



EAST FALLOWFIELD TOWNSHIP



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

NOTE: BOARD OF SUPERVISORS MEETINGS ARE NOW LIVESTREAMED TO OUR YOUTUBE CHANNEL:
<https://www.youtube.com/@eastfallowfieldtownship>

1. Call to order, silent meditation and pledge of allegiance.
2. There was an executive session prior to the July 28, 2026, Board of Supervisors meeting to discuss legal and personal matters.
3. Ceremonial swearing in of Robert Sparr as Township Supervisor – Judge Joseph Heffern
4. Swearing in of Part-time Police Officer Joshua Herzog by Judge Joseph Heffern.
5. Election of Chairperson for 2026.

Call for Nominations

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

6. Election of Vice Chairperson for 2026.

Call for Nominations

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

7. 2026 Supervisor Liaison Appointments.

PROPOSED MOTION: I make a motion to appoint the following 2026 Board liaisons as presented.

Township Office –
Police Department –
Public Works Department –
Emergency Services and Fire Marshal –
Planning Commission –
Historical Commission –
Park and Recreation –
Environmental Advisory Committee (EAC)–

The following appointments were made at the January 5, 2026 Reorganizational meeting:

Township Office – Mike Domboski
Police Department –Katja DiRado
Public Works Department –Mike Domboski
Emergency Services and Fire Marshal –Al Wright
Planning Commission – Deborah Stoff
Historical Commission –Wilson Lambert
Park and Recreation –Mike Domboski
Environmental Advisory Committee (EAC)– Katja DiRado



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8. APPROVAL OF MINUTES

- a. June 23, 2026 Board of Supervisors Meeting Minutes.

PROPOSED MOTION: I make a motion to approve the June 23, 2026, Board of Supervisors meeting minutes as presented.

9. FIRE DEPARTMENTS & DEPARTMENT OF EMERGENCY SERVICES

- a. June Westwood Fire Company Fire Chief's Report submitted for Board and resident review.
- b. June Westwood Fire Company EMS Report submitted for Board and resident review.
- c. June Modena Fire Company Fire Chief's Report submitted for Board and resident review.
- d. June Modena Fire Company Fire Chief's Report – East Fallowfield Calls Only submitted for Board and resident review.
- e. June Modena Fire Company EMS Report submitted for Board and resident review.

10. TREASURER'S REPORT

- a. June 30, 2026 Treasurer's Report.

PROPOSED MOTION: I make a motion to approve the June 30, 2026 Treasurer's Report as presented.

- b. Payment Authorizations.

PROPOSED MOTION: I make a motion to approve the Payment Authorizations for the period of June 24, 2026 through July 28, 2026, in the total amount of \$____ as presented.

11. MANAGER'S REPORT

- a. Approval of Comprehensive Plan Update Cost Estimate and Scope of Work

PROPOSED MOTION: I make a motion to approve the Chester County Planning Commission's Scope of Work and the Township's 50% cost share in the amount of \$31,073 for the preparation of the East Fallowfield Township Comprehensive Plan Update, with funding to be paid from the Township's Capital Fund.

- b. Approval of Brandywine Conservancy's Bike the Brandywine Event – September 19, 2026

PROPOSED MOTION: I make a motion to approve the request by the Brandywine Conservancy to conduct the Bike the Brandywine Event on Township roads on Saturday, September 19, 2026, subject to the Township being named as an additional insured on the event's liability insurance policy and compliance with all Township staff recommendations and requirements.

- c. Approval of Natural Pond Treatment Program from Solitude Lake Management



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PROPOSED MOTION: I make a motion to approve the proposal from Solitude Lake Management for the Township Park pond natural treatment program in the amount of \$3,472, to be paid from the Township's Park and Recreation Fund, and to authorize the Township Manager to execute the agreement.

d. Approval of Pond Aeration System Installation from Solitude Lake Management

PROPOSED MOTION: I make a motion to approve the Services Agreement with Solitude Lake Management, LLC for the installation of an Oase TPD300S pond aeration system at East Fallowfield Community Park in the amount of \$3,896.00, to be paid from the Township's Park and Recreation Fund, and to authorize the Township Manager to execute the agreement.

e. Approval of Lenni Electric COSTARS Quote for Installation of Electrical Conduit

PROPOSED MOTION: I make a motion to approve the COSTARS quotation from Lenni Electric Corporation for the installation of electrical conduit at the East Fallowfield Community Park in the amount of \$9,551.00, to be paid from the Township's Park and Recreation Fund, and to authorize the Township Manager to execute the necessary documents.

f. Approval of Revised Township Secretary and Office Assistant Job Descriptions

PROPOSED MOTION: I move that the Board of Supervisors adopt Resolution No. 2026-12 approving the revised job descriptions for the Township Secretary and Office Assistant, as presented.

g. Targeted Request for Proposals for UCC Building Code Official, Zoning Officer, and Code Enforcement Services (Informational Item)

h. Bulk Trash Cleanup Day is Saturday, October 17, 2026 from 9:00 am-3:00 pm (Informational Item)

i. Chester County Preservation Partnership Grant Program Award of \$218,200.00 awarded for the "East Fallowfield Community Park" project (Informational Item)

12. LEGAL

a. Retroactive Approval of Employee Health Insurance Plan Transition

PROPOSED MOTION: Motion to ratify and approve the retroactive transition of the Township's employee group health insurance coverage from United Healthcare to Highmark, effective January 1, 2026, and to authorize the appropriate Township officials to execute any related documents.

b. Easement Agreement for the Sewage Conveyance along Doe Run Road

PROPOSED MOTION: I make a motion to approve an easement and right of way agreement between East Fallowfield Township and Pennsylvania-American Water Company for the sewage conveyance along Doe Run Road.

c. Stormwater Management Agreement for 7 Wagner Lane (Eitner)

PROPOSED MOTION: I move that the Board approve the Stormwater Management Agreement for 7 Wagner Lane in the form as presented, and authorize the plans to be released for recording.

d. Authorization to Advertise Proposed Ordinance Increasing Board of Supervisors Compensation



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PROPOSED MOTION: I make a motion to authorize the Township Manager to advertise a proposed ordinance amending the East Fallowfield Township Code to increase the annual compensation of members of the Board of Supervisors to Four Thousand One Hundred Ninety Dollars (\$4,190.00), consistent with Act 94 of 2024.

- e. Discussion –Draft Ordinance Amending Chapter 18B Municipal Sewer Systems 18B-102.1
- f. Zoning Hearing Board Variance Application Received for 6 IMS Drive (Informational)

13. PARK AND RECREATION BOARD

- a. Report Submitted
- b. Appointment of Karl Skotleski to the Park and Recreation Board

PROPOSED MOTION: I make a motion to appoint Karl Skotleski to the Park and Recreation Board for the term ending December 31, 2028.

Teri Dickinson	Chair	2026-2030
Vacant	Member	2024-2028
Fred Weiss	Member	2022-2026
Joyce Madding	Member	2022-2026
Jerry Dickinson	Member	2023-2027
Stephanie Scotton	Member	2026-2030
Milby Thorington	Member	2025-2029

- a. Request from George Anthony to Use Park Fields for Yoga Classes and Requesting a Waiver of Fees

PROPOSED MOTION: I make a motion approving the request from George Anthony to use the park fields for yoga classes in 2026 and waiving the fee for use of the park subject to naming the township as an addition insured on the applicant's insurance policy and the terms of use on the Township Park and Recreational Facilities Application.

- b. Summer Concert Event on August 20 Rain date is now August 26 (rain date was originally August 27) (Soul Patch Philly)

14. PLANNING COMMISSION

- a. Report Submitted
- b. Appointment of Deloin Scotton and TJ Berlin to the Planning Commission

PROPOSED MOTION 1: I make a motion to appoint Deloin Scotton to the Planning Commission for the term ending December 31, 2026.

PROPOSED MOTION 2: I make a motion to appoint TJ Berlin to the Planning Commission for the term ending December 31, 2029.



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Guido Guintini	Chairperson	2026 to 2029
Charles Reed	Vice Chairman	2023 to 2026
Deborah Stoff	Member	2024 to 2027
VACANT	Member	2023 to 2026
Sue Monaghan	Member	2026 to 2029
Jerry Dickinson	Member	2024 to 2027
VACANT	Member	2026 to 2029
Vacant	Alternate member	2024 to 2027

15. POLICE DEPARTMENT

- a. June Police Report submitted for Board and resident review

16. PUBLIC WORKS DEPARTMENT

- a. June Road Department Report submitted for Board and resident review.
- b. Approval of Guidemark, Inc. Quote for 2026 Road Line Striping

PROPOSED MOTION: I make a motion to approve the quotation from Guidemark, Inc. for pavement line striping on various Township roads in the amount of \$21,840.00, to be paid from the Township's Liquid Fuels Fund, and to authorize the Township Manager to execute the necessary documents.

17. HISTORICAL COMMISSION

- a. No report submitted

18. NEW BUSINESS

19. PUBLIC PARTICIPATION (20 minutes)

20. ADJOURNMENT

The agenda is finalized 24 hours before the regular meeting