

EAST FALLOWFIELD TOWNSHIP
BOARD OF SUPERVISORS MEETING
August 26, 2025 **Approved Minutes**
6:30 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 6:30 PM.

2. DISCUSSION

- A. Chairwoman McEvoy reviewed Resolution 2025-15 establishing rules for public participation at Board of Supervisor meetings. She stated that the board presented the resolution in July. The Board of Supervisors meeting is not a town hall meeting or a Q&A session. It is a meeting for the Board of Supervisors to do business on very specific topics on the agenda. The rules are in accordance with the Sunshine Act and every township has rules for participation. The board felt it was important to bring structure and order to the meeting and ensure that everyone has a voice. The three minute limit is so that everyone has an opportunity to be heard and ensure that one resident does not dominate the conversation. The first comment period is for agenda items, and the second comment period is at the end of the meeting. Chairwoman McEvoy asked that everyone come up to the podium and provide their name and address. She stated that if you are not comfortable providing your address, then you can come after the meeting and provide it to the township manager. She stated that the address should be provided so that we can follow up with residents in a timely manner.

B. APPROVAL OF MINUTES

JULY 22, 2025 BOARD OF SUPERVISORS MEETING MINUTES

MOTION: Chairwoman McEvoy made a motion to approve the July 22, 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.
- 6) A Resolution Adopting the Emergency Operations Plan for East Fallowfield Township

MOTION: Chairwoman McEvoy made a motion to approve Resolution No. 2025-16 adopting the East Fallowfield Township Emergency Operations Plan. Supervisor DiRado seconded.

Emergency Management Coordinator, Tony Sirna stated that FEMA requires the plan for reimbursement for a disaster.

Supervisor Wright questioned how long the plan is good for.

Mr. Sirna stated that the county will inform the township when they need to provide an update and will inform the township if they are out of compliance.

Supervisor DiRado questioned how FEMA cuts will affect the township.

Mr. Sirna stated that he is not sure.

VOTE: 5-0.

D. SUMMARY BY APPLICABLE BOARD LIAISON

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

Supervisor Wright asked to step down from the Park and Recreation Board. He stated that Chairwoman McEvoy is already on the Park and Recreation Board so his participation is redundant. Chairwoman McEvoy requested that she be added as the liaison to the Park and Recreation Board.

B. TREASURER'S REPORT

1) July 31, 2025 Treasurer's Report

MOTION: Supervisor Wright made a motion to approve the July 31, 2025 Treasurer's Report as presented. Supervisor DiRado seconded.

VOTE: 5-0.

2) Payment Authorizations.

MOTION: Chairwoman McEvoy made a motion to approve the Payment Authorizations for the period of July 23 through August 26, 2025 in the total amount of \$697,155.32 as presented. Supervisor Wright seconded.

Treasurer Hindman stated that \$341,516.25 was for road paving which included a change order, and that Fire/EMS quarterly subsidies were included in the payment authorizations.

VOTE: 5-0.

C. TOWNSHIP MANAGER'S REPORT

1) Approval of the 2025-2026 Chester County Consortium bid for Sodium Chloride.

Township Manager Swichar stated that the township is part of a consortium with 25 municipalities for the purchase of sodium chloride. This is a cost savings for the township. There were four bidders and Chemical Equipment Labs was the low bidder. He stated that the price went up a small amount from last year's price which was \$70.20/ton.

MOTION: Chairwoman McEvoy made a motion to approve the 2025-2026 Chester County Consortium Bid to Chemical Equipment Labs for Sodium Chloride for \$71.17 a ton. (Note: 2024-2025 price was \$70.20 a ton). Supervisor DiRado seconded.

Supervisor Wright questioned if the township committed to a certain quantity.

Township Manager Swichar stated that the township provides an estimate.

Township resident, Phillip Roomet questioned if the price comes down if the township commits to a large tonnage.

Mr. Swichar stated that the bid was put out through West Bradford Township and the quantity reflects the cost savings of going out to bid with 25 other municipalities.

VOTE: 5-0.

2) Approval of a Bulk Trash Drop-Off Event on Saturday, October 18, 2025

Township Manager Swichar stated that the township has a proposed date of October 18, 2025 for the cleanup event. This is a free event for township residents to dispose of household bulk items like household furniture. The township will not take construction debris. Currently the township takes 2 items a month during bulk collection. However, this event would supplement that collection.

MOTION: Supervisor Wright made a motion to approve a bulk trash drop-off event on Saturday, October 18 from 9:00am-3:00pm. Supervisor DiRado seconded.

Supervisor DiRado questioned if the event is just for township residents.

Township Manager Swichar stated yes.

Supervisor Wright questioned if the township will take washer, dryer and refrigerators.

Township Manager Swichar stated the township will take appliances as long as the freon is removed and that the appliance include a sticker certifying the freon was removed. Televisions and electronics will be accepted.

Mike Petro, Township resident, questioned if the event is drop off or pick up.

Township Manager Swichar stated that the event is drop off at the municipal complex, 2264 Strasburg Road.

VOTE: 5-0.

3) Agreement with T.P.D for Utility Relocation work to Repair Drainage Pipe on Saw Mill Road

Township Manager Swichar stated that the township has received easements from the affected property owners. The project is getting close to the finish line, however TPD has a supplemental proposal for \$9,000 for additional utility relocation work. This would be to prepare for the utility easements to be submitted to DEP. TPD advises that the project will go out to bid in the fall and construction will happen in the spring.

MOTION: Supervisor Wright made a motion to approve a supplemental agreement with Traffic, Planning, and Design, Inc. at an amount not to exceed \$9,000 to complete utility relocation work related to a damaged drainage pipe on Saw Mill Road. Supervisor DiRado seconded.

Supervisor Wright stated there is only one road that leads into the nearby neighborhood.

Township Manager Swichar stated the township received \$250,000 in grants that should pay for a substantial amount of construction costs.

VOTE: 5-0.

4) Meeting Schedule for 2026 Budget (Informational)

Township Manager Swichar provided the following dates for the 2026 public meetings:

First Budget Workshop: October 14, 2025

First Presentation of Budget: October 28, 2025

Second Presentation of Budget/Authorize Advertisement of Budget: November 18

Budget Adoption (Proposed): December 9

Budget Adoption (If not adopted on December 9): December 16

5) Updates on Newlinville Traffic Calming Project, Municipal Building project, Mortonville Bridge (Informational)

Township Manager Swichar stated that the preconstruction meeting for the Newlinville Traffic Calming Project is this week and that construction is scheduled to begin in September. The township will notify residents of Newlinville about construction. There was a board discussion about the project.

Manager Swichar stated that the township received a \$550,000 grant for engineering and architecture toward the municipal building project. The Township is working with HUD to get the grant agreement in place. Once that is in place, the township can move forward with approving an architect. There are currently two vacancies on the municipal building committee. The Township advertised the vacancies on the township website. The Township has also placed a tab on the township website, called "project updates. The township has already provided project updates on the webpage and will update the page as we move forward.

Mr. Swichar stated that the township recently wrapped up its environmental testing for the Mortonville Bridge and also completed its survey work, wetlands delineation and PNDI clearance work. The Township is coordinating with the Chester County Conservation District about a possible stream relocation or reconstruction so that another collapse of the bridge does not happen in the future. The project is more complicated because of the stream which caused the initial collapse. Regarding funding, the township has secured \$250,000 in grants for the project and is waiting to hear about an additional grant for the project.

Supervisor Wright discussed the stream restoration.

Township Manager Swichar stated that the stream restoration could impact the length of the bridge. The township needs to address whether it can relocate the stream before completing final engineering design.

6) New Business: Supervisor DiRado stated that she wants to see a line item in the budget for the municipal building.

D. LEGAL

1) A Resolution Establishing a 6-Month Moratorium on Ordinance 2024-01

Solicitor Crotty stated that the Single-Use Plastic ordinance was adopted last October and went into effect at the end of April. A discussion from the board was what to do with the ordinance given the change in board composition. The discussion point was the consideration of additional time for review, study and public outreach. A draft resolution is in the board packet.

MOTION: Chairwoman McEvoy made a motion approving Resolution No. 2025-17 establishing a 6-month moratorium on the implementation and enforcement of the Single Use Plastics Ban Ordinance 2024-01 and directing the township manager to conduct a survey on the implementation of the ordinance. Supervisor DiRado seconded

John Nielsen, township resident, stated that he dropped off information from the Penn State Extension. He discussed the Pennsylvania Constitution.

Mike Petro, township resident, discussed the single use plastic ban and impact on his business.

Shane Cloyd, township resident, discussed the single use plastic ban.

Phillip Roomet, township resident discussed the single use plastic ban.

There was a board discussion on the topic.

VOTE: 5-0.

2) New Business: Solicitor Crotty provided an update on the Maughan enforcement matter at 55 Glenlee. He stated that there is a contempt order against Mr. Maughan for stormwater violations and there is an order in court for Mr. Maughan to secure an engineer to rectify stormwater issues. He also stated that the township engineer completed a report last fall related to open items in the Fieldstone development. Last December, an associate in his firm sent a demand letter to the surety. Another attorney in his office sent an additional demand letter to Traveler's via trackable mail and reached out to Traveler's via phone call. The HOA has a new attorney, and the township is eager to work with him.

Supervisor Wright questioned if there is another path for the township to take.

Solicitor Crotty stated an alternative course of action would be to go after the developer, which would be a longer course of action that might not bear fruit. The initial developer was bankrupt. The NPDES permit is also open.

Elliot Berton, Attorney for the HOA, stated that issues have been pending for a long time. He requested that the township aggressively pursue Traveler's.

E. PARK AND RECREATION BOARD

1) No report submitted

2) Request from Wild Rec LLC Requesting Reduced Fee for Field Permit

Township Manager Swichar stated that Wild Rec is a for-profit company requesting use of the township fields for home schooled kids to play soccer. They requested a reduced fee. He does not have any issues with the use of the field; however, it would be the board's discretion to lower the fee. The fee schedule reflects \$100/day for non-residents and \$50/day for residents. The security fee is \$250/day. The club is requesting \$25/day. They already added the township to their insurance policy.

Supervisor Wright questioned the normal fee for use of the field.

Manager Swichar recommended \$25 or \$50/day usage fee and \$250 total for security deposit. There are 20 participants.

MOTION: _Supervisor Wright made a motion approving the request from Wild Rec LLC to pay a reduced fee of \$25/day for a field permit and \$250 single security at the township park for youth soccer activities held on Fridays from September 12- October 17. Chairwoman McEvoy seconded.

Supervisor DiRado questioned if there is someone onsite to perform first aid if necessary.

VOTE: 5-0.

3) Request from Chester County Master Gardeners to use Park Pavilion for Picnic

MOTION: Chairwoman McEvoy made a motion approving the request from Chester County Master Gardeners to use the park pavilion on September 14 from 3:00pm-6:00pm for up to 75 people for a picnic. Supervisor Wright seconded.

Township Manager Swichar stated that because there are more than 75 people in attendance, the board must approve the use.

VOTE: 5-0.

1 PLANNING COMMISSION

1) No Report Submitted

2 POLICE DEPARTMENT

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

2) Approving Updated Policies for the Police Department

MOTION: Chairwoman McEvoy made a motion to approve the following updated policy for the Police Department: Authorized Weapons and Ammunition. Supervisor DiRado seconded.

VOTE: 5-0.

3) Purchase of Ballistic Shields

MOTION: Chairwoman McEvoy made a motion approving the purchase of two ballistic shields in the amount of \$4,385.92 from Whitmer Public Safety Group from the Township's Capital Fund. Supervisor Wright seconded.

Chief Osborn stated the ballistic shields will replace the current shield from 2009 that is past its life span. The current shield should be retired and replaced with a new one. Two shields are needed as there are two officers on duty at one time. Each on-duty vehicle would contain a shield.

VOTE: 5-0.

4) Proposal from JPG Contracting Inc. for Repairs to Police Department Floor

MOTION: Chairwoman McEvoy made a motion authorizing the Township Manager to sign a proposal from JPG Contracting to repair/install a section of flooring in the police department in the amount of \$3,600.00 from the Township's Capital Fund. Supervisor DiRado seconded.

Township Manager Swichar stated that this will be for safety repairs to an uneven floor.

VOTE: 5-0.

3 PUBLIC WORKS

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

4 ENVIRONMENTAL ADVISORY COUNCIL

- 1) No Report Submitted

5 HISTORICAL COMMISSION

- 1) No Report Submitted

6 OLD BUSINESS: None

- 7 NEW BUSINESS: Supervisor Lambert stated that there was period of healing event recently for Zachariah Walker. He stated that the Rice family was contacted but was not able to attend. There was a parade on Route 82 and luncheon in Parkesburg.

8 PUBLIC PARTICIPATION:

Terry Dickinson, township resident, stated she resigned from the Park and Recreation Board.

Phillip Roomet, township resident, commented on the township building project.

Nina Petro, township resident, invited the Board to the September 11 Memorial Service at East Fallowfield Elementary School.

Shane Cloyd, township resident, commented on a traffic study, digital timer, possible sale of East Fallowfield Elementary School, and fatality in Newlinville. He questioned if the township is exempt from installing 4'x8' banners.

Township Manager Swichar stated that a pre-traffic study was already completed by the township engineer.

Solicitor Crotty stated that the township is allowed up to a 25 square foot sign and removed a sign that exceeded the requirement. The sign will be reduced to 24 square feet, He suggested reaching out to the zoning officer with specific questions about the sign requirements.

Fred Weiss, 109 Danbury, discussed the township's pond.

Connie McLaughlin, Park Avenue, discussed the new township building, sound projection in the meeting room, and historical commission. She discussed properties on Loop Road and Strasburg Road.

Supervisor Wright discussed openings on various committees.

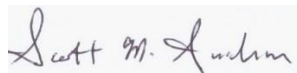
Deborah Stoff, Mink Hollow, questioned if the full agenda packet could be made available by Friday evening and discussed the municipal building project.

9 ADJOURNMENT

MOTION: Chairwoman McEvoy made a motion to adjourn the August 26, 2025, of Supervisors Meeting at 8:02 pm. Supervisor Wright seconded.

VOTE: 5-0.

Respectfully Submitted,



Scott Swichar,
Township Manager/Secretary