cloyd, Township resident, questioned if the township budgeted the transfer for this year and where the money would be used.

Mr. Swichar stated the funds are used for budgeted items in the capital fund and there is enough money to be transferred into the capital fund to be used for projects that have been budgeted in the capital fund.

VOTE: 5-0.

2) Three-Year Agreement with Cloudpermit for Permitting Software

Township Manager Swichar stated that the township currently relies on a paper based permitting process to issue permits. The administration is recommending cloud-based software so that residents do not need to visit the office multiple times or make numerous phone calls and emails. The software will allow residents to access permits online and schedule inspections online. Mr. Swichar stated that the township budgeted \$30,000 in the capital budget. The proposal for the first year is \$17,600 for the first year and the annual subscription price is \$12,300 after the first year.

Josh Carpentier and Peter Rotenberg of Cloudpermit provided an overview of the software process.

There was a board discussion about the cloud based permitting software.

MOTION: Vice Chairman Nielsen made a motion that the Township approve a three-year agreement with Cloudpermit for online permitting software. Supervisor DiRado seconded.

There was a discussion among residents.

VOTE: 5-0.

3) Donation to Coatesville Area Public Library for 2024

Township Manager Swichar stated that the township budgeted \$9,000 in the 2024 budget. The check was prepared in case the board approves the \$9,000 donation.

MOTION: Supervisor DiRado moved that the Township make a 2024 donation of \$9,000 from the Township's General Fund to the Coatesville Area Public Library. Supervisor Wright seconded.

There was a board discussion about the library donation.

VOTE: 5-0.

5) Appointment of Assistant Township Treasurer

MOTION: Chairman Lambert moved to table. Supervisor Wright seconded.

VOTE: 5-0.

6) Municipal Building Committee (Informational)

Mr. Swichar stated that Township resident, Jerry Dickinson submitted an application to join the municipal building committee. The current membership is five per resolution and there are no vacancies. If the board wants to increase the membership, this should be done by resolution at a future meeting. Mr. Swichar recommended having an off number of committee members to avoid having a tie for a vote. Mr. Swichar questioned if the board wants to increase the membership of the municipal building committee.

Supervisor Wright questioned if number of the committee needs to increase as the projects moves further along or would staff take on some of the responsibilities. He stated that allowing for more members on the committee would enable more residents to be involved in the decision making process.

Mr. Swichar stated the township might benefit from the expertise that additional members would bring to the committee.

7) New Business: None

## 7. LEGAL

1) Approval of 2025 Budget.

Township Manager Swichar stated that the budget is a financial framework for municipal spending during the year. The budget consists of expected revenue and estimated expenditures. The Township began the process of developing the budget in the summer by meeting with department heads to better understand their specific needs. Mr. Swichar stated that there have been numerous opportunities for public input along the way. Mr. Swichar stated that he appreciates the input of the community. The township had a budget work session on October 8. October 22 was the first presentation of the budget and November 12 was the second presentation of the budget where the board also authorized the advertisement of the budget at that meeting.

Mr. Swichar stated that there is no real estate tax increase proposed in the 2025 general fund or Fire/EMS budget. He also recommended that the trash fee remains unchanged at \$450. This will be the seventh year that the township has not seen an increase in the general fund. Mr. Swichar stated that East Fallowfield Township operates on just 7% of the total real estate tax dollar collected. Mr. Swichar thanked the staff for doing more with less and working hard to bring high quality services to the township.

MOTION: Supervisor DiRado moved that the Board approve the 2025 budget as advertised. Chairman Lambert seconded.

Supervisor Wright questioned the amount of the budget.

Township Manager Swichar stated that the revenues in the General Fund are \$3,209,768, and the expenditures are \$4,083,970, however that number includes the \$1 million interfund transfer to the capital fund.

Township resident, Shane Cloyd, questioned line items in the budget.

Jerry Dickinson, Township resident questioned where excess funds are placed.

Township Manager Swichar stated that tax revenue stays in the general fund and some of the revenue is transferred into Fire/EMS.

VOTE: 5-0.

2) 2025 Tax Resolution Establishing Real Estate Millage

Township Manager Swichar stated that tax revenue is unchanged for 2025.

MOTION: Supervisor Wright moved that the Township approve Resolution 2024-26, establishing the Township property tax rates for 2025 as follows: 2.00 mills general millage; 0.5 mills emergency services millage; and 1.25 mills fire tax millage. Chairman Lambert seconded.

VOTE: 5-0.

3) SPCA Contract 2025 - 2027.

Township Manager Swichar stated that the township is responsible for animal control costs even if a resident drops off an animal directly at the SPCA. The three-year contract with the SPCA expires at the end of this year, and the new costs in the proposed contract have risen considerably. Township Manager Swichar stated that the baseline contract price with the new contract will be \$5,824, \$416 per dog, \$208 per cat, \$67.60 activity fee for each call and \$260 after hours emergency call. Mr. Swichar stated that the Chester County Manager's Consortium met with the SPCA last year and determined that the fee increase is justified

Mr. Swichar stated that the township has no better option for animal control and recommended that the board approve the agreement. Mr. Swichar also recommended that the board reevaluate the current fees charged to residents if their animal escapes or is seized since it will not cover the actual cost that the township will incur.

There was a board discussion on animal control.

MOTION: Supervisor Domboski move that the Township authorize the execution of the 2025-2027 SPCA Contract for a period of three years. Vice Chairman Nielsen seconded.

VOTE: 5-0.

8. PLANNING COMMISSION

- 1) No Report Submitted

9. POLICE DEPARTMENT

1) November Police Report submitted for Board and resident review.

2) Approving New Policies for the Police Department

MOTION: Supervisor DiRado made a motion to approve the following new policy for the Police Department: Audio and Video Recording; Body-Worn Cameras and In-Car Cameras. Supervisor Wright seconded.

Police Chief Osborn stated that the policy updates the previous body worn camera policy to include cloud-based storage and in-car cameras. This policy most accurately reflects the changes to storage and equipment used by the police.

VOTE: 5-0.

10. PUBLIC WORKS DEPARTMENT

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

11. HISTORICAL COMMISSION

1) No Report Submitted

12. ENVIRONMENTAL ADVISORY COUNCIL (EAC)

1) Approval to Submit Lawn to Meadow Project Request to Chester County Conservation District

MOTION: Supervisor Wright made a motion authorizing the EAC to submit a letter to the Chester County Conservation District expressing interest in a lawn to meadow project at the township park. Supervisor DiRado seconded.

Vice Chairman Nielsen stated that the EAC identified a 2 acre parcel at Strasburg and Buck Run Road at the park.

There was a board discussion about the topic.

VOTE: 5-0.

13. PARK AND RECREATION BOARD

1) No Report Submitted.

2) OLD BUSINESS

Vice Chairman Nielsen stated they could use help with People's Hall. He stated that interested people should contact Jim Petro.

3) NEW BUSINESS:

Chairman Lambert stated that former State Senator Andy Dinniman met with City of Coatesville, Valley Township and South Coatesville. They are hoping that East Fallowfield will place a road marker on Doe Run Run for the Zack Walker Memorial. Chairman Lambert stated that he will bring additional information to the board soon.

4) PUBLIC PARTICIPATION:

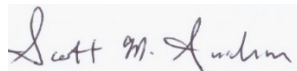
None

5) ADJOURNMENT

MOTION: Supervisor Wright made a motion to adjourn the December 10, 2024 Board of Supervisors Meeting at 8:25 PM. Supervisor DiRado seconded.

VOTE: 5-0.

Respectfully Submitted,



Scott Swichar,  
Township Manager/Secretary