



EAST FALLOWFIELD TOWNSHIP



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

Members Present

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

Township Staff Present

Scott Swichar, Township Manager
Chad Osborn, Police Chief
Dave Hindman, Township Treasurer
Township Solicitor
James Halligan

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: Supervisor Lambert make a motion to appoint John Nielsen as temporary Chairperson to start the January 6, 2025 Reorganizational meeting. Supervisor DiRado seconded.

VOTE: 5-0.

4. Election of Chairperson.

PROPOSED MOTION: Supervisor Lambert made a motion to appoint John Nielsen as the 2025 Board of Supervisors Chairperson. Supervisor DiRado seconded.

VOTE: 5-0.

5. Election of Vice Chairperson.

PROPOSED MOTION: Chairman Nielsen made a motion to appoint Wilson Lambert as the 2025 Board of Supervisors Vice Chairperson. Supervisor DiRado seconded.

VOTE: 4-1. Supervisor Domboski voted nay.

6. Appointment of Township Solicitor.

PROPOSED MOTION: Chairman Nielsen made 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. Supervisor DiRado seconded.

Chairman Nielsen stated that it is a 4% increase since last year.

VOTE: 5-0.

7. Appointment of Township Manager.

PROPOSED MOTION: Chairman Nielsen made a motion to appoint Scott Swichar as the 2025 Township Manager. Vice Chairman Lambert seconded.



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VOTE: 5-0.

8. Appointment of Township Treasurer.

PROPOSED MOTION: Supervisor DiRado moved 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. Supervisor Wright seconded.

Township resident Clarence Rhoades questioned the salary of the previous township treasurer.

Township Manager Swichar stated that the salary was the same.

VOTE: 5-0.

9. Appointment of Assistant Township Treasurer

PROPOSED MOTION: Supervisor Wright moved that the Township appoint Lisa Ionata to serve as part-time assistant Treasurer at an hourly rate of \$50. Supervisor DiRado seconded.

Township resident Clarence Rhoades questioned how many hours she would work.

Township Manager Swichar stated that she will work on an as-needed basis.

VOTE: 5-0.

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

PROPOSED MOTION: Supervisor DiRado made a motion to appoint Scott Swichar as the 2025 Township Secretary and Township Right to Know Officer. Vice Chairman Lambert seconded.

VOTE: 5-0.

11. Appointment of Program Coordinator.

PROPOSED MOTION: Chairman Nielsen made a motion to appoint Denise Verderosa as the 2025 Program Coordinator. Supervisor DiRado seconded.

VOTE: 5-0.

12. Appointment of Part-Time Office Assistant

PROPOSED MOTION: Supervisor DiRado made a motion to appoint Sue Sereditch as the 2025 part-time Office Assistant. Vice Chairman Lambert seconded.

VOTE: 5-0.



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

Bryand Snyder, of Heckendorn Shiles Architects, provided an overview of the final feasibility study for a new municipal complex. He stated that they have created a floor plan, site plan, and concept renderings of the buildings as well as a project schedule and budget. . He stated that they have met with township staff to develop their programming information.

Mick Hirschman of Heckendorn Shiles Architects, provided an overview of the floor plan. The floor plan was generated from conversation with township staff and provided from the township's municipal building committee.

Mr. Snyder provided an overview of the site plan and discussed alternates. Mr. Snyder stated that he accounted for utilities being extended from the school to the north.

Mr.Hirschman stated that the building rendering itself resembles architectural vernacular of Chester County. Fieldstone façade and stucco was used to reflect historical usage.

Mr. Snyder presented the project schedule. The next steps are determining the project funding.

Mr. Snyder reviewed the project budget. They utilized a cost estimator and put together an estimate for a public bid project. Building construction costs are roughly \$4.9 million. Cost per square foot is roughly \$415. Site Construction is around \$750,000, comes to about \$6.5 million. Below that estimate are alternates that are not critical but the township could add them to the project as they move forward. Civil engineering and landscape architecture are not listed as the township engineer should estimate these costs. Various building design and engineering costs are listed. Mr. Snyder stated that furniture and appliance costs are listed. Permit fees and testing is estimated at \$117,000. State HOP fees are not included in the estimate. Construction management costs are estimated at \$430,000. The project is estimated at \$7.4 million (excluding alternates and optional scope. Project contingency is \$741,000. Total is estimated at \$8.1 million (no alternates or optional scope is included in the number). Furniture is included in this cost. Township engineering and civil costs are not included in this estimate. The range is -5% or +5% depending upon fluctuations. The contingency covers some of the unlisted costs. Contingency does not cover civil and landscape architectural costs. Structural and interior and exterior design is included in the estimate. The Highway Occupancy Permit (HOP) fee is not included in the estimate. Access to Doe Run is a state highway. The state will dictate what improvements need to happen.

There was a board discussion about the feasibility study.

14. December 10, 2024 Board of Supervisors Meeting Minutes

PROPOSED MOTION: Chairman Nielsen made a motion to approve the December 10, 2024 Board of Supervisors meeting minutes. Supervisor DiRado seconded.

Chairman Nielsen questioned a line in the minutes about the SPCA contract. The line he questioned was ;"Mr. Swichar recommended that the board reconsider the fee that is imposed on residents for having their dogs seized."

Mr. Swichar stated that the board should reconsider the existing ordinance that only imposes a \$15 per animal fee. He stated that the township should look at the existing fee so that the township is not responsible for this expense.



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VOTE: 5-0.

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

PROPOSED MOTION: Vice Chairman Lambert made 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. Chairman Nielsen seconded

VOTE: 5-0.

16. Appointment of Public Works Department.

PROPOSED MOTION: Chairman Nielsen made a motion to appoint the following Public Works employees as presented. Public Works Road Foreman Justin Gathercole at \$33.90/hour, Public Works Laborer Bill Lewis at \$30.78/hour, Public Works Laborer Nicklous Guinta at \$29.24/hour, Public Works Laborer John Winters at \$27.71/hour, and Public Works Laborer Tim Gregor, part-time at \$24.60/hour. Vice Chairman Lambert seconded.

VOTE: 5-0.

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: Supervisor DiRado made 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. Vice Chairman Lambert seconded.

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



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VOTE: 5-0.

18. Emergency Services.

PROPOSED MOTION: Charman Nielsen made a motion to appoint the following Emergency Service employees as presented. Supervisor DiRado seconded.

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

Clarence Rhoades, Township resident, questioned if they have a township vehicle.

Township Manager Swichar stated no.

Fire Marshall Jim Raegan stated they do not receive reimbursement for mileage.

VOTE: 5-0.

19. Police Department.

PROPOSED MOTION: Vice Chairman Lambert made a motion to appoint the following Police Officers as presented. seconded. Chairman Nielsen seconded.

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

Clarence Rhoades, Township resident questioned if any of the police officers have part-time job elsewhere and questioned if there are speakers for the hearing impaired.

Chief Osborne stated yes.

VOTE: 5-0.

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



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PROPOSED MOTION: Chairman Nielsen made a motion to appoint Christilla Walls as the 2025 part-time Police Administrative Assistant and Police Right to Know Officer. Supervisor Wright seconded.

VOTE: 5-0.

21. Building Inspector/Code Officer/Zoning Officer.

PROPOSED MOTION: Chairman Nielsen made a motion to appoint Keystone Municipal Services, Inc. as the 2025 Township building inspection, code official, and zoning services. Supervisor DiRado seconded.

VOTE: 5-0.

22. 2025 Supervisor Liaison Appointments.

PROPOSED MOTION: Chairman Nielsen made a motion to appoint the following 2025 Board liaisons as presented. Supervisor Domboski seconded.

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

Vice Chairman Lambert stated that the Chairman is usually the liaison to the township office.

VOTE: 5-0.

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

PROPOSED MOTION: Supervisor DiRado made a motion to appoint John Nielsen as the 2025 State Supervisor’s Association Convention Voting Delegate, and Wilson Lambert as alternate Voting Delegate. Vice Chairman Lambert seconded.

VOTE: 5-0.

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: Chairman Nielsen made a motion to appoint Katja DiRado as the Primary Delegate and Mike Domboski as the Secondary Delegate of the Western Chester County Cog. Supervisor DiRado seconded.

VOTE: 5-0.



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

25. Vacancy Board.

PROPOSED MOTION: Vice Chairman Lambert made a motion to appoint Joe Heffern as the East Fallowfield Township 2025 Vacancy Board member. Chairman Nielsen seconded.

VOTE: 5-0.

26. Law Offices of John Carnes Jr.

PROPOSED MOTION: Supervisor Wright made 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). Vice Chairman Lambert seconded.

VOTE: 4-0. Supervisor DiRado abstained.

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

PROPOSED MOTION: Chairman Nielsen made a motion to appoint Herbert E. MacCombie Jr. P.E. as the 2025 Township Sewer Consultant, and approve their 2025 fee schedule, as presented. Supervisor DiRado seconded.

VOTE: 5-0.

28. Traffic Planning and Design.

PROPOSED MOTION: Chairman Nielsen made a motion to appoint Traffic Planning and Design as the 2025 Township Traffic Consultants, and approve their 2025 fee schedule, as presented. Township Engineer. Vice Chairman Lambert seconded.

VOTE: 5-0.

29. Pennoni (Township Engineer)

PROPOSED MOTION: Vice Chairman Lambert made a motion to appoint Pennoni as the 2025 Township Engineer and approve their 2025 fee schedule as presented. Supervisor DiRado seconded.

VOTE: 5-0.

30. Fee Schedule Resolution 2025-01.

PROPOSED MOTION: Chairman Nielsen made a motion to approve Resolution 2025-01 approving the Township Fee Schedule. Supervisor DiRado seconded.



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Township Manager Swichar stated that the cost of disposal for a tire increased by \$2. This increase reflects the actual expense incurred by the township. The only other change is changing the date for the tax discount period to reflect 2025. It was updated from 2024.

VOTE: 5-0.

31. Agricultural Security Commission.

Appointment of 2025 Chairperson (Board of Supervisor Member).

PROPOSED MOTION: Chairman Nielsen made a motion to appoint Wilson Lambert (Board of Supervisor Member) as the 2025 Chairperson of the Agricultural Security Commission. Supervisor DiRado seconded.

VOTE: 5-0.

Wilson T. Lambert, Jr-(Board of Supervisors Member) - Chairperson for 2025

- 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: Supervisor DiRado made a motion to adopt Resolution 2025-2 reappointing Jason Hewson as a Zoning Hearing Board member for the term ending December 31, 2027. Chairman Nielsen seconded.

- Kathleen Moffitt – Member 2023 to 2025
- Ellis Weiss - Member 2024 to 2026
- Jason Hewson – Member 2025-2027**

VOTE: 5-0.

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



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Sue Monaghan	Member	2022 to 2025
Jerry Dickinson	Alternate member	Expires November 26, 2028

34. Park and Recreation Committee.

PROPOSED MOTION: Chairman Nielsen made a motion to reappoint Jonathan Egger to the Park and Recreation Committee for the term ending December 31, 2026. Supervisor Domboski seconded.

Teri Dickinson, of park and recreation stated that she is not sure if Jonathan Egger wants to be reappointed to Park and Recreation

Chairman Nielsen withdrew the motion.

PROPOSED MOTION: Chairman Nielsen made a motion to table Jonathan Egger’s reappointment. Supervisor DiRado seconded.

Teri Dickinson	Chairperson	2021-2025
Clare Small-McEvoy	Secretary	2024-2028
Fred Weiss	Member	2022-2026
Vacant	Member	2022-2026
Robin Barnes Burdik	Member	2023-2027
Stephanie Scotton	Member	2021-2025
Jonathan Egger	Member	2020-2024

VOTE: 5-0.

35. Historical Commission.

PROPOSED MOTION: Supervisor DiRado made a motion to reappoint Joe McCormick to the Historical Commission for the term ending December 31, 2029. Vice Chairman Lambert seconded.

VOTE: 5-0.

PROPOSED MOTION: Chairman Nielsen made a motion to reappoint Connie McLaughlin to the Historical Commission for the term ending December 31, 2029. Supervisor Dirado seconded.

VOTE: 5-0.

Joe McCormick	Chairman	2025 to 2029	5 year term
Sue Monaghan	Secretary	2022 to 2026	5 year term
Connie McLaughlin	Member	2025 to 2029	5 year term
Vacant	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
Vacant	Member	2024 to 2028	5 year term
Vacant	Member	2022 to 2026	5 year term



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VOTE: 5-0.

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: Supervisor DiRado made a motion to appoint Joe McCormick as the Township Uniform Construction Code (UCC) representative. Vice Chairman Lambert seconded.

Chairman Nielsen questioned the purpose of this position.

Township Manager Swichar stated that the representative would be used if there was an appeal of the building inspector’s decision.

VOTE: 5-0.

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: Chairman Nielsen made a motion recognizing Fulton Bank, PLGIT and Meridian Bank as the Township designated banks. Vice Chairman Lambert seconded.

VOTE: 5-0.

43. Payment Authorizations.



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PROPOSED MOTION: Vice Chairman Lambert made a motion to approve the Payment Authorizations for the period of December 11, 2024 through January 6, 2025 in the total amount of \$234131.35 as presented. Chairman Nielsen seconded.

VOTE: 5-0.

44. 2025 Bidding Thresholds (Informational)

Chairman Nielsen stated that 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)

Chairman Nielsen stated that Act 934 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.

Township Manager Swichar stated that the new law took effect in December 2024 to adjust the maximum threshold up to \$4,190. Supervisors could also be paid on a per meeting basis. This would happen by Ordinance. No Supervisor could receive more than \$4,190. The change could not happen during a board member's current term. It could only happen during a new term of office.

46. Federal Surplus Property Program

PROPOSED MOTION: Chairman Nielsen made a motion authorizing the Township Manager to submit an application for the Federal Surplus Property program. Vice Chairman Lambert seconded.

Township Manager Swichar stated that access to the program could provide furniture for a new township building.

VOTE: 5-0.

47. Old Business

Supervisor Domboski requested updates on Mortonville Bridge and Mortonville Road.

Township Manager Swichar stated he reached out to the township engineer and is waiting for an estimate. The solicitor is working on Mortonville Road.

Township resident Clarence Rhoades discussed the bridge on Mortonville Road and drainage concerns.

48. New Business

Supervisor Wright thanked Westwood Fire Company and the local police for responding to an incident.



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Chairman Nielsen stated that the township is moving in the right direction with the new building project. He discussed the township's comprehensive plan needing to be updated.

49. Public Participation (20 minutes).

50. Adjournment.

PROPOSED MOTION: Chairman Nielsen made a motion to adjourn the January 6, 2025 Reorganizational Meeting at 7:31 PM. Supervisor DiRado seconded.

VOTE: 5-0.