

EAST FALLOWFIELD TOWNSHIP
BOARD OF SUPERVISORS MEETING
May 13, 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 6:30 PM.

2. DISCUSSION

A. APPROVAL OF MINUTES

March 25, 2025 BOARD OF SUPERVISORS MEETING MINUTES

MOTION: Supervisor Domboski made a motion to approve the March 25, 2025 Board of Supervisors meeting minutes as presented. Supervisor DiRado 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.
- 6) Fire Marshal's Quarterly Report for 2025

C. PRESENTATION: HONORABLE ANDY DINNIMAN DISCUSS RENAMING ROAD AFTER ZACHARIAH WALKER

D. INTERVIEWS WERE CONDUCTED FOR THE BOARD VACANCY POSITION:

1. Deborah Stoff
2. Frangipani Martin
3. Eric Ramoth
4. Shane Cloyd
5. Jerome Dickinson
6. Clare Small-McEvoy

There was a board discussion.

Solicitor Crotty stated that John Nielsen's vacancy was deemed effective on May 4. If the Board of Supervisors does not pick someone to fill the vacancy by June 3, the option would be for the board to schedule another meeting or a meeting with the vacancy board. The vacancy board member is Joe Heffern.

MOTION: Supervisor Wright made a motion to select Jerome Dickinson as interim supervisor with a period ending calendar year 2025.

Motion failed due to the lack of a second.

3. TREASURER'S REPORT

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

MOTION: Vice Chairman Lambert made a motion to approve the March 31, 2025 Treasurer's Report as presented. Supervisor Domboski seconded.

VOTE: 4-0.

- 2) April 30, 2025 Treasurer's Report.

MOTION: Vice Chairman Lambert made a motion to approve the April 30, 2025 Treasurer's Report as presented. Supervisor DiRado seconded.

VOTE: 4-0.

- 3) Payment Authorizations.

MOTION: Vice Chairman Lambert made a motion to approve the Payment Authorizations for the period of March 26, 2025 through May 13, 2025 in the total amount of \$660,936.84 as presented. Supervisor Wright seconded.

Township resident Connie McLaughlin questioned the payments.

Treasurer Hindman stated the bills are higher than normal this month. The township is paying a third to Keystone for building permit fees related to the Coatesville Area School District project. Keystone receives 55% and the township receives 45%.of the permit fee.

VOTE: 4-0.

4. TOWNSHIP MANAGER'S REPORT

1) 2025 Road Paving Project.

Township Manager Swichar stated that the township had three bidders for the project: Long's Asphalt, and John Dirocco. Long's Asphalt was the low bidder at \$301,913.65. The list of roads to be paved is Mount Carmel, Ramsey Road, Molineaux, Elizabeth Drive, and Bedford Drive. The Township removed Upper Gap Road from the list due to construction activities happening along that roadway. The township budgeted \$425,000 in the township budget for road paving. \$350,000 was budgeted from Liquid Fuels fund for 2025 and an additional \$75,000 from Capital Fund. Mr. Swichar stated that the township was only spending \$150,000 a year on road paving back in 2017 before he became township manager. The Township is investing considerably more money every year. The township spent \$385,887 on road paving in 2024. The Township is planning to replace the culvert pipe on Saw Mill Road this year. The project will be funded with a \$250,000 grant. Mr. Swichar will recommend that the township use the money from the capital fund to pave Saw Mill Road as well. The township received competitive bids from the contractors for the 2025 road paving program and the recommendation letter from the township engineer is in the board's packet.

MOTION: Supervisor Wright moved that the Township award the low bid in the amount of \$301,913.65 to Long's Asphalt for the 2025 paving project. Supervisor Domboski seconded.

Township resident Clarence Rhoades questioned if recommendations came from the road foreman.

Township Manager Swichar stated yes.

VOTE: 4-0.

2) Approval of Bid for Newlinville Traffic Calming Project (Route 82/Doe Run Road)

Township Manager Swichar stated that the one bid received in March from JVI Group in the amount of \$269,430 was rejected by the board and rebid in April. The Township received two bids this time from Construction Masters Services in the amount of \$156,121.85 and JVI Group in the amount of \$247,895. The Township engineer is recommending in their letter that the township award the contract to the low bidder Construction Master Services. Mr. Swichar stated that the traffic calming project is listed as a high priority item in the Newlinville Village Master Plan. The residents of Newlinville and the task force members identified speeding as a major problem. The project will entail two traffic calming medians, signage and striping, thermoplastic transverse pavement markings which function as a rumble strip. Mr. Swichar stated that unfortunately a motorist was killed in front of the PECO substation last weekend driving on Route 82. Excessive speed was likely the cause. The township wants to be proactive to reducing speeding in Newlinville and hopefully can prevent future accidents. The engineer's recommendation letter is in the board's packet.

MOTION: Supervisor Domboski made a motion approving the low bid for the Newlinville Traffic Calming Project on Route 82/Doe Run Road, from Construction Masters Services, LLC in the amount of \$156,121.85 per the recommendation of the Township Engineer, Pennoni, Inc. Supervisor DiRado seconded.

Township resident Connie McLaughlin questioned if there was a pre and post study.

Township resident Shane Cloyd discussed before and after studies.

There was a board discussion on the topic.

Mr. Swichar stated that the project is fully funded with \$250,000 in grant funding. The township anticipates purchasing additional speed reduction equipment with the remaining funds.

VOTE: 4-0.

3) Proposal from L&L Restoration, LLC. for Maintenance to Frog Hollow Bridge

Township Manager Swichar stated that the township has a list of priority maintenance items for Frog Hollow Bridge. The work entails non-structural masonry repairs. The Township received three estimates. The Township is recommending the project go to L&L Restoration in the amount of \$23,000.

Supervisor DiRado questioned if the bridge is in the township. She stated there was confusion about the location.

Mr. Swichar stated yes.

Supervisor Wright questioned if the bridge is the covered bridge.

Mr. Swichar stated that the bridge is not the covered one. It is an old stone bridge.

Township resident, Buddy Rhoades, commented on the bridge.

MOTION: Supervisor DiRado made a motion authorizing the Township Manager to sign a proposal from L&L Restoration to make repairs to the Frog Hollow Bridge in the amount of \$23,000.00 from the Township's Capital Fund. Vice Chairman Lambert seconded.

VOTE: 4-0.

Supervisor DiRado questioned if the road will need to be closed during the repairs.

Township Manager Swichar stated he does not anticipate the roadway will need to be closed.

4) Resolution Approving the DCED Greenways, Trails, and Recreation Grant Application for the Community Park Improvements

Township Manager Swichar stated that the resolution will authorize the submission of a \$250,000 grant proposal to the DCED Greenways, Trails and Recreation Program.

Mr. Swichar stated that the Township discussed the project scope at several recent board meetings. Mr. Swichar stated that the township would install four pickleball courts, volleyball, parking lot, and a small inclusive parking lot at the township's parkland at the intersection of Doe Run Road and Strasburg Road, the southwest corner. He stated that the need for active recreation and pickleball courts is detailed in the township's park and recreation plan. He stated that the township has received many letters of support for the project, including from the owner of 7 T's Restaurant.

Supervisor DiRado questioned if porta-potties would be installed.

Township Manager Swichar stated that the porta-potties are not part of this project, but he did not think it would be a problem if they chose to install them later.

MOTION: Supervisor Wright move that the Township approve Resolution No. 2025-11 authorizing the Township Manager to submit a grant application to the DCED Greenways, Trails, and Recreation grant program in the amount of \$250,000 for community park improvements. Supervisor DiRado seconded.

Township resident, Shane Cloyd questioned the total cost of the project and whether this is a matching grant.

Township Manager Swichar stated that the project cost is projected to cost \$500,000. The one DCNR grant will match the other DCED grant.

Township resident Connie McLaughlin questioned roadway modification safety improvements.

Chief Osborn stated that PennDOT approvals would be required.

Township residents Courtney Himes questioned maintenance costs and surveying of nearby residents.

VOTE: 4-0.

5) Appointment of Member to Municipal Building Committee

Township Manager Swichar stated that Chuck Argue was invited to the meeting.

Mr. Argue stated that he is a licensed professional engineer. Most recently he worked on Willistown Township Police Department.

MOTION: Supervisor Domboski made a motion to appoint Charles Argue to the Municipal Building Planning Committee with the term ending 12/31/2025. Vice Chairman Lambert seconded.

VOTE: 4-0.

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

Charles Argue
Scott Swichar

Member 2025 to 2025
Advisor

1 year-term

6) Approving an Agreement with ESRI for ArcGIS Geographic Information System

Township Manager Swichar stated that the township is looking to purchase an annual agreement with ESRI for licenses to use their GIS software. The township is required to maintain GIS documentation of the township's stormwater infrastructure. This software will help the township maintain the MS4 requirements. The township also expects to utilize the GIS software as part of a citizen problem reporter on the township's website by allowing location enabled requests as well as to better inventory township infrastructure.

Supervisor DiRado questioned if they will be mapping geography and whether the information will need to be inputted.

Township Manager Swichar stated that road signs, stormwater infrastructure, roads will be mapped. Mr. Swichar stated that the township already has some of the data, however they are unable to view it. The township can also add data for things like street signs. Streets and road data already exist.

MOTION: Supervisor Wright made a motion approving an annual agreement with ESRI in the amount of \$929 for the purchase of a license for ARC GIS PRO and ARD GIS Online software from the Township's General Fund. Supervisor DiRado seconded.

Township resident Shane Cloyd questioned who will utilize the software and whether training is free.

Supervisor DiRado questioned if the township can cancel the agreement after one year.

VOTE: 4-0.

7) Resolution No. 2025-12 to Appoint Voting Delegates to Chester County Tax Collection Committee.

Township Manager Swichar stated this resolution will update the first alternate voting delegate. The former treasurer, Lisa Ionata, to Dave Hindman, the current township treasurer.

MOTION: Vice Chairman Lambert make a motion to adopt Resolution 2025-12 to appoint voting delegates to the Chester County Tax Collection Committee. Supervisor Domboski seconded.

VOTE: 4-0.

8) Sale of 2013 Ford F-350 (VIN# 1FD8W3B60DEA75967) AND 2018 Chevy Tahoe (VIN#GNSKDEC8JR295947) - Resolution No. 2025-13.

Township Manager Swichar stated that the township wishes to sell its surplus vehicles that are now retired.

MOTION: Supervisor Domboski made a motion to approve Resolution No. 2025-13 authorizing the sale of surplus property as presented. Supervisor DiRado seconded.

VOTE: 4-0.

- 9) New Business: Township Manager Swichar stated that the township is now livestreaming its board of supervisors meetings on YouTube.

5. LEGAL

- 1) Approval of a Mutual Aid Plan and Agreement

Solicitor Crotty stated this is a master agreement between the different police departments.

MOTION: Vice Chairman Lambert moved that the board approve and authorize the Township Manager and Police Chief to sign the mutual aid plan and agreement in the form as presented. Supervisor Wright seconded.

VOTE: 4-0.

- 2) Stormwater Management O&M Agreement for 304 Martingale Circle

Solicitor Crotty stated that the applicant is putting up a garage and driveway expansion. Permit approval is required.

MOTION: Supervisor Wright moved that the Board approve the Stormwater Management Agreement for 304 Martingale Circle in the form as presented and authorize the plans to be released for recording. Supervisor Domboski seconded.

VOTE: 4-0.

6. PLANNING COMMISSION

- 1) Transportation Improvement Inventory (TII) Report Submitted to Chester County Planning Commission.

7. POLICE DEPARTMENT

- 1) March Police Report submitted for Board and resident review.

8. PARK AND RECREATION

- 1) Report Submitted
- 2) Agreement with Gaillyn Giles for Face Painting at Township Summer Concert

MOTION: Supervisor DiRado made a motion approving two proposals from Gaillyn Giles in the total amount of \$750 from the Park and Recreation Fund to provide face painting at Rescue Rally

event on May 17, 2025, and the Star-Spangled Bike Parade on June 28, 2025. Supervisor Wright seconded.

Vice Chairman Lambert questioned if the agreement would name the township as an additional insured and whether she is attending the concert on behalf of the organizer.

Township Manager Swichar stated that she is not with the concert organizer. He will obtain proper insurance information prior to the event.

VOTE: 4-0.

- 3) Sponsorship monies received (to date) for Summer Concert Series is \$11,500 (Informational)

9. PUBLIC WORKS DEPARTMENT

- 1) March and April Road Department Report submitted for Board and resident review.
- 2) Appointment of Hector Aquino as Part-Time Permanent Laborer

MOTION: Supervisor Domboski made a motion to hire Hector Aquino as a part-time permanent laborer in the public works department at an hourly rate of \$25.22 subject to a satisfactory criminal background check and pre-employment physical. Vice Chairman Lambert seconded.

- 3) Summer Seasonal Employment: Recommendation to Hire Seasonal Public Works Employee\

MOTION: Supervisor DiRado made a motion to appoint Ryan Paradis as a seasonal grass cutter in the public works department at an hourly rate of \$17.00. Supervisor Wright seconded.

- 4) Summer Seasonal Employment: Recommendation to Hire Seasonal Public Works Employee

MOTION: Vice Chairman Lambert made a motion to appoint Jordan Thomas as a seasonal grass cutter in the public works department at an hourly rate of \$17.00. Supervisor Domboski seconded.

10. HISTORICAL COMMISSION

- 1) There was a request Letter Submitted Regarding America250 Chester County

Township resident Clarence Rhoades made comments regarding the Historical Commission.

11. ENVIRONMENTAL ADVISORY COMMITTEE

- 1) Request to change the meeting date.

MOTION: Supervisor Domboski made a motion approving a new meeting date for the Environmental Advisory Committee (EAC) from the 3rd Thursday of every month to the 2nd Wednesday of the month. Supervisor Dirado seconded.

Supervisor Wright questioned the cost of running an advertisement in the Daily Local.

Township Manager Swichar stated he estimates \$100.

VOTE: 4-0.

12. OLD BUSINESS

13. NEW BUSINESS

- 1) Discussion on Single Use Plastic Bag and Single-Use Straw Ordinance (Supervisor Wright/Informational)

Supervisor Wright stated that he has concerns about the single use bag ban. He stated the ordinance was a mistake.

14. PUBLIC PARTICIPATION:

Buddy Rhoades, commented on township roads.

Township resident Connie McLaughlin requested an overview of the America250 Chester County letter.

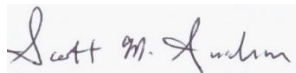
There was a board discussion on America250.

15. ADJOURNMENT

MOTION: Supervisor DiRado made a motion to adjourn the May 13, 2025 Board of Supervisors Meeting at 9:12PM. Supervisor Domboski seconded.

VOTE: 4-0.

Respectfully Submitted,



Scott Swichar,
Township Manager/Secretary