

EAST FALLOWFIELD TOWNSHIP
BOARD OF SUPERVISORS MEETING
March 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
Chad Osborn, Police Chief
Township Solicitor
Mike Crotty

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

Vice Chairman Lambert called the meeting to order at 6:33 PM.

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

2. DISCUSSION

A. APPROVAL OF MINUTES

February 25, 2025 BOARD OF SUPERVISORS MEETING MINUTES

MOTION: Supervisor DiRado made a motion to approve the February 25, 2025 Board of Supervisors meeting minutes as presented. Supervisor Domboski seconded.

VOTE: 4-0.

B. FIRE DEPARTMENTS & DEPARTMENT OF EMERGENCY SERVICES

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

C. PRESENTATIONS

- 1) PRESENTATION: 2024 POLICE OFFICER OF THE YEAR AWARD PRESENTED TO POLICE OFFICER JOHN O'DONNELL.
- 2) PRESENTATION: MICHELE PATTERSON OF HUMANE ACTION PENNSYLVANIA (RE: ANIMAL WELFARE AND PROTECTION)

Ms. Patterson discussed a proposed ordinance to regulate dangerous animals.

Supervisor Wright questioned if there have been issues in the past five years and whether permits are required for larger reptiles.

3. TREASURER'S REPORT

- 1) February 28, 2025 Treasurer's Report.

MOTION: Vice Chairman Lambert made a motion to approve the February 28, 2025 Treasurer's Report as presented. Supervisor DiRado seconded.

VOTE: 4-0.

- 2) Payment Authorizations.

MOTION: Vice Chairman Lambert made a motion to approve the Payment Authorizations for the period of February 26, 2025 through March 25, 2025 in the total amount of \$388,453.65 as presented. Supervisor DiRado seconded.

VOTE: 4-0.

- 3) Transfer Funds from Meridian Bank Checking Account to Money Market Fund

MOTION: Supervisor Domboski make a motion authorizing the transfer of the balance from the Liquid Fuels checking account to Meridian Bank money market fund (interest rate is currently 3.2%). Supervisor DiRado seconded.

Treasurer Hindan stated the money will now earn interest. The account number is still the same.

VOTE: 4-0.

4. TOWNSHIP MANAGER'S REPORT

- 1) Consideration of a Resignation Letter from Board Chairman John Nielsen

MOTION: Supervisor Wrigh made a motion accepting the resignation of Board Chairman John Nielsen from the East Fallowfield Township Board of Supervisors. Supervisor Domboski seconded.

Supervisor Wright questioned if John Nielsen will still be involved in the EAC.

VOTE: 2-2. Vice Chairman Lambert voted no. Supervisor DiRado voted no. Motion failed.

There was a board discussion on the topic.

Solicitor Crotty stated that the resignation is effective in early May. If the board does not accept the resignation, there are 30 days for the board to fill the vacancy. If the board cannot agree on someone to fill the spot within 15 days, then the vacancy board decides who will be the supervisor. Mr. Crotty stated that 45 days from when Chairman Nielsen submitted his resignation is May 4. If the Board does not accept the resignation by May 4, then its deemed accepted by that date. June 3 is the 30th day when the Board of Supervisors would need to appoint someone. If the board does not appoint someone, then it goes to the vacancy board within 15 days, or, by June 18. The vacancy board must decide on someone by June 18 or if goes to the Court of Common Pleas.

Mr. Crotty stated that the board can still accept letters of interest from interested candidates before the Chairman resigns.

Vice Chairman Lambert stated that if anyone is interested in joining the board of supervisors, then they should submit a letter of interest. Vice Chairman Lambert stated that Mr. Nielsen might change his mind about resigning from the board.

Solicitor Crotty stated that the Chairman could change his mind before his resignation is accepted.

There was a board discussion on the topic.

2) 2025 Road Paving Project

MOTION: Supervisor Wright moved that the Township authorize the advertisement to request bids for the 2025 road paving project to resurface Mount Carmel Road, Ramsey Road, Molineux Lane, Elizabeth Drive, Upper Gap Road, a small portion, and Rebecca Lane. Supervisor DiRado seconded.

Solicitor Crotty asked if Bedford Road is on the list.

Mr. Swichar stated that Bedford was removed from the recommended list.

Mr. Swichar stated that the Township budgeted \$350,000 from the 2025 Liquid Fuels fund for road paving. The road foreman and township engineer inspected the roads in order to make their recommended list. West Chester Road was removed from the recommended list as the road crew determined they could make substantial repairs to the road themselves this year. The total estimate for all 6 roads is \$351,700. Mr. Swichar stated that the township was only paving \$150,000 worth of roads back in 2017 and that you do not get very far when you are only spending \$150,000 a year. Mr. Swichar stated that an additional \$75,000 was also budgeted in the Capital Fund to pave Saw Mill Road. The Saw Mill Road paving would happen when the Saw Mill Road culvert is replaced in the spring. Mr. Swichar stated that the Township has allocated \$425,000 total for road paving in 2025.

Supervisor Wright questioned if money was budgeted for Saw Mill Road. He questioned if Upper Gap is a small section of roadway.

Mr. Swichar stated yes.

There was a board discussion about construction of a housing development near Upper Gap Road and whether that would negatively impact paving on the roadway.

AMENDED MOTION: Supervisor Wright made a motion to amend the motion to add Bedford Drive to the list of roads. Vice Chairman Lambert seconded.

Solicitor Crotty stated that road maintenance falls on the responsibility of the municipality, unless there is a weight restriction. All the roads on the paving list are township roads.

VOTE: 4-0.

Solicitor Crotty stated the new motion would be to vote on the motion as amended.

MOTION: Supervisor Wright moved that the Township authorize the advertisement to request bids for the 2025 road paving project to resurface Mount Carmel Road, Ramsey Road, Molineux Lane, Elizabeth Drive, Bedford Drive, Upper Gap Road, and Rebecca Lane. Vice Chairman Lambert seconded.

VOTE: 4-0.

3) Request to Waive 2025 Trash Fee for 198 Glenrose Avenue

Township Manager Swichar stated that the township received a request from Senaca Lambert, daughter of Dianne Grant, who is the owner of 198 Glenrose. Lambert stated that her mother passed away last year and the home is vacant and not generating trash. Mr. Swichar stated that by ordinance any owner or occupier can challenge the annual trash fee and it is within the board's discretion to waive the fee. However, the request should be made every year.

MOTION: Supervisor Wright make a motion approving a waiver of the 2025 trash fee for UPI 47-7-79. Supervisor DiRado seconded.

Supervisor Wright questioned if an annual waiver is a legal requirement.

Solicitor Crotty stated that you do not want to find out five years later that the township forgot about the property, so an annual waiver is a good idea.

VOTE: 3-0. Vice Chairman Lambert abstained.

4) Request to Waive 2025 Trash Fee for 42 Rokeby Road

Township Manager Swichar stated that the township received another waiver for 42 Rokeby Road. Mr. Swichar stated that David Chengler indicated that he received the property after his mother died and the property is vacant.

MOTION: Supervisor Domboski made a motion approving a waiver of the 2025 trash fee for UPI 47-7-166.1. Supervisor DiRado seconded.

Supervisor DiRado questioned who tracks the property if it gets sold or is rented out again. She questioned how they will be charged in future years.

Mr. Swichar stated that the township does not track whether a property is vacant or sold however they remove the trash containers after the fee is removed. The trash company only picks up trash and recycling from designated containers so the owner would need the containers back to resume service.

Vice Chairman Lambert questioned who will pick up the trash containers.

Mr. Swichar stated that the township would collect both containers.

VOTE: 4-0.

5) Rejection of Bid for Newlinville Traffic Calming Project

Township Manager Swichar stated that the township only received one bid for the project. The bid was received from JVI in the total amount of \$269,430. The township engineer is recommending that the township reject the bid from JVI as the bid was much higher than the budgeted amount. The engineer will reach out to prospective contractors to encourage them to bid on the project.

MOTION: Supervisor Wright made a motion rejecting the bid for Newlinville Traffic Calming, from JVI, in the amount of \$269,430 per the recommendation of the Township Engineer, Pennoni, Inc. Vice Chairman Lambert seconded.

Township resident, Shane Cloyd commented about before and after studies.

There was a board discussion.

VOTE: 4-0.

6) Authorize Readvertisement of Bids for Newlinville Traffic Calming Project

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

VOTE: 4-0.

7) Wage Increases for Non-Bargaining Unit Staff

MOTION: Supervisor DiRado made a motion to approve the following wage increases for the following non- bargaining unit staff retroactive to January 1, 2025: Vice Chairman seconded.

<u>Employee</u>	<u>Current Wage</u>	<u>Proposed Increase</u>	<u>Recommended</u>
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Christilla Walls	\$22.00/hour	4%	\$22.88/hour
Denise Verderosa	\$55,000	4%	\$57,200 annual

Township resident Shane Cloyd asked a question about the agenda.

VOTE: 4-0.

8) A Resolution Approving the DCNR C2P2 Grant Application for the Community Park Improvements

Township Manager Swichar stated that the township discussed the proposed improvements at the last meeting. The upgrades are proposed at the southwest corner of the park at the intersection of Doe Run and Strasburg Road. The grant resolution is required as part of the grant application submission process. The township will be requesting \$250,000 from DCNR.

MOTION: Supervisor Wright moved that the Township approve Resolution No. 2025-08 authorizing the Township Manager to submit a grant application to DCNR C2P2 in the amount of \$250,000 for community park improvements. Supervisor DiRado seconded.

Township resident, Connie McLaughlin asked a question about the proposed upgrades.

Township Manager Swichar stated that the proposed upgrades are pickleball courts, small inclusive playground, volleyball court, parking lot, and a berm.

VOTE: 4-0.

9) Authorization to Sign and Execute \$300,000 Grant Contract with DCED

Township Manager Swichar stated that at the last meeting he notified the board that the township was awarded a \$300,000 grant from DCED to rebuild the bridge on Mortonville Road. The proposed motion would allow the township manager and board chairman to sign the agreement.

MOTION: Supervisor Domboski made a motion authorizing the Board Chairman and Township Manager to sign and execute the grant agreement with DCED for a \$300,000 grant to rebuild the Mortonville Road Bridge. Vice Chairman Lambert seconded.

VOTE: 4-0.

10) Resolution Approving Live Streaming of Township Board of Supervisor Meetings

Township Manager Swichar stated that livestreaming of board meetings is one of the goals listed in the Road Map of Goals and Priorities. The township developed a draft resolution for the board's review. The resolution spells out participation by board members, public participation, and a retention policy of 30 days. Mr. Swichar stated that meetings will be broadcast only.

MOTION: Supervisor Wright made a motion approving Resolution 2025-09 establishing a policy for livestreaming of the Township's Board of Supervisor meetings. Supervisor DiRado seconded.

Supervisor Wright stated that remote participation should include interaction from residents.

Township Manager Swichar stated that the live streaming would be broadcast only with no opportunity to respond to chat. The meeting recording would be saved for a minimum of 30 days.

There was a board discussion on the matter.

VOTE: 4-0.

- 11) Township Manager Swichar stated that the Township received a PMHIC UHC 2025 Wellness Grant of \$1,400 for employee wellness initiatives (Informational)

- 12) New Business

5. LEGAL

- 1) Doe Run (South Brandywine) Elementary School – Development Agreement, Financial Security Agreement, Stormwater Management Agreement

Solicitor Crotty stated that there are 3 agreements that go along with any new development. When you do a development, there are regulatory items that require the developer to post security and do stormwater management consistent with the township's stormwater management ordinance.

MOTION: Supervisor Domboski moved that the Township approve the form of the Development Agreement, Financial Security Agreement and Stormwater Management Agreement for the Elementary School Project, in the form as presented. Supervisor DiRado seconded.

Supervisor Wright asked if the agreements were the same as the one with Fieldstone Development.

Solicitor Crotty stated no. Agreements for Fieldstone Development were from the mid 2000's. The school district is a much different entity than a residential developer.

VOTE: 4-0.

- 2) Approval of Sewage Facilities Planning Module (130 Fairview Road)

Solicitor Crotty stated that the application for an onlot septic system must be submitted to DEP. The Township sewer engineer submitted a recommendation letter. The sewer engineer had a couple minor comments in his recommendation letter. The Board could approve the sewage facilities module subject to the conditions in the letter.

Motion: Supervisor Wright moved that the township approve Resolution No. 2025-10 authorizing the submission to DEP of the sewage facilities planning module for 130 Fairview Road subject to the conditions in the township's sewer engineer letter, dated March 17, 2025. Supervisor DiRado seconded.

Township Manager Swichar stated that the Township's Planning Commission reviewed the application.

Supervisor Wright mentioned there was a lot of paperwork required as part of the approval process.

Solicitor Crotty stated that the paperwork is from DEP.

VOTE: 4-0.

- 3) Solicitor Crotty stated that Zoning Hearing Board Applications were received for 185 Wilmington Road (hearing date scheduled for April 9, 2025), 300 Oaklyn Road (hearing date scheduled for March 26), and 310 Providence Road (hearing date scheduled for April 23) . 310 Providence Road is installing a pool in the rear yard setbacks. 185 Wilmington Road is a variance request expanding a single wide trailer to a double wide trailer. 300 Oaklyn Road is to construct a new residence. Anyone who lives nearby can attend the meetings and be a party to the application. The Township can support or oppose the application as well. (Informational)

6. PARK AND RECREATION BOARD

- 1) Agreement with Showstoppers for 2025 Summer Concert Series

MOTION: Supervisor DiRado made a motion to authorize the township manager to sign an agreement with Showstoppers, Unlimited for a summer concert series at a cost of \$7,550. Supervisor Wright seconded.

Mr. Swichar stated that this will be the fifth year of the summer concert series. The Township seeks sponsorship of the events.

VOTE: 4-0.

- 2) Approval for Alcohol/Beer Sales at Township's Rescue Rally, Flea Market/Vendor Sale, and the Fall Festival/Cornhole Tournament

MOTION: Supervisor Domboski made a motion to authorize the sale and approve the consumption of beer and wine at the township's Rescue Rally event, Flea Market event, and Fall Festival/Cornhole event by approved vendors with a certificate of insurance naming the township as an additional insured. Supervisor DiRado seconded.

Township Manager Swichar stated that the concert events have allowed beer vendors in the past. Park and Recreation is looking to expand this to other township events.

VOTE: 4-0.

Teri Dickinson, Park and Rec Chair stated that the health fair is scheduled for July 12.

3) Report Submitted

7. PLANNING COMMISSION

1) No Planning Commission Report Submitted.

8. POLICE DEPARTMENT

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

2) Purchase of New Handguns and Accessories

MOTION: Supervisor Wright made a motion approving a proposal from Witmer Public Safety Group to purchase 15 Glock handguns with Aimpoint COA red dot sight and accessories in the amount of \$9,162.00 under the PA Costars program from the Township's Capital Fund. Supervisor Domboski seconded.

Police Chief Osborn stated that the red dot site allows officers to shoot with both eyes open. The red dot is a safety feature for the police officer. The officer would be able to look at the target and this is an advancement in technology.

Supervisor DiRado questioned if any of the officers are trained in the new technology.

Chief Osborn stated that Sergeant Simmons is scheduled for instructor training so he can certify the other officers.

Supervisor Wright questioned how often the weapons would need to be replaced.

Chief Osborn stated that the average life of a gun is 10 years. The guns are 9mm. There are 14 officers and one gun is kept in reserve.

VOTE: 4-0.

9. PUBLIC WORKS DEPARTMENT

1) February Road Department Report submitted for Board and resident review

10. HISTORICAL COMMISSION

1) No Report Submitted.

11. OLD BUSINESS:

Supervisor Wright stated there should be an inventory of bridges, storm pipes, and culverts that cross township roads.

Township resident, Shane Cloyd, asked a question about non-electoral borrowing capacity.

Township resident, Connie McLaughlin asked a question about the municipal building committee.

12. NEW BUSINESS:

13. PUBLIC PARTICIPATION:

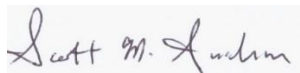
Township resident, Shane Cloyd, asked questions about public referendums, Facebook, and trash collection.

14. ADJOURNMENT

MOTION: Supervisor Wright made a motion to adjourn the March 25, 2025 Board of Supervisors Meeting at 8:27 PM. Supervisor DiRado seconded.

VOTE: 4-0.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Scott M. Swichar", written in dark ink on a light-colored background.

Scott Swichar,
Township Manager/Secretary