

EAST FALLOWFIELD TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
January 23, 2024 Approved Minutes  
6:30 p.m.

**Members Present**

Wilson Lambert, Chairman  
John Nielsen, Vice Chairman  
Katja DiRado, Member  
Al Wright, Member  
Mike Domboski, Member

**Township Staff Present**

Scott Swichar, Township Manager  
Lisa Ionata, Township Treasurer  
Chad Osborn, Police Chief  
**Township Solicitor**  
Mike Crotty

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

Chairman Lambert called the meeting to order at 6:30 PM.

2. Chairman Lambert stated there was an executive session on January 23, 2024 to discuss personnel matters

3. DISCUSSION

A. APPROVAL OF MINUTES

January 2, 2024 BOARD OF SUPERVISORS REORGANIZATIONAL MEETING MINUTES

MOTION: Supervisor DiRado made a motion to approve the January 2, 2024 Board of Supervisors reorganizational meeting minutes as presented. Supervisor Wright seconded.

VOTE: 5-0.

B. FIRE DEPARTMENTS & DEPARTMENT OF EMERGENCY SERVICES

- 1) December Westwood Fire Company Fire Chief's Report submitted for Board and resident review.
- 2) December Westwood Fire Company EMS Report submitted for Board and resident review.
- 3) December Modena Fire Company Fire Chief's Report submitted for Board and resident review.
- 4) December Modena Fire Company Fire Chief's Report – East Fallowfield Calls Only submitted for Board and resident review.
- 5) 2023 Year End Modena Fire Company Fire Chief's Report submitted for Board and resident review.
- 6) A Resolution Establishing Public Safety Agencies and Areas

MOTION: Chairman Lambert made a motion to approve Resolution 2024-04 establishing public safety agencies and areas. Supervisor DiRado seconded.

VOTE: 5-0.

4. TREASURER'S REPORT

- 1) December 31, 2023 Treasurer's Report.

MOTION: Vice Chairman Nielsen made a motion to approve the December 31, 2023 Treasurer's Report as presented. Chairman Lambert seconded.

VOTE: 5-0.

- 2) Payment Authorizations.

MOTION: Chairman Lambert made a motion to approve the Payment Authorizations for the period of January 3, 2024 through January 23, 2024 in the total amount of \$256,836.03 as presented. Supervisor Wright seconded.

VOTE: 5-0.

- 3) Resolution 2024-05 Township Auditor for Fiscal year 2024.

MOTION: Vice Chairman Nielsen made a motion to approve Resolution 2024-05 appointing BBD as the East Fallowfield Township auditors, replacing the elected auditors for the fiscal year of 2024. Supervisor DiRado seconded.

VOTE: 5-0.

- 4) New Business: Township Treasurer Ionata stated that the Sweep Account with Meridian Bank earned about \$12,000 during its first month. The account is earning about 5% interest and there is about \$3 million in the account.

Vice Chairman Nielsen questioned if the Township files a 1099.

Treasurer Ionata stated that the Township does not pay taxes. She also stated that the Township moved \$500,000 into a PLGIT account recently.

5. TOWNSHIP MANAGER'S REPORT

- 1) Appointment of Planning Commission Member.

Township Manager Swichar stated that there is a vacancy in the Planning Commission. There is a recommendation from the Planning Commission to appoint Ray Smith.

MOTION: Supervisor Domboski made a motion to appoint Ray Smith to the Planning Commission for the term ending December 31, 2025. Supervisor Wright seconded.

Michael Domboski	Chairman	2024 to 2027
Deborah Stoff	Vice Chairman	2022 to 2025
Sue Monaghan	Member	2024 to 2027
Joe Heffern	Member	2023 to 2026

Joe Perzan	Member	2023 to 2026
Guido Giuntini	Member	2022 to 2025
Ray Smith	Member	2022 to 2025

Supervisor Wright questioned if Mr. Smith was at the meeting tonight.

Supervisor Domboski stated no.

VOTE: 5-0.

2) Purchase of Laserfiche Cloud Document Management System

Township Manager Swichar stated that the Township is looking to replace the current Alchemy software with Laserfiche. The first-year fee is \$3,100 and the annual fee is \$650/year.

MOTION: Supervisor Wright made a motion to approve the purchase of Laserfiche from Scantek, Inc. at a cost of \$3,100 from the Township’s Capital Fund. Chairman Lambert seconded.

Supervisor Wright questioned if the documents can be scanned by staff in house with the new software. He questioned the charges.

Township Manager Swichar stated yes. The software is \$3,100 and the annual fee is \$650.

Supervisor Nielsen questioned if the staff will scan all documents into the new software.

Township Manager Swichar stated many documents were already scanned into the existing software and that Scantek will convert the files to the new software program.

VOTE: 5-0.

3) Redevelopment Assistance Capital Program (RACP) Grant Update (Informational)

Mr. Swichar stated that the township submitted a grant application for the RACP program last week requesting \$6 million in grant funding to purchase a new municipal complex. The Township would be required to match 50% of the project cost. He stated that the program received 900 applications, however the township has the support of its legislators. Mr. Swichar stated that there was a question at the last board meeting about whether the Township could use state grants as a match. The Township cannot use state grants as a match. However, that doesn’t mean that the township can’t apply for state grants to help with the project. State grants could be used to reduce the project cost, which would in turn reduce the potential match amount.

Supervisor Wright questioned if the 900 applicants are statewide.

Township Manager Swichar stated yes.

Vice Chairman Nielsen questioned if the program is through DCED.

Township Manager Swichar stated that the grant program is administered by the Office of the Budget.

Supervisor DiRado questioned if the township will invite the legislators to see the existing building.

Township Manager Swichar stated that the legislators were invited to tour the administration and police building.

Vice Chairman Nielsen questioned if the \$6 million will pay for everything.

Township Manager Swichar stated that the \$6 million is 50% of the project cost. The preliminary estimate is \$12 million for a new township building. Once the feasibility study is complete, the township will have a better idea of cost.

## 6. LEGAL

### 1) ASA Hearing

Mr. Crotty stated that tonight's hearing is a continuation of the Rasmussen Agricultural security area application. There is a test to determine whether a property should be included in the Ag Security Area which is laid out in the county's review letter. First, is the parcel used for agriculture, are the soils conducive to agriculture, is the property above 10 acres or if the property is less than 10 acres does it make more than \$2,000 a year from agriculture.

There are three parcels listed in the application in East Fallowfield. Mr. Crotty stated that one parcel is 18.3 acres so it meets the criteria for the Ag Security Area. However, the other two parcels are less than 10 acres: One is .39 acres and the other is 2.5 acres.

Mr. Rasmussen stated that they do not want to include the smaller parcels. He does not want to cease certain commercial activities that are taking place on the smaller parcels.

Mr. Crotty stated that the Ag Security Area will provide certain protections to the parcel. The only parcel the board should consider is 47-9-7 which is the 18.3 acre parcel.

Supervisor DiRado questioned how the parcel is being used for agriculture.

Mr. Crotty stated the requirement is that the parcel is agriculturally used or there is a potential for agricultural.

Mr. Rasmussen stated they have \$5,000 worth of cuttings and they propagate wetlands.

MOTION: Chairman Lambert moved that the Township approve Resolution 2024-06, with respect to the Rasmussen Agricultural Security Area Application. Supervisor DiRado seconded.

Solicitor Crotty stated that they should only approve the Resolution for parcel 47-9-7.

AMENDED MOTION: Chairman Lambert moved that the Township approve Resolution 2024-06 with respect to the Rasmussen Agricultural Security Area Application for 47-09-07. Supervisor Wright seconded.

Supervisor Wright questioned if this affects underlying zoning or land use.

Mr. Crotty stated no.

VOTE: 5-0.

7) PLANNING COMMISSION

- 1) No Planning Commission Report Submitted.

8) POLICE DEPARTMENT

- 1) December Police Report submitted for Board and resident review.
- 2) Approving New Policies for the Police Department

MOTION: Supervisor DiRado made a motion to approve the following new policies for the Police Department: Active Shooter; Bloodborne Pathogens; Bomb Threat and Searches; Disposal of Media Policies and Procedures; Domestic Violence by Police Officers; Mobile ID Device; Police Department Awards/Commendations. Chairman Lambert seconded.

Township Manager Swichar stated that only five of the seven policies are before them as the other policies are still under review by the solicitor's office. Domestic Violence and Mobile ID are under review.

AMENDED MOTION: Supervisor DiRado made a motion to approve the following new policies for the Police Department: Active Shooter; Bloodborne Pathogens; Bomb Threat and Searches; Disposal of Media Policies and Procedures; and lastly Mobile ID Device. Vice Chairman Nielsen seconded.

Chief Osborn provided an overview of the policies.

VOTE: 5-0.

- 3) Purchase of two (2) Police Body Cameras

MOTION: Supervisor Wright made a motion to approve the purchase of two Vista Wi-Fi body cameras from Motorola Solutions at a cost of \$2,290. Chairman Lambert seconded.

Supervisor Wright questioned how long the cameras will last.

Chief Osborn stated the department currently has four units, leaving only 3 operating units. Ideally, they would have as many cameras as officers that are working. Two additional cameras will ensure that officers have a cameras available to them.

VOTE: 5-0.

4) Written Offer Letter of Employment

MOTION: Supervisor Domboski made a motion to tender a conditional offer of employment to A.J. Shatteen to serve as part-time police officer at an hourly rate of \$27.12 (2024 rate), pursuant to Act 57 and per the terms contained in the conditional offer letter dated January 24, 2024. Supervisor DiRado seconded.

Supervisor Wright questioned the salary rate and Act 57.

Chief Osborn stated Act 57 is a background obligation.

VOTE: 5-0.

9) PUBLIC WORKS DEPARTMENT

- 1) December Road Department Report submitted for Board and resident review

10) PARK AND RECREATION BOARD

- 1) No Report Submitted.

11) HISTORICAL COMMISSION

- 1) No Report Submitted.

- 2) Resignation of Historical Commission Members

MOTION: Vice Chairman Nielsen moved that the Township accept the resignation of Historical Commission Member Arthur DeLeo. Supervisor DiRado seconded.

VOTE: 5-0.

MOTION: Supervisor Domboski moved that the Township accept the resignation of Historical Commission Member Lee Schlingman. Supervisor DiRado seconded.

Joe McCormick                      Chairman                      2020 to 2024                      5 year term

Sue Monaghan	Secretary	2022 to 2026	5 year term
Connie McLaughlin	Member	2020 to 2024	5 year term
<b><i>Vacant</i></b>	<b><i>Member</i></b>	<b><i>2022 to 2026</i></b>	<b><i>5 year term</i></b>
Clarence Rhoades, III	Member	2022 to 2026	5 year term
Chad Peterson	Member	2022 to 2026	5 year term
<b><i>Vacant</i></b>	<b><i>Member</i></b>	<b><i>2024 to 2028</i></b>	<b><i>5 year term</i></b>
Vacant	Member	2022 to 2026	5 year term
Vacant	Member	2024 to 2028	5 year term

Supervisor Wright questioned how the Township will find new members and whether there are quorum issues. He questioned how board members are acknowledged after they step down from a board.

Township Manager Swichar stated that the vacancies have been advertised.

Joe McCormick stated they need new members for the Historic Commission.

Mr. Crotty stated that three would constitute a quorum since there are five current members.

VOTE: 5-0.

12) Environmental Advisory Committee (EAC)

1) Report and Annual Report Submitted

Vice Chairman Nielsen stated he submitted an annual report for 2023. The EAC will join the Chester County Environmental Alliance. Cleanwater.org will provide outreach to municipalities. He discussed single use plastics. He discussed various House Bills and grants available for new township buildings.

Supervisor Wright stated that these ideas are percolating in the Environmental Advisory Committee.

Supervisor DiRado questioned if the reports will be advertised.

Township Manager Swichar stated they will be uploaded onto the website.

13) OLD BUSINESS: None

14) NEW BUSINESS:

Supervisor Wright discussed CPR training.

Chief Osborn stated that the volunteer group that donated the equipment offers CPR training.

15)

16) PUBLIC PARTICIPATION:

Mike Petro, of Triple Fresh, discussed moving their facility to a property owned by James Sisk.

There was a board discussion on the topic.

Solicitor Crotty stated that developers often meet with the board and think the project should move forward just because the board liked it. The first step should be a staff level review of the project. The applicant should include their design professional in the meeting. Whichever design professional they engage should look at the local township ordinances.

There was a board discussion on a single use plastic ban.

Vice Chairman Nielsen discussed possible ordinance violations at 2035 West Chester Road, parcel number 47-2-7.

Township Manager Swichar stated that he will forward the complaint to the code enforcement officer to investigate.

Solicitor Crotty stated that there was an enforcement action against the property owner at some point.

#### 17) ADJOURNMENT

MOTION: Supervisor DiRado made a motion to adjourn the January 24, 2024 Board of Supervisors Meeting at 7:35 PM. Supervisor Wright seconded.

VOTE: 5-0.

Respectfully Submitted,



Scott Swichar,  
Township Manager/Secretary