

EAST FALLOWFIELD TOWNSHIP
BOARD OF SUPERVISORS MEETING
July 22, 2025 **Approved Minutes**
6:31 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

Chairwoman McEvoy called the meeting to order at 6:31 PM.

2. DISCUSSION

A. An executive session was held on July 22, 2025 to discuss legal matters.

B. APPROVAL OF MINUTES

JUNE 24, 2025 BOARD OF SUPERVISORS MEETING MINUTES

MOTION: Chairwoman McEvoy made a motion to approve the June 24, 2025 Board of Supervisors meeting minutes as presented. Supervisor DiRado seconded.

VOTE: 5-0.

C. FIRE DEPARTMENTS & DEPARTMENT OF EMERGENCY SERVICES

- 1) February Westwood Fire Company Fire Chief's Report submitted for Board and resident review.
- 2) February Westwood Fire Company EMS Report submitted for Board and resident review.
- 3) February Modena Fire Company Fire Chief's Report submitted for Board and resident review.
- 4) February Modena Fire Company Fire Chief's Report – East Fallowfield Calls Only submitted for Board and resident review.
- 5) February Modena Fire Company EMS Report submitted for Board and resident review.

D. 2025 Supervisor Liaison Appointments.

PROPOSED MOTION: Chairwoman McEvoy made a motion to appoint the following 2025 Board liaisons as presented. Supervisor Wright seconded.

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

Chairwoman McEvoy stated that the supervisor liaisons act as a conduit between the Board of Supervisors and the various committees.

VOTE: 5-0.

E. PRESENTATION- OVERVIEW OF 2024 AUDIT BY CARL HOGAN-WITHUM (Clifton Larson Allen, LLP)

Mr. Hogan stated that the independent auditors report is the only document that is required to be submitted to DCED. The audit reflects a clean or unmodified opinion meaning the numbers provided by management were fairly presented. The General Fund is made up of the general fund and the park and recreation fund. Income exceeded revenue by about \$260,000. Beginning fund balance was \$3.2 million and ending fund balance was \$3.5. He stated that the township is extremely conservative. The township exceeded budget due to unanticipated revenues for real estate taxes, earned income taxes, and investment earnings. Within current year expenditures, there was a \$400,000 transfer to the capital fund. For the special revenue fund, Liquid Fuels, which are annual appropriations through PennDOT, annual revenue reflects approximately \$350,000. Expenditures exceeded revenue for the year due to the large amount of road projects being carried out during the year. In the Fire/EMS fund, there was a fund balance of \$480,000 at the beginning of the year and revenues exceeded expenditures by about \$160,000 and the ending fund balance is \$654,000. Capital Projects Fund revenue consists of investment earnings and the \$400,000 transfer from the General Fund. Expenditures are mostly vehicle purchases and associated equipment. Revenue exceeded expenditures by about \$200,000. Ending fund balance was about \$1,287,000 Beginning fund balance was \$1.7 million. Regarding the trash fund, the township increased its annual trash fee by \$140 a year, which is consistent with other municipalities also increasing the trash fee due to rising hauler costs. There was an excess of revenue over expenditures by about \$189,000. The beginning fund balance was \$470,000 and the ending fund balance was about \$659,000. Mr. Hogan showed a slide that reflected increasing fund balance from 2015 until 2024 and that fund balance has leveled off at around \$3.5 million. Mr. Hogan stated that there are no findings on internal controls or compliance. There is no outstanding debt, however there are outstanding loans that total \$28,000 and the loans will mature in 2027. The good thing about the cash basis of accounting, which the township uses, is that the auditor can apply effective audit procedures and can confirm cash balances with the banks. The auditor can test 80% of revenue through direct third party confirmation or supporting

confirmation such as from the tax collector. The auditor also performs tests of controls over cash disbursements and payroll and test of compliance over grants.

Supervisor DiRado questioned if there is room for improvement.

Mr. Hogan stated that segregation of duties is important, which is already being performed by township office staff. There are compensating controls in place.

Chairwoman McEvoy questioned if the clean audit improves the bond rating.

Mr. Hogan stated it could improve the bond rating. They also look at fund balance and whether taxes are being increased on an annual basis.

Supervisor Wright questioned when the DCED report was submitted.

Mr. Hogan stated that the report is due in April and it was submitted in May of this year. DCED will not typically get involved in a late audit unless it is extremely late.

Solicitor Crotty stated there is a pending bill in the House to push deadline to end of the July.

3. TREASURER'S REPORT

1) June 30, 2025 Treasurer's Report

MOTION: Supervisor Wright made a motion to approve the June 30, 2025 Treasurer's Report as presented. Chairwoman McEvoy seconded.

VOTE: 5-0.

2) Payment Authorizations.

MOTION: Chairwoman McEvoy made a motion to approve the Payment Authorizations for the period of June 25, 2025 through July 22, 2025 in the total amount of \$186,364.11 as presented. Supervisor DiRado seconded.

VOTE: 5-0.

4. TOWNSHIP MANAGER'S REPORT

1) Resolution to Approve Rules for Public Participation at Board of Supervisors Meetings

Township Manager Swichar stated that the board periodically reviews its public participation policy to ensure that meetings are being conducted in the most effective manner. The Board of Supervisors has some draft changes before them in the form of a Resolution. Most importantly, residents will be asked to go up to the podium and state their name and address. This will make it easier for residents watching the meeting on livestream to better hear the public speak and will make it easier to complete the meeting minutes. Also, a timer will be used to inform residents when 3 minutes has elapsed. Also, Mr. Swichar stated that questions from the public may be

provided at a later date. Mr. Swichar stated that if the Township is able to answer a question quickly, they will do so.

PROPOSED MOTION: Supervisor Wright made a motion to approve Resolution 2025-15 establishing rules for public participation at Board of Supervisor meetings. Chairwoman McEvoy seconded.

Township resident Shane Cloyd asked if the supervisors prepared the resolution.

Solicitor Crotty stated that the board is here to make decisions based on what is on the agenda and packet. There should not be an expectation that the manager or other staff will always have an answer directly at their fingertips. The expectation is that if the township has the answer it will be provided. If someone wishes to speak during public participation, they must identify where they live.

Chairwoman McEvoy stated the new rules will add more structure and better flow to the meetings.

Supervisor Wright stated that he asks that the public read the rules. The Board will iron out any kinks as necessary.

VOTE: 4-1. Vice Chairman Domboski voted nay.

2) Bulk Trash Cleanup Day (Informational)

Mr. Swichar stated that the township is looking at having a cleanup day in late September or October. This would be an opportunity to get rid of household trash and bulk items beyond what the current trash program currently takes. Residents would bring their bulk items to the township building. This would be an opportunity for residents to clean out their basement or garage and also help prevent dumping which is always a problem. The township is working on a date and will have a date ready at the August meeting.

3) New Business:

5. LEGAL

1) Employment Agreement between Chief of Police and East Fallowfield Township

Solicitor Crotty stated that the proposed agreement is from January of 2025 until the end of 2027. The draft agreement spells out the salary, benefits, and hours.

MOTION: Supervisor DiRado made a motion approving the 3-year employment agreement in the form as presented between Chad Osborn and East Fallowfield Township for the position of Chief of Police. Supervisor Lambert seconded.

VOTE: 5-0.

2) Rouse Chamberlin Escrow Release

MOTION: Supervisor Wright made a motion to approve the \$5,000 cash escrow release for the Rouse Chamberlin Residential Subdivision. Supervisor Lambert seconded.

Solicitor Crotty stated that as part of their maintenance bond, 18 months ago they put up additional escrow money to monitor trees. The engineer reviewed this work.

Nina Petro, township resident, questioned the location of the development.

VOTE: 5-0.

3) A Termination Agreement and Release between East Fallowfield Township and Traffic, Planning, and Design

Solicitor Crotty stated that the proposed agreement is a release between East Fallowfield Township and Traffic Planning and Design with respect to the Mortonville Road project. The contractor missed putting down some matting which caused a partial failure of the road. The road has since been fixed. TPD will pay the township \$19,000 as part of the agreement.

MOTION: Vice Chairman Domboski made a motion to approve a termination agreement and release in the form as presented between East Fallowfield Township and Traffic, Planning, and Design. Supervisor Wright seconded.

Solicitor Crotty stated the repairs were covered by the contractor.

VOTE: 5-0.

6. PARK AND RECREATION BOARD

- 1) Chairwoman McEvoy stated the next Summer Concert Event is on August 21, Class of '84 will be performing.
- 2) Family Fun Day on Saturday, August 2, 9:00am-2:00pm (Informational)
- 3) Proposal from YMCA of Greater Brandywine for Fit Truk

MOTION: Chairwoman McEvoy made a motion approving a proposal from the YMCA of Greater Brandywine for the Fit Truk at a cost not to exceed \$250/hour from the Township's Park and Recreation fund for the Township's Family Health Fair on Saturday, August 2, 2025. Supervisor Wright seconded.

VOTE: 4-0. Vice Chairman Domboski stated that he recused himself from voting.

- 4) Proposal from Crystal Murphy and the Music Notes

MOTION: Chairwoman McEvoy made a motion that the Township approve a proposal from Crystal Murphy and the Music Notes in the amount of \$500 from the Township's Park and Recreation fund for a family concert on August 2, 2025. Supervisor DiRado seconded.

VOTE: 5-0.

5) Proposal from Jets Bounce Party Rental

MOTION: Chairwoman McEvoy made a motion that the Township approve a proposal from Jets Bounce Party Rental in the amount of \$580 from the township's Park and Recreation fund for an inflatable rental at the Family Fun Event on August 2, 2025. Vice Chairman Domboski seconded.

Supervisor DiRado questioned if the company has been a vendor in the past and if there is a certificate of insurance.

Teri Dickinson, chair of the park and recreation board, stated that the company has not been a vendor in the past and that there is a certificate of insurance.

VOTE: 5-0.

6) Proposal from Birthday Buddies

MOTION: Chairwoman McEvoy make a motion that the Township approve a proposal from Birthday Buddies in the amount of \$350 from the Township's Park and Recreation fund for 'Bluey' character at the Family Fun Event on August 2, 2025. Supervisor Wright seconded.

VOTE: 5-0.

7. PLANNING COMMISSION

1) No Report Submitted

8. POLICE DEPARTMENT

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

2) Purchase of Extended Warranty for 2025 Ford Interceptor from Flood Ford

MOTION: Chairwoman McEvoy made a motion approving the purchase of a 7-year 100,000-mile Premium Care Extended Service Plan from Flood Ford at a cost of \$2,075. Supervisor DiRado seconded.

Supervisor Dirado questioned which vehicle had been replaced.

Chief Osborn stated that the 2018 Tahoe with the bad engine was replaced.

Supervisor Wright questioned if the policy is on all the vehicles.

Chief Osborn stated that a fleet management plan was developed and that the warranty program will protect police cars moving forward. The warranty provides protection on the tail end when the basic vehicle warranties are expiring on older vehicles.

VOTE: 5-0.

- 3) Chief Osborn discussed a Speed Study completed on Park Avenue (Informational). He stated that the study determined the total number of cars, average speed of cars, violations, fastest speeds and provides recommendations on level of enforcement that should be made. The end result showed 380 cars over a 7-day period or 54 cars a day. The results indicate that the average speed for travel on Park Avenue is only 25 mph, even though the speed limit is 35 mph.

9. PUBLIC WORKS

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

10. ENVIRONMENTAL ADVISORY COUNCIL

- 1) Letter of Recommendation Renaming a Stream ‘Schist Creek’

MOTION: Vice Chairman Domboski made a motion authorizing the board chairwoman to submit a letter of support to the Board of Geographic Names renaming the stream along Misty Patch Road as ‘Schist Creek.’ Chairwoman McEvoy seconded.

Teri Dickinson, from the EAC, stated that EAC recommends the naming of the stream.

Supervisor Wright stated that the EAC is trying to give the creek name recognition.

VOTE: 5-0.

11. HISTORICAL COMMISSION

- 1) No Report Submitted
- 2) Appointment of Jennifer Carling to the Historical Commission

MOTION: Chairwoman McEvoy made a motion to appoint Jennifer Carling to the Historical Commission for the term ending December 31, 2026. Vice Chairman Domboski 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
Jennifer Carling	Member	2022 to 2026	5 year term
Clarance Rhoades, III	Member	2022 to 2026	5 year term
Chad Peterson	Member	2022 to 2026	5 year term

Vacant	Member	2024 to 2028	5 year term
Vacant	Member	2022 to 2026	5 year term
Vacant	Member	2024 to 2028	5 year term

VOTE: 5-0.

12. OLD BUSINESS: None

13. NEW BUSINESS: None

14. PUBLIC PARTICIPATION

Mike Petro, 705 Buck Run Road, commented on the rules for public participation.

Connie McLaughlin, Park Avenue, commented on the rules for public participation.

Shane Cloyd questioned the status of Mortonville Road bridge, traffic calming, and asked a question about a right to know request that he submitted.

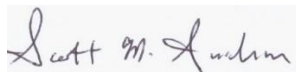
Steve Bauer, Clearfield Lane, commented on an incident involving a credit card that was hacked.

15. ADJOURNMENT

MOTION: Chairwoman McEvoy made a motion to adjourn the July 22, 2025, of Supervisors Meeting at 7:28 pm. Supervisor Wright seconded.

VOTE: 5-0.

Respectfully Submitted,



Scott Swichar,
Township Manager/Secretary