EAST FALLOWFIELD TOWNSHIP
BOARD OF SUPERVISORS MEETING
September 23, 2025 **Approved Minutes**
6:30 p.m.

Members Present
Clare Small-McEvoy, Chairwoman
Mike Domboski, Vice Chairman
Wilson Lambert, Member
Katja DiRado, Member
Al Wright, 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 Domboski called the meeting to order at 6:30 PM.

2. An executive session was held on September 11, 2025 to discuss legal matters.

3. DISCUSSION

B. APPROVAL OF MINUTES

AUGUST 26, 2025 BOARD OF SUPERVISORS MEETING MINUTES

MOTION: Vice Chairman Domboski made a motion to approve the August 26, 2025 Board of Supervisors meeting minutes as presented. Supervisor DiRado seconded.

VOTE: 5-0.

C. FIRE DEPARTMENTS & DEPARTMENT OF EMERGENCY SERVICES

1) August Westwood Fire Company Fire Chief's Report submitted for Board and resident review.

2) August Westwood Fire Company EMS Report submitted for Board and resident review.

3) August Modena Fire Company Fire Chief's Report submitted for Board and resident review.

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

5) August Modena Fire Company EMS Report submitted for Board and resident review.

D. SUMMARY BY APPLICABLE BOARD LIAISON

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

A. TREASURER'S REPORT

1) August 31, 2025 Treasurer's Report

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

VOTE: 5-0.

2) Payment Authorizations.

MOTION: Vice Chairman Domboski made a motion to approve the Payment Authorizations for the period of August 27 through September 23, 2025 in the total amount of $238,216.41 as presented. Supervisor DiRado seconded.

VOTE: 5-0.

3) 2026 Minimum Municipal Obligation (MMO) for East Fallowfield Township - Police Pension Plan & Non-Uniform Pension Plan (Informational).

Treasurer Hindman stated that the MMO for the administrative staff is paid through payroll every two weeks and for police the MMO is paid through a lump sum payment once a year to satisfy requirements from Pennsylvania Municipal Retirement System.

4) Contract with Autoagent for Municipay Online Payment Portal Solution

MOTION: Supervisor DiRado made a motion to approve a 3-year agreement with Autoagent for Municipay Online Payment Portal Solution. Supervisor Wright seconded.

Treasurer Hindman stated that this will be a new credit card processor for the township. The fees will be paid by the end user. If residents do not want to pay by credit card, they can pay by e-check.

Manager Swichar stated that the former vendor, Paytrace, is no longer supported by the township's bank, Meridian. The township has already been using a credit card processor.

VOTE: 5-0.

B. TOWNSHIP MANAGER'S REPORT

1) Applications for Municipal Building Committee Received from Deborah Stoff, Shane Cloyd, and Clare Small McEvoy (Informational)

Township Manager Swichar stated that the township advertised openings on the municipal building committee. The township received several applications, and he stated that we appreciate the interest from the applicants that applied. The board is looking at how and when they will interview the applicants. Mr. Swichar stated that he expects this will happen at an upcoming meeting this year.

2) First Budget Workshop: October 14, 2025 (Informational)

Mr. Swichar stated that the first budget workshop is on October 14. This is also the date of the regular board meeting so any other township business could appear on the agenda as well. The township advertised the dates for the budget meetings on the township website.

3) Approval for Emergency Contract with Hafer Equipment for Repairs to Gasoline Pump

Mr. Swichar stated that DEP notified the township that their 3 year inspection was due in June. The inspection was completed before the deadline of August 9. The inspection revealed some deficiencies that needed corrective action. DEP requires that the deficiencies be corrected as soon as possible. The Township will replace the faulty overfill valve with an overfill alarm and a new pipe jacket needs to ne installed.

MOTION: Supervisor DiRado made a motion to retroactively approve an agreement with Hafer Equipment to repair the product piping jacket and install an overfill alarm. Vice Chairman Domboski seconded.

VOTE: 5-0.

4) Bulk Trash Drop-Off Event on Saturday, October 18 9:00am-3:00pm (Informational)

Mr. Swichar stated that the event is at the township building. The event is free for township residents. Proof of residency is required. The township will only take appliances with freon removed.

Supervisor Wright questioned if the township is still accepting electronics during regular business hours.

Township Manager stated yes. The electronics collection on October 18 is in addition to the township's regular collection of electronics during regular business hours at the township building.

5) New Business: Supervisor Lambert questioned when the interviews will take place for the township building committee. Supervisor Lambert went on record to say that he is opposed to Shane Cloyd joining the municipal building committee due to his excessive Right to Know requests and the fact that the township budget will need to be increased significantly to these requests.

6)

Mr. Swichar stated that the township has received higher than normal complaints about their hauler this month. The township will be meeting with them this month. We ask that residents continue to let the township know about trash issues. Please email the township at trash@eastfallowfield.org.

Mr. Swichar stated that the township is continuing to work with Chester County Conservation District regarding the collapsed bridge on Mortonville Road and to figure out if the stream needs to be reconstructed. They will be at the site in October to conduct a survey. T.P.D. will be preparing the bid package and getting it ready for October as well as working with Verizon on utility relocation.

C. LEGAL

1) Zoning Hearing Board Application (Request for Variance) Received for 105 Mortonville Road (Informational)

Solicitor Crotty stated that the township received two applications for the zoning hearing board. 105 Mortonville Road is a variance request to build a storage barn within front yard setback. The township has the option of staying neutral, taking a position in favor or taking a position in opposition. Generally, the township resorts to the zoning hearing board to make the decision.

2) Zoning Hearing Board Application (Request for Special Exception) Received for 152 Doe Run Road (Informational)

Mr. Crotty stated the application is to add auto sales to the existing business use.

There was a board discussion about whether the board should take a position.

3) New Business

D. PARK AND RECREATION BOARD

1) No report submitted

a. No Report Submitted

Supervisor DiRado questioned if the board would discuss a new chair for the park and recreation board. Chairman Domboski stated that the park and recreation board would select their new chair.

b. East Fallowfield Township Flea Market on September 27, 2025, 9:00am-12:00pm at the

Township Park (Informational)

c. Proposal from Jets Bounce Party Rental

MOTION: Supervisor Wright made a motion that the Township approve a proposal from Jets Bounce Party Rental in the amount of $470 from the Township's Park and Recreation fund for an inflatable rental at the Fall Festival/Cornhole Tournament on October 11, 2025. Supervisor Lambert seconded.

Jerry Dickinson stated that information on the tournament is on the township website. The tournament is being run by United Sports. He stated that Animated Brewing and food rucks will be present.

VOTE: 5-0.

1 PLANNING COMMISSION

1) No Report Submitted

2 POLICE DEPARTMENT

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

3 HISTORICAL COMMISSION

1) Report Submitted

4 OLD BUSINESS: None

5 NEW BUSINESS: Supervisor DiRado stated that the property on Goosetown Road should be considered for horse trails.

6 PUBLIC PARTICIPATION:

Phillip Roomet, township resident, discussed variance relief given to 102 Perry Court. The variance expired one year after it was issued. He discussed appliances being dropped off at the bulk drop off event and discussed an application submitted to the municipal building committee.

Vice Chairman Domboski questioned if the plastic bag survey is still open.

Mr. Swichar stated yes.

Solicitor Crotty stated that under the terms of the variance, an applicant would need to reapply. If they are applying for the same thing, they would need to reapply.

Shane Cloyd, township resident, discussed the township's building committee, traffic calming construction date, right to know requests.

Barbara Root, township resident, discussed the municipal building committee.

Courtney Himes, township resident, discussed how the meeting was run.

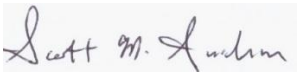
Nina Petro, township resident, discussed microphones in the meeting room.

7 ADJOURNMENT

MOTION: Vice Chairman Domboski made a motion to adjourn the September 23, 2025, of Supervisors Meeting at 7:05 pm. Supervisor Wright seconded.

VOTE: 5-0.

Respectfully Submitted,



Scott Swichar,
Township Manager/Secretary