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EAST FALLOWFIELD TOWNSHIP



Board of Supervisors Reorganizational Meeting Agenda January 5, 2026 at 6:00 p.m.

1. Call to Order, Silent Meditation, and Pledge of Allegiance.
2. There was an executive session on January 5, 2026 to discuss legal matters.
3. Swearing in Katja DiRado as Township Supervisor – Judge Joseph Heffern
4. Swearing in Deborah Stoff as Township Supervisor – Judge Joseph Heffern
5. Elect Temporary Chairperson to start the meeting.

PROPOSED MOTION: I make a motion to appoint _____ as temporary Chairperson to start the January 5, 2026 Reorganizational meeting.

6. Election of Chairperson.

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

7. Election of Vice Chairperson.

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

8. Appointment of Township Solicitor.

PROPOSED MOTION: I make a motion to appoint the firm of Siana Law for the 2026 year, at the rate of \$235 per hour for general municipal legal services.

9. Appointment of Township Manager.

PROPOSED MOTION: I make a motion to appoint Scott Swichar as the 2026 Township Manager.

10. Appointment of Township Treasurer.

PROPOSED MOTION: I move that the Township appoint David Hindman to serve as full-time 2026 Township Treasurer.

11. Appointment of Assistant Township Treasurer

PROPOSED MOTION: I move that the Township appoint Lisa Ionata to serve as as-needed assistant Treasurer at an hourly rate of \$50.

12. Appointment of Township Secretary and Township Right to Know Officer.

PROPOSED MOTION: I make a motion to appoint Scott Swichar as the 2026 Township Secretary and Township Right to Know Officer.

13. Appointment of Program Coordinator.

PROPOSED MOTION: I make a motion to appoint Denise Verderosa as the 2026 Program Coordinator.

14. Appointment of Part-Time Office Assistant



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Board of Supervisors Reorganizational Meeting Agenda January 5, 2026 at 6:00 p.m.

PROPOSED MOTION: I make a motion to appoint Sue Sereditch as the 2026 part-time Office Assistant.

15. December 9, 2025 Board of Supervisors Meeting Minutes

PROPOSED MOTION: I make a motion to approve the December 9, 2025 Board of Supervisors meeting minutes.

16. Establish Monthly Meeting Dates and Times for the Board of Supervisors and Commissions.

PROPOSED MOTION: I make a motion to approve the Board of Supervisor's meetings at 6:30 p.m. on the 2nd and 4th Tuesday of the month, the Park and Recreation Commission meetings at 6:30 p.m. on the 1st and 3rd Tuesday of the month, the Planning Commission meetings at 6:30 p.m. on the 1st and 3rd Monday of the month, the Historical Commission meetings at 6:30 p.m. on the 1st and 3rd Wednesday of the month, the Environmental Advisory Committee (EAC) at 6:30pm on the 3rd Thursday of every month, and the Municipal Building Committee on the 4th Monday of every month at 6:30PM

17. Ratify Termination of Employment for Hector Acquino

PROPOSED MOTION: I make a motion to ratify termination of employment of part-time laborer Hector Acquino effective January 5, 2026.

18. Appointment of Public Works Department.

PROPOSED MOTION: I make a motion to appoint the following Public Works employees as presented.

Public Works Road Foreman	Justin Gathercole – \$33.90/hour
Public Works Laborer	Bill Lewis-\$30.78/hour
Public Works Laborer	Nicklous Guinta-\$30.78/hour
Public Works Laborer	John Winters- \$30.78/hour
Public Works Laborer (PT)	Jordan Thomas \$25.22//hour

19. Pay Increase for Seasonal On-Call Snow Plow Operators and Appointment of On-Call Snow Plow Operators

PROPOSED MOTION: I make a motion to approve a pay increase from \$20.00/hour for non-CDL and \$21.00/hour for CDL snow plow operators to \$25.00/hour for both CDL and non-CDL Snow Plow Operators

PROPOSED MOTION: I make a motion to appoint the following “as needed” snow plow operators as presented

Snow Plow Operator	Joe Gathercole
Snow Plow Operator	Frank Dowlin
Snow Plow Operator	Chris Corle
Snow Plow Operator	Bruce Phillips
Snow Plow Operator	Andrae Reason
Snow Plow Operator	Barry Hoxter



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20. Resignation of Emergency Management Coordinator and Fire Marshal

A. Resignation of Fire Marshal/Assistant Emergency Management Coordinator

PROPOSED MOTION: I make a motion accepting the resignation of Fire Marshal/Asst. Emergency Management Coordinator Jim Reagan.

B. Resignation of Assistant Fire Marshal and Emergency Management Coordinator

PROPOSED MOTION: I make a motion accepting the resignation of Emergency Management Coordinator/Assistant Fire Marshal, Anthony Sirna.

21. Police Department.

PROPOSED MOTION: I make a motion to appoint the following Police Officers as presented.

Police Chief	Chad Osborn-\$134,928
Sergeant/Full-Time Police Officer	Brian Simmons – \$54.04/hour
Full-Time Police Officer	Kevin Simmons – \$50.38/hour
Full-Time Police Officer	Richard McAllister –\$50.38/hour
Full-Time Police Officer	John Hewczuk –\$50.38/hour
Full-Time Police Officer	Francis J. O'Donnell – \$50.38/hour
Full-Time Police Officer	John Rappold – \$50.38/hour
Part-Time Police Officer	Sean Marasco-\$30.20/hour
Part-Time Police Officer	Andrew Schreiber-\$30.20/hour
Part-Time Police Officer	Robert Basquill- \$29.33/hour
Part-Time Police Officer	Corey Denton-\$29.33/hour
Part-Time Police Officer	James Grajewski-\$29.33/hour
Part-Time Police Officer	Briana Rivera-\$29.33/hour
Part-Time Police Officer	Desiree Rhoades-\$29.33/hour

22. Appointment of Police Secretary and Police Right to Know Officer.

PROPOSED MOTION: I make a motion to appoint Nancy Baker as the 2026 part-time Police Administrative Assistant and Police Right to Know Officer.

23. Appointment of assistant Police Secretary and assistant Police Right to Know Officer.

PROPOSED MOTION: I make a motion to appoint Christilla Walls as the 2026 assistant part-time Police Administrative Assistant and assistant Police Right to Know Officer.

24. Building Inspector/Code Officer/Zoning Officer.

PROPOSED MOTION: I make a motion to appoint Keystone Municipal Services, Inc. as the 2026 Township building inspection, code official, and zoning services.

25. 2026 Supervisor Liaison Appointments.

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



EAST FALLOWFIELD TOWNSHIP



Board of Supervisors Reorganizational Meeting Agenda January 5, 2026 at 6:00 p.m.

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

2025 Liaison Appointments are below (Informational):

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

26. 2026 State Supervisor's Association Convention Voting Delegate.

PROPOSED MOTION: I make a motion to appoint ____ as the 2026 State Supervisor's Association Convention Voting Delegate, and _____ as alternate Voting Delegate.

Note: The PSATS 2026 Annual Educational Conference will be held on April 19-22, 2026

27. WCC Cog – Western Chester County Council of Government – Select Primary & Secondary Delegates.

PROPOSED MOTION: I make a motion to appoint _____ as the Primary Delegate and _____ as the Secondary Delegate of the Western Chester County Cog..

(Note: meetings are the 4th Wednesday of the month at 7:00PM)

28. Vacancy Board.

PROPOSED MOTION: I make a motion to appoint _____ as the East Fallowfield Township 2026 Vacancy Board member.

29. Law Offices of John Carnes Jr.

PROPOSED MOTION: I make a motion to appoint The Law Offices of John Carnes Jr. as the 2026 Township Zoning Solicitor, at the rate of \$150.00 per hour and approve their 2026 fee schedule (same as 2025).

30. Herbert E. MacCombie Jr. P.E.

PROPOSED MOTION: I make a motion to appoint Herbert E. MacCombie Jr. P.E. as the 2026 Township Sewer Consultant, and approve their 2026 fee schedule, as presented.



EAST FALLOWFIELD TOWNSHIP



Board of Supervisors Reorganizational Meeting Agenda January 5, 2026 at 6:00 p.m.

31. Traffic Planning and Design.

PROPOSED MOTION: I make a motion to appoint Traffic Planning and Design as the 2026 Township Traffic Consultants, and approve their 2026 fee schedule, as presented.

32. Pennoni (Township Engineer)

PROPOSED MOTION: I make a motion to appoint Pennoni as the 2026 Township Engineer and approve their 2026 fee schedule as presented.

33. Resolution 2026-01 Appointing Township Auditor to Make an Examination of all Township Accounts for Fiscal year 2025.

PROPOSED MOTION: I make a motion to approve Resolution 2026-01 appointing CliftonLarsonAllen as the East Fallowfield Township auditors, replacing the elected auditors to audit the accounts of the township for the fiscal year of 2025.

34. Fee Schedule Resolution 2026-02.

PROPOSED MOTION: I make a motion to approve Resolution 2026-02 approving the Township Fee Schedule.

35. Agricultural Security Commission.

Appointment of 2026 Chairperson (Board of Supervisor Member).

PROPOSED MOTION: I make a motion to appoint _____ (Board of Supervisor Member) as the 2026 Chairperson of the Agricultural Security Commission.

Appointment of Resident (2-year term)

PROPOSED MOTION: I make a motion to appoint Joe Heffern (Resident) to the Agricultural Security Commission to the 2-year term ending December 31, 2027.

Vacant- (Board of Supervisors Member) - Chairperson for 2026

Joe Heffern– Resident 2024 to 2025 (2-year term)

Arthur DeLeo – Farmer 2022 to 2026 (5-year term)

Clarence Rhoades III – Farmer 2024 to 2026 (3-year term)

Jillian Federoff – Farmer 2024 to 2027 (4-year term)

36. Zoning Hearing Board.

A. Resolution to Appoint Kathleen Moffitt as a Zoning Hearing Board member for the term ending December 31, 2028.

PROPOSED MOTION: I make a motion to adopt Resolution 2026-03 reappointing Kathleen Moffitt as a Zoning Hearing Board member for the term ending December 31, 2028.



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Board of Supervisors Reorganizational Meeting Agenda January 5, 2026 at 6:00 p.m.

Kathleen Moffitt – Member 2023 to 2025

Ellis Weiss - Member 2024 to 2026

Jason Hewson – Member 2025-2027

B. Advertise for Vacancies for Alternate Zoning Hearing Board Members

PROPOSED MOTION: I make a motion authorizing the township manager to advertise for at least one, but no more than 3 alternate members of the Zoning Hearing Board and return the applications to the Board of Supervisors for consideration.

37. Planning Commission.

PROPOSED MOTION: I make a motion to reappoint Ray Smith to the Planning Commission for the term ending December 31, 2029.

PROPOSED MOTION: I make a motion to reappoint Guido Guintini to the Planning Commission for the term ending December 31, 2029.

PROPOSED MOTION: I make a motion to reappoint Sue Monaghan to the Planning Commission for the term ending December 31, 2029.

<i>Ray Smith</i>	<i>Chairperson</i>	<i>2022 to 2025</i>
<i>Guido Guintini</i>	<i>Vice Chairperson</i>	<i>2022 to 2025</i>
Deborah Stoff	Member	2024 to 2027
Joseph Heffern	Member	2023 to 2026
Charles Reed	Member	2023 to 2026
<i>Sue Monaghan</i>	<i>Member</i>	<i>2022 to 2025</i>
Jerry Dickinson	Member	2024 to 2027
Vacant	Alternate member	2024 to 2027

38. Park and Recreation Committee.

PROPOSED MOTION: I make a motion to reappoint Teri Dickinson to the Park and Recreation Committee for the term ending December 31, 2030.

PROPOSED MOTION: I make a motion to reappoint Stephanie Scotton to the Park and Recreation Committee for the term ending December 31, 2030.

<i>Teri Dickinson</i>	<i>Member</i>	<i>2021-2025</i>
Clare Small-McEvoy	Vice Chair	2024-2028
Fred Weiss	Member	2022-2026
Joyce Madding	Member	2022-2026
Vacant	Member	2023-2027
<i>Stephanie Scotton</i>	<i>Member</i>	<i>2021-2025</i>
Vacant	Member	2025-2029



EAST FALLOWFIELD TOWNSHIP



Board of Supervisors Reorganizational Meeting Agenda January 5, 2026 at 6:00 p.m.

39. Historical Commission.

Joe McCormick	Chairman	2025 to 2029	5 year term
Sue Monaghan	Secretary	2022 to 2026	5 year term
Connie McLaughlin	Member	2025 to 2029	5 year term
Jennifer Carling	Member	2022 to 2026	5 year term
Clarence Rhoades, III	Member	2022 to 2026	5 year term
Chad Peterson	Member	2022 to 2026	5 year term
Rania Larsen	Member	2024 to 2028	5 year term
Jack Alvarez	Member	2022 to 2026	5 year term
Pam Jaccard	Member	2024 to 2028	5 year term

40. Environmental Advisory Committee (EAC)

PROPOSED MOTION: I make a motion to appoint the following members to the Environmental Advisory Committee (EAC) with the term ending 12/31/2026 (11 members total).

Lauri Hyers	Member 2026 to 2026	1-year term
John Nielsen	Member 2026 to 2026	1-year term
Teri Dickinson	Member 2026 to 2026	1-year term
Amy Troop	Member 2026 to 2026	1-year term
Tanner Burns	Member 2026 to 2026	1-year term
Jeanne Berlin	Member 2026 to 2026	1-year term
Charles Reed	Member 2026 to 2026	1-year term
Paul Brenner	Member 2026 to 2026	1-year term
Roger Mustalish	Member 2026 to 2026	1-year term
Robert Diest	Member 2026 to 2026	1-year term
Katja DiRado	Alternate Member	1-year term

41. Municipal Building Committee

a. Reappointment of Municipal Building Committee Members

PROPOSED MOTION: I make a motion to reappoint Wilson Lambert, Katja DiRado, John Ionata, Jerry Dickinson, and Chuck Argue to the Municipal Building Committee with the term ending 12/31/2026. (7 members maximum)

<i>Vacant</i>	<i>Member 2026 to 2026</i>	<i>1-year term</i>
Wilson Lambert	Member 2026 to 2026	1 year-term
Katja DiRado	Member 2026 to 2026	1 year-term
<i>Vacant</i>	<i>Member 2026 to 2026</i>	<i>1 year-term</i>
John Ionata	Member 2026 to 2026	1 year term
Jerry Dickinson	Member 2026 to 2026	1 year-term
Chuck Argue	Member 2026 to 2026	1 year-term
Scott Swichar	Advisor	



EAST FALLOWFIELD TOWNSHIP



Board of Supervisors Reorganizational Meeting Agenda January 5, 2026 at 6:00 p.m.

b. Appointments to the Municipal Building Committee (2 vacancies)

Note: Applications Received from: Eric Shane Cloyd, Deborah Stoff, Joe McCormick, Clare Small-McEvoy, and Tara Schlichtig

PROPOSED MOTION: I make a motion to appoint _____ to the Municipal Building Committee with the term ending 12/31/2026.

PROPOSED MOTION: I make a motion to appoint _____ to the Municipal Building Committee with the term ending 12/31/2026.

42. United Construction Code Township Representative and Alternate.

PROPOSED MOTION: I make a motion to appoint Joe McCormick as the Township Uniform Construction Code (UCC) representative.

43. Elected Auditors.

The Township Board of Auditors shall hold an organization meeting on Tuesday, January 6, 2026 at 6:00 p.m. at the Township building.

Eric Shane Cloyd	2026 to 2029	4 year unexpired term
Sharon Scott	2022 to 2027	Full Term
James McEvoy	2026 to 2031	6 year term

44. Tax Collector 4-year term

David Harkins 2026-2029 4-year term

45. Constable 6 year term

Tammy Marie Corlessa 2022 to 2027 6 year term

46. Designated Banks.

PROPOSED MOTION: I make a motion recognizing Fulton Bank, PLGIT and Meridian Bank as the Township designated banks.

47. Payment Authorizations.

PROPOSED MOTION: I make a motion to approve the Payment Authorizations for the period of December 10, 2025 through January 5, 2026 in the total amount of \$ _____ as presented.



EAST FALLOWFIELD TOWNSHIP



Board of Supervisors Reorganizational Meeting Agenda January 5, 2026 at 6:00 p.m.

48. 2026 Bidding Thresholds (Informational)

- Contracts or purchases under \$13,200 require no formal bidding or price quotations.
- Contracts or purchases between \$13,200 and \$24,500 require three written/telephonic price quotes.
- Contracts or purchases **greater than \$24,500** require formal bidding and public notice.

49. Requests to Waive the 2026 Trash Fees

A. Request to Waive 2026 Trash Fee for 198 Glenrose Avenue (Dianne Grant)

PROPOSED MOTION: I make a motion approving a waiver of the 2026 trash fee for 198 Glenrose Avenue UPI 47-7-79

B. Request to Waive 2026 Trash Fee for 42 Rokeby Road (David Chenger)

PROPOSED MOTION: I make a motion approving a waiver of the 2026 trash fee for 42 Rokeby Road UPI 47-7-166.1

C. Request to Waive 2026 Trash Fee for 6 Park Avenue (Jill Beach)

PROPOSED MOTION: I make a motion approving a waiver of the 2026 trash fee for 6 Park Avenue UPI 47-7-9.1.

D. Old Business

E. New Business

F. Public Participation (20 minutes).

G. Adjournment.

PROPOSED MOTION: I make a motion to adjourn the January 5, 2026 Reorganizational Meeting at ____ PM.

SIANA LAW

EXPERIENCE - SERVICE - RESULTS

ERIC M. BROWN

embrown@sianalaw.com

December 4, 2025

East Fallowfield Township Board of Supervisors
Attn: Scott Swichar, Township Manager
2264 Strasburg Road
East Fallowfield, PA 19320

Re: Representation by Siana Law

Dear Scott:

This letter will confirm that the terms of our current engagement with you shall remain in effect for the calendar year 2026 subject to a slight increase to \$235.00 per hour. Our rates continue to reflect a significant reduction from our customary rates.

We would like to take this opportunity to thank you for your continued support. Our ongoing engagement with East Fallowfield Township is appreciated and valued by the members of the firm. If you have any questions, please do not hesitate to contact me.

Very truly,



Eric M. Brown

EMB/kle

EAST FALLOWFIELD TOWNSHIP
BOARD OF SUPERVISORS MEETING
December 9, 2025 **UNApproved Minutes**
6:30 p.m.

Members Present

Clare 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
Andrew Rongus

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

Chairwoman McEvoy called the meeting to order at 6:35 PM. She stated that there was an executive session on December 9 regarding legal matters.

2. DISCUSSION

A. APPROVAL OF MINUTES

November 18, 2025 BOARD OF SUPERVISORS MEETING MINUTES

MOTION: Chairwoman McEvoy made a motion to approve the November 18, 2025 Board of Supervisors meeting minutes as presented. Supervisor DiRado seconded.

VOTE: 5-0.

B. FIRE DEPARTMENTS & DEPARTMENT OF EMERGENCY SERVICES

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

3. PRESENTATION

- a. Certificate for Recognition of Service Presented to Clare Small-McEvoy

4. 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 – Vice Chairman Domboski
Historical Commission – Supervisor Lambert
Park and Recreation – Chairwoman McEvoy
Environmental Advisory Committee (EAC)– Supervisor DiRado

5. TREASURER’S REPORT

1) Payment Authorizations.

MOTION: Chairwoman McEvoy made a motion to approve the Payment Authorizations for the period of November 19, 2025 through December 9, 2025 in the total amount of \$107,782.21 as presented. Vice Chairman Domboski seconded.

Supervisor Wright questioned why the Siana Law bill was higher than normal.

Township Manager Swichar stated most of the additional expenses were related to right to know requests. Mr. Swichar stated that another bill was received today from Siana Law for November expenses. That bill has not yet been reviewed.

VOTE: 5-0.

6. TOWNSHIP MANAGER’S REPORT

1) Adoption of 2026 Township Budget.

Township Manager Swichar provided an overview of the 2026 proposed budget. He stated that tonight is the proposed 2026 budget adoption. The township conducted a budget work session on October 14. The first presentation of the budget was on October 28. A second presentation of the budget was on November 18. The board approved the advertisement of the budget on November 18 and the budget was advertised in the November 19 Daily Local newspaper. The proposed budget has been uploaded onto the township’s website for review and hard copies of the budget were made available at the township building. The posted budget is unchanged since it was advertised.

Mr. Swichar stated that there is no tax increase proposed in the General Fund or Fire/EMS fund. There is no trash increase proposed for 2026. He stated that 2026 will be the 8th straight year

without an increase in the General Fund. The 2026 General Fund Revenue budget is \$4,503,000. The 2026 General Fund Expenditure Budget is 4,503,000. When you remove the \$1 million transfer budgeted in the municipal building fund next year, the adjusted 2026 expenditure budget is \$3,503,000. All other funds are balanced per second class township code. The township has an extensive capital improvement program budgeted for next year, which includes road paving, bridge reconstruction, and Saw Mill Road culvert replacement. There is a proposed motion in the agenda to adopt the 2026 budget, and as always public comment will be accepted before the board takes action.

MOTION: Supervisor Wright made a motion to adopt the 2026 budget as advertised. Supervisor DiRado seconded.

Phillip Roomet, township resident commented on the township manager salary and stated he emailed recommendations to the board related to the manager's contract.

VOTE: 5-0.

2) 2026 Tax Resolution Establishing Real Estate Millage.

Township Manager Swichar stated there is a proposed resolution to establish the tax rate for 2026, Millage is unchanged from 2025 rates.

MOTION: Vice Chairman Domboski moved that the Township approve Resolution 2025-19, establishing the Township property tax rates for 2026 as follows: 2.00 mills general millage; 0.5 mills emergency services millage; and 1.25 mills fire tax millage. Supervisor DiRado seconded.

VOTE: 5-0.

3) Resolution to Authorize Transfer of Funds from the General Fund to Capital Fund.

MOTION: Supervisor DiRado made a motion to approve Resolution no. 2025-20 authorizing the transfer of unencumbered monies in the amount of \$1,000,000 from the General Fund to the Capital Fund to fund capital and infrastructure projects. Chairwoman McEvoy seconded.

VOTE: 5-0.

4) Approval of Bid for Saw Mill Road Culvert Replacement Project

Township Manager Swichar stated that the township received 9 bids on the project. The base bid was the replacement of the culvert pipe and the alternate bid was the paving of Saw Mil Road from Martingale Circle to Mortonville Road. G&B Construction was the lowest base bid plus alternate bid at \$242,309.70. Barasso Excavation, Inc. was the lowest base bid only at \$150,711.00. Mr. Swichar stated that the township received \$250,000 in grant funding for the project. Mr. Swichar recommended that the township complete the base bid and alternate bid, however the decision to award the alternate bid is for the board to make.

MOTION: Supervisor Wright made a motion to approve the low bid for the base bid plus the alternate bid, submitted by G&B Construction, for the Saw Mill Road Culvert Replacement Project in the amount of \$242,309.70, per the recommendation of Traffic, Planning and Design (TPD). Supervisor DiRado seconded.

Supervisor Wright discussed the length of time to complete the project.

John Nielsen, township resident, questioned the length of paving.

Connie McLaughlin, township resident, questioned if either contractor was responsible for work previously done on Mortonville Road.

Mr. Swichar stated no.

VOTE: 5-0.

5) Community Donation for 2025

Mr. Swichar stated that the township budgeted \$9,000 for a community donation in the 2025 budget. The line item is 406.520. Last year the township donated to the Coatesville Area Library and it is a board decision where it wants to direct the 2025 community donation.

MOTION: Supervisor Wright moved that the Township make a 2025 donation of \$9,000 from the Township's General Fund to the Coatesville Area Public Library. Vice Chairman Domboski seconded.

There was a board discussion.

Philip Roomet, township resident, commented on whether the township restricts use of the donation or is there methods to prevent misuse.

Township Manager Swichar stated there are no restrictions on the use.

Chairwoman McEvoy stated the library provided a report on how funds are used.

VOTE: 5-0.

6) Referral to the Planning Commission for Review

Township Manager Swichar stated the township's Act 537 plan was approved by DEP earlier this year. The document is on the township website. There are several requirements included in the plan including a model holding tank ordinance and septic management program. The Planning Commission has already begun an informal review of both, but the motion would formally refer the matter to the planning commission for review.

MOTION: Vice Chairman Domboski moved that the Board of Supervisors refer the matter of a Model Holding Tank Ordinance and Sewage Management Program as required in the Act 537 Plan to the Township's Planning Commission for review and recommendation. Supervisor Wright seconded.

Connie McLaughlin, township resident requested more information.

Mr. Swichar stated that the model holding tank ordinance provides for procedures for maintenance of new and existing holding tanks and the sewage management program would provide for inspection and maintenance of onlot disposal systems.

Jerry Dickinson, on behalf of the planning commission, stated that they are reviewing the model ordinances to determine if inspections are needed.

Deborah Stoff, planning commission member, stated that the planning commission is looking at what the inspection will mean.

VOTE: 5-0.

7) Approval of Teamsters Health & Welfare Fund Interim Agreement

Township Manager Swichar stated that the township is negotiating a new agreement with the Teamsters who represents the road crew. The agreement will allow the public works employees to continue to receive health insurance through the health and welfare fund for 60 days past the expiration of the agreement.

MOTION: Chairwoman McEvoy made a motion to approve an interim Health and Welfare fund agreement between the Teamsters Health and Welfare Fund and East Fallowfield Township. Supervisor DiRado seconded.

VOTE: 5-0.

8) Federal Surplus Property Program

Township Manager Swichar stated that the township is required to update its agreement for federal surplus property periodically and this application would keep the township's eligibility up to date.

MOTION: Supervisor DiRado made a motion authorizing the Township Manager to submit an application for the Federal Surplus Property program. Supervisor Wright seconded.

Supervisor DiRado questioned what items would constitute surplus.

Mr. Swichar stated items such as computers and furniture would be considered surplus.

Kevin DiGirolamo, Township resident, questioned whether the application would allow the township to receive surplus items.

VOTE: 5-0.

7. LEGAL

1) Consider Implementation of a Brake Retarder Ordinance

Township Manager Swichar stated that the township requested a brake retarder study from PennDOT last summer for Route 82 and Strasburg Road. PennDOT completed its study and determined that brake retarder restrictions are warranted on Doe Run Road between Crest Place & Buck Run Road, but brake retarder restrictions are not warranted on Strasburg Road (SR-3062). If the board wants to enact brake retarder restrictions, the next step would be an ordinance.

Solicitor Rongus stated that the board could authorize the advertisement of the ordinance as the next step.

There was a board discussion.

Police Chief Osborn stated the grade of the road on Strasburg Road reflects it is not eligible for brake retarder restrictions.

MOTION: Supervisor Wright made a motion to advertise draft ordinance amending chapter 15 motor vehicles of traffic establishing brake retarders on a portion of Doe Run Road. Motion not seconded. Motion failed.

Kevin DiGirolamo, Township resident, commented on jake brake noise.

Connie McLaughlin, township resident, commented on engine brakes and the ordinance.

2) Police Collective Bargaining Agreement 2025-2027.

Mr. Rongus stated the formal agreement is still under review by the township solicitor and the Police Association still needs to provide its review and approval of the document. The recommendation is to table.

MOTION: Chairwoman McEvoy made a motion to table the approval of the 2025-2027 police collective bargaining agreement as presented until we have more information. Supervisor DiRado seconded.

John Nielsen, township resident, questioned when the agreement expired.

Township Manager Swichar stated the agreement expired the end of 2024. The memorandum of understanding was already approved by the Board of Supervisors. The formal collective bargaining agreement would be the next step to formalize the memorandum of understanding. The bargaining process is complete.

Mr. Rongus stated that the Association just needs to review the agreement.

VOTE: 5-0.

3) Police Association Grievance Dated November 3, 2025

Mr. Rongus stated that the hearing was held earlier.

MOTION: Chairwoman McEvoy made a motion denying the grievance submitted by the Police Association dated November 3, 2025. Vice Chairman Domboski seconded.

Connie McLaughlin, township resident, questioned the purpose of the grievance.

Mr. Rongus stated the grievance has to do with application of light duty status pursuant to terms of collective bargaining agreement.

VOTE: 3-2. Supervisor Lambert and Supervisor DiRado voted nay. Motion passes.

4) Consider Implementation of Act 72 Volunteer EMS Tax Credit Ordinance

Mr. Rongus stated that the volunteer and Fire tax credit would allow tax credits pursuant to the draft ordinance. The township has been working with both Westwood and Modena over the past several months. The county also recently implemented a tax credit program county wide and implemented a criteria for tax credits. The fire companies asked that the township hold off on the ordinance to make sure that the criteria would be the same so that the fire company would only have to track one set of numbers.

MOTION: Chairwoman McEvoy made a motion to direct the Township Solicitor to prepare a draft ordinance to enact a tax rebate (earned income taxes and property tax relief) for volunteer members of the fire companies (Modena Fire Company and Westwood Fire Company) and to advertise the ordinance for consideration at the January 27, 2026 Board of Supervisors meeting. Vice Chairman Domboski seconded.

Supervisor DiRado stated it would be a good thing to support our public servants.

Township Manager Swichar stated the eligibility period for the ordinance as currently written is for 2025 credits. If we passed this for 2026, we would technically go back to 2025.

Mr. Rongus stated that application would have needed to be made in April which already passed. The motion indicates to prepare a draft. The solicitor will adjust the ordinance from 2025 to 2026 as necessary.

Philip Roomet, township resident, questioned if the ordinance is a tiered system to be eligible.

Mr. Rongus stated there is a point system for meetings, training, fire calls, and tax credit is based on threshold points.

Connie McLaughlin, township resident, questioned if the school tax will be affected.

Mr. Rongus stated the tax rebate will be offered by county and township and earned income from township are eligible. The school districts have not yet bought into the program.

Supervisor DiRado questioned if the ordinance would need to be approved every year.

Mr. Rongus stated no. It only needs to be passed one time. However, the township would need to recertify the volunteers through the fire companies each year.

VOTE: 5-0.

8. PLANNING COMMISSION

- 1) No Report Submitted

Supervisor DiRado questioned if the board could receive a report.

9. POLICE DEPARTMENT

- 1) November 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 policy for the Police Department: Selection. Supervisor Wright seconded.

Chief Osborn stated the policy provides guidelines and parameters for hiring officers.

VOTE: 5-0.

10. PUBLIC WORKS DEPARTMENT

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

11. HISTORICAL COMMISSION

- 1) Report Submitted

12. PARK AND RECREATION BOARD

- 1) No Report Submitted.

Supervisor DiRado questioned if the tree lighting is happening this year.

Chairwoman McEvoy stated that there will not be a tree lighting this year. The school was not contacted in time, but they will reach out to them earlier next year.

13. OLD BUSINESS: None

14. NEW BUSINESS: None

15. PUBLIC PARTICIPATION:

Kevin DiGirolamo, 2650 Strasburg Road, commented on recordings of commissions, digital participation, and pedestrian crossings.

Sandra Simmons, 1513 West Chester Road, discussed a damaged drainage pipe that is on her property.

Mr. Rongus stated that the township does not have an easement on her property, however the township will take another look at the issue so they can provide guidance.

Philip Roomet, township resident, commented about the board of supervisors and asked questions about proposed ordinances.

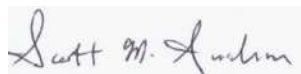
Connie McLaughlin, township resident, questioned the single use plastics survey and discussed a property referred by the historic commission for code enforcement investigation.

16. ADJOURNMENT

MOTION: Chairwoman McEvoy made a motion to adjourn the December 9, 2025, of Supervisors Meeting at 7:37pm. Supervisor Wright seconded.

VOTE: 5-0.

Respectfully Submitted,



Scott Swichar,
Township Manager/Secretary



2026 EFT Meetings At A Glance

JANUARY

5 M Annual Reorganization Mtg.*
6 T Annual Auditor's Meeting*
7 W Historical Commission Mtg.
12 M Planning Commission Mtg.
13 T Board of Supervisors Mtg.
14 W Envir. Advisory Council Mtg.
19 M Planning Commission Mtg.
20 T Parks & Rec Committee Mtg.
21 W Historical Commission Mtg.
26 M Municipal Building Comm.
27 T Board of Supervisors Mtg.

FEBRUARY

2 M Planning Commission Mtg.
3 T Parks & Rec Meeting
4 W Historic Commission Mtg.
9 M Planning Commission Mtg.
10 T Board of Supervisors Mtg.
11 W Envir. Advisory Council Mtg.
16 M Planning Commission Mtg.
17 T Parks & Rec Committee Mtg.
18 W Historical Commission Mtg.
23 M Municipal Building Comm.
24 T Board of Supervisors Mtg.

MARCH

2 M Planning Commission Mtg.
3 T Parks & Rec Meeting
4 W Historic Commission Mtg.
10 T Board of Supervisors Mtg.
11 W Envir. Advisory Council Mtg.
16 M Planning Commission Mtg.
17 T Parks & Rec Committee Mtg.
18 W Historical Commission Mtg.
23 M Municipal Building Comm.
24 T Board of Supervisors Mtg.

APRIL

1 W Historic Commission Mtg.
6 M Planning Commission Mtg.
7 T Parks & Rec Meeting
8 W Envir. Advisory Council Mtg.
14 T Board of Supervisors Mtg.
15 W Historical Commission Mtg.
20 M Planning Commission Mtg.
21 T Parks & Rec Committee Mtg.
27 M Municipal Building Comm.
28 T Board of Supervisors Mtg.

MAY

4 M Planning Commission Mtg.
5 T Parks & Rec Meeting
6 W Historic Commission Mtg.
12 T Board of Supervisors Mtg.
13 W Envir. Advisory Council Mtg.
18 M Planning Commission Mtg.
19 T Parks & Rec Committee Mtg.
20 W Historical Commission Mtg.
26 T Board of Supervisors Mtg.
27 W Municipal Building Comm.

JUNE

1 M Planning Commission Mtg.
2 T Parks & Rec Meeting
3 W Historic Commission Mtg.
9 T Board of Supervisors Mtg.
10 W Envir. Advisory Council Mtg.
15 M Planning Commission Mtg.
16 T Parks & Rec Committee Mtg.
17 W Historical Commission Mtg.
22 M Municipal Building Comm.
23 T Board of Supervisors Mtg.

JULY

1 W Historic Commission Mtg.
6 M Planning Commission Mtg.
7 T Parks & Rec Meeting
8 W Envir. Advisory Council Mtg.
14 T Board of Supervisors Mtg.
15 W Historical Commission Mtg.
20 M Planning Commission Mtg.
21 T Parks & Rec Committee Mtg.
27 M Municipal Building Comm.
28 T Board of Supervisors Mtg.

AUGUST

3 M Planning Commission Mtg.
4 T Parks & Rec Meeting
5 W Historic Commission Mtg.
11 T Board of Supervisors Mtg.
12 W Envir. Advisory Council Mtg.
17 M Planning Commission Mtg.
18 T Parks & Rec Committee Mtg.
19 W Historical Commission Mtg.
24 M Municipal Building Comm.
25 T Board of Supervisors Mtg.

SEPTEMBER

1 T Parks & Rec Meeting
2 W Historic Commission Mtg.
7 M Planning Commission Mtg.
8 T Board of Supervisors Mtg.
9 W Envir. Advisory Council Mtg.
14 M Planning Commission Mtg.
15 T Parks & Rec Committee Mtg.
16 W Historical Commission Mtg.
21 M Planning Commission Mtg.
22 T Board of Supervisors Mtg.
28 M Municipal Building Comm.

OCTOBER

5 M Planning Commission Mtg.
6 T Parks & Rec Meeting
7 W Historical Commission Mtg.
13 T Board of Supervisors Mtg.
14 W Envir. Advisory Council Mtg.
19 M Planning Commission Mtg.
20 T Parks & Rec Committee Mtg.
21 W Historical Commission Mtg.
26 M Municipal Building Comm.
27 T Board of Supervisors Mtg.

NOVEMBER

2 M Planning Commission Mtg.
3 T Parks & Rec Meeting
4 W Historic Commission Mtg.
10 T Board of Supervisors Mtg.
11 W Envir. Advisory Council Mtg.
16 M Planning Commission Mtg.
17 T Parks & Rec Committee Mtg.
18 W Historical Commission Mtg.
23 M Municipal Building Comm.
24 T Board of Supervisors Mtg.

DECEMBER

1 T Parks & Rec Meeting
2 W Historic Commission Mtg.
7 M Planning Commission Mtg.
8 T Board of Supervisors Mtg.
9 W Envir. Advisory Council Mtg.
15 T Parks & Rec Committee Mtg.
16 W Historical Commission Mtg.
21 M Planning Commission Mtg.
22 T Board of Supervisors Mtg.
28 M Municipal Building Comm.
29 T Board of Supervisors Mtg.



2025/2026 Cost of Services

<u>Zoning Administration</u>	\$70.00 per hour
<u>UCC Building Inspection/Plan Review</u>	65% of Permit Fees Collected
<u>Code Department Administrative Support</u>	\$70.00 per hour
<u>Code Enforcement Services</u> (Miscellaneous Ordinance Enforcement)	\$70.00 per hour
<u>Fire Marshal Services</u>	
Fire Marshal Administration	\$75.00 per hour
Fire Inspections	\$75.00 per hour
<u>Property Maintenance/Apartment Inspections</u>	\$70.00 per hour
<u>Code Legislation Support Services</u>	\$120.00 per hour
<u>Court Time/Expert Testimony</u> (Other than at a Zoning Hearing Board Hearing where Keystone Municipal Services, Inc. served as the appointed Zoning Officer/Administrator)	\$120.00 per hour
<u>Attendance at Municipal Meetings</u> Attendance at all Municipal Meetings shall be invoiced at \$250.00 pe meeting.	

Law Offices of John S. Carnes, Jr.

101 W. Main Street
Parkesburg, PA 19365
Phone: (610) 857-5500 Fax: (610) 857-5501
jcarnes@jcatty.com

December 23, 2025

Via email only

Scott Swichar, Township Manager/Secretary
East Fallowfield Township
2264 Strasburg Road
East Fallowfield, PA 19320-4437

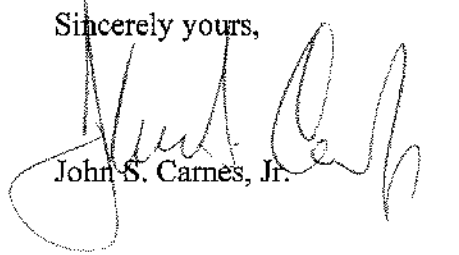
Re: Solicitor for the Zoning Hearing Board of East Fallowfield Township 2024

Dear Scott:

I am pleased to continue to offer my services for 2026 as Solicitor for the Zoning Hearing Board. Thus, I will continue to charge an hourly rate of One Hundred and Fifty Dollars (\$150.00) per hour for my services. The other terms of my engagement in 2025 will also continue. I charge 10 cents per page for excess copying, I charge for certified mail (or if the costs per piece exceed \$1.00) and I seek reimbursement for Federal Express, court filing fees and the like. I charge for mileage at the IRS approved rate if travel is involved. There are no charges for legal research on Westlaw or secretarial time and effort – such as the time spent in typing or filing documents.

I thoroughly enjoy my representation of the East Fallowfield Township Zoning Hearing Board and hope to continue in this position for 2026. If you have any questions, please do not hesitate to contact me.

Sincerely yours,


John S. Carnes, Jr.

JSCJr/mjq

610-356-9550
FAX 610-356-5032

Herbert E. MacCombie, Jr., P.E.

CONSULTING ENGINEERS & SURVEYORS, INC.
1000 PALMERS MILL ROAD
MEDIA, PA 19063

James W. MacCombie, P.E., P.L.S.
Herbert E. MacCombie, III, Technician

REPLY TO:
P.O. BOX 118
BROOMALL, PA 19008-0118

October 30, 2025

East Fallowfield Township
ATTN: Scott Swichar, Manager
2264 Strasburg Rd
East Fallowfield, PA 19320

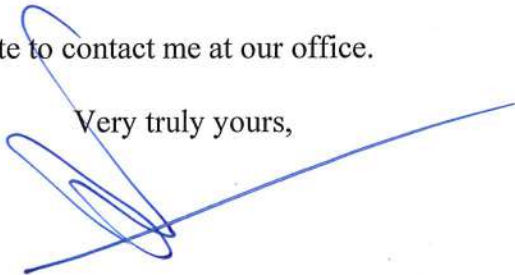
Re: 2026 Township Engineering Services

Dear Mr. Swichar:

Please find attached our 2026 Municipal Fee Schedule with our rates for our various classifications. The revised fees are necessary to reflect current economic conditions and allow us to maintain the exceptional level of service we provide to the Township. We value our long-standing partnership with East Fallowfield Township and look forward to continuing to serve you.

If you have any questions, please do not hesitate to contact me at our office.

Very truly yours,



Dennis F. O'Neill, P.E.
Sr. Professional Engineer/Partner

Herbert E. MacCombie, Jr., P.E.

CONSULTING ENGINEERS & SURVEYORS, INC.
1000 PALMERS MILL ROAD
MEDIA, PA 19063

James W. MacCombie, P.E., P.L.S.
Herbert E. MacCombie, III, Technician

REPLY TO:
P.O. BOX 118
BROOMALL, PA 19008-0118

MUNICIPAL ENGINEERING SERVICES FEE SCHEDULE – 2026

Sr. Prof. Engineer (Principal Emeritus) (James W. MacCombie, P.E., P.L.S.)	\$170.00 per/hr.
Sr. Prof. Engineer (Principal) (Dennis F. O'Neill, P.E.)	\$145.00 per/hr.
Sr. Prof. Engineer (David M. Porter, P.E.)	\$140.00 per/hr.
Prof. Engineer	\$125.00 per/hr.
Design Engineer (Dominick Scrivano, E.I.T.) (Bryce Carey)	\$100.00 per/hr.
Sr. Prof. Land Surveyor	\$170.00 per/hr.
Prof. Land Surveyor	\$132.50 per/hr.
GIS Technician	\$ 97.50 per/hr.
Plan Review Technician	\$115.00 per/hr.
Wetlands Biologist (Christopher J. Mulvey, M.A., SPWS, S.E.O.)	\$ 92.50 per/hr.
Sewage Enforcement Officer (James C. Bevan, S.E.O.) (Christopher J. Mulvey, M.A., SPWS, S.E.O.)	\$ 90.00 per/hr.
CADD Operator (Khalil Hihi)(James C. Bevan)	\$ 97.50 per/hr.
Sr. Technician (Class 1)(Principal Emeritus) (Herbert E. MacCombie, III)	\$100.00 per/hr.
Technician (Class 1) (Jeremiah MacCombie)(Nathaniel I. MacCombie)	\$ 97.50 per/hr.
Technician (Class 2) (Christopher J. Mulvey, M.A., SPWS, S.E.O.) (Ian Livingston)	\$ 92.50 per/hr.

Technician (Class 3)	\$ 75.00 per/hr.
Survey Technician (Herbert E. MacCombie, IV)	\$ 80.00 per/hr.
Survey Crew (1 man) (GPS Unit)	\$140.00 per/hr.
Survey Crew (2 man)	\$160.00 per/hr.
Survey Crew (3 man)	\$215.00 per/hr.
Survey Crew (4 man)	\$285.00 per/hr.
Zoning Officer	\$ 90.00 per/hr.
Administrative Assistant (Amanda Masci)	\$ 75.00 per./hr.

Note: Construction Surveillance and Surveying Services Performed Outside Normal Working Hours May Be Subject to Overtime Rates.



December 23, 2025

Mr. Scott M. Swichar, Manager
East Fallowfield Township
2264 Strasburg Road
East Fallowfield, PA 19320

RE: East Fallowfield Township Traffic Engineer

Dear Scott:

On behalf of Traffic Planning and Design, Inc. (TPD), it was our pleasure representing East Fallowfield Township in 2025 as the appointed Township Traffic Engineer. We value our relationship with the Township and enjoyed working with you and your staff. Enclosed please find our proposed billing rates for 2026.

Pursuant to 53 P.S. § 66202, TPD is available to perform a vast array of traffic engineering services related to the construction, reconstruction, maintenance and repair of streets, roads, pavements, bridges, culverts and other engineering work as directed by the Township. For example, TPD is fully capable of providing traffic engineering services, including transportation planning, review services, and municipal roadway and structural design in accordance with applicable Township and/or PennDOT standards. As part of its appointment as Township Traffic Engineer, TPD has assumed the following routine tasks could be performed on an as-directed basis for East Fallowfield Township:

- Complete Subdivision and Land Development and Zoning reviews per Township Code requirements with respect to traffic and site circulation;
- As requested by Township staff and officials, TPD will occasionally attend Planning Commission meetings and Board of Supervisor's meetings including Conditional Use Hearings;
- Coordinate with Township Staff regarding review and approval of developers escrow calculations and escrow releases with respect to traffic matters;
- Roadway and Traffic Signal design and permitting;
- Respond to manners of general traffic engineering requests;
- Act as a liaison to PennDOT and other agencies as required;
- Provide construction inspection and oversight services for roadway projects including traffic signal inspections.
- Noise monitoring studies
- Additional traffic engineering tasks can be performed at the Township's request.

All services will be provided on a time and materials basis. Invoices will be prepared monthly in accordance with TPD's standard invoicing practices and are due and payable within 30 days of receipt.

Thank you and we look forward to working with the Township in the coming year.

Sincerely,

A handwritten signature in blue ink, appearing to read "Greg Richardson".

Greg Richardson, P.E.

Executive Vice President

GRichardson@tpdinc.com

Enclosure: 2026 Rate Schedule



TPD Schedule of Charges for Services and Expenses – Effective 1/1/2026

TPD's charges for professional services are based on the following hourly rates:

Senior Vice President	\$235	Regional Construction Manager	\$190
Vice President	\$230	Sr. Construction Manager	\$180
Senior Project Manager 2	\$220	Construction Manager	\$150
Senior Project Manager 1	\$190	Asst. Construction Manager	\$130
Project Manager 2	\$175	Senior Construction Inspector	\$110
Project Manager 1	\$160	Construction Inspector	\$100
Senior Staff Professional	\$140	Construction Services Technician	\$85
Staff Professional	\$125		
Senior Design Technician	\$110	Environmental Services Manager	\$150
Design Technician	\$95	Senior Environmental Scientist	\$145
Technician Manager	\$105	Environmental Scientist	\$130
Technician	\$95	Electrical Engineer	\$170
Clerk	\$80	GIS Administrator	\$140

TPD's charges for typical expenses are based on the following:

Copies	\$0.33 per copy
Plan Print (Full Size Sheet)	\$3.00 per sheet/page
Half-Size Printing (11"x17")	\$1.50 per sheet
Mylar Originals	\$20.00 per sheet
Presentation Boards	\$25.00 per board
Compact Disks/USB Drives	\$12.50 each
Mileage	At current IRS-approved rate (\$0.70/mile as of 1/2026)
Postage	At cost to TPD
Travel (Tolls, Hotel, Air Fare, Meals)	At cost to TPD
Mail & Overnight Delivery	At cost to TPD
ATR Equipment	\$100 per day
ATC Equipment (Full Intersection)	\$80.00 per hour
ATC Equipment (Per Lane Hour)	\$9.00 per lane hour per unit deployed
Black Cat Data Collection Unit	\$100.00 per day
Trimble Geo 7X GPS Unit	\$20.00 per hour up to a max of \$100 per day
Noise Meter	\$30.00 per device per day

TPD Corporate Headquarters:

2500 E. High Street, Suite 650
Pottstown, PA 19464

Phone: 610-326-3100
Fax: 610-326-9410

Moving **Forward Together**®



December 4, 2025

EFLWT 00000

Attn: Scott M. Swichar, Township Manager
East Fallowfield Township
2264 Strasburg Road
East Fallowfield, PA 19320

RE: Fee Schedule for Year 2026, Township Engineer

Dear Scott:

We would like to take this opportunity to say that Pennoni is proud to have East Fallowfield Township as a client and we look forward to serving you in the new year.

Please find below our fee schedule for 2026. While our company has many employee classifications, these are the classifications most frequently utilized in performing tasks for our municipal clients. We assign the most appropriate level staff competent to perform the work effort requested. The following schedule presents modest changes from our 2025 rates. Note we do not bill for travel expenses, postage, reasonable phone conversations, or reproduction associated with day-to-day correspondence.

We will work on an hourly basis in accordance with the following fee schedule:

Principal Professional (Nate Cline – Township Engineer)	\$ 173.00 / hour
Senior Professional (Megan Todaro and John Renzo)	\$ 166.00 / hour
Project Professional.....	\$ 160.00 / hour
Staff Professional	\$ 154.00 / hour
Associate Professional	\$ 144.00 / hour
Graduate Professional.....	\$ 132.00 / hour
Senior Field Technician	\$ 118.00 / hour
Engineering Technician II	\$102.00 / hour
Project Coordinator	\$ 84.00 / hour
Two-Man Survey Team	\$ 303.00 / hour

If you have any questions, please feel free to contact us at your convenience.

Sincerely,

PENNONI ASSOCIATES INC.

Nathan M. Cline, PE
Township Engineer

**EAST FALLOWFIELD TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

RESOLUTION NO. 2026 - 01

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF EAST
FALLOWFIELD TOWNSHIP, CHESTER COUNTY, APPOINTING A
FIRM TO MAKE AN EXAMINATION OF ALL THE ACCOUNTS OF
THE TOWNSHIP FOR FISCAL YEAR 2025 TO REPLACE THE
ELECTED AUDITORS.**

WHEREAS, the Township is governed by the Second Class Township Code of the Commonwealth of Pennsylvania, Act of May 1, 1933, P.L. 103, No. 69, reenacted and amended November 9, 1995, P.L. 350, No. 60, as amended (the “Code”); and

WHEREAS, the Board of Supervisors is granted the authority pursuant to Section 917(b)(1) of the Code by resolution to appoint a firm of certified or competent public accountants to make an examination of all the accounts of the township for 2025 year stated in the resolution, subject to the provisions of Section 917(b)(2) of the Code; and

WHEREAS, Section 917(b)(2), requires advertisement in a newspaper of general circulation the intent to appoint a firm of certified or competent public accountants to replace the elected auditors at least thirty days prior to any vote to appoint said firm to replace the elected auditors; and

WHEREAS, said public advertisement has been provided in accordance with law.

NOW, THEREFORE, BE IT RESOLVED and ADOPTED by the Board of Supervisors of East Fallowfield Township, Chester County, as follows:

Section 1. The Board of Supervisors hereby appoints the firm of CliftonLarsonAllen registered in the Commonwealth of Pennsylvania, to make an examination of all the accounts of the Township for fiscal year 2025 to replace the elected auditors.

Section 2. The Board of Supervisors shall determine the compensation of the appointed firm of public accountants.

Section 3. The Board of Auditors shall not audit, settle or adjust the accounts audited by the appointee but shall perform the other duties of the office.

Section 4. This Resolution shall become effective immediately upon adoption.

RESOLVED and **ADOPTED** this 5th day of January 2026

**BOARD OF SUPERVISORS
EAST FALLOWFIELD TOWNSHIP**

Wilson T. Lambert, Jr., Member

Katja DiRado, Member

Al Wright, Member

Mike Domboski, Member

Deborah Stoff, Member

ATTEST:

Scott Swichar, Township Manager/Secretary

East Fallowfield Township

Chester County, Pennsylvania

Resolution 2026-02

WHEREAS, the Board of Supervisors of the Township of East Fallowfield has established filing fees, permit fees, license fees and any other fees by way of multiple ordinances and resolutions; and

WHEREAS, the lack of a centralized fee schedule makes it difficult for the public to obtain the Township's complete fee schedule and for the revising of fees; and

WHEREAS, it is therefore the desire of the Board of Supervisors of the Township of East Fallowfield to provide a single fee schedule; and

NOW, THEREFORE BE IT RESOLVED THAT and it is hereby resolved by the Board of Supervisors of the Township of East Fallowfield that all fees are hereby fixed as follows:

<u>SUBJECT</u>	<u>FEES</u>	<u>CODE/ORDINANCE/ RESOLUTION #</u>
CODE ENFORCEMENT		
1. Contractor Registration – Commercial/New Dwellings a. Annual Fee	\$80.00	Ordinance 2008-03 §5-213
FIRE PREVENTION AND FIRE PROTECTION		
1. Fire Loss Certification Fee	\$25.00	§7-102
2. False Alarm Fee	\$30.00	
a. A fee shall be assessed for false alarm transmissions which requires a response from the East Fallowfield Police Department. The fee shall be assessed for each time the Police respond to a false alarm signal after the third false alarm.		
HIGHWAY OCCUPANY PERMITS		
1. Permit Issuance Fees These fees are applied to the administrative costs incurred in reviewing the application and plan(s) and issuing and processing the permit, including the preliminary review of the site location identified in the application, whether or not a permit is issued and processed.		Resolution 2008-07
a. Application Fee		
i. Utility	\$125.00	

<u>SUBJECT</u>	<u>FEES</u>	<u>CODE/ORDINANCE/ RESOLUTION #</u>
HIGHWAY OCCUPANY PERMITS cont.		
ii. Driveways		
1. Minimum use (ex. Single family dwellings, apartments with 5 or fewer units)	\$80.00	
2. Low volume (ex. Office buildings, car wash)	\$110.00	
3. Medium volume (ex. Motels, fast food restaurants, small shopping plaza)	\$130.00	
4. High volume (ex. Large shopping centers, multi-building apartments, office complex)	\$200.00	
iii. Other		
1. Sidewalk and curb replacement per 101 feet	\$25.00	
b. Supplement fee: each six month time extension	\$50.00	
c. Emergency permit card	\$75.00	
2. General Permit Inspection Fees These fees are applied to the cost incurred in the preliminary review of the location covered by the permit, and/or spot inspection of the permitted work, and/or subsequent inspection after the permitted work has been completed to ensure compliance with PENN DOT SPECIFICATIONS AND PERMIT PROVISIONS.		
a. Driveways		
i. Each minimum use driveway	\$35.00	
ii. Each low volume driveway	\$75.00	
iii. Each medium volume driveway	\$95.00	
iv. Each high volume driveway	\$125.00	
b. Underground facilities: Ex. pipe lines, buried cable with pedestals, conduit, manholes, headwalls, inlets and all pipes ¹		
i. Physically connected facility or facilities (1st 50 feet or fraction thereof each section)	\$75.00	
ii. Additional physically connected facilities (each 100 feet or fraction thereof)	\$30.00	
c. Surface openings ²		
i. Total linear feet of opening each 100 foot or fraction thereof		
1. Opening in pavement	\$85.00	
2. Opening in shoulder	\$45.00	
3. Opening outside pavement and shoulder	\$35.00	

¹ This fee is calculated on the TOTAL linear feet of the facility or facilities being permitted within the right of way, regardless of whether the surface is opened.

² These fees are calculated on the total linear feet of the opening being permitted within different areas of the right of way.

<u>SUBJECT</u>	<u>FEES</u>	<u>CODE/ORDINANCE/ RESOLUTION #</u>
HIGHWAY OCCUPANY PERMITS cont.		
ii. If a longitudinal opening simultaneously occupies two or more highway areas identified in subparagraphs 1, 2, and 3, only the higher fee will be charged.		
d. Surface openings of less than 36 square feet		
i. Service connections performed independently of underground facility installation, pipeline repairs, each opening.		
1. Opening in pavements	\$100.00	
2. Opening in shoulder	\$65.00	
3. Opening outside pavement and shoulder	\$45.00	
ii. If an opening simultaneously occupies two or more highway areas identified in subparagraphs 1, 2, and 3, only the higher fee will be charged.		
e. Above ground facilities (Ex. poles, guys and/or anchors if installed independently of poles)		
i. Up to 10 physically connected above-ground facilities, each continuous group	\$65.00	
ii. Additional above-ground physically connected facilities, each pole with appurtenances	\$30.00	
f. Crossings (Ex. "overhead" tipples, conveyors or pedestrian walkways and "under grade" subways or mines)	\$200.00	
g. Seismograph-vibrois method (Ex. prospecting for oil, gas)		
i. First Mile	\$210.00	
ii. Each additional mile	\$60.00	
h. Non-emergency test hole in pavement or shoulder		
i. Each hole	\$30.00	
i. Other		
i. Sidewalk replacement (each block)	\$30.00	
ii. Curb replacement (each 10 foot section)	\$30.00	
3. Exemptions Permit issuance fees and general permit inspection fees are not payable by any of the following:		
a. Commonwealth;		
b. Political subdivisions of the Commonwealth, except when placing a facility longitudinally within more than 100 total linear feet of pavement, in that case, the application of inspection fees for pavement openings will be charged;		
c. Governmental authorities organized under the laws of the Commonwealth;		

<u>SUBJECT</u>	<u>FEES</u>	<u>CODE/ORDINANCE/ RESOLUTION #</u>
HIGHWAY OCCUPANY PERMITS cont.		
d. Federal government;		
e. Charitable organizations;		
f. Utility facility owners for:		
i. Installation of street lights at the request of Penn DOT;		
ii. Replacement or renewal of their facilities prior to a Township resurfacing project after notice from the Township;		
iii. Removal of poles and attached appurtenances;		
iv. Facilities moved at the request of Penn DOT or the political subdivision;		
v. Reconstruction or maintenance of their facilities that occupy the right-of-way under private status.		
4. Additional inspection fees If the Township determines that the permitted work is of sufficient magnitude or importance to warrant assignment of one or more persons to inspect the permitted work on a more than spot inspection basis, the permit will so indicate and the permittee shall be charged for additional salary and or fees, overhead and expenses incurred by each assigned inspector and the Township.		
LICENSES, PERMITS, AND GENERAL BUSINESS REGULATIONS		
1. Burning Permit	\$10.00	Ord Amend 2008-06
2. Junkyard and Scrap Yards		
a. License Fee		§13-206
i. Less than 15,000 sq. ft.	\$75.00	
ii. More than 15,000 sq. ft. but less than 40,000 sq. ft.	\$150.00	
iii. More than 40,000 sq. ft.	\$250.00	
b. Transfer Fee	\$15.00	§13-209
3. Peddlers Permit		§13-104
a. License Fee		
i. Daily	\$5.00	
ii. Weekly	\$10.00	
iii. Monthly	\$30.00	
iv. Annually	\$150.00	

<u>SUBJECT</u>	<u>FEES</u>	<u>CODE/ORDINANCE/ RESOLUTION #</u>
PARK USE FEES		Resolution 2012-10
1. Security Deposit	\$100.00	
2. Pavilion Use Fees (4 hour block)		
a. Resident of East Fallowfield Township	\$50.00	
b. Non-Resident of East Fallowfield Township	\$100.00	
RIGHT-TO-KNOW REQUESTS		
1. Copies	\$0.25 per page per side (8 ½ X 11)	
2. Non-Paper Media If a public record is only maintained in electronically or other non-paper media, and the requester asks for the record in that media, duplication fees shall be the cost incurred by the Township to supply the necessary device required to transfer the public record in that media. (In order to maintain the security of the Township electronic files the Township reserves the right to require the requestor to receive the public record on a transfer devices purchased by the Township.)	Actual Cost	
3. Postage	Actual Cost	
4. Certification of Record (for each record)	\$5.00	
5. Third Party Charges Any charges incurred by the Township necessary to fulfill the request. With the exception of legal fees incurred to determine if records are public records.	Actual Cost	
6. Fulfillment of Request Fulfilling requests with the exception of time spent reviewing a record to determine if it is a public record and making duplications.	Time spent X Township Employee Hourly Rate	
SEWERS AND SEWAGE DISPOSAL		§18A-104
1. On-lot Systems		
a. Inspection Fee	\$50.00	

<u>SUBJECT</u>	<u>FEES</u>	<u>CODE/ORDINANCE/ RESOLUTION #</u>
2. Copies of Sewer Ordinance		§18B-405 / §18B-626
a. General Ordinance	\$30.00	
b. Standard Sanitary Sewer Specifications	\$55.00	
c. Both	\$80.00	
3. Permits, Regulations, and Fee Schedule		§18B-201
a. Inspection failure, contractor not prepared	\$80.00	
b. Inspection failure	\$80.00	
c. Inspection failure, subsequent pass or fail	\$100.00	
d. Inspections after hours, weekends, and/or holidays		
i. Within 2 hours	\$150.00 per hour	
ii. Over 2 hours	\$120.00 per hour	
4. Sewage Facilitates Act Bound Copy	\$40.00	
SOLID WASTE COLLECTION		
1. Trash/Recycling Collection Balance Certification		
a. For each certification of a trash and recycling collection balance	\$35.00	
b. For each certification transmitted by facsimile	\$35.00	
c. For each certification provided with less than 24 hours' notice	\$45.00	
2. Trash Collection and Disposal		
a. Trash and Recycling Fee	\$450 per year	
b. Penalty		
i. A service fee will be assessed in the amount stated for each month that payments are late (Ex. paid after the due date stated on the annual invoice)	There is a 2% discount for trash service bills paid on or before April 1, 2024. A 10% penalty will be applied for any payment received after June 1, 2024.	
ii. That the Board of Supervisors of East Fallowfield Township forward delinquent accounts to an outside collection agency or Township Solicitor for final enforcement in January of the subsequent year.	Varies – see Solid Waste Collection - Portnoff Law Associate/Solicitor below	
3. Fees Added to Unpaid Claims		
a. A charge, not to exceed \$50.00, plus postage, shall be added to the unpaid claim for providing notice of delinquency pursuant to Section 7106 of the Municipal Claims and Tax Liens Act.		

<u>SUBJECT</u>	<u>FEES</u>	<u>CODE/ORDINANCE/ RESOLUTION #</u>
SOLID WASTE COLLECTION cont.		
4. Dumpster		
a. Sofa	\$20.00	
b. Chair	\$15.00	
c. Level, full size pick-up truck	\$55.00	
d. Level, small size pick-up truck	\$35.00	
e. Carpet	\$25.00	
f. Any item using Freon – Freon Removed	\$25.00	
g. TV (51 inches or under) Collection by the Public Works Department	\$20.00	RESOLUTION # 2019-11
h. TV (over 51 inches) Collection by the Public Works Department	\$40.00	RESOLUTION # 2019-11
5. Brush Chipping	First 15 minutes – FREE	
a. The Township will pick up branches and take them off site to be chipped at our compost site. Branches need to be no thicker than 6” in diameter.	Over 15 minutes - \$30.00 per 15 min	
6. Tires		
a. Passenger and Light Truck Tires	\$5.00 each	
b. Tire with Rim	\$8.00 each	
c. Truck Tire	\$10.00 each	
SOLID WASTE COLLECTION – PORTNOFF LAW ASSOCIATES, LTD/SOLICITOR – UNPAID CLAIM FEES		
1. Notice of Expense A charge, not to exceed \$50.00, plus postage, shall be added to the unpaid claim for providing notice of delinquency pursuant to Section 7106 of the Municipal Claims and Tax Liens Act.	\$50.00 plus postage	
2. Collection Fees		
a. Handling fee for returned check	\$30.00	
b. Handling fee to issue refund check	\$20.00	
c. Bookkeeping fee for payment plan of 3 months or less	\$25.00	

d. Bookkeeping fee for payment plan of more than 3 months	\$50.00	
e. Guaranteed payoff fee	\$25.00	
<u>SUBJECT</u>	<u>FEES</u>	<u>CODE/ORDINANCE/ RESOLUTION #</u>
SOLID WASTE COLLECTIONS - PORTNOFF LAW ASSOCIATES, LTD - UNPAID CLAIM FEES cont.		
3. Legal Fees		
a. Initial review and sending first demand letter	\$160.00	
b. File lien and prepare satisfaction	\$250.00	
c. Prepare Writ of Scire Facias	\$250.00	
d. Obtain Re-issued Writ	\$30.00	
e. Prepare and mail letter under Pa R.C.P. 237.1	\$30.00	
f. Prepare Motion for Alternate Service	\$250.00	
g. Prepare request for Production of Documents in Preparation for Trial	\$25.00	
h. Prepare Pre-Trial Memorandum	\$150.00	
i. Prepare motion for Judgment for Want of Sufficient Affidavit of Defense Pursuant to 53 P.S. §7271	\$150.00	
j. Prepare Default Judgment	\$175.00	
k. Prepare Writ of Execution	\$800.00	
l. Attendance of Sale; Review Schedule of Distribution and Resolve Distribution Issues	\$400.00	
m. Continue Sheriff Sale	\$50.00	
n. Petition to Assess Damages	\$50.00	
o. Petition for Free and Clear Sale	\$400.00	
p. Prepare Bankruptcy Proof of Claim	\$100.00	
q. Services not covered above	At an hourly rate between \$60 - \$225 per hour	
r. In addition, the reasonable and necessary out-of-pocket charges, costs, expenses, commissions, and fees incurred in collection, such as but not limited to postage, title searches, prothonotary fees, and sheriff fees, shall be added to the unpaid claims.	As applies	
4. Township Solicitor Fees		
a. The Township may refer the amount to the Township Solicitor with instructions to proceed for the collection of unpaid charges together with all penalties thereon and including the cost of compelling payment.	As applies; at the hourly rate of \$195.00 per hour	
STORM WATER MANAGEMENT FEES		
1. Projects less than 1,000 impervious and 5,000 disturbance -	No Storm Water Application Fee is required.	Exempt from Provisions of the Stormwater

		Management Ordinance
STORM WATER MANAGEMENT FEE 1. Simplified Approach: (1,000 to 2,000sqft impervious, 5,000-10,000sqft disturbance):	Application Fee for Storm Water Management Plan Review - \$300.00 plus \$0.25/sq.ft impervious	
1. Full Review: (greater than 2,000sqft impervious, 10,000sqft disturbance:	Application Fee for Storm Water Management Plan Review - \$1,000 plus \$0.25/sq. ft impervious Note: Applicant will be billed for any applicable engineering and administrative costs associated with modifications to the project that exceed the initial application fee.	
STREETS, SIDEWALKS, AND DRIVEWAYS		
1. Street Opening Permit Application Fee	\$75.00	
2. Driveway Permit Application Fee	\$75.00	
3. Township Engineer Invoices shall be billed monthly for services to date. Invoices shall include a \$25 administrative fee and are due within 30 days.	Shall be charged at a rate equal to the rates as provided under Subdivision and Land Development section of this Fee Schedule.	
<u>SUBJECT</u>	<u>FEES</u>	<u>CODE/ORDINANCE/RESOLUTION #</u>
SUBDIVISION AND LAND DEVELOPMENT		MPC §503(1)
1. Township Solicitor		
a. Attorney's Fee	\$195.00 per hour	

2. Township Engineer	\$107.00 per hour	
a. Construction Observation	\$70.00 per hour	
b. Additional Charges		
i. Transportation	\$0.58 per mile	
ii. Large format Black & White Copies	\$0.50 per sq. ft.	
iii. Reproduction	Charged by Project	
iv. Materials or Equipment	Cost	
v. Sub Consultant	Cost	
c. All hourly rates are portal to portal from Parkesburg office.		
3. Invoicing Invoices shall be billed monthly for services to date. Invoices shall include a \$25 administrative fee and are due within 30 days.		
4. Service Charge A service charge of 1.5% per month will be added to invoices outstanding over 30 days.		
5. Fee Withdraw These fees shall be withdrawn from an escrow account established at the time that a complete subdivision or land development application has been submitted.		
6. Minimum Fees The minimum fees to be submitted with a complete application for subdivision or land development are:		
a. Each subdivision or land development sketch plan application will be accompanied by an escrow deposit in the minimum amount of \$500. Additional deposits may be required for additional expenses relating to those activities pursuant to §503 of the Municipalities Planning Code when warranted under the specific circumstances or when the initial deposit has been reduced to \$100.		
b. Each subdivision or land development application, whether preliminary or final, will be accompanied by an escrow deposit of \$1,000. For all residential subdivisions an administrative /application fee of \$75 for up to three lots/dwelling unit and \$75 for each lot/dwelling unit above three. For nonresidential or land development, the charge will be \$0.20 per square foot of new building space. (Including \$0.10 per square foot of any existing building space the use of which will be charged).		
<u>SUBJECT</u>	<u>FEES</u>	<u>CODE/ORDINANCE/ RESOLUTION #</u>
SUBDIVISION AND LAND DEVELOPMENT cont.		
c. Additional deposits will be required for additional expenses relating to those activities, pursuant to §503 of the Pennsylvania Municipalities Planning		

Code when the initial escrow deposit has been reduced to \$500. Regardless of whether a deposit is utilized to pay the fees chargeable to the Township by engineers or other consultants, reimbursement to the Township shall be made within 15 days of the date on which an invoice is forwarded from the Township. The recordation of the plan will not be permitted unless all outstanding fees are paid to the Township.		
d. Within 45 days of the date on which the Township receives notice of the recording of any subdivision or land development plan, or actually causes the subdivision plan to be recorded in the Office of the Recorder of Deeds of Chester County, and, if applicable, upon receipt of the recorded Deeds of Dedication, Maintenance Bond, etc., any unused portion of the sum deposited will be returned to the applicant.		
7. Subdivision and Land Development Ordinance – Bound Copy	\$50.00	
TELECOMMUNICATIONS REGISTRATION FEE		§27-1733.27
1. Telecommunication Registration Fee In January of each year, the owner or operator of any wireless communications facility shall pay the Telecommunication Registration Fee.	\$100.00 annually	
TIMBER HARVESTING		Ordinance 2008-01
1. Escrow		
a. With the filing of each timber harvesting permit, the operator shall submit to the Township \$1,000.00, which fund will be held in an escrow account and utilized to pay for any costs incurred by the Township, including legal, administrative and/or engineering costs associated with insuring compliance with the terms of this Ordinance, the Clean Streams Law, the Dam Safety and Encroachments Act and the Storm Water Management Act, and any other applicable federal, state or municipal laws or regulations.		
<u>SUBJECT</u>	<u>FEES</u>	<u>CODE/ORDINANCE/ RESOLUTION #</u>
ZONING		§27-2102.2
1. Applications for building permits shall be accompanied by the following fees:		

a. A zoning permit is required prior to the issuance of a building permit.	\$75.00	
2. The Zoning Permit Fee is required for all structures unregulated per PA Act 45. A Zoning Permit Fee for a Zoning Permit is regulated in the following schedule:		
3. PA Act 45 requires the Municipality to Charge \$4.50 for each permit issued. This fee is in addition to the following fees:	\$4.50	
a. Residential		
i. Minimum Fee	\$150.00	
ii. New Construction	\$75.00 + \$0.50 per sq. ft.	(\$10,000 cap) + zoning fee
iii. Additions	\$75.00 + \$0.50 per sq. ft.	
iv. Alterations and Structural Repairs	2.5% of construction cost	
v. Utility and Miscellaneous Use Group (Ex. Sheds, Decks, Fences, Slabs, Retaining Walls, Pools, Towers, and Concrete Slabs)	2.5% of construction cost	
vi. Moving of Structure	1.5% of cost / min fee \$100.00	
b. All Use Groups other than R-1, R-2, R-3 utility and maintenance		
i. Minimum Fee	\$250.00	
ii. New Construction and Additions	\$90.00 + \$0.60 per sq. ft. of GFA ³	
iii. Alterations and repairs	4% of construction cost	
iv. Demolition	\$200.00	
v. Manufactured Housing Replacement (Residential)	\$25.00 per 100 sq. ft.	
vi. Manufactured Housing Replacement (Other)	\$45.00 per 100 sq. ft.	
vii. Construction Trailer	\$275.00	
viii. Temporary Sales/Office Trailer	\$550.00	
ix. Driveways	\$80.00	
x. Concrete Slab	\$6.00 per 100 sq. ft.	
xi. Signs	\$75.00 + \$5.00 per sq. ft. (outside dimensions of frame)	
xii. Use and Occupancy Permits – Residential	\$6.50 per 100 sq. ft.	
xiii. Use and Occupancy Permits – All Others	\$8.50 per 100 sq. ft.	
<u>SUBJECT</u>	<u>FEES</u>	<u>CODE/ORDINANCE/RESOLUTION #</u>
ZONING cont.		
c. Plumbing and Mechanical		

³ GFA Gross Floor Area defined as the total square footage of all floors within the perimeter of the outside walls, including basements, cellars, garages, roofed patios, breezeways, covered walkways and attics with floor to ceiling height of 6'6" or more.

i. First \$1,000 of Construction Cost	\$75.00	
ii. Each Additional \$1,000	\$25.00	
iii. Minimum Fee	\$150.00	
iv. Water and Sewer Lateral	\$150.00	
d. Electrical Permits		
i. Service and Feeders		
1. 200 amp or less	\$53.00	
2. 201 amp or less	\$75.00	
3. Over 400 amp	\$90.00 per 100 amp	
4. Sub-Feeders or Sub-Panels	¼ above fees	
5. Over 600 volts	Double above fees	
ii. Rough Wire		
1. All Switches, receptacles, and lighting outlets		
a. 1 to 25	\$65.00	
b. Each additional 10	\$15.00	
iii. Finished Wiring		
1. All switches, receptacles, and lighting outlets		
a. 1 to 25	\$65.00	
b. Each additional 10	\$15.00	
iv. Heating, Cooling, Cooking, Appliances, Equipment Motors, Generators, Transformers, Capacitors, etc.		
1. Less than 1/3 hp, kw, kva use finished Wiring Fee		
2. Over 1/3 hp, kw, kva		
a. 1/3 to 1.0	\$13.00	
b. 1.1 to 5.0	\$18.00	
c. 5.1 to 10.0	\$20.00	
d. 10.1 to 30.0	\$30.00	
e. 30.1 to 50.0	\$35.00	
f. 50.1 to 100.0	\$60.00	
3. Over 100 hp, kw, kva	\$1.25 per hp, kv, kva	
4. Over 600 volts	2 X above fees	
v. Signaling, Communication and Alarm Systems		
1. 1 to 10 devices	\$55.00	
2. Each additional	\$2.50	
vi. Swimming Pools		
1. Above ground	\$75.00	
2. In ground, bonding	\$50.00	
3. In ground, wiring	\$80.00	
4. Minimum Fee	\$75.00	
<u>SUBJECT</u>	<u>FEES</u>	<u>CODE/ORDINANCE/ RESOLUTION #</u>
ZONING cont.		
4. Zoning Hearing Board Applications		
i. Appeal from Zoning Officer	\$1,500.00	

ii. Variances	\$1,500.00	
iii. Special Exception	\$1,500.00	
5. Conditional Use Hearing Fee	\$1,500.00	
6. Zoning Ordinance Bound Copy	\$50.00	
7. Township Zoning Map	\$5.00	
8. Comprehensive Plan – Bound Copy	\$30.00	
MISCELLANEOUS		
1. Minimum Postage for Non-Right-to-Know Requests	\$5.00	
2. Photo Copies for Non-Open Records Requests	\$0.25 per page per side (8 ½ X 11)	
3. Penalty/Interest		
a. The Board of Supervisors of East Fallowfield Township hereby assesses a penalty of 5% on any fee or invoice charged/issued under the Code of Ordinances of the Township of East Fallowfield or this resolution not paid between 1 st and 30 th days beyond the due date.		
b. Any fee or invoice not paid between the 1 st and 30 th days beyond the due date shall be deemed delinquent and interest at the rate of 1.5% per month (18% per annum) will be charged on all outstanding amounts due to the Township, including, penalties, commencing from the original due date of the invoice or charge. (This does not apply to trash and recycling invoices which charge a service fee for late payment.)		
4. Township Engineer Fees		
a. All costs, expenses, charges and fees incurred by the Township for service provided by the Township Engineer in connection with any request from the public or any application shall be reimbursed by the requester or applicant.		
b. Reimbursable Township Engineer fees shall be at a rate equal to the rate provided under the Subdivision and Land Development section of this Fee Schedule.		
<u>SUBJECT</u>	<u>FEES</u>	<u>CODE/ORDINANCE/ RESOLUTION #</u>
MISCELLANEOUS cont.		
5. Township Solicitor Fees		

a. All costs, expenses, charges and fees incurred by the Township for service provided by the Township Solicitor in connection with a request from the public or application shall be reimbursed by the requester or applicant.		
b. Reimbursable Township Solicitor fees shall be at a rate equal to the rate provided under the Subdivision and Land Development section of this Fee Schedule.		
6. Consultant Fees		
a. All costs, expenses, charges and fees incurred by the Township for service provided by a Consultant, other than the Township Engineer, in connection with a request from the public or application shall be reimbursed by the requester or applicant.		
b. Reimbursable Consultant fees shall be at the rate equal to the hourly rate agreed to between the Township and the Consultant.		
7. Invoices Invoices for Township Engineer, Township Solicitor, and Township Consultant Fees shall be billed monthly for services to date. Invoices shall include a \$25 administrative fee and are due within 30 days.		
8. Credit Card Fees For any and all projects, credit card payments for any and all permits and fees associated with the project shall include the Township-incurred transaction fee.		2020-10

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon adoption.

ADOPTED this 5th day of January 2026.

BOARD OF SUPERVISORS OF EAST FALLOWFIELD TOWNSHIP

ATTEST:

Scott Swichar,
Township Manager/Secretary

Wilson T. Lambert, Jr. Member

Katja DiRado, Member

Al Wright, Member

Mike Domboski, Member

Deborah Stoff, Member

**EAST FALLOWFIELD TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA
RESOLUTION 2026 -03**

**A RESOLUTION APPOINTING A MEMBER OF THE ZONING HEARING BOARD OF
EAST FALLOWFIELD TOWNSHIP.**

WHEREAS, Section 903 of the Pennsylvania Municipalities Planning Code, 53 P.S. §10903, requires every municipality which has enacted a zoning ordinance to create a zoning hearing board, the members and alternates of which shall be appointed by resolution of the governing body.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of East Fallowfield Township, Chester County, as follows:

Section 1. The Board of Supervisors here appoints Kathleen Moffitt to serve as a member of the East Fallowfield Township Zoning Hearing Board for a term to expire December 31, 2028.

Section 2. This Resolution shall be effective immediately upon adoption.

RESOLVED and **ADOPTED** this 5th day of January 2026.

**BOARD OF SUPERVISORS
EAST FALLOWFIELD TOWNSHIP**

Wilson T. Lambert, Jr., Member

Katja DiRado, Member

Al Wright, Member

Mike Domboski, Member

Deborah Stoff, Member

Township Manager/Secretary

Joe McCormick
8 Edward Drive
East Fallowfield, PA 19320

October 25, 2025

Board of Supervisors
East Fallowfield Township
Strasburg Road
East Fallowfield, PA 19320

To the Board:

I am writing to express my interest in serving on the Municipal Building Committee. I believe that I have a unique combination of experience, training, prior municipal committee experience, and civic interest which would provide a valuable resource for the Committee and the Township as plans for a new municipal center evolve.

I have more than thirty years of experience in the design, development, supervision, and management of multiple types of building construction projects. During that time, I have held positions in virtually all aspects of the building process from project conception, engineering design, estimating, procurement, trade supervision, and project management. Starting at the engineering design desk, I worked my way up through increasingly more responsible positions culminating with serving as a regional manager for several of the largest mechanical contracting firms in the nation. The attached summary of experience provides more detailed career highlights.

Perhaps the relevant experience I have particularly well suited to the Municipal Building Committee is the most recent of my construction experience where I held positions with the Commonwealth of Pennsylvania as a Construction Inspector and Project Manager. In these positions, I was directly involved in the design and review process and construction implementation for state-owned facilities. Projects included state office buildings, hospital facilities, university academic buildings, national guard training centers, and renovation projects. This government work required extensive oversight of budgets and the fiduciary responsibility that comes with managing tax-payer funded projects. I believe this experience would be beneficial to the Township.

Please consider my interest and qualifications, and I hope that you find that I could become an asset to the Municipal Building Committee. Thank you for your consideration.

Sincerely,



Joe McCormick

Cc: Scott Swichar, Township Manager



East Fallowfield Township Board and Commission Application

Name: JOE MCCORMICK Telephone: [REDACTED]

Address: BEDWARD DRIVE, EAST FALLOWFIELD Date: 10/25/25

Email Address: [REDACTED]

Years as a Township Resident: 20+ Occupation: CONSULTANT

Background/Interests: CAREER CONSTRUCTION PROFESSIONAL, YEARS SERVED WITH SEVERAL TOWNSHIP COMMISSIONS AND PLANNING TABLE FORCE

Please check the board(s) or commission(s) that you would be willing to serve on:

- | | |
|---|--|
| ☐ Park and Recreation Commission | ☐ Historic Commission |
| ☒ Planning Commission | ☐ Environmental Advisory Committee (EAC) |
| ☐ Zoning Hearing Board | ☒ Municipal Building Committee |
| ☐ Agricultural Security Commission | |

The above boards typically meet on a monthly basis or twice monthly. Quorums are required for any board to act, so attendance is important. Do you feel the other board members can count on your regular attendance so that business can be conducted?

☒ Yes ☐ No ☐ Seasonally – from _____ to _____

Why would you like to be on the board(s) or commission(s) you have selected: (Please use reverse side if necessary)

I HAVE YEARS OF EXPERIENCE WHICH WOULD BE A VALUABLE ASSET TO TOWNSHIP ADMINISTRATION AND PLANNING

Concerns for the Township; if any:

RESPONSIBLE MANAGEMENT AND CONSIDERED PLANNING FOR TOWNSHIP GROWTH AND DEVELOPMENT

¹ Please attach a resume and/or letter of interest

Joe McCormick
Summary of Qualifications

- **Education**
 - Brown University, Northeastern University, Rhode Island School of Design curriculums in Economics, Organizational Behavior, and Mechanical Engineering. Certificates in Architectural Building Design, HVAC Design, Building Automation and Controls
- **Engineering and Design**
 - Designed mechanical and electrical systems for construction projects in power generation, manufacturing, and petrochemical projects
- **Construction Engineering**
 - Field engineer working with contractors on site with biotech facilities, power generation, semiconductor, and process engineering projects interpreting architectural and design documents for construction and implementation
- **Plan and Design Review**
 - Reviewed conceptual project designs, feasibility and constructability studies, development of project budgets and cost
- **Project Management**
 - Oversight of project implementation, monitoring and control of manpower levels, cost and budget maintenance, scheduling and milestone completion targeting
- **Trade Supervision**
 - Oversight of trade labor performance, assessing manpower needs, quality control, schedule maintenance
- **Residential Construction**
 - Owned and operated small building construction firm involved with custom home construction, remodeling and renovation
- **Facilities Management**
 - Planning and project development for renovation, repairs, and upgrades to hotel properties for a national hotel ownership group
- **Energy Performance Contracting**
 - Working for major utility, designed and implemented energy conservation projects for hospitals, military, manufacturing, and municipal buildings on lighting, and mechanical system improvement projects
- **Regional Management for Contractors**
 - Oversight of planning, bidding and estimating, manpower loading, project implantation, fiscal oversight for several of the largest plumbing and mechanical contractors in the region
- **Construction Inspection**
 - Monitored construction implantation for state facilities, ensuring compliance with architectural plans and designs, quality of work. Pre-construction plan review, subcontractor bid process management, development of estimates and budgets
- **Project History**
 - Project experience includes Northeast Utilities various nuclear power generation facilities, IBM Semi-conductor facility, Children's Hospital of Philadelphia expansion, BASF pharmaceutical expansion, West Chester University, Bayer Pharmaceuticals, National Guard Readiness Facilities, SE Pennsylvania Veterans Hospital, Lincoln University



East Fallowfield Township Board and Commission Application

Name: ERIC SHANE CLOYD Telephone: [REDACTED]

Address: 19 ROKEBY ROAD Date: 8/27/2025

Email Address: [REDACTED]

Years as a Township Resident: 5 Occupation: ENGINEER

Background/Interests: SOCCER, SNOWS/MOVIES, ENGINEERING

Please check the board(s) or commission(s) that you would be willing to serve on:

- | | |
|---|--|
| ☐ Park and Recreation Commission | ☐ Historic Commission |
| ☐ Planning Commission | ☐ Environmental Advisory Committee (EAC) |
| ☐ Zoning Hearing Board | ☒ Municipal Building Committee |
| ☐ Agricultural Security Commission | |

The above boards typically meet on a monthly basis or twice monthly. Quorums are required for any board to act, so attendance is important. Do you feel the other board members can count on your regular attendance so that business can be conducted?

☒ Yes ☐ No ☐ Seasonally – from _____ to _____

Why would you like to be on the board(s) or commission(s) you have selected: (Please use reverse side if necessary)

With my extensive background in engineering and large capital projects, I feel I'll be a benefit to the township and residents by participating on this board.

Concerns for the Township; if any:

¹ Please attach a resume and/or letter of interest

E. Shane Cloyd

19 Rokeby Road, East Fallowfield, PA 19320 • s [REDACTED]

Mission: Enhance my career growth and skills through a challenging position while contributing my talent and experiences. Strengthen leadership ability through increased responsibilities. Demonstrate the limits of projects and assignments by exceeding expectations.

Education: **MBA**, Drexel University 3/2012
MS Industrial Engineering, Lehigh University 1/2005
BS Industrial Engineering, Lehigh University 5/2003

Highlights: **Manufacturing Process Improvement**
Fabricated tools and parts kitting solutions implemented for mechanics to utilize at point-of-use. With Black Belt training, developed real-time visual management performance metrics pilot to assess the “health” of the operations in-work within production.

Mobile Application Development

Create mobile applications for Android OS, BlackBerry OS, and webOS. Published 16 mobile applications on webOS and BlackBerry PlayBook devices.

Data Mining & Analysis

Ability to mine extensive amounts of data (millions of records) in order to analyze current processing times, capacity constraints and bottlenecks.

Warehouse Picking Improvement

Engineered efficient solution to manual kit-picking process. Programmed in Visual Basic, was able to coordinate multiple kits to be picked simultaneously while reducing the risk of errors. Updated the kit interface and labeling process reducing the time required to build the kits. Approximately 75% reduction in cycle time.

Computer

Skills: Appian DirectRoute/ResourcePro, PC|Miler, HTML5+JS+CSS3, SQL, Tableau, MS Excel, Visual Basic, MS Office, ARENA Sim, AutoCAD, GOLD/Haystack, Python

Work

Experience: **President**, STEAM POWER, Coatesville, PA 2024-Present
A 501(c)(3) nonprofit that empowers the Coatesville community through accessible STEAM education, fostering creativity, workforce readiness, and inclusive innovation for youth and adults.

President, Our Dot Art, Coatesville, PA 2021-Present
A creative venture bringing communities together through LEGO®-inspired Dot Art kits and collaborative mural projects that make art accessible, interactive, and fun.

Principal Logistics Engineer, Penske Logistics, Reading, PA 11/2015-Present
Design and optimize customers’ logistics networks in the Northeast. Integrate with operations teams to continually improve processes, engage customers and their customers, and provide tools to streamline day-to-day tactical routing.

Industrial Engineer, Sikorsky Aircraft Corporation, Coatesville, PA 8/2013-9/2015
Responsible for all Industrial Engineering aspects of the S76D start-up program (standards, skillset assignments, metrics, manpower, planning, process improvements, customer options quotes, etc.). Prepared financial quotes for new business based on trending analysis of current production rates. Created automation tools for Operations to status their open work, as well as for IE to expedite their reporting capabilities.

Design Engineer, A. Duie Pyle, West Chester, PA 1/2013-8/2013
Key participant in Dedicated Services business unit start-up. Responsible for designing, modeling and pricing dedicated bids, and operationally sustaining optimal routes for awarded business.

Industrial Engineer Sr, Lockheed Martin, Fort Worth, TX

8/2010-1/2013

Final Assembly: Developed strategy for hand tools presentation line-side to jet. Developed strategy and implemented proactive support and manufacturing test equipment scheduling. **Wing Build:** Coordinated with Product Focus Team (PFT) to identify actions required to reduce the Production Interval from a 10-day takt to an 8-day takt. Developed and piloted consumables kitting and line-side storage to reduce inventory and mechanics' pick time. **Mate:** Sustain and improve Hard Tool Pull System used for proactively scheduling hard tooling, including calibration and WAPA status.

Quality Engineer, Lockheed Martin, Valley Forge, PA

1/2010-8/2010

Orchestrated the customer-facing monthly Corrective Action Board (CAB) meeting. Also responsible for obtaining and organizing data for weekly metrics associated with Quality Receiving Inspection.

Manufacturing Engineer, Lockheed Martin, Valley Forge, PA

7/2009-1/2010

Created and updated manufacturing planning for build, test and inspection processes. Worked alongside manufacturing operators to first understand the product and current processes, and make improvements where needed. Coordinated with Production Control and Program Management to assure planning was complete and accurate for deadline-driven production of ICBM updates and modifications.

Facilities Operations & Services, Lockheed Martin, Newtown, PA

1/2009-7/2009

Worked with Facilities team to manage Newtown location, including creating a proactive maintenance checklist.

Supply Chain Management, Lockheed Martin, Moorestown, NJ

7/2008-1/2009

Adapted to accelerated integration into Michelin tire programs, and rapid involvement in FASI. Tasked with facilitating FASI's Baseline Review. Instrumental involvement with mapping Haystack government purchases to MyParts internal LM purchase history for expediting Sourcing initiatives.

Sourcing Associate, ICG Commerce, King of Prussia, PA

11/2005-7/2008

Managed complete sourcing activities from analysis and characterization of clients' spend data through RFI process, Market Basket creation, RFQ process, Bid Analysis, negotiations with short-listed suppliers, supplier awards, client-supplier contracts and implementation. Coordinated client spend benchmarking to determine sourcing strategy, as well as inventory analysis for annual spend and on-hand inventory reduction. Managed projects with spend ranging from \$50K to \$30M+.

Project Engineer, Operations Concepts, Inc., Cherry Hill, NJ

5/2005-11/2005

Successfully saved companies six-figures with 1-2 year justified ROI analysis, mainly through automation implementation. Responsibilities included initial evaluation, client interaction, data collection and analysis, vendor RFPs, specifications, negotiations, and extensive report and presentation preparation and execution.

Staff Analyst, Ernst & Young, NY, NY

1/2005-5/2005

Provided fixed asset valuation for mergers & acquisitions. Position required proficient use of Microsoft Office tools, client interaction, great presentation skills, and teamwork to accomplish tasks.

Leadership: Team Lead, F-35 Component Final Finishes

7/2012-12/2012

Delegated tasks and priorities, supervised activity, and mentored development of social and technical skills for a Level 1 employee.

Academic

Experience: Supply Chain Research

6/2004-1/2005

Conducted research on safety stock placement in multi-echelon supply chains under uncertainty. Plans included creating software for safety stock placement based on new algorithm and incorporating stochastic lead-times.

IE/Rockwell Software Simulation Competition Finalist

5/2003

Using ARENA software, worked with a team to develop a simulation model of a fictitious manufacturing process created by a Rockwell Software consultant. Selected as one of five teams worldwide for finals to present in Portland, Oregon.

Other: Operations Leadership Development Program (OLDP) Graduate, Green Belt Certified, Black Belt Trained, DoD Secret Clearance (expired), Provisional patent holder, Lego enthusiast



East Fallowfield Township Board and Commission Application

Name: Deborah Stoff Telephone: [REDACTED]

Address: 170 Mink Hollow Road Date: 08/29/25

Email Address: [REDACTED] @

Years as a Township Resident: Five Occupation: Custom Cabinet/Millwork Designer

Background/Interests: More than 20 years as a residential cabinet/Millwork designer and two years of experience working inside an architecture firm. I work from initial concept, through the design process, and deal with scheduling, budgeting, and installation. Other aspects of the job is working as a team with architects, interior designers, general contractors and on site tradespeople.

My design work is specific to the production of millwork but incorporates floor plan revisions and general space planning.

Please check the board(s) or commission(s) that you would be willing to serve on:

- | | |
|---|--|
| ☐ Park and Recreation Commission | ☐ Historic Commission |
| ☐ Planning Commission | ☐ Environmental Advisory Committee (EAC) |
| ☐ Zoning Hearing Board | ☒ Municipal Building Committee |
| ☐ Agricultural Security Commission | |

The above boards typically meet on a monthly basis or twice monthly. Quorums are required for any board to act, so attendance is important. Do you feel the other board members can count on your regular attendance so that business can be conducted?

☒ Yes ☐ No ☐ Seasonally – from to

Why would you like to be on the board(s) or commission(s) you have selected: (Please use reverse side if necessary)

My primary goal would be to keep the community accurately updated on the the design and construction process, with a "live" timeline.

Additionally I would like to be a part of the design process as I feel my background would enable me to suggest design solutions

the architect/design team may not have considered, while keeping in mind the desires of the town and the residents.

Concerns for the Township; if any:

¹ Please attach a resume and/or letter of interest

8/27/2025

To whom it may concern:

I am interested in joining the Municipal Building Committee. In my professional role, I have had the opportunity to be part of some very large-scale building projects for our health system—Concordville, King Of Prussia Women's Health Center, and soon to open Devon site. I have worked closely with planning and design, architecture, project management, and finance. I have experience in meeting timelines, equipment procurement and security analysis, and patient flow.

I have been solely responsible for working with architects designing several therapy clinics within large ambulatory sites across the system. Because of this, I have become comfortable reading architectural plans, project plans, and understanding the entire process from concept to final construction.

We need a new Township Building and we need to pull this team together, elect a chair, and move the work forward in a sensible and appropriate manner.

Thank you for your consideration

Clare Small-McEvoy



East Fallowfield Township Board and Commission Application

Name: CLARE SMALL-McEVoy Telephone: [REDACTED]
Address: 105 YOUNGSBURG ROAD Date: 8/27/25
Email Address: [REDACTED]
Years as a Township Resident: 30 Occupation: Director of therapy Services
Background/Interests: Physical Therapist, musician, athlete

Please check the board(s) or commission(s) that you would be willing to serve on:

- ☐ Park and Recreation Commission
- ☐ Planning Commission
- ☐ Zoning Hearing Board
- ☐ Agricultural Security Commission

Municipal Building Committee

The above boards typically meet on a monthly basis or every other week. Quorums are required for any board to act, so attendance is important. Do you feel the other board members can count on your regular attendance so that business can be conducted?

☒ Yes ☐ No ☐ Seasonally - from _____ to _____

Why would you like to be on the board(s) or commission(s) you have selected: (Please use reverse side if necessary)

I have been part of several large scale building projects for my company. I have worked closely with planning and design, architecture, project management, and finance. I have experience

Concerns for the Township; if any: →

identifying space requirements, security
analysis, patient flow, etc.
I have experience developing a plan,
identifying stakeholders and adhering
to timelines



East Fallowfield Township Board and Commission Application

Name: Tara Schlichtig Telephone: [REDACTED]

Address: 1700 Goosetown Road, Coatesville Date: 9/19/25

Email Address: [REDACTED] @

Years as a Township Resident: 7 Occupation: Construction Project Manager

Background/Interests: I've been managing large scale construction projects on military bases for nearly 25 years

I love home renovation and restoration and just about anything that has to do with dogs!

Please check the board(s) or commission(s) that you would be willing to serve on:

- | | |
|---|--|
| ☐ Park and Recreation Commission | ☐ Historic Commission |
| ☐ Planning Commission | ☐ Environmental Advisory Committee (EAC) |
| ☐ Zoning Hearing Board | ☒ Municipal Building Committee |
| ☐ Agricultural Security Commission | |

The above boards typically meet on a monthly basis or twice monthly. Quorums are required for any board to act, so attendance is important. Do you feel the other board members can count on your regular attendance so that business can be conducted?

☒ Yes ☐ No ☐ Seasonally – from to

Why would you like to be on the board(s) or commission(s) you have selected: (Please use reverse side if necessary)

I believe my background and experience can bring good conversation and enlightenment to the committee. I always
want what is best for the residents and if my knowledge can help get to the best conclusion for the township and its
residents, I would like to assist.

Concerns for the Township; if any:

¹ Please attach a resume and/or letter of interest

**East Fallowfield Township - General Fund
Payment Authorization Detail
December 10 through January 5, 2026**

	Type	Date	Num	Due Date	Aging	Open Balance
21st Century Media						
	Bill	12/04/2025	2777693	12/14/2025	17	207.71
Total 21st Century Media						207.71
A & Z 2025 Lincoln Corp						
	Bill	12/03/2025	346	01/02/2026		98.00
Total A & Z 2025 Lincoln Corp						98.00
Anderson Truck & Auto Repair Inc.						
	Bill	11/30/2025	119291	12/10/2025	21	195.50
	Bill	12/15/2025	119353	12/25/2025	6	2,321.03
	Bill	12/15/2025	119329	12/25/2025	6	511.55
Total Anderson Truck & Auto Repair Inc.						3,028.08
ASAP Hydraulics, Inc.						
	Bill	12/16/2025	4026472	12/26/2025	5	127.12
	Bill	12/26/2025	4028056	01/05/2026		16.42
Total ASAP Hydraulics, Inc.						143.54
AutoZone, Inc.						
	Bill	12/26/2025	02843889869	01/05/2026		87.27
Total AutoZone, Inc.						87.27
Bigfoot Automotive LLC						
	Bill	12/09/2025	12478	12/19/2025	12	61.00
	Bill	12/11/2025	12495	12/21/2025	10	71.00
	Bill	12/12/2025	12297	12/22/2025	9	12,775.80
	Bill	12/15/2025	12530	12/25/2025	6	527.76
Total Bigfoot Automotive LLC						13,435.56
Brandywine Valley SPCA						
	Bill	11/30/2025	Nov10	12/10/2025	21	208.00
Total Brandywine Valley SPCA						208.00
Brian Hoskins Ford, Inc.						
	Bill	12/17/2025	687170	12/27/2025	4	254.83
Total Brian Hoskins Ford, Inc.						254.83
CCATO						
	Bill	12/14/2025	26-1007	12/24/2025	7	350.00
Total CCATO						350.00
Cleaning for Cures						
	Bill	12/31/2025	3791	12/31/2025		300.00
Total Cloudpermit Inc.						300.00
Cloudpermit Inc.						
	Bill	12/01/2025	3111	12/31/2025		10,300.00
Total Cloudpermit Inc.						10,300.00
CODY Computer Services, Inc						
	Bill	01/01/2026	12949	01/11/2026		7,701.00
Total CODY Computer Services, Inc						7,701.00
Colonial Electrical Supply Company, Inc.						
	Credit	11/26/2025	16617837			-34.70
	Credit	11/26/2025	16617846			-131.12
	Bill	11/26/2025	16617674	12/06/2025	25	409.90
Total Colonial Electrical Supply Company, Inc.						244.08
Commonwealth of PA {DEP}						
	Bill	12/18/2025	1444777	12/28/2025	3	2,500.00
Total Commonwealth of PA {DEP}						2,500.00
Drugscan, Inc.						
	Bill	11/30/2025	SINV001818	12/10/2025	21	265.00
Total Drugscan, Inc.						265.00
H.A. Berkheimer, Inc.						
	Bill	11/30/2025	25110019	12/10/2025	21	21.92
Total H.A. Berkheimer, Inc.						21.92
Herbert E. MacCombie, Jr. P.E.						
	Bill	12/22/2025	2025-12-003	01/01/2026		67.50
	Bill	12/22/2025	2025-12-001	01/01/2026		472.50
Total Herbert E. MacCombie, Jr. P.E.						540.00
Janet Walton						
	Bill	12/17/2025	12/17/25-MailBox	12/27/2025	4	90.71
Total Janet Walton						90.71
Keystone Municipal Services, Inc.						
	Bill	12/04/2025	39937-44	01/03/2026		2,717.82
	Bill	12/18/2025	40002-07	01/17/2026		783.26
Total Keystone Municipal Services, Inc.						3,501.08
Kochel Equipment						
	Bill	12/30/2025	81115	01/09/2026		325.00
Total Kochel Equipment						325.00
MAGLOCLEN, Inc.						
	Bill	12/23/2025	13183	12/23/2025	8	400.00
Total MAGLOCLEN, Inc.						400.00
Mitchell Mechanical, LLC						

**East Fallowfield Township - General Fund
Payment Authorization Detail
December 10 through January 5, 2026**

	Type	Date	Num	Due Date	Aging	Open Balance
Total Mitchell Mechanical, LLC NAPA Auto Parts {Coatesville}	Bill	12/23/2025	552-17514	01/02/2026		164.80
						164.80
Total NAPA Auto Parts {Coatesville} Occupational Health Centers	Bill	12/04/2025	137654	12/14/2025	17	95.30
						95.30
Total Occupational Health Centers PECO {12000} Twp Bldg	Bill	11/25/2025	518642020	12/05/2025	26	219.00
						219.00
Total PECO {12000} Twp Bldg PECO {73000} Police Bldg	Bill	12/19/2025	6978912000-12/19/25	12/29/2025	2	1,682.65
						1,682.65
Total PECO {73000} Police Bldg PECO {99000} Park	Bill	12/23/2025	5946073000-12/23/25	01/02/2026		189.05
						189.05
Total PECO {99000} Park Pennoni Associates Inc	Bill	12/23/2025	7417999000-12/23/25	01/02/2026		140.04
						140.04
Total Pennoni Associates Inc Pennsylvania Municipal Retirement System	Bill	12/19/2025	1306195	12/29/2025	2	203.75
	Bill	12/19/2025	1306197	12/29/2025	2	73.00
	Bill	12/19/2025	1306199	12/29/2025	2	629.00
						905.75
Total Pennsylvania Municipal Retirement System Pennsylvania One Call System, Inc.	Bill	01/01/2026	Plan 15-036-5N -2026	01/11/2026		360.00
						360.00
Total Pennsylvania One Call System, Inc. Pennsylvania State Police Academy	Bill	11/30/2025	1128348	12/10/2025	21	30.02
						30.02
Total Pennsylvania State Police Academy Petroleum Traders Corporation	Bill	12/18/2025	1/26-28/26-B.Simmons	12/18/2025	13	300.00
						300.00
Total Petroleum Traders Corporation Primo Brands - Police	Bill	12/23/2025	2147161	01/02/2026		244.72
						244.72
Total Primo Brands - Police Siana Law, LLP	Bill	12/01/2025	15L0435888474	12/11/2025	20	25.45
						25.45
Total Siana Law, LLP Smoker Door Sales	Bill	12/03/2025	103131	12/13/2025	18	5,805.86
	Bill	12/03/2025	103132	12/13/2025	18	920.00
	Bill	12/03/2025	103133	12/13/2025	18	1,620.00
	Bill	12/03/2025	103134	12/13/2025	18	115.00
	Bill	12/03/2025	103135	12/13/2025	18	601.00
	Bill	12/03/2025	103136	12/13/2025	18	69.00
	Bill	12/03/2025	103137	12/13/2025	18	253.00
						9,383.86
Total Smoker Door Sales Thomas Trio	Bill	11/30/2025	056200	12/10/2025	21	1,364.36
	Bill	12/17/2025	056859	12/27/2025	4	298.64
Total Thomas Trio Verizon {Township Internet} 753-895-532						1,663.00
	Bill	11/07/2025	11/7/25-Grajewski	11/17/2025	44	69.00
Total Verizon {Township Internet} 753-895-532 Verizon {Township Internet} 852-092-828						69.00
	Bill	12/27/2025	753-895-532-12/27/25	01/06/2026		99.00
Total Verizon {Township Internet} 852-092-828 Verizon Wireless {Office-Police}						99.00
	Bill	12/15/2025	852-092-828-12/15/25	12/25/2025	6	164.12
Total Verizon Wireless {Office-Police} Western Chester County Council of Govts						164.12
	Bill	12/11/2025	6130694426	12/21/2025	10	229.55
Total Western Chester County Council of Govts White Horse Machine						229.55
	Bill	01/01/2026	82	01/11/2026		250.00
Total White Horse Machine Witmer Public Safety Group						250.00
	Bill	11/26/2025	74923	12/06/2025	25	98.14
Total Witmer Public Safety Group TOTAL						98.14
	Bill	12/18/2025	INV#803523	01/17/2026		239.95
	Bill	12/22/2025	INV806053	01/21/2026		223.39
	Bill	12/29/2025	INV808267	01/28/2026		921.00
						1,384.34
						61,699.57

East Fallowfield Township - Trash Fund
Payment Authorization Detail
December 10 through January 5, 2026

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balance</u>
Chester County Solid Waste Authority						
	Bill	12/22/2025	77151	01/01/2026	9	3,933.37
Total Chester County Solid Waste Authority						3,933.37
TOTAL						3,933.37

East Fallowfield Township - Liquid Fuels Fund
Payment Authorization Detail
December 10 through January 5, 2026

	Type	Date	Num	Due Date	Aging	Open Balance
Chemical Equipment Labs of DE, Inc.						
	Bill	12/18/2025	7130177	01/17/2026		1,686.73
	Bill	12/18/2025	7130183	01/17/2026		1,656.13
	Bill	12/18/2025	7130184	01/17/2026		1,624.81
	Bill	12/18/2025	7130185	01/17/2026		1,672.50
	Bill	12/24/2025	7131320	01/23/2026		1,407.03
	Bill	12/26/2025	7131322	01/25/2026		1,507.38
	Bill	12/26/2025	7131321	01/25/2026		1,587.09
	Bill	12/26/2025	7131319	01/25/2026		1,679.61
	Bill	12/29/2025	7131877	01/28/2026		1,636.91
	Bill	12/29/2025	7131875	01/28/2026		1,583.53
	Bill	12/29/2025	7131874	01/28/2026		1,636.20
	Bill	12/29/2025	7131873	01/28/2026		1,656.13
Total Chemical Equipment Labs of DE, Inc.						19,334.05
PECO {21007} NEW75000						
	Bill	12/23/2025	3858675000-12/23/25	01/02/2026		66.78
Total PECO {21007} NEW75000						66.78
TOTAL						19,400.83

East Fallowfield Township - Capital Fund
Payment Authorization Detail
December 10 through January 5, 2026

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balance</u>
Cloudpermit Inc						
	Bill	09/30/2025	2974	10/30/2025	62	500.00
Total Cloudpermit Inc						500.00
Pennoni Associates, Inc						
	Bill	12/19/2025	1306198	12/29/2025	2	1,880.25
Total Pennoni Associates, Inc						1,880.25
TOTAL						2,380.25

East Fallowfield Township - Rebill Fund
Payment Authorization Detail
December 10 through January 5, 2026

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balance</u>
Herbert E. MacCombie, Jr. P.E.						
	Bill	12/22/2025	2025-12-002	01/06/2026		135.00
Total Herbert E. MacCombie, Jr. P.E.						135.00
Pennoni Associates, Inc						
	Bill	12/19/2025	1306194	01/03/2026		899.00
	Bill	12/19/2025	1306196	01/03/2026		489.00
Total Pennoni Associates, Inc						1,388.00
TOTAL						1,523.00

Interim Payments
PAYMENT AUTHORIZATION DETAIL
December 10 through January 5, 2026

Type	Num	Date	Name	Item	Account	Paid Amount
Bill Pmt -Check	ONL0075	12/17/2025	Fulton Bank COMMUNITY Card		100.01 · Meridian Bank - GF - Checking	3,824.67
Check	ONL0076	12/22/2025	Great American Financial Services{Office}		100.01 · Meridian Bank - GF - Checking	214.00
Bill Pmt -Check	839	12/29/2025	Kauffman Gas		100.01 · Meridian Bank - GF - Checking	456.40
Bill Pmt -Check	840	12/29/2025	Paymerang, LLC.		100.01 · Meridian Bank - GF - Checking	100.00
Bill Pmt -Check	841	12/29/2025	Pennsylvania American Water		100.01 · Meridian Bank - GF - Checking	189.16
Bill Pmt -Check	842	12/29/2025	Pennsylvania Municipal Health Insur. Coop		100.01 · Meridian Bank - GF - Checking	34,928.03
Bill Pmt -Check	843	12/29/2025	Petroleum Traders Corporation		100.01 · Meridian Bank - GF - Checking	1,351.07
Bill Pmt -Check	844	12/29/2025	Primo Brands - Police		100.01 · Meridian Bank - GF - Checking	30.94
Bill Pmt -Check	845	12/29/2025	Verizon (Park Internet) 756-631-796		100.01 · Meridian Bank - GF - Checking	114.90
Bill Pmt -Check	11113	12/11/2025	Coatesville Area Public Library		100.01 · Meridian Bank - GF - Checking	9,000.00
Bill Pmt -Check	151	12/29/2025	Chemical Equipment Labs of DE, Inc.		100.20 · Meridian Bank - 419	12,606.34
Bill Pmt -Check	152	12/29/2025	PECO {00401} NEW25000		100.20 · Meridian Bank - 419	9.88
Bill Pmt -Check	153	12/29/2025	PECO {01003} NEW01111		100.20 · Meridian Bank - 419	57.50
Bill Pmt -Check	154	12/29/2025	Petroleum Traders Corporation		100.20 · Meridian Bank - 419	901.30
Bill Pmt -Check	61	12/29/2025	A.J. BLOSENSKI INC		Meridian - Trash Account	64,856.24
Bill Pmt -Check	62	12/29/2025	Chester County Solid Waste Authority		Meridian - Trash Account	9,500.49
Total Interim Bills						138,140.92

TOTAL ALL BILLS	\$	227,077.94
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Scott Swichar

From: Treasurer
Sent: Wednesday, December 3, 2025 12:57 PM
To: Scott Swichar
Subject: FW: 2026 township trash fee appeal

FYI another request to waive trash fees for 2026.

From: Senaca Lambert [REDACTED]
Sent: Wednesday, December 3, 2025 12:50 PM
To: Treasurer <Treasurer@eastfallowfield.org>
Subject: 2026 township trash fee appeal

Caution: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

The estate of Dianne Grant request a waive of the 2026 trash fee. Dianne Grant passed away November 2024. The house has been vacant since that date and is currently up for sale. No trash service has been needed since the property has been vacant & no one has been living there.

Parcel # 47 - 07 - 0079. 0000
Address: 198 Glenrose Road

The estate will be in contact with the township as soon as this issue is resolved. Please contact us if additional information is needed.
Thank you for your attention to this matter

[Sent from AOL on Android](#)

Scott Swichar

Subject: FW: Trash Fee Exemption for 2026 Parcel #47 - 07 -0166. 0100

-----Or [REDACTED]
[REDACTED]

Sent: Monday, December 22, 2025 8:45 AM

To: Treasurer <Treasurer@eastfallowfield.org>

Cc: [REDACTED]

Subject: Trash Fee Exemption for 2026 Parcel #47 - 07 -0166. 0100

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To: East Fallowfield Township Treasurer/Supervisors,

The Mobile Home located at #42 Rokeby Road (George and Barbara Chenger, both deceased) has been unoccupied since June 19, 2024. The mobile home will continue to be well maintained and unoccupied until it is removed in the near future.

The property at #42 is now listed in my name. During the year 2025 there was no need for trash pick up for #42 Rokeby Road and I was previously exempt from the tax fee.

I am requesting to be exempt from the trash fee for the year of 2026.

Sincerely,
David Chenger

Scott Swichar

From: Treasurer
Sent: Monday, December 1, 2025 9:22 AM
To: Scott Swichar
Subject: FW: Appeal for exemption for trash collection fee for 4 Park Avenue, East Fallowfield

FYI

From: Beech, Jill [REDACTED]
Sent: Saturday, November 29, 2025 9:16 AM
To: Treasurer <Treasurer@eastfallowfield.org>
Subject: Appeal for exemption for trash collection fee for 4 Park Avenue, East Fallowfield

Caution: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mr. Swichar,

Thank you for the reminder letter regarding an appeal of the trash collection fee for 4 Park Avenue which adjoins my residence of 6 Park Avenue.

This property remains uninhabited, as it did over the past years since I have owned it, including 2025 when it was exempted from the township trash fee. As the property will remain uninhabited in 2026 and does not generate trash or require any collection, I would greatly appreciate an exemption for the upcoming year.

Thank you for your consideration. Please let me know if you require more detail.

Jill Beech