

EAST FALLOWFIELD TOWNSHIP
BOARD OF SUPERVISORS MEETING
February 25, 2025 Approved Minutes
6:30 p.m.

Members Present

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

Township Staff Present

Scott Swichar, Township Manager
Dave Hindman, Township Treasurer
Township Solicitor
James Halligan

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

Vice Chairman Lambert called the meeting to order at 6:36 PM.

2. Vice Chairman Lambert stated there was an executive session on February 25, 2025 to discuss personnel matters.

3. DISCUSSION

B. FIRE DEPARTMENTS & DEPARTMENT OF EMERGENCY SERVICES

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

4. TREASURER'S REPORT

- 1) January 31, 2025 Treasurer's Report.

MOTION: Supervisor DiRado made a motion to approve the January 31, 2025 Treasurer's Report as presented. Supervisor Wright seconded.

VOTE: 4-0.

- 2) Payment Authorizations.

MOTION: Vice Chairman Lambert made a motion to approve the Payment Authorizations for the period of January 29, 2025 through February 25, 2025 in the total amount of \$288,077.98 as presented. Supervisor DiRado seconded.

VOTE: 4-0.

5. DISCUSSION

A. APPROVAL OF MINUTES

January 28, 2025 BOARD OF SUPERVISORS MEETING MINUTES

MOTION: Supervisor DiRado made a motion to approve the January 28, 2025 Board of Supervisors meeting minutes as presented. Supervisor Wright seconded.

VOTE: 4-0.

6. TOWNSHIP MANAGER'S REPORT

1) Authorize Advertisement of Bids for Newlinville Traffic Calming Project

Township Manager Swichar stated that this project was recommended in the Newlinville Master Plan which was adopted in 2020. One of the major goals in the plan was to reduce vehicular speed throughout the village. Mr. Swichar stated that the township has completed its engineering and PennDOT approvals. The Township is ready to ask the board to approve the advertisement of the project.

Mike Schneider, of Pennoni,Engineering, discussed the Newlinville traffic calming project. He stated that the project is being funded by two separate grants that total \$250,000. The project is on Route 82/Doe Run Road in the vicinity of Newlinville Road. The project consists of two traffic calming medians approaching Newlinville Road. There will be striping, gore striping, and paving markings. Edge line rumble strips will be installed on the shoulder. The bid documents will be prepared. A recommendation for the award will be made at the March 25 meeting. There will be a recommendation to purchase speed display boards through a co-stars vendor. Medians are 50 feet long, 5 feet wide. The bids should come in under the total amount of grant funding. The estimated cost is \$160,000-\$170,000. Mr. Schneider stated that a radar speed study will be done before the project begins and another study will be done after the project is completed.

Mr. Swichar stated that the medians will be stamped asphalt.

There was a board discussion on the topic.

MOTION: Supervisor Domboski moved that the Township authorize the advertisement to request bids for the Newlinville Traffic Calming Project. Supervisor Wright seconded.

VOTE: 4-0.

- 1) Submission of a Loan Application to the Delaware Valley Regional Finance Authority for a loan in the amount of \$8 million.

Mr. Swichar stated that he recommends tabling the item. At the municipal building committee building there were concerns about how the project will impact the wallet of the resident. The Township just completed the project budget this week and it is difficult to provide an accurate analysis without looking at the overall township finances which is typically done during budget season. The township will have a more complete picture as the township gets further along in the year and gets closer to budget season.

MOTION: Supervisor DiRado made a motion to table the submission of a loan application to the Delaware Valley Regional Finance Authority for a loan in the amount of \$9 million. Supervisor Wright seconded.

VOTE: 4-0.

- 2) Request to Waive 2025 Trash Fee for 6 Park Avenue

Township Manager Swichar stated that Township resident is requesting a waiver of her annual trash bill. The owner states that her property is not inhabited. The Township does not have any way to know whether a property is vacant.

MOTION: Supervisor Wright made a motion approving a waiver of the 2025 trash fee for UPI 47-7-9.1. Supervisor DiRado seconded.

Supervisor Wright questioned if the waiver is just for one year and whether the township could check if the homeowner was using a second trash container.

Township Manager Swichar stated the waiver would be for the year and the township could check if necessary. He stated that he recommends the township waive the fee only for the year as the property could potentially become inhabited again in the future.

Vice Chairman Lambert questioned if someone sets out trash in front of the property would it be collected.

Township Manager Swichar stated that only properties using the township approved container would be collected.

Nina Petro, township resident, questioned if the township receives many waivers.

Shane Cloyd, township resident, questioned if the property has multiple homes and whether there are multiple bins on the property.

VOTE: 4-0.

3) Lease Agreement for Postage Machine

Township Manager Swichar stated that the township's existing contract with Key Business Solutions does not expire until the end of next year. The company reached out to the township and agreed to keep the pricing the same if the township signs a new contract now. Mr. Swichar recommends signing a new agreement.

MOTION: Supervisor DiRado made a motion to authorize the Township Manager to sign a 63-month lease agreement with FP Mailing Solutions/Key Business Solutions for a Postage Machine at \$27.95/month. Vice Chairman Lambert seconded.

VOTE: 4-0.

4) Approve Low Bids for Unleaded Gasoline and 2% Bio Diesel

Township Manager Swichar stated that the township has been participating in the joint fuel bid for several years with 14 other municipalities. The Chester County Intermediate Unit manages the bid process. This is a cost savings opportunity for the township. The bid opening was on February 19, 2025. The fixed price for unleaded gasoline is \$2.31/gallon. The fixed price for 2% bio-diesel is \$2.60/gallon. The pricing for the term is August 1, 2025 to July 31, 2026. The Township is required to accept the bid on the day of the opening.

MOTION: Supervisor Wright made a motion approving the township's participation in the 2025 Chester County Intermediate Unit's joint bid for fuel and retroactively approving the low bid for unleaded gasoline at \$2.31/gallon (fixed pricing) from Petroleum Traders and low bid for 2% bio diesel at \$2.60/gallon (fixed pricing) from Petroleum Traders. Supervisor DiRado seconded.

Nina Petro, township resident, questioned why Chester County Intermediate Unit is participating in the bid process.

VOTE: 4-0.

5) New Business: Mr. Swichar stated that the township was just notified that it will receive a \$300,000 grant from the DCED Multimodal Transportation Fund to rebuild the Mortonville Road Bridge. The price to rebuild the bridge is likely much more than \$300,000. There is another grant application, and the township is waiting to hear back on the results of that application. Mr. Swichar stated that the township understands the urgency of getting the bridge back up and running again as there are now delays with emergency services reaching residents on the other side of the bridge due to the closure.

2) LEGAL

1) A Resolution Authorizing the Township to Sign PennDOT Traffic Signal Maintenance Agreement

Township Manager Swichar stated there are flashing devices that will be installed at the new elementary school. The township will require the township to take responsibility for maintenance of the flashers.

Supervisor Wright questioned who will take responsibility for the maintenance of the flashers.

Township Manager Swichar stated that the township will be required to take care of maintenance.

MOTION: Supervisor Wright made a motion approving Resolution No. 2025-07 authorizing the Township to execute the PennDOT Traffic Signal Maintenance Agreement. Supervisor Domboski seconded.

VOTE: 4-0.

3) PLANNING COMMISSION

1) No Planning Commission Report Submitted

4) POLICE DEPARTMENT

1) January Police Report submitted for Board and resident review

2) Resignation of Part-Time Police Officer James Grajewski

MOTION: Supervisor Domboski make a motion accepting the resignation of part-time police officer James Grajewski. Supervisor Wright seconded.

Supervisor Wright questioned how long Officer Grajewski was employed with the township.

Township Manager Swichar stated he has been with the department for over a year.

VOTE: 4-0.

3) Written Offer Letter of Employment

MOTION: Supervisor DiRado made a motion to tender a conditional offer of employment to Desiree Rhoades to serve as part-time police officer at an hourly rate of \$27.12 pursuant to Act 57 and per the terms contained in the conditional offer letter dated February 25, 2025. Vice Chairman Lambert seconded.

VOTE: 4-0.

5) PUBLIC WORKS DEPARTMENT

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

6) PARK AND RECREATION

- 1) Park and Recreation Report Submitted
- 2) Purchase of Swing Set at Township Park

Township Manager Swichar stated that the purchase price is \$16,676.

MOTION: Supervisor Domboski made a motion to approve a proposal from River Valley Recreation in the amount of \$16,676 from the Pennsylvania Costars program to install a new PLAYCRAFT SYSTEMS swing set at the township park from the Township's Park and Recreation Fund. Supervisor Wright seconded.

Township Manager Swichar stated that a safety audit was conducted of the existing swing set last year. The recommendation was to separate the toddler swing from the other swings. This will be a safety upgrade from the other swing set. The proposed swing set will offer two additional swings from the current model.

Nine Petro, township resident, questioned if the new swing set will have a written guarantee.

Teri Dickinson, provided an overview of the proposed swing set.

Supervisor Domboski questioned the timeframe.

Township Manager Swichar stated it should be installed in the early spring.

VOTE: 4-0.

- 3) Authorize Simone Collins, Inc. to complete grant consulting work for park development project

MOTION: Supervisor Wright made a motion authorizing the township manager to sign a proposal from Simone Collins, Inc. to complete grant consulting work for a park development project at a total cost of \$6,000. Vice Chairman Lambert seconded.

Township Manager Swichar stated that there is a quote from Simone Collins to prepare two grant applications to develop the township parkland at the intersection of Doe Run Road and Strasburg (southwest corner). The grant applications will be consistent with the new park/open space plan that was adopted last year. The plan shows four pickleball courts, a small inclusive playground, a volleyball court, and a parking lot. The open space plan shows there is a strong need for active recreation in the township. The initial cost estimate for construction is \$500,000 to develop this plan. Simone Collins will submit a grant proposal to DCNR and another to DCED as part of their proposal.

Supervisor Wright questioned if there would be additional cost for the drawings and bid documents. He questioned if the plan includes walking trails.

Township Manager Swichar stated there would be additional costs to put the project out to bid. The township will request between \$250,000 and \$350,000 to DCNR and \$250,000 to DCED.

Supervisor DiRado questioned if restrooms are needed.

Teri Dickinson, chair of park and recreation stated that the park and recreation board recommends the proposal.

There was a board discussion about the topic.

VOTE: 4-0.

7) HISTORICAL COMMISSION

1) No Report Submitted.

8) ENVIRONMENTAL ADVISORY COMMITTEE (EAC)

1) No Report Submitted

9) OLD BUSINESS

Supervisor Domboski questioned the repair of Mortonville Road.

Mr. Swichar stated that the solicitor is working on this.

10) NEW BUSINESS

11) PUBLIC PARTICIPATION - 20 minutes

Nina Petro, Township resident questioned her tax bill and discussed the tax collector.

Township Manager Swichar stated that there was no tax increase or fee increase in 2025.

Shane Cloyd, Township resident, discussed fees paid to the tax collector, he questioned non-electoral borrowing limits for townships, and discussed costs for the township building.

Dennis Wishneski, township resident, commented on the township's tax collector, Berkheimer.

There was a board discussion on tax collection.

12) ADJOURNMENT

MOTION: Supervisor Wright made a motion to adjourn the February 25, 2025 Board of Supervisors Meeting at 8:28 PM. Supervisor DiRado seconded.

VOTE: 4-0.

Respectfully Submitted,

A handwritten signature in cursive script, reading "Scott M. Swichar", is displayed on a light gray rectangular background.

Scott Swichar,
Township Manager/Secretary