

EAST FALLOWFIELD TOWNSHIP
BOARD OF SUPERVISORS MEETING
December 9, 2025 **Approved 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 at 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 needed to have been made in April which already passed. The motion indicates the solicitor will prepare a draft ordinance. 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.

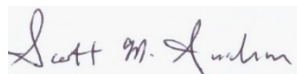
Connie McLaughlin, township resident, questioned the single use plastics survey and discussed a property referred by the historic commission for code enforcement investigation.

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