EAST FALLOWFIELD TOWNSHIP

Board of Supervisors Meeting Agenda
April 28, 2026 at 6:30 PM

1. Call to order, silent meditation and pledge of allegiance.

2. There was an executive session on April 28, 2026 to discuss legal matters.

3. APPROVAL OF MINUTES

    a. March 24, 2026 Board of Supervisors Meeting Minutes.

        PROPOSED MOTION: I make a motion to approve the March 24, 2026 Board of Supervisors meeting minutes as presented.

4. FIRE DEPARTMENTS & DEPARTMENT OF EMERGENCY SERVICES

    a. March Westwood Fire Company Fire Chief's Report submitted for Board and resident review.

    b. March Westwood Fire Company EMS Report submitted for Board and resident review.

    c. March Modena Fire Company Fire Chief's Report submitted for Board and resident review.

    d. March Modena Fire Company Fire Chief's Report – East Fallowfield Calls Only submitted for Board and resident review.

    e. March Modena Fire Company EMS Report submitted for Board and resident review.

    f. Appointment of Emergency Management Coordinator (Bill Lewis)

        PROPOSED MOTION: I make a motion to approve the payment of a quarterly stipend of $172.21 to the Emergency Management Coordinator, Bill Lewis, in recognition of ongoing emergency management responsibilities, with payments issued quarterly and to be funded from Fire/EMS Fund.

5. PRESENTATION: RACHAEL GRIFFITH FROM CHESTER COUNTY PLANNING COMMISSION, TO DISCUSS THE LAWN TO MEADOW CONVERSION PROGRAM

    PROPOSED MOTION: I make a motion authorizing the Township Manager to sign the Community Watershed forestry practice installation agreement and letter of match for the Lawn to Meadow municipal cohort/conversion program at the Township's community park.

6. TREASURER'S REPORT

    a. March 31, 2026 Treasurer's Report.

        PROPOSED MOTION: I make a motion to approve the March 31, 2026 Treasurer's Report as presented.

    b. Payment Authorizations.

        PROPOSED MOTION: I make a motion to approve the Payment Authorizations for the period of March 25, 2026 through April 28, 2026 in the total amount of $____ as presented.

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7. MANAGER'S REPORT

a. Consideration of a Resignation Letter from Board Chairman Mike Domboski

PROPOSED MOTION: I make a motion accepting the resignation of Board Chairman Mike Domboski from the East Fallowfield Township Board of Supervisors.

b. Election of Chairperson.

PROPOSED MOTION: I make a motion to appoint _____ as the Board of Supervisors Chairperson for the remainder of 2026.

c. Approval of Formal Announcement of Upcoming Vacancy for the Board of Supervisors

PROPOSED MOTION: I make a motion authorizing the township manager to post a formal announcement for the vacancy on the Board of Supervisors.

d. Interviews for the board vacancy will be conducted at the Township Board of Supervisors meeting on _____, 2026. (Informational)

e. 2026 Road Paving Project.

PROPOSED MOTION: I move that the Township award the low bid in the amount of $___ to ____ for the 2026 paving project.

f. Resolution for Disposition of Records.

PROPOSED MOTION: I make a motion to approve Resolution 2026-07 approving the destruction of Township records per the provided list per the PA Municipal Records Manual Retention Schedule.

g. Proposal from CompNet, Inc. to Transition to Microsoft 365

PROPOSED MOTION: I make a motion approving the labor proposal from CompNet Inc. in the amount of $3,960 to transition the Township's data from a local server to Microsoft cloud storage.

h. Appointments to the Municipal Building Committee: 2 vacancies (Informational)

i. Wage Increases for Non-Bargaining Unit Staff

PROPOSED MOTION: I make a motion to approve the following wage increases for the following non- bargaining unit staff retroactive to January 1, 2026:

Employee	Current Wage	Proposed Increase	Recommended
Nancy Baker	$/hour	___%	$___/hour
Christilla Walls	$ /hour	___%	$___/hour
Denise Verderosa	$/hour	___%	$__ /hour
Sue Sereditch	$/hour	___%	$___/hour
Dave Hindman	$/year	___%	$___/year

j. Retirement of Zoning Officer/Building Inspector Rob McLarnon (Keystone Municipal Services)

PROPOSED MOTION: I move to authorize the Township Manager to develop, advertise, and conduct a targeted Request for Proposals (RFP) for zoning administration, code enforcement and UCC building inspection services.

k. New Business

8. LEGAL

a. Holding Tank/Pump and Haul Agreement for 600 Doe Run Road (South Brandywine Elementary School)

PROPOSED MOTION: I move that township approve the holding tank/ pump and haul agreement in the form as presented and authorize the board president to sign the agreement.

b. Temporary Construction Easement Between East Fallowfield Township and Coatesville Area School District

PROPOSED MOTION: I make a motion approving a temporary construction easement between East Fallowfield Township and the Coatesville Area School District.

c. East Fallowfield Township Public Fire Hydrant Application to Pennsylvania America Water Company

PROPOSED MOTION: I move that the Township approve the Fire Hydrant Agreement, in the form as presented, for 600 Doe Run Road (South Brandywine Elementary School).

d. Memorandum of Understanding between East Fallowfield Township and East Fallowfield Township Police Officers Association

PROPOSED MOTION: I make a motion to approve a Memorandum of Understanding between East Fallowfield Township and East Fallowfield Township Police Officers Association as presented and authorize the Board Chairman or Vice Chairman to sign the document.

e. Zoning Board Hearing on May 6 at 7:00PM/Request for Variance Relief for 13 Juniata Drive (Informational)

f. New Business

9. PLANNING COMMISSION

a. No Report Submitted

b. Resignation of Planning Commission Member Ray Smith

MOTION: I make a motion to accept the resignation of Planning Commission Member Ray Smith

Ray Smith	**Chairperson**	**2026 to 2029**
Guido Guintini	Vice Chairperson	2026 to 2029
Deborah Stoff	Member	2024 to 2027
VACANT	Member	2023 to 2026
Charles Reed	Member	2023 to 2026

Sue Monaghan	Member	2026 to 2029
Jerry Dickinson	Member	2024 to 2027
Vacant	Alternate member	2024 to 2027

10. POLICE DEPARTMENT

a. March Police Report submitted for Board and resident review.

b. Written Offer Letter of Employment for Part-Time Police Officer

PROPOSED MOTION: I make a motion to tender a conditional offer of employment to Joshua Herzog to serve as part-time police officer at an hourly rate of $29.33 (2026 rate), pursuant to Act 57 and per the terms contained in the conditional offer letter dated April 28, 2026.

c. Written Offer Letter of Employment for Part-Time Police Administrative Assistant

PROPOSED MOTION: I make a motion to tender a conditional offer of employment to Tonya Carey to serve as part-time police administrative assistant at an hourly rate of $22.00/hour subject to a satisfactory background investigation and pre-employment physical.

11. PARK AND RECREATION BOARD

a. Report Submitted

b. Request from Wild Rec LLC Requesting Reduced Fee for Field Permit

PROPOSED MOTION: I make a motion approving the request from Wild Rec LLC to pay a reduced fee of $_____ for a field permit at the township park for youth soccer activities held on Fridays from May 8- June 12.

Note: In 2025, the board approved a reduced fee of $25/day for a field permit and $250 single security at the township park for youth soccer activities (informational)

c. Request for Facility Use Permit at Township Park

PROPOSED MOTION: I make a motion approving the request for a facility use permit for a pavilion rental for Coatesville Youth Lacrosse on May 30 from 2:00pm-6:00pm.

d. Proposal from Jets Bounce Party Rental

PROPOSED MOTION: I make a motion that the Township approve a proposal from Jets Bounce Party Rental in the amount of $600 from The township's Park and Recreation fund for an inflatable rental at the Liberty Fest America 250 event on June 27, 2026.

e. Proposal from The Driveway Band

PROPOSED MOTION: I make a motion that the Township approve a proposal from the Driveway Band in the amount of $995.00 from The township's Park and Recreation fund for musician performance at the Liberty Fest America 250 event on June 27, 2026.

f. Sponsorship monies received (to date) for Summer Concert Series is $14,000 (Informational)

12. PUBLIC WORKS DEPARTMENT

a. March Road Department Report submitted for Board and resident review.

13. HISTORICAL COMMISSION

14. OLD BUSINESS

15. NEW BUSINESS

16. PUBLIC PARTICIPATION - 20 minutes

We ask that all those speaking limit their comments to 3 minutes. Please stay on topic, present your comments in a spirit of cooperation and collaboration, and be respectful of the institution of Township Government in your words, tone and gestures. Please comply with any instructions I might give you during your statement. Thank you.

17. ADJOURNMENT

The agenda is finalized 24 hours before the regular meeting.