



East Fallowfield Township

2264 Strasburg Road, East Fallowfield, PA 19320
www.eastfallowfield.org

2026 Annual Report & Road Map

Accomplishments, Progress & Priorities for 2027–2029

Dear East Fallowfield Township Residents and Business Leaders,

Over the past several years, East Fallowfield Township has worked to strengthen our financial position, modernize Township operations, improve public safety, invest in infrastructure, and enhance our parks and community amenities.

This 2026 Annual Report & Road Map provides an overview of the progress we have made, the work currently underway, and the priorities that will guide the Township through 2029.

Since 2018, the Township has completed numerous projects and initiatives while continuing to maintain a strong financial position and pursue opportunities to leverage taxpayer dollars through grants and other outside funding. This report highlights some of those accomplishments, including investments in roads and infrastructure, parks and recreation, public safety, technology, communications, and planning for a future municipal complex.

The report also looks ahead. The Road Map of Priorities for 2027–2029 identifies the major areas where the Board of Supervisors believes continued investment, planning, and attention will be important to the Township's future. These priorities are intended to provide direction while allowing the Township to respond to changing needs, new opportunities, and the needs of our community.

The Township administration will work with the Board to implement these priorities while continuing to manage the Township's day-to-day operations and respond to changing community needs.

Our goal is simple: to continue making responsible investments, improving the services we provide, and maintaining East Fallowfield Township as a strong and vibrant community in which to live, work, and raise a family.

I hope this report provides residents with a better understanding of where your Township has been, where we are today, and where we are headed.

Sincerely,

Scott Swichar
Township Manager

Major Accomplishments Since 2018

Financial Stewardship

- No increase in the Township's General Fund real estate tax rate since 2018 while expanding services and capital investments.
- Significantly increased Township fund balance and financial reserves through responsible financial management.
- Established a grant-focused capital improvement strategy that has secured millions of dollars in external funding for roads, bridges, parks, equipment, public safety, and municipal facilities.

Infrastructure Improvements



Township road paving project

- Nearly tripled the Township's annual investment in road paving, resulting in safer roadways and improved driving conditions throughout the Township.
- Completed the Mortonville Road reconstruction project using approximately \$1.75 million in grant funding.
- Replaced a fuel dispensing system dating back to the late 1970s and implemented a modern fuel management system, with a significant portion of the project funded through a DCED Local Share Account (LSA) grant.
- Completed the Saw Mill Road culvert replacement project using \$250,000 in grant funding
- Advanced the Mortonville Road Bridge project using more than \$1 million in grant funding.
- Expanded Township recycling and waste reduction initiatives by purchasing recycling bins for all households through a DEP grant, operating a DEP-registered permanent electronics recycling collection site (free electronics recycling for residents), and offering free annual bulk item drop-off events for residents.

Public Safety

- Hired and transitioned to new police leadership.
- Secured more than \$53,000 in grant funding for police technology upgrades.
- Completed a comprehensive Police Staffing and Department Assessment (funded by DCED) to guide future departmental improvements.
- Modernized the Police Department through technology upgrades, updated policies, new equipment, and enhanced officer safety initiatives.
- Implemented cloud-based evidence management and body-worn camera storage systems.

Parks and Recreation

- Constructed new park restrooms and installed a gazebo at the Township Park utilizing more than \$250,000 in grants from DCED Greenways, Trails, and Recreation Program and Chester County Preservation Partnership Grant Program.
- Leveraged developer impact fees, grants, and private sponsorships to expand parks, recreation facilities, and community programming without using General Fund tax dollars
- Installed park lighting, completed extensive tree planting projects, and developed Tag's Garden (grant funded).
- Created and expanded the Township's Parks and Recreation programming, including the Summertime Concert Series and year-round community events.
- Secured a \$250,000 DCNR grant for future park development.

Technology and Communications

- Implemented livestreaming and recording of Board of Supervisors meetings.
- Converted Township records from Alchemy to Laserfiche and expanded digital records management.
- Completed a Township-wide records retention project in partnership with West Chester University.
- Expanded communications through newsletters, social media, Constant Contact, community surveys, and online engagement tools.

Planning for the Future

- Acquired 10.9 acres for a future municipal complex using ARPA funds.
- Completed a municipal building feasibility study.
- Secured approximately \$1.55 million in state and federal funding toward development of a future municipal complex.
- Completed the Open Space, Recreation and Environmental Resources Plan, Newlinville Village Master Plan, and initiated the Township's Comprehensive Plan Update in partnership with Chester County.

I. POLICE DEPARTMENT



Swearing-in of the East Fallowfield Township Police Chief



East Fallowfield Township Police hybrid vehicle

Where We Are

- DCED Police Staffing and Department Assessment Report completed.
- Township received a \$53,500 grant from Pennsylvania Commission on Crime and Delinquency for management system upgrades at the police department.
- Hired new Police Chief.
- Implemented policy management software, evidence management software, TraCS crash reporting software, a time scheduling program, and upgraded the CODY Pathfinder RMS system.
- Implemented Fleet Management Plan.
- Updated Police Policy Manual.
- Collective Bargaining Agreement reached with Police (2025).
- Implemented Cloud-Based Storage for Body Worn and In-Car Camera System (completed 2025).
- Upgraded weapon systems (completed 2025).

2026 Progress & Priorities

- Completed a draft Police Strategic Plan, based in part on recommendations from the DCED Police Staffing and Department Assessment
- Investigate contracting police services to other nearby municipalities to diversify revenue streams and help fund annual costs associated with technology upgrades (ongoing).
- Research Police Accreditation Program (ongoing).
- Continue pursuing grant funding to reduce the Township's reliance on local tax dollars for upgrades (ongoing).
- Continue upgrading aging equipment and devices, such as Tasers and body-worn cameras, with modern public safety equipment to provide more effective police protection.
- Replacement of aging automated external defibrillators (AEDs) with new devices to better respond to cardiac emergencies using 100% grant funding.

Where We Are Going – 2027–2029 Goals

- Obtain Pennsylvania Chief of Police Accreditation.
- Strengthen police supervisory capacity and leadership development to support department operations, officer accountability, and 24-hour access to supervisory personnel.
- Adopt the Strategic Plan (2026-2030).

II. COMMUNICATIONS

Where We Are

- Development and distribution of a twice-yearly print newsletter (in partnership with Hometown Press) and mailings to all residents.
- Maintain/utilize social media communications through the Township's Facebook page/Facebook events.
- Email (E-news) communications through Constant Contact.
- Regular updates to the Township website.
- Use of marketing materials including posters, postcards and park banners to advertise special events.
- Provision of flyers to elementary school for distribution to all students.
- Periodic community surveys using "SurveyMonkey."
- Parks and Recreation Activities throughout the year and face-to-face interactions with the community to boost resident engagement.
- Parks and Recreation Committee-driven Facebook accounts to promote events and provide information.
- Implementation of recording and live streaming of Board of Supervisors meetings.
- Expanded use of social media and digital communications to increase public engagement.

2026 Progress & Priorities

- Continued expansion of communication through newsletters, social media, Constant Contact, surveys, and other digital communication tools.
- Evaluate new technologies and communication methods to improve resident engagement.
- Improve communication regarding Township projects by providing regular updates on major infrastructure, park, and municipal building initiatives.

Where We Are Going – 2027-2029 Goals

- Township website redesign to improve navigation, customer service, and online access to information.
- Evaluate opportunities to improve online access to Township services and information.
- Evaluate emerging communication technologies and implement tools that improve customer service and public engagement.
- Continue enhancing transparency by expanding access to Township information, meetings, projects, and services through digital communication platforms.
- Continue live streaming of all Board of Supervisors meetings to enhance public access and transparency. The Township's live-streaming program will remain focused on Board of Supervisors meetings.

III. FUTURE MUNICIPAL COMPLEX

SCHEMATIC RENDERING



Concept rendering of the proposed East Fallowfield Township municipal complex

Where We Are

- 2021: Established Municipal Building Committee.
- 2022: Completed environmental site assessment, concept plan, site survey, and preliminary soils testing of 221 Wilmington Road.
- 2023: Purchased 10.9 acres of land at 221 Wilmington Road for \$257,000 using ARPA Funds.
- 2024:
- Applied for and obtained \$550,000 Community Project Funding for engineering, architecture, land development approvals for a future municipal complex.
 - Selected Heckendorn Shiles as the consultant to complete the Building Feasibility Study for 221 Wilmington Road.
 - Kicked off Building Feasibility Study with a public meeting on September 23.
- 2025:
- Completed Building Feasibility Study.
 - Secured \$1 million Redevelopment Assistance Capital Program (RACP) grant funding for a future municipal complex.

2026 Progress & Priorities

- Investigate funding opportunities.
- Continue public outreach and planning sessions.
- Begin Engineering and Architecture processes for new township building.
- Research and evaluate sustainable energy opportunities for the future Municipal Complex, including renewable energy and energy-efficient building technologies, with consideration given to long-term costs, potential grant funding, and operational benefits.

IV. TECHNOLOGY

Where We Are

- Completed conversion of Township records from Alchemy to Laserfiche.
- Provision of meeting agendas, minutes, and news flashes on township website.
- East Fallowfield Township Codes and Ordinances are available through the Township website.
- Instituted Paymerang. Payments are now automated, and there is less reliance on paper checks.

2026 Progress & Priorities

- Completed Record Retention Project in partnership with West Chester University.

Where We Are Going - 2027–2029 Goals

- Evaluate opportunities to improve permitting services and processes.
- Improve permit tracking, records management, and reporting capabilities.
- Update/scan existing files into Laserfiche and organize the database.

V. PARKS & RECREATION



Tag's Garden at Township Park



Township Park gazebo and summer concert venue



Township summer concert event

Where We Are

2021-2022

- Completion of Restroom Project (\$125,000 grant received from DCED and \$85,000 grant from Chester County Preservation Partnership Program).
- Tree Plantings: more than 50 trees were planted at the township park, with funds from PECO Green Region grant and Chester County Preservation Partnership Program grant.
- Implementation of Memorial Park Bench and Picnic Table Program.
- Implementation of Summertime Concert Series.

2023-2024

- Installation of gazebo at township park (\$52,946 grant received from Chester County Preservation Partnership Program).
- Installation of Tag's Garden (PECO Green Region Grant and Brandywine Creek Mini Grant Program).

- Submittal of grant application to complete a Park Master Plan at the Mortonville Road brownfield site to provide riverfront access to the Brandywine.
- Completion of Open Space, Recreation, and Environmental Resources Plan (2024).
- Development of “Friends of Tag’s Garden” to help maintain Township’s pollinator garden.
- Installation of lighting at Township Park (funded by Brandywine Creek Mini Grant Program) and lighting at parking lot as a safety measure.

2025

- Completion of riparian buffer restoration project at Township Park, planting more than 300 native trees along the creek to improve water quality and protect local waterways. The project was fully funded through a DCNR grant in partnership with the Stroud Water Research Center.

2026 Progress & Priorities

- Work with Park and Recreation Board to develop an Annual Calendar of all Parks and Recreation events for the board and public (ongoing).
- Secured \$250,000 DCNR Community Conservation Partnership Program grant and \$218,200 Chester County Preservation Partnership Program grant to develop a portion of the Township park
- Pursue additional grant opportunities for park upgrades (DCED Greenways Trails and Recreation grant and Chester County Preservation Partnership Grant Program).
- Continue to explore acquisition of Modena Yard Site (100 Mortonville Road).
- Contract with professional pond management company to implement an aeration system and environmentally friendly pond treatments to improve water quality, reduce organic sediment (muck), and enhance the long-term health of the Township Park pond.
- Selected as one of only six municipalities in Chester County to participate in the Chester County Lawn-to-Meadow Municipal Cohort Program. Through grant funding and partnerships with the Chester County Conservation District and DCNR, approximately 1.1 acres surrounding portions of the Township Park walking trail will be converted into a native wildflower meadow to enhance pollinator habitat, improve stormwater management, and provide environmental education opportunities.



“Meadow in the Making” at Township Park

Where We Are Going – 2027–2029 Goals

- Continue implementing a long-term pond management program to improve water quality, aquatic habitat, and the overall appearance of the Township Park pond.
- Continue implementing the Open Space, Recreation and Environmental Resources Plan.
- Continue pursuing grant funding for park improvements.
- Continue expanding community recreation programming and special events.
- Continue developing partnerships with volunteer organizations and conservation groups.

VI. PUBLIC WORKS & INFRASTRUCTURE IMPROVEMENTS

Where We Are

2019-2022

- New Roof for Public Works garage.
- Purchase of Yard Waste Truck with grapple loader (funded by \$139,702 grant from DEP).
- Reconstruction of Mortonville Road completed in 2022 (funded by \$750,000 DCED MTF Grant and \$1 million PennDOT MTF Grant).

2023

- Received \$56,328 grant from DCED LSA for new gas/diesel dispenser and fuel management system.
- Received \$100,000 from DCED LSA Grant Program for Newlinville Traffic Calming.
- Received \$150,000 from DCED MTF grant for Newlinville Traffic Calming.
- Requested grant of \$275,000 from DCED LSA for replacement of drainage pipe on Saw Mill Road.
- Purchased recycling bins for all township residents (received \$192,600 grant from DEP).

2024

- Submitted grant application to DCED MTF Program for \$765,380 for reconstruction of Mortonville Road bridge.

2025

- Repaired damage to Mortonville Road.
- Replaced Gas/Diesel Dispensers and Fuel Management software.

2026 Progress & Priorities

- Collective Bargaining Agreement reached with the Teamsters.
- Secured \$300,000 grant from the Pennsylvania Department of Community and Economic Development (DCED) Multimodal Transportation Fund, a \$475,000 grant through the Department of Community and Economic Development (DCED) Local Share Account (LSA) Grant Program, and \$250,000 grant from Chester County Conservation District for Mortonville Road Bridge Reconstruction.
- Continue evaluating the status and next steps for the Newlinville Traffic Calming Project.
- Completed Saw Mill Road Culvert Replacement Project.

Where We Are Going – 2027–2029 Goals

- Continue Mortonville Road Bridge reconstruction project, which is fully grant funded. Engineering underway.
- Evaluate opportunities for pedestrian safety and stormwater management improvements in Newlinville.
- Continue investing in Township roads.
- Replace the generator at the Township Building to ensure the building has a reliable energy supply during emergencies (\$30,000 DCED Local Share Account grant secured).
- Investigate and/or implement opportunities for BMP reductions (sediment and nutrients) per the TMDL Plan (ongoing).

VII. CODES & ORDINANCES

Where We Are

- Modernize Township ordinances to address emerging development trends and evolving community needs (in process).
- Assess whether to implement Rental Inspection Ordinance and program (reviewed by Planning Commission).
- Assess whether to implement use and occupancy permit requirements at resale (Planning Commission).
- Review Solar Ordinances (Planning Commission).
- Review Data Center Ordinances (reviewed by Planning Commission).

Where We Are Going – 2027-2029 Goals

- Improve online access to Township ordinances and regulations for residents, businesses, and applicants

VIII. PLANNING & ZONING

Where We Are

- Continue evaluating potential Newlinville zoning amendments based on the Newlinville Master Plan, with consultant and Vision Partnership Program research ongoing.
- Initiate the Township's Comprehensive Plan Update in partnership with Chester County, with a 50% cost share provided through the Chester County Community Planning Assistance Program.
- Explore opportunities to implement recommendations contained within the Newlinville Master Plan.

Where We Are Going – 2027-2029 Goals

- Complete and adopt the updated Comprehensive Plan.
- Continue professional development and training for Planning Commission and Zoning Hearing Board members to support informed decision-making and compliance with applicable requirements.

IX. ADMINISTRATION

Where We Are

- Developed formal job descriptions for all Township employees to clarify responsibilities and improve organizational accountability.
- Modernized the Township Employee Handbook, replacing policies that had not been comprehensively updated since the 1980s.
- Established the Program Coordinator position to enhance parks, recreation, communications, and administrative support.
- Successfully recruited and trained a Township Treasurer to strengthen financial management and internal controls.
- Achieved Pennsylvania Workplace Safety Committee certification, improving workplace safety while reducing workers' compensation insurance costs.
- Joined cooperative purchasing programs for fuel and road salt to reduce costs through regional collaboration.
- Implemented MuniPAY to provide residents with convenient online payment options while eliminating Township credit card processing fees.
- Reviewed banking and cash management practices to maximize investment earnings while maintaining appropriate liquidity and security.
- Completed a competitive review of third-party building inspection, zoning administration, and code enforcement services to ensure the Township continues to receive high-quality, cost-effective services.

2026 Progress & Priorities

- Completed recruitment and onboarding of a Township Secretary to strengthen administrative operations, improve communications, support Board operations, and enhance customer service.
- Maintain strong fund balances and financial stability to support long-term capital investment and minimize reliance on tax increases.
- Continue pursuing grant opportunities to reduce reliance on local taxes (ongoing).
- Evaluate banking and cash management opportunities to maximize interest earnings (ongoing).
- Increase budget transparency by developing an annual budget narrative that explains the Township's financial priorities, major initiatives, and how taxpayer dollars are invested to deliver services to residents.

Where We Are Going – 2027–2029 Goals

- Identify training and development opportunities for staff.
- Expand cross-training and succession planning for key administrative functions.
- Continue modernization of Township administrative policies, procedures, and records.
- Evaluate opportunities to improve customer service through technology and streamlined administrative processes.

X. Economic Development, Community Services, and Environmental Stewardship

Current Programs and Priorities

- Continue efforts to attract businesses to East Fallowfield Township with the assistance of the Chester County Economic Development Council.
- Continue bulk-item drop-off events and explore additional disposal options for difficult-to-dispose-of household items to help reduce illegal dumping.
- Continue educating residents about available recycling, waste reduction, and environmental stewardship programs.
- Continue the Annual Board Appreciation event to recognize volunteers and their spouses, celebrate achievements, and strengthen connections within the community.
- Continue to foster teamwork and connection through Township events and gatherings.

Where We Are Going – 2027–2029 Goals

- Continue strengthening partnerships with Chester County and regional organizations to support business development and community services.
- Evaluate additional opportunities for recycling, waste reduction, and environmental stewardship programs.
- Continue expanding community partnerships and volunteer involvement in Township initiatives and events.
- Consider assigning one of the Township's standing committees to focus on economic development initiatives.